

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: May 20, 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 for April 29, 2021 at the regular meeting held March 25, 2021, subsequently rescheduled to May 20, 2021, and confirmed by written notice on May 17, 2021.

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

Chair Doyle offered the invocation. INVOCATION

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

CIHA staff members present were Executive Director Anne Cook, Administrative Services Coordinator Debbie Dennis, Controller Marcy Chytka, Maintenance Coordinator Scott Felton, and Acting Housing Programs Coordinator Tracey Mueller.

None. PUBLIC COMMENT

Minutes of the March 25, 2021 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 March 25, 2021 regular meeting, seconded by Vice Chair Hunter. Motion carried.

Executive Director Cook asked that the April Tribal Police Department report be deleted from the agenda. AMENDMENTS
TO AGENDA

Accounting, Maintenance, and Resident Services reports for March and April 2021, and COVID-19 Emergency Rental Assistance program report for April 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, Administrative Services Coordinator Debbie Dennis, Maintenance Coordinator Scott Felton, and Controller Marcy Chytka reviewed and responded to questions regarding the department reports. The launch of the COVID-19 Emergency Rental Assistance Program had been successful and continued to receive strong response.

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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 April 12, 2021 and May 10, 2021, and a Tribal Police report for March 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 Kilkich Residents Association activities. A committee had been formed to draft a resident survey. The Board reviewed the proposed survey. Since not all residents participate in CIHA housing programs, it was noted that a question inquiring whether housing problems were fixed by CIHA in a timely manner should be removed and that a place to list other issues be added instead. CIHA Executive Director Cook advised that the proposed survey be forwarded to the Tribal Council for approval prior to distribution.

Kilkich Residents
Association

Secretary/Treasurer More moved to approve the KRA survey as amended and to forward the survey to the Tribal Council for approval and authorization for KRA to distribute, seconded by Commissioner Rocha. The motion carried.

Motion

Executive Director Cook reviewed and responded to questions regarding recent Tribal Police Department activities. "Your Speed Is" signs had been purchased by the Tribe but not yet installed.

Tribal Police
Department

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

A Master Projects List dated May 20, 2021; CIHA Response to HUD Labor Relations Final Monitoring Report dated March 31, 2021; HUD Labor Relations Final Monitoring Close Out dated April 5, 2021; materials for the HUD ONAP Board of Commissioners Training held April 8-9, 2021; photos of CELS Little Free Libraries after installation dated April 28, 2021; Kilkich Wellness Center updates dated March 31, 2021 through May 19, 2021; K'wen Weekly editions dated March 26, 2021 through May 14, 2021; a flyer announcing a Head Start Graduation Parade on May 27, 2021; 2021 Tribal Restoration Agenda; memoranda from CIHA Attorney Ed Clay Goodman dated March 29, 2021 through May 19, 2021 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Updates for April and May 2021 were provided in the meeting materials available to the Commissioners online. A draft Ko-Kwel Wellness Center sign was presented at the meeting. (Copies attached to these minutes.)

EXECUTIVE
DIRECTOR'S
REPORT

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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.

Commissioner Rocha moved to approve the design concept approved by the Ko-Kwel Wellness Center design committee for addition of a Ko-Kwel Wellness Center sign below the Kilkich Housing Community sign on Cape Arago Highway, seconded by Commissioner Chase. The motion carried; Vice Chair Hunter and Commissioner Garrett abstaining.

Secretary/Treasurer More moved to accept the Executive Director's report, seconded by Commissioner Rocha. Motion carried.

The Board congratulated Commissioner Chase on his recent appointment as Rapid City Regional Director of the National Indian Gaming Commission.

BOARD
COMMUNICATIONS

Chair Doyle thanked the Board and Staff for their work on behalf CIHA, the Kilkich Community, and the Tribe.

Secretary/Treasurer More shared updates on the Coos County Housing Action Team, Coos Housing Assistance Program, and a new development team for a regional housing center.

BUSINESS

Proposed revisions to the CIHA Bylaws were provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes).

Bylaws Revision

Executive Director Cook reviewed and responded to questions regarding the proposed revisions to the CIHA Bylaws.

Secretary/Treasurer More moved to adopt the revised CIHA Bylaws, seconded by Commissioner Chase. The motion carried.

Proposed revisions to the COVID-19 Emergency Rental Assistance Program policy were provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

COVID-19 Emergency
Rental Assistance
(ERA) Program Policy
Revision

Executive Director Cook reviewed and responded to questions regarding the proposed revisions to the policy.

Secretary/Treasurer More moved to adopt the revised COVID-19 Emergency Rental Assistance program policy, seconded by Commissioner Chase. The motion carried.

Commissioner Chase departed at 6:07 p.m.

SPECIAL ORDER

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The effect of Resolution HA2102 would be to establish a new Banner Bank account for the deposit of the U.S. Treasury Emergency Rental Assistance Program funds received by CIHA.

Resolution HA2102 –
Authorizing New
Banner Bank Account,
U.S. Treasury
Emergency Rental
Assistance Program

The effect of Resolution HA2103 would be to establish a new Banner Bank account for the deposit of the U.S. Treasury Homeowner Assistance Funds received by CIHA.

Resolution HA2103 –
Authorizing New
Banner Bank Account,
U.S. Treasury
Homeowner Assistance
Fund

The effect of Resolution HA2104 would be to retitle authorized signers for the Banner Bank Account, Operating Checking.

Resolution HA2104 –
Retitling Authorized
Signers for
Banner Bank Account,
Operating Checking

The effect of Resolution HA2105 would be to retitle authorized signers for the Banner Bank Account, Operating Reserves.

Resolution HA2105 –
Retitling Authorized
Signers for
Banner Bank Account,
Operating Reserve

The effect of Resolution HA2106 would be to retitle authorized signers for the Banner Bank Account, Resident Deposits.

Resolution HA2106 –
Retitling Authorized
Signers for
Banner Bank Account,
Resident Deposits

The effect of Resolution HA2107 would be to retitle authorized signers for the Banner Bank Account, Debt Service 2016 Bond.

Resolution HA2107 –
Retitling Authorized
Signers for
Banner Bank Account,
Debt Service
2016 Bond

The effect of Resolution HA2108 would be to retitle authorized signers for the Banner Bank Account, Debt Service Reserve 2016 Bond.

Resolution HA2108 –
Retitling Authorized
Signers for
Banner Bank Account,
Debt Service Reserve
2016 Bond

Executive Director Cook review and responded to questions regarding Resolutions HA2102 through HA2108.

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Secretary/Treasurer More moved to adopt Resolutions HA2102 and HA2103 establishing new Banner Bank accounts and Resolutions HA2104, HA2105, HA2106, HA2107, and HA2108 retitling authorized signers on existing Banner Bank accounts, seconded by Commissioner Rocha. The motion carried.

Motion

A solicitation for applicants interested in serving on the CIHA Board of Commissioners published March 15, 2021 through April 28, 2021 was provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

Executive Session to
Review Commissioner
Applications

Secretary/Treasurer More moved to enter executive session to review Commissioner applications, seconded by Commissioner Garrett. The motion carried.

The Board entered executive session at 6:20 p.m. Open session resumed at 6:32 p.m.

The Board's recommendation and the applications would be conveyed to the Tribal Council for consideration.

Chair Doyle conveyed a resident recommendation to place a bench between the Sky Garden and the playground, a bench near the turnaround at the Plankhouse, and a bench near the restrooms at the Plankhouse.

PUBLIC COMMENT

The next regular meeting was scheduled to be held June 17, 2021 at 3:30 p.m.

NEXT MEETING

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

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature

6/17/2021

Date