

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: February 25, 2021  
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 28, 2021 and confirmed by written notice on February 22, 2021.

Chair Doyle called the meeting to order at 3:33 p.m.

CALL TO ORDER

Chair Doyle offered the invocation.

INVOCATION

Secretary/Treasurer More called the roll. Present by video conference were Chair Doyle, Vice Chair Hunter, and Commissioners Chase. Commissioners Rocha and Severson were expected to arrive during the meeting. Commissioner Garrett was absent excused. A quorum was established.

ROLL CALL

QUORUM

CIHA staff members present onsite were Executive Director Anne Cook, Controller Marcy Chytka, Maintenance Coordinator Scott Felton, and Housing Programs Specialist Tracey Mueller. Present by video conference was Deputy Director Lyman Meade and Administrative Services Coordinator Debbie Dennis.

Others in attendance by video conference included Kilkich Residents Association Secretary/Treasurer Pam Lenox.

None.

PUBLIC COMMENT

Minutes of the January 28, 2021 regular meeting were provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

MINUTES

Vice Chair Hunter moved to approve the minutes of the January 28, 2021 regular meeting, seconded by Vice Chair More. Motion carried.

None.

AMENDMENTS  
TO AGENDA

Accounting, Maintenance, and Resident Services reports for January 2021 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

DEPARTMENT  
REPORTS

Housing Program Specialist Tracey Mueller, Maintenance Coordinator Scott Felton, and Controller Marcy Chytka reviewed and responded to questions regarding the department reports.

Commissioner Severson joined the meeting by video conference at 3:40 p.m. during review of the department reports.

SPECIAL ORDER

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
February 25, 2021

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

Materials and draft minutes for the Kilkich Residents Association meeting held February 8, 2021 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

KRA Secretary/Treasurer Pam Lenox reviewed and responded to questions about recent Association activities. The Association would be looking into an online auction to raise funds for future projects.

Kilkich Residents  
Association

No written report was available. Chair Doyle shared that the recent “Coffee with a Cop” event went well.

Tribal Police  
Department

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

A Master Projects List dated February 25, 2021; draft CIHA Notice Regarding Possession of Controlled Substances on Tribal Lands; weekly Kilkich Wellness Center updates published February 3-29, 2021; K’wen Weekly editions published January 29, 2021 through February 19, 2021; memorandum from CIHA Attorney Ed Clay Goodman dated February 5, 2021 regarding federal funding, legislative issues, and recent NAIHC activities; and, Godfrey & Kahn Indian Nations Law Updates for January 2021 were provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes.)

EXECUTIVE  
DIRECTOR’S  
EPORT

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 accept the Executive Director’s report, seconded by Vice Chair Hunter. Motion carried.

Vice Chair Hunter asked about removal of dead trees behind her home. Chair Doyle suggested volunteers be allowed to harvest dead trees for firewood and clear brush. Executive Director Cook shared that CIHA is not insured for volunteers, but the Tribe might be willing to allow that type of work under its policy. CIHA would be performing its annual brush removal, including removing dead trees, in the spring.

BOARD  
COMMUNICATIONS

BUSINESS

A memorandum from CIHA Attorney Ed Goodman dated January 15, 2021 giving an overview of the Treasury Emergency Rental Assistance (ERA) Program, U.S. Treasury notice regarding Data and Methodology for Allocations to Indian Tribes and TDHEs; CIHA’s ERA funding allocation; and model policy with attachments prepared by HSDW were

Treasury Emergency  
Rental Assistance  
Program Policy

Coquille Indian Housing Authority Board of Commissioners  
Regular Meeting Minutes  
February 25, 2021

provided in the meeting materials available to the Commissioners online. (Copies attached to these minutes).

Executive Director Cook reviewed and responded to questions regarding ERA Program requirements, funding, eligible participants and activities, and the draft policy. Elements of the program were still under development and revisions were necessary to conform the model policy to newly released guidance. It was asked that staff be allowed to begin preparations under the current model in advance of adoption to expedite implementation.

Commissioners Chase and Severson left the meeting at 5:35 p.m.

SPECIAL ORDER

Secretary/Treasurer More moved to authorize staff to begin preparations to implement the program under the terms of the model policy and present a revised policy for formal adoption at a future meeting, seconded by Commissioner Rocha. Motion carried.

A draft revision to CIHA's Bylaws was provided in the meeting materials available to the Commissioners online. (Copy attached to these minutes.)

Bylaws Revision

Executive Director Cook reviewed and responded to questions regarding the draft revision to the Bylaws. The proposed changes corresponded to suggestions made by Commissioners at previous meetings, including the addition of provisions addressing fiduciary responsibility and parliamentary procedure.

Secretary/Treasurer More moved to accept the proposed changes to the Bylaws as presented and to bring them back for final approval after the 30-day notice period required by the Bylaws, seconded by Commissioner Rocha. Motion carried.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held March 25, 2021 at 3:30 p.m.

NEXT MEETING

Vice Chair Hunter moved to adjourn, seconded by Commissioner Rocha. The motion carried and the meeting was adjourned at 5:52 p.m.

ADJOURNMENT

Prepared by:

Approved by:

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

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Secretary/Treasurer  
\_\_\_\_\_  
Title