

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: May 16, 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 originally scheduled for April 25, 2024 at the regular meeting held March 28, 2024, rescheduled to May 16, 2024 on April 24, 2024, and confirmed by written notice on May 13, 2024.

Vice Chair Hunter 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 Vice ROLL CALL  
Chair Hunter, Secretary/Treasurer More, and Commissioners Chase and  
Garrett. Commissioners Rocha and Chambers were expected to arrive  
during the meeting. Chair Doyle was absent excused. A quorum was  
established.

CIHA staff members present onsite were Executive Director Anne QUORUM  
Cook, Deputy Director Lyman Meade, Administrative Services  
Manager Debbie Dennis, Projects Supervisor Scott Platter, Facilities  
Maintenance Manager Scott Felton, and Housing Programs Specialist  
Shelley Estes.

None. PUBLIC COMMENT

Minutes of the March 28, 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 March  
28, 2024 regular meeting, seconded by Commissioner Garrett. Motion  
carried.

None. AMENDMENTS  
TO AGENDA

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

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Executive Director Anne Cook, Administrative Services Manager Debbie Dennis, and Facilities Maintenance Manager Scott Felton reviewed and responded to questions regarding the department reports.

Commissioners Chambers and Rocha arrived during discussion of the Department Reports. Commissioner Chambers joined the meeting by video conference at 3:00 p.m. Commissioner Rocha joined the meeting onsite at 3:20 p.m.

SPECIAL ORDER

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

Materials from the Kilkich Residents Association meetings held April 8, 2024 and May 13, 2024, and Tribal Police Department reports for March and April 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.

Kilkich Residents  
Association

CIHA 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 Chase. Motion carried.

A Master Projects List dated May 16, 2024; correspondence from OHCS dated April 29, 2024 thanking the Tribe for participating in the BAFI-NATO program; email correspondence from PacifiCorp dated May 15, 2024 confirming installation of the new meter for the warehouse solar project; CIHA's 35<sup>th</sup> Tribal Restoration Report dated May 13, 2024; presentation materials from Pacific Power's Wildfire Customer Forum held May 8, 2024 at The Mill; Tribal Resolution CY24039 dated April 12, 2024 appointing three members to the CIHA Board; updated CIHA Board contact information as of May 16, 2024; memoranda from CIHA Attorney Ed Clay Goodman dated April 4, 2024 and May 3, 10, and 14, 2024 regarding federal funding, legislative issues, and recent NAIHC activities; and, a Coos Bay Historic Homes Self-Guided Driving Tour map 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.

Vice Chair Hunter distributed gift cards in celebration of Board and Staff Appreciation Day, and commended staff for their professionalism and the Board for their dedication and service. The Board also thanked staff for their work to assist the families CIHA serves.

BOARD  
COMMUNICATIONS

Commissioner Garrett shared information about the opening ceremony on May 19, 2024 for the South Slough Reserve's Wasson Creek Restoration Project.

Housing Programs Specialist Shelley Estes reminded the Board about camas gathering for the Tribal Restoration Celebration and an Elders Lunch also scheduled for the upcoming weekend.

BUSINESS

A draft Code of Conduct for a Respectful and Safe Work Environment Policy was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Code of Conduct for a  
Respectful and Safe  
Work Environment  
Policy

Secretary/Treasurer More read the policy aloud. Executive Director Cook reviewed and responded to questions regarding the policy. The Board suggested a number of revisions to strengthen the policy. The proposed revisions would be incorporated into the policy and presented for review at the next meeting.

A draft Emergency Rental Assistance Program Policy revision was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Emergency Rental  
Assistance Program  
Policy Revision

Executive Director Cook gave a brief overview of the proposed revisions to the Emergency Rental Assistance program policy. The changes removed reference to the U.S. Treasury COVID-19 ERA program and added provisions to transition the program to the terms outlined in the FY 2024 IHP.

The policy would be presented again at the next meeting with additional proposed revisions.

A draft Procurement Policy update was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

Procurement Policy  
Update

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The proposed changes were necessary to adapt policy to current regulations, update citations, add domestic procurement preference, and conform with Tribal preference provisions.

Commissioner Rocha moved to approve the updates to the procurement policy as presented, seconded by Secretary/Treasurer More. Motion carried.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held June 13, 2024 at 2:30 p.m.

NEXT MEETING

The meeting was adjourned at 4:58 p.m.

ADJOURNMENT

Prepared by:

Approved by:

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Debbie Dennis  
Administrative Services Coordinator

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Signature Date

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Secretary/Treasurer  
Title