

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: December 14, 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 October 26, 2023, and confirmed by written notice on December 11, 2023.

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

CALL TO ORDER

Vice Chair Hunter offered the invocation.

INVOCATION

Secretary/Treasurer More called the roll. Present onsite were Chair Doyle, Vice Chair Hunter, and Secretary/Treasurer More. Commissioner Chase was present by video conference. Executive Director Cook was asked that the absences of Commissioners Chambers, Garrett, and Rocha be excused if they were unable 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.

Acting Tribal Police Chief Scott LaFevre attended by video conference.

None.

PUBLIC COMMENT

Minutes of the October 26, 2023 regular meeting was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

MINUTES

Secretary/Treasurer More moved to approve the minutes of the October 26, 2023 regular meeting, seconded by Commissioner Chase. Motion carried.

None.

AMENDMENTS
TO AGENDA

Resident Services, Emergency Rental Assistance, Homeowner Assistance Fund, and Maintenance reports for October and November 2023, and Accounting reports for September 2023 after year-end adjustments and October 2023 were provided in the meeting materials

DEPARTMENT
REPORTS

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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 Vice Chair Hunter. Motion carried.

Materials from the Killich Residents Association meeting held November 13, 2023, Tribal Police Department reports for October and November 2023, and a Tribal Police Department training video clip were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

KRA Secretary Scott Felton reviewed and responded to questions about recent KRA activities.

Killich 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.

The meeting was recessed at 4:10 p.m. Regular session resumed at 4:22 p.m.

RECESS

A Master Projects List dated December 14, 2023; CIHA Audit RFP dated November 13, 2023; Warehouse Solar Plan; Oregon Department of Energy Community Heat Pump Deployment Program Opportunity Announcement; U.S. Department of Energy Tribal Home Electrification and Appliance Rebates Program information; and, memoranda from CIHA Attorney Ed Clay Goodman dated November 6, 2023 and November 20, 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 Chase. Motion carried.

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The meeting was recessed at 4:55 and resumed regular session at 4:59 p.m.

RECESS

Secretary/Treasurer More shared links to an Indigenous Lands Interactive Map and the Fall 2023 NANOOS Observer newsletter.

BOARD
COMMUNICATIONS

Chair Doyle distributed holiday gift cards to the Board and staff and thanked all for their hard work and dedication to CIHA.

BUSINESS

A Public Review Draft of CIHA's FY 2023 Annual Performance Reports for the IHBG, IHBG-CARES, IHBG-ARP, and IHBG-Competitive programs, Presentation Notes, and All Source and Uses of Funds Summary were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

FY 2023 Annual
Performance Report

Executive Director Cook reviewed and responded to questions regarding CIHA's FY 2023 Annual Performance Reports for the IHBG, IHBG-CARES, IHBG-ARP, and IHBG-Competitive programs. The reports would be presented to the Tribal Council on December 18, 2023. Public comment received by 12:00 p.m., December 22, 2023, would be included in the report submitted to HUD.

Secretary/Treasurer More moved to approve submission of CIHA's Annual Performance Reports for the IHBG, IHBG-CARES, IHBG-ARP, and IHBG Competitive programs for the fiscal year ended September 30, 2023 to HUD, seconded by Vice Chair Hunter. Motion carried.

Resolution HA2402 – Approving Conveyance of Home Grant and Occupancy Home to Amber Powell was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Resolution HA2402 –
Approving Conveyance
of Home Grant and
Occupancy Home to
Amber Powell

Secretary/Treasurer More read the resolution aloud. Executive Director Cook explained that the HomeGO participant wished to exercise the option to buy out the remaining term of the HomeGO agreement.

Commissioner Chase moved to approve Resolution HA2402 – Approving Conveyance of Home Grant and Occupancy Home to Amber Powell seconded by Secretary/Treasurer More. Motion carried.

None.

PUBLIC COMMENT

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The next regular meeting was scheduled to be held January 25, 2024 at
2:30 p.m.

NEXT MEETING

The meeting was adjourned at 5:41 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature Date

Secretary/Treasurer
Title