

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: December 16, 2021
Time: 2:30 p.m.
Place: Coquille Indian Housing Authority Office
2678 Mexeye Loop, Coquille Tribal Lands, Coos Bay, OR 97420

Notice: Initially scheduled for October 28, 2021, the meeting was rescheduled to December 16, 2021 and confirmed by electronic notice on December 13, 2021.

Chair Doyle called the meeting to order at 2:40 p.m.

CALL TO ORDER

A moment of silence was observed in honor of Commissioner Jeff Severson. The Commissioners shared memories and offered condolences for his recent passing.

INVOCATION

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

ROLL CALL

QUORUM

CIHA staff members present onsite were Executive Director Anne Cook, Administrative Services Coordinator Debbie Dennis, Deputy Director Lyman Meade, Maintenance Coordinator Scott Felton, Housing Programs Coordinator Tracey Mueller, and Housing Programs Specialist Shelley Estes.

The Board expressed condolences to Commissioner Garrett on his mother's recent passing.

PUBLIC COMMENT

Minutes of the September 30, 2021 annual and regular meetings were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

MINUTES

Secretary/Treasurer More moved to approve the minutes of the September 30, 2021 annual and regular meetings, seconded by Commissioner Rocha. Motion carried.

None.

AMENDMENTS
TO AGENDA

Resident Services, Emergency Rental Assistance, and Maintenance reports for September, October, and November 2021, and Accounting reports for September 2021 AYE and October 2021 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

DEPARTMENT
REPORTS

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Housing Programs Coordinator Tracey Mueller, Administrative Services Coordinator Debbie Dennis, Maintenance Coordinator Scott Felton, and Executive Director Anne Cook reviewed and responded to questions regarding the department reports.

Commissioner Garrett left the meeting at 3:35 p.m.

SPECIAL ORDER

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

Materials from the Kilkich Residents Association meetings held November 18, 2021 and December 13, 2021, and Tribal Police reports for September, October, and November 2021 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

Executive Director Cook reviewed and responded to questions about recent Association activities. The KRA Board was concerned about the location of the Little Free Library in the Sky Garden area because children were crossing the street where visibility is poor to get to it. KRA had recently sponsored gift cards for non-Coquille Kilkich households and for the winners of the Holiday Décor drawing.

Killich Residents
Association

Executive Director Cook reviewed and responded to questions about recent Tribal Police Department activities.

Tribal Police
Department

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

An FY 2022 Master Projects List dated December 16, 2021; FY 2021 Completed Projects list dated September 30, 2021; The World newspaper article dated October 7, 2021 regarding the Energize South Coast ductless heat pump program; Eye on Housing article dated November 9, 2021 regarding building materials price increases; memoranda from CIHA Attorney Ed Clay Goodman dated October 8, 2021, November 5, 2021, November 12, 2021, November 19, 2021, and December 13, 2021 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Updates for October, November, and December 2021 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.

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

Chair Doyle presented holiday gift cards to the Commissioners and staff and conveyed appreciation for the group's hard work and dedication.

BOARD
COMMUNICATIONS

The meeting was recessed at 4:35 p.m. and reconvened at 5:00 p.m.

RECESS

BUSINESS

CIHA's FY 2021 Self-Monitoring Assessment was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2021
Self-Monitoring
Assessment

Board and staff members reviewed and responded to questions regarding the specific areas of the assessment in which they participated. The assessment concluded that CIHA's IHBG program is well managed and substantially in compliance with the requirements of NAHASDA. Of special note was CIHA's continued control over its tenant accounts receivable (TARs), which was 4.5% for the period.

Commissioner Garrett rejoined the meeting at 5:05 p.m.

SPECIAL ORDER

Secretary/Treasurer More moved to approve the FY 2021 Self-Monitoring Assessment, seconded by Commissioner Rocha. Motion carried.

Resolution HA2201 – Writing Off Uncollectible Tenant Accounts Receivable (TARs) was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Resolution HA2201 –
Writing Off
Uncollectible Tenant
Accounts Receivable
(TARS)

The resolution would remove CIHA's FY 2021 vacated tenant accounts receivable in the amount of \$12,550.44 from its current accounts but would not forgive the underlying debt to the agency. The debtor would continue to appear on HUD delinquency rolls and be unable to participate in HUD-assisted housing programs until the debt was resolved.

Commissioner Rocha moved to adopt Resolution HA2201 – Writing Off Uncollectible Tenant Accounts Receivable, seconded by Commissioner Chase. Motion carried.

A Board and Council Review Draft of CIHA's Annual Performance Reports for the IHBG, IHBG-CARES, and IHBG-Competitive programs for the fiscal year ended September 30, 2021 and presentation

FY 2021
Annual Performance
Reports

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notes prepared by Executive Director Cook were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

Executive Director Cook reviewed and responded to questions regarding CIHA's FY 2021 Annual Performance Reports for the IHBG, IHBG-CARES, and IHBG-Competitive programs. The presentation also included an overview of the IHBG-ARP, U.S. Treasury ERA, and U.S. Treasury HAF programs, and a projected outlook for FY 2022.

Commissioner Chase left the meeting at 5:25 p.m.

SPECIAL ORDER

Commissioner Rocha moved to approve submission of the Annual Performance Reports for the IHBG, IHBG-CARES, and IHBG-Competitive programs for the fiscal year ended September 30, 2021 to HUD, seconded by Commissioner Garrett. The motion carried unanimously.

FY 2021
Annual Performance
Reports
(CONTINUED)

Resolution HA2202 – Increasing Board of Commissioners Monthly Stipend and Establishing Annual Cost of Living Adjustment was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Resolution HA2202 –
Increasing Board of
Commissioners
Monthly Stipend and
Establishing Annual
Cost of Living
Adjustment

The resolution would increase the monthly stipend established on March 10, 2003 to an amount commensurate with the Consumer Price Index (CPI) inflation rate since that time as published by the U.S. Bureau of Labor Statistics, and adjust Board and staff compensation at the beginning of each calendar year thereafter based on the CPI rate for the previous 12-month period.

Commissioner Garrett moved to adopt Resolution HA2202 – Increasing Board of Commissioners Monthly Stipend and Establishing Annual Cost of Living Adjustment, seconded by Secretary/Treasurer More. Motion carried.

A memo from Executive Director Cook dated December 16, 2021 proposing Board meeting dates for 2022 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

2022 Board Meeting
Dates

Executive Director Cook reviewed proposed Board meeting dates for 2022. Following discussion, it was agreed that the January meeting would be eliminated due to scheduling conflicts.

None.

PUBLIC COMMENT

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The next regular meeting was scheduled to be held February 24, 2022
at 3:30 p.m.

NEXT MEETING

The meeting was adjourned at 6:18 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature
Date
02/24/2022

Secretary/Treasurer
Title