

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
ANNUAL 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 scheduled at the regular meeting held August 31, 2023 and confirmed by written notice on September 25, 2023.

Chair Doyle called the meeting to order at 2:35 p.m.

CALL TO ORDER

Chair Doyle offered the invocation.

OPENING PRAYER

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.

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 attached to these minutes.)

ELECTION OF OFFICERS

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

Commissioner Garrett moved to combine the offices of Secretary and Treasurer, seconded by Secretary/Treasurer More. Motion carried.

Secretary/Treasurer

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

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

The meeting was adjourned at 2:50 p.m.

ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis
Administrative Services Coordinator

 10/26/2023

Signature Date

Secretary/Treasurer

Title

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

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A draft Admissions and Occupancy Policy revision dated September 28, 2023 was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

Admissions and
Occupancy Policy
Revision

Executive Director Cook reviewed and responded to questions regarding the proposed policy revision. The purpose of the revision was to update terminology; remove the Mutual Help program and add the HomeGO program; remove CTCLUSI preference; and, correct formatting, grammar, and punctuation errors.

Secretary/Treasurer More moved to adopt the proposed revisions to the Admissions and Occupancy policy and authorize staff to correct any remaining housekeeping items, seconded by Commissioner Chase. Motion carried.

None.

PUBLIC COMMENT

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

NEXT MEETING

The meeting was adjourned at 4:33 p.m.

ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis
Administrative Services Coordinator

 10/26/2023

Signature Date

Secretary/Treasurer

Title