

**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 *lbr*  
**Naangwa:** Date: August 22, 2023  
**Maanda Nji:** Re: July 2023 Operations Report

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

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

Larry B. Romanelli

Little River Band of Ottawa Indians  
Departmental Monthly Reports  
July 2023

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Accounting  
Angela Rabb

# Finance Division

## Angela Rabb, Chief Financial Officer

### July 2023 Department Report

#### I. Department Overview

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

#### Finance/Accounting Management:

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

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

#### Objectives:

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

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

## **Property Management:**

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

**Objectives:**

1. 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, including completing the inventory for the Public Safety department.

## **Budgeting:**

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

**Objective:**

1. Formulation and assembly of 2024 budget. The 2024 budget process has started. On May 19, 2023, the Budget Coordinator sent out 2024 budget templates and instructions to the departments with a due date of June 30, 2023. A budget public hearing was held on August 5, 2023.
2. Publish standardized quarterly budget reports for the tribal membership – first report will be for July 1 – September 30, 2023 and will be available October 1, 2023.
3. 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 2022

We had a preliminary meeting with DGN in January 2023. Shortly after, we provided DGN with accounts payable, payroll, and cash receipts information. The auditors chose samples for which we provided backup documentation. The auditors tested these samples to determine that all of the transactions have been processed properly – this work took place in March 2023. The auditors base their field work on this testing. Field work was conducted May 1-5, 2023. Our goal was to have draft and final financial statements available in July, however DGN was not ready for this deadline. Financial statements will be presented to Tribal Council in the near future and then filed with the Federal Clearinghouse on or before the deadline of September 30, 2023.

### STAFF ACCOUNTANTS

#### *Duties and Accomplishments –*

1. **Projects: No Projects have been - assigned to: The Construction Task Force committee for approved purchases and payments July, no activity: at this time.**
2. **Cash Receipts: Daily cash receipts totaled for the month of July were \$1,344,514.40 the General & Special Revenue Account had a total of (277) receipts.**
3. **NGLC: Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow-up to who is collecting the Balance.**
4. **Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,**
5. **Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2023, with the ongoing Inventory there will be several updates as it relates to the assets being no longer in service, several disposals have been identified.**
6. **2022 - Single Audit – Audit Field Work – Audit, Organization financial statements and compliance with Federal awards – Ongoing reconciliation of accounts, working with the Audit team of DGN, final stages of the field work. No change**
7. **1099MISC/1099NEC. – 2022 tax year was sent out in the week of Jan 23<sup>rd</sup> - 27<sup>th</sup> of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2022. Continued to send tax documents out to the membership / Vendors. On going.**
8. **WEX Card- Monthly Report, removed the terminated employees, scheduled the payment, ordered additional card for the clinic, and reviewed and reconciled the report to the payment.**
9. **Tribal Financial Statement Requirements: Due by the 8<sup>th</sup> of the month.**
  1. **Cash Deposits**
  2. **Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**
  3. **Utilities report – current payments – monthly report of payments.**

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

***Other Meetings:***

***Accounting – Finance Monthly Report meeting-July  
Staff – Teams Meeting – Overview and Discussion-***

***Other Items:***

***Department – Inventory – working with the departments, reconciliation. Ongoing, hope to finish by the end of August. Still working with a few more departments to finalize.***

***Duties and Accomplishments –***

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

***Meetings Held / Attended –*** White House Update, Homeland Security Region 7, Staff meeting, Tribal Affairs, DHS consultation, Regroup, Mitigation Planning Consultation, EOC Toolkit, Region 5 IA Gov Stakeholder

***Trainings Held / Attended –***

***Special Tasks / Activities Performed –*** run R&E's, Inventory

***Upcoming Projects / Tasks –***

**Payroll**

***Duties and Accomplishments –***

1. Processed 376 payroll vouchers/checks.
2. Verified 31 PAF's this month which included 4 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 7/14 and 7/28.
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 –***

7/6 – July Staff Meeting

7/19 – Members, Gen Asst & Per Cap Issues meeting with Controller, Members Assistance, Enrollment, Payroll, and Accounts Payable.

7/20 – Employee Recognition Team meeting

7/25 – Meeting with CFO regarding per cap bank account.

7/27 – Meeting with CFO regarding Finance Department Monthly Report



***Trainings Held / Attended –***

None

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

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in July 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 July 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 July to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Reissuing of returned direct deposits for the July 1<sup>st</sup> per cap distribution.
10. Second quarter reporting of form 941 and unemployment wages.

***Ongoing Projects / Tasks –***

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

***Upcoming Projects / Tasks –***

1. Completing per cap outstanding check list for 2021.

**ACCOUNTS PAYABLE**

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

14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folder*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and sort through it to give to the right person in the accounting department.*

## **Meetings Held / Attended**

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

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

## **Upcoming Projects / Tasks**

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

## **PURCHASING/ TRAVEL OFFICE**

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

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

***Meetings Held / Attended –***

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

1. Backup for the Tax Officer

***Upcoming Projects / Tasks –***

***Duties and Accomplishments –***

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

30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

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

1. Set up accounts for staff under Amazon Business.
2. 7/27/23 MIP Purchasing and Microix training.

### **Receiving**

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

1. Received in 290 packages.
2. Issued 117 receiving reports.
3. Returned 1 item for credit.
4. Made deliveries.

#### ***Meetings Held / Attended –***

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

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

##### ***GSA billing***

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

##### ***Upcoming Projects / Tasks***

### **Grants**

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

### **IT Department**

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. **Update 4/30/23:** We receive notice that the WIFI portion of the grant is in questions and either needs to be revised or changed. Treasury staff have reached out to provide guidance on the application. This staff will work with the CFO, who has sole access to that

portal to update the application in early May. Update May 31, 2023: This application was updated per the instructions of Treasury staff and has been resubmitted.

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

## **Expenditures Update**

Total year-to-date expenditures for the Finance Division for July 2023 are \$739,763 compared to an annual budget of \$1,357,018. Total expenses for the Finance Division for year-to-date July 2023, represent 54.5 % of the department's total annual budget.

Education  
Yvonne Parsons

*Education Department*

*Yvonne Parsons, Education Programs Coordinator*

**July 2023 Department Report**

**I. Department Overview**

- Yvonne Parsons, Education Programs Coordinator
- Debra Davis, Education Department Office Assistant

**II. Department reporting section**

- LRBOI Student Services 1 student requested and received LRBOI Driver's Education funding of \$250. 4 students received \$500 School Clothing/Activities funding totaling \$2000. 1 student requested and received 12<sup>th</sup> Grade computer, \$1000
- College Book Stipend: 2 Book Stipends were issued this month; both for 1-3 credits totaling \$400
- Higher Education Scholarships: 2 scholarship applications were awarded totaling \$5000. Both students were female university students.
- Vocational Assistance: 1 student received \$4000
- Miscellaneous: This month we had one arts and crafts event for stone carving, July 26<sup>th</sup>, 9 participants. Began final plans for Indian Village Youth Camp, attended the Aki-Maadiziwin community picnic providing education information. Monarch butterfly project provided 250+ caterpillars to participants.

**Meetings Attended:**

7/6 Staff Meeting

7/27 Directors' Meeting

**Budget Expense Justification**

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

Elders Meal Program  
Victoria Wells



## Elder Meals June Report



Homebound and delivered meal attendances are as follows:

<b>Aki Congregate Meals</b>	<b>Homebound</b>
94	422

For Muskegon we had:

<b>Dine in at Hackley</b>	<b>Take Out</b>
7	18

<b>Bingo At Aki</b>	<b>Bingo At Hackely</b>
7	7
<b>Coffee and Colors</b>	
3	

PO #	Distribution Code	G/L	Starting	Ending
230905	4510	5202	\$1974	\$1471
231142	4997	5204	\$949	\$204
231235	4532	5204	\$5000	\$3078.88

Numbers were down for several reasons. One, we had a couple elders move, and two I dropped down to only once a month meal at Muskegon for the Month of July. Same for the month of August.

The last of the school prepared meals happened July 31<sup>st</sup> which was a slightly emotional day for me as I had gotten to know the ladies at the school quite well.

Coffee and colors painting was advertised via flyer and on two different Facebook pages. The 3 that came had fun though and we will advertise more in advance.

New budget means I was able to finally use NSIP funds to stock our kitchen and prepare for the Opening on August 2<sup>nd</sup>! Will be going to trainings the 7<sup>th</sup> through the 11<sup>th</sup> then begin cooking all 4 days of the week when I return. Hopefully will be able to have hired help shortly after!

Enrollment  
Mary Carpenter

## **ENROLLMENT DEPARTMENT REPORT**

**July Monthly Report - 2023**

**MARY CARPENTER, ENROLLMENT COORDINATOR**

### **Department Goals**

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

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

### **Department Objectives are:**

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

### **Duties Performed**

- Mailed out: 2 Applications forms for people seeking membership
- Sent out: 17 Address change forms
- Created 72 New and Replacement Tribal ID's from 07/01/2023 through 07/31/2023
- 34 Addresses changed from 07/01/2023 through 07/31/2023
- Final Rejection Letters: 1
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter:
- Provisional Acceptance Letter: 2
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 07/01/2023
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax
- Label request of Membership:
- Tribal Members Label/List request:
- Statistical request: Members Assistance

### **Department Verifications**

1. Prosecutor 36
2. Clinic 0
3. Human Resources 2
4. PRC/EHAP 86
5. Member's Assistance 0
6. Housing 0
7. Utilities 3
8. Food Distribution 0
9. Casino 2
10. Family Services 0
11. Tribal Council 0
12. Natural Resources 1
13. Gaming 0

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

### **Meetings**

- Employee Staff Meeting – July 6<sup>th</sup>
- Enrollment Commission Meeting – July 11<sup>th</sup>

### **Enrollment Statistics**

- Total Membership: 3,945
- Total number of Elders: 1,517
- Total number of Adults (18-54): 2,167
- Total number of Minors (0-17): 261
- Total Tribal Members living in:
  - 9 County Area: 1,627
  - Outside 9 County Area: 2,273
  - Inside Michigan: 2,587
  - Outside Michigan: 1,348
  - Undeliverable Addresses: 11

Facilities  
Rusty Smith

## ***2023 July 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 the resources we have available.*

### **I. Department Overview**

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

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

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

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

Main EVS Location: Government Center

Main Office: Government Center

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

Auto Mechanic Location: "Big Blue" East Lake

### **Goals & Objectives**

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

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

### **II. Department Reporting Section**

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

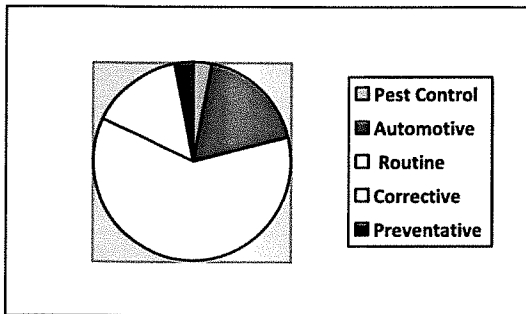
2 EVS Technicians provide janitorial services to Aki: lobby, offices restrooms, and dining room, Natural Resources, Justice Center, Gaming, Food Distribution Center, and the Gathering Grounds Bathhouse.

2 Maintenance Technicians, 1 Workforce Maintenance Technician & Supervisor perform their daily maintenance tasks and routines, while preparing the Gathering Grounds for the annual Powwow and Language Camp. Preparations for the Indian Village Camp have started as well.

Performed landscaping tasks and weekly mowing at the following locations: Government Center, Gathering Grounds, Justice Center, Food Distribution Center, Natural Resources, Area 51, Facilities Barn, and East Lake.

Twice monthly at the Muskegon Hackley Office.

Once a month or upon request: Shooting Range, Sugar Shack, Cemetery, and Indian Village.



- 22 work orders were created.
- 6 vehicle maintenance
- 10 Routine maintenance
- 5 Corrective maintenance
- 1 Preventative maintenance

**Vendors** (buildings overseen by Maintenance)

- Pest control (1 on-site visit, 6 locations)
- Mat service (4 on-site visits, 5 locations)
- Fire Safety “Spring PM” at 4 locations
- Electrician 1 location multiple visits, work in progress
- Utility (Electric) removal of “not in service” meter
- Waste Management (4 on-site visits, 8 locations)

**III. Budget Expense Justification**

- Vehicle \$ 20.00
- Phones \$120.00
- Supplies \$650.00
- Equipment/Repair \$610.00

**IV. Travel and Trainings**

N/A: Written out of budget 2008/2009

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

End of Maintenance Report



Family Services  
Vacant Director

Department Report : Family Services

Case Worker : Stephanie Persenaire

Reporting Period: July 2023

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
Intakes						
I&Rs						
Open Cases	8				3	
<b>Monthly Totals</b>	8	0	0	0	3	0

Case Management

Total number living in homes served	19				15	
Total number of Tribal Citizens living in homes served	9				4	
Total number of descendants living in homes served	4				10	
Total number of children living in homes served	6				11	
Total ICWA or ICWP where substance abuse is involved					1	
Child Abuse/Neglect	0				0	
ICWA or ICWP referrals	0				0	
Sexual Abuse of a child	0				0	
Substantiated or Unsubstantiated by DHS	0				0	
Case Pending with DHS	0				0	
Relative placement	0				1	
Tribal Foster Home	0				0	
Non-Tribal Foster Home	0				0	
Alternative placement	0				0	
Court appearances	0				1	
Home Visits	10				1	
Case Reviews	2					
Binojeeuk	2					
Contacts with outside agencies	62	2			1	
Contacts with LRBOI departments	11					
Tribal Elders						
Other referrals						
<b>Monthly Totals</b>	106	2	0	0	30	0

---

es \*\*\*\*\*

	Wexford	Kent	Newaygo	Other
				1
	0	0	0	1

---

			6	
			6	
			0	
			5	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			0	
			1	
			28	
	0	0	0	40

Department Report : Family Services

Case Worker : Rachel Kops

Month : July 23

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					0	
Open Cases					6	
<b>Monthly Totals</b>					6	

Case Management

Total number living in homes served					9	
Total number of Tribal Citizens living in homes served					11	
Total number of descendants living in homes served					6	
Total number of children living in homes served					7	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					0	
ICWA or ICWP referrals					0	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					0	
Case Pending with DHS					1	
Children in Relative placement					0	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					4	
Home Visits					13	
Case Reviews					0	
Binojeeuk					2	
Contacts with outside agencies					49	
Contacts with LRBOI departments					20	
Tribal Elders					2	
Other referrals					0	
<b>Monthly Totals</b>					124	





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

**VSP MONTHLY SUMMARY REPORT**

**PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS**

Continued Cases	11
Partial Intakes	2
New Cases	3
Closed Cases	4
Client Face to Face Meetings in Office	5
Client Home or Out of Office Visits	3
Client-related Telephone and Email Contacts	170
Client-related Resource Research and Referrals	18
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	7

**MEETINGS**

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

**STAFF DEVELOPMENT/TRAINING**

Virtual Training	2
In Person Training and Conferences	0
Self-Paced Training Modules	0
Other Training	0

**OUTREACH, NETWORKING, AND EDUCATION EFFORTS**

Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	1
Community Table Events	1
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	10
Networking Activities	0
VSP Presentations	0
Other Activities	0

**RESEARCH AND RESOURCE EFFORTS**

VSP Website Updates	4
VSP Resource File Efforts	8

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

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

Be Da Bin has a new hire, Felice Kelley, will be part time Mental Health Counselor for us, starting more in July 2023. She is setting up her office and getting her laptop, etc to complete her job. She helped with the Wellness Walk on July 15, 2023.

The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.

Angela Schwandt currently has 38 clients, 1 new. Angela had 66 individual sessions, 38 follow up calls, 2 hours of telepsychiatry. She attended the Suicide Awareness and Prevention Coalition for Manistee County, Family Services Staff meeting, and one day of the Tribal Behavioral Health Communication Network meeting on July 12, 2023. Both Angela and Dottie are working to orientate the new staff.

Kimberly (Kim) Hinmon attended Native Connections TA meetings dealing with the budget, the Tribal Prevention Coalition meeting, and the State With One Voice Suicide Prevention meeting. She hosted the LRBOI Bike event on July 1, 2023 with 33 in attendance and the Michigan Indian Family Olympics on July 20, 2023. She worked the Wellness Walk and the table for the Little River Band of Ottawa Indians' pow wow. Kim is working the process for SAMHSA regarding the GONA TTA request and planning the event to happen in October 2023.

Dottie Batchelder currently has 17 clients and 10 Recovery Support clients. Dottie had 3 referrals to detox/inpatient treatment and 4 referrals to other outpatient services/halfway houses. Dottie had 21 individual sessions, and 43 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. She planned and hosted the Tribal Behavioral Health communication Network Meeting at the LRCR July 12 and 13, 2023. She did a lot of work to have the Wellness Walk that all staff helped with. She attended the Manistee County Suicide Awareness and Prevention Coalition meeting; Muskegon County Suicide Prevention Coalition; the Community Partner's Meeting hosted by Centra Wellness; the State With One Voice Suicide Prevention meeting on July 27, 2023; MDHHS & Tribal Training meeting; and the Director's Meeting. She is planning on an event to have in September for suicide prevention month with community partners.

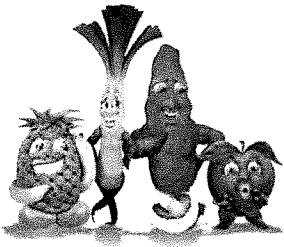
This month 24 naloxone kits were given out. Kim and Dottie worked the table for the Housing Picnic on July 19. Staff continue to attend webinars as able for certification and continuing education credits. Staff is planning a GONA in the fall.

Respectfully submitted,

Dottie Batchelder-Streeter



Food Distribution  
Jamie Friedel



# Food Distribution Program

## July 2023 Monthly Report

Jamie Friedel, Melanie Ceplina, and Thomas Riley

### 1 Department Overviews:

#### Goals and objectives:

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

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

### 2 Department Report Section:

Jamie submitted 152 inventory reports to USDA in the.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie submitted the department report.

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

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

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

Melanie and Tom filled food orders.

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

Jamie ordered August food for the warehouse.

Jamie and Melanie cleaned the office.

Jamie and Melanie conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie and Melanie conducted 40 Deliveries.

We received deliveries on June 6<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup> 20<sup>th</sup> .

The Food Distribution Office is open to the public.

Melanie sent out 2 applications.

Melanie sent 4 recertifications out.

Added 3 new Households.

We have a total of 64 households with 101 total people

MEETINGS:

- Community outreach at Aki
- FPIR call monthly report.
- IFMS training
- GTR onsite to repair Freezer door.
- GTR onsite to check Freezer door Ongoing door heater issue.
- CMT training Interview online.
- Working with Chuck Fisher to update Plan of Operation
- Working on ME audit fixes.
- Working on 2024 Budget

The Department is working on getting our ME audit findings finished up. Overall, the Audit went well with a few minor changes needed. We are working on the 2024 budget. The Department is working with Sygnal a new program system to replace IFMS. The new system is more user-friendly than our current program. It will be covered in the 2024 budget. We have updated our web page on the Tribal website to include our updated application and user friendly links and new pictures.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Thomas Riley Warehouse Specialist

Grants  
Chuck Fisher/Mark Dougher

## Grants Office Monthly Report

July 2023

### MARK DOUGHER

The grants strategy is drafted, and I will be arranging a time in the next two or three weeks to meet first with the Ogema and then the Tribal Council to review the document. The rankings provided by the departmental directors revealed clear priorities for consideration, and hopefully will be the basis for marshaling grant efforts over the next three to five years. I have also continued to compile and sort potential federal grants prospects that may serve as a grants calendar for subsequent grants staff. And I have been organizing them by federal department. The challenge has been the volume of grants. Within the U.S. Department of Health and Human Services alone there are 879 grants that federally recognized tribes are eligible for, but many if not most are not viable for Little River or many other tribes. In this instance, many of the prospects are research grants that would be of interest within higher education, and for those tribes that have their own two- or four-year college, they may be of interest. So, the challenge and my time has been devoted to reviewing these prospects and narrowing down the list to those that likely make sense for LRBOI.

### CHUCK FISHER

I have not yet had the opportunity to review Mark's focus on LRBOI's Grant Strategy and am certainly looking forward to it. I have also spent some time with it over the course of the month, mainly in the area of housing. I also plan to attend the upcoming Annual Meeting of the Housing Department early next month. Starting to look forward to the next ICDBG funding opportunity – have expressed a personal opinion that utility infrastructure be considered as a focus for this funding opportunity, but this is still an open consideration. This would involve "Phase 2" of the original plans for Aki, i.e., the area with road infrastructure only.

I did come into work most days: had sprained my ankle which limited my activities, including my work attendance. Hours were reduced considerably over the course of July due to the injury. There were 3-4 days (the worst days) that I didn't make it in at all. Still managed to keep up with most of the day-to-day

activities of the department but had to miss both the pow-wow and language camp due to this injury, as well as the Director's Meeting towards the end of the month.

Largely, things directly involving the department were also slow in the month of July. I did spend the last week or so of the month working on a response to a Food and Nutrition Service (FNS) Management Evaluation (ME) that resulted in a number of findings (6) and observations (1) related to the FDPIR (Commodities) Program. There were recommendations for amendments to the Plan of Operations (the plan had not been updated with information related to the new facility and the "store concept distribution model". There were "application-related findings" that required the incorporation of additional program-related information. A revised "DRAFT" application was developed as part of the overall report that responds to all of the findings, as was a cover letter as well.

Health  
Daryl Weaver



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

**To:** Larry Romanelli, Ogema

**CC:** William Willis, Tribal Manager

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

**Date:** Aug 4th, 2023

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



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

**CLINIC OPERATIONS: MANISTEE LOCATION**

247 patients scheduled

15 patients NO-SHOW to scheduled appointments

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

77 cancelled appointments

158 patients attending CLINIC PHYSICIAN appointments\*\*

12 patients PHONE TRIAGE\*\*

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

59 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JULY (Total Patient Volume): 528

Diabetic patients: 49

Flu Vaccines: 0

Injections: 17

Nursing Visits: 3 \*\*

On-site Labs: 123

COVID-19 Tests: 0

\*\*Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 816

DIRECT CALLS TO CLINIC OPERATIONS: 500

OUTGOING FAXES: 133

**TRANSPORTS - MANISTEE 7**

**JULY 2023**

TRAVEL HOURS: 7

SERVICE HOURS: 9

NUMBER SERVED: 9

**MEDICATION DELIVERIES: 5**

TRAVEL HOURS: 2 ½

SERVICE HOURS: 1 ¼

NUMBER SERVED: 5

TOTAL TRAVEL HOURS: 12

TOTAL SERVICE HOURS: 9 ½

TOTAL NUMBER SERVED: 12

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

**CLINIC OPERATIONS: MUSKEGON LOCATION**

89 patients scheduled

6 patients NO-SHOW to scheduled appointment

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

25 cancelled appointments

20 clinic referrals – requiring action by Providers and Staff

58 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 18

Flu Vaccines: 0

Injections: 0

Nursing Visits: 0

On-site Labs: 19

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 242

**TRANSPORTS - MUSKEGON: 14**

**JULY 2023**

TRAVEL HOURS: 16

SERVICE HOURS: 8

NUMBER SERVED: 14

**MEDICATION DELIVERIES: 1**

TRAVEL HOURS: ½

SERVICE HOURS: ¼

NUMBER SERVED: 1

TOTAL TRAVEL HOURS: 15

TOTAL SERVICE HOURS: 16 ½

TOTAL NUMBER SERVED: 15

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$75,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1667

TOTAL PRC PAID IN JULY: \$42,951.16

PHARMACY/OTHER: 26,974.15

DENTAL: \$7,865.50

TOTAL PATIENTS: 167 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 352

TOTAL CLAIMS ENTERED: 372

TOTAL PRC PAID 2023: \$343,058.61

TOTAL EHAP PAID IN JULY: \$31,881.48

TOTAL EHAP PAID 2023: \$302,963.31

TOTAL ENROLLED EHAP/LRBOI: 1317

NEW APPLICATIONS MAILED OR GIVEN: 21

REASSESSMENTS MAILED OR GIVEN: 27

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

Claims submitted: 37 \$37,372.17 (total submitted)

-\$ 8,287.62(what we paid)

**\$29,084.55 (total savings)**

**PHARMACY, MANISTEE: July 2023**

Active Patients:	352
Prescriptions filled:	1554
Receipts:	
Insurance payments received:	\$263,159.80
Non-member cash/copays received:	\$610.99
Less acquisition cost of medications:	\$51,749.57
Net profit:	<b>\$212,021.22</b>
PRC-equivalent write offs:	
LRBOI:	\$24,203.33
Other Tribes:	\$2,722.01
TOTAL:	\$26,925.34

**PHARMACY, NORTON SHORES: July 2023**

Active Patients:	98
Prescriptions filled:	425
Receipts:	
Insurance payments received:	\$77,389.62
Non-member cash/copays received:	\$ 16.77
Less acquisition cost of medications:	\$17,113.00
Net profit:	<b>\$ 60,293.39</b>
PRC-equivalent write offs:	
LRBOI:	\$9548.48
Other Tribes:	\$130.19
TOTAL:	\$9,678.67

2023 Health Services Department - Manistee Location

Clinic Operations

2023	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	Outgoing Faxes
January	291	27	74	9	199	28	615	386	63	79	6	14	2	166	3	1,257	509	.	
February	243	11	67	10	175	35	624	412	54	59	5	23	2	114	4	992	573	.	1
March	286	36	67	8	191	45	638	399	47	60	-	14	3	154	6	1,152	642	15	1
April	229	26	62	2	143	53	663	407	30	65	-	16	5	140	1	1,004	464	1	
May	252	33	61	4	162	30	579	383	37	71	-	10	4	131	2	1,072	602	-	122
June	307	29	94	8	192	34	707	475	40	59	-	15	6	142	4	996	518	1	112
July	247	15	77	3	158	12	528	355	59	49	-	17	3	123	3	816	500	.	133
August																			
September																			
October																			
November																			
December																			
Totals	1,855	177	502	44	1,220	237	4,354	2,817	330	442	11	109	25	970	23	7,289	3,808	18	367

\*\* Denotes total included in Total Patient Volume NOTE: Telephone & Chart Reviews include both Manistee & Harvey Locations.

2023 Health Services Department - Harvey Location

Clinic Operations

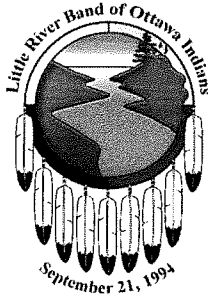
2023	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visits**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST
January	110	7	25	1	79	28	497	386	63	27	3	2	4	41	-	241	-	
February	38	-	10	-	28	35	477	412	54	7	-	2	2	13	-	240	-	
March	148	12	49	6	93	45	540	399	35	31	-	2	3	50	-	230	-	
April	139	8	74	3	60	53	521	407	14	20	-	4	1	28	-	256	-	
May	156	5	62	2	91	30	504	383	33	22	-	2	-	35	1	309	-	
June	106	4	26	-	76	34	585	475	33	28	-	-	-	20	-	232	-	
July	89	6	25	-	58	12	423	355	20	18	-	-	-	19	-	242	-	
August																		
September																		
October																		
November																		
December																		
<b>Totals</b>	<b>786</b>	<b>42</b>	<b>271</b>	<b>12</b>	<b>485</b>	<b>237</b>	<b>3,549</b>	<b>2,817</b>	<b>252</b>	<b>153</b>	<b>3</b>	<b>12</b>	<b>10</b>	<b>206</b>	<b>1</b>	<b>1,750</b>	<b>-</b>	

\*\* Denotes total included in Total Patient Volume

NOTE: Telephone, Chart F Reviews include both Mainstee & 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 July 2023**

**Staff**

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

**Department Overview**

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

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

**I. Housing Activities.**

- A. During the month, the Department performed the following activities.
  - Lease renewals due during the month: 5
  - Leases renewed: 3
  - New leases: 1
  - Annual Inspections: 5
  - Move-out Inspections: 2
  - Move outs: 2
  - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
  - Applications received this month: 0
  - Total Number of Awards made during the Year: 2
  - Total Amount of Awards for the Year: \$7127
- C. The Homeowners Assistance Fund received one (1) new application this month, one (1) denial. The program has provided \$84250.96 in assistance since it began in 2022 and \$799.96 in assistance in the month of July.
- D. The Housing Department held a community picnic on July 19<sup>th</sup> from 3p-6p and it was well attended (pictures attached). The picnic had representation from various departments who also provided swag, information and prizes to the picnic and the local fire truck was there also. Hot dogs/chips/drinks, dessert and prizes consisting of weed whackers and corn hole along with prizes for the children was provided by the Housing Department. The Housing Department hopes to make this an annual event.
- E. The Housing Director was out on IFMLA and bereavement until July 10<sup>th</sup>.
- F. The Housing Director attended the Monthly Directors meeting on July 27<sup>th</sup>.
- G. An analysis was completed to see about having a painter come in and a cleaning company to help get units turned over quicker but due to costs being so high and the amount of time it would take to get contracts in place, it was determined that it did not make sense to do so at this time.
- H. A job requisition was completed in July for an additional maintenance technician, so in August we will have another maintenance tech available to assist in completing unit turnovers.

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

- A. Notice of Delinquency issued: 8
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): There is 4 pending to sent to court if no response is received by residents.

**III. Condition of Properties.**

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 6 units to complete for a move in at this time. Two of which will be completed in the first week in August. We have 4 units that will need to be completely repainted, flooring redone and minor damage repaired then final cleaning.

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

LRBOI Housing Department has 86 rental units in total of which 80 were rented giving us an occupancy rating of 93%.

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

**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blueprints for the maintenance garage expansion
- E. HUD Training on August 15-16<sup>th</sup> for Program Income from our Indian Housing Block Grants
- F. August 8-10<sup>th</sup> Housing Director and Administrative Assistant will be attending training in Denver, CO regarding our tenant accounting software we use called Doorways for tenant tracking of tenant ledgers and work orders.
- G. September 12-14<sup>th</sup> the Housing Director will be attending via Zoom training regarding Structuring Rents. This will assist in deciding whether our current rent structure needs to be evaluated and changed.

**End of Report**  
**Tara Bailey, Housing Director**  
August 3, 2023



Human Resources  
Alicia Knapp



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

**To:** Ogema Romanelli  
**From:** Alicia Goff  
**Subject:** July 2023 HR Department Report  
**Date:** 08/15/23

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

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

**1) HR 2023 Operational Plan**

- 1) The 2023 Operational Plan is partially in revision state and currently still working on moving forward.
- 2) **Month Summary:** July continued with talent acquisition – different ways of posting – posting on the NNAHRA website and use of a temporary online application, work force development, project work, 401k Audit, finalizing Job Descriptions on L: drive and some starting of updating to current wage updates for 2023. Preparing for 2024 budget and budget was sent to Budget Coordinator

**3) Talent Acquisition**

a) Talent Acquisition for July:

- (1) Number of Hires During the Month: 6 – 1 – TM AWE -WFD – Maintenance; 5 -NP – 1 - Tax Dept. Temp., 2 – clinic – Staff Pharmacist & Clinic Nurse, 1 – Family Services – Victim Advoc/ Manistee and 1 – Utilities – Utility Operator.
- (2) Number of Open Positions: 10 positions (11 employees needed). 3 in process of offers/screening – 5 August starts w/selection-interviewing and offers being made/accepted.
- (3) Terminations – None – 4 known coming in August with Seasonals going back to school.
- (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
- (5) Thank you, Hiring Managers, for your help and your continued patience!
- (6) Updated Recruiting Work Priority: Gaming – (1) Surveillance Operator and Internal Auditor Manager (selection), Clinic (4 positions interviewed) – Staff Physician(s), Nurse, Business Office Coordinator, Staff Pharmacist, Family Services – (1) Victim Advocate - Muskegon, NRD – Wildlife – due to start late August and Environmental Division Managers (selection – August interviews)
- (7) None in July.
- (8) Website was changed and deleted HR/WFD information. Layout was changed without notice and from April through the end of June, this still has not been addressed.

Review, but on-line usage of application has been consistent – averaging around 6+ per month.

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

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

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

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

**Training and Development hours totaled: 6 hours reported hours in July.**

**5) Benefits and HR Administration**

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 2 ongoing, 3 New, 3 – Assisting Team Members with Benefit and Leave Requests. STD, FMLA and IFML issues have been addressed and completed for redetermination, 2 requests for FML still ongoing, 2 requests for FML/STD to be started in July and continue into September, 2 LOA approved, and 2 WC claims – 1 still continuing since 2/2023. 6 bereavement leaves taken.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has been ramping up – loan requests processed.
- d) Some previous employees (3) either rolling over or cashing out.
- e) Continued processing new hire insurance enrollments and separation disenrollment and some COBRA inquiries.
- f) 401k financial adviser visit was scheduled for the last week of July and calendar it was set for August visit.
- g) Meetings scheduled as needed with BCBS team for addressing employee questions and concerns and asked them for usage numbers for the first year plus under them. Report should be here in July. Gallagher has also set up a meeting to discuss benefit increases and different offerings.
- h) Processed insurance benefit plan check requests.

**6) Safety**

- i) Continued COVID-19 support and tracking. None reported
- ii) Recordable Injuries: 1 resulted in WC claim- One ongoing from 2/2023
- iii) Near Miss/1<sup>st</sup> Aid: 3 near misses.

**7) Tribal Preference Report**

**Preference Report for July 2023 – Preference Hires in July 2023**

**Employee Count by Preference for July**

105 Tribal Members	+01 in June	53% (52.5%) of Tribal Government Workforce
10 Native American		5%+ (5.0%) of Tribal Government Workforce
11 Tribal Descendants		6%+ (5.5%) of Tribal Government Workforce
10 Tribal Spouses		5%+ (5.0%) of Tribal Government Workforce
No data on Tribal Parent – found		0% of Tribal Workforce
No losses in preference for July.		
<b>Total preference = 136</b>		<b>68% (67.5%)</b>

64 non-preference

Gain of 5 Loss 0

32% (32.5%)

**Total of all employees 200**

Numbers will be skewed for the seasonal , WFD/AWE and temporary workers for June and July. August will bring in new RFT employees that will give us all a better look at our organizational make-up.

**WFD Program**

**8) Workforce Development**

- i) New Requests for WFD Service: 2 to be processed for July distribution.
- ii) Inquiries for WFD programming 3 for Career Voucher. 2 inquiries (Tr/Dev and applications for next month.
- iii) No AWE in to start in July 2023 – First one in 2023 thus far.

Regards,

Alicia Goff  
HR Manager



Information Technology  
Andrew Jeurink (Interim)

Information Technology Department  
Monthly Report  
July 2023

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

*Duties and Accomplishments –*

1. Government EXSI Host has been installed and servers have been merged to the new system
2. Intrusion detection software is currently protecting our external ip address
3. Next-IT Contract for onsite support for Muskegon location is approved but needs amendment due to start date change
4. Spectrum contract scheduled to be installed by the third week of September

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

2023

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

*Monthly Operation Status –*

- 137 new LRBOI IT work orders were opened in July 2023 and 104 LRBOI IT work orders completed in June 2023. We are showing 189 tickets in que. Arctic IT had 286 tickets opened with 283 tickets closed with 18 tickets remaining in que.

*Meetings Held / Attended –*

Held Staff Meetings with Elevate and ArticIT.

*Trainings Held / Attended –*

*Special Tasks / Activities Performed –*

Legal Assistance  
Mary Witkop

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: August 7, 2023  
Re: July 2023 report of activities

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Number of tribal members assisted on new issues	65
Number of referrals received	.1
Number of continuing cases:	53

Types of legal issues:

Child support	Paternity
Probate Estate	Small Estates
Divorce	Real Estate
Wills	Unpaid Wages
Worker's Compensation	Divorce – Out of State
Trusts	Medicaid
Supervised Parenting Time	Landlord – Tenant Issues
QDRO	Codicil to Will
Estate Planning	Amend Medical Power of Attorney
Bereavement	Abuse-Neglect of Minors
Medical Power of Attorney	No Contact Order
Post-Divorce Matters	Criminal
Parenting Time	Civil
DNR Investigation	Amend Power of Attorney
Power of Attorney	Service of Civil Documents
Car Insurance	Theft
Amend Estate Planning Documents	Trust Administration
Evictions	Land Contract

Trust Amendment  
Custody  
Name Change – Adult  
Pistol License Denial – Appeal  
Divorce – Out of State  
Extend Summons  
Online Blackmail  
Adoption – Minor

Small Claims  
Lady Bird Deed  
Contracts  
Guardian Report  
Personal Protection Order  
Conservator Account  
Personal Injury  
Change of Custody

Sample of Work Performed:

Assisted a tribal member sell their real estate by land contract

Assisted a tribal member get paid when their employer failed to pay them

Assisted a tribal member obtain a court order that they were the father of their child and establish parenting time and child support

Assisted a tribal member request that their children's other parent must provide proper supervision for their parenting time

Assisted a tribal member prepare an Account of Fiduciary in a conservatorship file

Attended Webinar on Medicaid

Attended Director's Meeting

Members Assistance  
Melissa Waitner

No report submitted.

Natural Resources  
Frank Beaver





Gaá Čhing Ziibi  
Daáwaá  
Aníshinaábek

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

310 9<sup>th</sup> Street  
Manistee, MI 49660  
(231) 723-1594

July 2023 Monthly Report  
*Frank Beaver, Director*

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

Department Objectives:

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

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

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

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

### **Administrative Services**

Theresa Davis

Assisted with biologist's paperwork as needed

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

### **Fisheries Division:**

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

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

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

- 2023 Manistee River, sea lamprey treatment discussion, SOS (Save Our Sturgeon) coordination and preparation.
- 20th Annual Sturgeon release ceremony preparations.

Equipment maintenance/Field Work/Lab Work:

- Sturgeon PIT antenna array installation.
- Sturgeon Streamside Rearing Facility SRF daily operation
- Manistee Lake Sturgeon Assessment/Acoustic tagging receiver monitoring.
- Conducted habitat surveys for Arctic Grayling reintroduction with Zac Locklear (University of Wisconsin) in Goose Creek, North Branch Manistee River, and Upper Manistee River
- Downloaded data from temperature loggers, redeployed loggers that were missing or in ineffective areas in the upper Manistee River watershed.
- Lake Michigan FIWS fish community sampling (Manistee, Gerand Haven) Lake Michigan.
- Great Lakes assessment net maintenance
- Great Lakes fisheries Diet analysis

Meetings/Training/Travel/Conference Calls

- CORA Electronic Reporting meeting (7/6)
- Lake MI Technical Committee Meeting (Milwaukee, WI (7/17-20)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/	Habitat Restoration Program	
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon		

**Wildlife Program**

Vacant – Wildlife Division Manager

Vacant – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

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

Administration/Budget/Reports/Data Entry

- Managed Budgets
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget

- 4095 Climate Change Protection Budget
- 4137 BIA Great Lakes Restoration Initiative
- 4072 NRCS Project Budget
  
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2023 hunting season, permits, regulations, etc.

Equipment Maintenance/Field Work/Lab Work

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

Meetings/Training/Travel/Conference Calls

-

### **Environmental Division**

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

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

#### **Environmental Division**

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

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

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

- 

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

- 

#### **Budgets Managed:**

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

### **Brownfield Program**

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

- Drafted Master Service Agreement for QAPP assistance with Onedia Engineering.
- Organized and reviewed files from Phase I and II reports for testing and remediation for tribal parcels
- Drafted a memo on cleanups over the past 23 years for insurance purposes.

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

- Removed some old cups and loose items from the EPA Jeep
- Minor cleaning of red Chrysler interior
- Area 51 site survey on July 11
- RR Grade site survey on July 12

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

- NRD environmental Huddles on July 10, 17, 24, and 21
- Staff meeting on July 6
- Area 51 site survey on July 11
- RR Grade site survey on July 12
- 1 on 1 with NRD director on July 13

- Local Government Law webinar on July 13.
- Webinar Today: Visualizing Home to Work Job Locations and Income Demographics using Census LODS Data in a Web-based Application on July 19
- Household Hazardous Waste Steering Committee on July 25.
- Brownfields 2023 | First Time at a Brownfields Conference webinar on July 27.

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

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

- Entered Eureka data into AWQMS and WQX
- Requested bids for construction of Custer culvert
- Completed travel request for annual AFS meeting
- Finished WQ report card
- Received nutrient data from GLEC
- Onekama Invasive Species Committee tasks (sent CISMA Invasive Treatment permission forms to Onekama clerk, etc.).
- Coordinated Portage Lake frogbit survey/treatment plans between NCCISMA/PLM/Onekama ISC.
- Directed Seasonal in importing Portage Lake AVAS data to ArcGISOnline survey.
- Reviewed & gave input on WQ report card.
- Identified plants in photos sent by Onekama Parks & Rec with possible invasives.
- Sent info to MCD re Coastal Mgt Zone.

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

- Completed July WQ sampling
- Completed Sickie Creek Pebble count
- Completed Sickie Creek E-fishing
- Received new phone/case
- Received new boots
- Received Flowtracker back from repairs
- Received Velcro for eureka
- Nutrient samples dropped off at GLEC for processing
- 7/5/23: calibrated Eureka Manta sonde with Seasonal.
- 7/18/23: Oldhouse electrofishing.

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

- 7/6- July Staff Meeting
- 7/20- MCD Manistee Lake meeting
- 7/6/23: call with Vicki (NCCISMA) re Portage Lake frogbit.
- 7/11/23: PLWf WQEM committee meeting.
- 7/12/23: attended Onekama Twp Board meeting remotely as ISC representative to explain frogbit treatment permission form.
- 7/14/23: MCD meeting regarding potential Manistee Watershed Group.
- 7/17/23: Onekama Twp Invasive Spp Committee meeting.
- 7/20/23: MCD Quarterly Watershed Partner Meeting.
- 7/20/23: call with Vicki (NCCISMA).

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

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

- 

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

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x2
- Ozone Audits X4

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

- 

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

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

- Sent edits/comments on MWRI draft stewardship plan.
- Directed Seasonal in reviewing spreadsheet of historic DNR wild rice plantings to identify those that occurred within 1836 Ceded Territory.
- TWWG Leadership tasks (managing R5TWWG inbox, scheduling meetings, created anonymous program description spreadsheet, transferred GoogleDrive files to Teams, etc.).
- Reviewed new Houghton Lake ANC amendment documents on MIEnviro.
- QA/QC of WR\_Density\_Plots\_2022 GIS layer.
- Weekly/daily coordination of Env Seasonal Tech's schedule & updating task list.
- Wild Rice camp planning: shared site visit photos with MWRI.
- Added to MWRI Stewardship Plan BMP document.
- CMU grad project: communications with CMU Professor, reviewed past contracts on S Drive as examples, drafted MSA/budget/workplan, sent draft scope of work to CMU, drafted & sent letter requesting lower indirect costs.
- Sent GLRI grant deliverables requirement info to MCD.
- Maple River Days coordination with MRWA.
- Created StoryMap of MRWI site visits around Houghton Lake.
- Reviewed NCCISMA's phragmites polygon in Deadstream Flooding & gave input on treatment precautions.
- Line 5 wetland consultation: reviewed new dropbox files.
- Evaluated photos of Pine River for Zizania aquatica potential.
- Coordinating w GTRLC & ISN re Arcadia Marsh wild rice/phragmites field day.
- Directed Seasonal in download/conversion/import of DEM to FieldMaps.
- Coordinating with SMM re sedaDNA project.
- Coordinating w ISN re MRSGA project.
- Beginning work on 4137 budget mod for wild rice purchases.

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

- 7/5/23: Custer, began wetland mapping.
- 7/13/23: kayak trailer hitch maintenance.
- 7/13/23: Sugar Shack, evaluated Consumers' rehab of wetland disturbance.
- 7/13/23: Director 1:1.
- 7/24/23: Custer, continued wetland mapping.

- 7/25/23: visited Dunham's to shop for canoes for wild rice work.
- 7/25/23: Custer, continued wetland mapping.
- 7/26/23: wild rice scouting/mapping in Manistee Marsh.
- 7/27/23: Custer, continued wetland mapping.
- 7/28/23: Custer, continued wetland mapping.

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

- 7/5/23: Env Div huddle.
- 7/6/23: MWRI Team meeting.
- 7/6/23: LRBOI staff meeting.
- 7/13/23: MWRI Stewardship Plan Discussion & Summit Planning with BMIC & UofM Water Center.
- 7/14/23: TWWG Leadership/NAWM/EPA meeting to discuss TWWG next steps.
- 7/14/23: call with Scott Herron re wild rice summit planning.
- 7/17/23: Marl Lake/Cut River/Deadstream Flooding site visits with MWRI for Stewardship Plan summit planning.
- 7/17/23: meeting with HLIB member Jim.
- 7/18/23: MWRI Stewardship Plan work session on Planning & Collaboration.
- 7/19/23: assisted running NRD booth at Aki Housing Picnic.
- 7/20/23: Line5 Cooperating Agency meeting.
- 7/24/23: Env Div huddle.
- 7/25/23: MWRI Monitoring & Restoration subcommittee meeting.
- 7/26/23: MWRI Summit planning meeting.
- 7/26/23: Director 1:1.
- 7/27/23: Manistee EAB Workgroup Meeting.
- 7/28/23: TWWG-WWA Collaboration meeting.
- 7/31/23: MRWA meeting to plan Maple River Days educational event.
- 7/31/23: Env Div huddle.

#### Great Lakes Policy Program

##### Administration/Reports/Data Entry

- LRBOI invasive Spp. identification guide

##### Field Work and Equipment Maintenance

- Assisted Water Quality Specialist with an e-fishing survey.

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

- Enbridge Line 5 Tunnel, Recurring Staff-level Tribal Consultation (7/4/23)
- LRBOI July Staff Meeting (7/6/23)
- Muskegon Lake Watershed Partnership (MLWP) (7/11/23)
- NRD Director 1:1 meeting (7/12/23)
- MCD possibilities for a community watershed group for the Manistee River Watershed discussion (7/14/23)
- AKI community picnic (7/19/23)
- Enbridge Line 5 Tunnel EIS - Monthly Cooperating Agency Meeting (7/20/23)
- Tribes Mining call (7/20/23)
- Lake Michigan Partnership WG monthly call (7/26/23)
- Lake Huron partnership working group meeting (7/27/23)



- July 2023 Webinar by the Interagency Ecological Restoration Quality Committee (7/27/23)
- Discover Maple River Field Trip - Activity Discussion w/ Sarah Himes (7/31/23)

Planning  
Steve Parsons

## BIA ROADS/PLANNING DEPARTMENT REPORT

July 2023

Steve Parsons

### Meetings/Conferences/Trainings

- On July 11, 2023, I attended a Tribal Council work session on the proposed Biimaadiiziwin Cemetery Ordinance.
- On July 13, 2023, I attended the virtual Quarterly Meeting held by the U.S. Census Bureau for Tribal representatives from the Chicago region.
- On July 25, 2023, I attended a Tribal Council work session to review two agenda items on the July 26 Tribal Council agenda. The Agenda items were two BIA Roads contracts with Elmer's and Wolverine Sealcoating.
- On July 26, 2023, I attended the Tribal Council meeting to represent two agenda item—BIA Roads contracts with Elmer's and Wolverine Sealcoating.
- On July 27, 2023, I attended an LRBOI Tribal Government Director's meeting held at the Gathering Grounds pavilion.
- On July 31, I attended a virtual preconstruction meeting with Ken Ockert (GTEC) and Nick Broad (Elmer's Crane & Dozer) for the upcoming Sidewalk Extension construction project.

### Activities/Accomplishments/Updates

- 2023 BIA Roads Projects: Here is a brief review of BIA Roads Projects that are scheduled to take place this year. Please note that due to unpredictable weather patterns during the months of March and April, most of our road construction projects have been delayed or rescheduled to begin later in the construction season.
  - Aki Maadiziwin Roads: The reconstruction of the entry road and the repair work on the remaining roads in the circle/residential area have been completed. The entire road system (including the Community Center parking lot) will be seal coated yet this year. Tribal Council approved a contract with Wolverine Sealcoating to perform the sealcoating of the completed roads. We anticipate this project to begin sometime in August, although a start date has not been confirmed yet.
  - Public Safety Parking Lot: The remaining item for this project was the construction of a small (20 spaces) parking lot on the north side of the Justice Center Building. However, given the need for occupants of the Tribal Justice Center building (primarily Tribal Court and Public Safety) to expand their work area and services, this project will not be continued this year and will be closed out with the BIA and FHWA offices. Any additional work to the parking lot can be added to a future Tribal Transportation Improvement Plan (TTIP) and scheduled for a future year.
  - Tribal Cemetery Road: Now that the road network for Phase I has been completed, our focus will be on the remaining components of the Cemetery Project. These include a fresh/drinkable water source (water well), electric power connection, septic system, facilities/maintenance building, and landscaping (including laying out of burial plots).
  - US31/M-22 Roundabout (Sidewalk Extension): One of the remaining items left over from the roundabout construction was the completion of a sidewalk from the

roundabout to the main entrance of the Litte River Casino Resort. Tribal Council approved a contract with Elmer's Crane & Dozer to construct the sidewalk. The project is scheduled to start on August 21 and take roughly two weeks to complete.

- Government Center Parking Lot #2 (Primarily used by the LRBOI Clinic): This involves the replacement of the porous concrete sections of the parking lot by solid concrete sections—much like what was done with the Government Center front parking lot. We anticipate this project being completed in 2-3 weeks, and plan to have the project bid out sometime in August 2023.
- Loon Drive Resurfacing/Reconstruction: This project will involve the resurfacing and/or reconstruction of Loon Drive from the general area where it connects with the roundabout to the area just beyond the existing Gathering Grounds parking lot. A specific schedule for this project has not been established, but we hope to have this bid out sometime in August 2023 with construction occurring shortly thereafter.
- Aki Maadziwin Connector Road: This project was put back on the TTIP for 2023 as a planning/development project. This is a proposed road that will extend from the southwest corner of the Aki Maadziwin Housing Development (near the pump house) along an existing railroad grade and will terminate at Frost Road just north of US-31 (near the Marathon Gas Station). This proposed road will serve as an alternate route to enter and exit Aki Maadziwin (particularly in an emergency situation when the main entry road is not accessible). GTEC will develop a plan for design and construction of the road and provide a cost estimate sometime later this summer. Depending on the cost involved and anticipated scheduling, we may add this to our list of TTIP construction projects for 2024.

Public Safety  
Robert Medacco

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

**General Patrol**

Assist Citizen	
Assist Motorist	
Assist Other Agency	5
City Assist	7
County Assist	8
Medical Assist	1
MSP Assist	2
Other Calls for Service	
Property Checks	624
Suspicious Person	
Suspicious Situation	4
Well-Being Check	2

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	10
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	1
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	3
Open Intoxicant	
Other Traffic Citation	1
OID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	21
Unsecured Vehicle	
Verbal Warning	13
Warning Ticket	

**Processes**

Bench Warrant Entered	
Civil Process (Paper Service)	3
PPO Served	1
Federal Docket Ticket	

**Criminal Offenses**

Animal Neglect	
Arrest	10
Assault	3
B&E	2
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	1
Domestic Disturbance	4
Drive-Off	
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	1
Larceny	3
Liquor Violation	
Minor in Possession	
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	1
Property Damage/PIA	10
Public Peace	
Resisting	
Robbery	
Sex Offense	

<b>Criminal Offenses Continued</b>	
------------------------------------	--

Sexual Harassment	
Shoplifters	

Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	2
Unwanted Subject	2

<b>Miscellaneous</b>	
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Administrative Hours	277
Alarm	
Attempt to Locate	
Boat Dock Checks	
Casino Hours	118.25
Civil Standby	
Community Policing	11
Court Hours	
Death Notification	
Drug Disposal	
Follow-Up Investigations	8
Found Property	2
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	1
Special Detail	1
Suicidal Subject	2
Total Complaints	65
Total Reports	56
Training Hours	63.25
Transport	
Trespassing	1
Tribal Council Meetings	
Vehicle Mileage	4425
Voluntary Missing Adult	

<b>Training/Travel</b>	
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**Little River Band of Ottawa Indians  
Inland Conservation Enforcement Activities  
July-23**

Administrative Hours	161.25
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	11
Assist Hours	19.5
Citation(s)	1
Civil	1
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	12
Contacts	733
Court	
Court Hours	
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	432.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	4
Meeting Hours	3.5
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	143
Snowmobile Patrol Hours	
Training(s)	17
Training Hours	83
Vehicle Mileage	2990
Vehicle Stops	
Verbal Warning(s)	1
Written Warning(s)	2

**Training/Travel**

July 26-30, 2023 Officer Gunderson attended Hunter Safety Education Trapper class in Roscommon.



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

Administrative Hours	33
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	1
Catch Inspections	1
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	2
Court	
Court Hours	
Dock Checks	2
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	262
Joint Patrol(s)	
Marine Time	1
Meeting(s)	1
Meeting Hours	2
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	5
Training Hours	13
Vehicle Mileage	2276
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	

Tax Office  
Valerie Chandler

## **Tax Department July 2023 Monthly Report**

**Staff:** Valerie Chandler, Tax Officer  
Nathan Burkhart, Tax Department Administrative Assistant (Temp)

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

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

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
  - RTM statuses
  - Motor fuel registration
  - Certificates of Exemption
  - Proofs of Residency
  - RTM benefits provided by the Tribe/State Tax Agreement
  - Tax Agreement Area boundaries
  - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for June 2023.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 5 Certificates of Exemption:
  - Purchaser: 5 RTMs 0 Tribe/Entity
  - Purchase Type: 3 Vehicles 1 Construction 1 Recreational Vehicle
9. Reviewed 31 Tribal Member address and/or name changes; 11 required updating of the RTM list and database.
10. Processed 7 Proofs of Residency.
11. Processed 7 Motor Fuel Registrations.

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

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

- RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for August 2023 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,056 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

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

\*Variable Duties and Accomplishments:

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

6. Worked with one of the Tribe's utility companies regarding their verification of multiple Forms 5633 to the Michigan Treasury Tribal Affairs to obtain refunds of state sales taxes paid on utilities.
7. Prepared and mailed 8 Proof of Residency letters requesting the members to submit documentation of the residency within the Tax Agreement Area.
8. Prepared and submitted paperwork for the posting of the department Administrative Assistant position.
9. Prepared and submitted paperwork for a temporary position within the department.
10. Reviewed and mailed 14 Venue reports to the State of Michigan.
11. Compiled a Summary of the Tax Agreement Audit that was conducted from January 1, 2019 - December 31, 2022.
12. Reviewed one application and resume that was received for the Tax Department Administrative Assistant position.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
  - Filing and further documentation for Form 5633's that were submitted for sales tax refunds on the Tribe's utility accounts.

Little River Trading Post Interactions:

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

Little River Casino Resort Interactions:

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

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

1. Monthly Employee Staff meeting via Teams on July 6, 2023
2. Attended Employee Recognition meetings on July 6 and 20, 2023
3. Attended Annual Tribal-State Tax Summit (via Zoom) on July 13, 2023
4. Met with department Lead on July 24, 2023 to review the duties and needs of the Tax Department
5. Attended Directors' Meeting on July 27, 2023

**Statistics:**

Total Registered Resident Tribal Members (RTMs): 249

- Manistee County: 238
- Mason County: 11

Monthly Tax Revenue\*:

\*June 2023 amounts received in July 2023

- Retail Sales Tax (Gift Shop) \$1,266.15
- Retail Sales Tax (Nectar Spa) \$33.35
- Service Tax \$602.06
- Admissions Tax \$669.57
- Lodging & Occupancy Tax \$19,067.02
- Food & Beverage Tax \$30,856.67

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

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

- Gasoline: \$0.472/gallon
- Diesel: \$0.493/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products\*): 32% of wholesale price  
\*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)



Tribal Historic Preservation  
Jonnie J. Sam

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

**1. Department Overview**

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

**2. Department reporting section**

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

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

1. Responded as appropriate to 73 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Assisted with Anishinaabe Family Language & Culture Camp planning by meeting with LRRCR Food and Beverage.
3. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
4. Administered, directed, and supervised all departmental activities.
5. Attended remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE.
6. Attended the regular monthly staff meeting.

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

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

1. Phone interview with a reporter that was coming to the language camp to do a story of our people and our language.
2. Coordinated language camp for the first time since 2019, I could write all the details, but it would be a long report.
3. Submitted the word of the day project for the Currents.
4. Developed language lessons for the language class and taught them.
5. Produced language lessons for the face book show "Endaaying".
6. Recycled for LRB pharmacy and Muskegon pharmacy.
7. Consultant to IPR, Delta Dental, GRPM, Mi. nature association.
8. Answered many emails and calls about language camp.
9. I have attached a separate report on our language camp.
10. I am submitting a picture of the amount of garbage that we threw away at language camp and most of that was from the kitchen area. I have showed that photo to many and they all say the same thing "Recycling works".

Additional report on Anishinaabe Family Language & Culture Camp

### **Language Camp report 2023**

We were the first to create footprints upon Mother Earth, we were the first to sound out our language upon Mother Earth. At Language Camp our language is first then other language comes after.

We opened language camp with a song for a late follower of the camp, she came for many years with her family but walked on just days before camp started this year.

We had close to 250 guests this year which was a manageable crowd. Our guests came from Illinois, Wisconsin, Michigan, Oklahoma, Washington, Missouri, Minnesota, Ontario, Florida, Virginia, Texas, Colorado.

The program book was well done, all the information was in it, the presenters were awesome and well received. I had less presenters this year than before, but I scheduled them more times. We had a mother/daughter team that did the presentations for the children. We received good feedback from the evaluation forms. Many volunteers for the weekend which was well appreciated.

Many have asked me to bring back a three-day camp and I say will they be there for all three days? Will they help me set up at the beginning and tear down when it is over. Right now, I am thinking that we can start at 10:00 AM instead of noon on Friday. My kids and grandkids had all the tables, chairs and registration area set by 10:00 AM. We had everyone tear down the tables and chairs and stack them after dinner and before Jiingtamok on

Saturday. GJs, the tent people told me that we are one of the few that do this for them, I told them that they do a good job for us.

We had a little confusion at the beginning with LRRCR food and beverage department, but it was the first time for this group but by Saturday we got it all figured out. The food was great, and the people loved it, I say, most people when they go camping, they take hot dogs, burgers, potato salad, coleslaw, I want to feed our guests some good food with smiles. They also supplied us with an upright cooler, hot box to keep the food warm and other supplies for the camp. All the presenters had rooms at LRRCR. One of my presenters could not attend so her room got open so I wanted to give it to another elder from Walpole Island, I told them to have registration call me and that I would come down and change the name, the phone did not work in my room, so a wonderful young woman "Brook" came to our room, and we made the change there. I told her that I would mention her name in my report. All the employees there that I talked to knew about the language camp and they welcomed it.

We started with the sunrise ceremony every morning and my family noticed that people were visiting and hugging one another because that have not seen each other since 2019, some did not return because of Covid.

I have already started making plans for next year's camp. I did not have a whole lot of time this year, I did not know that we were going to have camp till after the spring membership meeting.

I have included a photo that I took at camp, and they say a picture is like a thousand words, this picture says only two words....." Recycling works".

**Miigwech**

**Kenny Neganigwane Pheasant**

**Camp Director**



**Travel, training and budget expenses**

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

WWTP  
Gary Lewis

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

**I. Department Overview**

**MISSION STATEMENT**

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

**II. Department reporting section**

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

**Billing**

Water	\$14,355.39
Sewer	\$28,646.19
Irrigation	\$3,635.11
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$15,735.48
Septage	\$9,032.11
Other	\$180.00
Month Total	\$79,653.61
Yr. to Date Water	\$89,607.50
Yr. to Date Sewer	\$143,787.72
Yr. to Date Irrigation	\$17,798.03
Yr. to Date Fire Suppression	\$56,485.31
Yr. to Date Manistee Township	\$112,150.45
Yr. to Date Septage	\$51,088.69
Other Revenue	\$1,136.97
Credit	\$0.00
Yr. to Date Total	\$472,054.67

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 5,291,473
    - b. Ave Daily Flow Gallons 170,692
  
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 2,418,400
    - b. Daily Average Gallons 78,013
  
  - Effluent Gallons**
    - a. 2,574,181
    - b. Daily Average Gallons 83,038
  
  - Lagoon**
    - a. Influent 619,485
    - b. Daily Average Gallons 19,983
  
- 3. Septic Sewage**
  - a. 167,040 Gallons

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

**What: SDS I.H.S. Inspection**  
**Who: Bryan Beamer I.H.S.**  
**Where: WWTP/Water Distribution System**

**What: EDC Meeting**  
**Who: Tyler Leppanen, Elise McGowan-Cuellar, Tara Bailey**  
**Where: Zoom**

**What: T.C. Work Session Mag Meters**  
**Who: Diane Kerr, Gary Lewis**  
**Where: Council Chambers**

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

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