

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: June 17, 2021
Time: 2:00 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 May 20, 2021 and confirmed by written notice on June 14, 2021.

Chair Doyle called the meeting to order at 2:08 p.m.

CALL TO ORDER

Commissioner Rocha offered the invocation.

INVOCATION

Secretary/Treasurer More called the roll. Present onsite were Chair Doyle, Vice Chair Hunter, and Commissioners Rocha and Severson. Commissioner Chase was present by video conference. Commissioner Garrett was expected to arrive during the meeting. 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, Maintenance Coordinator Scott Felton, and Housing Programs Specialist Tracey Mueller.

Others present by video conference included Kilkich Residents Association Secretary/Treasurer Pam Lenox, Tribal Police Chief Jerry Merritt, and Kilkich resident Alison Felton.

None.

PUBLIC COMMENT

Minutes of the May 20, 2021 regular meeting were provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

MINUTES

Commissioner Rocha moved to approve the minutes of the May 20, 2021 regular meeting, seconded by Secretary/Treasurer More. Motion carried.

Chair Doyle suggested that 13A Interim Traffic Control Plan be heard when the presenter, Tribal Planner Matt Jensen, arrives and that Affiliate Reports be heard before Department Reports to allow affiliate representatives to leave earlier. Executive Director Cook noted that the Tribal Planner was prepared to present at 3:00 p.m. and asked that the order of the day be waived at that time.

AMENDMENTS
TO AGENDA

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Resident Services, COVID-19 Emergency Rental Assistance, Maintenance, and Accounting reports for May 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.

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

Materials from the Kilkich Residents Association meeting held June 14, 2021 and Tribal Police reports for April and May 2021 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

KRA Secretary/Treasurer Pam Lenox reviewed and responded to questions about recent Association activities. The Association was working with the Tribe's Emergency Management Coordinator to develop an evacuation plan in the event of a forest fire. A complaint had been made at the KRA meeting about the noise made by a wild guinea fowl that has taken up residence in the Kilkich community.

Kilkich Residents
Association

Tribal Police
Department

Tribal Police Chief Jerry Merritt reviewed and responded to questions about recent Tribal Police Department activities. The department would be moving to the old Health Center building soon.

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

BUSINESS

The Tribe's Interim Traffic Control Plan was provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

Interim Traffic
Control Plan

Tribal Planner Matt Jensen reviewed and responded to questions about a proposed Interim Traffic Control Plan pending realignment of the intersection by the Learning Center. The plan included installing additional stop signs, "your speed is" signs, traffic cushions, and crosswalk markings.

Commissioner Garrett arrived at 3:25 p.m.

SPECIAL ORDER

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Reconstruction of the intersection was expected to begin in October 2022. The planned work would be paid with BIA road funds. Interim Traffic Control Plan (continued)

Secretary/Treasurer More moved to approve the Interim Traffic Control Plan, seconded by Commissioner Rocha. Motion carried; Commissioner Chase abstaining.

A Master Projects List dated June 17, 2021; Kilkich entry sign design and estimate dated June 11, 2021; KRA survey approved by the CIHA Board on May 20, 2021; CIT Treasury ARP funding information; Common Energy Community Solar Partnership information dated May 18, 2021; Kilkich Wellness Center updates dated May 26, 2021 through June 2, 2021; K'wen Weekly editions published May 21, 2021 through June 11, 2021; and, memoranda from CIHA Attorney Ed Clay Goodman dated May 28, 2021, June 3, 2021, and June 7, 2021 regarding federal funding, legislative issues, and recent NAIHC activities 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 Rocha. Motion carried.

The meeting was recessed from 4:12 p.m. to 4:17 p.m.

RECESS

Chair Doyle shared that the Elders House would be reopening July 1st and that a grand opening event and barbecue were planned for the Labor Day weekend.

BOARD
COMMUNICATIONS

BUSINESS

A Board and Council Review Draft of CIHA's FY 2022 Indian Housing Plan and presentation notes dated June 17, 2021 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes).

FY 2022 Indian
Housing Plan

Executive Director Cook reviewed and responded to questions regarding the draft FY 2022 Indian Housing Plan. The plan provided for the continuation of current operations, programs, and projects. The estimated grant amount was based on HUD's preliminary allocation notice. The budget would be adjusted when the final funding amount for the period was received.

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Commissioner Chase moved to approve the FY 2022 Indian Housing Plan and to forward the Plan to the Tribal Council for adoption and subsequent submission to HUD, seconded by Commissioner Rocha. The motion carried.

A Board and Council Review Draft of CIHA's FY 2021 IHBG-ARP Abbreviated Indian Housing Plan was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

FY 2021 IHBG-ARP
Abbreviated Indian
Housing Plan

Executive Director Cook reviewed and responded to questions regarding the FY 2021 IHBG-ARP Abbreviated Indian Housing Plan. Proposed activities included installation of a backup generator at the CIHA warehouse, construction of a new duplex unit, and expansion of the COVID-19 Emergency Rental Assistance Program to serve AIAN families above 80% of area median income and at or below 80% of national median income.

Commissioner Chase moved to approve the FY 2021 IHBG-ARP Abbreviated Indian Housing Plan and to forward the Plan to the Tribal Council for adoption and subsequent submission to HUD, seconded by Vice Chair Hunter. The motion carried.

A Board and Council Review Draft of CIHA's FY 2020 IHBG-CARES Abbreviated Indian Housing Plan Amendment was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

FY 2020 IHBG-
CARES Abbreviated
Indian Housing Plan
Amendment

Executive Director Cook reviewed and responded to questions regarding the proposed FY 2020 IHBG-CARES Abbreviated Indian Housing Plan Amendment. The amendment would add replacement of outdated or unsafe playground equipment to the playground resurfacing project.

Secretary/Treasurer More moved to approve the FY 2020 IHBG-CARES Abbreviated Indian Housing Plan Amendment and to forward the Plan to the Tribal Council for review and subsequent submission to HUD, seconded by Vice Chair Hunter. The motion carried.

A draft U.S. Treasury Homeowner Assistance Fund Policy was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

U.S. Treasury
Homeowner Assistance
Fund Policy

Executive Director Cook reviewed and responded to questions regarding the draft U.S. Treasury Homeowner Assistance Fund Policy. The program would assist homeowners with mortgage payments,

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certain types of insurance, utilities, and other housing stability costs. The amount and timing for receipt of funds was not yet known.

Commissioner Chase moved to approve the U.S. Treasury Homeowner Assistance Fund Policy, seconded by Secretary/Treasurer More. The motion carried.

A proposed revision to the U.S. Treasury Emergency Rental Assistance Policy was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

U.S. Treasury
Emergency Rental
Assistance
Program Policy
Revision

Executive Director Cook reviewed and responded to questions regarding the proposed revision to the COVID-19 Emergency Rental Assistance Policy. The revision was necessary to reflect the most recent program guidance issued by the Treasury, which provided additional instruction for hotel/motel lodging, prohibited eviction for nonpayment during the term of assistance, and other changes.

Secretary/Treasurer More moved to approve the revisions to the COVID-19 Emergency Rental Assistance Policy, seconded by Commissioner Severson. The motion carried.

A discussion draft of Proposed Uses of Tribal U.S. Treasury American Rescue Plan Act Funding was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

Proposed Uses of
Tribal U.S. Treasury
American Rescue Plan
Act Funding

Executive Director Cook reviewed and responded to questions regarding the discussion draft. The Commissioners were asked to email their top five choices to Executive Director Cook following the meeting.

A recommendation made by CIHA to the Tribal Council dated July 27, 2017 regarding Backyard Chickens was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

Backyard Chickens
Policy

Executive Director Cook reviewed the Board's recommendation regarding Backyard Chickens that had been forwarded to the Tribal Council in 2017 for inclusion in CITC Chapter 315 Land Use and Zoning Ordinance. No action had been taken at the time and subsequent revision had removed the section of the ordinance that would have addressed the topic. Inquiries about keeping chickens had been received from community members recently and it was suggested that the recommendation be adopted as policy until addressed by Tribal code.

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In response to the complaint made at the recent KRA meeting, Killich resident Alison Felton shared feedback she had received in support of Henry, the guinea fowl.

Vice Chair Hunter moved to amend CIHA's recommendation to allow five chickens per household, to adopt the recommendation as CIHA policy until addressed by Tribal ordinance, and to forward the amended recommendation to the Tribal Council for renewed consideration, seconded by Commissioner Chase. Motion carried.

Commissioner Chase left the meeting at 5:46 p.m.

SPECIAL ORDER

None.

PUBLIC COMMENT

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

NEXT MEETING

The meeting was adjourned at 6:00 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature
7/29/2021
Date

Secretary/Treasurer
Title