

Little River Band of Ottawa Indians  
Departmental Monthly Reports  
June 2023

**Office of the Ogema  
Little River Band of Ottawa Indians  
2608 Government Center Drive  
Manistee MI 49660**

**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema  
**Naangwa:** Date: July 13, 2023  
**Maanda Nji:** Re: June 2023 Operations Report *LB*

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We respectfully submit the June 2023 Operations Report for acceptance by the Tribal Council.

If you should have any questions regarding this submission, please feel free to contact my office. Thank you.

Larry B. Romanelli

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# Accounting

## Angela Rabb

## **Finance Division**

**Angela Rabb, Chief Financial Officer**

### **June 2023 Department Report**

#### **I. Department Overview**

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2023 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2023 will be to continue to improve accounting systems and processes.

#### **Finance/Accounting Management:**

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2023 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli in reviewing/changing existing department job descriptions.

**Goal: Improve quality, timeliness, and accuracy of all financial reporting to all levels of the tribal government.-**

#### **Objectives:**

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2019. The 2020 and 2021 proposals were submitted in January 2023. The Tribe's BIA representative has emailed some questions regarding these submissions and we have replied, so we expect a new indirect cost rate in the near future. We will start working on the 2022 proposal after we receive the audited 2022 financial statements.

6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

## **Property Management:**

***Goal: Improvement of the Property Management function for the organization.***

### **Objectives:**

1. Complete and implement asset maintenance procedures including creating and implementing the procedures, creating, and organizing physical asset files, creating departmental asset books, and distributing, and completing training for the organization.
2. Complete the set-up of a warehouse storage facility.
3. Create a catalog for internal use in property distribution of excess inventory.
4. Improve tracking and handling of property tax issues for all tribal owned properties.
5. Improve tracking and management of all tribally owned vehicles.
6. Implement a Construction in Progress system for all tribal and grant funded projects related to fixed assets.
7. Complete regular inventories of Program and Grant assets, including completing the inventory for the Public Safety department.

## **Budgeting:**

***Goal: Improve the accuracy and usefulness of budget information.***

### **Objective:**

1. Formulation and assembly of 2024 budget. The 2024 budget process has started. On May 19, 2023, the Budget Coordinator sent out 2024 budget templates and instructions to the departments with a due date of June 30, 2023. Tentatively, a budget public hearing is going to be held on August 5, 2023.
2. Define and develop a specific performance- based budgeting model.
3. Develop timeline for implementation of a performance- based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

## **Purchasing/Travel:**

***Goal: Improve efficiency of processes and reduce costs.***

### **Objective:**

1. Update all standard operating procedures.
2. Educate staff on operating procedures and regulations.
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expanding electronic requisition system.
5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.

Through the pursuit of the goals and objectives listed above the LRBOI Finance Division will be working towards improving its ability to provide a high level of professional financial and accounting support to the LRBOI Tribal Government.

## II. Department Reporting Section

### AUDIT 2022

We had a preliminary meeting with DGN in January 2023. Shortly after, we provided DGN with accounts payable, payroll, and cash receipts information. The auditors chose samples for which we provided backup documentation. The auditors tested these samples to determine that all of the transactions have been processed properly – this work took place in March 2023. The auditors base their field work on this testing. Field work was conducted May 1-5, 2023. Our goal is to have draft and final financial statements available in July. Financial statements will be presented to Tribal Council and then filed with the Federal Clearinghouse tentatively in July 2023.

### STAFF ACCOUNTANTS

#### *Duties and Accomplishments –*

1. **Projects: No Projects have been - assigned to: The Construction Task Force committee for approved purchases and payments June, no activity at this time.**
2. **Cash Receipts: Daily cash receipts totaled for the month of June were \$1,139,131.87 the General & Special Revenue Account had a total of (276) receipts.**
3. **NGLC: Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow-up to who is collecting the Balance.**
4. **Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,**
5. **Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2022, Was able to gain access to the module.**
6. **2022 - Single Audit – Audit Field Work – Audit, Organization financial statements and compliance with Federal awards – Ongoing reconciliation of accounts, working with the Audit team of DGN, final stages of the field work.**
7. **1099MISC/1099NEC. – 2022 tax year was sent out in the week of Jan 23<sup>rd</sup> - 27<sup>th</sup> of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2022. Continued to send tax documents out to the membership / Vendors. On going.**
8. **WEX Card- Monthly Report, removed the terminated employees, scheduled the payment, and reviewed and reconciled the report to the payment.**
9. **Tribal Financial Statement Requirements: Due by the 8<sup>th</sup> of the month.**
  1. **Cash Deposits**
  2. **Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**
  3. **Utilities report – current payments – monthly report of payments.–**

***Construction Task Force –Weekly Meeting - Thursday – review - No Meetings***

***Other Meetings:***

***Accounting – Department meeting-No Meeting in June***

***May Staff – Teams Meeting – Overview and Discussion-***

***Other Items:***

***Department – Inventory – working with the departments, reconciliation. Ongoing, hope to finish by the first of August.***

***Duties and Accomplishments –***

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay

***Meetings Held / Attended –*** White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, Tribal Caucus, Hazard Mitigation, FEMA Region 5, Tribal Manager, FEMA consultation, LEPC, Regroup

***Trainings Held / Attended –*** Human Trafficking

***Special Tasks / Activities Performed –*** A/P, run R&E's, stuff percap checks

***Upcoming Projects / Tasks –***

## **Payroll**

***Duties and Accomplishments –***

1. Processed 557 payroll vouchers/checks.
2. Verified 27 PAF's this month which included 6 new employee(s), 0 Job Change/Transfer employee(s), and 6 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 6/2, 6/16 and 6/30.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

***Meetings Held / Attended –***

6/1 – June Staff Meeting

6/8 & 6/22 – Payroll/HR meeting

6/8 & 6/22 – Employee Recognition Team meeting



***Trainings Held / Attended –***

None

***Other Tasks / Activities Performed –***

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in June as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in June as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of June to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Completed processing of the July 1<sup>st</sup> per capita distribution and necessary compliance reporting.

***Ongoing Projects / Tasks –***

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Working through IRS notices received related to amended returns filed.

***Upcoming Projects / Tasks –***

1. Second quarter reporting of form 941 and unemployment wages.

**ACCOUNTS PAYABLE**

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *After checks are printed put them with the right documentation and have them signed by Council.*
6. *Check stubs are attached to check request and POs for scanning and stuffed into envelopes for distribution.*
7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
9. *Provide receipts as necessary for rent, utilities, and all other payments.*
10. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
12. *Provide management with Accounts Payable information as requested.*
13. *Maintain court ordered per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folder*

16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and sort through it to give to the right person in the accounting department.*

## **Meetings Held / Attended**

### **Special Tasks / Activities Performed –**

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give the report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations, and address changes.*
6. *Continued processing of ARPA Members Assistance Checks*

### **Upcoming Projects / Tasks**

*Process checks for per cap withholdings, per court ordered. Send out garnishee disclosures.*

### **PURCHASING/ TRAVEL OFFICE**

#### ***Duties and Accomplishments –***

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

#### ***Meetings Held / Attended –***

***Special Tasks / Activities Performed –***

1. Backup for the Tax Officer

***Upcoming Projects / Tasks –***

***Duties and Accomplishments –***

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.
14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Handle invoice discrepancies.
24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

### ***Special Tasks / Activities Performed – & Meetings Held / Attended***

1. Set up accounts for staff under Amazon Business.
2. 6/19 Kicked off the Amazon Business account for tribal members.
3. 6/22 work session with tribal council on mileage reimbursement regulation

### **Receiving**

#### ***Duties and Accomplishments –***

1. Received in 274 packages.
2. Issued 103 receiving reports.
3. Returned 0 item for credit.
4. Made deliveries.

#### ***Meetings Held / Attended –***

#### ***Trainings Held / Attended –***

#### ***Special Tasks / Activities Performed –***

***GSA billing***

***Picked up elder's meals.***

***Mileage of department's vehicles***

***Upcoming Projects / Tasks –***

Shredding project

### **Grants**

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ **Coordinate and collaborate with Tribal grant writers and department heads.**
- ∞ **Complete and submit monthly, quarterly, annual, and final SF-425 reports for existing grants.**
- ∞ **Setup new grant award files.**
- ∞ **Complete Closeouts on grants that have completed their lifecycle.**
- ∞ **Complete draw down of funds from various portals.**
- ∞ **Standing Note until ARPA funds are expended - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.**

### **IT Department**

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. **Update 4/30/23: We receive notice that the WIFI portion of the grant is in questions**

and either needs to be revised or changed. Treasury staff have reached out to provide guidance on the application. This staff will work with the CFO, who has sole access to that portal to update the application in early May. Update May 31, 2023: This application was updated per the instructions of Treasury staff and has been resubmitted.

- **Grant Management Software:** Council approved the purchase of Grant Management software by Amplifund. It is software specifically designed to work with federal grant applications and awards. We are working with Amplifund representatives to implement the new software. We have had numerous meetings with Amplifund staff and are working on providing information on current grants in order for Amplifund to upload into the software.

### **Expenditures Update.**

Total year-to-date expenditures for the Finance Division for June 2023 are \$641,787 compared to an annual budget of \$1,357,018. Total expenses for the Finance Division for year-to-date June 2023, represent 47% of the department's total annual budget.

Education  
Yvonne Parsons

## ***Education Department***

***Yvonne Parsons, Education Programs Coordinator***

### **June 2023 Department Report**

#### **I. Department Overview**

- Yvonne Parsons, Education Programs Coordinator
- Debra Davis, Education Department Office Assistant (out on medical leave)

#### **II. Department reporting section**

- LRBOI Student Services: 17 students received 2023 school clothing funds, totaling \$8500. 1 student received \$250 for driver's training
- 2 Higher Education Scholarship was completed totaling \$3432, 1 student male and 1 female, 1 university student, 1 community college students.
- College Book Stipend: 9 book stipends were processed in June, totaling \$3200, providing assistance to 1 student attending 1-3 credits, 5 students attending 4-8 credits, and 3 attending 9+ credits.
- Miscellaneous- June 14, 21, 28 we held a youth hoop dancing class, with 10 students participating ranging in age from 13 to 4 years old. June 28 was a hoop dance and craft activity combined with the hoop dancers demonstrating what they had learned to those attending the craft activity. Total of 22 participants. Began working on final 2024 budget proposal. Planning for Indian Village Camp to happen in August. On June 9 we held a training session about Cottage Food Law in anticipation of Farmer's Market. Just one tribal member and his partner attended. Valerie Chandler attended to provide information about tax implications as well.

#### **Meetings Attended:**

June 1 Staff Meeting online

#### **Budget Expense Justification**

- Activities performed and services rendered fall within budgeted items for the 2023 fiscal year.

Elders Meal Program  
Victoria Wells



## Elder Meals June Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
108	591

For Muskegon we had:

Dine in at Hackley	Take Out
18	42

Bingo At Aki	Bingo At Hackely
10	5

PO #	Distribution Code	G/L	Starting	Ending
230798	4523	5601	\$981	\$200
230905	4510	5202	\$2503	\$1974
230990	4523	5204	\$1256	\$141
231142	4997	5204	\$1500	\$949

The hood vent and fire suppression were hooked up. The only thing we are waiting on is the certification of it which requires the light bulbs which are on order. We should be fully functional by mid-July. Northern Spice company is now a vendor with spices on order and the Miller Farms should be submitting a W-9 before Powwow. Hackely numbers are down but I have figured out that in the summer a lot of our Muskegon elders are not in town. With our budget approved and vendors listed we will not have as many PO's.

PO: 231195 for Our Field of Dreams, Distribution Code: 4523 for G/L: 5602 for \$375 allowed me to order the dirt needed for the elder's new garden tanks. PO: 231194 for Our Field of Dreams, Distribution Code: 4523, G/L: 5602 for \$100 allowed me to purchase squash, pepper and marigold plants for the garden planters. PO:231189, Distribution Code: 4523, G/L:5204 in the amount of \$218.96 was for Northern Spice Company. These are the spices needed and are specially made salt free for our program for the first 2 months' worth of menus I have curated around our nutritional guidelines.

Menus will be sent to the IHS Dieticians this week for approval.

Enrollment  
Mary Carpenter

## **ENROLLMENT DEPARTMENT REPORT**

**June Monthly Report - 2023**

**MARY CARPENTER, ENROLLMENT COORDINATOR**

### **Department Goals**

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, Bereavement Benefit, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal ID's, PerCap information, direct deposits, check cancellations and performing any other duties that make the department run smoothly. To continue to update the PerCap database.

To continue to address the needs of the Tribe by assisting in gathering data for the various departments, by continuous verifications of Tribal Members for departments and helping with any other concerns the departments have.

### **Department Objectives are:**

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check cancelation information into the PerCap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

### **Duties Performed**

- Mailed out: 11 Applications forms for people seeking membership
- Sent out: 3 Address change forms
- Created 34 New and Replacement Tribal ID's from 06/01/2023 through 06/30/2023
- 40 Addresses changed from 06/01/2023 through 06/30/2023
- Final Rejection Letters: 0
- Final Acceptance Letters: 3
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 1
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 06/01/2023
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Members Assistance
- Label request of Membership:
- Tribal Members Label/List request:
- Statistical request: Grants, Members Assistance, Tribal Council

#### **Department Verifications**

1. Prosecutor 56
2. Clinic 0
3. Human Resources 0
4. PRC/EHAP 103
5. Member's Assistance 0
6. Housing 0
7. Utilities 2
8. Food Distribution 0
9. Casino 3
10. Family Services 0
11. Tribal Council 0
12. Natural Resources 0
13. Gaming 0

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 2 Members passed away for the Bereavement Benefit
- Sent out 2 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 3 Tuition Waiver Verifications
- 142 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

#### **Meetings**

- Employee Staff Meeting – June 1<sup>st</sup>
- Enrollment Commission Meeting – June 13<sup>th</sup>

### **Enrollment Statistics**

- Total Membership: 3,951
- Total number of Elders: 1,518
- Total number of Adults (18-54): 2,168
- Total number of Minors (0-17): 265
- Total Tribal Members living in:
  - 9 County Area: 1,641
  - Outside 9 County Area: 2,286
  - Inside Michigan: 2,591
  - Outside Michigan: 1,350
  - Undeliverable Addresses: 11

# Facilities

## Rusty Smith

***2023 June Maintenance Department Report of Operations and Maintenance Activity***

Submitted by De-Ahna Underwood, Maintenance Office Manager

*The mission of the Maintenance Department is to provide the best possible service to LRBOI employees, visitors, and the community with the resources we have available.*

**I. Department Overview**

Maintenance Technician Hours of Service: Monday-Friday 6:00 AM-2:30 PM

Clinic EVS Technician Hours of Service: Monday-Friday 6:00 AM-2:30 PM

Mobile Unit EVS Technician Hours of Service: Monday-Friday 8:00 AM-4:30 PM

Office Hours: Monday-Friday 8:00 AM-4:30 PM (no remote work)

Main EVS Location: Government Center

Main Office: Government Center

Maintenance Technician Locations: Facilities Barn, East Lake, and Area 51

Auto Mechanic Location: "Big Blue" East Lake

**Goals & Objectives**

The Maintenance Department strives to provide quality services to ensure an aesthetically pleasing, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.

**II. Department Reporting Section**

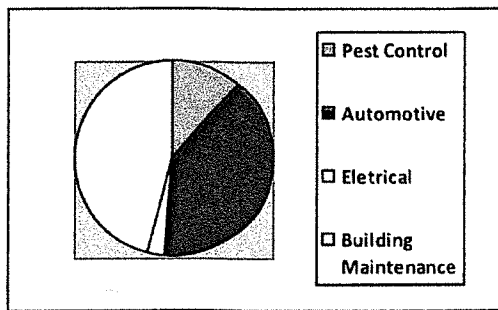
2 EVS Technicians clean, disinfect, and sterilize the Health Clinic from 6:00 AM-8:00 AM Monday-Friday and provide janitorial services to the remaining interior and exterior areas at the Government Center.

2 EVS Technicians provide janitorial services to Aki, Natural Resources, Justice Center, Gaming, Food Distribution Center, and the Gathering Grounds Bathhouse.

2 Maintenance Technicians & Supervisor perform their daily maintenance tasks and have begun their spring routine. Performing landscaping tasks and weekly mowing at the Government Center, Gathering Grounds, Justice Center, Food Distribution Center, Natural Resources, Area 51, Facilities Barn, East Lake, Sugar Shack.

Twice monthly at the Muskegon Hackley Office.

Once a month or upon request, the Shooting Range, Cemetery, and Indian Village.



- 35 work orders were created in the month of May.
- 14 created for vehicle maintenance and mechanic completed his repairs.
- 4 vehicle requests are a “work in progress” for the department.
- Cleaning and organization at Big Blue.

#### Vendors (buildings overseen by Maintenance)

- Pest control (1 on-site visit, 4 locations)
- Mat service (3 on-site visits, 5 locations)

### III. Budget Expense Justification

- |                        |          |
|------------------------|----------|
| • Maintenance Vehicles | \$355.00 |
| • Maintenance Phones   | \$120.00 |
| • Maintenance Supplies | \$270.00 |

### IV. Travel and Trainings

N/A: Written out of budget 2008/2009

Thank you to the hard working and dedicated EVS Technicians, Maintenance Technicians, & Automotive Mechanic.

End of Report  
De-Ahna Underwood  
Maintenance Office Manager



Family Services  
Vacant Director

Department Report : Family Services  
 Case Worker : Stephanie Persenaire  
 Reporting period: July 2023

\*\*\*\*\* Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
Intakes						
I&Rs						
Open Cases	8				4	
<b>Monthly Totals</b>	8	0	0	0	4	0

**Case Management**

Total number living in homes served	18				17	
Total number of Tribal Citizens living in homes served	8				5	
Total number of descendants living in homes served	3				11	
Total number of children living in homes served	5				12	
Total ICWA or ICWP where substance abuse is involved					1	
Child Abuse/Neglect						
ICWA or ICWP referrals						
Sexual Abuse of a child						
Substantiated or Unsubstantiated by DHS						
Case Pending with DHS						
Relative placement					1	
Tribal Foster Home						
Non-Tribal Foster Home						
Alternative placement						
Court appearances	3					
Home Visits	15				2	
Case Reviews	1					
Binojeeuk	2					
Contacts with outside agencies	68				23	
Contacts with LRBOI departments	10					
Tribal Elders						
Other referrals						
<b>Monthly Totals</b>	115	0	0	0	55	0

---

es \*\*\*\*\*

	Wexford	Kent	Newaygo	Other
				2
	0	0	0	2

---

				13
				7
				1
				8
				2
				30
	0	0	0	48

Department Report : Family Services  
Case Worker : Rachel Kops  
Month : JUNE 23

\*\*\*\*\* Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					0	
Open Cases					8	
<b>Monthly Totals</b>					8	

Case Management

Total number living in homes served					19	
Total number of Tribal Citizens living in homes served					11	
Total number of descendants living in homes served					8	
Total number of children living in homes served					10	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					0	
ICWA or ICWP referrals					0	
Sexual Abuse of a child Substantiated or Unsubstantiated by DHS					0	
Case Pending with DHS					1	
Relative placement					2	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					4	
Home Visits					11	
Case Reviews					0	
Binojeeuk					2	
Contacts with outside agencies					50	
Contacts with LRBOI departments					10	
Tribal Elders					2	
Other referrals					0	
<b>Monthly Totals</b>					130	





**LRBOI VICTIM SERVICES PROGRAM  
MONTHLY REPORT  
JUNE - 2023**

**VSP MONTHLY SUMMARY REPORT**

**PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS**

Continued Cases	13
Partial Intakes	4
New Cases	0
Closed Cases	0
Client Face to Face Meetings in Office	2
Client Home or Out of Office Visits	1
Client-related Telephone and Email Contacts	125
Client-related Resource Research and Referrals	16
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	6

**MEETINGS**

Victim Service Program Staff Meetings	0
Victim Service Program Supervision/Case Reviews	2
Family Services Department Meetings	0
Community Collaboration Meetings	2
Other Meetings	5

**STAFF DEVELOPMENT/TRAINING**

Virtual Training	7
In Person Training and Conferences	1
Self-Paced Training Modules	0
Other Training	0

**OUTREACH, NETWORKING, AND EDUCATION EFFORTS**

Creation of Program and Outreach Materials	1
Event and Training Planning and Preparation	0
Community Table Events	0
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	18
Networking Activities	1
VSP Presentations	0
Other Activities	1

**RESEARCH AND RESOURCE EFFORTS**

VSP Website Updates	2
VSP Resource File Efforts	16

## LRBOI Be Da Bin Behavioral Health Program June 2023 Report

Staff for Be Da Bin includes: Dottie Batchelder-Streeter, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; Kimberly Hinmon, Native Connections Coordinator; and James Gibson "JD", contractual Traditional Healer.

Be Da Bin has a new hire, Felice Kelley, will be part time Mental Health Counselor for us, starting more in July 2023.

The Traditional Healer did have sessions this month and talked/had sessions with 9 clients.

Angela Schwandt currently has 38 clients, 3 new. Angela had 63 individual sessions, 40 follow up calls, 8 hours of telepsychiatry. She attended the Suicide Awareness and Prevention Coalition for Manistee County, GONA Planning meeting, and MHBG meeting with DHHS. She attended meetings for the Tribal Behavioral Health Initiative (TBHI) Grant budget modification (through work sessions and Tribal Council meetings) and the Safe Talk training. Angela also submitted the FY24 TBHI application for the grant allocation for 2024.

Kimberly (Kim) Hinmon attended the Honoring, Healing, and Remembering Event on June 6, 2023. She conducted the sewing/beading workshops for Manistee and Muskegon. She attended 2 Native Connections TA meetings; and arranged 2 GONA committee meetings and working the process for SAMHSA regarding the GONA TTA request and making the event to happen in October 2023. She also planned the bike event to happen on July 1, 2023.

Dottie Batchelder currently has 17 clients and 10 Recovery Support clients. Dottie had 3 referrals to inpatient treatment and 3 referrals to other outpatient services. Dottie had 35 individual sessions, and 48 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. She attended the Manistee County Suicide Awareness and Prevention Coalition meeting; Muskegon County Suicide Prevention Coalition; one GONA committee meeting; Northern Michigan United Suicide Prevention Coalition (Veterans); and the Cross Connections coalition meeting. She attended the Safe Talk Training (hosted it) and am planning on an event to have in September for suicide prevention month.

This month 12 naloxone kits were given out. Staff continue to attend webinars as able for certification and continuing education credits. Staff is planning the Wellness Walk and the Michigan Indian Family Olympics for July and a GONA in the fall.

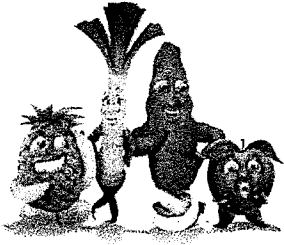
Respectfully submitted,



Dottie Batchelder-Streeter

Food Distribution  
Jamie Friedel





# Food Distribution Program

## June 2023 Monthly Report

Jamie Friedel, Melanie Ceplina, and Thomas Riley

### 1 Department Overviews:

#### Goals and objectives:

The goal of the Food Distribution Department is to serve income based Tribal households living on and off the reservation.

Providing families with nutritional foods, using the food distribution program as directed by the USDA, we will obtain our goals by.

Certifying applications for Native American households, so they can participate in the program.

Packing and loading nutritional food for clients in a timely and respectful manner.

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

Consistently meet and surpass warehouse inspections, so we can keep a clean and safe place for the food for our clients.

Submit all reports in a timely manner to Ogema & Tribal Manager, USDA, and State of Michigan Snap Program.

Attend all certification classes and seminars for the USDA and Food Distribution Program and LRBOI.

Work as a team to fully reach our goals and objectives for our program and clients.

### 2 Department Report Section:

Jamie submitted 152 inventory reports to USDA in the.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie submitted the department report.

Jamie and Melanie and Tom accepted in, verified, and stored incoming inventory.

Jamie, Melanie, and Tom cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, and Tom rotated frozen food in the freezer.

Melanie and Tom filled food orders.

Jamie, Melanie, and Tom waited on clients & loaded food in their vehicles.

Jamie ordered April food for the warehouse.

Jamie, Melanie, and Tom cleaned the office.

Jamie, Melanie, and Tom conducted interviews with clients.

Jamie and Melanie certified clients.

Tom and Melanie conducted 40 Deliveries.

We received deliveries on June 1<sup>st</sup>, 5<sup>th</sup> and June 8<sup>th</sup>.

The Food Distribution Office is open to the public.

Melanie sent out 0 applications.

Melanie sent 1 recertifications out.

Added 0 new Households.

We have a total of 61 households with 97 total people

MEETINGS:

1. Midwest meeting via Zoom Joe and Gloria.
2. Internet down for 2 days
3. Rose pest control on site.
4. Midwest Regional meeting in Wisconsin
5. Cleaned Filters on Trane units
6. Tom Helped put together Bikes for family Services.

The Department is working very hard to get clients in to do more shopping. We are now doing outreach for clients that are unable to come to us to fill out applications and help with their paperwork. We had Ajax on-site with custom sheet metal to fix the heating and air conditioning. Which is fixed. Melanie and I attended the Midwest regional meeting held in Baraboo WI. I gave a presentation on Store concept and was on a Panel for my participation in the OK temp training we had in Grand Rapids. We were nominated to hold next years Midwest Regional meeting.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Thomas Riley Warehouse Specialist

Grants  
Chuck Fisher/Mark Dougher

**GRANTS DEPARTMENT**  
**JUNE 2023 MONTHLY REPORT**  
**(By C. Fisher & M. Dougher)**

Please note that this report is made available in two sections: 1) one by Chuck Fisher, and 2) the other by Mark Dougher. This format is necessitated by the recent events and is supported by the fact that this format will be the most expeditious.

**Section One:**

As for the portion by C. Fisher, almost the entire month was spent working on a grant application to the Department of Transportation, Federal Transit Authority, for the FY2023 Public Transportation on Indian Reservations Program, Tribal Transit Competitive Program, in an amount of \$100,000.00.

My initial awareness of the program came through the Elders' Meals Program (Vicki Wells) who wanted to use the funding opportunity to acquire a van for her program. This was discussed in some detail at the regular Elders Meeting held on the first Saturday of the month (June). It was at this meeting that the rough parameters of the application were discussed. In addition to the request for a van suitable for the needs of the program, it was recommended that the application include the costs of a driver for the regular services to be provided.

In the ensuing weeks, regular efforts (virtually daily) were made to convert the discussion into a grant application according to the requirements of the funding agency as stated in the NOFA and the Federal Register. This was a short timeline, primarily due to the internal approval processes required by the tribe for grant submittals. I received a vote of confidence from the Tribal Council because the grant proposal was in a very rough form when originally presented for their approval.

Again, although the funding agency recommended submissions three days before the due date, this was not possible. LRBOI's application was submitted on the deadline date, and late in the day. When it was clear that I was going to have difficulties meeting the submission deadline (midnight) I requested help from Shanaviah as I was having difficulties with grants.gov. She helped me overcome the difficulty by using her credentials.

However, her help only went so far. She submitted the grant application to grants.gov in time to meet the deadline; however, she did not have approval to submit to grants.gov she did not have the full authority to "approve" the submittal on behalf of the tribe. Consequently, while the application was in grants.gov, it did not get approved until the following day – which made it late. And although a request was made for a late submission, this was not approved.

Following this, both Shanaviah and myself, were approved by the Ogema's Office as AORs (Authorized Organizational Representatives). Thus, the issue has been corrected and this sequence of events should not recur again.

While I was writing my portion of the monthly report, I received Mark's section of the department's Monthly Report – this follows.

## Section 2.

At our second director's meeting, held on May 25<sup>th</sup>, Chuck and I handed out the list of grant priority ideas generated by the departmental directors after our initial meeting in March. During the second session, we reviewed and discussed the merits of each grant priority identified, and then determined which of the four categories of the Medicine Wheel each grant priority belonged: Environmental, Infrastructure, Services, and Tribal Survival. This session took about three hours.

The next step involved ranking the priorities for each category. I prepared a chart of the grant priorities organized into their respective categories, and sent it to the directors, the Tribal Manager, and the Ogema in early June. Each person was asked to provide their top rankings. It took a couple of weeks to obtain the results. After I received everyone's response, I compiled the rankings and generated a list for each of the four categories of the Medicine Wheel.

The next step will involve preparing an interim report to be submitted to the Tribal Manager and Ogema for review, and then to the Tribal Council, during which, I expect to have Chuck and I meet with the Tribal Council during a work session. After reviewing the document with the Ogema and Tribal Council, we will submit the final report for Ogema and Tribal Council approval.

I continued to work on a grants calendar and will be soon drafting a policy and procedure manual for grants development.

## Grants Office Monthly Report

June 2023

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Health  
Daryl Weaver



**Little River Band of Ottawa Indians  
HEALTH OPERATIONS REPORT**

**To:** Larry Romanelli, Ogema

**CC:** William Willis, Tribal Manager

**From:** Daryl Wever, DPM, MPH, Health Director/Physician  
Janice Grant, Clinic Supervisor  
Gina Dahlke, PRC/EHAP Supervisor  
Keith Jacque, Chief Pharmacist

**Date:** July 7, 2023

**Re:** JUNE Report of Activity – Tribal Health Services



Operations service delivery numbers for the month of June are as follows provided in the aggregate:

**CLINIC OPERATIONS: MANISTEE LOCATION**

307 patients scheduled

29 patients NO-SHOW to scheduled appointments

8 patients provided SAME DAY appointments for emergent matters\*\*

94 cancelled appointments

192 patients attending CLINIC PHYSICIAN appointments\*\*

44 patients PHONE TRIAGE\*\*

475 Chart Reviews – notifications to providers requiring action by providers and staff\*\*

40 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JUNE (Total Patient Volume): 707

Diabetic patients: 59

Flu Vaccines: 0

Injections: 15

Nursing Visits: 6 \*\*

On-site Labs: 142

COVID-19 Tests: 1

\*\*Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews & Phone Triage include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 996

DIRECT CALLS TO CLINIC OPERATIONS: 518

OUTGOING FAXES: 112

**TRANSPORTS - MANISTEE 11**

**JUNE 2023**

TRAVEL HOURS: 14

SERVICE HOURS: 13

NUMBER SERVED: 11

**MEDICATION DELIVERIES: 7**

TRAVEL HOURS: 1 ½

SERVICE HOURS: 1

NUMBER SERVED: 7

TOTAL TRAVEL HOURS: 15 ½

TOTAL SERVICE HOURS: 14

TOTAL NUMBER SERVED: 18

Operations service delivery numbers for the month of a June are as follows provided in the aggregate:

**CLINIC OPERATIONS: MUSKEGON LOCATION**

106 patients scheduled

4 patients NO-SHOW to scheduled appointment

0 patients provided SAME DAY appointments for emergent matters\*\*

26 cancelled appointments

33 clinic referrals – requiring action by Providers and Staff

76 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 28

Flu Vaccines: 0

Injections: 0

Nursing Visits: 0

On-site Labs: 20

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 232

**TRANSPORTS - MUSKEGON: 5**

**JUNE 2023**

TRAVEL HOURS: 10

SERVICE HOURS: 6

NUMBER SERVED: 5

**MEDICATION DELIVERIES: 0**

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 10

TOTAL SERVICE HOURS: 6

TOTAL NUMBER SERVED: 5

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$91,000**

**TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1616**

**TOTAL PRC PAID IN JUNE: \$40,454.06**

**PHARMACY/OTHER: \$27,920.69**

**DENTAL: \$12,037.35**

**TOTAL PATIENTS: 175 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)**

**TOTAL CLAIMS RECEIVED: 492**

**TOTAL CLAIMS ENTERED: 423**

**TOTAL PRC PAID 2023: \$294,574.77**

**TOTAL EHAP PAID IN JUNE: \$50,298.01**

**TOTAL EHAP PAID 2023: \$271,081.83**

**TOTAL ENROLLED EHAP/LRBOI: 1316**

**NEW APPLICATIONS MAILED OR GIVEN: 31**

**REASSESSMENTS MAILED OR GIVEN: 148**

**MEDICARE LIKE RATE (MLR) Savings for June 2023**

Claims submitted:	26	\$37,796.63 (total submitted)
		<u>-\$11,732.72 (what we paid)</u>
		<b>\$26,063.91 (total savings)</b>

**PHARMACY, MANISTEE: June 2023**

Prescriptions filled: 1619

**Receipts:**

Insurance payments received: \$282,399.42  
Non-member cash/copays received: \$803.26

Less acquisition cost of medications: \$57,786.09

Net profit: \$225,416.59

**PRC-equivalent write offs:**

LRBOI: \$27,974.37  
Other Tribes: \$2,080.85  
TOTAL: \$30,055.22

**PHARMACY, NORTON SHORES: June 2023**

Prescriptions filled: 469

**Receipts:**

Insurance payments received: \$51,303.32  
Non-member cash/copays received: \$78.23

Less acquisition cost of medications: \$14,559.59

Net profit: \$51,381.55

**PRC-equivalent write offs:**

LRBOI: \$9,893.30  
Other Tribes: \$0  
TOTAL: \$9,893.30

2023 Health Services Department - Manistee Location

Clinic Operations

2023	Patients Scheduled	No Show	Cancelled Appt	Sma-Dry Appt	Patients Seen**	Telephone Vists*	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nurse/only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Outgoing Faxes	
January	291	27	74	9	199	28	615	386	63	79	6	14	2	166	3	1,237	509	-	-	
February	243	11	67	10	175	35	674	412	54	59	5	23	2	114	4	992	573	1	1	
March	286	36	67	8	191	45	684	399	47	60	-	14	3	154	6	1,152	642	15	15	
April	219	26	62	2	143	53	661	407	30	65	-	16	5	140	3	1,004	464	1	-	
May	252	33	61	4	162	30	579	383	37	71	-	10	4	131	2	1,072	602	-	132	
June	307	29	94	6	192	34	707	475	40	59	-	15	6	142	4	996	518	1	112	
July																				
August																				
September																				
October																				
November																				
December																				
<b>Totals</b>	<b>1,608</b>	<b>162</b>	<b>425</b>	<b>41</b>	<b>1,062</b>	<b>235</b>	<b>3,836</b>	<b>2,462</b>	<b>271</b>	<b>393</b>	<b>11</b>	<b>92</b>	<b>22</b>	<b>847</b>	<b>20</b>	<b>6,073</b>	<b>3,308</b>	<b>18</b>	<b>234</b>	

\*\* Donates total included in Total Patient Volume

NOTE: Telephone & Chart Reviews include both Manistee & Harvey Locations.

2023 Health Services Department - Harvey Location

Clinic Operations

2023	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Vols**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site Labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	
January	110	7	25	1	79	79	497	306	63	27	3	2	2	4	41	-	241	-	
February	38	-	10	-	28	35	477	412	54	7	-	2	2	7	13	-	240	-	
March	148	12	49	6	93	65	540	399	35	31	-	2	3	3	50	-	230	-	
April	139	6	74	3	60	58	521	407	14	20	-	4	3	28	-	-	256	-	
May	156	5	62	2	91	10	504	383	33	22	-	2	-	35	1	-	309	-	
June	106	4	26	-	76	34	585	475	33	28	-	-	-	20	-	-	232	-	
July																			
August																			
September																			
October																			
November																			
December																			
Totals	697	36	246	12	477	235	3,174	2,462	232	135	3	12	10	187	1	-	1,508	-	

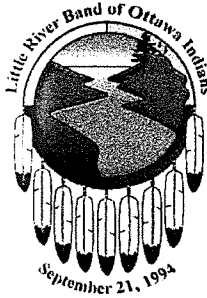
\*\* Denotes total included in Total Patient Volume

NOTE: Telephone, Chart & Reviews include both Mainline & Harvey Locations

# Housing

## Tara Bailey





**Little River Band of Ottawa Indians**  
Housing Department  
Mailing Address: 2608 Government Center Drive  
Physical Address: 2953 Shaw Be Quo ung  
Manistee, Michigan 49660  
231-723-8288

**HOUSING DEPARTMENT**  
**Report to the Ogema**  
**For June 2023**

**Staff**

Tara Bailey – Housing Director  
Michelle Pepera – Administrative Assistant  
Krystal Davis – Housing Specialist  
Stephen (Jake) Shepard - Housing Maintenance Technician  
Matthew Alexander – Housing Maintenance Technician  
Mike Pannill – Housing Maintenance Technician

**Department Overview**

**Goals:** To promote affordable housing opportunities for all Little River Band Tribal Members.

**Objectives:** To provide our goals in a fair and equitable way to all members.

**I. Housing Activities.**

- A. During the month, the Department performed the following activities.  
Lease renewals due during the month: 7  
Leases renewed: 5  
New leases: 0  
Annual Inspections: 7  
Move-out Inspections: 0  
Move outs: 0  
Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).  
Applications received this month: 0  
Total Number of Awards made during the Year: 2  
Total Amount of Awards for the Year: \$7127
- C. The Homeowners Assistance Fund received one (1) new application this month. The program has provided \$83451 in assistance since it began in 2022 and \$5274.3 in assistance in the month of May.
- D. A flyer was mailed out to all AKI residents informing them of the AKI community Picnic that the Housing Department is hosting for them on July 19<sup>th</sup> from 3p-6pm.
- E. The Housing Director was out on IFMLA for the month of June.

**II. Rental Payment Information for the Month.**

- A. Notice of Delinquency issued: 12  
B. Termination Notice(s) issued: 7  
C. Notice(s) to Vacate or Renew: 0  
D. Court Filing(s): 0

**III. Condition of Properties.**

- A. Nothing major has occurred this month regarding our units.  
B. Maintenance currently has 5 units to complete for a move in at this time.

**IV. Number of Units and Vacancies.**

LRBOI Housing Department has 86 rental units in total of which 80 were rented giving us an occupancy rating of 94%.

- A. Aki has 60 income based rental units of which 56 were rented during the month as follows:
  - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
  - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  - 3. Aki has 33 low-income family rental units and 30 are rented.
  - 4. Aki has 6 low income family ADA rental units and 6 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blueprints for the maintenance garage expansion

**End of Report**  
**Tara Bailey, Housing Director**  
July 11, 2023

# Human Resources

## Alicia Knapp



**Little River Band of Ottawa Indians**  
**Human Resources Department**  
2608 Government Center Drive  
Manistee, Michigan 49660  
(231) 398-6859  
Toll Free 1-888-723-8288

**To:** Ogema Romanelli  
**From:** Alicia Goff  
**Subject:** May 2023 HR Department Report  
**Date:** 07/07/23

**Department Purpose:** Professionally strengthen our community through a great H.R. experience.

**HR Primary Mission:** Work in partnership with leaders and team members to drive quality H.R. service through the employee life cycle that develops opportunity and enhances our endless potential.

**1) HR 2023 Operational Plan**

- 1) The 2023 Operational Plan is partially in revision state and currently still working on moving forward.
- 2) **Month Summary:** June continued with talent acquisition – different ways of posting and use of a temporary online application, work force development, project work, 401k Audit, finalizing Job Descriptions on L: drive and some starting of updating to current wage updates for 2023. Preparing for 2024 budget and budget was sent to Budget Coordinator
- 3) **Talent Acquisition**
  - a) Talent Acquisition for June:
    - (1) Number of Hires During the Month: 5 – 2-TM – 1 – IT 1 – Members Assistance – 1- NP Family Services and 2 NP Seasonal Technicians - NRD.
    - (2) Number of Open Positions: 11 positions (11 employees needed). 6 in process of offers/screening – 4 July starts w/selection-interviewing and offers being made/accepted.
    - (3) Terminations – 1 (NP) during June.
    - (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
    - (5) Thank you, Hiring Managers, for your help and your continued patience!
    - (6) Updated Recruiting Work Priority: Gaming – Surveillance Operator and Internal Auditor Manager (selection – no candidates with minimum necessary qualifications), Clinic (4 positions interviewed) – Staff Physician was removed, Nurse (2 candidates chosen for interview), Clinic Supervisor ( 2 for selection – DNQ) Business Office Coordinator (1 candidate interviewed), Staff Pharmacist (2 chosen for interview), Family Services – Victim Advocate (selection – 2 chosen for interview)), NRD – Wildlife and Environmental Division Managers (selection – July interviews) and Utilities (selection/interview offer start in July).
    - (7) Turnover 1 – Regular FT – Gaming.
    - (8) Website was changed and deleted HR/WFD information. Layout was changed without notice and from April through the end of June, this still has not been addressed fully.

On-line usage of application has increased.

**(9) June helps bring hope to closure to many of our long-posted positions, so provide for June backgrounds and screenings for those being offered new positions, scheduled as needed to accommodate the finally filled positions and orientations will ramp up as well. July looks to see at least 6 new hire starts.**

- i) Approximately 6 positions are now in the selection/interview/offer steps of the process. We expect to see more new hires in June. At present positions in IT (2), Be da bin (1) and Members Assistance (1) have new employees to start before the end of June. With selections and interviews being scheduled in early July there is a possibility for 5 other departments to be adding new hires by the end of July.
- ii) Applications are coming in and are picking up, averaging more than 3 per position posted. Utilized LinkedIn, Indeed and other sites.
- iii) Conducted 3 orientation sessions for 4 new employees.

#### **4) Talent Development and Relations**

- a) Leadership and Team Member Development.
  - i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings are still to be scheduled and to continue.
  - ii) Provided additional HR support to the leadership of various departments.
  - iii) The Employee Recognition Team continued their monthly report on employee of the month. Don Reinhard HR Generalist providing updates from HR during at the monthly employee meetings.
  - iv) Continued assisting leadership with sensitive employee relations issues.
  - v) Assisted departments with job description update – Moving forward to review job duties and further update of wages.
  - vi) HR Answers... hit the emails for All Lrboi and Director/Supervisor Level. First installment was PAFs for Employee changes, Second was directed to the Directors/Supervisors for New Hire PAFs. Third installment will be Bereavement Leave - filling of forms, general information needed, process, requirements, and responsibilities. PowerPoint format. So, July will bring more HR Answers with subject yet to be developed.
- b) HR Department Development Initiatives:
  - i) HR Development Events: 3
  - ii) Continued file migration to O365 storage solutions continuing.
  - iii) Continued project to improve HR use of MIP data, still on-going.
  - iv) Further update needed on L:drive – forms as well as moving some be moved to obsolete file.
  - v) Autumn - Receptionist is continually getting updates to our organizational system, getting to know all employee names/department to make directing calls more streamline. Working on Directory information update is ongoing with departments involved in updating.

**Training and Development hours totaled: Less than 6 hours reported hours in June.**

**5) Benefits and HR Administration**

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 2 ongoing, 3 New, 3 – Assisting Team Members with Benefit and Leave Requests. STD, FMLA and IFML issues have been addressed and completed for redetermination, 2 requests for IFML still ongoing, 2 requests for FML/STD due back in second full week of June per paperwork both returned, and 2 WC claims – 1 reduced workload and 1 continuing since 2/2023. 5 bereavement leaves taken.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has been ramping up – loan requests processed.
- d) Continued processing new hire insurance enrollments and separation disenrollment and some COBRA inquiries.
- e) 401k financial adviser visit was scheduled for the last week of June and calendar it was set for July visit.
- f) Meetings scheduled as needed with BCBS team for addressing employee questions and concerns and asked them for usage numbers for the first year plus under them. Report should be here in July. Gallagher has also set up a meeting to discuss benefit increases.
- g) Processed insurance benefit plan check requests.

**6) Safety**

- i) Continued COVID-19 support and tracking. Assisted the organization with 1 events during the month, confined to 1 department.
- ii) Recordable Injuries: 1 resulted in WC claim- One ongoing from 2/2023
- iii) Near Miss/1<sup>st</sup> Aid: 2

**7) Tribal Preference Report**

**Preference Report for June 2023 - Preference Hires in June 2023**

**Employee Count by Preference for June**

103 Tribal Members	+02 in June	54% (53.6%) of Tribal Government Workforce
10 Native American		5% (5.2%) of Tribal Government Workforce
11 Tribal Descendants		6%+ (5.7%) of Tribal Government Workforce
10 Tribal Spouses		5%+ (5.2%) of Tribal Government Workforce
No data on Tribal Parent – found		0% of Tribal Workforce
<b>Total preference = 135</b>		<b>70% (69.7%)</b>

59 non-preference

Gain of 3 Loss 1

30% (30.3%)

Total of all employees 192

WFD Program

**8) Workforce Development**

- i) New Requests for WFD Service: 3 to be processed for June distribution.
- ii) Inquiries for WFD programming 3 for Career Voucher. 2 inquiries and applications for next month.
- iii) 2 AWE employees are due to start in July.

Regards,

Alicia Knapp - HR Manager

Information Technology  
Andrew Jeurink (Interim)

Information Technology Department  
Monthly Report  
June 2023

**Interim IT DIRECTOR – Andrew-Trey Jeurink**

*Duties and Accomplishments –*

1. Government EXSI Host has been installed and servers have been merged to the new system
2. Intrusion detection software is on the agenda for approval on July 12th
3. Next-IT Contract for onsite support for Muskegon location is on the agenda for approval on July 12th
4. Spectrum contract has been approved and waiting on insulation

**Mandatory IT Projects by order of priority:**

2023

1. Finalize CJIS framework and documentation. Deadline must be completed before October 1st, 2023
2. Prepare NGLC Suites for Clinic and Victim Services
3. Evaluate, plan, and implement wireless for DPS police car cameras.

*Monthly Operation Status –*

- 171 new LRBOI IT work orders were opened in June 2023 and 169 LRBOI IT work orders completed in June 2023 with 42 of them being duplicates. We are showing 129 tickets in que. Arctic IT had 81 tickets opened with 77 tickets closed with five tickets remaining in que.
- We had ten voicemails this past month with five of them being outside of operation hours.

*Meetings Held / Attended –*

Held Staff Meetings with Elevate and ArticIT.

*Trainings Held / Attended –*

*Special Tasks / Activities Performed –*

Replaced Justice Wireless AP with aruba to prevent further frustration for the Justice staff.



Legal Assistance  
Mary Witkop

Little River Band of Ottawa Indians  
Members Legal Assistance Attorney  
Mary K. Witkop  
3031 Domres Road  
Manistee, MI 49660  
231-398-2234

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: July 11, 2023  
Re: June 2023 report of activities

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Number of tribal members assisted on new issues	79
Number of referrals received	2
Number of continuing cases:	53

Types of legal issues:

Child support	LLC dissolution
Probate Estate	ICWA
Divorce	Real Estate
Wills	Spam Phone Calls
Move More than 100 Miles with Child	Invasion of Privacy
Trusts	Medicaid
Supervised Parenting Time	Landlord – Tenant Issues
Birth Certificates	Codicil to Will
Estate Planning	Amend Medical Power of Attorney
Charities	Abuse-Neglect of Minors
Medical Power of Attorney	Principal Residence Exemption
Post-Divorce Matters	Criminal
Parenting Time	Civil
DNR Investigation	Amend Power of Attorney
Power of Attorney	Psychiatric Hospital
Clone iPhone	Family Counseling
Realtors	Trust Administration
Evictions	Breach of Contract

Trust Amendment  
Custody  
Employer Identification Number  
Medicaid Recovery  
Name Change – Adult  
Birth Certificate – Mexico  
Pistol License Denial – Appeal  
Probate Estate – Out of State  
Beneficiary  
Letters of Authority  
Landlord Selling Home  
Employment

Paternity  
Set Aside Default  
Lady Bird Deed  
House Insurance  
Gaming License  
Discrimination  
Business  
Personal Protection Order  
Guardian Adoption  
Civil Discovery  
Ex-Parte Motion

Sample of Work Performed:

Assisted a tribal member with a contract dispute

Assisted a tribal member motion the court to stop their supervised parenting time and receive standard parenting time

Assisted a tribal member set aside a default that was entered against them while they were in the hospital

Assisted a tribal member obtain and EIN for their business

Attended Great Lakes Legal Conference

Members Assistance  
Melissa Waitner

## Members Assistance Department June 2023 Monthly Report

### Department Overview:

Melissa Waitner, Member's Assistance Coordinator  
Gina Crotteau, Program Specialist

### Status of Department:

*Very pleased to have Gina Crotteau onboard as of June 28<sup>th</sup>, 2023!! She has already brought much need help and relief to this department. She brings so many of the attributes needed to work in a department that offers the membership the programs that we do.*

### Grant Status:

We are currently researching federal funding opportunities that can be applied for to offset tribal dollars and to develop new assistance programs. Some are as follows:

- Home Improvement Program (HIP) – Bureau of Indian Affairs – tribe used to manage this program in the years gone by.
- Weatherization Assistance Program – Department of Energy – if we are awarded this grant the funding can used as leverage to double our LIHEAP grant funds.
- General Assistance Program – Bureau of Indian Affairs
- Social and Economic Development Strategies (SEDS) – Administration for Native Americans – look for funding to develop programs for those on SSI and Disability.

*All federal grants, which include the list below, are in good standing, reports are current, and money is being spent appropriately. Important to note that we now have sub accounts to assist in tracking heating, cooling, weatherization and crisis assistance for easier grant reporting and internal tracking!*

- *Low Income Heating & Energy Assistance Program (LIHEAP)*
  - *Heating*
  - *Crisis Assistance*
  - *Cooling*
  - *Weatherization*
- *Low Income Water Assistance Program*
  - *Water Crisis Utility Shut Off*
  - *Water Bill Payment*
  - *Safe Drinking Water*

### Department Highlights –

- *Nearly finished with drafts to the Member's Assistance Department Regulation – specifically making the Tribe the first place a member comes for assistance not making them go to the state/federal government and ask them first.*
- *Reworking all program regulations to update assistance amounts which are to be included in the annual budgeting process. Also making draft regulation/program changes to have a more impactful change in the lives of the members we assist. For example, making sure that all programs offer the same amount of assistance regardless of where a member lives.*
- *Nearly done with the drafts of an Emergency/Disaster Relief Program as well as a Homeless/Transitional Housing Program.*

### **Current Assistance Programs with Service Numbers**

- Food Assistance Program – Available throughout the U.S. – 30 families
- Low Income Energy Assistance Program - Available throughout the U.S. – 8 families
- Rental and Mortgage Assistance Program - Available throughout U.S. – 10 families
- Elder Chore Assistance Program - Available throughout the U.S. – 4 Elders
- LIHEAP Assistance Program – Available to nine county service area – 27 families
- LIHEAP Weatherization Program – Available to nine county service area – 6 families
- LIHWAP – Water Program – Available to the nine-county service area – 1 families
- Home Improvement Program – Available throughout the U.S. – 3 families
- Emergency Transportation Assistance Program – Available throughout the U.S. – 7 families

### **1. Department Ongoing Activities**

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.
- d. Still processing COVID applications and mailing out applications to those who have not yet submitted – appr 425.

# Natural Resources

## Frank Beaver



**Gaá Čhíng Ziíbi  
Daáwaá  
Aníshinaábek**

**LITTLE RIVER BAND OF OTTAWA INDIANS  
NATURAL RESOURCES DEPARTMENT  
310 9<sup>th</sup> Street  
Manistee, MI 49660  
(231) 723-1594**

**June 2023 Monthly Report  
Frank Beaver, Director**

The mission of the Natural Resource Department is to maintain the cultural, spiritual and physical existence of the Little River Band of Ottawa Indians by protecting, preserving and when necessary, enhancing the naturally occurring resources within the Tribe's 1836 Ceded Territory.

Department Objectives:

1. Protecting the fisheries within the 1836 Ceded Territory through:
  - The collection of essential information for the management of commercial, ceremonial and subsistence fishing;
  - Promoting stability of desired fish populations through continual assessment, monitoring and restoration when necessary;
  - Obtain relative abundance and population characteristics of fish stocks;
  - Collaborate with other management agencies in monitoring and assessing Great Lakes and Inland fisheries;
  - Participated in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
  - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.
2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
  - Implementation of the Water Quality Monitoring Program;
  - Development of a non-point source monitoring program;
  - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
  - Recycling
  - Continuing monitoring air quality.
3. Protecting wildlife within our native lands through:
  - Monitoring Tribal harvest of subsistence hunting and trapping.
  - Monitoring and indexing species populations within the 1836 Ceded Territory.
  - Responsible Hunting and Trapping Regulations; and
  - Mapping and inventory of Tribal lands and the Ceded territory.

The department issues harvest tags for Elk, Bear, Deer, Turkey, United States Forest Service (USFS) access passes for the Manistee Huron National Forest, a lifetime pass to the Sleeping Bear National Dunes park, harvest fishing report forms, Tribal trespass permits, camping permits, Commercial and Subsistence Great Lakes fishing licenses and permits, other special Ceremonial Use permits and information on current Tribal Regulations governing the use of the natural resources within the 1836 Ceded Territory.

Monthly, the department prepares newsletter articles, staff reports, participates in Staff,



Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

### **Administrative Services**

Theresa Davis

Assisted with biologist's paperwork as needed

- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received Commercial and Subsistence fishing catch reports
- Member Services, hunting & fishing tags, permits, regulations and information
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

### **Fisheries Division:**

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Amber Maldag – Seasonal Fisheries Technician
- Megan Baird – Seasonal Fisheries Technician

### **Administrative/Budget/Reports/Data Entry:**

- Managed budgets
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109/4227 BIA GLRI funding
  - 4018 Great Lakes Fisheries Assessment
  - 4097 BIA Great Lakes Restoration Initiative, Native Species
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
  - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Great Lakes Restoration Initiative grant management.
- Great Lakes Fishery Trust grant management and reporting
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- Consent Decree(s) information reporting
- Implementation of the 2023 LRBOI inland work plans and collaboration with MDNR and tribal partners in fulfillment of 2007 Consent Decree requirements.
- 2020 Great Lakes Consent Decree negotiations.
- Review State Collector permits/Fisheries Orders.
- Monthly Fisheries Division Reports Completed
- Sturgeon Data entry and database management

- 2023 Manistee River, sea lamprey treatment discussion, SOS coordination
- 20th Annual Sturgeon release ceremony preparations.
- UAV survey procedure and field planning with Zero-Gravity Aerial, LLC for Artic Grayling reintroduction project.
- Updated and maintained inland harvest database for 2023 permits.
- Analyzed UAV survey data, compared results to traditional on-foot survey procedure.
- 2007 Consent Decree 2023 LRBOI Bays de Noc walleye permitting, and harvest reporting submitted.
- Continued discussions with Jason Whalen (Fauna Creative) regarding LRBOI grayling reintroduction short film development.

Equipment maintenance/Field Work/Lab Work:

- Larval Sturgeon Drift sampling and collection
- Sturgeon Streamside Rearing Facility SRF daily operation
- Moved SRF shed in prep of PIT tag antenna installation.
- Installation of electronic enclosure in shed.
- Manistee Lake Sturgeon Assessment/Acoustic tagging receiver monitoring.
- Monitored Egg mats at old bridge pool, Manistee River
- Monitored adult sturgeon below Tippy Dam, Manistee River.
- Completed four UAV surveys with ZeroGravity Aerial to collect ortho-mosaic imagery for habitat assessments (3 North Branch Manistee River, 1 Big Devil Creek).
- Completed two on-foot habitat surveys for UAV data comparison.
- Surveyed NBMR Flowing Well site for woody debris coverage.
- Downloaded HOBO water temperature logger data on North Branch Manistee River
- Lake Michigan LWAP fish community sampling (Ludington)
- R/V Namaycush maintenance on steering system
- Great Lakes assessment net maintenance
- Great Lakes fisheries Diet analysis
- Great Lakes assessment Camera Deployments (Arcadia Reef)

Meetings/Training/Travel/Conference Calls

- Riparian Emerald Ash Borer restoration grant kickoff meeting (6/1)
- CORA Electronic Reporting meeting (6/6)
- Attended USFS "Designing for Aquatic Organism Passage at Road-Stream Crossing" workshop in Cadillac, MI (6/12-16)
- AFS Fish Health Section presentation on Lake Sturgeon Herpesvirus 2 is Virulent to Juvenile Great Lakes Lake Sturgeon (*Acipenser fulvescens*) (6/22)
- Manistee River PIT tag antenna installation conference call (6/26)
- NOAA Deputy Assistant Administrator and staff sturgeon SRF tour 96/28)
- Riparian Emerald Ash Borer restoration grant site visits (6/29)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		

4086-760/4097/4109 BIA GLRI funding  
4031 Natural Resources Department  
4018 Great Lakes Fisheries Assessment  
4097 BIA Great Lakes Restoration Initiative, Native Species  
4137 BIA Great Lakes Restoration Initiative, Native Species  
4227 BIA Great Lakes Restoration Initiative, Native Species  
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon

### **Wildlife Program**

Vacant – Wildlife Division Manager

Vacant – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

**Please note: there is less activity in the Wildlife Division than normal due to a shortage of staff. NRD is working with HR to fill these vacancies.**

### **Administration/Budget/Reports/Data Entry**

- **Managed Budgets**
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
  - 4072 NRCS Project Budget
  
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2023 hunting season, permits, regulations, etc.

### **Equipment Maintenance/Field Work/Lab Work**

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Habitat work on tribal properties
- Treat invasive plant species on Tribal property

### **Meetings/Training/Travel/Conference Calls**

-

### **Environmental Division**

Vacant –Environmental Division Manager  
Corey Wells – Air Quality Specialist  
Zach Prause - Aquatic Biologist – Water Quality  
Alexis DeGabriele– Aquatic Biologist – Wetlands  
David Karst – Brownfield Specialist  
Alycia Peterson – Great Lakes Policy Specialist

### **Environmental Division Capacity Building (IGAP/ BIA Capacity)**

#### **Environmental Division**

Vacant –Environmental Division Manager  
Corey Wells – Air Quality Specialist  
Zach Prause - Aquatic Biologist – Water Quality  
Alexis DeGabriele– Aquatic Biologist – Wetlands  
David Karst – Brownfield Specialist  
Alycia Peterson - Great Lakes Policy Specialist

### **Environmental Division Capacity Building (IGAP/ BIA Capacity)**

#### **Administration/Budget/Reports/Data Entry**

•

#### **Meeting/Training/Travel/Conference Call**

•

#### **Budgets Managed:**

- 4512 -- EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

### **Brownfield Program**

#### **Administration /Reports/Data Entry**

- Revised BIL Grant Workplan and resubmitted the plan to EPA for cleanup activities, supplies, and equipment for resubmission.
- Reviewed HHW brochures for tribal website publishing and distribution regarding upcoming events in August.
- Began drafting contract with Oneida Engineering for QAPP revisions for soil testing.

#### **Field Work and Equipment Maintenance**

- Hazardous Spill trailer inventory.
- Electrofishing project
- Met with NOAA officials at SRF for a tour and informal gathering and meeting to facilitate long term relationships and cooperation.
- Cleaned one of the Dodge trucks and did minor interior detailing.

#### **Meeting/Training/Travel/Conference Calls**

- June staff meeting on June 1.
- Microplastics: Risk Management, Removal, and Source Reduction on

June 8.

- 2017-2021 American Indian and Alaska Native and Selected Population Tables Pre-Release on June 8.
- NRD Environmental Team Huddles on June 5, 19, and 26.
- Household Hazardous Waste Steering Committee on June 12 in Ludington.
- Planners Gathering - Accessory Dwelling Units not just for Granny webinar on June 14
- Waste Webinar Series: What Small Businesses Need to Know about Hazardous Waste webinar on June 14.
- 1 on 1 with NRD director on June 15 and June 29.
- NRD Environmental Team meeting on June 16.
- Using Census Data and Quarterly Wage Files to Analyze the COVID Recession and Recovery on June 21.
- Meeting with EPA representative on June 27 to discuss BIL workplan revisions and moving forward.
- Waste Webinar Series: Implementing a Household Hazardous Waste and Universal Waste Collection in your Community webinar on June 29.

#### **Water Program (106 and 319)**

##### Administration/Reports/Data Entry

- Entered Eureka data into AWQMS and WQX
- Complete MTEG travel closeout
- Resubmitted check request for February GLEC invoice
- Received signature to extend NRCS contract
- Completed WQ section of Inland Consent Decree Reporting
- Onekama Invasive Species Committee tasks (reviewing proposed herbicide applications, etc.).

##### Field Work and Equipment Maintenance

- Completed June WQ sampling
- Completed Bear Creek Pebble count
- Completed Bear Creek E-fishing
- Ordered new phone/case
- Ordered new boots
- Sent in PO for Flowtracker repairs
- Ordered Nutrient bottles for July sampling
- 6/19/23: mapped small knotweed patch with Onekama Invasive Species Committee.
- 6/29/23: cleaned & loaned Enviroscope Wetland model to PLWf for ed/outreach at Onekama Days event.

##### Meeting/Training/Travel/Conference Calls

- 6/1- Riparian EAP Restoration project partnership kickoff meeting
- 6/1- EPA Tools & Resources Training Webinar: PFAS Analytic Tools
- 6/6-8- MTEG & Tribal Climate Resiliency workshop
- 6/6- PLWF Water Quality monthly meeting.
- 6/13- Work session to extend NRCS Contract

- 6/21- Council meeting
- 6/27- PLWF monthly meeting
- 6/2/23: Onekama Parks & Rec meeting to plan watershed educational event.
- 6/3/23: LMWCC meeting.
- 6/6/23: EPA-Tribal Water Division call.
- 6/6/23: PLWf WQEM meeting.
- 6/19/23: Onekama Township Invasive Species Committee meeting.
- 6/27/23: PLWf board meeting.
- 6/29/23: Wetland Biologist & Env Seasonal Tech instructed at Onekama Parks & Rec event teaching 12 Leaps & Bounds kids (ages 9-11) about wetlands and watersheds using Enviroscape watershed models.

### **Air Quality Program (Funded by EPA CAA 103)**

#### **Administration /Reports/Data Entry**

- Reviewed Title v Permitting for Morton Salt
- T-640 Received
- Final Report for CAA 103 TX00E98706
- State/Tribal MOA Packet Completed

#### **Field Work and Equipment Maintenance**

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x2
- Ozone Audits X4
- Electrofishing Bear Creek
- Water Quality Field Work Assistance
- Colocation Shelter Installation.

#### **Meeting/Training/Travel/Conference Calls (Include Dates)**

- SLT March Meeting, (6-28-23) 11:00AM-12:00 PM
- MTEG/Climate Change Summit, Four Winds New Buffalo 6/5/23-6/8/23 Region 5 Monthly Tribal Air Call, (6-29-23) 11:00AM till 12:00PM
- State/Tribal MOA Discussion with Tribal Council (6/22/23) 9:00AM-10:00AM
- Wild Rice Initiative Teams Meeting 6/5/23 1:00PM-2:00PM

### **Wetlands Program (Wild Rice)**

#### **Administration Reports/Data Entry**

- Completed travel requisitions & close-outs.
- Reviewed and provided feedback on Great Lakes Policy Specialist's invasive outreach materials.
- TWWG Leadership tasks (managing R5TWWG inbox, working to secure funding for trainings, etc.).
- NOAA Deputy Assistant Administrator visit: wrote and sent bio, coordinated visit schedule with NOAA and NRD Staff, created and sent driving directions.
- Weekly/daily coordination of Env Seasonal Tech's schedule and updating task list.

- Line 5 wetland consultation: reviewed new delineation datasheets and shapefiles, created new FieldMap with new & old delineation polygons, created new data collection layer, flagged areas of concern, prepped for meeting, and provided input.
- Directed Seasonal installing/using Antecedent Precipitation Tool to check precipitation status of key wetland areas of interest.
- MWRI Wild Rice Summit Planning: planned July joint field visit to Houghton Lake, planning/coordination with Jen Read, etc.
- Created plant species code key spreadsheet for 2022 wild rice density plot data.
- Houghton Lake research: read historic analysis document, checked MiEnviro weekly for new documents, etc.
- Summarized Maple River wild rice activities for Great Lakes Policy Specialist's GLRI reporting.

#### Field Work and Equipment Maintenance

- 6/6/23: Houghton Lake wild rice scouting prior to PLM's herbicide applications.
- 6/13/23: observed USACE Line5 delineation review.
- 6/14/23: observed USACE Line5 delineation review.
- 6/26/23: traveled to Line5 ethnobotanical survey.
- 6/27/23: traveled back from Line5 ethnobotanical survey.
- 6/22/23: Hamlin Lake wild rice scouting & loaded canoe/kayak trailer to prep for NOAA Deputy Assistant Administrator visit.
- 6/29/23: Edel property field visit with CRA, USFS, and GTRLC to evaluate EAB restoration project planning site.

#### Meeting/Training/Travel/Conference Calls

- 6/1/23: CRA/USFS Manistee River EAB restoration project kickoff meeting.
- 6/1/23: LRBOI staff meeting.
- 6/2/23: met with Michelle (Onkama Parks & Rec) to evaluate PLWf wetland.
- 6/5/23: met with Brandon (NOAA) to plan NOAA leadership visit.
- 6/5/23: MWRI Team meeting.
- 6/7/23: travel to LTBB-USACE wetland delineation training.
- 6/8/23: LTBB-USACE wetland delineation training.
- 6/9/23: LTBB-USACE wetland delineation training & travel back.
- 6/12/23: Environmental Division huddle.
- 6/12/23: travel to Line5 delineation review.
- 6/14/23: travel back from USACE Line5 delineation review.
- 6/15/23: call with Frank Zomer (BMIC) regarding wild rice.
- 6/16/23: NRD Director 1:1.
- 6/16/23: MCD-MSUE Aquatic Plant ID workshop.
- 6/20/23: traveled to and attended LTBB-UofM-USACE Sedge ID training.
- 6/21/23: LTBB-UofM-USACE Sedge ID training and travel back.
- 6/23/23: MWRI Summit planning meeting.
- 6/26/23: traveled to Line5 ethnobotanical survey.
- 6/27/23: traveled back from Line5 ethnobotanical survey.
- 6/28/23: NOAA Deputy Assistant Administrator team visit to LRBOI: gave canoe tour of Hamlin Lake wild rice bed and coordinated SRF tour.
- 6/30/23: Line5 Cooperating Agency meeting.

## **Great Lakes Policy Program**

### **Administration//Reports/Data Entry**

- LRBOI invasive Spp. identification guide
- GLRI Capacity Building Final Report

### **Field Work and Equipment Maintenance**

- Assisted Wildlife Department with Eastern Box turtle nesting work.
- Assisted Water Quality Specialist with an e-fishing survey.

### **Meeting/Training/Travel/Conference Calls**

- LRBOI Staff Meeting (6/1/23)
- Incorporating Indigenous Knowledge into Federal Research and Management (6/1/23)
- MTEG & Great Lakes Climate Resilience Worksop (6/5/23- 6/8/23)
- Tribal MI Healthy Climate Implementation Quarterly Meetings (6/8/23)
- Lake Michigan Partnership WG monthly call (6/14/23)
- Tribe's mining call (6/15/23)
- Environmental staff scheduling meeting (6/16/23)
- Lake Huron partnership working group meeting (6/22/23)
- 1:1 NRD director meeting (6/28/23)
- Enbridge Line 5 Tunnel EIS - Monthly Cooperating Agency Meeting (6/30/23)



# Planning

## Steve Parsons

## BIA ROADS/PLANNING DEPARTMENT REPORT

June 2023

Steve Parsons

### Meetings/Conferences/Trainings

- On June 1, 2023, I attended the monthly Tribal Government staff meeting held via Microsoft Teams.
- On June 6, 2023, I attended a virtual meeting with Ken Ockert of GTEC to get an update on the progress of our ongoing BIA Roads projects.

### Activities/Accomplishments/Updates

- 2023 BIA Roads Projects: Here is a brief review of BIA Roads Projects that are scheduled to take place this year. Please note that due to unpredictable weather patterns during the months of March and April, most of our road construction projects have been delayed or rescheduled to begin later in the construction season.
  - Aki Maadiziwin Roads: The reconstruction of the entry road and the repair work on the remaining roads in the circle/residential area have been completed. The entire road system (including the Community Center parking lot) will be seal coated yet this year. The remaining work is tentatively scheduled to occur sometime in late July/early August. It is my intention to have a contract to Tribal Council for their consideration by mid-July.
  - Public Safety Parking Lot: The remaining item for this project was the construction of a small (20 spaces) parking lot on the north side of the Justice Center Building. However, given the need for occupants of the Tribal Justice Center building (primarily Tribal Court and Public Safety) to expand their work area and services, this project will not be continued this year and will be closed out with the BIA and FHWA offices. Any additional work to the parking lot can be added to a future Tribal Transportation Improvement Plan (TTIP) and scheduled for a future year.
  - Tribal Cemetery Road: Now that the road network for Phase I has been completed, our focus will be on the remaining components of the Cemetery Project. These include a fresh/drinkable water source (water well), electric power connection, septic system, facilities/maintenance building, and landscaping (including laying out of burial plots). The various components will be put out to bid sometime in July/August, 2023.
  - US31/M-22 Roundabout (Remaining Items): The roundabout construction was completed in September 2022. However, there are a few remaining items that the Tribe will complete utilizing BIA Roads Construction funding, including: finishing construction of the sidewalk that connects the roundabout to the main entrance at LRCR, repairing the portions of the LRCR irrigation system that were damaged during roundabout construction, and providing landscaping in the interior circle of the roundabout. The sidewalk completion project was sent out for bid in late May 2023. I anticipate having a contract for sidewalk completion to Tribal Council for consideration by mid-July, with that project beginning in mid to late June 2023. Please note that MDOT has completed the landscaping planting and will maintain/water the area for two full growing seasons—expiring on September 19, 2024. At that point, the Tribe will be responsible for maintaining landscaping within the interior of the roundabout.

- Government Center Parking Lot #2 (Primarily used by the LRBOI Clinic): This involves the replacement of the porous concrete sections of the parking lot by solid concrete sections—much like what was done with the Government Center front parking lot. We anticipate this project being completed in 2-3 weeks, and plan to have the project bid out sometime in July 2023.
  - Loon Drive Resurfacing/Reconstruction: This project will involve the resurfacing and/or reconstruction of Loon Drive from the general area where it connects with the roundabout to the area just beyond the existing Gathering Grounds parking lot. A specific schedule for this project has not been established, but we hope to have this bid out sometime during the summer of 2023 with construction occurring shortly thereafter.
  - Aki Maadziwin Connector Road: This project was put back on the TTIP for 2023 as a planning/development project. This is a proposed road that will extend from the southwest corner of the Aki Maadziwin Housing Development (near the pump house) along an existing railroad grade and will terminate at Frost Road just north of US-31 (near the Marathon Gas Station). This proposed road will serve as an alternate route to enter and exit Aki Maadziwin (particularly in an emergency situation when the main entry road is not accessible). GTEC will develop a plan for design and construction of the road and provide a cost estimate sometime later this summer. Depending on the cost involved and anticipated scheduling, we may add this to our list of TTIP construction projects for 2024.
- BIA Roads Question Guide: During the Covid-19 pandemic, the BIA Midwest Regional Office suspended site-visit reviews of midwestern tribes that, prior to the suspension, were taking place every three years. They reinstated the review process this year. In order to catch up quickly, they changed the review format from “on-site” to a “remote” review, utilizing a Question Assessment Guide to cover critical program elements, in both the programmatic and financial areas. We were required to have the Question Assessment Guide submitted by June 16 and were able to meet the deadline. We anticipate receiving a response from the BIA Midwest Regional Office sometime in mid-July.

It should be noted that the assistance from Kathleen Bowers, Budget Coordinator, was essential in completing the Question Guide. Her assistance is much appreciated.

Public Safety  
Robert Medacco

**Little River Band of Ottawa Indians**  
**Department of Public Safety Monthly Report**  
**June-23**

**General Patrol**

Assist Citizen	2
Assist Motorist	
Assist Other Agency	8
City Assist	11
County Assist	15
Medical Assist	2
MSP Assist	3
Other Calls for Service	8
Property Checks	559
Suspicious Person	
Suspicious Situation	4
Well-Being Check	1

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	16
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	1
Expired License Plate	
Fleeing & Eluding	1
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	1
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	17
Unsecured Vehicle	
Verbal Warning	10
Warning Ticket	

**Processes**

Bench Warrant Entered	
Civil Process (Paper Service)	
PPO Served	
Federal Docket Ticket	

**Criminal Offenses**

Animal Neglect	1
Arrest	13
Assault	2
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	1
Death	
Disorderly	3
Domestic Disturbance	10
Drive-Off	3
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	2
Fight in Progress	2
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	1
Intimidation	
Intoxicated Person	
Juvenile Runaway	3
Larceny	
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	1
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	16
Public Peace	
Resisting	
Robbery	

**Criminal Offenses Continued**

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	1
Stalking	
Stolen Property	1
Threats	1
Unwanted Subject	1

**Miscellaneous**

Administrative Hours	263.25
Alarm	3
Attempt to Locate	1
Boat Dock Checks	
Casino Hours	124.25
Civil Standby	
Community Policing	
Court Hours	
Death Notification	
Drug Disposal	
Follow-Up Investigations	2
Found Property	3
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	1
Suicidal Subject	1
Total Complaints	81
Total Reports	81
Training Hours	18.5
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	3950
Voluntary Missing Adult	

**Training/Travel**

**Little River Band of Ottawa Indians  
Great Lakes Conservation Enforcement Activities  
June-23**

Administrative Hours	32.5
Arrest(s)	
Male	
Female	
Assist(s)	4
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	3
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	283.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	3
PR Activities Hours	18
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	5
Vehicle Mileage	2637
Verbal Warning(s)	
Written Warning(s)	

**Training/Travel**

June 2023 all Officers participated in firearms qualifications.  
June 2023 all Officers participated in active shooter training in Bear Lake, MI.  
June 2023 Sgt Robles attended Human Trafficking training at LRCR.





June 2023 all Officers participated in firearm qualifications.

**Little River Band of Ottawa Indians  
Inland Conservation Enforcement Activities  
June-23**

Administrative Hours	167.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	11
Assist Hours	30.75
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	8
Contacts	305
Court	1
Court Hours	1
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	384.25
Joint Patrol(s)	
Marine Time	
Meeting(s)	6
Meeting Hours	8.25
Paper Service	
Possible Trespass	
PR Activities	1
PR Activities Hours	2
Property Checks	89
Snowmobile Patrol Hours	
Training(s)	11
Training Hours	45
Vehicle Mileage	1731
Vehicle Stops	1
Verbal Warning(s)	2
Written Warning(s)	
<b>Training/Travel</b>	

June 2023 all Officers participated in Firearm Qualifications.

June 2023 all Officers participated in Active Shooter training in Bear Lake, MI.

June 2023 Officer Gunderson attended Human Trafficking training at LRCR.

Tax Office  
Valerie Chandler

## **Tax Department June 2023 Monthly Report**

**Staff:** Valerie Chandler, Tax Officer  
Tax Department Administrative Assistant - Vacant

During the month of June 2023, the Tax Department performed the following:

### **\*Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
  - RTM statuses
  - Motor fuel registration
  - Certificates of Exemption
  - Proofs of Residency
  - RTM benefits provided by the Tribe/State Tax Agreement
  - Tax Agreement Area boundaries
  - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for May 2023.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 4 Certificates of Exemption:
  - Purchaser: 4 RTMs 0 Tribe/Entity
  - Purchase Type: 4 Vehicles 0 Construction 0 Recreational Vehicle
9. Reviewed 26 Tribal Member address and/or name changes; 3 required updating of the RTM list and database.
10. Processed 4 Proofs of Residency.
11. Processed 6 Motor Fuel Registrations.

### **State of Michigan Department of Treasury Tribal Affairs Interactions:**

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates include, but are not limited to:
  - New or re-instated RTMs
  - Deceased RTMs
  - Address changes for RTMs

- RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the interim Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for July 2023 and provided it to the Trading Post interim Manager.
8. Reviewed and processed 2,019 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed May 2023 Tribal tax returns which included:
  - Retail Sales Tax
  - Food & Beverage Tax
  - Lodging & Occupancy Tax
  - Admissions Tax
  - Service Tax

\*Variable Duties and Accomplishments:

1. Prepared the announcement of the May Employees of the Month which included printing and displaying the certificates in the lobby.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition for the government employees including, but not limited to facilitating the monthly virtual staff meeting and seeking agenda items.
3. Corresponded with staff to try to stay updated on the progress of the Community Center remodeling so that it has little to no interruption or inconvenience to current reservations.
4. Processed, issued and mailed 2 Temporary Tribal Business Tax Licenses to vendors and/or performers selling merchandise on Tribal/Trust land.
5. Corresponded with several car dealerships regarding Certificates of Exemption for Resident Tribal Members purchasing a vehicle.

6. Worked with one of the Tribe's utility companies regarding their verification of multiple Forms 5633 to the Michigan Treasury Tribal Affairs to obtain refunds of state sales taxes paid on utilities.
7. Prepared and mailed 8 Proof of Residency letters requesting the members to submit documentation of the residency within the Tax Agreement Area.
8. Prepared and gave a presentation on tribal member business taxation in conjunction with the Education Department's class on selling crafts and cottage food.
9. Prepared and submitted draft budget and narrative for 2024.
10. Prepared and submitted 2024 projected tax revenue.

**State of Michigan Department of Treasury Tribal Affairs Interactions:**

1. Corresponded with Treasury staff regarding:
  - Tax benefits and application of exemptions for tribal member businesses
  - Filing and further documentation for Form 5633's that were submitted for sales tax refunds on the Tribe's utility accounts.
  - Submitted agenda item to the State Tribal Affairs for the upcoming Tax Summit.

**Little River Trading Post Interactions:**

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices fluctuate.

**Little River Casino Resort Interactions:**

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.

**Meetings / Trainings Attended During the Month:**

1. Monthly Employee Staff meeting via Teams on June 1, 2023
2. Attended Employee Recognition meetings on June 8 and 22, 2023
3. Attended and gave presentation on tribal member business taxes on June 8, 2023.

**Statistics:**

**Total Registered Resident Tribal Members (RTMs): 244**

- Manistee County: 232
- Mason County: 12

**Monthly Tax Revenue\*:**

\*May 2023 amounts received in June 2023

- Retail Sales Tax (Gift Shop) \$1,169.33
- Retail Sales Tax (Nectar Spa) \$54.86
- Service Tax \$1,065.90
- Admissions Tax \$1,464.02
- Lodging & Occupancy Tax \$13,638.58

- Food & Beverage Tax \$29,889.94

Tribal Member Tax Exemption Rates ("Discounts") for July 2023\*:

\*Gasoline and Diesel tax exemption rates change monthly due to the State's designated pre-paid sales tax rate on fuel.

- Gasoline: \$0.467/gallon
- Diesel: \$0.499/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products\*): 32% of wholesale price  
\*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)



Tribal Historic Preservation  
Jonnie J. Sam

***Department - Historic Preservation Department***  
***Department head and title – Jonnie Jay Sam II, Director***  
***June 2023 Department Report***

**1. Department Overview**

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
- **GOALS:**
  - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
  - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
  - Management and maintenance of Tribal Archives and collections.
- **OBJECTIVES**
  - ❖ Respond to NHPA, NAGPRA and related requests and issues.
  - ❖ Inventory historic properties, items or collections and archives for preservation.
  - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
  - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through policy, procedure and facilities development and appropriate training.
  - ❖ Seek Grant funding where and when appropriate.
  - ❖ Coordinate cultural, historical and traditional events of Tribal entities.

**2. Department reporting section**

- Departmental staff completed the following tasks during the report month:

**The Director** accomplished the following during the month:

1. Responded as appropriate to 84 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Began assisting with Anishinaabe Family Language & Culture Camp planning by meeting with LRRCR Food and Beverage.
3. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
4. Administered, directed, and supervised all departmental activities.
5. Attended remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE.
6. Attended the regular monthly staff meeting.

7. Continued meetings with MACPRA. Continued work on MSU NAGPRA related files.
8. Attended the DIA-MACPRA planning meeting (online).

**The Language Coordinator** accomplished the following during this month

1. Visited the remains of Terri'ba as a field trip with students.
2. Finished up the contracts with presenters for language camp.
3. Finished up the language camp menu.
4. Got rooms for the presenters and camp staff.
5. Ordered tents, tables, chairs from GJ Rentals.
6. Ordered a 1<sup>st</sup> aid kit with face masks and hand sanitizers.
7. Language camp program book is almost at 100% complete.
8. Submitted a word of the day to the Currents.
9. Did a recording of happy birthday in Anishinaabemowin at IPR.
10. There are a couple of reporters trying to do a story on Anishinaabemowin and culture and are wanting to interview me, I invited them to language camp. They want to do zoom interviews.
11. Developed language lessons and taught them to the class.
12. Developed face book lessons, recorded them and posted them.
13. Recycled for LRB and Muskegon pharmacy.
14. Consultant to IPR, Delta Dental, GRPM, Mi, Nature assoc.
15. Answered Email and calls about camp, website, culture, language.

#### **Travel, training and budget expenses**

Departmental staff note training and travel in their individual reports, there were no departmental level travel during this report period nor department level training.

WWTP  
Gary Lewis

**Utilities Department**  
**Gary M. Lewis, Utility Director**  
**June 2023, Department Report**

**I. Department Overview**

**MISSION STATEMENT**

...Is to identify the requirements of our customers & earning their respect by communicating openly, clearly, courteously, and promptly to any issues that may arise.  
 ...to exercise our sovereign powers by, providing excellent quality water & sanitation services in accordance with LRB Utility Ordinance, the U.S. Safe Drinking Water Act, & other applicable laws that are beneficial to the safety of the Citizens of the Little River Band of Ottawa Indians & Patrons utilizing our facilities.

**II. Department reporting section**

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater

**Billing**

Water	\$13,618.26
Sewer	\$24,754.57
Irrigation	\$3,917.04
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$16,553.21
Septage	\$8,547.84
Other	\$125.00
Month Total	\$75,585.25
Yr. to Date Water	\$75,252.11
Yr. to Date Sewer	\$115,141.53
Yr. to Date Irrigation	\$14,162.92
Yr. to Date Fire Suppression	\$48,415.98
Yr. to Date Manistee Township	\$96,414.97
Yr. to Date Septage	\$42,056.58
Other Revenue	\$956.97
Credit	\$0.00
Yr. to Date Total	\$392,401.06

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 5,157,394
    - b. Ave Daily Flow Gallons 171,913
  
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 2,106,789
    - b. Daily Average Gallons 70,226
  
  - Effluent Gallons**
    - a. 2,235,272
    - b. Daily Average Gallons 74,509
  
  - Lagoon**
    - a. Influent 523,043
    - b. Daily Average Gallons 17,434
  
- 3. Septic Sewage**
  - a. 145,384 Gallons

### **III. Travel/Trainings/Meetings**

**What: Potable Water Grant**  
**Who: Tribal Council**  
**Where: Lodge**

**What: RCAP Asset Management**  
**Who: Leo Dion / Diane Kerr / Gary Lewis**  
**Where: Utility Department**

**What: MTERA Board Meeting**  
**Who: Gary Lewis**  
**Where: Zoom**  
**Sponsored by: MTERA**

**What: FEMA Consultation**  
**Who: TERT**  
**Where: Council Lodge**  
**Sponsored by: Brandy Martin TERT**

**What: Directors Meeting**  
**Who: Gary Lewis**  
**Where: Lodge**  
**Sponsored by: Ogema / Tribal Manager**

**What: Leads Meetings**  
**Who: Gary Lewis**  
**Where: Ogema office**