

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 ROLL CALL  
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. 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 MINUTES  
provided in the meeting materials available online. (Copy attached to  
these 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 AMENDMENTS  
TO AGENDA  
department reports.

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 Tribal Emergency  
Management  
and responded to questions regarding the Tribe's Emergency Operations  
Plan.

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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

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the meeting materials made available to the Commissioners online.  
(Copy attached to these minutes).

Following discussion, it was agreed that development of an additional storage lot for private homeowners would be referred to the Tribal Council for consideration, due to lack of land available within the housing lease area and the requirement that HUD funding only be used for low-income housing purposes.

A memo from Executive Director Cook dated October 29, 2020 regarding the 2020 Resident Holiday Credits was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2020 Resident  
Holiday Credits

Commissioner Rocha moved to award a holiday credit to each household on Tribal Lands on the December 2020 billing statements, to be paid from program and non-program funds, in an amount to be determined by the scoring criteria and award levels presented; seconded by Commissioner Severson. Motion carried.

A memo from Executive Director Cook dated October 29, 2020 proposing Board meeting dates for 2021 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

2021 Board Meeting  
Dates

Executive Director Cook will forward the 2021 Board meeting dates to the Tribe for inclusion in the 2021 Tribal calendar.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held on December 10, 2020 at 3:30 p.m.


NEXT MEETING

Vice Chair Hunter moved to adjourn, seconded by Commissioner Rocha. The motion carried and the meeting was adjourned at 6:35 p.m.

ADJOURNMENT

Prepared by:

Approved by:

  
\_\_\_\_\_  
Deborah L. Dennis  
Administrative Services Coordinator

 12/10/2020  
\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Secretary/Treasurer  
Title