

COQUILLE INDIAN HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
REGULAR MEETING MINUTES

Date: May 29, 2025  
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 27, 2025, rescheduled on April 21, 2025, and confirmed by written notice on May 23, 2025.

Chair Doyle called the meeting to order at 2:45 p.m. CALL TO ORDER

Chair Doyle offered the invocation. INVOCATION

Tribal Council Representative Don Garrett administered the Oath of Office to returning Commissioners Shawn Chase and Paul Doyle. The Board congratulated them on their reappointment. OATH OF OFFICE

Vice Chair Hunter called the roll. Present onsite were Chair Doyle, Vice Chair Hunter, and Commissioner Garrett. Present by video conference were Commissioners Chambers and Chase. Commissioner Rocha was expected to join the meeting in progress. Secretary/Treasurer More was absent excused. A quorum was established. ROLL CALL

CIHA staff members present onsite were Executive Director Anne Cook, Administrative Services Manager Debbie Dennis, Facilities Maintenance Manager Scott Felton, Projects Supervisor Scott Platter, Housing Programs Manager Tracey Mueller, and Housing Programs Specialist Tiffany Hargis. QUORUM

CIHA staff members present onsite were Executive Director Anne Cook, Administrative Services Manager Debbie Dennis, Facilities Maintenance Manager Scott Felton, Projects Supervisor Scott Platter, Housing Programs Manager Tracey Mueller, and Housing Programs Specialist Tiffany Hargis.

Commissioner Chase shared that he had recently accepted a position with the San Manuel Tribe and would be relocating to California later this summer. PUBLIC COMMENT

Minutes of the March 27, 2025 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 March 27, 2025, regular meeting, seconded by Vice Chair Hunter. Motion carried.

None. AMENDMENTS  
TO AGENDA

Resident Services, Homeowner Assistance Repair Program, Maintenance, Projects, and Accounting reports for March and April 2025 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,

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Projects Supervisor Scott Platter, and Executive Director Anne Cook reviewed and responded to questions regarding the department reports.

Commissioner Rocha joined the meeting onsite at 3:05 p.m.

SPECIAL ORDER

Commissioner Garrett moved to approve the department reports, seconded by Commissioner Chase. Motion carried.

Tribal Police Department reports for March and April 2025 were provided in the meeting materials available online. (Copies attached to these minutes.)

AFFILIATE  
REPORTS

KRA had not met since the last CIHA Board meeting. Their next meeting would be held June 9, 2025.

Kilkich Residents  
Association

Executive Director Cook reviewed and responded to questions about recent Tribal Police Department activities.

Tribal Police  
Department

Commissioner Garrett moved to approve the affiliate reports, seconded by Commissioner Rocha. Motion carried.

A Master Projects List dated May 29, 2025; CIHA information submitted to the Tribe for the 2025 Tribal Restoration Chairman's Report; CIHA Brush Clearing-Vegetation Management Map dated May 29, 2025; AYA Transitional Shelter proposal dated April 2025; CIT Resolution CY25051 Appointing Two Members to the CIHA Board dated April 11, 2025; updated CIHA Board of Commissioners Contact Information dated May 29, 2025; and, memoranda from CIHA Attorney Ed Clay Goodman dated April 4, 9, 10, 18, 25 and May 5, 14, and 27, 2025 regarding federal funding, legislative issues, and recent NAIHC activities 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.

Commissioner Garrett moved to approve the Executive Director's report, seconded by Commissioner Chase. Motion carried.

Commissioner Rocha suggested that CIHA consider expanding its payment options to accept debit cards or online payment in addition to cash or check.

BOARD  
COMMUNICATIONS

Chair Doyle distributed gift cards in celebration of Board and Staff Appreciation Day, and commended staff for their professionalism and the Board for their dedication and service. The Board also thanked staff for their work to assist the families CIHA serves.

Commissioner Chase left the meeting at 4:40 p.m.

SPECIAL ORDER

BUSINESS

CIHA’s Financial Management Policy showing proposed changes was provided in the meeting materials available online. (Copy attached to these minutes.)

Financial Management  
Policy Update

Updates included 2 CFR 200 changes, additions necessary for BABA compliance, addition of KRA debit card procedures and internal controls, and correction of some language inconsistencies.

Executive Director Cook reviewed and responded to questions regarding the proposed revisions.

Commissioner Rocha moved to approve the Financial Management Policy as presented, seconded by Vice Chair Hunter. Motion carried.

Resolution HA2502 Approving Conveyance of Home Grant and Occupancy Home to Daniel J. Garrett was provided in the meeting materials available online. (Copy attached to these minutes.)

Resolution HA2502 –  
Approving Conveyance  
of Home Grant and  
Occupancy Home to  
Daniel J. Garrett

Executive Director Cook reviewed and responded to questions regarding the resolution. The resolution authorized the sale and conveyance of 2642 Mexeye Loop to HomeGO Successor Daniel J. Garrett.

Commissioner Garrett moved to approve Resolution HA2502, seconded by Commissioner Rocha. Motion carried.

Commissioner Garrett moved to enter Executive Session to discuss personnel matters, seconded by Commissioner Rocha. Motion carried.

Executive Session to  
Discuss Personnel  
Matters

The Board entered executive session at 5:03 and resumed regular session at 5:22 p.m.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held June 12, 2025.

NEXT MEETING

The meeting was adjourned at 5:24 p.m.

ADJOURNMENT

Prepared by:

Approved by:

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

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

06/12/2025

\_\_\_\_\_  
Vice Chair  
Title