

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
ANNUAL MEETING MINUTES

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

Chair Doyle called the meeting to order at 2:54 p.m. CALL TO ORDER

Chair Doyle offered the invocation OPENING PRAYER

Tribal Chairperson Brenda Meade administered the Oath of Office to Commissioners Judy Rocha and Jeff Severson who were recently reappointed to the Board. OATH OF OFFICE

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.

CITC Chapter 130 and CIHA's Bylaws, Code of Conduct, and Confidentiality Agreement were provided in the meeting materials made available to the Commissioners online. Copies of the Confidentiality Agreement were distributed for signature at the meeting. (Copies attached to these minutes.) ELECTION OF OFFICERS

Executive Director Cook reviewed the sections of CITC Chapter 130.100(c) and CIHA Bylaws Article III setting forth the duties and manner of selection of Board officers, the CIHA Code of Conduct, and Confidentiality Agreement. Review of Officers Duties

Chair Doyle opened nominations for the office of Vice Chair. Vice Chair

Commissioner Garrett nominated incumbent Vice Chair Hunter. Secretary/Treasurer More moved to accept Denise Hunter as Vice Chair, Commissioner Garrett seconded. Motion carried.

Coquille Indian Housing Authority Board of Commissioners
Annual Meeting Minutes
September 30, 2021

Chair Doyle opened nominations for the office of Secretary/Treasurer. Secretary/Treasurer

Commissioner Garrett nominated incumbent Secretary/Treasurer More.
Commissioner Garrett moved to accept Robert More as Secretary/
Treasurer, seconded by Commissioner Chase. Motion carried.


The meeting was adjourned at 3:15 p.m. ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis
Administrative Services Coordinator

 12/16/2021

Signature Date

Secretary/Treasurer
Title

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.

Coquille Indian Housing Authority Board of Commissioners
Regular Meeting Minutes
September 30, 2021

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.

Coquille Indian Housing Authority Board of Commissioners
Regular Meeting Minutes
September 30, 2021

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

Coquille Indian Housing Authority Board of Commissioners
Regular Meeting Minutes
September 30, 2021

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:



Debbie Dennis
Administrative Services Coordinator

 12/16/2021

Signature Date

Secretary/Treasurer

Title