

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
ANNUAL MEETING MINUTES

Date: September 25, 2024  
Time: 1:30 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 August 22, 2024, rescheduled and confirmed by written notice on September 18, 2024.

Chair Doyle called the meeting to order at 1:35 p.m. CALL TO ORDER

Chair Doyle offered the invocation. OPENING PRAYER

Secretary/Treasurer More called the roll. Present onsite were Chair Doyle, Vice Chair Hunter, Secretary/Treasurer More, and Commissioner Garrett. Present by video conference were Commissioners Chambers and Rocha. Commissioner Chase was absent, excused. A quorum was established. ROLL CALL

**QUORUM**

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

CITC Chapter 130 and CIHA's Bylaws, Code of Conduct, and Confidentiality Agreement were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.) ELECTION OF OFFICERS

The Board reviewed the sections of CITC Chapter 130 and the CIHA Bylaws pertaining to officers' duties. Secretary/Treasurer More read aloud the CIHA Code of Conduct and Confidentiality Agreement. Review of Officers Duties

Chair Doyle opened nominations for the office of Vice Chair. Vice Chair

Commissioner Garrett nominated incumbent Vice Chair Hunter. Commissioner Garrett moved to close nominations, seconded by Secretary/Treasurer More. Denise Hunter was elected by acclamation.

Secretary/Treasurer More moved to combine the offices of Secretary and Treasurer, seconded by Vice Chair Hunter. Motion carried. Secretary/Treasurer

Chair Doyle opened nominations for the office of Secretary/Treasurer.

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Commissioner Garrett nominated incumbent Secretary/Treasurer More,  
seconded by Vice Chair Hunter. Robert More was elected by acclamation.

The meeting was adjourned at 1:48 p.m.


ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis  
Administrative Services Manager

 10/24/2024

Signature Date

Secretary/Treasurer

Title

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: September 25, 2024  
Time: 1:45 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 August 22, 2024, rescheduled and confirmed by written notice on September 18, 2024.

Chair Doyle called the meeting to order at 1:48 p.m. CALL TO ORDER

Chair Doyle offered the invocation. INVOCATION

Secretary/Treasurer More called the roll. Present onsite were Chair Doyle, Vice Chair Hunter, Secretary/Treasurer More, and Commissioner Garrett. Present by video conference were Commissioners Chambers and Rocha. Commissioner Chase was absent, excused. A quorum was established. ROLL CALL  
QUORUM

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

None. PUBLIC COMMENT

Minutes of the August 22, 2024 regular meeting were provided in the meeting materials available online. (Copy attached to these minutes.) MINUTES

Secretary/Treasurer More moved to approve the minutes of the August 22, 2024 regular meeting, seconded by Commissioner Garrett. Motion carried.

Executive Director Cook noted that agenda item 11B could be deferred to next meeting if necessary. AMENDMENTS  
TO AGENDA

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

Housing Programs Manager Tracey Mueller, Administrative Services Manager Debbie Dennis, Facilities Maintenance Manager Scott Felton, Projects Supervisor Scott Platter, and Accounting Manager Marcy Chytka reviewed and responded to questions regarding the department reports.

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Secretary/Treasurer More moved to approve the department reports, seconded by Vice Chair Hunter. Motion carried.

Materials from the September 9, 2024 Kilkich Residents Association meeting and a Tribal Police Department report for August 2024 were provided in the meeting materials available online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

KRA Chair Shelley Estes reviewed and responded to questions about upcoming KRA sponsored events.

Kilkich Residents  
Association

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 Vice Chair Hunter. Motion carried.

A Master Projects List dated September 25, 2024; NWIHA BABA training materials dated September 18-19, 2024; a memo from CIHA Attorney Ed Clay Goodman dated September 24, 2024 regarding HUD NWONAP BABA training; a list of Oregon Department of Energy Community Heat Pump Deployment Program (CHPDP) regional administrative contacts dated September 3, 2024; memoranda from CIHA Attorney Ed Clay Goodman dated August 26 and 28, 2024 and September 6, 13, 18, and 24, 2024 regarding federal funding, legislative issues, and recent NAIHC activities; and, emails from G&G Storyteller regarding Native American Education dated September 11 and 23, 2024 were provided in the meeting materials available online. (Copies attached to these minutes.)

EXECUTIVE  
DIRECTOR'S  
REPORT

Executive Director Cook reviewed and responded to questions about 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.

None

BOARD  
COMMUNICATIONS

Commissioner Rocha left the meeting at 3:25 p.m.

SPECIAL ORDER

BUSINESS

A Board and Council Review Draft of CIHA's FY 2025 Indian Housing Plan (IHP) and Board presentation notes dated September 25, 2024 were provided in the meeting materials available online. (Copies attached to these minutes.)

FY 2025  
Indian Housing Plan

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Executive Director Cook reviewed and responded to questions about the draft FY 2025 Indian Housing Plan. The estimated grant amount of \$1,630,257 was provided in CIHA's FY 2025 preliminary allocation notice, which was based on the President's budget. Congressional appropriations were expected to be higher. The Plan continued existing programs at levels similar to prior years but divided Operations and Maintenance activities into separate programs to assist with BABA compliance.

Commissioner Garrett moved to approve the FY 2025 Indian Housing Plan and to forward the Plan to the Tribal Council for adoption and subsequent submission to HUD, seconded by Vice Chair Hunter. Motion carried.

Proposed revisions to the Monthly Housing Assistance Program (MHAP) Policy were provided in the meeting materials available online. (Copy attached to these minutes.)

Monthly Housing Assistance Program (MHAP) Policy Revision

Due to time constraints, the proposed revision to the Monthly Housing Assistance Program (MHAP) Policy was deferred to the next meeting.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held October 24, 2024 at 2:30 p.m.


NEXT MEETING


The meeting was adjourned at 4:01 p.m.

ADJOURNMENT

Prepared by:

Approved by:

  
\_\_\_\_\_  
Debbie Dennis  
Administrative Services Manager

 10/24/2024  
\_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Secretary/Treasurer  
Title