

Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
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Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LR*
Naangwa: Date: May 10, 2016
Maanda Nji: Re: April, 2016 Operations Report

We respectfully submit the April, 2016 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
April, 2016

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Accounting

Steve Wheeler

Accounting is the process of recording, summarizing, and explaining the transactions and events of an organization in terms of money, and interpreting the resulting information. It is a system of accounting that records, summarizes, and explains the transactions and events of an organization in terms of money, and interprets the resulting information. Accounting is a system of accounting that records, summarizes, and explains the transactions and events of an organization in terms of money, and interprets the resulting information.

Finance Division

Steven Wheeler, Chief Financial Officer

April, 2016 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. **2016 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2016 will revolve around continuing 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 2016 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

1. Completion of the 2015 audit and filing with the appropriate agencies.
2. Increase 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.
3. 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.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. 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 2014. Work is in process on the 2015 Indirect Cost Proposal.

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

Property Management:

Goal: Complete the establishment of the Property Management function for the organization.

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2016 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Finalize all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Implement and expand 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

Audit field work for the 2014 audit took place June 1 - 9, 2015. The firm Dennis, Gartland & Niergarth, performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for the year ended December 31, 2014, has been issued to the Tribe with an Audit opinion date of September 9, 2015. The Audit presentation took place Friday, September 11, at 2:00pm, in the Lodge Room, with the Ogema and Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report was filed with all appropriate federal agencies before the September 30, 2015, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI Restroom/Pavilion Shelter and Pharmacy Renovation -***
The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these project's in the month of April
 - i. ***US 31 Sewer Extension Project: None***
 - ii. ***2014 Restroom/Pavilion Shelter- Motion to move forward with RCA***
 - iii. ***2016-Pharmacy – Motion to accept – Hallmark Construction Bid***
2. ***Cash Receipts; Daily cash receipts totaled for the month of April were, \$405,558.73 the General Fund Operating Account had a total of (187) receipts, in the amount of \$384,913.55 the Grant Funded Programs had a total of (20) receipts in the amount of \$20,645.18***
3. ***Lead Facilitator – Health and Human Services Division: Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.***
4. ***Judgment Trust Account: Ongoing process, updates for renewal notice to the minors as Huntington Bank sends all bank statements related to the Tribal Children Judgment Trust Accounts to the attention of Tribal Accounting to open and verify that the member is a current member and has a updated address to forward the information on to the tribal member, there were several Pre-Renewal Notice(s) that went out to the members notifying them that the (CD) Certificate of Deposit was scheduled to mature. Continue to send out the 1099-interest tax information.***
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. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.***

6. **Payroll:** The New roll out has been replaced by ADP system, currently review and approve at director level ongoing with weekly conference call meetings with ADP to resolve issues.
 7. **1099-MISC. – 2015-** continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates.
 8. **Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.**
 9. **Tribal Financial Statement Requirements:** Due by the 8th 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 Aki Restroom/Pavilion Shelter Project, US 31 Sewer Extension and Pharmacy Renovation.

Other Meetings

- **HR - ADP**
- **Finance Department Meeting-**
- **Lead Facilitator Meeting – Several throughout the month**
- **Family Service – Director**
- **Clinic Meeting – Director –**
- **Pharmacy Meeting-**

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. Weekly payroll for Trading Post
6. AP including tax payments for Trading Post
7. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
8. Void Stale dated checks
9. Positive Pay
10. Warriors Society Banking

Meetings Held / Attended – Staff Meeting, Trading Post Meeting, Audit Meeting, Swipe Card Meeting, PNC Statements

Trainings Held / Attended –

Special Tasks / Activities Performed – Audit Prep

Upcoming Projects / Tasks – Audit Prep

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of May.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received two modifications on the following grants: 2016 LIHEAP grant additional funding in the amount of \$2,126 and 2014 Elders Meals program additional funding for year three of the grant in the amount of \$109,690. Modification documents were scanned and placed in the electronic folders and originals were placed in the grant program booklets. New funding amounts were added to the monthly tracking spreadsheet and The federal programs administered by the Tribe spreadsheet that lists all the Grants ever awarded to the Tribe. The Budget Coordinator was given a copy Of the modification documents so that he could take to Tribal Council to have Accepted into the operating budget by resolution.*
12. *The Tribe received one new grant: 2016 IHBG in the amount of \$295,228. A grant program booklet was created and all the original documents were placed in those folders. The documents were scanned and placed in the electronic grant folders that were created for this new award. The new grant was added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the award*

documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

- 13. Ogema Romanelli was contacted by HUD regarding the electronic LOCCS System that paperwork needed to be filled out to update myself as a user not a coordinator. I filled out my revised paperwork and created a letter for the Ogema to sign authorizing this change. Worked with Frank Figgels on him filling out his paperwork so that he would be registered as a system user. Sent all the paperwork to the area HUD office in Chicago.*

Meetings Held/Attended

- 1. Met with Steve Wheeler on numerous occasions to discuss grant issues.*
- 2. Met with Bill Willis on numerous occasions to discuss grant issues.*
- 3. Attended Accounting Department meetings on 4/5/16 and 4/19/16.*
- 4. Attended meeting with the Ogema, Mary and Leads on 4/5/16.*
- 5. Attended Tribal Council round table meeting with Leads and Ogema on 4/5/16.*
- 6. Attended meeting with Janice Grant, Dale Magoon and Don MacDonald on 4/6/16.*
- 7. Attended Lead meetings on 4/7/16 and 4/14/16.*
- 8. Attended ADP training with the Education Dept. on 4/14/16.*
- 9. Attended meeting with Michelle Lucas on 4/25/16.*

Trainings Held/Attended

Specials Tasks/Activities Performed

- 1. The Leads helped the Ogema's office cook for the Staff luncheon on 4/15/16.*

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

- 1. Processed 552 payroll checks through ADP.*
- 2. Verified 13 PAF's this month which included 2 new employee(s), and 2 termed employee(s).*
- 3. Completed payroll and payroll backup cover sheet for pay dates 4/1, 4/15 and 4/29.*
- 4. Verified 401k contribution file totals, uploaded to John Hancock online.*
- 5. Printed and/or saved all reports needed for payroll biweekly.*
- 6. Entered all Adlife deductions onto spreadsheet biweekly.*
- 7. Entered all Unum deductions onto spreadsheet biweekly.*
- 8. Reconciled the amounts withheld for Adlife to what was billed for the month.*

9. Reconciled billed amounts to accrued amounts for the month and/or previous month for life insurance and provided Steve with adjustments that needed to be made. Reviewed all changes and adjustments on the invoice.
10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
11. Requested/received the following months invoice for Mutual of Omaha from HR for review.
12. Worked with ADP to complete necessary amended/corrected W-2's.

Meetings Held / Attended –

1. 4/5 & 4/19 – Finance biweekly team meeting.
2. 4/8 – Payroll Opportunity Meeting with HR.
3. 4/11 – Conference call with ADP sales rep.
4. 4/15, 4/22 & 4/29 – ADP follow up call regarding current issues.

Trainings Held / Attended –

NONE

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Put per cap checks in the mail to members who updated their address.
3. Assisting employees and supervisors who request help with utilizing the ADP system.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. ADP training for payroll processing.
4. Writing Payroll procedures for processing through ADP system.
5. Creating a quick reference guide for payroll.

Upcoming Projects / Tasks –

1. Audit transaction testing in May and audit filed work in June.
2. Determine eligibility for July per cap payment calculation.

ACCOUNTS PAYABLE

- Generated checks twice weekly for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, and purchase orders
- A check register was printed and forwarded to Contract Health and Members Assistance
- Keyed in all information into the system for processing and printing checks.
- Ensured checks were then signed off and stuffed into envelopes for distribution.
- Check requests were organized with check stubs and given to the clerk to be filed away.

- Printed a check register after each check run so that the Staff Accountant can submit a report to the bank for Positive Pay immediately after checks are cut.
- Recorded payments received throughout the month for the cash receipt report.
- Voided stale dated checks.

Duties and Accomplishments –

1. *Keyed in all information into the system for processing and printing checks. Generated checks request for Cintas, AT&T, Pure water Works, and Utility bills. Generated checks for bills, stipends, travel advances, court orders, bereavements, Contract Health, purchase orders, etc. Printed a check register for Contract Health, Education and for Membership Assistance Department. Had checks signed and stuffed into envelopes for distribution. Afterwards, check request are organized with check stubs to be filed away. Check registers and their transactions are printed out and filed away. Recorded payments received for cash receipts reports.*

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

1. Continued to work with receiving on getting packing slips in order to pay off invoices that were unpaid. E-mailed the departments that have outstanding purchase orders.

Upcoming Projects / Tasks –

1. Still working on outstanding PO's to get them updated.
2. Keeping withholding from Per cap updated.

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Maintain purchase orders, certified, bulk and fed-ex files
2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail
4. Date and distribute invoices & checks
5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail
9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files
13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

Meetings Held / Attended –

Bi-Weekly Department Meetings

Special Tasks / Activities Performed –

1. Cross-training in travel
2. Setting up Travel folders into shared drive
3. Merging vendors in MIP system
4. Manage and order mail supplies
5. Date stamp and log incoming checks & distribute to AP
6. Process bulk mail
7. Scan and distribute purchase orders and contracts
8. Distribute Tribal certificate of Exemption for sales and use tax certificates
9. Track copier meter readings and process payment requests
10. Enter W-9's into MIP
11. Entering new vendor ID's into MIP
12. Verifying and tracking travel closeouts throughout the month
13. Enter Purchase order item Cancellations
14. Consolidating RFP Packets
15. Backup for the tax officer

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Verify funding availability
4. Place orders
5. Process contracts
6. Assist Directors in submission of request to Tribal Council when approval is necessary by resolution
7. Process tax exemption forms
8. Credit applications
9. Process Request for Vendor Identifications request
10. Process W-9 information
11. Process maintenance agreement payments
12. Process subscription and due payments
13. Submit request for liquidation of purchase orders
14. Obtain flight options/quotes.
15. Make travel arrangements; book room reservations and flights, make registration arrangements.
16. Process Travel Advances and Advance Checks.
17. Fill in other duties were necessary
18. Maintain Travel, Purchasing, and Mail SOP;s, Regulations, and forms
19. Staff Reports

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 4/1 processed a replacement request for defective product ordered with Newegg, PO 160708.
2. 4/1 meeting with Health Director and Dale Magoon. Phone conference on lack of bids to RFP put out on pharmacy renovation project.
3. 4/4 emailed notice on status of salt ordered for 2015/2016 season. Prior to placing the attached order for salt, Reith-Riley (723-5691) was contacted because they house the salt that was ordered for the 2015-2016 season.
Per Samantha, we have 33 ton remaining. She said that there was a letter sent to the Tribe. We ordered 50 ton, used 17. Explained that this was our first year so it is all new to us. She provided an example of the City of Manistee. They use an average of 350 ton a year. Our sales Rep is Doug Dyer from Compass Minerals; 800-323-1641. He said they will typical charge \$10 per ton for housing the salt not used. They are requesting that we remove the salt from Reith-Riley by October of this year.

4. 4/4 obtaining bids for porta johns and dumpsters for 2016 Pow Wow and Language Camp.
5. 4/6 negotiated
6. 4/7 Phone conference with Steve Wheeler, Dale Magoon, and Scott from C&I. Installation of grinder pump at Sheriff's lift station.
7. 4/7 meeting with Teresa from Clinic. Ran report and collected documents related to Diabetic Grant events ran in 2012.
8. 4/11 meeting with Casual Tee, Indian Preference Vendor. Set up meeting with THP, BeDaBin, and NRD. Provided Public Safety contact information.
9. 4/11 PNC Card Management Training.
10. 4/14 ADP Training.
11. 4/18 PNC Card Management Training.
12. 4/19 Accounting Meeting.
13. 4/20 Mtg on new PNC cards. Discussed options and plan for processing ACH transactions.
14. 4/21 Phone conference. Bidder's interviews with pharmacy renovation project.
15. 4/21 Meeting with Brian Gibson and Steve Wheeler on master agreement with Van Dyken.
16. 4/25 Meeting with NRD. Reviewed quotes obtaining for trading in four vehicles and purchasing new 2016 model. Reviewed bid requirements for sale of timber.
17. 4/25 Meeting with HR and CFO. Reviewed job description.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 244 packages.
2. Issued 119 receiving reports.
3. Returned 1 items 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 –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2015 Indirect Cost Proposal

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Working on finalize FY2015 Indirect Cost Proposal.
- 4) Initiation of 2016 Indirect Cost Proposal

Expenditures Update

Total year to date expenditures for the Finance Division for December, 2015, are \$890,520, compared to an annual budget of \$1,134,244. Total expenses for the Finance Division for year to date December, 2015, represented 79% of the total annual budget.

Commodities

Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ April 2016

1 Department Overviews:

Goals and objectives:

The goal of commodity department is to serve low income Native American households living on and off the reservation.

Providing families with nutritional commodity 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.

Provide notifications of bonus items for our clients from the 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:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore & L. Jackson warehouse / rotated stock/ inventory stock

Y. Theodore AIS food orders for clients

Y. Theodore & L. Jackson filled food orders

L. Jackson made recipes and handout for clients

Y. Theodore FDPIR Phone conference

Y. Theodore submitted t shirt logo for 2016 nationals Midwest excepted

Commodity Dept. fall membership items

Y. Theodor L. Jackson cleaning warehouse

Y. Theodore & L. Jackson made boxes for packing up food orders

Y. Theodore placed food order \$5,631.87

L. Jackson ordered fresh produce \$ 977.08

Department sent out applications for commodity program

Y. Theodore & L. Jackson attend Spring membership meeting

Commodity dept. sent travel pkg in for June training

Y. Theodore attend HR time clock training

Education

Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

April 2016 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 4 students applied for and received funding for activities totaling \$400, 2 student received senior expenses assistance totaling \$450, 1 student received driver's training assistance totaling \$250. This month in celebration of Earth Day, the Education Department held an overnight movie night with a film about plastics in the environment and one about animal extinction. Kids volunteered to pick up garbage in the back of the government offices and found the woods filled with plastics and garbage which was more than there was time to pick up. 15 kids participated. Melanie Ceplina volunteered to assist overnight. During April we also held a Monarch and Pollinator art contest for 5 age groups.
- **Higher Education Scholarship:** 2 scholarship applications were processed during April for 2 females and both attending university. \$3925 total.
-
- **College Book Stipend:** 2 book stipends were awarded during the month of April for winter/spring \$800. 1 award for 4-8 credits, one for 9+.

During the month of April the following meetings were attended:

April 9-Membership Meeting, Yvonne Parsons, Debra Davis

April 13- Confederation of Michigan Tribes Education Directors' Consortium Mtg, Gun Lake Tribe, Yvonne Parsons attended

April 14- ADP Training, Yvonne Parsons, Tammy Bowen attended

April 22-23- Earth Day sleep over movie night, Yvonne Parson, Debra Davis attended.

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2016 fiscal year.

Enrollment

Diane Lonn

ENROLLMENT DEPARTMENT REPORT
April, 2016

DIANE A. LONN, ENROLLMENT OFFICER

Department Goals are:

To assist all tribal members, as needed in terms of address changes, bereavement forms, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal I.D.s, Per Cap Information, Direct Deposits, Cancellations and performing any other duties that make the department run smoothly.

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.

To complete new applications in a timely manner.

To continue to update the Per Cap data base.

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 Per Cap Data Base
- Enter and update Direct Deposit and Cancellation Information into the Per Cap Data Base.
- Constantly updating the Tribal Members Files
- Continuously verifying Tuition Waivers, Certifications of Indian Blood
- Provide Statistical Information to various departments
- Set up Regular meetings and Audit meetings with Enrollment Commission

Duties Performed

- Mailed out: 25 Applications forms for people seeking membership
- Mailed out: 43 Address change forms
- Created 78 New and Replacement Ids from 04/01/2016 through 04/30/2016
- 1 Members eligible for Judgment Money
- 272 Addresses changed from 04/01/2016 through 04/30/2016
- Final Rejection Letters: 5

(2)

- Final Acceptance Letters: 13
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 2
- Provisional Acceptance Letter: 6
- 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: 26
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 10 Applications received since 04/01/2016
- List Request of membership: Tax Office, Public Information, Members Assistance, Election Board - 2
- Label Request of membership: Public Information
- Tribal Members Label/List – 0
- Statistical Requests: 0

- Department Verifications:

1. Family Services 12
 2. Prosecutor 20
 3. Natural Resource 54
 4. Members Assistance 48
 5. Casino-Human Resources 0
 6. Human Resources 1
 7. Contract Health 76
 8. Clinic 1
- Ordering/ Correspondence
 - Enrollment Verifications to other tribes
 - Certifications of Blood Degrees
 - Certification for Spouses and Descendants for the Casino
 - 4 Members passed away for the Burial Fund Money
 - Sent out 4 Tribal Flags
 - Sent out Per Cap Earnings reports

(3)

- Updated Citizen Validation folder
- 6 Tuition Waiver Verifications
- 609 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies
- Encoding Tribal Ids for new system at Trading Post

Meetings

Enrollment Meeting

- Total Membership: 4,202
- Total number of Elders: 1,213
- Total number of Adults (18-54): 2,588
- Total number of Minors (0-17): 401
- Total Tribal Members living in:
 - 9 County Area: 1,791
 - Outside 9 County Area: 2,337
 - Michigan: 2,795
 - Outside Michigan: 1,333
 - Undeliverable Addresses: 74

Facilities

Brian Gibson

***Facilities Management Department
Brian Gibson, Maintenance Supervisor
April, 2016 Department Report***

I. Department Overview

**LITTLE RIVER BAND OF OTTAWA INDIANS
FACILITIES DEPARTMENT**

Goals & Objectives

Training for Facilities personal
Keep all mechanical aspects of our facilities in proper working condition through preventative maintenance practices
Maintain budget within LRBOI guidelines
Maintain current; future buildings & structures
Maintain department vehicles
Keep a clean and sanitary working environment

Objective;

To reduce work related injuries
To maintain the life expectancy of our facilities

II. Department Reporting Section

Spent a few days this month's plowing, shoveling, salting tribal parking lots and sidewalks. Spring cleanup has begun on the Government Center, Justice Center, Aki and Natural Resource's landscaping. We opened the bathhouse at the Gathering Grounds earlier this month for the summer's campers.

Aki

Replaced a door stop.

Commerce

294 River St. Placed carpet down in the front entrance.
375 River St. heating issue and changed out some lights.

East Lake

Gated the driveway, cleaned, organized Big Blue. De-winterized the Facilities summer equipment. And continued unloading wood beams from the Casino.

Gathering Grounds

Started to de-winterized sprinklers, fixed broken water spigot line. More repairs are needed to complete summarizing. Turned on the power to the camp grounds and continued to check on the electricity. Campers are reporting that the breaker keeps tripping. Too many people are hook into one breaker. An upgrade is needed to the circuit breaker panel to handle at the campers needs. Some campers are hooking their RV's up to the electric outlets at the vending site for the pow-wow. They have been asked not to, but have not been completely compliant. EVS has been stocking and cleaning the bath house for the campers.

Government Center

Filled the salt bin at the Clinic entrance. Shoveled snow off the roof. Unloaded fitness equipment, put together and then placed it into the fitness center. Put together two utilities shelves for Be-Da-Bin in their storage unit in the basement. Adjusted the door on the 2nd floor entrance to the east wing, so now it closes completely. Moved a desk into the Tax Officers office. Helped assist the roofer make repairs and seal up leaks in roof. The job was not completed and the roofer will be back to finish. Brought Picnic tables over from East Lake and brought over the floor sweeper from Aki.

Justice Center

Fixed light and secured dispenser rack in the EVS closet in mop closet. Built a frame/sign post and put up new sign in front of the parking lot entrance.

NRD

Replaced two light fixtures in two different offices. Replaced some bulbs as well.

Other

Boarded up windows at area 51.

Continued remodeling the Bull House. We are making good progress and should be done within a few more weeks. So far we've completely remodeled the kitchen and made great improvements in the rest of the home. New flooring will be installed soon. We also fixed plow holes at the Bank Building, Natural Resource, and Commodities and picked up salt containers at each building.

Mechanic

Facilities Toyota; oil change, repairs to the muffler, tail pipe, drive shaft and steering rack bushings.

Facilities #360, oil change, R&R fuel filter.

DPS #26; inspection of breaks, replaced rear pads and rotors.

III. Budget Expense Justification

Standing purchase orders are open until June 30th

IV. Travel and Trainings

April 12th-14th, Brian Gibson, Rusty Smith, Jeremy Glover and Steven McKinnon attended the IHS Sponsored Electrical Controls for Operators Training held at the Casino, Hosted by the Utilities Department and presented by Environmental Health Support Center.

Utilities Department
Gary M. Lewis, Utility Supervisor
March, 2016, Department Report

I. Department Overview

**LITTLE RIVER BAND OF OTTAWA INDIANS
UTILITIES DEPARTMENT
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.**
- **replaced auger in the influent channel SBR**
- **Ordered irrigation system parts for lagoon**
- **Routine Maintenance**
- **Start-up of lift station, pump 1 overtemp fault, troubleshooting fault tie-in TBA**

Billing

Water	\$15,425.44
Sewer	\$24,634.53
Irrigation	\$1,542.78
Fire Suppression	\$7,344.00
Septage	\$8,766.44
Month Total	\$57,713.19
Yr. to Date Water	\$55,460.55
Yr. to Date Sewer	\$70,289.28
Fire Suppression	\$29,376.00
Yr. to Date Irrigation	\$5,998.13
Yr. to Date Septage	\$28,693.64
Yr. to Date Total	\$189,817.60

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,876,633**
 - a. Peak Flow 163,600**
 - b. Low Flow Gallons 64,600**
 - c. Ave Daily Flow Gallons 95,888**

III. 2. Gallons of Treated Waste

- 1. Influent Gallons 2,377,725**
 - a. Peak Flow Gallons 84,043**
 - b. Low Flow Gallons 68,335**
 - c. Daily Average Gallons 79,258**

- 2. Effluent Gallons 2,273,641**
 - a. Peak Flow 93,428**
 - b. Low Flow Gallons 59,249**
 - c. Daily Average Gallons 75,788**
 - e. Waste Sludge Gallons 240,000**

- 3. Lagoon**
 - a. Influent 268,739**
 - b. Peak Flow 41,438**
 - c. Low Flow 0**
 - b. Daily Average Gallons 8,957**

-
- 3. Septic Sewage**
 - a. Gallons 146,114**

IV. Travel and Trainings

**Who: Clatus Clyne, Jonathon Robertson, Gregory Walters, Gary Lewis
Brian Gibson, Rusty Smith, Jeremy Glover, Steve McKinnon**
Where: LRRCR
When: 12-14
Why: Electrical Controls Course
Cost: \$1,355.20

Family Services

Jason Cross

Family Services Department

April 2016 Departmental Report

I. Department Overview:

To provide an accessible, effective and diversified Social Services Program that will enhance and maximize individual tribal member's capabilities for greater self-sufficiency and wellbeing. In addition, it is our focus to maintain the preservation and reunification of Indian families by providing direct service, referral and case management of services for Indian children and families in compliance with the Indian Child Welfare Act.

II. Department reporting section:

Information and Referral Contacts:

Intakes:

These contacts represent that a formal initial intake was completed and the case was processed as information and/or a referral. It was determined during the case review the information and referral process met the stated needs of the client.

Intakes:

Muskegon.....	1
Manistee.....	7
Out of Area.....	2
Mason.....	1
Kent.....	1
Ottawa.....	1
Total.....	13

Open Cases.....64

Total number of Tribal members served in open cases: 103

Total number of descendants served in open cases: 25

Total number of individuals served in open cases: 178

Cases Management:

These cases represent all open cases within the Family Services Department including Indian Child Welfare Cases, Child Protective Services, Elders Services, Adult Services including, Domestic Violence and/or Juvenile Justice. These cases are maintained by a required monthly face to face contact, contact and coordination with service providers and/or agency advocacy within the nine county service areas.

Jason Cross, MSW – Director Total: 5
Zoongaadiziwin (SO) 5

Total number living in homes served	12
Total number of Tribal Members living in homes served	5
Total number of descendants living in homes served	6
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Office visits this month	3
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Sujean Drake, LMSW- Family Services Social Worker Total: 32

SO: 32

Total number living in homes served	97
Total number of Tribal Members living in homes served	56
Total number of descendants living in homes served	14
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Office visits this month	39
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amanda McQueen, BA – Family Services Case Manager **Total: 14**
Indian Child Welfare: 14

Total number living in homes served	43
Total number of Tribal Members living in homes served	29
Total number of descendants living in homes served	0
Total number of children living in homes served	1
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	9
Home visits this month	8
Case reviews this month	10
Binojeeuk reviews this month	8
Contacts with outside agencies	125
Contacts with LTBOI departments	34
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 8
Domestic Violence: 8

Total number living in homes served	21
Total number of Tribal Members living in homes served	8
Total number of descendants living in homes served	5
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	3
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	3
Case reviews this month	8
Binojeeuk reviews this month	0
Contacts with outside agencies	2
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

LRBOI DV Program April 2016

- Total Open Cases: 7; Total Intakes: 4; Total Closed Cases: 1
 - Provided: utilities, household goods, ed. Material, transportation, clothing and rent assistance.
- New intake on: 4/7, 4/14, 4/15, and 4/21
- Attended Mason, Lake, Oceana, and Kent County task force collaboration meetings.
- Attended the LRBOI DV TF meeting on 4/12.
- Tribal Council for: 4/6 Requested for VOCA funds and 4/13 Request for council to sign a support letter for UTFAV.
- OASIS signed MOU on 4/6.
- Resource Table for Membership meeting on 4/9.
- VOCA grant application submitted on 4/18.
- Attended MCOLES SA training 4/26 & 4/27.
- Participated in FVPSP Response to DV & Debt to the Context Safety Webinars.
- GAN activity:
 - Submitted grant modified budget on 12/7/15
 - Grant manager is requesting car quotes to determine what is more cost effective. Submitted the quotes on 4/6/16, followed up with this on 4/19 & 4/29. (STILL WAITING for approval/denial)

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 5**
I&R 5

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	0	
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	111	
<i>Office Visits</i>	38	
<i>Phone Conferences</i>	14	
Meetings	Muskegon County Commission	Muskegon
	DV Task Force	Manistee
Training	MCOLES Sexual Assault Training	Manistee

Muskegon Office Services: This section includes contacts made on behalf of the following departments. This may include assistance with accessing applications online, completing applications and/or making copies, faxing and general program information. This does not include the intake and referral process. This assistance is primarily done by the Family Services Intake worker.

Accounting.....	0
Commerce Department/Workforce Development.....	4
Commodities.....	0
Education.....	0
Election Board	0
Muskegon Office.....	5
Enrollment.....	9
Family Services/Bedabin.....	9
Health Services.....	3
Historic Preservation.....	0
Housing.....	0
Human Resources.....	0
Legal Assistance.....	1
LRCR.....	0
Members Assistance.....	11
MRS.....	0
Natural Resources.....	0
Public Information.....	0
Public Safety.....	0
Tribal Court, Peacemaking.....	1
Faxing.....	2
Copies:.....	14
Email	34
Mail.....	0
Notary Services	7
Assistance with forms.....	31
Warriors Society.....	0
Other	14
Total Tribal Citizens Assisted.....	102

Departmental Monthly Events & Needs

Meetings:

Services Only Case Review Meetings - 0
Binojeeuk Meetings – 4/7/2016 & 4/21/2016
DV Task Force – 4/12/2016
Suicide Coalition – 0
HSCB – 4/5/2016
MCOE 2020 – 4/18/2016
Ogema Meet & Greet – 4/8/2016
Spring Membership Meeting – 4/9/2016
Muskegon Community Meeting – 4/15/2016
Hosted Quarterly Tribal State Partnership Meeting – 4/20/2016 & 4/21/2016
Manistee Family Health Fair – 4/23/2016
Child Abuse Walk – 4/28/2016
Annual Early Childhood Luncheon – 4/29/2016

Travel and Trainings :

MCOLES Training

Court

7 hearings this month – LRBOI, Muskegon, Washtenaw courts.

Identified unmet needs:

1. Transportation for clients
2. Substance Abuse and Mental Health Services
3. Child care for clients
4. Sub-standard and unaffordable housing

Respectfully submitted,

Jason Cross, MSW
Director of Family Services

Grants

Vacant a director

Grants Department Monthly Report: April 2016

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

1. Secure grant funding that will employ Ogema & Tribal Council approved strategies in order to:
 - ♦ Advance the Tribe's efforts to build community;
 - ♦ Address the socioeconomic needs of Tribal members and families;
 - ♦ Strengthen the Tribe's governmental infrastructure;
 - ♦ Enhance Tribe's capacity to protect/preserve its cultural/natural/financial resources.
2. Promote effective and efficient systems, including staffing and training for the development and administration of grant-funded projects/programs.

II. Department Reporting Section

- The Kellogg Foundation invited LRBOI (Family Services) to submit a full proposal for the Child and Family Development Center. This submission was made; also, a follow-up submission was made that answered a few remaining questions that the foundation posed related to this project.
- A number of other foundations have also contacted with either letters of interest and/or applications in an effort to obtain additional financial resources for the project above. In some regards, we are waiting for a Kellogg Foundation decision before pressing funding related matters full force. In April, applications to the Frey Foundation and Consumer's Energy Foundation were approved by the Council and are being planned and addressed.
- Have also had a number of meetings with Tom St. Dennis that involve a number of different tribal efforts, need for funding and potential grant opportunities: while these meetings have not resulted in any grant submissions to date, this work is laying the important groundwork. There is a need to clarify what the Indian Community Development Block Grant will be used for this year (2017) – at this time, the best fit for the funding appears to be associated with improving the capacity of the Wastewater Treatment Plant – this is in anticipation of additional loading from Manistee, Onekama, and possibly Bear Lake. At this time, it is likely that over the next few month (June and July) 2-3 grants will be pursued that are directly tied to Economic Development and the discussions in these meetings.
- Towards the end of April, LRBOI was informed that the safety planning grant was awarded in the amount of \$357,000. Largely, this road project will focus on the inter-section of US-31 and M22.

- In March, the Be-Da-Bin Behavioral Health Program (Dottie) was encouraged by the Tribal Council to participate in the development of a local recovery program that has the potential of serving tribal members. The organization needed funding assistance: the Northern Michigan Recovery Residences will be receiving funding through the Little River Casino Resort's Charity Golf Outing that is coming up soon. On their behalf, would like to thank anyone who may have influenced LR/CR's decision.
- While on the subject of thank you's - also would like to provide some positive feedback in terms of the Wellness Hour being given employees – I have noticed a positive change in my fitness level. Again, chi miigwech.

IV. Other Duties and Activities performed during the month of April 2016:

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared grant submission approval packages for the tribal leaderships for those grant considerations expected to be addressed with a (grant) funding application.
- Worked variably with different tribal departments/representatives to develop grant applications that work to the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any and all mandatory meetings or meetings that I was invited to attend.
- As available, attended Language Classes (Educational Leave) - Friday schedule.
- Continued to pursue self-education efforts related to grants development as well as personal/professional development.
- Was informed that my application to the vacancy on the Enrollment Commission was coming up for consideration.

V. Budget Expense Justification – N/A.

VI. Travel and Training: No job related travel and/or training occurred in the month of April. No travel/training is scheduled; however, am currently looking for ICDBG related training through HUD for the ICDBG submission anticipated in mid-June.

Health

Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

From: Don MacDonald, Director of Health Services
Janice Grant, Clinic Supervisor
Gina Dahlke, CHS/EHAP Supervisor
Dottie Batchelder, BEDABIN Substance Abuse Counselor
Raven Lewis, Maajiidaa Fitness Center

Date: May 6, 2016

Re: April 2016 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of April, 2016. This report will reflect aggregate supplemental information from lead staff members Don MacDonald, Director of Health Services, Gina Dahlke, CHS/EHAP Supervisor, Janice Grant, Clinic Supervisor, Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor and Raven Lewis, Maajiidaa Fitness Center.

April 5, 2016, Don MacDonald, Director of Health Services, and Dottie Batchelder, Chemical Dependency Counselor, met with the LRBOI Tribal Council to continue the discussion on the Tribal needs regarding substance abuse issues.

April 6, 2016 – Don MacDonald, Director of Health Services and Janice Grant, Clinic Supervisor attended a Diabetes Grant meeting with Tammy Bowen, Grants Administrator and Dale Magoon, Lead Facilitator for Health Services.

April 9, 2016 – Dottie Batchelder, Chemical Dependency Counselor, Janice Grant, Clinic Supervisor, and Gina Dahlke, CHS/EHAP Supervisor, set up informational table for the Spring Membership Meeting.

April 9, 2016 – Don MacDonald, Director of Health Services, attended the Membership Meeting the LRBOI Casino & Resort to represent Health Services.

April 12, 2016 – Don MacDonald, Director of Health Services, met with Brian Willoughby and Todd Scofield of Indian Health Services to discuss progress on the Pharmacy Project.

April 12-14, 2016 – Don MacDonald, Director of Health Services and Gina Dahlke, CHS/EHAP Supervisor attended the Quarterly meeting of the Michigan Tribal Health Directors in Shelbyville, MI. Hosted by the Gun Lake Band.

April 12-14, 2016, Dottie Batchelder, Chemical Dependency Counselor, and Julie Wolfe, Youth Prevention Counselor, attended the Quarterly Tribal Behavioral Health Communication Network meeting in Peshawbestown, MI (hosted by Grand Traverse Band Behavioral Health).

April 15, 2016 – Don MacDonald, Director of Health Services, Gina Dahlke, CHS/EHAP Supervisor, and Janice Grant, Clinic Supervisor attended ADP Supervisor Training with Amy Sedelmaier, H.R. Director.

April 19-20, 2016 – Don MacDonald, Director of Health Services attended an IHS Tribal Revenue & Quality Enhancement Conference in Milwaukee, Wisconsin.

April 20, 2016 – Gina Dahlke, CHS/EHAP Supervisor and Janice Grant, Clinic Supervisor participated in a phone conference with Forest County Potawatomi Insurance Department regarding Medicare Like Rates for Physician Services.

April 20, 2016 – Be Da Bin hosted the Suicide Awareness and Prevention Coalition Meeting, a community wide effort. Be Da Bin was notified that we received partial funding on the grant through Indian Health Services, Bemidji Area Office, we submitted to help with this Coalition.

April 21, 2016 – Don MacDonald, Director of Health Services, participated in phone interviews with potential contractors for the Pharmacy Project

April 21-24, 2016 – Julie Wolfe, Youth Prevention Counselor, attended the Native Food Summit held by Gun Lake Band. She did take some youth to this also.

April 21, 2016 – Gina Dahlke, CHS/EHAP Supervisor participated in a CMS conference call for MLR for Physician Services.

April 27, 2016 – Janice Grant, Clinic Supervisor, Gina Dahlke, CHS/EHAP Supervisor, and Don MacDonald, Director of Health Services participated in the CMS Tribal Policy Webinar.

April 28, 2016 – Don MacDonald, Director of Health Services, participated in Construction Task for Meeting to recommend and request approval for chosen bidder of Pharmacy Project construction.

April 29, 2016 – Don MacDonald, Director of Health Services, participated in Behavioral Health Addiction Certification Board strategic planning session in Lansing, Michigan.

Be Da Bin staff : Dottie Batchelder, Chemical Dependency Counselor, attended meetings for Northern Michigan Recovery Residences, Centra Wellness, SEA (Substance Education and Awareness Group for Manistee), and Health West (Community Mental Health in Muskegon). She is also busy with ATR IV billing and meeting deadlines. Julie Wolfe, Youth Prevention Counselor, began the Anishnaabe Gwiizenhsak Waakaasewin (boys group) weekly. Staff continues to network and attend webinars for continuing education required for our certifications. Staff is also busy with the planning of upcoming events as summer approaches.

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

CLINIC OPERATIONS:

207 patients scheduled

26 patients NO-SHOW to scheduled appointments

02 patients provided SAME DAY appointments for emergent matters**

40 cancelled appointments

143 patients attending CLINIC PHYSICIAN appointments**

17 patients PHONE TRIAGE**

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

55 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN APRIL (Total Patient Volume): 276

Diabetic patients: 51

Flu Vaccines: -0-

Immunizations: 08

Nursing Visits: 04 **

On-site Labs: 127

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,795

DIRECT CALLS TO CLINIC OPERATIONS: 362

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 568

BEDABIN BEHAVIORAL HEALTH:

CLINICAL DEPENDANCY COUNSELING:

41 INDIVIDUAL/RECOVERY SUPPORT CLIENTS

167 CLIENT CONTACTS FOR SERVICES

163 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 311

PREVENTION SERVICES:

44 CLIENT CONTACTS FOR SERVICES/PREVENTION ACTIVITY

97 PREVENTION/INTERVENTION HOURS

TOTAL CLIENT SERVICE DELIVERY: 71

TRADITIONAL HEALING: 0 INDIVIDUAL CLIENT CONTACTS

Not scheduled in March

7 No Shows

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 12

TRAVEL HOURS: 56

HOME VISITS: 02

TOTAL CLIENTS SERVED: 17

CHS/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$130,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2522

TOTAL CHS PAID IN APRIL: \$ 80,000

PHARMACY/OTHER: \$ 32,000

DENTAL: \$ 23,000

TOTAL PATIENTS: 257 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 574

TOTAL CLAIMS ENTERED: 421

TOTAL CHS PAID 2016: \$ 426,000

TOTAL EHAP PAID IN APRIL: \$ 50,000

TOTAL EHAP PAID 2016: \$ 145,000

TOTAL ENROLLED EHAP/LRBOI: 1217

MEDICARE LIKE RATE (MLR) Savings for April 2016

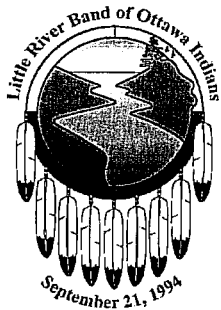
Claims submitted:	20	\$ 147,000 (total submitted)
		-\$ 37,000 (what we paid)
		\$ 110,000 (total savings)

MAAJIIDAA FITNESS CENTER: 331 MEMBERS REGISTERED

121 MEMBERS ACCESSED SERVICES

Housing

Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For April 2016

Staff

Frank Figgels - Director of Housing

Michelle Bernatche – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nichole Daske – 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.** The apparent low bidder for the Pavilion construction project at Aki was not able to provide a Bid Guarantee or an Assurance of Completion should they be awarded a construction contract. Upon consultation with Legal we were advised they are HUD requirements, per HUD documents included in the bid documents, and therefore the bidder's (S&H Installations) bid proposal is incomplete.

The second apparent low bidder was RCL, LLC who was also the apparent low bidder for the two residential units. RCL's bid proposal was in budget for the Pavilion however their bid proposal for the residences was over budget.

As I reported last month the over budget bid is primarily due to a larger floor plan than budgeted. They are pricing a reduced area alternate floor plan, and we are working with them on Value Engineering options as well to reduce the overall cost for the combined Pavilion and Residences.

- B. During the month the Department performed the following activities.
 - Lease renewals due during the month: 1
 - Leases renewed: 1
 - New leases: 1
 - Annual Inspections: 1
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- C. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2016 in the amount of \$50,000.
 - Applications received this month: 2
 - Number of Awards made during the month: 0
 - Amount of Awards made for the Month: 0
 - Total Number of Awards made during the Year: 3
 - Total Amount of Awards for the Year: \$8,416.00

II. Rental Payment Information for the Month.

- A. First Notice(s) of Delinquency issued: 4
- B. Second Notice(s) of Delinquency issued: 3
- C. Termination Notice(s) issued: 1
- D. Notice(s) to Vacate or Renew: 1
- E. Court Filing(s): 0

III. Condition of Properties.

- A. Please see the attached daily log kept by the Housing Maintenance Technicians. This log is not intended to an in depth description of the work performed each day, but instead a snap shot of their daily activities.

IV. Number of Units and Vacancies.

- A. LRBOI Housing has 62 rental units in total of which 61 are rented giving us an occupancy rating of 98%. Aki has 55 rental units of which 54 were rented during the month.
- B. Aki has 11 low income elder designated rental units and 10 units are rented.
- C. Aki has 32 low income family rental units and 32 are rented.
- D. Aki also has 12 fair market rentals and 12 are rented.
- E. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- F. We also have 2 short-term rentals in the City of Manistee and both are rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

In September and October 2015 we had an occupancy rating of 94%. The months of November, December 2015, January and February 2016 we have had an occupancy rating of 95%. In March our occupancy rating was 97% and for April we are pleased to announce a 98% occupancy rating.

VI. Plans for the Future.

- A. The Construction of the Pavilion/Restrooms and two Income Based Residential Units.
- B. Working with the Housing Commission on an Elders Apartment Complex per Tribal Council's Strategic Plan.

VII. Other Information

A. None.

End of Report
Frank Figgels, Housing Director
May 2, 2016

Attachment

Cc: file

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 4-4 Replaced Batt in thermostat @ 2615 ac (Greene)
Removed scaffolding, Cleared Floor area for Hagglunds / Reinstalled
hinges, striker plates on Doors Handles on Bifolds Clean up
Repaired water line for Ice Maker 2708 OC
Swept Floor for Carpet ~~take~~ down

Date 4-5 Brought Materials / supplies Back to shop From 2708
Cleaned Blind heads / hardware paint~~ed~~ hand rail (Basement stairwell)
Cleared drain @ 148 Ford
Organize shop area

Date 4-6 Salted Walks + Lot
Washed Rinsed hung to dry Blinds

Date 4-7 Finished washing Blinds, hung doors, hung heads
Installed Hardware Doors, hand rail clean counter top Kitchen
Started hanging Bi Folds reinstalled Diffusers, Intake
Covers

Date 4-8 Clean Shop area took Blind Vents + screens
to 2708 Installed screens, started Installing Vents, Clean
Kitchen Cabinets

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 4-11 Finished Blinds, cleaned dishwasher and Kitchen Cabinets,
Counters, Sink Floors, Caulked Countertops, Installed door hardware

Date 4-12 Finished 2708 OC Clean organize Shop area

Date 4-13 Cleaned Plow + Salter, truck Removed Plow + Salter
stored Salter Plow need repair / clean undercarriage for tractor
Cleaned tractor
Picked up windows + hardware for 2589 OC Nolle
Replaced Light Bulbs and showed Rosemary how to use self cleaning
oven

Date 4-14 Installed new window sash @ 2589 OC (Cross)
Repaired front window also, clean trucks, put up canopy
Playground

Date 4-15 Clean organic Shop area
Took care of salt Buckets + shovels from downstairs

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 4-18 Fixed Plow diverts, Picked up trash

Date 4-19 Picked up trash, Filled wash outs, greased undercarriage, blower
W0/AI @ 2677 repaired Bifolds(2) Clean dryer + vent, Fireplace
Scheduled for Mon 9am for Drywall, Stair, stove, caulk, Door bell

Date 4-20 Re Keyed Entry Door at bottom of stairs @ 2301/9TH
Left Key with Both tenants. Annual inspection for 2645 IC Howell
Repaired screens, went over other issues from 2015 AI
Hung pictures @ 2613 OC Glen
Checked wholer @ 2720 IC Cepina Pulled Replacement stove Down
for 2677 OC Meigs (Monday)

Date 4-21 Measured for sink got information order gone to
MB, Gathered material for Monday
Got Appliances Info from 2708 OC, started Electronic Info
Files

Date 4-22 Re installed Down spouts @ 2631 IC Leverich
Clean Shop area
Repaired + re installed Ceiling Fan @ 2626 OC Mitchell
Annual inspection Replaced sprayer handle tightened Door knobs
Need to address ceiling in Bedroom (discovered water)

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 4-25 Swapped out stove, repaired stairs to basement, replaced missing Drywall on Mechanical Room, caulked Bath + kitchen countertops @ 2677 OC Meija

Date 4-26 started cleaning stove, ~~from~~ started working on Plow, Installed Door strut (Hat section) on Garage over head Door @ 2720 IC Cepher

Date 4-27 Continued cleaning stove, working on Plow
Repaired window, Drywall, Cabinet Doors, Bathroom Door 2581 Campeva
Replaced Faucet & Kitchen / supply lines @ 2683 Cross
Installed new Door bell button, Repaired + Installed Cabinet Door, adjusted screen door Latch @ 2677 Meija
Dropped of touch up paint 2727 Garza

Date 4-28 Replaced Bathroom Sink, reinstalled existing Faucet and Drain, supply lines @ 2680 Whittenbergs

Back fill Drive @ 2626 OC Mitchell

Date 4-29 Worked on Plow / stove (Backup) for elder units
~~Reu~~ Installed Slider Door Latch, Looked @ Ceiling and Vanity top, Need to have power on to Doe top replacement, took BiFolds for repair Informed tenant to call when power restored @ 2624 IC (Tara)
Back filled Porch @ 2616 OC Recob

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources

Amy Sedelmaier

Human Resources – Monthly Recap for April, 2016

Meetings

Week of April 4th-8th

- Generalist Education Leave
- WS Social Economic Ties
- Weekly Personnel Manual Meeting
- EVS Tech Interviews

Week of April 11th-15th

- Generalist Education Leave
- Weekly Personnel Manual Meeting
- Employee Issues
- Conducting ADP training by department
- ADP weekly meetings to address open items
- Training Post selection

Week of April 18th- 22nd

- Controller Interviews
- Staff Attorney application review
- HR Admin Asst Selection
- Weekly Personnel Manual Meeting
- Employee issues
- NR Unemployment issue
- ADP weekly meeting to address open items
- Conducting ADP training by department

Week of April 25th – 29th

- Generalist Education Leave
- Employee Issues
- Personnel Manual Meeting
- Job description meetings
- Conducting ADP training by department
- ADP weekly meeting to address open issues

HR

1. Projects:

- Significant Employee Issues
- Application and new hire process
- Employee Files
- Processes and procedures within the HR department
- Government Personnel Manual

Job Descriptions – WS completed, awaiting Ogema Approval to submit Resolution to TC
ADP – benefits and hiring

2. Recruiting/HRIS

- ADP processing of **2** new employees and **0** transfers (Includes TP)
- ADP processing of 3 terminations

3. Training:

4. HR Administration

- Completed all monthly Verifications of Employment
 - Verified and processed all Educational and Bereavement requests
 - Reported information for unemployment claims.
 - 401K loans and distributions
 - Health Insurance Entry
 - Employee Meetings
 - Significant work in ADP
 - Open Enrollment
 - Employee Issues
 - Job description project
-

Information Technology

George LeVasseur

Information Technology Department
Monthly Report
April 2016

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Migration of all servers to Windows Server 2012 continues. Three are remaining and these three require major application software upgrades from Vendors.
2. Network segmentation project continues and will continue throughout 2016.
3. 213 new IT work orders were opened in April 2016 and 220 IT work orders were completed in April 2016.
4. Policy and Procedure review began and will continue with some major policy changes continuing throughout 2016.
5. Generation of new security policies and compliance reports began in January and will continue throughout the year.
6. HIPAA and HITECH Manuals sent for legal review.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.

Trainings Held / Attended –

1. Website training for Public Affairs, Tribal Council and IT held in Muskegon by REVEL.

Special Tasks / Activities Performed –

1. April 2016 cellular telephone usage reports sent to accounting.
2. RFP for replacement and upgrade of the security system was developed and sent to vendors.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: May 6, 2016
Re: April 2016 report of activities

Number of tribal members assisted on new issues 87

Number of referrals received 5

Number of continuing cases: 69

Types of legal issues:

Child support	Codicil to Will
Probate Estate	Amendments to Trust
Divorce	Real Estate
Irrevocable Trust	Change of Custody
Department of Human Services	Agreements
Guardianship – Adult - Modify	Legal Separation
Wills	SSI and Medicaid
Estate Planning	Creditors
Adoption	Social Security Disability Appeal
Power of Attorney	Post Divorce Matters
Custody	Automobile Repairs
Medical Power of Attorney	Amend Estate Planning Documents
Child Support Arrearages	Parenting Time
Trusts	General Civil
Juvenile Criminal	SSI and Per Capita
Guardian – Minor	Prison Rules
Evictions	Bankruptcy
Garnishment	Per Capita
Driver's License	Amendment of Trust
Civil – Out of State	Appeal Insurance Denial
Landlord –Tenant Issues	Probate Estate – Out of State
Amend Power of Attorney	Employment

Criminal
SSI and Representative Payee
Limited Power of Attorney – Minor
Insurance
Subpoena
Employment and Insurance
Qualified Domestic Relations Order
Child Protective Services
Revocation of Power of Attorney
Felons with Guns
Certificate of Trust Existence and Authority
Personal Protection Order
Divorce – Out of State
Medical Marijuana and Residential Leases
Criminal – Out of State
Employment Severance Agreement

Guardian – Minor
Small Estates
Name Change – Minor
Property Tax Appeal
Collections
Car Insurance
Scholarships
Social Security Disability
Grandparent Visitation
Residential Leases
Medical Marijuana
Marriage Licenses
Social Security
License Plates
Personal Injury

Prepared contract reviews for Peacemaking Conference

Attended Membership Meeting

Attended work session with Tribal Council

Attended Meeting with Unified Legal Team and Tribal Court Judges

Sample of Work Performed:

Assisted a tribal member prepare a Power of Attorney so another person could take care of their affairs while they were incarcerated

Assisted a tribal member sell their real estate to a family member

Assisted a tribal member understand the effects of per capita payments on their SSI benefits

Assisted a tribal member obtain a portion of their ex-spouse's retirement

Assisted a tribal member get a creditor who had been paid to record a release of lien

Assisted a tribal member evict a tenant from their home

Assisted a tribal member and their spouse adopt the tribal member's child

Assisted a tribal member request grandparent visitation when they were not allowed to see their grandchild

Members Assistance

Jason Cross (Interim)

Members Assistance Department

April 2016 Departmental Report

Jason Cross – Interim Supervisor
Linda Wissner – Members Assistance Program Specialist
Krystyne Medawis – Members Assistance Program Specialist
Noelle Cross – Elder Meal Program Administrator
Susan Recob – Cafeteria Worker

Department Overview:

Goals

Meet the needs of the individual and/or family by providing programs for health and safety, continued utility service, and other services requested by tribal members that are identified as a need or crisis. Maintain a quality relationship with the members of the Tribal community. Utilize a centralized intake process for the Tribal community to contact for program information and to receive prompt services and/or referrals.

Objectives

- Promote health, safety, self-sufficiency, and personal growth in individuals and family members by providing confidential, consistent, effective, and timely services.
- Respond to all requests for family support and referral services to ensure the most assistance is provided to the eligible member and/or family.
- Advocate and/or provide funding for Indian specific programs to fill the needs of the local and at-large communities based on membership requests.
- Inform membership of existing local and Tribal resources and coordinate service assistance.
- Network with Tribal service departments and/or agencies to maximize utilization of services and information available to the members of the Tribal community.

Current Assistance Programs

- Food Assistance Program – Available throughout continental U.S.
- Low Income Energy Assistance Program - Available throughout continental U.S.
- Rental and Mortgage Assistance Program - Available throughout continental U.S.
- Elder Chore Assistance Program - Available throughout continental U.S.
- LIHEAP Assistance Program – Available to nine county service area.
- I.H.S. Well and Septic Program - Available to nine county service area.
- Title IV Elder Meal Program – Available to Elders age 55 and older.

Department Reporting Section

1. I.H.S. Well and Septic Program

a. MOA BE-11-G62 \$68,000

i. Total expensed \$62,960.98

ii. Budget remaining 7%

iii. 16 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	0	1	6	2	0	0	0	2

b. MOA BE-14-J33 \$126,000

i. Total expensed \$71,228.58

ii. Budget remaining 43%

iii. 24 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
5	2	1	0	9	0	0	1	5	1

2. Food Assistance Program

a. Budget \$50,000

b. Carry over \$8,700

c. Total budget \$58,850

d. Total expensed YTD \$20,250

e. 77% Remaining

f. 85 total members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
25	6	3	0	20	3	1	3	1	23

3. Rental and Mortgage Assistance Program

a. Total Budget \$20,000

b. Total expensed YTD \$7,255

c. 64% Remaining

d. 20 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	0	0	1	7	0	0	0	0	4

4. Low Income Energy Assistance Program

a. Total Budget \$45,000

b. Total expensed YTD \$16,781.26

c. % Remaining

d. 81 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
20	3	3	0	18	4	3	2	0	28

5. LIHEAP – DHHS Grant Funded Program FY 2016

- a. Total Budget \$17,145
- b. Total expensed to date \$11,927.32
- c. 30% Remaining
- d. 38 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
14	4	1	0	10	3	1	2	3

6. Elder Chore Program

- a. Total Budget \$10,000
- b. Total expensed YTD \$3,367
- c. 66% Remaining
- d. 16 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	1	0	0	0	0	1	0	0	6

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$7,444.35
- c. 70% Remaining
- d. 30 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
15	3	1	1	6	0	0	1	0	3

8. LRBOI Home Repair Program

- a. Total budget \$75,000
- b. Total expensed YTD \$2,620
- c. 97% Remaining
- d. 10 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	0	0	3	0	0	0	0	4

9. Bereavement Program

- a. Total Budget \$271,800
- b. Total expensed YTD \$120,800
- c. 56% Remaining
- d. 16 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	1	0	0	1	0	0	3	0	8

10. Elders Insurance

- a. Cost per Elder \$240.00 Medical and \$225.00 benefit per month.

11. Department Ongoing Activities

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.
- d. MMAP – Linda Wissner maintaining service delivery.

12. Applications

Mailed	Picked up	Emailed	Faxed
137	12	65	8

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
89	86	17	0	51	45	24	11	3	0

13. Office Visits

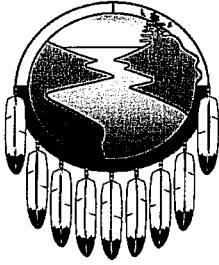
- a. 49 visits for the month

Respectfully submitted,

Jason Cross, MSW
Interim MA Supervisor

Natural Resources

Frank Beaver



**Gaá Čhíng Ziíbi Daáwaá Aníšhinaábek
LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT
310 9th Street
Manistee, MI 49660
(231) 723-1594**

**April 2016 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;
 - Participate 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

Nichole Stratton – Receptionist, Temporary Staff

Biological Service Administrator- Vacant

- Assisted with biologists paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - 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 BIA GLRI funding
 - 4018 Great Lakes
 - 4126 Lake Sturgeon Streamside
- Burbot genetic samples and data management
- Fish distribution to members of LRBOI who call to request it (Ken, Mike)
- Seasonal Fisheries Technician postings
- Inland fish permitting (Steelhead and Walleye)
- Fish give-away at the spring membership meeting (Ken, Mike)
- Preparation for LRBOI to host the summer LMTC meeting at the LRCCR (Barry)

Equipment maintenance/Field Work/Lab Work:

- Walloon Lake Walleye Population Assessment, netting and electrofishing
- Temperature logger deployment (Manistee River watershed)
- Streamside Rearing Facility prep
- Manistee River Egg Mat sampling
- Manistee Adult Sturgeon Research prep
- Net construction and preparation (Mike, Ken)
- Larval lake whitefish neuston sampling (Mike, Ken, Barry)
- Larval lake whitefish processing, data compilation, and data sharing (Barry)

- General equipment maintenance (Ken, Mike)

Meetings/Training/Travel/Conference Calls

- Monthly CORA meeting, Gaylord
- ADP Training, Lead Staff
- RPI Budget Planning Meeting, Lead Staff
- Travel to Petoskey for Walloon Lake Walleye population assessment, collaboration with LTBB
- Lake Sturgeon Meeting – Michigan rivers research and restoration collaboration
- USFS site visit for Tippy South bank stabilization and access project
- USFS meeting for Manistee Adult Sturgeon Weir on Manistee River
- Climate Change Meeting with Kyle Powys White
- Artic Grayling reintroduction and collaboration Meeting with MIDNR
- Spring membership meeting (Ken, Mike)
- Great Lakes Fishery Trust SAT meeting (Barry), Lansing
- Technical Fisheries Committee meeting (Barry), St. Ignace

<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		

Wildlife Program

Ari Cornman - Senior Wildlife Biologist
Robert Sanders - Wildlife Researcher
John Grocholski - Wildlife Technician

Tasks and Accomplishments

- Work on elk reintroduction model
- Work on marten peer-reviewed publications
- Reviewing and commenting on USFWS actions
- Working on tribal property project – Highbridge and Oldhouse properties, and monitoring their progress, contracting
- Coordination on NRDA activities
- Work on Tribal hunting/trapping regulations for NRC
- Loon surveys
- Marten trapping logistics

Administration/Budget/Reports/Data Entry

- Completed monthly reports
- Manage budget and review R&E's
- Research items to order
- Create requisitions and follow through
- ICD reporting
- Budget management and meetings
- Vehicle bids, planning, and management

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Servicing field equipment

Meetings/Training/Travel/Conference Calls

- April NRC meeting
- Eastern Massasauga Workgroup meeting
- Eastern Elk Workshop
- Climate Change Plan meeting
- NRCS meeting
- Monthly tribal NRDAR conference call

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Rochelle Rollenhagen – Brownfield Coordinator

Shaughn Barnett- Water Quality Specialist

Vacant- Aquatic Biologist

EPA General Assistance Program (GAP) Grant

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Started environmental strategic plan
- Reviewed current work plans
- PPG Budget/Workplan For FY17/18
- Worked with EPA to Finalize 319 funding
- Worked with EPA to adjust CWA 106 funding cycle to place into PPG
- Worked on PPG Workplan
- Developed Goals and public involvement plan for Environmental Strategic Plan
- Completed PPG Semi-annual Report to project officer

Meeting/Training/Travel/Conference Calls

- Attended TEPM in Chicago 4/4/16-4/8/16
- Call with CRA on water issues 4/11/16
- Meet with CMU Wild Rice issues 4/15/16
- Met with Kyle Whyte on Climate Change 4/22/16
- Attended ADP Training with HR 4/13/16

Air Quality Funded by EPA CAA 103 Grant

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Managed Budget and Reviewed R&E
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Submitted Quarterly report to USEPA – 4/14

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 4/11 and 4/26
- Completed PM 2.5, Monthly Maintenance & QC – 4/11 and 4/26
- Completed PM 2.5, Quarterly Maintenance & QC – 4/11
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – NA
- Installed new set of PM 2.5 filters – 4/13
- Sent collected PM 2.5 filter samples to MDEQ – 4/11, 4/18 and 4/25
- Completed Ozone Multipoint – 4/12 and 4/27

Meeting/Training/Travel/Conference Calls

- Attended 2016 Tribal Environmental Program Management (TEPM) Conference – 4/4 thru 4/7
- Kyle Powys White Climate Change Discussion – 4/22
- Participated in Monthly State, Local, and Tribal Conference Call – 4/27
- Participated in Monthly Region 5 Tribal Air Conference Call – 4/28
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 4/28

Brownfield Program-Funded by EPA Brownfield Grant

Administration/Budget/Reports/Data Entry

- Budget management/review without R&E's.
- On-going 128a Tribal Response Program & Cleanup grant administration.
- Completed monthly report for LRBOI.
- Completed and submitted EPA PPG Semi-annual report.

Field Work and Equipment Maintenance

- April, 2016 – general field work.

Meeting/Training/Travel/Conference Calls

- April 1, 2016 – attended 128a Tribal Response Program meeting with Sault Tribe, Little Traverse Bay Band and Grand Traverse Bay Band at Turtle Creek.
- April 5-7, 2016 – attended EPA Region 5 Tribal Environmental Program Management conference in Chicago, IL.
- April 9, 2016 – attended the spring LRBOI Membership Meeting.
- April 11, 2016 – attended Environmental Strategic Planning meeting with Allison Smart and Frank Beaver.

Water Quality Program –Funded by EPA 106 CWA Grant

Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.
- Completed EPA Water Quality Semi-Annual Report
- April physical and chemical data processed and added to long-term data set
- Uploaded April sampling into WQX
- Began draft of 106 work plan and budget for FY 17/18
- Started 319 work plan and budget for FY 17/18
- Quotes for May macroinvertebrate and zooplankton sampling, identification, and processing

Field Work and Equipment Maintenance

- Completed April sampling in accordance with EPA QAPP
- Calibrated Hydrolabs/Prepped for April sampling
- Delivered WQ samples to GLEC for processing

Meeting/Training/Travel/Conference Calls

- Apr 4-7: EPA Region 5 TEPM Meeting in Chicago, IL
- Apr 8: LRBOI Membership Meeting
- Apr 14-15: Boater's Safety Training
- Apr 22: Climate Change Meeting-Kyle White
- Apr 26: Portage Lake Watershed Meeting

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

April 2016

Meetings/Conferences/Trainings

- On April 4, 2016, I attended a work session with Tribal Council to discuss the Cemetery Project, which is a BIA TTP roads project for 2017. Also in attendance at the meeting was Ken Ockert of RCA, LLC. Ken reviewed the revised master plan that he had been working on and received additional input and suggestions from Tribal Council members in attendance.
- On April 7, 2016, I met with Nicholas Jiskaw and Ronald Stoneman (Manistee Area Public Schools Superintendent) regarding the Manistee Community Track project. They are currently fund raising for the project and are close to their target amount. They were inquiring as to whether the Tribe would be interested in contributing financially to the project. I passed this information on the Speaker Johnson to share with the rest of Tribal Council.
- On April 9, 2016, I attended the Spring Membership Meeting at the Little River Casino Resort. I helped to staff a table with David Hawley of the Workforce Development Program.
- On April 12, 2016, I attended a meeting with Tribal Council to discuss a Tribal Council resolution from 2003 regarding how requests to amend the Tribal Constitution would be handled.
- On April 14, 2016, Jay Sam (Historic Preservation Director), Frank Beaver (Natural Resources Director), Ken Ockert (RCA, LLC) and I made a site visit to the Cemetery Parcel in Custer Township to determine the location of members who had been interned there, the location of repatriated remains, and the location of various stands of trees. Ken Ockert took notes and placed markers that will be used by the firm that we bring in to survey the property.
- On April 19, 2016, I met with Tom St. Dennis regarding the Traffic Impact Study that was recently completed for the general area around the Muskegon parcel. We also discussed the recent request for a bore permit under Ellis Road (now owned and under the jurisdiction of the Tribe) and the proposed reconstruction of Harvey Street (a project included in our 2017 Tribal Transportation Improvement Plan) and a jointly funded operation between the Tribe and the City of Norton Shores.
- On April 27, 2016, I attended the meeting of the Manistee County Community Foundation.
- On April 28, 2016, I participated in a webinar sponsored by Sonosky, Chambers, Sachse, Enderson & Perry, LLP, to discuss the FAST Act's Tribal Transportation Self-Governance Program.
- During the month of April 2016, I attended meetings of the Construction Task Force on the following dates: April 7, April 21 and April 28.

Activities/Accomplishments/Updates

- We are continuing to work on finalizing an agreement with the Blacker Airport Authority to allow for the removal of trees on the southwest corner of the casino parcel. I submitted the contract for a legal review and there are some changes that the Tribal Legal Department felt should be made to the contract. Shayne Machen is currently in communication with George Saylor (Blacker Airport Authority attorney) regarding those suggested changes. I anticipate we will have an agreement in final form by the end of May 2016.
- During the month of April 2016, the Planning Department was working to issue a building permit for the pavilion and two new residences to be constructed at Aki Maadiziwin. There will be a delay in issuing the permits as both the pavilion and new residences are being redesigned as a

cost-cutting measure. As soon as the new plans are available, Mark Niesen will conduct a plan review and building permits will be issued at that time.

- On April 22, 2016, I completed the online background investigation application required by the federal government to be able to access the RIFDS system on line. This background investigation can take up to twelve weeks.
- On April 25, 2016, I successfully completed the online training for the Federal Information Systems Security Awareness (FISSA) Privacy and Records Management certification. This certification is also necessary to access the RIFDS system on line.

Public Information
Vacant
No report submitted

Public Safety

Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
April

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	6
City Assist	3
County Assist	14
Medical Assist	5
MSP Assist	9
Other Calls for Service	4
Property Checks	957
Suspicious Person	1
Suspicious Situation	6
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	
Accidents	4
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	3
Unsecured Vehicle	
Verbal Warning	2
Warning Ticket	

Processes

Bench Warrant Entered	2
Civil Process (Paper Service)	2
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect

Arrest

1

Assault

1

B&E

Bond Revocation

Child Abuse

Child Custody

Child Neglect

Contempt of Court

Counterfeiting/Forgery

CSC

Death

Disorderly

3

Domestic Disturbance

2

Drive-Off

Drug Violation/VCSA

2

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

Larceny

1

Liquor Violation

Minor in Possession

Missing Person

Money Laundering

Motor Vehicle Theft

Murder

Neighbor Dispute

Noise Complaint

2

Obstructing Justice

Possession Stolen Property

PPO Violation

Probation Violation

1

Property Damage/PIA

Public Peace

Resisting

Robbery

Sex Offense

Criminal Offenses Continued

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

1

Miscellaneous

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

256.75

252.5

1.75

7.5

86

1

6

1

29

45

88.25

4

4906.05

Training/Travel

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
April**

Administrative Hours	56.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	1
Assist Hours	1
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	3
Contacts	25
Court	
Court Hours	
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	148
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	15.5
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	50
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	16
Vehicle Mileage	211
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
April**

Administrative Hours	61.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	1
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	1
Follow-up Hours	2.5
G/L Marine Patrol(s)	
Hours Worked	290.75
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	5
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	56
Vehicle Mileage	2584
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

April 14-22 Officer Howe went to Grayling, MI for MCOLES certification

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: April 2016

Title: Staff Accountant / Tax Officer

Department Goals:

- Administer the collection of tribal taxes on all business activity occurring within Tribal and trust lands.
- Assist Tribal members in obtaining exemption from state taxes as negotiated in the Tax Agreement between the Little River Band of Ottawa Indians and the State of Michigan.
- Protect the Tribe from liability for non-compliance with state and federal tax laws while maximizing tax benefits available for the Tribe and its members.

Duties and accomplishments performed this month:

During the month of April, the Staff Accountant / Tax Officer performed the following:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 10 Certificates of Exemption to Resident Tribal Members
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 12 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about tax exemptions, tax preparation services, RTM statuses, the Michigan Annual Sales Tax Credit (Form 4013), guidelines for reporting per capita as taxable income, tax-exempt utilities, motor fuel registration, and the Certificate of Exemption process for vehicles
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post.
8. Copied and notified the Trading Post Manager of errors on receipts involving entries not logged, missing receipts, ID errors, and erroneous discounts
9. Recorded daily tax reporting for sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled March Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 4 Tribal Concessionaire's tax licenses for vendors on Tribal property (1 Fundraiser, 2 Entertainers, and 1 vendor at the Spring Membership Meeting)
13. Monitored outstanding tax assessments, issued 4 assessments and warning letters (3 cigarette over limit and 1 motor fuel over limit), and processed 1 motor fuel assessment payment
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Processed 9 Tribal member Proofs of Residency
16. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
17. Prepared March 2016 monthly department report
18. Processed 2 Tribal Michigan W-4 Withholding Exemption forms for employees

19. Processed 111 address changes/reviews from Enrollment for RTM status updates
20. Processed 18 RTM status and/or address changes
21. Prepared and mailed 9 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Corresponded with Little River Casino Resort staff regarding Certificates of Exemption, licensed vendors, Tribal W-4 employees, training for staff relating to Tax office requirements
24. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
25. Prepared and submitted *Currents* newspaper articles regarding "How to Become a Resident Tribal Member", "Proof of Residency for Resident Tribal Members", "Resident Tribal Member Tax Exemption Certificates", and "Tax-Exempt Purchases at the Little River Trading Post"
26. Processed returned mail as necessary; notifying Enrollment of address and verifying if it could be re-sent
27. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates, Resident Tribal Members' State tax on utilities
28. Prepared month-end tax reports for March 2016
29. Processed 4 Venue Reports to the State of Michigan
30. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
31. Continued preparation and research of the Annual Tax Department report.
32. Updated and printed new tax department brochures regarding selling merchandise on tribal land, fundraisers on tribal land, and general information about the Tax Office and Tax Agreement
33. Reorganized and renamed electronic files for easier locating of documents
34. Provided assistance to Historic Preservation regarding Jiingtamok files and forms for vendors, Language Camp flyer, and Earth Day event information from last year
35. Prepared information sheets and brochures to distribute at the Spring Membership meeting.
36. Reviewed motor fuel inventory, delivery tickets, and the motor fuel quota to research a difference found for the month of March
37. Processed and submitted check requests for payment to Barb Czarnecki for contractual services
38. Ordered office supplies
39. Corresponded with appropriate departments regarding information received that is possibly a false claim to gain assistance
40. Prepared 1st Quarter Tax Sharing return; sent it to the Ogema for a signature and prepared and submitted a check request to remit a payment to the State of Michigan

Meetings attended this month:

1. Met with the CFO, Staff Accountant, General Counsel, Commerce Director/Attorney, and Trading Post Manager on April 14, 2016 to discuss tax flow and discounts of motor fuel and tobacco at the Trading Post.

2. Attended meeting on April 18, 2016 regarding the new swipe card system at the Trading Post. The sales rep for the company was onsite to gather information needed to test and set up the software accordingly.
3. Attended the Spring Membership meeting on April 9, 2016 and provided information at the Tax Office booth. Answered questions from tribal members as necessary.
4. Met with Barb Czarnecki on April 13, 14, and 27, 2016 regarding the Trading Post point-of-sale system and ensuring that the tax portion is set up correctly and to review the 1st Quarter Tax Sharing return.

Tribal Historic Preservation

Jonnie J. Sam

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Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
April 2016 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.
 - ❖ Hold events that support and preserve the culture and language of the Tribe.
 - ❖ 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 staffing, 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 37 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.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Attended meetings of Lead Positions.
4. Held second Jiingtamok public meeting as noticed in RRN and elsewhere.
5. Attended Spring Tribal Membership Meeting to reply as needed to inquiries.

6. Attended training offered by Human Resources for Supervisors use of ADP.
7. Met with LRRCR staff to plan Anishinaabe Family Language & Culture Camp 2016.
8. Picked up and returned the GVSU stored remains (30 boxes) for reburial in May.
9. Conducted site visit to the Bimaadiziwin Cemetery in Custer to assist in development of updated site plan.
10. Cooked and assisted in holding Staff Luncheon as Lead.
11. Participated in conference call with Will S. in regard to Self-Governance compact and funding agreement.
12. Hosted and attended the quarterly MACPRA meeting at AkiMaadiziwin Community Center.
13. Attended Annual Self-Governance Consultation Conference in Florida with Councilpersons Lewis and Burger.
14. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
15. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
16. Administered, directed and supervised regular monthly departmental activities.

Tribal Historic Preservation Coordinator accomplished the following
Position vacant during report month.

The Language Coordinator accomplished the following during this month:

- 1) Reviewed the updated website and had to put it on hold for a little while longer (artwork).
- 2) Coordinated the recycling program between LRB and LRRCR.
- 3) Coordinated meeting about language camp activities with LRRCR.
- 4) Sent out the second and final call to presenters for Language Camp.
- 5) Prepared a special lesson for all students on "prayers" on Shkakaamik kwe Giizhgat.
- 6) Coordinated language camp.
- 7) Classes with "Gekaaajik" on Mondays at noon.
- 8) Classes with "Enkiitaagejik" on Tuesday mornings.
- 9) Classes With: Enkiitaagejik" on Friday mornings.
- 10) Updated and produced lessons for all classes.
- 11) Responded to Emails and calls about camp, language, website, CD ROM's.

The Historic Preservation Administrative Assistant accomplished the following during the month:

- 1) Working on getting volunteers for Jiingtamok.
- 2) Responded to questions about traditional and/or cultural practices, protocol and history.

- 3) Working with Muskegon Community College on Native American Heritage Month for November.
- 4) Mailed Language CD-Roms.
- 5) Sorted newspaper articles by paper, refiled them alphabetically by name of newspaper and then organized each group by article date.
- 6) Discussions and emails with Kenny and Jay about ordering necessary items for the Jiingtamok and Language Camp.
- 7) Handled correspondence in regard to the Spring Fire and Jiingtamok.
- 8) Finished sorting keys to match them up with file cabinets.
- 9) Mailed vendor application for Jiingtamok (about 100).
- 10) Still rewriting program booklet for Jiingtamok.
- 11) Attended Earth Day planning meetings.
- 12) Attended language classes.
- 13) Cleaned ceremonial lodge.
- 14) Set up medicines at lodge.
- 15) Participated in the Spring Teachings.
- 16) Sold older t-shirts and sweatshirts.
- 17) Called leather dealer to request a w-9 so that we may order from him.
- 18) Checked out the artist collection offered by Dr. Boehm and researched the same artist online discovering pictures available for total of \$1560, less than the asking price of \$13000 by \$11,440.
- 19) Public speaker at the Tribal State Forum for Social Workers & DHS at LRCR.
- 20) Created Recycle signs for each of our bins.
- 21) Resewed elastic back onto crown to make that Mack & I took pictures of to use as a background for Jiingtamok poster.
- 22) Cut out 10 pair of mini-moccasins for making of key fobs for giveaway.
- 23) Printed master Jiingtamok vendor layout to keep track of assigned spaces.
- 24) Keeping a log of returned unopened vendor applications.
- 25) Keeping a log of donated items for Jiingtamok giveaway.
- 26) Sent standard contract for legal review, it was returned after addition, and each contract will require review according to legal department.
- 27) Looking for supplies and volunteers to create giveaway items for a traditional giveaway.

The Audio-Videographer accomplished the following during the month:

1. Continued work with the work network, email and have ADP access.
2. Continued developing ability to utilize fully Windows 10 and Microsoft Office.
3. Continued accessing of materials for archiving.
4. Read work related emails and answered phones as needed.
5. Discussed and worked with Administrative Assistant on Jiingtamok.

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.