

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: March 25, 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 February 25, 2021 and confirmed by written notice on March 22, 2021.

Chair Doyle called the meeting to order at 3:30 p.m.

CALL TO ORDER

Chair Doyle offered the invocation.

INVOCATION

Secretary/Treasurer More called the roll. Present by video conference were Chair Doyle and Commissioners Chase, Garrett, and Severson. Vice Chair Hunter and Commissioner Rocha were expected to arrive during the meeting. A quorum was established.

ROLL CALL

QUORUM

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

Others in attendance by video conference included Tribal Police Chief Jerry Merritt and CIHA Auditor Gatlin Hawkins of Isler CPA.

None.

PUBLIC COMMENT

Minutes of the February 25, 2021 regular meeting were provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

MINUTES

It was noted that Secretary/Treasurer More's title was incorrect in one area.

Commissioner Garrett moved to approve the minutes of the February 25, 2021 regular meeting as corrected, seconded by Commissioner Chase. Motion carried.

Vice Chair Hunter and Commissioner Rocha joined the meeting at 3:35 p.m. during amendments to the agenda.

SPECIAL ORDER

Executive Director Cook asked that the order of the day be waived to accommodate presentation of the FY 2020 Financial Audit at 4:15 p.m.

AMENDMENTS
TO AGENDA

Tribal Police Chief Merritt joined the meeting by video conference at 3:50 p.m. during department reports.

SPECIAL ORDER

Coquille Indian Housing Authority Board of Commissioners
Regular Meeting Minutes
March 25, 2021

Accounting, Maintenance, and Resident Services reports for February 2021 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

DEPARTMENT
REPORTS

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

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

Materials from the Kilkich Residents Association meeting held March 8, 2021 and Tribal Police Department report for February 2021 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. A committee had been formed to prepare a potential resident survey.

Kilkich Residents
Association

Tribal Police Chief Merritt reviewed and responded to questions about recent Tribal Police Department activities. "Your Speed Is" signs had been purchased recently. Placement would be coordinated with CIHA Deputy Director Meade.

Tribal Police
Department

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

Commissioner Garrett left the meeting at 4:13 p.m. and rejoined the meeting at 4:49 p.m.

SPECIAL ORDER

CIHA's FY 2020 Financial Audit was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

BUSINESS

FY 2020
Financial Audit

CIHA Auditor Gatlin Hawkins of Isler CPA reviewed and responded to questions regarding CIHA's FY 2020 Financial Audit. The report expressed an unmodified opinion on the Authority's financial statements for the period.

Secretary/Treasurer More moved to approve the annual financial report and audit for the fiscal year ended September 30, 2020, seconded by Vice Chair Hunter. Motion carried.

A Master Projects List dated March 25, 2021; HUD DBLS Monitoring Report dated March 2, 2021; sketches and photos of proposed plants for the Front Yard Makeover at 2617 Mexeye Loop; Kilkich Accessible

EXECUTIVE
DIRECTOR'S
REPORT

Coquille Indian Housing Authority Board of Commissioners
Regular Meeting Minutes
March 25, 2021

Housing Project Cost Estimate dated March 23, 2021; Killich Wellness Center construction updates March 3-24, 2021; K'Wen Weekly editions February 26-March 19, 2021; memoranda from CIHA Attorney Ed Clay Goodman dated February 26, 2021 and March 1, 5, 12, and 24, 2021 regarding federal funding, legislative issues, and recent NAIHC activities; NAIHC Update email dated March 12, 2021; and, Godfrey & Kahn Indian Nations Law Updates for February and March 2021 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

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 Chase. Motion carried.

None.

BOARD
COMMUNICATIONS

BUSINESS

A draft Drug-Free Policy revision was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes).

Drug-Free Policy
Revision

Executive Director Cook reviewed and responded to questions regarding the draft Drug-Free Policy revision. The current policy had been adopted in June 2002. The Board concurred with the proposed changes. Following discussion, additional revisions were made to limit application of the policy to areas within CIHA's jurisdiction and delete the fourth paragraph.

Commissioner Chase moved to adopt the proposed Drug-Free Policy as amended, seconded by Secretary/Treasurer More. Motion carried.

A draft COVID-19 Emergency Rental Assistance Program policy and attachments were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

COVID-19 Emergency
Rental Assistance
(ERA) Program Policy

Commissioner Chase departed the meeting at 6:15 p.m.

SPECIAL ORDER

Executive Director Cook reviewed and responded to questions regarding the draft policy and attachments.

Secretary/Treasurer More moved to adopt the COVID-19 Emergency Rental Assistance program policy, seconded by Commissioner Rocha. Motion carried.

Coquille Indian Housing Authority Board of Commissioners
Regular Meeting Minutes
March 25, 2021

Chair Doyle congratulated Executive Director Cook and Controller Chytka on the successful audit. PUBLIC COMMENT

The next regular meeting was scheduled to be held April 29, 2021 at 3:30 p.m. NEXT MEETING


Secretary/Treasurer More moved to adjourn, seconded by Commissioner Garrett. The motion carried and the meeting was adjourned at 6:32 p.m. ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis
Administrative Services Coordinator

 05/20/2021

Signature Date

Secretary/Treasurer

Title