

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: October 29, 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 September 24, 2020 and confirmed by electronic notice on October 26, 2020.

Chair Doyle called the meeting to order at 3:35 p.m. CALL TO ORDER

Chair Doyle offered the opening prayer. OPENING PRAYER

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

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

Others in attendance by video conference included Tribal Police Chief Jerry Merritt, Kilkich Residents Association Secretary/Treasurer Pam Lenox, and Tribal Emergency Management Coordinator Derek Mollier.

None. PUBLIC COMMENT

Minutes of the September 24, 2020 annual and regular meeting were provided in the meeting materials available online. (Copy attached to these minutes.) MINUTES

Secretary/Treasurer More moved to approve the minutes of the September 24, 2020 annual and regular meetings, seconded by Vice Chair Hunter. Motion carried.

Chair Doyle requested that agenda item 13A be heard before the department reports. AMENDMENTS
TO AGENDA

Secretary/Treasurer More moved to accept the meeting agenda as amended, seconded by Commissioner Rocha. The motion carried.

NEW BUSINESS

Tribal Emergency Management Coordinator Derek Mollier reviewed and responded to questions regarding the Tribe's Emergency Operations Plan. Tribal Emergency
Management

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The Board requested development of Kilkich-specific plans for all types of emergencies, including how emergency management staff would interface with other departments, training for residents, and interactions with other agencies like Coos Forest Protection Association.

Resident Services and Maintenance reports for September 2020 and an Accounting report for September 2020 before year-end adjustments were provided in the meeting materials available online. (Copies attached to these minutes.)

DEPARTMENT
REPORTS

Commissioner Severson joined the meeting by video conference at 4:25 p.m. during the Resident Services report.

SPECIAL ORDER

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

DEPARTMENT
REPORTS
(CONTINUED)

Secretary/Treasurer More moved to approve the department reports, seconded by Vice Chair Hunter. Motion carried.

Materials and draft minutes from the Kilkich Residents Association meeting held October 12, 2020 and a Tribal Police Department report for September 2020 were provided in the meeting materials available online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

KRA Secretary Pam Lenox reported that the KRA was encouraging social distancing for Halloween and would be assisting with monitoring dumpsters on Tribal Lands for unauthorized use or items.

Kilkich Residents
Association

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

Tribal Police
Department

Vice Chair Hunter moved to accept the affiliate reports, seconded by Commissioner Rocha. Motion carried.

A Master Projects List dated October 29, 2020; FY20 Completed Projects List, 2020; Kilkich Accessible Housing Project Revised Duplex Plan dated October 8, 2020; CIT KWC updates dated September 30-October 28, 2020; KWC workshop materials dated October 8-22, 2020; K'wen Weekly editions dated September 25-October 23, 2020; Coos Bay Housing Needs Analysis dated October 2, 2020; memoranda from CIHA Attorney Ed Clay Goodman dated September 30-October 2, 2020 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Updates for September and October 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.

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Secretary/Treasurer More moved to approve the Executive Director's report, seconded by Vice Chair Hunter. Motion carried.

None.

COMMITTEE
REPORTS

Commissioner Chase shared that ice, freezing rain, and widespread power outages had been occurring in Oklahoma the past few days.

BOARD
COMMUNICATIONS

Commissioner Chase left the meeting at 5:45 p.m.

SPECIAL ORDER

None.

OLD BUSINESS

NEW BUSINESS

CIHA's FY2020 Self-Monitoring Assessment was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2020
Self-Monitoring
Assessment

Chair Doyle, Secretary/Treasurer More, Commissioner Rocha, and Deputy Director Meade reviewed and responded to questions regarding the specific areas of the assessment in which they participated.

The assessment concluded that CIHA's IHBG program is well-managed and substantially in compliance with the requirements of NAHASDA. Of special note was CIHA's continued exceptional control over its tenant accounts receivable (TARs), which was 0.6% for the period.

Vice Chair Hunter moved to approve the FY 2020 Self-Monitoring Assessment as presented, seconded by Commissioner Rocha. Motion carried.

Resolution HA2101 – Writing Off Uncollectible Tenant Accounts Receivable (TARs) was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Resolution HA2101 –
Writing Off
Uncollectible Tenant
Accounts Receivable
(TARS)

The resolution would remove CIHA's FY 2020 vacated tenant accounts receivable in the amount of \$1,351.42 from its current accounts but would not forgive the underlying debt to the agency. The debtor would continue to appear on HUD delinquency rolls and be unable to participate in HUD-assisted housing programs until the debt was resolved.

Commissioner Rocha moved to adopt Resolution HA2101 – Writing Off Uncollectible Tenant Accounts Receivable, seconded by Vice Chair Hunter. Motion carried.

Email correspondence from Vice Chair Hunter dated September 25, 2020 requesting discussion of the Resident Storage Lot was provided in

Resident Storage Lot

