

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: June 18, 2020  
Time: 3:30 p.m.  
Place: Coquille Indian Housing Authority Office  
2678 Mexeye Loop, Coquille Tribal Lands, Coos Bay, OR 97420

Notice: The meeting was scheduled at the regular meeting held April 30, 2020 and confirmed by electronic notice on June 15, 2020.

Vice Chair Hunter called the meeting to order at 3:30 p.m. CALL TO ORDER

Housing Programs Coordinator Dale Herring offered the opening prayer. OPENING PRAYER

Secretary/Treasurer More called the roll. Present onsite was Vice Chair Hunter. Present by video conference were Secretary/Treasurer More and Commissioners Garrett, Rocha, and Severson. Commissioner Chase was absent, excused. A quorum was established. ROLL CALL  
  
QUORUM

CIHA staff members present onsite were Executive Director Anne Cook, Deputy Director Lyman Meade, Administrative Services Coordinator Debbie Dennis, and Housing Programs Coordinator Dale Herring. Present by video conference were Controller Marcy Chytka, Maintenance Coordinator Scott Felton, and Housing Programs Specialist Tracey Mueller.

Also present by video conference was Tribal Police Officer Jerry Merritt.

None. PUBLIC COMMENT

Minutes of the April 30, 2020 regular meeting and the May 21, 2020 special meeting were provided in the meeting materials available online. (Copies attached to these minutes.) MINUTES

Commissioner Rocha moved to approve the minutes of the April 30, 2020 regular meeting and the May 21, 2020 special meeting, seconded by Secretary/Treasurer More. Motion carried.

Executive Director Cook asked that agenda item 13A, the FY 2020 IHBG-CARES Abbreviated Indian Housing Plan, be moved to the next meeting and the remaining business items be renumbered accordingly; that discussion of personnel, resident, and legal matters be added to agenda item 13B, Executive Session to Review Commissioner Applications; and, that agenda item 14, Public Comment, be heard prior to the Executive Session. AMENDMENTS  
TO AGENDA

Commissioner Rocha moved to approve the agenda as amended, seconded by Secretary/Treasurer More. Motion carried.

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Accounting, Maintenance, and Resident Services reports for April and May 2020 were provided in the meeting materials available online. (Copies attached to these minutes.)

DEPARTMENT  
REPORTS

The meeting was recessed at 4:05 p.m. during the Accounting report due to technical difficulties and resumed at 4:15 p.m.

SPECIAL ORDER

Controller Marcy Chytka, Maintenance Services Coordinator Scott Felton, and Housing Programs Coordinator Dale Herring reviewed and responded to questions regarding the department reports.

Secretary/Treasurer More moved to approve the department reports, seconded by Commissioner Severson. Motion carried.

Materials for the Kilkich Residents Association (KRA) meetings held May 11, 2020 and June 8, 2020, and Tribal Police Department reports for April and May 2020 were provided in the meeting materials available online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

A representative of the Kilkich Residents Association was unable to attend.

Kilkich Residents  
Association

Tribal Police Officer Merritt reviewed and responded to questions about recent Tribal Police Department activities.

Tribal Police  
Department

Secretary/Treasurer More moved to accept the affiliate reports, seconded by Commissioner Severson. Motion carried.

A Master Projects List dated June 18, 2020; United Way We Count Oregon Census Grant; CIHA COVID-19 Phase 2 notices dated June 15, 2020; CIT COVID-19 updates May to mid-June 2020; CIT KWC updates May to mid-June 2020; materials for the Proposed Learning Center Traffic Redesign presentation to the CIHA Board scheduled June 19, 2020; correspondence from Tribal Chair Meade and a draft agenda for the Tribal Restoration Celebration June 26-27, 2020; memoranda from CIHA Attorney Ed Clay Goodman dated May 1, 7, 15, 21 and June 9 and 17, 2020 regarding federal funding, legislative issues, recent NAIHC activities, and COVID-19 updates; and, a Godfrey & Kahn Indian Nations Law Update for May 2020 were provided in the meeting materials available online. (Copies attached to these minutes.)

EXECUTIVE  
DIRECTOR'S  
REPORT

Executive Director Cook reviewed and responded to questions regarding the status of current work priorities, other active items, projects completed since the last report, and recent issues.

Secretary/Treasurer More moved to approve the Executive Director's report, seconded by Commissioner Garrett. Motion carried.

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None.

COMMITTEE  
REPORTS

None.

BOARD  
COMMUNICATIONS

None.

OLD BUSINESS

NEW BUSINESS

A draft FY 2021 Indian Housing Plan (IHP) and presentation notes were provided in the meeting materials available online. (Copies attached to these minutes.)

FY 2021 Indian  
Housing Plan

Executive Director Cook presented and responded to questions regarding the draft FY 2021 Indian Housing Plan. The estimated grant amount was based on HUD's preliminary allocation notice published May 29, 2020. The budget would be adjusted when the final funding amount for the period was received.

Secretary/Treasurer More moved to approve the FY 2021 Indian Housing Plan and to forward the plan to the Tribal Council with recommendation for adoption and subsequent submission to HUD, seconded by Commissioner Severson. Motion carried.

None.

PUBLIC COMMENT

The Commissioner application packet published May 1, 2020 was provided in the meeting materials available online. (Copy attached to these minutes.)

Executive Session to  
Review Commissioner  
Applications and  
Discuss Personnel,  
Resident, and  
Legal Matters

Commissioner Rocha moved to enter executive session to review Commissioner applications and discuss personnel, resident, and legal matters, seconded by Commissioner Severson. Motion carried.

The Board entered executive session at 5:30 p.m. Open session resumed at 6:00 p.m.

Commissioner Rocha move to recommend to the Tribal Council that Commissioners Garrett and More be reappointed to the CIHA Board and that Scott LaFevre be appointed to serve the remainder of Toni Ann Brend's term; seconded by Commissioner Severson. Motion carried.

Commissioner Rocha moved to recommend to the Tribal Council that a 6-month extension of the performance obligations under CITC Chapter 420 Private Homeownership Land Leasing Ordinance be offered to the

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lot holders of 657 and 665 Miluk Drive due to COVID-19, seconded by Secretary/Treasurer More. Motion carried.

The next meeting was scheduled to be held July 30, 2020 at 3:30 p.m.

NEXT MEETING

Commissioner Rocha moved to adjourn, seconded by Secretary/Treasurer More. Motion carried and meeting adjourned at 6:05 p.m.

ADJOURNMENT

Prepared by:

Approved by:

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Debbie Dennis  
Administrative Services Coordinator

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Signature

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Date

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Title