

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: December 10, 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 October 29, 2020 and confirmed by electronic notice on December 7, 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, Rocha, and Severson. Commissioner Garrett was expected to join shortly. 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, Controller Marcy Chytka, Housing Programs Specialist Tracey Mueller, and Maintenance Coordinator Scott Felton.

Others in attendance by video conference included Tribal Police Chief Jerry Merritt and Kilkich Residents Association Secretary/Treasurer Pam Lenox.

None.

PUBLIC COMMENT

Minutes of the October 29, 2020 regular meeting were provided in the meeting materials available online. (Copy attached to these minutes.)

MINUTES

Vice Chair Hunter moved to approve the minutes of the October 29, 2020 regular meeting, seconded by Commissioner Chase. Motion carried.

Executive Director Cook requested that agenda item 13C, FY 2020 IHBG-Competitive Annual Performance Report, be deleted.

AMENDMENTS
TO AGENDA

An Accounting report for September 2020 after year-end adjustments and Accounting, Resident Services, and Maintenance reports for October 2020 were provided in the meeting materials available 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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Commissioner Garrett joined the meeting by video conference at 3:45 p.m. during the Resident Services report.

SPECIAL ORDER

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

Materials and draft minutes from the Kilkich Residents Association meeting held November 9, 2020 and Tribal Police Department reports for October 2020, November 2020 and January through November 2020 were provided in the meeting materials available online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

KRA Secretary/Treasurer Pam Lenox reported that KRA would be distributing gift cards to non-Coquille households on Tribal Lands and would be holding a holiday décor gift card drawing as they had in previous years.

Kilkich Residents
Association

Tribal Police Chief 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 Chase. Motion carried.

A Master Projects List dated December 10, 2020; information from CELS regarding purchase of Little Free Libraries for the Kilkich community; CIT KWC updates for November 4 to December 9, 2020; KWC workshop materials dated November 3, November 19, and December 10, 2020; K'wen Weekly editions dated October 30 to December 4, 2020; memoranda from CIHA Attorney Ed Clay Goodman dated November 6 and December 3, 2020 regarding federal funding, legislative issues, and recent NAIHC activities; and, a Godfrey & Kahn Indian Nations Law Update for November 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 Chase. Motion carried.

None.

COMMITTEE
REPORTS

Secretary/Treasurer More apologized for missing the recent Self-Monitoring Assessment Tribal Council workshop and reported that he was feeling much better.

BOARD
COMMUNICATIONS

None.

OLD BUSINESS

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NEW BUSINESS

A Board and Council Review Draft of CIHA's Annual Performance Report for the fiscal year ended September 30, 2020, presentation notes, and an expense chart were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

FY 2020
Annual Performance
Report

Executive Director Cook reviewed and responded to questions regarding CIHA's FY 2020 Annual Performance Report. No public comment had been received to date.

Commissioner Chase departed the meeting at 5:30 p.m.

SPECIAL ORDER

Secretary/Treasurer More moved to approve submission of the Annual Performance Report for the fiscal year ended September 30, 2020 to HUD, seconded by Commissioner Garrett. Motion carried.

Vice Chair Hunter departed the meeting at 5:40 p.m.

SPECIAL ORDER

Executive Director Cook reported that HUD had conducted training on preparation of the FY 2020 IHBG-CARES Abbreviated Annual Performance Report earlier in the day. The report would be presented for approval by poll vote next week and for ratification at the next regular Board meeting.

FY 2020
IHBG-CARES
Abbreviated Annual
Performance Report

Secretary/Treasurer More and Commissioner Rocha shared remembrances of late CIHA Chair Toni Ann Brend.

PUBLIC COMMENT

The next regular meeting was scheduled to be held on January 28, 2021 at 3:30 p.m.


NEXT MEETING

Commissioner Garrett moved to adjourn, seconded by Secretary/Treasurer More. The motion carried and the meeting was adjourned at 5:45 p.m.


ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis
Administrative Services Coordinator

 01/28/2021

Signature Date

Secretary/Treasurer
Title