



# SCIT HOUSING

## ADVISORY COMMITTEE

### Minutes 10/09/2019

#### **Members Present:**

Dayna Johansen  
Fanella Poola  
Zachary Gauger  
Dany Sineway  
Vickie Camp

#### **Staff Present:**

Rosalie Maloney, Housing Manager  
Andrew Wagner, Administrative Assistant II

**Called to Order:** at 4:53 p.m.

**Roll Call:**

**Moment of Silence:** Smudge performed by Chase Stevens

#### **Agenda:**

- A. Zach recommended each meeting start with a moment of silence to reflect rather than a prayer. Advisory Committee (AC) consensus for a moment of silence.
- B. Introductions:
  1. Zach: Tribal affiliation is Chippewa, SSM. He is currently enrolled at CMU. The Occupancy Specialist encouraged him to apply for the AC. He thought the AC would be an important group for tenant and decided to apply.
  2. Fanella: Tribal affiliation is Hopi. She grew up in a military family, travelled a lot. Has worked mostly in casinos. Being a tenant she has a vested interest in the community for her family. She wants to help the Tribe and the community become stronger.
  3. Vicki: Tribal affiliation is Creek Seminole. Originally from Detroit and Oklahoma. She is currently a Supervisor in the Food and Beverage department at SECR. She wanted to see what the committee was about and help the tribe.
  4. Dany: She has worked for the SCIT for 15 years and has been very involved in the cultural events of the SCIT community. Currently she works at CMU.
  5. Dayna: She is a member of SCIT and a leasehold property owner for 16 years. Currently works for the Tribe as a paralegal. She has been living on the reservation since 1996. She is interested in advancing the Tribe's housing program and is looking forward to learning all she can.
  6. Rosalie: Has been working as Housing Manager for 1 ½ years. She previously worked at Andahwod with Gayle Ruhl and the Elders Advisory Board for 12 years. Many of the skills she developed at Andahwod translated well to Housing: ensuring compliance with lease agreements, managing tenant accounts, writing procedures, managing budgets, and managing staff resources. The big learning curve for her is about the NAHASDA law and the accompanying HUD regulations.
  7. Program: Rose provided introductory background;
    - a) Housing manages 51 rental units: 42 in Mount Pleasant and 9 in Standish
    - b) The Indian Housing Block Grant (IHBG) funds the program: staff salaries and supplies and contractors to keep the housing inventory in good repair.

- c) The Tribe and the Program must comply with the Federal Statute and HUD Regulations.
- d) The Program needs to change with the evolution of the Tribe and tenant services assisted under the grant can be further developed
- e) The Tribal Council wanted a committee of program participants to give them a place to go for information, clarification and a chance to have input on the activities and polices affecting them.
- f) Housing can ask for technical assistance trainers from the Office of Native American Programs (ONAP) to provide training on a variety of topics to the AC.

**Approval of Meeting Minutes:**

- Not applicable

**Old Business:**

- Not applicable.

**New Business:**

- A. Election of officers by secret ballot. The votes are as follows:

**Chairperson:** Dayna Johansen: 4                      Zach Guager: 1

**Vice Chairperson:** Dany Sineway2                      Zach Gauger 2                      Dayna Johansen 1

On a motion duly made by Zach, seconded by Fanella it was moved to appoint Dany Sineway to the Vice Chairperson position. 5 for, motion carried.

Secretary: On a motion duly made by Dayna, seconded by Dany it was moved to appoint Fanella to the Secretary position. 5 for, motion carried.

The Secretary usually takes the meeting minutes but it can impede participation of that committee member. For the time being Housing's Administrative Assistant can record the meeting minutes and Fanella agreed to perform this task if the Admin is not available.

- B. Term limits: Lots were randomly drawn for terms of service as follows:

- 1. Fanella – 3 years
- 2. Zach – 2 years
- 3. Vicki – 2 years
- 4. Dany – 2 years
- 5. Dayna – 3 years

- C. Advisory Committee materials. Each member of the committee was supplied a small binder containing the following:

- 1. Advisory Committee By-laws, approved by Tribal Council on September 18, 2019,
- 2. Advisory Committee Code of Ethical Conduct,
- 3. The NASHDA statute (25 USC 4101),
- 4. HUD Regulations (24 CFR Part 1000),
- 5. Advisory committee meeting calendar, meeting time is established at 5:15 p.m. and
- 6. Housing's phone directory and the Department's annual calendar.

- D. By-laws

- 1. Andrew provided a Power Point presentation covering the main aspects of the By-laws.
- 2. Dayna because of her position in the Legal Department may have to recuse herself from discussions or motions that may pose a conflict of interest.
- 3. Andrew offered to provide more resources about Robert's Rules or order.

- E. Group Photo

- 1. The committee agreed to sit for a group photo during the next meeting, business casual, black and white attire.

2. The photo will be placed on the Housing web page along with email contact information and the description of the AC and their role. AC wants a disclaimer that the email is used to communicate housing and tenant issues to the AC but is **NOT** used to report emergencies.
3. The photo will also be published in the Tribal Observer along with a brief article to inform the community about the role of the AC.

**F. Stipends**

1. Those employed by TOPs and SECR will get the \$25 stipend added to their regular payroll with a line description “stipend”.
2. Those employed outside of the Tribe will get a check in the amount of \$25 in the mail.
3. There will be no 1099 issued by the Tribe for the stipends since the aggregate amount for the year doesn’t meet the \$600 threshold for reporting as miscellaneous income.

**Announcements:**

1. Please review the website and the materials provide. Committee members are to bring the signed agreement to abide by the Ethical Code of Conduct to the November meeting.
2. Next meeting will include a photo shoot and a meet greet with other Housing staff members.
3. Dates and times for the Nimkee Flu Clinics have been published, see flyer.

**Next Meeting:**

Wednesday November 13th 2019 at 5:15 p.m.

On a motion duly made by Fanella Poola, seconded by Zach Gauger it was moved to adjourn. 5 for, motion carried. Meeting adjourned at 6:20 p.m.