

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: October 27, 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 September 29, 2022 and confirmed by written notice on October 24, 2022.

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

Chair Doyle offered the invocation. INVOCATION

Secretary/Treasurer More called the roll. Present onsite were Chair ROLL CALL
Doyle, Commissioner Rocha, and Secretary/Treasurer More.

Commissioner Chase was in attendance by video conference. Vice
Chair Hunter and Commissioner Garrett were expected to join the
meeting in progress. A quorum was established. QUORUM

CIHA staff members present onsite were Executive Director Anne
Cook, Deputy Director Lyman Meade, 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 by video conference was Tribal Police Chief Jerry
Merritt.

None. PUBLIC COMMENT

Minutes of the September 29, 2022 annual and regular meetings were MINUTES
provided in the meeting materials available to the Commissioners
online. (Copies attached to these minutes.)

Secretary/Treasurer More moved to approve the minutes of the
September 29, 2022 annual and regular meetings, seconded by
Commissioner Rocha. Motion carried.

None. AMENDMENTS
TO AGENDA

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

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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 Rocha. Motion carried.

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

AFFILIATE
REPORTS

Tribal Police Chief Merritt reviewed and responded to questions about recent Tribal Police Department activities.

Tribal Police
Department

Vice Chair Hunter joined the meeting by video conference at 3:22 p.m.

SPECIAL ORDER

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

A Master Projects List dated October 27, 2022; FY 2022 Completed Projects list dated September 30, 2022; amended Oregon Housing and Community Services Tribal Shelter Grant application dated October 5, 2022; HAF Plan submitted to the U.S. Treasury on October 3, 2022; FY 2022 Self-Monitoring Assessment assignments; draft letter of support, site map, concept images, and concept plan for the Tribe's grant application to the Oregon Parks and Recreation Land and Water Conservation Fund to construct a play area at the Kilkich Rehabilitation and Fitness Center (KRFC); memorandum from CIHA Attorney Ed Clay Goodman dated October 6, 2022 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Update for October 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 authorize CIHA Chair Doyle to sign the letter of support from the CIHA Board for the Tribe's Oregon Parks and Receptions Land and Water Conservation Fund grant application, seconded by Commissioner Rocha. Motion carried.

Motion

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

Links to a YouTube video of Sacheen Littlefeather's Oscars speech; Stacker article "20 influential Indigenous Americans you might not know about"; and, baby pow-wow dancer Facebook video were provided in the meeting materials available to the Commissioners online.

BOARD
COMMUNICATIONS

Secretary/Treasurer More shared information about the links provided in the Board meeting materials.

BUSINESS

A draft Emergency Housing Assistance Program (EHAP) policy was provided in the meeting materials available online. (Copy attached to these minutes.)

Emergency Housing
Assistance Policy

Executive Director Cook reviewed and responded to questions regarding the proposed Emergency Housing Assistance Program policy. The program would be funded by an Oregon Housing and Community Services BAFI-NATO Homeless Services Grant and would assist low-income Coquille Tribal members residing in Oregon.

Secretary/Treasurer More moved to approve the Emergency Housing Assistance Program policy, seconded by Commissioner Chase. Motion carried.

Commissioner Garrett joined the meeting by video conference at 5:00 p.m.

SPECIAL ORDER

The proposed revision to CIHA's U.S. Treasury Homeowner Assistance Fund (HAF) was made available to the Commissioners online. (Copy attached to these minutes.)

U.S. Treasury
Homeowner
Assistance Fund
(HAF)

Executive Director Cook reviewed and responded to questions regarding the proposed U.S. Treasury Homeowner Assistance Fund (HAF) policy revision. The purpose of the revision was to conform the policy to current U.S. Treasury guidance.

Policy Revision

Secretary/Treasurer More moved to approve CIHA's Homeowner Assistance Fund (HAF) Policy as revised, seconded by Commissioner Chase. Motion carried.

A memo from Executive Director Cook dated October 27, 2022 regarding the 2022 Resident Holiday Credits was provided in the

2022 Resident Holiday
Credits

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meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Commissioner Chase moved to award a holiday credit to each household on Tribal Lands on the December 2022 billing statements, to be paid from program and non-program funds, in an amount to be determined by the scoring criteria and award levels presented; seconded by Vice Chair Hunter. Motion carried.

A memo from Executive Director Cook dated October 27, 2022 proposing Board meeting dates for 2023 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

2023 Board Meeting
Dates

Executive Director Cook would forward calendar invitations for the proposed 2023 Board meeting dates to the CIHA Board and staff.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held December 15, 2022 at 2:30 p.m.

NEXT MEETING

The meeting was adjourned at 5:10 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature
Title

01/26/2023

Date