

**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: December 16, 2025
Maanda Nji: Re: November Operations Report

We respectfully submit the November 2025 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

**Little River Band of Ottawa Indians
Departmental Monthly Reports
November, 2025**

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Accounting Vacant CFO

Finance Division

Cindy Dunham-Tozer, Controller

November 2025 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. **2025 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2025 will be to continue to improve accounting systems and processes, as well as hire replacements for vacant positions.

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 2025 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources 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 2021. Tribal Council approved an agreement with Rehmann Robson for them to provide services to complete the 2022-2025 IDC proposals.
6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

7. Upgrade Accounting software to achieve more efficiencies in processing all types of accounting transactions and assisting departments with monitoring their financial information.
8. Bring Accounting Department back to full staffing level of 13 employees.
9. Working on all comments on the FY 2024 audit to ensure their narratives of suggestions are being implemented.

Property Management:

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

Objectives:

1. Continue tracking and management of all tribally owned vehicles.
2. Continue Construction in Progress system for all tribal and grant funded projects related to fixed assets.
3. Continue regular inventories of Program and Grant assets.

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Publish standardized quarterly budget reports for the tribal membership.
2. Improve tracking and handling of property tax issues for all tribal owned properties

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 2024

Working on all comments on the FY 2024 audit to ensure their narratives of suggestions are being implemented.

STAFF ACCOUNTANT I

Duties and Accomplishments –

Processed Cash Receipts (saved on S Drive > Cash Receipts > 2025)

- a. Receipt Writing in MIP
 - b. Processed Deposits using Onsite Deposit for checks and Cash Deposits.
 - c. Scanned Backup during processing.
- Entered Journal Entries.

AP

- a. Reviewed and Approved AP Check batches for processing.
- b. Uploaded Positive Pay for check runs.

Audit Response: assisted with...

- a. Changing how Rent & Utilities Revenue & Payments are handled (I just do payment side.)
- b. Working on changing revising process for Pharmacy Revenue & Payments.
 1. Added sub accounts for Pharmacy Vendors
 2. Payments now go to 1120 Pharmacy AR

Catchup work

Printing Posted JV Reports and scanning JVs.

Meetings attended:

1. Staff Meeting.
2. Meeting with Pharmacy.

Training:

None

STAFF ACCOUNTANT II

Duties and Accomplishments –

1. Reconcile 12 bank statements for October.
2. Bank, Housing, Utilities, drawdowns and misc. journal entries.
3. Review Accounts Payable Check runs
4. Scanned Bank Reconciliations & Journal Entries into S Drive

Meetings Held / Attended –

Meeting with Finance Team, Meeting with the leads about Pharmacy, Meeting with Pharmacy

Trainings Held / Attended –

Special Tasks / Activities Performed –

Did Pharmacy vs. Clinic comparison, did journal entries for utilities project, Reconciled the Rent from the beginning of the year until November 2025 in each account, Reconciling the Per cap account to the main account, went through Angie Raab box looked for necessary documents to scan, going through outstanding checks in the per cap and main bank account to see what needs to be reconciled.

Upcoming Projects / Tasks – Outstanding bank account checks, reconciling utility accounts.

Payroll

1. Processed 419 payroll vouchers/checks.
2. Verified 23 PAF's this month which included 5 new employee(s), 0 Job Change/Transfer employee(s), and 5 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 11/14 and 11/28.
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 –

- 11/5 – Payroll/HR bi-weekly meeting
- 11/14 – Arctic IT SharePoint Training
- 11/26 – Accounting department 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 - 2025 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in November 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 November 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 November and provided to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Updated life insurance adjustment spreadsheet for use in processing year end life insurance adjustments.

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. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.

Upcoming Projects / Tasks –

1. Hiring for vacant Payroll/Finance Clerk position.
2. Processing year end life insurance adjustments and necessary compliance reporting.

3. Processing December 15th per capita payment.
4. Processing December 19th general welfare disbursement.

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. *Have checks signed by two Tribal Council members.*
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. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
11. *Provide management with Accounts Payable information as requested.*
12. *Maintain court orders for per capita garnishments.*
13. *Do liquidations and voids as needed.*
14. *Scan all payments to appropriate vendor folders.*
15. *File original payments by check date in filing cabinets.*
16. *Pick up mail and distribute to appropriate accounting staff members.*
17. *Process Payroll Garnishment payments*
18. *Pay Cardinal Health pharmacy supply invoices*
19. *Contact vendors and/or departments regarding discrepancies, etc.*
20. *Enter address changes.*

Special Tasks / Activities Performed –

1. Send weekly R&E reports to all departments

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 –

11/14/25 Cloud training

11/26/25 Accounting Awareness Meeting

Special Tasks / Activities Performed –

1. Backup for the Tax Officer
2. Backup for the receiving department

Upcoming Projects / Tasks –

Purchasing/Travel Manager

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities and 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. Put together 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. Tribal work session on Chapter 1 Purchasing & Procurement Regulation.
2. 11/4 work session on contracts.
3. 11/10 Agenda review; addend to contract with Bowen Heating, Contract with Continental Linen and C&I Electric, preventative maintenance HVAC agreements for offices located in Muskegon.
4. 11/14 SharePoint training.
5. 11/19 Meeting with Xerox regarding 2026 purchase orders.

Receiving

Duties and Accomplishments –

1. Received in 379 packages.
2. Issued 166 receiving reports.
3. Returned 2 item for credit.
4. Made deliveries.
5. **43 FedEx for mail clerk**

Meetings Held / Attended –

11/26/2025 – Accounting Staff Meeting

Trainings Held / Attended –

Special Tasks / Activities Performed –

Help

Upcoming Projects / Tasks –

shredding

Budget Coordinator

Duties and Accomplishments –

- 1) Prepared 3 agenda items for Tribal Council Meetings
- 2) Attended 1 Tribal Council Meeting
- 3) Attended 1 Agenda Reviews
- 4) Completed 23 Budget Modifications,
- 5) Prepared and submitted 26 draw downs
- 6) Prepared and submitted 6 financial status reports to agencies
- 7) Participated in Teams meeting with Arctic for Sharepoint – November 14, 2025
- 8) Participated in Teams meeting with AT & T – November 18, 2025
- 9) Participated in Teams meeting with Rehmann – November 25, 2025
- 10) Participated in Accounting staff meeting – November 26, 2025

Grants

- ∞ **Research:** Continue to utilize 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 Closeouts on grants that have completed their lifecycle.

Expenditures Update

Total year-to-date expenditures for the Finance Division through November 2025 are \$1,347,662 compared to an annual budget of \$1,572,817. Total expenses for the Finance Division for year-to-date November 2025, represent 86% of the department's total annual budget.

Department of Commerce Monthly Report – November 2025

Commerce Department Overview (Function and Goals)

The Department of Commerce was established to promote the diversification of the Tribal economy, provide assistance to Tribal members in the areas of business development and job training, as well as to establish a comprehensive recording system for commercial transactions, plus real and personal property.

The goals for 2025 include most importantly to reestablish the Department and staff it in such a way as to meet the needs of the Band, its tribal citizens, and our communities. More specific goals will be included once more clearly defined.

Staff

Jim Wabindato, Director

Melvin Rogers, Workforce Development

Madison Rogers, BIA Roads/Transportation Planning [start date of 11/17]

Commerce Department (General and Administrative)

Projects, Tasks, and Activities Update

- Hired Transportation Planning & Public Works staff (11/17), which returns BIA Roads, Census, and Building Permits to Commerce supervision after the retirement of Steve Parsons. We are expecting an impending retirement shortly into the new year;
- Developed but have not fully deployed a webpage for the Commerce Department;
- Continuing to prepare a policy brief that establishes a policy agenda and calendar for 2026 through which the Band will review, update, add to existing laws and regulations related to economic activity;
- Set goal for Q1 of 2026 to collaborate with executive and department directors to identify data and data management needs for program administration and policy development including a Tribal Census like the Community Well-Being Survey of last decade;
- Centralizing data collaboration will consume much of 2026.

Meetings, Conferences, and Trainings

- Meeting with Andrew Stafford of Manistee Area Chamber (11/11);
- Met with Natural Resources (11/20) and Cultural Preservation (11/24) on GIS matters; will schedule meeting in December to finalize a job description for the acquisition of a GIS Specialist in 2026;
- Met with Tribal Manager to provide a status update on Commerce programming implementation and future development (11/25).

Challenges and Known Issues

Data availability and collection; will continue to work on developing a strategy for Commerce, Executive Departments, and the Band.

Workforce Development (WFD)

Projects, Tasks, and Activities Update

- Update Program guidance and develop SOPs for WFD program (Q4);
- Reviewing existing policies and procedures (Ongoing);
- Digitizing information from historical physical files to be able to conduct analysis;
 - Task assigned to administrative staff (Cailee Christenson)
- Conducted intake for Three (3) clients;
 - Awaiting additional information for two (2) clients
- Dispersed Funds to Tribal Citizens;
 - Final processing of Career Assistance Voucher applications - \$600.

Meetings, Conferences, and Trainings

- Will attend national, week-long WFD (Federal 477) conference in early December

Challenges and Known Issues

- Program guidelines, policies, and procedures are more than a decade old;
 - Develop, write, and submit for review WFD Guidelines and SOPs
- Little awareness of the WFD program within the tribal community
 - Aggressive educational outreach to tribal members on the purpose, capability, and value of the WFD program to themselves and the tribal community.
- Will continue to overcome current perception that tribal members believe that they should only be employed by tribal businesses and enterprises; and that the WFD Program's purpose is to create internal positions to provide employment on demand
 - A solution is expected to include educational resources advising tribal members about employment opportunities within their community and how that all employment opportunities can benefit our tribal community now and into the future.

Program Activity (at a glance)

Current Month

Program	New Apps	App Amount	Cases Closed	Amount Sent	BIA Svc Area (4-County)	Rest 9-County Svc Area (other 5)	Outlying Service Area
Childcare Voucher	N/A						
Career Assistance	5	\$1,000	3	\$600	2	1	2
Adult Work Exp	1	\$5,949			1		
Vocational Training	N/A						
Development and Training	N/A						
Youth Work Exp	N/A						
Academic Internship	N/A						
Professional Internship	N/A						
Employee Development	N/A						

Year to Date

Program	Apps	App Amount	Cases Closed	Amount Sent	BIA Svc Area (4-County)	Rest 9-County Svc Area (other 5)	Outlying Service Area
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Career Assistance	18	\$1,000	15	\$3,000	5	7	6
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Tribal Enterprises (including LRH)

Projects, Tasks, and Activities Update

- The Director continues to keep consistent contact with Tyler Leppanen and Brittney Drake at Little River Holdings;
- Began conversation with LRH, and with coordinating departments, to identify and implement a solution to accommodate housing needs for seasonal employees and transitional program purposes;
- Continue to discuss new businesses, increase knowledge and mastery of existing businesses and opportunities, along with sharing more information with Tribal citizenry.

Meetings, Conferences, and Trainings

- Ongoing meetings with LRH staff (11/7, 11/21);
- Continue conversations with mortgage company to evaluate business partnership opportunity (11/4).

Challenges and Known Issues

- LRH staff and appointed LRH leadership will continue communicating with tribal citizens

Small Business Enterprise (Tribal Citizen Business)

Projects, Tasks, and Activities Update

- Began reviewing and drafting policy brief and also laying out strategy for comprehensive legislative updates addressing community and economic development.

Meetings, Conferences, and Trainings

No substantial activities to report.

Challenges and Known Issues

A lack of strong corporate laws and coordinated supporting tribal laws needs a deeper policy analysis to present to elected leadership. Based on feedback from leadership and citizens, Commerce will recommend updates to tribal laws and regulations.

Tribal Recording System

Projects, Tasks, and Activities Update

- Discussions continue with Executive Legal, Historic Preservation, BIA Roads, and Natural Resources to begin to coordinate record keeping for the Band.

Meetings, Conferences, and Trainings

No substantial activities to report.

Challenges and Known Issues

An inconsistent and disparate set of records management and storage policies makes tracking down our records difficult.

Commerce Department
Jim Wabindato

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Education
Yvonne Parsons

No report submitted

Director out

Elders Meal Program
Janeen Codden

Elder November 2025 Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
79	534
Hackley Congregate Meals	Take out
16	4

Bingo At Aki	Bingo At Hackley
17	16
Activities At Aki	Activity at Hackley
3	

PO #	Distribution Code	G/L	Starting	Ending
251907	4583	5204	\$3256	\$2113
251229	4583	5204	\$3035	\$2310 /
251905	4583	5204	\$4221	\$1955
252056	4583	5202	\$1352	\$930

Guide To PO Numbers
251907 Vaneerden
251229 Gordons
251905 Sysco
252056 Townline

We were able to produce 11 elder emergency supplemental food boxes within 2 weeks of hearing SNAP was being held. It cost us around \$1,100 to order eggs, milk, nutritionally approved frozen meals, bread, fruit, veggies, canned soup, rice, spaghetti, spaghetti sauce to box up.

Our in-person numbers are down we blame the holiday season and elders traveling. We are encouraging elders to come to congregare meals. Via the Title VI nutrition committee which I (Vicki) belong to, this is a continuing problem across Title VI. Our delivery number rose, and we suspect with the snow and dangerous weather, to see that number continue to climb this December.

Both Bingo at Aki and Muskegon had good numbers.

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

November Monthly Report – 2025

Diane A. Lonn, Enrollment Director

Department Goals

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

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 department 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.
- Enter new addresses.
- Create new Tribal I.D.s
- Enter new information into Tribal members data bases.
- Enter and update direct deposits and check cancellation information into the data base.
- Processing CDIB's
- Verifying information for Health Clinic, Family Services, Courts, Election Board, Casino
- Doing preference status for descendants and spouses 4
- Sending out information on members to DHS and low-income housing complexes.
- Inputting files into data base
- Working Stimulus payment to Tribal Members

Duties Performed

- Created 111 New or replaced Tribal I.D.s from 11/01/2025 through 12/01/2025.
- 161 Address changes from 11/01/2025 through 12/01/2025.
- Final rejection letters 2
- Final acceptance letters 2
- Final disenrollment certificates 0
- Provisional Rejection letters 0
- Provisional acceptance letters 0
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of decision on appeal 0
- Appeal hearing notices 0
- Extended appeal hearing notices 0
- Notice of blood quantum increase 0

- Reinstatement notices 0
- Notice of blood quantum determinations 0
- Notice of mistake of fact investigation 1
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 2 Applications received as of 11/01/2025.
- List request of Membership 1
- Label request of Membership 1
- Statistical request – Tax Department
- Inputting files into new data base

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 152
- PRC/EHAP 0
- Members Assistance 0
- Utilities 0
- Food Distribution 0
- Casino 3
- Family Services 11
- Tribal Council 0
- Natural Resources 0
- Education 1
- Gaming 0
- Work Force Development 0

Ordering/Correspondence

Enrollment verifications to other tribes 2

Sent out Per Cap Earnings information 11

1 Tuition Waiver Verifications

554 phone calls logged.

Total Tribal Members Living in:

9 County Area -1,582

Outside 9 county -2,263

Inside Michigan- 2542

Outside Michigan- 1,303

Undeliverable Addresses -8

Facilities

Rusty Smith

2025 November Maintenance Department Report
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 our available resources.

I. Department Overview

Goals & Objectives

- 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 support a safe and clean work environment.

II. Department Reporting Section

For November, Maintenance provided daily custodial services, fleet maintenance, grounds maintenance, general maintenance, routine maintenance, and snow removal services.

- 9.5 hours were spent performing snow removal services.
- 44 work order were generated

All requests for general and routine maintenance services, including electrical, HVAC, grounds, and plumbing send to Maintenance via email at maintenance@lrboi.gofmx.com. The work order system allows Maintenance to track and respond to services requests.

On-Site Vendors

- Pest Control PM: Aki, Government Center, Interim Casino, Hackley, Food Distribution.
- RO service call Government Center.

III. Budget Expense Justification

- | | |
|-------------------|-------|
| • Phones | \$396 |
| • Supplies | \$75 |
| • Vehicles & Fuel | \$495 |

IV. Travel and Training

- Not applicable

End of Report

Family Services
Janeen Codden

Family Services Department

Software Update:

A software kick-off meeting occurred on 12/4/2025 with Family Services Department staff and NewOrg Management Systems. The agenda consisted of introductions of our Implementation Specialist Duncan Thompson, naming of the project team members from our staff (Dottie, Michol, Stephanie, Holly, Robin, Vicki), naming the project lead (Janeen), the implementation process description, the chronological order and priority areas for implementation (1. Family Services; intake/case management 2. Behavioral Health; substance use/prevention 3. Members Assistance), scoping meeting schedule, communication tools and SharePoint for document uploads, and project timeline. Our next scoping meeting is scheduled for 12/11/2025. Meetings will be 2 hours, once a week until the scoping and implementation is complete.

The order of implementation of software for programs, as of now, is as follows:

1. Family Services-Case management/Intake
2. Be-Da-Bin(Behavioral Health)-Mental health/Substance Use/Prevention
3. Members Assistance
4. Family Spirit
5. Elder Meals
6. Victim Services

Family Services Food Drive was a success with 21 boxes being filled and delivered. 3 boxes were delivered to households in the Muskegon area, 13 boxes were delivered to the Manistee area, 2 boxes were donated to the Safe Harbor homeless shelter, and 2 boxes were donated to Samaritas Way (Addiction treatment).

Upcoming Event: Family Services Department/Historic Preservation/CCDF are sponsoring a community drum build and teaching, Dec. 20, 2025, from 10am until complete, at the AKI Community Center. All the Tribal Community is welcome especially children.

Going into FY2026 goals/objectives

-Updating regulations, applications, processes, and ordinances for Members Assistance Program

-Creating internal policies and processes for Family Services Department as a whole.

Attached are the programs' monthly reports for your review. *Starting in January 2026 each program will be formatted alike as to add uniformity and ease of reading/review and will be presented to you in one report from the Family Services Department.

Department Report : Family Services
Case Worker: Tara Cook
Reporting Period: November 2025

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	2									
I&Rs										
Open Cases	15		1		1					
Monthly Totals	17	0	1	0	1	0	0	0	0	0

Case Management

Total number living in home	31		2		1					
Citizens living in homes	22		1		1					
descendants living in homes	7									
living in homes served	9									
where substance abuse is										
Child Abuse/Neglect										
ICWA or ICWP referrals										
Sexual Abuse of a child										
Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement										
Tribal Foster Home										
Non-Tribal Foster										
Home										
Alternative placement										
Court appearances										
Home Visits	34		1							
Case Reviews	1									
Binojeeuk										
Contacts with outside agenci	20									
Contacts with LRBOI depart	26									
Tribal Elders	2				1					
Other referrals										
Monthly Totals	152		4		3					

Department Report : Family Services

Case Worker : Rachel Kops

Month: November 2025

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana
I & R's						
Intakes						
Open Cases	2	1		1	13	
Monthly Totals	2	1		1	13	

	Case Management				
Total number living in homes served	3	10		4	35
Total number of Tribal Citizens living in homes served	3	2		1	17
Total number of descendants living in homes served	0	1		3	12
Total number of children living in homes served	0	8		3	12
Total ICWA or ICWP where substance abuse is involved	2	0		0	5
Child Abuse/Neglect	3	2		0	2
ICWA or ICWP referrals	2	2		0	0
Sexual Abuse of a child	0	1		0	0
Substantiated or Unsubstantiated by DHS	2	2		0	3
Case Pending with DHS	2	2		0	7
Relative placement	0	0		0	4
Tribal Foster Home	0	0		0	0
Non-Tribal Foster Home	0	2		0	0
Alternative placement	0	0		0	0
Court appearances	2	1		0	2
Home Visits	3	1		2	17
Case Reviews	1	1		1	1
Binojeeuk	2	2		0	2
Contacts with outside agencies	92	20		0	99
Contacts with LRBOI departments	24	17		0	22
Tribal Elders	0	0		0	1
Other referrals	0	0		0	0
Monthly Totals	14	74		14	241

Other _____

[illegible][illegible]

Department Report : Family Services
Case Worker: Stephanie Persenaire
FS reporting period: November 2025

***** Reporting Counties *****

	Manitowish	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes										
I&Rs										
Open Cases	5	1				1		2		
onthly Tot	5	1	0	0	0	1	0	2	0	0

Case Management

Total number	10	3				1		9		
Total number of Tribal Citizens living in homes served	7	3				2		2		
Total number of descendants living in homes served	2	0				0		7		
Total number of children living in homes served	3	2				0		7		

Total ICWA or ICWP where substance abuse is involved	0	0						0		
Child Abuse/	0	0						0		
ICWA or ICV	0	0						0		
Sexual Abuse	0	0						0		
Substantiated or Unsubstantiated by DHS	0	0						0		
Case Pending	0	0						0		
Relative placed	0	0						0		
Tribal Foster	0	0						0		
Non-Tribal Foster	0	0						0		
Home	0	0						0		
Alternative placement	0	0						0		
Court appearance	0	0						0		
Home Visits								0		
Case Reviews	1	0						0		
Binojeuk	2	0						0		
Contacts with	16	2						4		
Contacts with	7	0						0		
Tribal Elders	0	0						0		
Other referral	0	0						0		
Monthly Total	48	10	0	0	0	0	7	0	27	0

LRBOI Be Da Bin Behavioral Health Program November 2025 Report

Staff for Be Da Bin includes: Dottie Batchelder-Streeter, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; Autumn Moore, Prevention Specialist; and James Gibson "JD", contractual Traditional Healer.

The Traditional Healer did have sessions this month and talked/had sessions with 6 clients.

Autumn continues to help plan events and organize Be Da Bin spaces. She is connecting with the area schools, Youth Armory Project, Staircase, and the library. She continues to work on plans for Culture class, Elder's programing, and building Storyteller Program. She attended webinars: Addiction in Older Adults, Homelessness; Health, & Humanity: Exploring the Role of Street Medicine; Prescription Stimulant Misuse & Prevention Among Youth and Adults; and Systemic review of Interventions to Reduce Problematic Substance Use Among Transgender Individuals: A Call to Action. She presented at the Tribal Elder's Luncheon on the purpose of prevention and programs of Be Da bin Behavioral Health.

Angela Schwandt has 40 clients. She had 62 individual sessions, 11 follow up calls, 1 referral, and 3 hours telepsychiatry. She attended the (SAPC) Suicide Awareness and Prevention Coalition meeting on November 12, 2025, and the Sexual Addiction & trauma webinar.

Dottie Batchelder-Streeter currently has (46) 35 clients and 11 Recovery Support clients. She had 2 referrals to an inpatient facility and 1 to other facilities. Dottie had 38 individual sessions, and 54 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition on November 12, 2025. She met with Samaritan Way and Skywood Recovery Center virtually on services. She is working to get the Traditional Healer Contract for 2026 through Tribal Council and get the updated information from the State of Michigan on State Settlement monies to be given to all the Tribes in Michigan.

Angela and Dottie are working with area Community Mental Health agencies and inpatient substance abuse/mental health treatment centers to have better services available for Tribal citizens, as needed. All staff attended the Family Services monthly staff meeting.

Respectfully submitted,

A handwritten signature in black ink that reads "Dottie Batchelder-Streeter". The script is cursive and fluid, with the first name "Dottie" being the most prominent part of the signature.

Dottie Batchelder-Streeter



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
November - 2025**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	17
New Cases	3
Closed Cases	7
Referrals and Contacts Received	2
Client Face to Face Contacts	13
Client-related Phone, Email, and Text Contacts	148
Client-related Direct Service Units Provided by Advocates	595
Client-related Accompaniment Provided by Advocates	1

MEETINGS

Staff Meeting(s)	6
Program Case Reviews	3
Community Collaboration Meetings	6
Other Meetings	6

STAFF DEVELOPMENT/TRAINING

Virtual Training	10
In Person Training and Conferences	2
VSP Sponsored Training Events	0
Other Trainings	0

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	1
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	267
VSP Presentations	0
Networking Activities	3
VSP Website Updates	0
Other Efforts	0

Family Spirit Program



Maajtaag Mnobmaadzid Healthy Start Data Collection System "A Start of a Healthy Life"



Monthly Site Dashboard Report

Filters

Date Range of Report: Nov 1, 2025 - Nov 30, 2025

Date Report Generated: Dec 3, 2025

Current # of Clients whose enrolled status is "Active" as of the "Date Report Generated" - Dec 3, 2025

Prenatal	Postpartum	Father/Male Caregiver	Other Female Caregiver	Unknown/Missing	Child	Total # in System
2	15	6	1	0	28	52

Number of "Newly Enrolled" Clients between Nov 1, 2025 - Nov 30, 2025

Prenatal	Postpartum	Father/Male Caregiver	Other Female Caregiver	Unknown/Missing	Child	Total New
1	0	1	0	0	0	2

Number of Clients who were "Exited" between Nov 1, 2025 - Nov 30, 2025

Prenatal	Postpartum	Father/Male Caregiver	Other Female Caregiver	Unknown/Missing	Child	Total Exited
0	0	0	0	0	0	0

Client reason for exiting program: "Status of Exit" marked between Nov 1, 2025 - Nov 30, 2025

Completed Program	New Pregnancy	Decline Service/ Withdrawal	Moved	Lost to Follow Up	Infant/Child Death	Other	Total
0	0	0	0	0	0	0	0

Total Unique Clients who received at least 1 visit between Nov 1, 2025 - Nov 30, 2025 by type

Prenatal	Postpartum	Father/Male Caregiver	Other Female Caregiver	Unknown/Missing	Child	Total Unique Clients
1	5	0	1	0	6	13

Total Visits between Nov 1, 2025 - Nov 30, 2025 by Staff Person

Name	Total Visits	Form Type
Holly Lindsey	1	Prenatal Visit/Encounter Form
Holly Lindsey	5	Postpartum Visit/Encounter Form
Holly Lindsey	6	Child Visit/Encounter Form
Holly Lindsey	2	Fathers and Others Visit/Encounter
Grand Total	14	

Number of Visits "By Location of Visit" between Nov 1, 2025 - Nov 30, 2025

Home	Office	Clinic	Hospital	Telephone	Video/Tele-health	Other	Total
10	2	0	0	0	2	0	14

of Visits with a Family Spirit Lesson delivered Nov 1, 2025 - Nov 30, 2025 Total 6 / 14

How many visits have used the Social Support Visit Structure between Nov 1, 2025 - Nov 30, 2025 Total 0 / 14

Forms (Assessments, Enrollment, ect) that do not have a Visit Encounter form for the same date

Client Type	HS Number	Form Screening Date	Form Type	Staff Name
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Forms (In-Progress) that need to be completed

Client Type	HS ID Number	Form Screening Date	Form Type	Staff
-------------	--------------	---------------------	-----------	-------

of Referrals Made between Nov 1, 2025 - Nov 30, 2025

Total 0

"OPEN" Referrals - missing whether client received service

Total 0

* Located on homepage "Your Outstanding Referrals Tickler"

Client Type	HS ID Number	Referral Date	Purpose	Referred To	45 Day Progress Due Date	Date Referral Progress was checked on:	Staff who Created Referral
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of REFERRALS marked "Serviced" on visit encounters with screening dates that occurred between Nov 1, 2025 - Nov 30, 2025

# of Referrals Marked Serviced "Yes"	# of Referrals Marked Serviced "NO"	# of Referrals Marked Serviced "Refused"	# of Referrals Marked Serviced "Don't Know"	# of Referrals "Open"
0	0	0	0	0

Number of "Active" Children by Age in the system during Nov 1, 2025 - Nov 30, 2025

Number of (Birth to 6 month)	Number of (7 months to 11 months)	Number of (12 months to 36 months)	Number of (37 months to 60 months)	Number of 61 + Months	Number of Children (Age Unknown)	Total Number of Children
4	2	10	10	2	0	28

Your Clients in Progress- Home screen table "Missing Enter/Edit Data"

Client Type	HSID	ENTER/EDIT STAFF NAME	FORM INITIATED DATE	LAST Date Modified
Infant/Child	LR25-0052 01		06/24/2025	06/24/2025

Households with a status of Active who did not have any visits documented during Nov 1, 2025 - Nov 30, 2025

Primary HSID	Associated Client HSID	Client Type	Date of Last Visit
LR22-0028-20		PostPartum Mother	10/28/2025
LR22-0028-20	LR22-0028 01	Infant/Child	10/07/2025
LR22-0028-20	LR22-0028-02	Infant/Child	10/28/2025
LR22-0028-20	LR22-0028-50	Father	10/28/2025

LR22-0029-00		PostPartum Mother	08/11/2025
LR22-0029-00	LR22-0029-01	Infant/Child	08/11/2025
LR22-0029-00	LR22-0029-02	Infant/Child	06/23/2025
LR22-0032-00		PostPartum Mother	05/28/2025
LR22-0032-00	LR22-0032-01	Infant/Child	05/20/2025
LR22-0032-00	LR22-0032-02	Infant/Child	05/20/2025
LR24-0042-50		Father	06/20/2025
LR24-0042-50	LR24-0042-00	PostPartum Mother	01/24/2025
LR24-0042-50	LR24-0042-01	Infant/Child	07/12/2024
LR24-0042-50	LR24-0042-02	Infant/Child	
LR24-0042-50	LR24-0042-03	Infant/Child	07/12/2024
LR24-0042-50	LR25-0042-00	PostPartum Mother	07/16/2025
LR24-0044-00		PostPartum Mother	05/12/2025
LR24-0044-00	LR24-0044-01	Infant/Child	09/02/2024
LR24-0044-00	LR24-0044-02	Infant/Child	05/12/2025
LR24-0045-00		PostPartum Mother	05/09/2025
LR24-0045-00	LR24-0045-01	Infant/Child	05/09/2025
LR25-0022-00		PostPartum Mother	09/12/2025
LR25-0022-00	LR25-0022-01	Infant/Child	09/12/2025
LR25-0022-00	LR25-0022-02	Infant/Child	09/12/2025
LR25-0022-00	LR25-0022-03	Infant/Child	09/12/2025
LR25-0047-00		PostPartum Mother	09/03/2025
LR25-0047-00	LR24-0047-01	Infant/Child	08/29/2025
LR25-0047-00	LR24-0047-02	Infant/Child	08/29/2025
LR25-0047-00	LR25-0047-03	Infant/Child	08/06/2025
LR25-0051-00		PostPartum Mother	10/31/2025
LR25-0051-00	LR25-0051-01	Infant/Child	10/31/2025
LR25-0052-50		Father	10/02/2025
LR25-0052-50	LR25-0052-00	PostPartum Mother	10/02/2025
LR25-0052-50	LR25-0052-01	Infant/Child	06/24/2025
LR25-0055-00		Prenatal	
LR25-0057-50		Father	

Food Distribution Vacant

No report submitted

Vacant director

Grants
Jessica Steinberg

LRBOI Grants Department

Monthly Report of Activity – November “Gashkaadino-giizis” (Ice is forming moon) 2025

Grant Department Overview and Function within LRBOI: Overview

The Grant Department of the Little River Band of Ottawa Indians (LRBOI) works on behalf of the membership of the Band, finding resources to supplant and support the objectives of the Little River Band of Ottawa Indians Strategic Plan. The 5-Year Strategic Plan adopted May 3, 2023, Vision Statement reads:

“The Little River Band of Ottawa Indians (LRBOI) Legislative Vision is to strengthen and revitalize our tribal existence by exercising our sovereignty while enhancing the wellbeing of our tribal members. Create sustainable and diverse economic growth for our nation to improve the lives of our tribal members.”

The Grant Department works to identify grant and funding opportunities that align with this strategic vision, and departmental programs, services, functions, and activities (PFSAs) for the benefit of the members of the Band, and to reduce the amount of enterprise revenues dedicated to support those efforts. The Grant Department reviews potential grant opportunities, and notifies directors, managers, and supervisors of those potentials. In addition, the Grant Department reviews the Federal Register daily, as new opportunities, changes to programs, and policy mandates are published in the content. There are several sources for grant announcements, *grants.gov* is the primary reviewing tool.

Per the *Grants Strategy 2023: Setting Directions and Goals* plan document, grant development serves two primary purposes for LRBOI:

- Funding direct services, including supporting and improving existing services, and developing new services, based on evolving community needs.
- Improving the delivery of services: This refers to capacity-building efforts such as staff training, equipment, vehicles, and facilities.

Grant applications and grant funded purposes must align with the adopted LRBOI strategic plan. The Tribal Strategic Plan, per Ordinance #13-100-04, *Budget and Appropriations Act of 2013 (as amended)*, Article V. Budget Formulation and Transmittal, 5.02. *Strategic Plan Required*, “The Tribal Council shall develop a five-year strategic plan...no later than March 15th of each succeeding year.” The strategic plan defines Tribal priorities that best serve our members and reinforce the sovereign dominion of the Tribe’s lands and governance. A copy can be found on the Band’s website, lrboi-nsn.gov, under the Legislative tab, ‘Resolutions,’ May 2023.

Projects, Tasks and Activities

Assigned tasks current funding opportunities:

- Tribal 105(l) Lease Agreements: This is ongoing. Presently, 15,000 square feet at 2608 Government Center Drive, Manistee, Michigan, are compensated under an IHS 105(l) Lease agreement in FY 2025 for a total of \$360,223 based on a rental calculation of \$24.00 per square foot (determined by the amount and square foot described).
 - The Grant Writer is identifying the square foot occupancy for the programs, functions, services, and activities performed under the BIA and IHS Compact agreements. The spaces include the following addresses: (SQ FT to be determined)

2608 Government Center Drive, Manistee	4905 Harvey Street, Muskegon
310 9 th Street, Manistee	2840 Orchard Hwy, Suite D, Manistee
3031 Domres Rd, Manistee	2967 Dontz Road, Manistee
1101 W Hackley, Muskegon	2953 Shaw Be Quo Ung Road, Manistee
1478 E Ellis Road, Muskegon	

GRANTS DEPARTMENT REPORT – NOVEMBER 2025 CONTINUED:

The Grant Writer has drafted the letters to open negotiations for the 105 (I) lease, including the necessary resolutions to open negotiations and forwarded them onto the Tribal Manager on 11/24/2025. The documents are under legal review.

- Title VI Older Americans Act (OAA) Nutrition Support: The Grant Writer worked with the Family Services Director and the Title VI Elder's Meals Program Coordinator on the Title VI 2026 – 2028 Older Americans Act (OAA) Grant Submission. This grant funds the Elder Meals program, serving two locations; Manistee and Muskegon, Michigan. The submission for this grant cycle requests a program expansion from OAA Part A (Nutrition Support only) to Parts A and C (Nutrition Support Services and Caregiver Services), that will expand the service delivery to our elder population, and if successful, should increase funding to support those objectives. The Tribal Council approved the submission of the grant by resolution on 11/12/2025 and submitted to the agency on 11/17/2025. LRBOI awaits notification of approval for this grant request.
- Tribal 477: The Grant Writer continues to work with the Commerce Director on this initiative. A draft plan has been submitted to the Commerce Director on 11/4/2025, and the draft plan and "477 Primer" were sent to the Tribal Manager on 11/21/2025. The Commerce Director has scheduled follow up discussion for December 2025.
- Research/Other: The Grant Writer supports departments with research and information from several sources. This month, research on the Tribal General Welfare Exclusion Act was requested to support a financial initiative on 11/17/2025 by the Controller; information on Tribal GWE and the Gross Gaming Tax ordinance were provided as requested. A draft proposal for the Tribal GWE distribution was sent to the Controller on 11/19/2025 for consideration and for use in discussions with appropriate officials.
- Grant Notice of Funding Announcements (NOFA's) sent to the following departments:
 - Family Services – one NOFA; Agency on Aging; Food and Nutrition Programs
 - Clinic Services – one NOFA; Dept. of Health and Human Services; Alzheimer Caregiver Support
 - Housing – one NOFA; HUD; Community Development Block Grant (CDBG), Indian Housing Block Grant (competitive) – (extremely aggressive deadline – will plan for 2026)
 - Commerce/Planning – one NOFA; Department of Transportation (DOT) Tribal Transportation Program Safety
 - Tribal Historic Preservation – one NOFA; National Park Service, Tribal Historic Preservation Office
- The Grant Writer participated in a panel by invite of the Manistee Area Racial Justice and Diversity Initiative (MARJDI) during a screening of the documentary film "Sugarcane" at the Vogue Theater, 383 River Street, Manistee, Michigan. The film, by Julian Brave NoiseCat and Emily Kassie, is set at the Williams Lake First Nation in Canada, and the investigation of unmarked graves at a residential school run by the Catholic Church. Pre-viewing discussion included a brief on residential schools in Michigan and their impact and purpose, and post viewing encompassed questions from the audience. Along with the Grant Writer, Mr. Corey Wells, LRBOI THPO, and Mr. Wyatt Szpliet, GLT Food Sovereignty, all LRBOI enrolled members were invited panelists for the event.

Respectfully Submitted,

Jessica Steinberg, Grant Writer

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
Kate Gilbert, Chief Pharmacist

Date: Dec 9th, 2025

Re: November 2025 Report of Activity – Tribal Health Services

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

CLINIC OPERATIONS: MANISTEE LOCATION

205 patients scheduled

14 patients NO-SHOW to scheduled appointments

4 patients provided SAME DAY appointments for emergent matters**

51 cancelled appointments

144 patients attending CLINIC PHYSICIAN appointments**

35 patients PHONE TRIAGE**

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

32 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN NOVEMBER (Total Patient Volume): 588

Diabetic patients: 44

Flu Vaccines: 27

Injections: 22

Nursing Visits: 5 **

On-site Labs: 94

COVID-19 Tests: 0

**Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews & PhoneTriage include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 682

DIRECT CALLS TO CLINIC OPERATIONS: 337

SENT FAXES: 104

RECEIVED FAXES: 381

TRANSPORTS - MANISTEE 2

NOVEMBER 2025

TRAVEL HOURS: 1

SERVICE HOURS: 2

NUMBER SERVED: 2

MEDICATION DELIVERIES: 4

TRAVEL HOURS: 1

SERVICE HOURS: ½

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 2

TOTAL SERVICE HOURS: 2 ¼

TOTAL NUMBER SERVED: 6

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

CLINIC OPERATIONS: MUSKEGON LOCATION

143 patients scheduled

7 patients NO-SHOW to scheduled appointment

5 patients provided SAME DAY appointments for emergent matters**

21 cancelled appointments

31 clinic referrals – requiring action by Providers and Staff

120 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 44

Flu Vaccines: 9

Injections: 8

Nursing Visits: 2

On-site Labs: 58

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS:

TRANSPORTS - MUSKEGON: 7

NOVEMBER 2025

TRAVEL HOURS: 11 ½

SERVICE HOURS: 6 ¼

NUMBER SERVED: 7

MEDICATION DELIVERIES: 2

TRAVEL HOURS: 2 ½

SERVICE HOURS: ¼

NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 14

TOTAL SERVICE HOURS: 6 ½

TOTAL NUMBER SERVED: 9

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$73,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1055

TOTAL PRC PAID IN NOVEMBER: \$49,174.49

PHARMACY/OTHER: \$40,996.78

DENTAL: \$8,177.71

TOTAL PATIENTS: 176 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 356

TOTAL CLAIMS ENTERED: 255

TOTAL PRC PAID 2025: \$540,971.12

TOTAL EHAP PAID IN NOVEMBER: \$23,457.70

TOTAL EHAP PAID 2025: \$401,277.66

TOTAL ENROLLED EHAP/LRBOI: 1269

NEW APPLICATIONS MAILED OR GIVEN: 20

REASSESSMENTS MAILED OR GIVEN: 11

MEDICARE LIKE RATE (MLR) Savings for November 2025

Claims submitted:	14	\$17,384.75 (total submitted)
		<u>-\$2,905.69 (what we paid)</u>
		\$14,479.06 (total savings)

PHARMACY, MANISTEE: November 2025

Active Patients:	345	
Prescriptions filled:	1616	
Receipts:		
Insurance payments received:		\$ 207,603.41
Non-member cash/copays received:		\$ 645.76
Less acquisition cost of medications:		\$ 65,677.44
Net profit:		\$ 142,571.73
PRC-equivalent write offs:		
LRBOI:	\$ 19,783.34	
Other Tribes:	\$ 589.23	
TOTAL:	\$ 20,372.57	

PHARMACY, NORTON SHORES: November 2025

Active Patients:	176	
Prescriptions filled:	751	
Receipts:		
Insurance payments received:		\$ 107,321.60
Non-member cash/copays received:		\$ 98.89
Less acquisition cost of medications:		\$ 28,727.58
Net profit:		\$ 78,692.91
PRC-equivalent write offs:		
LRBOI:	\$ 5,925.14	
Other Tribes:	\$ 329.86	
TOTAL:	\$ 6,255.00	

2025 Health Services Department - Harvey Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	128	4	32	3	95	29	500	376	88	28	-	-	-	-	70	-	186	-	-	-
February	133	4	45	7	133	91	684	552	78	23	-	-	-	-	42	-	240	-	-	-
March	154	4	36	9	123	36	724	564	28	38	-	-	-	1	54	3	240	-	-	-
April	185	10	56	19	138	40	728	549	33	54	-	-	-	1	71	2	203	-	-	-
May	186	10	46	11	141	30	811	639	36	49	-	-	-	1	52	7	236	-	-	-
June	175	5	52	5	123	31	693	538	24	41	-	-	-	1	53	2	307	-	-	-
July	192	11	49	5	137	41	670	488	44	53	-	-	-	4	70	2	343	-	-	-
August	167	10	56	12	113	36	623	474	23	29	5	16	4	1	51	1	423	-	-	-
September	223	13	59	11	162	38	761	559	35	52	27	7	2	1	79	1	296	-	-	-
October	143	7	21	5	120	35	561	404	31	44	9	8	2	2	58	-	316	-	-	-
November																				
December																				
Totals	1,686	78	452	87	1,243	357	6,755	5,143	420	411	41	95	13	600	18	-	2,790	-	-	-

** Denotes total included in Total Patient Volume

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

2025 Health Services Department - Manistee Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume		Chart Reviews **	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	261	25	67	3	172	29	579	376	88	71	9	16	2	151	7	962	333	-	-	164	399
February	253	31	81	5	146	41	742	552	78	53	4	15	3	126	9	953	662	3	-	163	361
March	291	13	96	13	195	36	789	564	81	66	-	23	4	197	6	1,013	495	2	-	189	439
April	250	15	66	7	176	40	769	549	55	67	-	25	4	150	-	872	480	1	-	148	429
May	228	14	54	1	161	30	831	639	62	68	-	12	1	143	5	744	464	-	-	167	432
June	243	21	47	2	177	31	748	538	52	62	-	22	2	162	3	846	528	-	-	124	456
July	256	22	58	9	185	41	721	488	96	57	5	34	7	138	9	818	425	-	-	160	460
August	283	26	63	2	196	36	706	474	80	68	5	28	-	-	157	7	848	471	-	159	505
September	299	14	93	5	197	38	799	559	88	52	56	15	5	148	3	992	467	-	-	196	574
October	205	14	51	4	144	35	588	404	32	44	27	22	5	5	94	4	682	337	-	104	381
November																					
December																					
Totals	2,569	195	676	51	1,749	357	7,282	5,143	712	618	101	192	33	1,466	53	8,732	4,662	6	-	1,554	4,436

** Denotes total included in Total Patient Volume

NOTE: Telephone & Chart Reviews include both Manistee & 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 November 2025

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Jim Stuck - Housing Maintenance Technician

Mike Pannill – Housing Maintenance Technician (PT)

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: 5

Leases renewed: 5

New leases: 0

Annual Inspections: 5

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: 7

Total Amount of Awards for the Year: \$29,733

C. For the month of November, the weekly ride to the store for our AKI elders occurred 3 times for 3 different elders.

D. Housing Director completed the FY2026 Indian Housing Plan that needs to be submitted by October 20th to HUD for acceptance. The estimated amount for FY is \$596,887. UPDATE: Completed and sent to HUD on October 17th. The Housing Director was contacted by HUD that a couple of minor corrections needed to be made on the 2026 Indian Housing Plan, those corrections were made and they can now complete their process for ensuring the IHP is in compliance and can be ready for when the FY2026 annual funding award is completed with the federal government.

E. The Housing Director attended the NAIHC Legal Symposium in Durant, OK on November 17-20th. This symposium has various trainings available but also provides information on what is going on within Indian Housing on a national front and opportunities for networking with various vendors and other directors.

F. The Housing Director completed the Annual Homeownership Assistance Fund report to the Treasury department that was due on November 14th. The grant has been obligated in its entirety and therefore, requested an early close out of the reporting process. This request has been approved by

the Treasury department and the closeout report will be completed in December. The final report and close out was not due until November of 2026.

- G. In the month of November we have gotten snow, which has caused more delay in getting units completed since the maintenance staff are now having to snowplow, do snowblowing and shoveling the AKI community center, elders units and the AKI community streets/sidewalks. Consists of plowing/shoveling 25 units.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 3
- C. Notice(s) to Vacate or Renew: 1
- D. Court Filing(s): 1 for non-payment of rent. Hearing scheduled with LRBOI court is on December 3rd.

III. Condition of Properties.

- A. Maintenance currently has 4 units to complete for a move in.
- B. 20 Work orders were completed in the month of September.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 84 (we have 86 but 2 unit is the fire unit so cant count for a move in) rental units in total of which 80 were rented giving us an occupancy rating of 95%.

- A. Aki has 58 income based rental units of which 55 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 8 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 31 low-income family rental units and 29 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 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 26 are rented.

V. Plans for the Future.

- A. Complete and put out for bid a RFP for a consultant out of the MSHDA Pre-Development grant not to exceed \$75,000. – Working with Beaux Consulting who will assist on the RFP for this project.
- B. Putting together a RFP to send out to Architect/Project Manager for the bidding process of completing the other projects we need to complete.

End of Report
Tara Bailey, Housing Director
December 12, 2025

Human Resources
Alicia Goff

To: Ogema Romanelli
From: HR Department
Subject: November 2025 HR Department Report
Date: 12/12/2025

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 2025/2026 Operational Plan

- a) Continuation of the BambooHR Human Resource Information System integration.
 - i) November Summary: November continued with additional recruiting, project work, continued research and planning for benefit plan quality, (accessibility and price). There was also significant Talent Acquisition work as staffing requirements continued in departments such as Natural Resources and Food Distribution, Tax Department, and the Health Clinic as well as with the Chief Financial Officer position.
 - ii) Additional research has been ongoing into process/procedures for background and drug screening as well as hiring/recruitment in coordination with the Executive Assistant to the Tribal Manager and the Executive Leads. There has been a continuing issue with software for the Fingerprint application in Public Safety and we continue to use the work around established with Gaming.

2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Number of Hires During the Month: 5
 - (2) Number of Hires Year to Date: 43
 - (3) Number of Applicants for September through BambooHR:
 - 351 New Candidate
 - 9.168 Posting Views

3) Talent Development and Relations

- a) Completed Performance Reviews Returned to HR: 2
- b) Completed PIPs Returned to HR: 1

4) HR Department Development Initiatives

- a) Continued training on BambooHR implementation, processes and procedures. HR is planning to additional training on BambooHR for the remainder of 2025 in order to start taking full advantage of everything the system has to offer. HR intends to roll out annual training opportunities including Harassment, HIPPA, and IT training.

5) Benefits and HR Administration

- a) Continued working to improve and identify benefit process issues and concerns.
 - (1) Open Enrollment period started on November 17, 2025 and was scheduled to run through December 8, 2025.
 - (2) Continued previous Benefits Work Priority: 1 – Benefits Reconciliation, 2 - – Open Enrollment
- b) Continually adjusting methods for tracking to simplify the data collection process for metrics (including the use of BambooHR for this process).
- c) Leave Cases
 - i) FML: 5
 - ii) IFML: 3
 - iii) Bereavement: 6
 - iv) LOA: 1
 - v) Education: 3
- 6) **Safety**
 - i) Recordable Injuries: 2

7) Tribal Preference Report

Tribal Members = 108
Native American = 9
Tribal Spouse or Parent = 16
Tribal Descendant = 10
Non-Preference = 79

Notes on Tribal Preference:

- 1. This conversation continues: This is an issue vital to the organization. Prior LRBOI Government HR leads proposed forming a Tribal Development Task Team. The team would have brought together partners from Education, Workforce Development, Little River Casino and Resort, and Human Resources. We are currently discussing with Director of Commerce, Jim Wabindato, solutions to the issue of Tribal member development in preparation for employment within the various Tribal entities (LRBOI, LRCR, LRH).
- 2. **HR would like clarification on the Preference Ordinance, Article IV, 4.01, item c. The way this item is worded has created a conversation in which HR would like to get clarification on how this part of the Preference Ordinance should be applied.**

**Information Technology
Vacant Director**

**INFORMATION TECHNOLOGY DEPARTMENT
MONTHLY REPORT
NOVEMBER 2025**

Duties and Accomplishments:

1. Finalizing set-up of workstation kiosks under capital projects which is part of the Wi-Fi funding project.
2. Finalized Windows 11 upgrades

On-going IT projects:

1. SharePoint lift with Arctic IT.
2. Kiosk deployment to Muskegon and Manistee offices with Arctic IT.
3. Halo Ticketing System implementation.
4. SharePoint training program in process.

Help Desk Tickets:

122 tickets opened, 120 have been closed, 2 are assigned and being worked on.

Meetings Held/Attended:

1. Held ongoing meetings with Elevate and Arctic IT.

Trainings Attended:

None

Submitted by Bill Willis, Tribal Manager

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: December 8, 2025
Re: November 2025 report of activities

Number of tribal members assisted on new issues	43
Number of referrals received	3
Number of continuing cases:	30

Types of legal issues:

Child Protective Services	Landlord-Tenant Issues
Divorce	Land Contract Payoff
Wills	Executive Order
Trusts	HIPAA
Estate Planning	Adverse Possession
Medical Power of Attorney	Probate Estate Accounting
Codicil to Will	Real Estate
Power of Attorney	Grievance Process
Amend Estate Planning Documents	EEOC
Transfer Tax – Real Estate	Conservator Accounting – Adult
Set Aside Default Judgment	Secretary of State
Hearing Request	Evictions
Medical Malpractice	Taxation of Per Capita
Collections	Paternity
Probate Estate	Guardian Adult - Accounting
Automobile Warranty	Fines and Costs

Certificate of Trust
Void Marriage
EIN
Administer Trust
Contest Minor Guardian

Adult Guardian
Advertising
Birth Certificate
Guardian – Minor
Conservator - Adult

Sample of Work Performed:

Assisted a tribal member with final documentation for land contract payoff

Assisted a tribal member file for a guardian when the person they appointed as their agent and patient advocate were not properly caring for them

Assisted a tribal member appoint a Power of Attorney to assist them while they were incarcerated

Assisted a tribal member as Personal Representative prepare an Accounting for an Estate

Attended:

24th Annual Family Law Institute

Members Assistance
Janeen Codden

Members Assistance Program November 2025 Report

Assistance Programs

Rental/Mortgage: 6 households

Emergency Transportation: 3 households

Elders Chores: 2 Households

Low Income Energy Assistance: 8 Households

Food Assistance: 10 Households

Home Repair: 5 households

Catastrophic Disaster Relief: 1 household

Office Visits: 15

Applications: Available at front desk, in Members Assistance Department office, USPS mail, email, and given out at the Fall Membership Meeting

Phone Calls: Robin- 129

Catastrophic Disaster Relief: 1

Budget Update

Supplemental appropriation of \$300,000 was approved by Tribal Council. \$180,000 went into client services line item and \$120,000 went into Elder Insurance line item.

We have been awarded LIHEAP funds for 2026 on 12/1/25. The amount of the award is \$223,008.00 (Formula) and \$6,602.00 (infrastructure). Out of the Michigan Tribes we received the second highest award. On 12/10/2025 the Tribal Council approved the funds to be added to the Operating Budget. We can start using these LIHEAP funds now (grant funding is from Oct 2025 to September 30, 2026). These funds are only used for the 9-county service area. Those Tribal Citizens not in the service area can still use funding available under the Low-Income Energy Assistance.

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi
Daáwaá
Aníshinaábek**

**LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

**310 9th Street
Manistee, MI 49660
(231) 723-1594**

**October 2025 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 Dunes National Lakeshore, 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
- Griffin Bartscht – Fisheries Technician, Great Lakes
- Clayton Robertson - Fisheries Technician, Inland
- Steven King - Fisheries Technician, Inland

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries
 - 4068 BIA Inland Natural Resources Rights Protection
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2023 Decree information exchange/ reporting.
- Monitored reporting requirements for inland and great lakes fish harvest and permits.
- Implementation of the Fisheries Division work plans.
- New employee, Steven King, orientation.

Equipment maintenance/Field Work/Lab Work:

- Nmé, Lake Sturgeon:
- Sturgeon Habitat collaborative grant communications
- Monitoring of Pit antenna array for detections and operation
- Sturgeon Habitat/Tracking grant partnership communication

- PIT antenna array visual inspection
- Cisco acoustic tracking proposal discussion
- Sturgeon check on Lake Michigan shoreline
- Sea Lamprey treatment/Save-our-Sturgeon prep for 2026
- Juvenile sturgeon test assessment in Manistee Lake
- Inland Fisheries:
- Data analysis and reporting for 2025 Upper Manistee water temperature
- Data analysis and reporting for 2025 North Branch Manistee River fish community
- Drafting 2025 RSI/grayling reintroduction report
- Began data analysis/writing reports to summarize 2025 field season
- Great Lakes Fisheries Assessment Program:
- Assessment nets and gear preparation for assessments.
- Fall Spawning Assessment (Arcadia)
- Fall Spawning Assessment (Ludington)
- FSA clean-up and net repair/maintenance
- Net repair/maintenance, data QA/QC, fish aging preparation
- GLFT Thiamine Project Net Sets (Muskegon)
- GLFT clean-up and net maintenance, data entry and QA/QC
- Blue clean-up/organization

Meetings/Training/Travel/Conference Calls

- Lake Sturgeon Work Group Meeting, Virtual (11/2)
- Commercial fisheries discussion (11/7)
- Indigenous Great Lakes Network Gathering (Sault Ste. Marie, Ontario) (11/11-13)
- NRD Staff Meeting (11/17)
- LRBOI Monthly Staff Meeting (11/20)
- NRD LEADs meeting (11/20)
- NRD Staff Meeting (11/21)
- GLFT Thiamine Project Net Sets (Muskegon) (11/24-25)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4031 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4137 BIA Great Lakes Restoration Initiative, Native Species		

Wildlife Program

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist
Maille O'Toole – Wildlife Technician
Alexis DeGabriele– Aquatic Biologist – Wetlands

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
 - 4580 Autumn Olive Removal
 - 4581 Monarch Habitat Establishment
 - 4595 At Risk Turtle Conservation
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment.
- Connected with partner organizations.
- Planned research project.
- Prepared and collected feathers for repository (and distributed as requested by tribal members).
- Planned budget.
- Tested field equipment.
- Purchased fieldwork equipment.
- Worked check station for tribal hunters and trappers.
- Reached out to partners on turtle conservation.
- Worked on Michigan American marten white paper review.
- Elk expansion habitat analysis.
- Heavy equipment training.
- Received migratory bird parts from DNR and Skegemog Raptor Center.
- Conducted elk hunter orientations.
- Reviewed job applications for Forest Ecologist, Forest Technician, and Wildlife Biologist.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Collected sd cards from AHDriFT monitors
- Removed autumn olive on tribal property, including wastewater treatment site
- Full release of headstarted box turtle
- Checked turtle nest boxes for hatchling emergence
- Regularly checked released turtle
- Tracked turtles that overwinter on Forest Service timber sale site
- Set up protective enclosures and soil monitors around turtle overwintering sites
- Collected cuttings of beech for propagation
- Spread native prairie seed at Aki restoration site and at Griffith

Meetings/Training/Travel/Conference Calls

- Elk hunter orientations (11/12, 11/14)
- Utah State black bear discussion (11/14)
- Provided update to NRC (11/13)
- NRD staff meeting (11/17)
- Interview panel meeting (11/20)

Wetlands Program (Wild Rice)

Administration Reports/Data Entry.

- · Reviewed resumes for new Forest Technician, Forest Ecologist, and Wildlife Biologist positions & provided recommendations for interviews.
- · CMU Wild Rice Graduate Student project tasks: received invoice #9 and processed check request.
- · 2025 Manoomin Gathering prep: created brown spot powerpoint presentation, wrote intro bio, and assisted writing data confidentiality notice for attendees.
- · MRSGA restoration project: began discussions with Be-Da-Bin department regarding potential use of cut invasive cattails for 2025 event.

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

- · 11/4/25: Line 5 staff-level meeting.
- · 11/4/25: Manoomin Gathering planning team meeting.
- · 11/12/25: travel to Sault Ste Marie for Manoomin Gathering.
- · 11/13/25: 2025 Manoomin Gathering Day 1 (gave brown spot presentation to ~150 attendees, recorded notes for MWRI small group breakout discussion table, assisted setting up Manoomin processing demos, attended talking circle).
- · 11/14/25: 2025 Manoomin Gathering Day 2 and helped break down & pack up equipment after event.
- · 11/15/25: met with MWRI members to discuss collaboration, travel back from Sault Ste Marie.
- · 11/17/25: NRD staff meeting.
- · 11/20/25: meeting to discuss Forest Tech resume review.

Field Work and Equipment Maintenance

- 11/6/25: Manistee Lake- mute swan counts & testing mud boat. Blue cleaning/organization.

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

Vacant –Environmental Division Manager

Alexis DeGabriele– Aquatic Biologist – Wetlands

David Karst – Brownfield Specialist

Brooke May - Aquatic Biologist – Water Quality

Jasmine Vaquera – Air Quality Specialist

Alycia Peterson - Great Lakes Policy Specialist

Budgets Managed:

- 4571 -- EPA PPG

- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4380 – BIA GLRI Capacity Building

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- EPA Air 103 Budget Review
- Water Quality QAPP Review
- Budgets Managed:
 - 4512 – EPA PPG
 - 4530 – EPA Air Quality
 - 4137 – BIA GLRI
 - 4145 – IHS Solid Waste Planning
 - 4538 – EPA CERCLA Funding
- PPG FY25-FY26 Workplan
- PPG FY25-26 Budget
- EPA CERCLA Budget Revision
- EPA CERCLA Workplan Revision
- EGLE MOA paperwork
- EPA 103 Preapplication review
- EPA SIRG Preapplication Review
- Phase 1 environmental assessment administrative work
- Environmental Tech Job Description

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Call

-

Brownfield Program

Administration /Reports/Data Entry

- Analyzed county GIS data to verify current parcel inventory.
- Edited and submitted site-specific QAPP(s) for Bull Corner and Sugar Shack
- Prepared additional paperwork Phase II assessments
- Signed up for Part 107 (drone) testing
- Brownfield Quarterly Report to EPA
- Set up Amazon business account for Brownfield related purchases

Field Work and Equipment Maintenance

- Assisted in partial reorganization and cleanup of storage room in NRD building
- Policed NRD Parking Lot for solid waste.
- Organized and Inventoried drone and related equipment.

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

- Numerous communications with EPA project officer and Leason
- World Planning Day webinar on November 7
- Monthly staff meeting on November 20
- November 19 Tribal Lands call and update
- NRD meeting on November 21
- Informal meetings with Environmental Department as necessary
- Gosling Czubak correspondence on multiple days about Phase II work at Sugar Shack and Bull Corner

Water Program (106 and 319)

Administration Reports/Data Entry

- Entered RPB and Glease Habitat Data into database.
- Formatted nutrient data into database and uploaded and submitted to WQX/EPA.
- Scanned all 2025 field data sheets and uploaded into folders.
- Entered all Secchi data into database.
- Addressed Comments and Submitted Water Monitoring Strategy to EPA

Field Work and Equipment Maintenance

- Brought WQ Boat to outboard specialist to get looked over and winterized.

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

- 11/3/2025: EBT Update Meeting
- 11/13/2025: R5 Water Quality monitoring Webinar
- 11/17/2025: NRD Office Meeting
- 11/18/2025: R5 EPA Tribal Water Division call.
- 11/20/2025: LRBOI Monthly Staff Meeting.

Air Quality Program (Funded by EPA CAA 103)

Administration Reports/Data Entry

- Completed T640 Multipoint Worksheet for monthly check.

Field Work and Equipment Maintenance

- 11/14/2025: EGLE T640 audit
- 11/24/2025: T640 and Met Multi-checks

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

- 11/17/2025: NRD Staff Meeting

- 11/19/2025: NTAA Webinar on PFAS (virtual)
- 11/20/2025: All LRBOI Monthly Staff Meeting (virtual)

Great Lakes Policy Program

Administration//Reports/Data Entry

- Reviewed Line 5 supplemental draft EIS HZ drilling alternative
- Comments on Enbridge's revised mitigation plan

Field Work and Equipment Maintenance

- Cleaning offices for new hires

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

- MCD meeting (11/3/25)
- EBT Update NRD (11/3/25)
- Enbridge Line 5 Tunnel, Recurring Staff-Level Tribal Coordination (11/4/25)
- Tribal-EPA Mining Call (11/6/25)
- Tribal Holiday (11/11/25)
- Lake Michigan Partnership Work Group Meeting (11/12/25)
- NRD Staff meeting (11/17/25)
- Tribal EPA Water Division Call (11/18/25)
- MCD Board Meeting (11/18/25)
- LRBOI monthly staff meeting (11/20/25)
- Tribal mining call (11/20/25)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

November 2025

Steve Parsons

Meetings/Conferences/Trainings

- On November 13, 2025, Ken Ockert (GTEC) and I made a site visit to the existing Sugar Shack Road in order to gather information for the proposed project. The Sugar Shack Road was included on our 2026 Tribal Transportation Improvement Plan (TTIP) that was submitted to the BIA on November 28, 2025.
- On November 20, 2025, I attended the virtual staff meeting for Tribal Government employees.
- On November 28, 2025, I attended the monthly virtual meeting of the Tribal Planners Network hosted by the Community Outreach staff at Michigan State University. Attendees included planning staff from other Michigan tribes.

Activities/Accomplishments/Updates

- **BIA Roads Construction Projects for 2025:** Here is a final rundown of the status of BIA Roads Construction Projects for 2025.
 1. **Loon Drive:** This project was scheduled to include the replacing of existing pavement as needed, and replacing/upgrading the underground stormwater system where necessary. The section of Loon Drive slated for reconstruction runs from the area near the Roundabout to the four-way-stop intersection that leads to the Government Center and the Gathering Grounds. The contract for this project with Walton Contracting was approved by Tribal Council on August 20, 2025.

The contractor did complete the paving portion of the project on October 14, 2025. And, work on the replacement/upgrade of the underground stormwater system began on November 10, 2025. Unfortunately, further complications with the project delayed the completion of the upgrade, with revised completion date of December 5, 2025.
 2. **Extension of Sugar Shack Road:** This project was intended to extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.

The BIA was prepared to issue a report stating that the completed Environmental Assessment (EA) for this project complied with the requirements of the National Environmental Policy Act (NEPA). Unfortunately, however, no such report was issued as it was determined to be in conflict with an existing Presidential Order issued in January 2025. Unable to move this project forward in 2025, it had to be postponed until 2026 and was included on the 2026 TTIP that was recently submitted to the BIA.

We hope to receive the necessary NEPA Clearance next Spring so that we can move forward on bidding out the project, getting contract approval from Tribal Council, and scheduling work on the project for next year.
 3. **Tribal Cemetery Road:** The plan for 2025 was to use BIA Roads funding to add additional features to the Phase 1 road system in the cemetery, which would have included landscaping and irrigation. However, to accomplish this, we needed to install a primary

electric line that would run from the Custer Township Cemetery to the Tribal Cemetery. At this time, we need additional funding for this to happen, as BIA Roads funding will not cover the entire cost. The estimate from Great Lakes Energy to run the primary line is currently somewhere between \$50,000 to \$60,000, depending on when it is done.

Corey Wells, the new Tribal Historic Preservation Director, will be taking over the Tribal Cemetery project beginning in 2026. Corey will also be responsible for exploring ways to come up with the funding to pay for this cost.

4. Aki Maadiziwin Connector Road, Frost Road & US-31: This project is designed to provide an alternate route to access the Aki Maadiziwin housing complex. In 2025, the focus was on a continuation of the planning and preliminary engineering activities from previous years. It is anticipated that this will be a three-year project (2024-2026), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

In addition, we also have a commitment from MDOT for the installation of a center turn lane on US-31 near the Frost Road intersection. We are also in communication with the Spicer Group who is currently working on an adjacent apartment complex on US-31 just southwest of the entrance to Frost Road. We are hopeful to establish some type of cost-sharing arrangement with the Spicer Group for necessary improvements that would be required by MDOT for the Frost Road entrance.

Another potential funding option that will be explored early next year is the Tribe applying for funding through the BIA Roads High Priority Project (HPP) program. HPP funding is additional funding that can be accessed through a competitive application process.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
November-25

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	8
City Assist	1
County Assist	6
Medical Assist	
MSP Assist	3
Other Calls for Service	
Property Checks	620
Suspicious Person	1
Suspicious Situation	
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	2
Accidents	14
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	2
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	25
Unsecured Vehicle	
Verbal Warning	8
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	8
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	14
Assault	1
B&E	
Bond Revocation	
Child Abuse	
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	1
Disorderly	
Domestic Disturbance	2
Drive-Off	
Drug Violation/VCSA	7
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	1
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	3
Liquor Violation	
Minor in Possession	2
Missing Person	
Money Laundering	
Motor Vehicle Theft	1
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	2
Possession Stolen Property	
PPO Violation	1
Probation Violation	
Property Damage/PIA	14
Public Peace	
Resisting	
Robbery	
Sex Offense	

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
November-25

Administrative Hours	178.25	
Arrest(s)	2	
Male		
Female		
ATV Patrol Hours		
Assist(s)	10	
Assist Hours	15.5	
Citation(s)	1	
Civil	1	
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	34	
Contacts	428	
Court	2	
Court Hours	2	
Follow-up(s)	2	
Follow-up Hours	2.5	
Federal Citation(s)		
Hours Worked	367	
Joint Patrol(s)		
Marine Time		
Meeting(s)	2	
Meeting Hours	2.25	
Paper Service		
Possible Trespass		
PR Activities	2	
PR Activities Hours	2.25	
Property Checks	105	
Snowmobile Patrol Hours		
Training(s)	4	
Training Hours	10	
Vehicle Mileage	33	
Vehicle Stops	3	
Verbal Warning(s)	2	
Written Warning(s)		
Training/Travel		

November 14, 2025 Officer Gunderson completed lowlight firearms qualifications.

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
November-25

Administrative Hours	29.5	
Arrest(s)		
Male		
Female		
Assist(s)		
Boardings		
Catch Inspections		
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Original		
Complaints		
Contacts		
Court		
Court Hours		
Dock Checks	2	
Follow-up(s)		
Follow-up Hours		
G/L Marine Patrol(s)		
Hours Worked	67	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
PR Activities		
PR Activities Hours		
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage	765	
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

November 14, 2025 Lt Robles completed lowlight firearms qualifications.

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
November-25

Administrative Hours	29.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	2
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	67
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	765
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

November 14, 2025 Lt Robles completed lowlight firearms qualifications.

Little River Band of Ottawa Indians

Court Security Activities

November-25

Administrative/Reports		
Hours		
Assist Other	1	
Hours	0.5	
Court Cases	6	
Hours	7.25	
Property Checks	8	
Hours	2	
Screenings	41	
Hours	7.75	
Contraband		
Weapons		
Denials		
Surveillance	66	
Hours	80	
Training		
Hours		
Transports	1	
Hours	1	
Training/Travel		

Tax Office
Valerie Chandler

Tax Department October 2025 Monthly Report

Staff: Valerie Chandler, Tax Officer & MACPRA / NAGPRA Representative
Tax Department Administrative Assistant – Vacant

During the month of November 2025, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries and requests from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registrations
 - Certificates of Exemptions
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for 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, Temporary Tribal Business Tax Licenses, and tax returns.
3. Continued to work with Enrollment to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area.
4. Completed and submitted the Tax Department monthly department report for October 2025.
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 Aki Maadiziwin 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 8 Certificates of Exemption:
 - Purchaser: 6 RTM 2 Tribe/Entity
 - Purchase Type: 5 Vehicle 3 Construction 0 Recreational Vehicle
9. Reviewed 24 Tribal Member address and/or name changes; 2 required updating of the RTM list and database.
10. Prepared and mailed 6 Proof of Residency request letters.
11. Processed 0 Proofs of Residency and documentation.
12. Processed 2 Tribal W-4 forms.
13. Processed 15 Motor Fuel Registrations and/or motor fuel database updates.
14. Processed 20 reservations for the Aki Maadiziwin Community Center.

Recurring State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan based upon the updates that the Tax Department received. Updates included, but were not limited to:
 - New or re-instated RTMs
 - Deceased RTMs
 - Address changes and/or name changes for RTMs
 - RTMs no longer eligible for RTM status

Recurring 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 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 Tax 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 December 2025 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,884 Trading Post Motor Fuel and Tobacco receipts for Tribal Member, Tribe, and Casino Resort purchases; flagged and corrected cashier errors as necessary.

Recurring 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 October 2025 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Varied Duties and Accomplishments:**

1. Processed and issued 5 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Continued to correspond with vendor and Resort staff in regards to custom reports and the setup of the swipe cards for the Trading Post. The tobacco portion has been tested and is complete. The vendor is having some difficulty with the fuel portion.

3. Corresponded with Blarney Castle Oil account representative regarding adjusting the Tribe's tax-exempt fuel deliveries for the remainder of the year for a closer proximity to our year quota usage.
4. Prepared and sent out 2026 Tribal Business Tax License renewal forms.
5. Prepared and submitted necessary paperwork to post the Tax Department Administrative Assistant job position.
6. Prepared and submitted the Tribe's 3rd quarter tax sharing return to the State Treasury.

Varied State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Submission of our 3rd quarter tax sharing return

Varied Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices continue to fluctuate.
2. Worked with the c-store Manager to review tribal tax exemptions, and logging of purchases.

Varied Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video reviews from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Corresponded with Human Resources staff to verify tribal employee status.
3. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.
4. Located and provided copies of tribal fuel receipts that were requested by different departments at the Resort.

MACPRA / NAGPRA Related Interactions:

1. Reviewed NAGPRA notices of ancestral remains discovered and site dispositions.
2. Reviewed MACPRA minutes and information in preparation for the next monthly meeting.
3. Collaborated with University of Michigan NAGPRA office and other LRBOI NAGPRA representative to repatriate ancestral remains and objects from two different mound sites. We took possession and all remains were laid to final rest.
4. Confirmed identification of ancestral remains at U of M to living next of kin. Notified proper individuals so that consultation can be arranged and begin the process to bring the ancestor home.

Meetings / Trainings Attended During the Month:

1. Traveled to U of M on November 10, 2025 to repatriate ancestral remains and funerary objects.

2. Attended State Treasury & Tribes meeting via Zoom on November 12, 2025 regarding the approval of Public Acts 17-20 and the potential impact on the Tax Agreements.
3. Facilitated monthly virtual staff meeting on November 20, 2025.
4. Attended online webinar on November 25, 2025 for Restoring Balance for Native-Serving Professionals.

Statistics:

Total Registered Resident Tribal Members (RTMs): 257

- Manistee County: 246
- Mason County: 11

Monthly Tax Revenue*:

*October 2025 amounts received in November 2025

- Retail Sales Tax (Gift Shop) \$1,800.85
- Retail Sales Tax (The Spa) \$48.69
- Retail Sales Tax (Trading Post) \$6,170.91
- Service Tax \$1,190.76
- Admissions Tax \$784.06
- Lodging & Occupancy Tax \$15,227.91
- Food & Beverage Tax \$33,541.38

Tribal Member Tax Exemption Rates ("Discounts") for December 2025*:

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

- Gasoline: \$0.462/gallon
- Diesel: \$0.501/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, nicotine products, etc.)

**Tribal Historic Preservation
Corey Wells**

Department - Historic Preservation Department
Department head and title - Corey Wells, THPO
November 2025 Department Report

1. Department Overview

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage and bring that heritage back into living memory 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 responsibilities.
 - ▶ Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
 - ▶ Coordinate cultural, historical and traditional events of Tribal entities.
 - ▶ Hold events that support and preserve the culture and language of the Tribe.
 - ▶ 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.

2. Department reporting section.

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

Tribal Historic Preservation Officer accomplished the following during the month:

1. Responded as appropriate to requests from outside agencies (US Dept. of the Army. USFS & MDOT) 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. Phone Conversations with MDOT on bridge replacements in Mason County
3. Planning meeting with Commerce Department
4. Planning meetings with Family Service Department for Drum and Story Classes.
5. Attended a meeting with Michigan State University for collections search to identify collections that need to be returned to LRBOI (ongoing monthly for 1000+ artifacts).
6. Transfer of Ancestor Remains from University of Michigan (18 Ancestors)
7. Consultation with Field Museum of Chicago on ancestor remains. (Ongoing)
8. Director Meeting Planning x3
9. Repatriation/Reburial of Ancestor Remains (18 Ancestors)
10. Ancestor Repatriation meeting with University of Wisconsin. (Ongoing)
11. Various meetings for cultural and historical input and advice with departments.
12. Enbridge Line 5 meeting prep on sociocultural issues caused by Line 5

13. Hosted and conducted ceremonial Ghost Supper, 200+ LRBOI Attendees and families at Aki Community Center
14. THP Mission and Goals Planning meeting
15. GIS and Food Sovereignty planning and coordination.
16. MACPRA monthly Meeting (Ongoing)
17. Continued to clean offices and file paperwork in THP.
18. Worked on revising department goals.
19. WS with Tribal Council on Budget Mod.
20. Participated in a public film panel review of "Sugarcane" and boarding schools
21. Meeting with Princeton University on ancestor return. (Ongoing)
22. Conducted ceremonies, and cultural guidance when asked.
23. Worked to update analog audio and video files to digital format.

The Language Coordinator accomplished the following during this month:

1. This position is currently vacant. (duties fulfilled by THPO)
2. Provided updates to the language website
3. Provided Language guidance for various LRBOI Departments
4. Provided cultural guidance for various LRBOI Departments

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.

Utilities

Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
November 2025, 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
- Headworks project ongoing
- Safety Grate / Generator Project (safety grate installed generator waiting start-up)

Billing

Water	\$11,652.41
Sewer	\$20,552.07
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$11,848.33
Septage	\$6,591.93
Other	\$58,210.00
Month Total	\$118,735.00
Yr. to Date Water	\$139,839.28
Yr. to Date Sewer	\$288,752.05
Yr. to Date Irrigation	\$29,386.21
Yr. to Date Fire Suppression	\$88,762.63
Yr. to Date Manistee Township	\$155,960.96
Yr. to Date Septage	\$90,621.33
Other Revenue	\$62,372.29
Credit	
Yr. to Date Total	\$855,694.75

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,465,152**
 - b. Ave Daily Flow Gallons 82,172**

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,004,012 Gallons**
 - b. Daily Average Gallons 100,134**

- Effluent Gallons**
 - a. 3,774,485**
 - b. Daily Average Gallons 125,816**

- Lagoon**
 - a. Influent 215,583**
 - b. Daily Average Gallons 7,186**

- 3. Septic Sewage**
 - a. 119,943 Gallons**

III. Travel/Trainings/Meetings

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

What: Leads Meeting
Who: Larry Romanelli, Mary Thomas, William Willis, Tara Bailey, Diane Kerr, Gary Lewis
Where: Ogema Conference room

What: Interviews
Who: Various Hiring Teams Gary Lewis
Where: H.R. Conference Room

What: Climate Ready Tribes (safeguard natural resources, strengthening food systems, climate adaption)
Who: NIHB – Gary Lewis
Where: Zoom