

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: December 15, 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 October 27, 2022 and confirmed by written notice on December 12, 2022.

Chair Doyle called the meeting to order at 2:42 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 Secretary/Treasurer More. Commissioners Chase and Rocha were in attendance by video conference. Commissioner Garrett was absent, excused. A quorum was established.

ROLL CALL

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, and Housing Programs Specialist Shelley Estes. Housing Programs Coordinator Tracey Mueller was in attendance by video conference.

A moment of silence was observed for the passing of former Commissioner Janet Simpson.

PUBLIC COMMENT

Minutes of the October 27, 2022 regular meeting were unavailable and would be presented at the next meeting.

MINUTES

None.

AMENDMENTS  
TO AGENDA

Resident Services, COVID-19 Emergency Rental Assistance, COVID-19 Homeowner Assistance Fund, and Maintenance reports for October and November 2022, and an Accounting report for September 2022 After Year End were provided in the meeting materials available to the Commissioners 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 Vice Chair Hunter. Motion carried.

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Materials from the Kilkich Residents Association meeting held December 12, 2022 and Tribal Police Department reports for October and November 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 KRA activities. The Association would be raffling a Pendleton blanket at Winter Gathering this year.

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 December 15, 2022; Oregon Housing and Community Services Tribal Shelter Grant Agreement received December 13, 2022; White House Statement on Marijuana Reform dated October 6, 2022; and, memoranda from CIHA Attorney Ed Clay Goodman dated November 14 and December 9, 2022 regarding federal funding, legislative issues, and recent NAIHC activities 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 Vice Chair Hunter. Motion carried.

A link to the Native Land Digital Map website and information about A Very Scottish Christmas event were provided in the meeting materials available to the Commissioners online.

BOARD  
COMMUNICATIONS

Secretary/Treasurer More shared that A Very Scottish Christmas, sponsored by the Coastal Celtic Society, was scheduled for December 16, 2022 at the Egyptian Theatre.

BUSINESS

CIHA's FY 2022 Self-Monitoring Assessment was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2022  
Self-Monitoring  
Assessment

Chair Doyle, Secretary/Treasurer More, Commissioners Hunter and Rocha, Executive Director Cook, and Deputy Director Meade reviewed

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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 0% for the period.

Secretary/Treasurer More moved to approve the FY 2022 Self-Monitoring Assessment as presented, seconded by Vice Chair Hunter. Motion carried.

An updated CIHA Organizational Chart dated December 15, 2022 was made available to the Commissioners online. (Copy attached to these minutes.)

CIHA Organizational  
Chart Update

Executive Director Cook reviewed and responded to questions regarding updates to the Organizational Chart.

Secretary/Treasurer More moved to approve the updated CIHA Organizational Chart, seconded by Vice Chair Hunter. Motion carried.

Board and Council Review Drafts of CIHA's Annual Performance Reports for the IHBG, IHBG-CARES, IHBG-ARP, and IHBG-Competitive programs for the fiscal year ended September 30, 2022, Presentation Notes prepared by Executive Director Cook, and a Summary of All Sources and Uses of Funds prepared by Controller Marcy Chytka were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

FY 2022  
Annual Performance  
Reports

Executive Director Cook reviewed and responded to questions regarding CIHA's FY 2022 Annual Performance Reports. The reports would be available on the Tribe's website and at the local public libraries during the public comment period beginning December 16, 2022. The reports would be submitted to HUD after the close of the public comment period on December 28, 2022.

Secretary/Treasurer More moved to approve submission of the Annual Performance Reports for IHBG, IHBG-CARES, IHBG ARP, and IHBG Competitive for the fiscal year ended September 30, 2022 to HUD, seconded by Vice Chair Hunter. Motion carried.

Resident Alison Felton suggested that wildlife crossing signs be installed along Miluk Drive.

PUBLIC COMMENT

The next regular meeting was scheduled to be held January 26, 2023 at 2:30 p.m.


NEXT MEETING

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

ADJOURNMENT

Prepared by:

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

Approved by:

 01/26/2023  
\_\_\_\_\_  
Signature Date  
  
Secretary/Treasurer  
\_\_\_\_\_  
Title