

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: June 13, 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 at the regular meeting held May 16, 2024 and confirmed by written notice on June 11, 2024.

Vice Chair Hunter called the meeting to order at 2:32 p.m. CALL TO ORDER

Vice Chair Hunter offered the invocation. INVOCATION

Tribal Chairman Brenda Meade administered the Oath of Office to returning Board members Vice Chair Denise Hunter and Commissioner Jackie Chambers. The Board congratulated the appointees. OATH OF OFFICE

Secretary/Treasurer More called the roll. Present onsite were Vice ROLL CALL

Chair Hunter, Secretary/Treasurer More and Commissioner Garrett. Present by video conference were Chair Doyle, and Commissioners Chase and Chambers. Commissioner Rocha was absent excused. A quorum was established.

QUORUM

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

Others in attendance were Tribal Chairman Brenda Meade onsite and Tribal Police Officer Crystal Walling by video conference.

None. PUBLIC COMMENT

Minutes of the May 16, 2024 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 the May 16, 2024 regular meeting, seconded by Secretary/Treasurer More. Motion carried.

Executive Director Cook requested a recess during her report if the Board was interested in viewing preparations for the Tribal Restoration Celebration outreach event, and noted that the Executive Session could generate one or more additional business items. AMENDMENTS  
TO AGENDA

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
June 13, 2024

Commissioner Garrett moved to approve the agenda as amended, seconded by Secretary/Treasurer More. Motion carried.

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

DEPARTMENT  
REPORTS

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

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

A Tribal Police Department report for May 2024 was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

AFFILIATE  
REPORTS

KRA had not met since the last CIHA Board meeting, so no report was submitted.

Kilkich Residents  
Association

Tribal Police Officer Crystal Walling 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 June 13, 2024; correspondence from the Oregon Department of Emergency Management dated May 28, 2024 regarding wildfire preparedness; memoranda from CIHA Attorney Ed Clay Goodman dated May 21 and 24, 2024, and June 7 and 10, 2024 regarding federal funding, legislative issues, and recent NAIHC activities; and, correspondence from G & G Storyteller dated May 28, 2024 regarding American Indians and Alaska Natives in the U.S. Military 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 Garrett. Motion carried.

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
June 13, 2024

Secretary/Treasurer More shared a Letters from an American newsletter dated June 2, 2024 regarding the 100<sup>th</sup> anniversary of the Indian Citizenship Act and an AP news article dated June 11, 2024 regarding the birth of a rare white buffalo calf in Yellowstone park.

BOARD  
COMMUNICATIONS

BUSINESS

A draft Code of Conduct for a Respectful and Safe Work Environment Policy dated June 13, 2024 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

The revised draft incorporated changes discussed at the May 16, 2024 Board meeting. Secretary/Treasurer More proposed that the first violation level also include documentation of a verbal warning.

Secretary/Treasurer More moved to approve the Code of Conduct for a Respectful and Safe Work Environment Policy as amended, seconded by Commissioner Chase. Motion carried.

A draft Emergency Rental Assistance Program Policy dated June 13, 2024 was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Emergency Rental  
Assistance Program  
Policy

The proposed policy was based on the U.S. Treasury COVID-19 ERA policy, edited to transition the policy to the terms of the IHBG program outlined in the FY 2024 IHP.

Secretary/Treasurer More moved to adopt the Emergency Rental Assistance Program Policy, seconded by Commissioner Garrett. Motion carried.

Secretary/Treasurer More moved to enter executive session to discuss financial and resident matters, seconded by Commissioner Garrett. Motion carried.

Executive Session to  
Discuss Financial and  
Resident Matters

The Board entered executive session at 4:17 p.m. Open session resumed at 4:48 p.m.

Secretary/Treasurer More moved to amend the agenda to add items D, Rescinding OHCS BAFI-NATO Program Policy, and E, Terminating Emergency Housing Program and Rescinding Emergency Housing Policy; seconded by Commissioner Garrett. Motion carried.

Secretary/Treasurer More moved to decline the OHCS BAFI-NATO Wave II/EO funding and to rescind the OHCS BAFI-NATO Emergency

Rescinding OHCS  
BAFI-NATO

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
June 13, 2024

Housing Assistance Program Policy, seconded by Commissioner Garrett. Motion carried.

Emergency Housing Assistance Program Policy

Secretary/Treasurer More moved to terminate the Emergency Housing Program effective July 10, 2024 and rescind the Emergency Housing Program Policy, seconded by Commissioner Garrett. Motion carried.

Terminating Emergency Housing Program and Rescinding Policy

None.

PUBLIC COMMENT

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

NEXT MEETING


The meeting was adjourned at 4:52 p.m.

ADJOURNMENT

Prepared by:

Approved by:

  
\_\_\_\_\_  
Debbie Dennis  
Administrative Services Coordinator

 07/25/2024  
\_\_\_\_\_  
Signature Date

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