

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: October 24, 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 September 25, 2024, and confirmed by written notice on October 22, 2024.

Chair Doyle called the meeting to order at 2:38 p.m. CALL TO ORDER

Chair Doyle offered the invocation. INVOCATION

Secretary/Treasurer More called the roll. Present onsite were Chair Doyle, Secretary/Treasurer More, and Commissioners Garrett and Rocha. Present by video conference were Commissioners Chambers and Chase. Vice Chair Hunter 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, Deputy Director Lyman Meade, Facilities Maintenance Manager Scott Felton, Projects Supervisor Scott Platter, and Housing Programs Manager Tracey Mueller.

None. PUBLIC COMMENT

Minutes of the September 25, 2024 regular and annual meetings were provided in the meeting materials available online. (Copy attached to these minutes.) MINUTES

Commissioner Garrett moved to approve the minutes of the September 25, 2024 regular and annual meetings, seconded by Commissioner Rocha. Motion carried.

Executive Director Cook requested that CIHA Resolution HA2501 – Writing Off Uncollectible Tenant Accounts Receivable (TARS) be added as item 11B. AMENDMENTS  
TO AGENDA

Resident Services, Homeowner Assistance Fund, Maintenance, Projects, and Accounting reports for September 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,

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
October 24, 2024

Projects Supervisor Scott Platter, and Accounting Manager Marcy Chytka reviewed and responded to questions regarding the department reports.

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

Materials from the Kilkich Residents Association October 2024 meeting and a Tribal Police Department report for September 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 regarding 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 Commissioner Garrett. Motion carried.

A Master Projects List dated October 24, 2024; FY24 Self-Monitoring Assessment Assignments; Oregon State University's Oregon Statewide Wildfire Hazard Map webpage link; Duplex Solar Project Drawings; FY25 IHP Additional Information Submitted October 22, 2024; TSA Hope Village Project Drawings; memoranda from CIHA Attorney Ed Clay Goodman dated October 4 and 17, 2024 regarding federal funding, legislative issues, and recent NAIHC activities; and, G&G Storyteller email dated October 16, 2024 regarding The Native Vote Counts 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 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.

Chair Doyle and Secretary/Treasurer More gave updates on their recent health scans.

**BOARD  
COMMUNICATIONS**

Secretary/Treasurer More shared a BBC article dated October 14, 2024 titled "Minneapolis: The US city reclaiming its Native roots" and invited the Board and staff to the Coastal Celtic Society's Samhain Event at the Coos Bay Public Library on October 31, 2024.

BUSINESS

A draft revision of CIHA’s Monthly Housing Assistance Program Policy and Subsidy Rate Discussion Notes were provided in the meeting materials available online. (Copies attached to these minutes.)

Monthly Housing Assistance Program (MHAP) Policy Revision

Executive Director Cook reviewed and responded to questions regarding proposed changes to the policy and subsidy rate calculations.

Secretary/Treasurer More moved to approve revisions to the policy as presented, seconded by Commissioner Chase. Motion carried.

Resolution HA2501 – Writing Off Uncollectible Tenant Accounts Receivable (TARs) was provided in the meeting materials available online. (Copy attached to these minutes.)

Resolution HA2501 – Writing Off Uncollectible Tenant Accounts Receivables (TARs)

The resolution would remove CIHA’s FY 2024 vacated tenant accounts receivable in the amount of \$9,400.41 from its current accounts but would not forgive the underlying debt to the agency. The debtor would continue to appear on HUD delinquency rolls and be unable to participate in HUD-assisted housing programs until the debt was resolved.

Commissioner Garrett moved to adopt Resolution HA2501 – Writing Off Uncollectible Tenant Accounts Receivable, seconded by Commissioner Rocha. Motion carried.

A memo from Executive Director Cook dated October 24, 2024 regarding the 2024 Resident Holiday Credits was provided in the meeting materials available online. (Copy attached to these minutes.)

2024 Resident Holiday Credits

Commissioner Garrett moved to award a holiday credit to each household on Tribal Lands on the December 2024 billing statements, to be paid from program and non-program funds, in an amount to be determined by the scoring criteria and award levels presented; seconded by Commissioner Chase. Motion carried.

A memo from Executive Director Cook dated October 24, 2024 proposing Board meeting dates for 2025 was provided in the meeting materials available online. (Copy attached to these minutes.)

2025 Board Meeting Dates

Executive Director Cook will add the proposed Board meeting dates to CIHA’s 2025 calendar.

None.

PUBLIC COMMENT

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
October 24, 2024

The next regular meeting was scheduled to be held December 19, 2024  
at 2:30 p.m.

NEXT MEETING

The meeting was adjourned at 5:04 p.m.

ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis  
Administrative Services Manager

 12/19/2024

Signature Date

Secretary/Treasurer

Title