

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: March 28, 2024  
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 by written notice on February 26, 2024, and confirmed by written notice on March 25, 2024.

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

Chair Doyle offered the invocation. INVOCATION

Secretary/Treasurer More called the roll. Present onsite were ROLL CALL  
Secretary/Treasurer More and Commissioner Rocha. Present by video  
conference were Chair Doyle, and Commissioners Chase and Garrett.

Vice Chair Hunter was expected to arrive during the meeting.  
Commissioner Chambers was absent excused. A quorum was QUORUM  
established.

CIHA staff members present onsite were Executive Director Anne  
Cook, Deputy Director Lyman Meade, Controller Marcy Chytka,  
Maintenance Coordinator Scott Felton, Housing Programs Coordinator  
Tracey Mueller, and Housing Programs Specialist Shelley Estes.

Also in attendance by video conference was CIHA Auditor Gatlin  
Hawkins.

None. PUBLIC COMMENT

Minutes of the January 25, 2024 regular meeting were provided in the MINUTES  
meeting materials available to the Commissioners online. (Copy  
attached to these minutes.)

Secretary/Treasurer More moved to approve the minutes of the January  
25, 2024 regular meeting, seconded by Commissioner Chase. Motion  
carried.

Executive Director Cook asked that agenda item 11A FY 2023 Financial AMENDMENTS  
TO AGENDA  
Audit be heard at 4:00 p.m.

Vice Chair Hunter arrived at 2:42 p.m. SPECIAL ORDER

Resident Services, Homeowner Assistance Fund, Maintenance, and DEPARTMENT  
REPORTS  
Accounting reports for January and February 2024 were provided in the  
meeting materials available to the Commissioners online. (Copies  
attached to these minutes.)

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Housing Programs Coordinator Tracey Mueller, Executive Director Cook, 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 Kilkich Residents Association meetings held February 12, 2024 and March 18, 2024, and Tribal Police Department reports for January and February 2024 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.

Killich Residents  
Association

CIHA Executive Director Cook reviewed and responded to questions about recent Tribal Police Department activities.

Tribal Police  
Department

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

The order of the day was waived to accommodate presentation of agenda item 11A FY 2023 Financial Audit.

SPECIAL ORDER

BUSINESS

CIHA's FY 2023 Financial Audit was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

FY 2023  
Financial Audit

Auditor Gatlin Hawkins of Isler CPA reviewed and responded to questions regarding CIHA's FY 2023 financial audit. The report expressed an unmodified opinion on the Authority's financial statements for the period.

Secretary/Treasurer More moved to approve the annual financial report and audit for the fiscal year ended September 30, 2023, seconded by Vice Chair Hunter. Motion carried.

A Master Projects List dated March 28, 2024; Oregon Department of Energy Community Heat Pump Deployment Program application dated January 26, 2024; CIT Climate Resilience Taskforce Tribal Council Presentation dated March 20, 2024; CIHA Climate Resilience Activities and Practices dated February 7, 2024; HUD PIH Notice 96-33 issued June 4, 1996 regarding Cash Management and Investment Policies and Procedures; The World newspaper articles dated January 27, 2024 and

EXECUTIVE  
DIRECTOR'S  
REPORT

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February 12, 2024 announcing Bob More as the Bay Area Chamber of Commerce 2023 Citizen of the year; and, memoranda from CIHA Attorney Ed Clay Goodman dated February 1 and 13, 2024 and March 8, 11, and 12, 2024 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 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.

The Board extended their congratulations to Secretary/Treasurer More for being chosen by the Bay Area Chamber of Commerce as their Citizen of the Year.

Commissioner Garrett moved to enter executive session to discuss financial matters, seconded by Commissioner Chase. Motion carried.

Executive Session to  
Discuss Financial  
Matters

The Board entered executive session at 4:40 p.m. Open session resumed at 5:29 p.m.

Commissioner Rocha moved to adjust CIHA staff pay rates to the midpoint of the Tribe's recent wage study, seconded by Vice Chair Hunter. Motion carried.

Motion

None.

BOARD  
COMMUNICATIONS

BUSINESS

Resolution HA2403 – Approving Conveyance of Home Grant and Occupancy Home to Shaun C. Garrett was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Resolution HA2403 –  
Approving Conveyance  
of Home Grant and  
Occupancy Home to  
Shaun C. Garrett

Executive Director Cook reviewed and responded to questions regarding the Resolution.

Commissioner Rocha moved to approve Resolution HA2403 – Approving Conveyance of Home Grant and Occupancy Home at 2642 Mexeye Loop to Shaun C. Garrett seconded by Vice Chair Hunter. Motion carried.

Resolution HA2404 – Authorizing New Banner Bank Accounts, OHCS BAFI-NATO was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Resolution HA2404 –  
Authorizing New

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Executive Director Cook reviewed and responded to questions regarding the Resolution. Banner Bank Accounts, OHCS BAFI-NATO

Commissioner Rocha moved to approve Resolution HA2404 – Authorizing New Banner Bank Accounts, OHCS BAFI-NATO, seconded by Vice Chair Hunter. Motion carried.

Commissioner Chase left the meeting at 5:50 p.m.

SPECIAL ORDER

The CIHA Board of Commissioners Application Packet published March 11-27, 2024 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Executive Session to Review Commissioner Applications

Vice Chair Hunter moved to enter executive session to review Commissioner applications, seconded by Secretary/Treasurer More. Motion carried.

The Board entered executive session at 5:51 p.m. Open session resumed at 6:04 p.m.

Secretary/Treasurer More moved to recommend to the Tribal Council that Jackie Chambers, Denise Hunter, and Judy Rocha be reappointed to the CIHA Board of Commissioners, seconded by Commissioner Garrett. Motion carried.

None.

PUBLIC COMMENT

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

NEXT MEETING

The meeting was adjourned at 6:07 p.m.

ADJOURNMENT

Prepared by:

Approved by:

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Debbie Dennis  
Administrative Services Coordinator

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Secretary/Treasurer  
Title