

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: April 28, 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 March 24, 2022 and confirmed by electronic notice on April 25, 2022.

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

Chair Doyle offered the invocation. INVOCATION

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

QUORUM

CIHA staff members present onsite were Deputy Director Lyman Meade, Administrative Services Coordinator Debbie Dennis, Controller Marcy Chytka, Projects Coordinator Scott Platter, Maintenance Coordinator Scott Felton, Housing Programs Coordinator Tracey Mueller, and Housing Programs Specialist Shelley Estes. Executive Director Anne Cook was present by video conference.

Also attending by video conference was Tribal Police Chief Jerry Merritt.

None. PUBLIC COMMENT

Minutes of the March 24, 2022 regular meeting were provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.) MINUTES

Commissioner Garrett moved to approve the minutes of the March 24, 2022 regular meeting, seconded by Commissioner Chase. Motion carried.

None. AMENDMENTS
TO AGENDA

Resident Services, COVID-19 Emergency Rental Assistance, COVID-19 Homeowner Assistance Fund, Maintenance, and Accounting reports for March 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.

Commissioner Garrett moved to approve the department reports, seconded by Commissioner Chase. Motion carried.

Materials and draft minutes for the Kilkich Residents Association meeting held April 11, 2022 and Tribal Police report for March 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

Commissioner Chase moved to approve the affiliate reports, seconded by Commissioner Garrett. Motion carried.

A Master Projects List dated April 28, 2022; CIHA OHCS Tribal Shelter Grant Application dated April 18, 2022; memoranda from CIHA Attorney Ed Clay Goodman dated April 6, 8, 14, and 20, 2022 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Update for April 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.

Commissioner Garrett moved to accept the Executive Director's report, seconded by Commissioner Chase. Motion carried.

Executive Director Cook shared information from Secretary/Treasurer More regarding the Coos Bay Library Bond Measure.

BOARD
COMMUNICATIONS

Chair Doyle extended his appreciation to the Board and Staff for their professionalism, dedication, and service.

BUSINESS

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

Personnel Policy
Revision

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Executive Director Cook reviewed the proposed policy changes on pages 41 and 42 which would add the Juneteenth holiday and adjust the PTO accrual rate to incorporate the new holiday.

Commissioner Chase moved to approve the addition of the Juneteenth holiday and revised PTO accrual rate, seconded by Commissioner Garrett. Motion carried.

A map of the Miluk Drive and Mexeye Loop Intersection – Interim Changes dated April 27, 2022 and an explanation of need from CIT Operations Director Fauna Larkin were provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

New Speedbumps
on Miluk Drive

The two proposed locations were highlighted on the map.

After discussion, Commissioner Chase moved to recommend placement of the two speed bumps as presented, seconded by Commissioner Garrett. Motion carried; Vice Chair Hunter opposed.

Materials from the CIT Winter Storm Table Top Exercise held April 7, 2022 were provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

Emergency
Preparedness

Chair Doyle discussed the exercise and encouraged participation in Tribal emergency preparedness efforts. Although CIHA's engagement was limited by funding restrictions and confidentiality concerns, it regularly published emergency preparedness articles in the Sea~Ha Runner and maintained an emergency preparedness webpage. It was agreed that NIXLE alert sign up information would be included in the May Sea~Ha Runner.

The CIHA Board announcement published April 5-27, 2022 was provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

Executive Session to
Review Commissioner
Applications

Commissioner Garrett moved to enter executive session to review Commissioner applications, seconded by Vice Chair Hunter. Motion carried.

The Board entered executive session at 5:20 p.m. Open session resumed at 5:25 p.m.

Commissioner Garrett moved to table review of Commissioner applications to the next regular meeting, seconded by Vice Chair Hunter. Motion carried.

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Deputy Director Meade reminded that all were invited to a Celebration of Life for Commissioner Jeff Severson in the Willow-Beargrass Room at The Mill Casino-Hotel at noon on April 30, 2022.

PUBLIC COMMENT

The next regular meeting was scheduled to be held June 16, 2022 at 3:30 p.m.

NEXT MEETING

The meeting was adjourned at 5:39 p.m.

ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis
Administrative Services Coordinator



Signature

07/07/2022

Date

Secretary/Treasurer

Title