

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: September 30, 2021  
Time: 2:45 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 July 29, 2021 and confirmed by written notice on September 27, 2021.

Chair Doyle called the meeting to order at 3:15 p.m.

CALL TO ORDER

Secretary/Treasurer More called the roll. Present onsite was Secretary/Treasurer More. Present by video conference were Chair Doyle and Commissioners Chase, Garrett, Rocha, and Severson. Vice Chair Hunter was absent excused. 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, Housing Programs Coordinator Tracey Mueller, and Receptionist Vanessa Brown.

Present onsite was Tribal Chairperson Brenda Meade. Coquille Tribal Police Chief Jerry Merritt was present by video conference.

None.

PUBLIC COMMENT

Minutes of the July 29, 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 July 29, 2021 regular meeting, seconded by Commissioner Severson. Motion carried.

None.

AMENDMENTS  
TO AGENDA

Resident Services, COVID-19 Emergency Rental Assistance, Maintenance, and Accounting reports for July and August 2021 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

DEPARTMENT  
REPORTS

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.

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

Materials from the Kilkich Residents Association meeting held September 13, 2021 and Tribal Police reports for July and August 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. A resident expressed concern regarding the location of the Little Free Library in the garden area, as children cross the street to get to it where there is poor visibility. The next KRA meeting would be in November.

Kilkich Residents  
Association

Tribal Police  
Department

Tribal Police Chief Jerry Merritt reviewed and responded to questions about recent Tribal Police Department activities. The department had completed its move into the old health center building.

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

A Master Projects List dated September 30, 2021; Energize South Coast Ductless Heat Pump program flyer and Tribal Incentive Application dated September 21, 2021; proposed FY 2021 Self-Monitoring Assessment assignments; Common Energy Community Solar Partnership Program presentation slides dated July 29, 2021; memoranda from CIHA Attorney Ed Clay Goodman dated August 3, 5, 26, and 27, 2021 and September 3, 17, and 27, 2021 regarding federal funding, legislative issues, and recent NAIHC activities; Godfrey & Kahn Indian Nations Law Updates for August and September 2021; and, a flyer announcing the Coos Bay Visitor Center's request for volunteers 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.

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

A Coos Bay Library Online Auction flyer was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

BOARD  
COMMUNICATIONS

Secretary/Treasurer More shared that the Coos Bay Public Library Foundation would be holding it's "After Hours at the Library" virtual fundraiser on October 9, 2021 to support construction of the new library.

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Commissioner Severson left the meeting at 4:45 p.m. during Board Communications.

SPECIAL ORDER

BUSINESS

The entry form for the 2021 Renter Front Yard Makeover Drawing was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

FY 2021  
Renter Front Yard  
Makeover Contest

Secretary/Treasurer More drew from the six qualifying entries received by the contest deadline. The winning entry was submitted by the resident of 2625 Mexeye Loop.

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

An update to “Other Eligible Expenses” was proposed to conform CIHA’s policy to current Treasury guidance.

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

A proposed revision to the 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  
Emergency Rental  
Assistance  
Program Policy  
Revision

Revisions were proposed in multiple areas to conform CIHA’s policy to current Treasury guidance.

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

A proposed revision to the Personnel Policy was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

Personnel Policy  
Revision

Revisions were proposed in multiple areas to conform CIHA’s policy to current Tribal Code, improve consistency, and update Tribally observed holidays.

Secretary/Treasurer More moved to approve the revisions to the Personnel Policy, seconded by Commissioner Garrett. The motion carried.

CIT Resolution CY20176 Restoring Certain General Fund Programs, CIT Housing Repair Program Application revised June 2018, and

Home Repair  
Assistance Program

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sample policies from CTCLUSI and Colville were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

Executive Director Cook noted that the Tribe’s General Welfare Home Repair Program had recently been transferred to CIHA. A new policy would be prepared to coordinate the program with other CIHA services and incorporate other recommended changes.

None.

**PUBLIC COMMENT**

The Board and Staff Self-Monitoring Assessment Training would be held October 6-7, 2021.

**NEXT MEETING**

The next regular meeting was scheduled for October 28, 2021 at 3:30 p.m.

The meeting was adjourned at 5:50 p.m.

**ADJOURNMENT**

Prepared by:

Approved by:

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Debbie Dennis  
Administrative Services Coordinator

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Signature

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Date

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Title