

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: December 19, 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 October 24, 2024, and confirmed by written notice on December 13, 2024.

Chair Doyle called the meeting to order at 2:45 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 Commissioners Garrett and Rocha. Present by video conference was Commissioner Chase. Commissioner Chambers was expected to join the meeting in progress. 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, Housing Programs Manager Tracey Mueller, and Housing Programs Specialist Tiffany Hargis.

Tribal Police Officer Crystal Walling was present by video conference.

None. PUBLIC COMMENT

Minutes of the October 24, 2024, regular meeting were provided in the meeting materials available online. (Copy attached to these minutes.) MINUTES

Commissioner Garrett moved to approve the minutes of the October 24, 2024 regular meeting, seconded by Secretary/Treasurer More. Motion carried.

Executive Director Cook asked that an executive session to discuss participant and personnel matters be added to the agenda as 11C. AMENDMENTS  
TO AGENDA

Resident Services, Homeowner Assistance Fund, Homeowner Assistance Repair Program, Maintenance, and Projects reports for October and November 2024, and an Accounting report for September 2024 after year end with an FY 2024 All Sources and Uses of Funds supplement were provided in the meeting materials available online. (Copies attached to these minutes.) DEPARTMENT  
REPORTS

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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.

Commissioner Chambers joined the meeting by video conference at 2:51 p.m.

SPECIAL ORDER

Commissioner Chambers joined the meeting onsite at 3:30 p.m.

SPECIAL ORDER

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

Tribal Police Department reports for October and November 2024 were provided in the meeting materials available online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

CIHA Chair Doyle reported that KRA was sponsoring its annual Outside Holiday Décor drawing again for promote community spirit. Five winners would be drawn at random, each of whom would each receive a \$40 gift card.

Kilkich Residents  
Association  
  
Tribal Police  
Department

Tribal Officer Crystal Walling reviewed and responded to questions regarding recent Tribal Police Department activities.

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

The meeting was recessed at 3:53 p.m. and resumed at 4:25 p.m.

RECESS

A Master Projects List dated December 19, 2024; NAHB Import Data for Residential Construction Materials article dated December 13, 2024; Ford Family Foundation's Oregon by the Numbers report dated August 31, 2024; memoranda from CIHA Attorney Ed Clay Goodman dated October 31, 2024, November 8, 2024, and December 9, 13, and 17, 2024 regarding federal funding, legislative issues, and recent NAIHC activities; and, G&G Storyteller editions dated November 8 and 27, 2024, and December 19, 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 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 Vice Chair Hunter. Motion carried.

Secretary/Treasurer More shared a Letters from an American newsletter dated November 29, 2024, regarding President Biden's Formal Presidential Apology to Tribes, and a flyer for the Coastal Celtic Society's the Burns Night Celebration at The Mill on February 1, 2025.

BOARD  
COMMUNICATIONS

Chair Doyle shared that he had participated in the Tribe's recent Tsunami Evacuation Drill, and distributed holiday gift cards to the Board and staff with his thanks for their continued hard work and dedication to CIHA and the Tribe.

BUSINESS

A Board and Council Review Draft of CIHA's FY 2024 Annual Performance Reports for the IHBG, IHBG-ARP, and IHBG-Competitive Grant programs, and presentation notes prepared by Executive Director Cook were provided in the meeting materials made available online. (Copies attached to these minutes.)

FY 2024 Annual  
Performance Reports

Executive Director Cook reviewed and responded to questions regarding CIHA's FY 2024 Annual Performance Reports. An invitation for public comment had been published in The World and on the Tribe's website, and the reports were made available at local libraries and on CIHA's webpage on December 3, 2024. The deadline for public comment was December 18, 2025. None was received.

Secretary/Treasurer More moved to approve submission of the Annual Performance Reports for the IHBG, IHBG-ARP, and IHBG-Competitive Grant programs for the fiscal year ended September 30, 2024 to HUD, seconded by Commissioner Rocha. Motion carried.

A draft update of CIHA's Organizational Chart was provided in the meeting materials available online. (Copy attached to these minutes.)

Organizational Chart  
Update

The purpose of the proposed revision was to update staff titles that had changed during FY 2024, as recommended in CIHA's FY 2024 Self-Monitoring Report.

Secretary/Treasurer More moved to approve the Organizational Chart update, seconded by Commissioner Chambers. Motion carried.

Secretary/Treasurer More moved to enter Executive Session to discuss participant and personnel matters, seconded by Commissioner Garrett. Motion carried.

Executive Session to  
Discuss Participant and  
Personnel Matters

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The Board entered executive session at 5:45. Regular session resumed at 6:00 p.m.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held January 30, 2025, at 2:30 p.m.

NEXT MEETING

The meeting was adjourned at 6:02 p.m.

ADJOURNMENT

Prepared by:

Approved by:

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

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

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