

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: April 27, 2017
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 March 30, 2017 and confirmed by electronic notice on April 24, 2017.

Chair Brend called the meeting to order at 2:35 p.m.

CALL TO ORDER

Chair Brend offered the opening prayer.

OPENING PRAYER

Tribal Council Chairperson Brenda Meade administered the Oath of Office to reappointed Commissioners Don Garrett and Robert More. The Board congratulated Mr. Garrett and Mr. More on their reappointment to the Board.

OATH OF OFFICE

Secretary/Treasurer Hunter called the roll. Present were Chair Brend, Vice Chair More, and Commissioners Chase, Garrett, Parrish, and Rocha. A quorum was established.

ROLL CALL

QUORUM

CIHA staff members present were Executive Director Anne Cook, Deputy Director Lyman Meade, Administrative Services Coordinator Debbie Dennis, Accounting Services Coordinator Marcy Chytka, Maintenance Coordinator Scott Felton, Housing Programs Coordinator Dale Herring, Housing Programs Specialist Tracey Mueller, and Projects/Maintenance Technician Scott Platter.

Also in attendance were Tribal Council Chairperson Brenda Meade, Tribal Police Chief Scott LaFevre, South Coast Interagency Narcotics Team (SCINT) Director Captain Cal Mitts, and Kilkich resident Alison Wasson.

Chair Brend showed the group a shawl that Alison Wasson had made for her.

PUBLIC COMMENT

Minutes of the March 30, 2017 regular meeting were provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

MINUTES

Secretary/Treasurer Hunter moved to approve the minutes of the March 30, 2017 regular meeting, seconded by Vice Chair More. The motion carried unanimously.

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Executive Director Cook requested flexibility in the order of the day to accommodate the auditor's travel to the meeting.

AMENDMENTS
TO AGENDA

Vice Chair More moved to approve the agenda, seconded by Commissioner Garrett. The motion carried unanimously.

Accounting, Maintenance, and Resident Services reports for March 2017 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

DEPARTMENT
REPORTS

The department reports were reviewed and discussed briefly.

Commissioner Rocha moved to accept the Department Reports, seconded by Vice Chair More. The motion carried unanimously.

Materials from the Kilkich Residents Association meeting held April 10, 2017, a Tribal Police Department report for March 2017, and South Coast Interagency Narcotics Team (SCINT) Report for the period December 2016 through April 2017 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE
REPORTS

Executive Director Cook shared that KRA would be holding a 50/50 Raffle Drawing at the Tribal Restoration Celebration in Medford.

Kilkich Residents
Association

Tribal Police Chief LaFevre reviewed and responded to questions about recent Tribal Police Department activities. Chief LaFevre had appeared before the grand jury recently regarding the gate damaged during a high speed chase by the Oregon State Police. An electronic form to report suspicious people on Tribal Lands was in the process of development.

Tribal Police
Department

South Coast Interagency Narcotics Team (SCINT) Director Captain Cal Mitts reviewed and responded to questions about recent SCINT activities, arrests, seizures, and trends in drug use for the area.

South Coast
Interagency Narcotics
Team (SCINT)

Vice Chair More moved to accept the Affiliate Reports, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

A Master Projects List dated April 27, 2017; CIT Resolution CY17038 adopted April 6, 2107 appointing two members to the CIHA Board; and, a memorandum from CIHA Attorney Ed Clay Goodman dated April 10, 2017 regarding federal funding, legislative issues, and recent NAIHC activities were presented at the meeting. (Copies attached to these minutes.)

EXECUTIVE
DIRECTOR'S
REPORT

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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 moved to accept the Executive Director's report, seconded by Commissioner Rocha. The motion carried unanimously.

None.

COMMITTEE
REPORTS

A flyer announcing the Coos County History Museum's "The Drunken Botanist" fundraiser to be held August 19, 2017 was presented at the meeting. (Copy attached to these minutes.)

BOARD
COMMUNICATIONS

Chair Brend distributed Board and Staff Appreciation gift cards and thanked everyone for their service and hard work.

Chair Brend shared information regarding upcoming events to be held at the Coos County History Museum.

None.

OLD BUSINESS

NEW BUSINESS

Resolution HA1703 and Exhibits A - Revised Budget, B - Total Development Cost, C - Revolving Loan Fund Proposal, D - Sole Source Justification, E - Sole Source Approval from HUD, and F - Construction Contract were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

Secretary/Treasurer Hunter read the resolution aloud.

Commissioner Rocha moved to accept Resolution HA1703 – Approval of Revised Budget, Borrowing from Tribal Revolving Loan Fund, and Construction Contract with Scott Partney Construction, Inc. for Projects and Maintenance Operations and Storage Facility, seconded by Commissioner Chase. The motion carried unanimously.

Resolution HA1703 –
Approval of Revised
Budget, Borrowing
from Tribal Revolving
Loan Fund, and
Construction Contract
with Scott Partney
Construction, Inc. for
Projects and
Maintenance
Operations and
Storage Facility

CIHA's FY 2016 Financial Audit was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

FY 2016 Financial
Audit

Auditor Gary Iskra of Isler CPA reviewed and responded to questions regarding CIHA's FY 2016 financial audit. The report expressed an unmodified opinion on the Authority's financial statements for the period.

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Vice Chair More moved to approve the annual financial report and audit for the fiscal year ended September 30, 2016, seconded by Commissioner Chase. The motion carried unanimously.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held June 15, 2017 at 3:30 p.m.

NEXT MEETING

Commissioner Rocha moved to adjourn, seconded by Vice Chair More. The motion carried unanimously and the meeting was adjourned at 4:45 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Administrative Services Coordinator

Signature

Date

Title