

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: October 30, 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 September 25, 2025, and confirmed by written notice on October 28, 2025.

Chair Doyle called the meeting to order at 2:33 p.m. CALL TO ORDER

Chair Doyle offered the invocation. INVOCATION

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

QUORUM

CIHA staff members present onsite were Executive Director Anne Cook, Operations Manager Debbie Dennis, Accounting Manager Marcy Chytka, Facilities Maintenance Manager Scott Felton, Housing Programs Manager Tracey Mueller, and Housing Programs Specialist Tiffany Hargis.

None. PUBLIC COMMENT

Minutes of the September 25, 2025, annual and regular meetings were provided in the meeting materials available online. (Copies attached to these minutes.) MINUTES

Commissioner Garrett moved to approve the minutes of the September 25, 2025, annual and regular meetings, seconded by Vice Chair Hunter. Motion carried.

Commissioner Rocha asked that discussion of the AAA policy be added to Board Communications. AMENDMENTS
TO AGENDA

Interim Tribal Police Chief Scott LaFevre joined the meeting online at 2:38 p.m. SPECIAL ORDER

Resident Services, Homeowner Assistance Repair Program, Maintenance, Projects, and Accounting reports for September 2025 were provided in the meeting materials available online. (Copies attached to these minutes.) DEPARTMENT
REPORTS

Housing Programs Manager Tracey Mueller, Operations Manager Debbie Dennis, Facilities Maintenance Manager Scott Felton,

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Executive Director Anne Cook, and Accounting Manager Marcy Chytka reviewed and responded to questions regarding the department reports.

Commissioner Garrett moved to approve the department reports, seconded by Vice Chair Hunter. Motion carried.

A Tribal Police Department report for September 2025 was provided in the meeting materials available online. (Copy attached to these minutes.)

AFFILIATE
REPORTS

The Kilkich Residents Association would be on hiatus through May 2026.

Kilkich Residents
Association

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

Tribal Police
Department

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

A Master Projects List dated October 30, 2025; Housing Programs Specialist and Facilities Maintenance Technician IV job announcements published October 22, 2025; FY 2025 Self-Monitoring Assessment proposed monitoring teams and schedule; OHCS Tribal Housing Grant Fund (THGF) draft guidance and reporting information dated October 1, 2025; DLCD Housing Implementation Program grant award letter dated October 2, 2025; and, memoranda from CIHA Attorney Ed Clay Goodman dated September 26, 2025 and October 1, 2, 3, and 28, 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 Rocha. Motion carried.

Commissioner Rocha inquired about the AAA policy and process. Staff assured that all correspondence regarding actions adversely affecting an applicant or participant include the AAA policy and form.

BOARD
COMMUNICATIONS

Vice Chair Hunter shared information she had received regarding a resident having difficulty putting heavy items into the dumpster and wondered if CIHA could look at ways to assist elders with the heavy items.

BUSINESS

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A final draft Memorandum of Agreement subgranting OHCS BAFI-NATO funds to Alternative Youth Activities was provided in the meeting materials available online. (Copy attached to these minutes.)

Memorandum of Agreement – Subgranting OHCS BAFI-NATO Funds to Alternative Youth Activities, Inc.

Executive Director Cook reviewed and responded to questions regarding the Memorandum of Agreement.

Commissioner Rocha moved to approve and authorize Executive Director Cook to execute the Memorandum of Agreement Subgranting OHCS BAFI-NATO Funds to Alternative Youth Activities, Inc., seconded by Commissioner Chase. Motion carried

A memo from Executive Director Cook dated October 30, 2025, regarding the 2025 Resident Holiday Credits was provided in the meeting materials available online. (Copy attached to these minutes.)

2025 Resident Holiday Credits

Commissioner Garrett moved to award a holiday credit to each household on Tribal Lands on the December 2025 billing statements, to be paid from program and non-program funds, in an amount to be determined by the scoring criteria and award levels presented, seconded by Commissioner Chase. Motion carried.

A memo from Executive Director Cook dated October 30, 2025, proposing Board meeting dates for 2026 was provided in the meeting materials available online. (Copy attached to these minutes.)

2026 Board Meeting Dates

Executive Director Cook will add the proposed dates to CIHA’s 2026 calendar and forward meeting invitations to the Board and staff.

None.

PUBLIC COMMENT

The next regular meeting was scheduled to be held December 18, 2025, at 2:30 p.m.

NEXT MEETING

The meeting was adjourned at 4:30 p.m.

ADJOURNMENT

Prepared by:

Approved by:

Debbie Dennis
Operations Manager

Signature
Date 12/18/2025

Secretary/Treasurer
Title