

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: February 24, 2022  
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 at the regular meeting held December 16, 2021 and confirmed by electronic notice on February 22, 2022.

Chair Doyle called the meeting to order at 3:35 p.m. CALL TO ORDER

Commissioner Rocha offered the invocation. INVOCATION

Secretary/Treasurer More called the roll. Present onsite were Secretary/Treasurer More and Vice Chair Hunter. Chair Doyle and Commissioner Rocha were present by video conference. Commissioner Chase was expected soon. Commissioner Garrett 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, Deputy Director Lyman Meade, Controller Marcy Chytka, Maintenance Coordinator Scott Felton, Housing Programs Coordinator Tracey Mueller, and Housing Programs Specialist Shelley Estes.

None. PUBLIC COMMENT

Minutes of the December 16, 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 December 16, 2021 regular meeting, seconded by Vice Chair Hunter. Motion carried.

Executive Director Cook requested item 11A HAF Plan be removed from the agenda until the next regular meeting. AMENDMENTS  
TO AGENDA

Commissioner Chase joined the meeting by videoconference at 3:40 p.m. SPECIAL ORDER

Resident Services, Emergency Rental Assistance, and Maintenance reports for December 2021 and January 2022, and Accounting reports for November 2021, December 2021, and January 2022 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 Controller Marcy Chytka reviewed and responded to questions regarding the department reports.

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

Materials from the Kilkich Residents Association meetings held January 10, 2022 and February 14, 2022, and Tribal Police reports for December 2021 and January 2022 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

Chair Doyle reviewed and responded to questions about recent Association activities.

Kilkich 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.

A Master Projects List dated February 24, 2022; HUD FY22 FCAS Determination dated February 14, 2022; NWIHA HAF Plan presentation slides dated February 17, 2022; photos of Kilkich entry sign KWC panels dated February 10, 2022; US Treasury ERA Reallocation Round 1 and US Treasury Voluntary Reallocation information dated January 7, 2022; memoranda from CIHA Attorney Ed Clay Goodman dated December 17, 2021, January 5, 7, 18, and 25, 2022, and February 4 and 16, 2022 regarding federal funding, legislative issues, and recent NAIHC activities; Godfrey & Kahn Indian Nations Law Update for January 2022; and, map with remaining HUD lots highlighted dated February 24, 2022 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 Chase. Motion carried.

None.

BOARD  
COMMUNICATIONS

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Chair Doyle left the meeting at 4:55 p.m.

SPECIAL ORDER

BUSINESS

Secretary/Treasurer More moved to enter executive session to discuss financial, legal, participant, and personnel matters, seconded by Vice Chair Hunter. The motion carried.

Executive Session to  
Discuss Financial,  
Legal, Participant, and  
Personnel Matters

The Board entered executive session at 4:55 p.m. Executive Director Cook and Deputy Director Meade remained. Open session resumed at 5:35 p.m.

Commissioner Rocha moved to approve emergency hiring for the Projects Coordinator and Housing Programs Specialist positions pursuant to the CIHA personnel policy, seconded by Secretary/Treasurer More. The motion carried unanimously.

Motion

None.

PUBLIC COMMENT

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

NEXT MEETING

The meeting was adjourned at 5:40 p.m.

ADJOURNMENT

Prepared by:

Approved by:

\_\_\_\_\_  
Debbie Dennis  
Administrative Services Coordinator

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date  
03/24/2022  
\_\_\_\_\_  
Secretary/Treasurer  
Title