

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: January 28, 2021  
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 December 10, 2020 and confirmed by written notice on January 25, 2021.

Chair Doyle called the meeting to order at 3:37 p.m. CALL TO ORDER

Chair Doyle offered the opening prayer. OPENING PRAYER

Secretary/Treasurer More called the roll. Present by video conference were Chair Doyle, Vice Chair Hunter, 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, Controller Marcy Chytka, and Housing Programs Specialist Tracey Mueller. Present by video conference was Maintenance Coordinator Scott Felton.

Others in attendance by video conference included Tribal Police Chief Jerry Merritt.

None. PUBLIC COMMENT

Minutes of the December 10, 2020 regular meeting were provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.) MINUTES

Secretary/Treasurer More moved to approve the minutes of the December 10, 2020 regular meeting, seconded by Commissioner Rocha. Motion carried.

None. AMENDMENTS  
TO AGENDA

An Accounting report for November 2020 and Accounting, Maintenance, and Resident Services reports for December 2020 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.) DEPARTMENT  
REPORTS

Executive Director Anne Cook, Maintenance Coordinator Scott Felton, and Controller Marcy Chytka reviewed and responded to questions regarding the department reports.

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

Materials from the Kilkich Residents Association meetings held December 14, 2020 and January 11, 2021 and Tribal Police Department reports for November and December 2020 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

CIHA Chair Doyle reviewed and responded to questions about recent Association activities. The Association would be looking into an auction to raise funds for future projects. They were also interested in assisting with removal of dead trees to be used as firewood.

Kilkich Residents  
Association

Tribal Police Chief Merritt reviewed and responded to questions about recent Tribal Police Department activities. Information would be forthcoming about a new community policing initiative “Coffee with a Cop”.

Tribal Police  
Department

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

A Master Projects List dated January 21, 2021; CIHA’s United Way of the Columbia-Willamette “We Count Oregon” final grant report dated December 12, 2020; Kilkich Ko-Kwel Wellness Center construction updates and workshop materials dated December 16, 2020 through January 27, 2021; K’wen Weekly editions dated December 11, 2020 through January 22, 2021; memoranda from CIHA Attorney Ed Clay Goodman dated December 10, 2020 through January 27, 2021 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Update for December 2020 were provided in the meeting materials available to the Commissioners 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 accept the Executive Director’s report, seconded by Commissioner Garrett. Motion carried.

None.

COMMITTEE  
REPORTS

Commissioner Rocha shared thoughts of former CIHA Chair Toni Ann Brend, echoed by other Board and staff members.

BOARD  
COMMUNICATIONS

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None.

OLD BUSINESS

NEW BUSINESS

Ratification of Action by Consent – Authorization to Submit FY 2020 IHBG-CARES Annual Performance Report to HUD dated January 28, 2021 was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes).

Ratification of Action by Consent – FY 2020 IHBG-CARES Annual Performance Report

Secretary/Treasurer More read the Ratification of Action by Consent.

Commissioner Garrett moved to Ratify the Action by Consent authorizing submission of CIHA’s FY 2020 IHBG-CARES Annual Performance Report to HUD, seconded by Secretary/Treasurer More. The motion carried.

Ratification of Action by Consent – Authorization to Submit FY 2020 IHBG-Competitive Annual Performance Report to HUD dated January 28, 2021 was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes).

Ratification of Action by Consent – FY 2020 IHBG-Competitive Annual Performance Report

Secretary/Treasurer More read the Ratification of Action by Consent.

Commissioner Garrett moved to Ratify the Action by Consent to authorize submission of CIHA’s FY 2020 IHBG-Competitive Annual Performance Report to HUD, seconded by Secretary/Treasurer More. The motion carried.

A draft revision to CIHA’s Financial Management Policy was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

Financial Management Policy Revision

Executive Director reviewed the proposed changes to the Financial Management Policy. The purpose of the revision was to update the job title “Accounting Services Coordinator” to “Controller” throughout the document, as recommended in CIHA’s FY 2020 Self-Monitoring Assessment.

Secretary/Treasurer More moved to approve the proposed changes to the Financial Management Policy as presented, seconded by Commissioner Garrett. The motion carried, Commissioner Severson abstaining.

A draft revision to CIHA’s Bylaws was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

Bylaws Revision

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Executive Director reviewed the proposed changes to the Bylaws. The purpose of the revision was update and streamline Section 5, Order of Business.

Secretary/Treasurer More moved to approve the proposed changes to the CIHA Bylaws as presented, seconded by Commissioner Rocha. The motion carried.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held February 25, 2021 at 3:30 p.m.

NEXT MEETING

Commissioner Garrett moved to adjourn, seconded by Vice Chair Hunter. The motion carried and the meeting was adjourned at 5:00 p.m.

ADJOURNMENT

Prepared by:

Approved by:

\_\_\_\_\_  
Debbie Dennis  
Administrative Services Coordinator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title