

COQUILLE INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES

Date: December 18, 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 October 30, 2025, and confirmed by written notice December 16, 2025.

Chair Doyle called the meeting to order at 2:40 p.m.

CALL TO ORDER

Chair Doyle offered the invocation.

INVOCATION

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

Also present was CITPD Officer Crystal Walling.

None.

PUBLIC COMMENT

Minutes of the October 30, 2025, regular meeting were provided in the meeting materials available online. (Copy attached to these minutes.)

MINUTES

Secretary/Treasurer More moved to approve the minutes of the October 30, 2025, regular meeting, seconded by Commissioner Garrett. Motion carried.

None.

AMENDMENTS
TO AGENDA

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

DEPARTMENT
REPORTS

Coquille Indian Housing Authority Board of Commissioners
Regular Meeting Minutes
December 18, 2025

Housing Programs Manager Tracey Mueller, Operations Manager Debbie Dennis, Facilities Maintenance Manager Scott Felton, Executive Director Anne Cook, and Accounting Manager Marcy Chytka reviewed and responded to questions regarding the department reports.

Vice Chair Hunter arrived at 2:44 p.m.

SPECIAL ORDER

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

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

AFFILIATE
REPORTS

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

Kilkich Residents
Association

Tribal Police Officer Crystal Walling reviewed and responded to questions about recent Tribal Police Department activities.

Tribal Police
Department

Commissioner Chase left the meeting at 4:00 p.m.

SPECIAL ORDER

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

The meeting was recessed at 4:05 p.m. Regular session resumed at 4:25 p.m.

RECESS

A Master Projects List dated December 18, 2025; memoranda from CIHA Attorney Ed Clay Goodman dated November 23 and 24, 2025, and December 12, 2025, regarding federal funding, legislative issues, and recent NAIHC activities; and, Solar Feasibility Reports from SolCoast Consulting and Design for the CIHA offices, warehouse, pole building, and playground 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.

Secretary/Treasurer More moved to approve the Executive Director's report, seconded by Commissioner Garrett. Motion carried.

Chair Doyle distributed holiday gift cards and thanked the Board and staff for their continued hard work and dedication to CIHA.

BOARD
COMMUNICATIONS

BUSINESS

A draft FY 2025 Self-Monitoring Assessment was provided in the meeting materials available online. (Copy attached to these minutes.)

FY 2025
Self-Monitoring
Assessment

Chair Doyle, Vice Chair Hunter, Commissioners Chambers, Garrett, and Rocha, and Executive Director Cook, reviewed and responded to questions regarding the specific areas of the assessment in which they participated.

The assessment concluded that CIHA's IHBG program is well managed and substantially in compliance with the requirements of NAHASDA. Of special note was CIHA's continued control over its tenant accounts receivable (TARs), which was 0.0% for the period.

Commissioner Rocha moved to approve the FY 2025 Self-Monitoring Assessment, seconded by Vice Chair Hunter. Motion carried.

A draft Organizational Chart update was provided in the meeting materials available online. (Copy attached to these minutes.)

Organizational Chart
Update

Adjustments to CIHA's organizational chart were necessary to adjust job titles and reflect staffing changes.

Commissioner Garrett moved to approve the updates to the Organizational Chart, seconded by Commissioner Chambers. Motion carried.

Chair Doyle reminded the Board and staff about Tribal Police Chief Merritt's retirement party and suggested that CIHA present Chief Merritt with a knife hand made by Mike Lenox. Also, Chair Doyle reported that he had joined the Rogue Climate Board of Directors and would be vacationing January 14-28, 2026.

PUBLIC COMMENT

The next regular meeting was scheduled to be held January 22, 2026, at 2:30 p.m.


NEXT MEETING

The meeting was adjourned at 5:14 p.m.


ADJOURNMENT

Prepared by:

Approved by:



Debbie Dennis
Administrative Services Coordinator

 02/26/2026

Signature Date

Secretary/Treasurer
Title