

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: February 23, 2017  
Time: 3:30 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 January 26, 2017 and confirmed by electronic notice on February 17, 2017.

Chair Brend called the meeting to order at 3:30 p.m.

CALL TO ORDER

Chair Brend offered the opening prayer.

OPENING PRAYER

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

ROLL CALL

QUORUM

CIHA staff members present were Executive Director Anne Cook, Administrative Services Coordinator Debbie Dennis, Accounting Services Coordinator Marcy Chytka, Maintenance Coordinator Scott Felton, Housing Programs Coordinator Dale Herring, and Maintenance Technician Scott Platter.

Also in attendance were Tribal Police Chief Scott LaFevre and Isler CPA Managing Partner Gary Iskra and Senior Manager Patty Boynton.

Secretary/Treasurer Hunter was glad to see items had been removed from the vacant lot.

PUBLIC COMMENT

Minutes of the January 26, 2017 regular meeting were provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

MINUTES

Commissioner Chase moved to approve the minutes of the January 26, 2017 regular meeting, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

Executive Director Cook requested an Executive Session to discuss resident matters during the Resident Services Report and that New Business be heard before Old Business.

AMENDMENTS  
TO AGENDA

Vice Chair More moved to approve the agenda as amended, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

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

DEPARTMENT  
REPORTS

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The department reports were reviewed and discussed briefly.

During the Accounting report, Executive Director Cook introduced Isler CPA Managing Partner Gary Iskra and Senior Manager Patty Boynton. Ms. Boynton had been onsite doing fieldwork for CIHA's FY 2016 audit that week.

Resident Services staff recommended increasing the late fee assessed on the 6<sup>th</sup> of each month to encourage timely payment and to offset resources used to process late fees, serve notices, and send out subsequent rescission notices upon payment of past due rents.

Vice Chair More moved to raise the late fee charged to tenants who have not paid by the 5<sup>th</sup> to \$50 and to eliminate the second late fee, seconded by Commissioner Rocha. The motion carried unanimously.

Vice Chair More moved to enter executive session to discuss resident matters, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

Executive Session  
to Discuss  
Resident Matters

The Board entered executive session at 4:15 p.m. and returned to regular session at 4:20 p.m.

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

Materials from the Kilkich Residents Association meeting held February 13, 2017 and a Tribal Police Department report for January 2017 were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

Housing Programs Coordinator Dale Herring shared that KRA was accepting donations for the silent auction at the Restoration Celebration, considering participation in the annual Kilkich community garage sale, and would be soliciting input from community members at upcoming Tribal Community Center family nights.

Kilkich Residents  
Association

Tribal Police Chief Scott LaFevre reviewed and responded to questions about recent Tribal Police Department activities.

Tribal Police  
Department

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

A Master Projects List dated February 23, 2017; Tribal Council Workshop Form dated February 24, 2017 regarding CIHA Warehouse Funding Options; PMOSF Sources and Uses of Funds and Supplement

EXECUTIVE  
DIRECTOR'S  
REPORT

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dated February 23, 2017; Rehab-PMOSF Cost report dated February 23, 2017; PMOSF Potential Financing Options dated February 23, 2017; Projected Monthly Rates for Rental Spaces dated April 13, 2016; CIT Organizational Self-Assessment email from Mark Johnston dated February 22, 2017; and, memoranda from CIHA Attorney Ed Clay Goodman dated February 2 and 9, 2017 regarding federal funding, legislative issues, and recent NAIHC activities were presented at the meeting. (Copies attached to these minutes.)

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.

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

None.

COMMITTEE  
REPORTS

A flyer announcing the Coos History Museum's Women's History Month Luncheon on March 13, 2017 and information about the Coos History Museum's First Tuesday Talks 2017 Lecture Series were presented at the meeting. (Copies attached to these minutes.)

BOARD  
COMMUNICATIONS

Chair Brend discussed upcoming Coos History Museum events.

Vice Chair More thanked those that had attended the recent Burns Night Celebration.

NEW BUSINESS

A draft Procurement Policy revision was provided in the meeting materials made available to the Commissioners online. (Copy attached to these minutes.)

Procurement Policy  
Revision

The proposed revision added blanket purchase order provisions to the small purchases section of the policy in compliance with 2 CFR 200.

Commissioner Rocha moved to approve the policy as presented, seconded by Secretary/Treasurer Hunter. The motion carried unanimously.

A draft Commissioner Position Description revision and current Commissioner Applicant Information Form were provided in the meeting materials made available to the Commissioners online. (Copies attached to these minutes.)

Commissioner Term  
Expirations

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The proposed revision added fiduciary responsibility to the Commissioner Position Description, consistent with Board discussion of the Financial Management Policy at the November 3, 2016 meeting.

Vice Chair More moved to approve the proposed amendment to the Commissioner Position Description, seconded by Commissioner Chase. The motion carried unanimously.

OLD BUSINESS

Commissioners and staff viewed the remainder of the video on active shooter survival techniques begun at the last Board meeting.

Active Shooter  
Survival Training  
Video

Commissioner Chase departed at 5:30 p.m.

SPECIAL ORDER

None.

PUBLIC COMMENT

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

NEXT MEETING

The meeting was adjourned at 6:05 p.m.

ADJOURNMENT

Prepared by:

Approved by:

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Debbie Dennis  
Administrative Services Coordinator

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Signature Date

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Title