

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: October 26, 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 September 28, 2023, and confirmed by written notice on October 23, 2023.

Chair Doyle called the meeting to order at 2:36 p.m.

CALL TO ORDER

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

Also present by video conference was Acting Tribal Police Chief Scott LaFevre.

None.

PUBLIC COMMENT

Minutes of the September 28, 2023 annual and regular meetings were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

MINUTES

Secretary/Treasurer More moved to approve the minutes of the September 28, 2023 annual meeting, seconded by Vice Chair Hunter. Motion carried.

Secretary/Treasurer More moved to approve the minutes of the September 28, 2023 regular meeting, seconded by Commissioner Rocha. Motion carried.

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

AMENDMENTS
TO AGENDA

Commissioner Chase joined the meeting by video conference at 2:47 p.m.

SPECIAL ORDER

Resident Services, Emergency Rental Assistance, Homeowner Assistance Fund, and Maintenance reports for September 2023, and an

DEPARTMENT
REPORTS

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Accounting report for September 2023 before year-end adjustments were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

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.

Materials from the Kilkich Residents Association meeting held October 2, 2023 and a Tribal Police Department report for September 2023 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

KRA Chair Shelley Estes reviewed and responded to questions about recent KRA activities.

Kilkich Residents
Association

Acting Tribal Police Chief Scott LaFevre 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 October 26, 2023; a Completed Projects List dated September 30, 2023; Kilkich Water Pressure and Flow Testing Report dated September 19, 2023; KSA Dynamics welcome email dated October 18, 2023 and Online Course Listing dated October 17, 2023; a flyer announcing OCCI's 2023 Thanksgiving Fundraiser; and, memoranda from CIHA Attorney Ed Clay Goodman dated September 29, 2023 and October 11, 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.

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

Secretary/Treasurer More shared a Facebook article about Sarah Winnemucca and information about the Coos Bay Library After Hours Fundraiser and Silent Auction to be held at the Library on November 4, 2023.

BOARD
COMMUNICATIONS

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Commissioner Rocha shared information about an upcoming educational event titled, “Coos Bay Estuary and People: Past, Present, and Future” to be held at the Egyptian Theatre on November 8, 2023 and announced that the Elder’s Committee would be hosting an educational event about the South Slough Estuary at the Elder’s House on November 3, 2023

BUSINESS

CIHA’s FY 2023 Self-Monitoring Assessment was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2023 Self -
Monitoring
Assessment

Chair Doyle, Vice Chair Hunter, Secretary/Treasurer More, Commissioners Chambers and Rocha, and Executive Director Cook reviewed 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 1.5% for the period.

Secretary/Treasurer More moved to approve the FY 2023 Self-Monitoring Assessment as presented, seconded by Commissioner Rocha. Motion carried.

Resolution HA2401 – Writing Off Uncollectible Tenant Accounts Receivable (TARs) was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Resolution HA2401 –
Writing Off
Uncollectible Tenant
Accounts Receivable
(TARs)

The resolution would remove CIHA’s FY 2023 vacated tenant accounts receivable in the amount of \$4,985.30 from its current accounts but would not forgive the underlying debt to the agency. The debtor would continue to appear on HUD delinquency rolls and be unable to participate in HUD-assisted housing programs until the debt was resolved.

Commissioner Rocha moved to adopt Resolution HA2401 – Writing Off Uncollectible Tenant Accounts Receivable, seconded by Commissioner Chase. Motion carried.

CIHA’s OHCS BAFI-NATO Homeless Services Grant Wave II and Executive Order Application for Funds was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

OHCS BAFI-NATO
Homeless Services
Grant Wave II and
Executive Order
Application for Funds

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Executive Director Cook reviewed and responded to questions regarding the application and proposed use of funds. The application would serve as a placeholder while arrangements were made with a subgrantee. An amendment would be submitted when project planning was complete and a subgrantee agreement was in place.

Secretary/Treasurer More moved to approve the OHCS BAFI-NATO Homeless Services Grant Wave II and Executive Order Application for Funds as presented, seconded by Vice Chair Hunter. Motion carried.

A memo from Executive Director Cook dated October 26, 2023 regarding the 2023 Resident Holiday Credits was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

2023 Resident Holiday
Credits

Vice Chair Hunter moved to award a holiday credit to each household on Tribal Lands on the December 2023 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 Commissioner Rocha. Motion carried.

A memo from Executive Director Cook dated October 26, 2023 proposing Board meeting dates for 2024 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

2024 Board Meeting
Dates

The proposed meeting dates would be added to CIHA's 2024 calendar.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held December 14, 2023 at 2:30 p.m.

NEXT MEETING

The meeting was adjourned at 5:13 p.m.


ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis
Administrative Services Coordinator

 12/14/2023

Signature Date
Secretary/Treasurer

Title