

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: September 28, 2023
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 originally scheduled at the regular meeting held August 32, 2023, and confirmed by written notice on September 25, 2023.

Chair Doyle called the meeting to order at 2:50p.m.

CALL TO ORDER

Commissioner Garrett called the roll. Present onsite was Commissioner Garrett. Present by video conference were Chair Doyle, Secretary/Treasurer More, and Commissioners Chase and Rocha. Vice Chair Hunter was absent, excused. Commissioner Chambers was expected to join the meeting in progress. 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.

None.

PUBLIC COMMENT

Minutes of the August 31, 2023 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 August 31, 2023 regular meeting, seconded by Secretary/Treasurer More. Motion carried.

Executive Director Cook asked that item 11B Emergency Rental Assistance Policy Revision be deleted.

AMENDMENTS
TO AGENDA

Resident Services, Emergency Rental Assistance, Homeowner Assistance Fund, Maintenance, and Accounting reports for August 2023 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

DEPARTMENT
REPORTS

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.

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Secretary/Treasurer More moved to reallocate \$50,000 of IHBG-ARP funds from the warehouse solar project to the emergency rental assistance program, seconded by Commissioner Garrett. Motion carried.

Motion

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

Materials from the Kilkich Residents Association meeting held September 11, 2023, and a Tribal Police Department report for August 2023 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.

Killich 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 Commissioner Garrett. Motion carried.

A Master Projects List dated September 28, 2023; FY 2023 Self-Monitoring Assessment Assignments; USDOE Tribal Home Electrification & Appliance Rebates Program information dated August 2023; CIHA KSA Dynamics Soft Skills Course Library listing; State of Washington Emergency Management Division "Prepare in a Year" booklet; and, memoranda from CIHA Attorney Ed Clay Goodman dated September 7, 13, 22, and 27, 2023 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.

Commissioner Garrett moved to approve the Executive Director's Report, seconded by Commissioner Rocha. Motion carried.

None.

BOARD
COMMUNICATIONS

BUSINESS

