

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
ANNUAL MEETING MINUTES

Date: September 29, 2022
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 August 25, 2022 and confirmed by written notice on September 27, 2022.

Chair Doyle called the meeting to order at 2:31 p.m. CALL TO ORDER

Chair Doyle offered the invocation INVOCATION

Secretary/Treasurer More called the roll. Present onsite were Chair Doyle, Vice Chair Hunter, and Commissioners Garrett and Rocha. Commissioner Chase was expected to join the meeting shortly. 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, Projects Coordinator Scott Platter, Housing Programs Coordinator Tracey Mueller, and Housing Programs Specialist Shelley Estes.

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

Commissioner Chase joined the meeting by videoconference at 2:41 p.m. SPECIAL ORDER

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 Rocha nominated incumbent Vice Chair Hunter. Commissioner Garrett moved to close nominations and install Denise Hunter as Vice Chair by acclamation, Secretary/Treasurer More seconded. Motion carried.

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

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Commissioner Garrett nominated incumbent Secretary/Treasurer More. Commissioner Garrett moved to close nominations and install Robert More as Secretary/Treasurer by acclamation, seconded by Vice Chair Hunter. Motion carried.

Chair Doyle adjourned the meeting at 2:53 p.m.

ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis
Administrative Services Coordinator

 10/27/2022

Signature Date

Secretary/Treasurer
Title

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: September 29, 2022
Time: 3:00 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 August 25, 2022 and confirmed by written notice on September 27, 2022.

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

CALL TO ORDER

Secretary/Treasurer More called the roll. Present onsite were Chair Doyle, Vice Chair Hunter, and Commissioners Garrett and Rocha. Commissioner Chase was 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, Controller Marcy Chytka, Maintenance Coordinator Scott Felton, Projects Coordinator Scott Platter, Housing Programs Coordinator Tracey Mueller, and Housing Programs Specialist Shelley Estes.

Also in attendance were Kilkich Resident Lauren Morris (onsite) and Tribal Council Secretary/Treasurer Jackie Chambers (video conference).

None.

PUBLIC COMMENT

Minutes of the August 25, 2022 regular meeting were provided in the meeting materials available online. (Copy attached to these minutes.)

MINUTES

Secretary/Treasurer More moved to approve the minutes of the August 25, 2022 regular meeting, seconded by Vice Chair Hunter. Motion carried.

None.

AMENDMENTS
TO AGENDA

Resident Services, COVID-19 Emergency Rental Assistance, COVID-19 Homeowner Assistance Fund, Maintenance, and Accounting reports for August 2022 were provided in the meeting materials available online. (Copies attached to these minutes.)

DEPARTMENT
REPORTS

Housing Programs Specialist 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.

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A Tribal Police Department report for August 2022 was provided in the meeting materials available online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

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 Commissioner Rocha. Motion carried.

A Master Projects List dated September 29, 2022; Kilkich Traffic Safety Project presentation dated September 14, 2022; memoranda from CIHA Attorney Ed Clay Goodman dated September 1, 2022 and September 21, 2022 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Update for September 2022 were provided in the meeting materials available 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.

After CIHA submitted its application for the Oregon Housing and Community Services (OHCS) Shelter Grant, additional conditions were published that would require CIHA to retain ownership of RVs acquired with grant funds for ten years. The new requirement was inconsistent with the housing first program model and would create unanticipated ongoing costs and liability. It was recommended that the funds intended for the housing first program be reallocated to other homelessness prevention activities.

Secretary/Treasurer More moved to eliminate item 6, Rehab Conversion, from the OHCS Shelter Grant and allocate those funds to item 4, Homelessness Prevention, seconded by Commissioner Rocha. Motion carried.

Motion

Secretary/Treasurer More moved to accept the Executive Director's report, seconded by Vice Chair Hunter. Motion carried.

Secretary/Treasurer More shared that he would be serving as Master of Ceremonies for the Celtic Cello Concert that evening and might need to leave before the end of the meeting.

BOARD
COMMUNICATIONS

FY 2023 PILOT calculation worksheets and sample Coos County real property tax statements were provided in the meeting materials available online. (Copy attached to these minutes.)

BUSINESS

FY 2023
PILOT Fee
Calculation

Controller Chytka reviewed and responded to questions regarding the costs included in the PILOT fee calculation. The calculation was based

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on actual costs for the prior fiscal period or a five-year average of actual costs depending on the type of expense.

CIHA's U.S. Treasury Homeowner Assistance Fund (HAF) Plan was provided in the meeting materials available online. (Copy attached to these minutes.)

U.S. Treasury
Homeowner
Assistance Fund
(HAF) Plan

Executive Director Cook reviewed and responded to questions regarding CIHA's U.S. Treasury Homeowner Assistance Fund (HAF) Plan. The plan included all eligible activities allowed under Treasury guidance and established a maximum amount of assistance for any homeowner or property across all HAF programs of \$17,500. If each participant were to receive the maximum amount of assistance, the program would be able to serve 40 Tribal homeowners.

Commissioner Rocha moved to approve CIHA's Homeowner Assistance Fund (HAF) Plan, seconded by Secretary/Treasurer More. Motion carried.

Secretary/Treasurer More departed at 5:37 p.m.

SPECIAL ORDER

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held October 27, 2022 at 2:30 p.m.

NEXT MEETING

The meeting was adjourned at 5:41 p.m.

ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis
Administrative Services Coordinator

 10/27/2022

Signature Date

Secretary/Treasurer
Title