



## **Little River Band of Ottawa Indians Gaming Commission**

PO Box 337  
Manistee, MI 49660-0337  
Tel: (231) 723-7755 • Fax: (231) 723-7788

### ***Report to Tribal Council for the Month of February 2016***

#### **I. Purpose, Officers.**

This is the monthly report of the Gaming Commission. The purpose of the Commission is to ensure the integrity, honesty and fairness of all gaming activities conducted on the Tribe's Reservation and that such gaming activities be conducted in conformance with the Gaming Ordinance #10-400-01, Rules and Regulations promulgated by the Gaming Commission, the Indian Gaming Regulatory Act, and any applicable Class III gaming compact or Class III gaming rules.

Dave Corey, Chairperson  
Debra Davis, Commissioner  
Bill Willis, Commissioner

#### **II. Activities during the Past Month:**

During the month of February the Gaming Commission:  
- held four regular meetings

#### **III. Concerns/Requests:**

#### **IV. Attachments. The following documents are attached to this report.**

##### **Minutes:**

1. January 26, 2016
2. February 2, 2016
3. February 9, 2016
4. February 16, 2016

##### **Resolutions:**

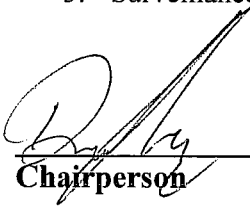
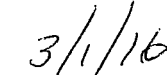
1. Gaming Commission Resolution #GC16-0202-02 Approval of Expenditure from North American Video for Ten (10) Delta Dome Cameras in the Amount of \$11,645.60
2. Gaming Commission Resolution #GC16-0216-03 Approval of Internal Control Assessment Contract with Moss Adams, LLP

##### **Commission Orders:**

##### **Other:**

**Reports:**

1. Administrative, Licensing, and Background Investigations
2. Compliance Department
3. Surveillance Department

  
\_\_\_\_\_  
**Chairperson**  
\_\_\_\_\_  
**Date**

**LITTLE RIVER BAND OF OTTAWA INDIANS  
GAMING COMMISSION MEETING  
OPEN SESSION MEETING  
January 26, 2016  
Gaming Commission Conference Room  
2840 Orchard Highway, Suite A  
Manistee, MI 49660**

**Meeting called to order at 5:40 p.m. by Chairperson, Dave Corey**

**Present:**

**Commissioners:** Dave Corey, Debra Davis, Bill Willis  
**Commission Staff:** Kelly Maser  
**Others:** Lee Ivinson, Joseph Riley, Rebecca Liebing

**Approval of Open Session Agenda:**

**a) January 26, 2016**

**Action:** D. Corey made a motion to approve the Open Session Agenda for January 26, 2016 correcting the error in the title of New Business – item “a”. **Seconded by B. Willis**

**Roll Call:** D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

**Approval of Open Session Minutes:**

**a) January 19, 2016**

**Action:** B. Willis made a motion to approve the Open Session Minutes for January 19, 2016 as presented. **Seconded by D. Corey**

**Roll Call:** D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

**Old Business:**  
None

**New Business:**

**a) Approval of Service Agreement with AmericanChecked, Inc. for the Purpose of Conducting Background Investigations**

**Action:** D. Corey made a motion to approve the Service Agreement with AmericanChecked, Inc. for the purpose of conducting background investigations. **Seconded by D. Davis**

**Roll Call:** D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

**Discussion Period:**

**a) Lee – Gun and Knife Show this upcoming weekend**

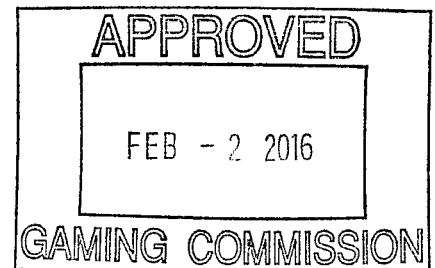
**Next Gaming Commission Meeting:**

**a) February 2, 2016 at 5:30 p.m.**


**Adjournment of Open Session:**

**Action:** D. Corey made a motion to adjourn Open Session meeting at 6:00 p.m. **Seconded by D. Davis**

**Roll Call:** D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**



Submitted by,

  
Debra Davis, Secretary

2-2-16  
Date

**LITTLE RIVER BAND OF OTTAWA INDIANS  
GAMING COMMISSION MEETING  
OPEN SESSION MEETING**

**February 2, 2016**  
Gaming Commission Conference Room  
2840 Orchard Highway, Suite A  
Manistee, MI 49660

**Meeting called to order at 5:47 p.m. by Chairperson, Dave Corey**

**Present:**

**Commissioners:** Dave Corey, Debra Davis, Bill Willis  
**Commission Staff:** Kelly Maser  
**Others:** Lee Iverson, Rebecca Liebing

**Approval of Open Session Agenda:**

**a) February 2, 2016**

**Action:** D. Corey made a motion to approve the Open Session Agenda for February 2, 2016 adding new Business – item “a”. **Seconded by D. Davis**

**Roll Call:** D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

**Approval of Open Session Minutes:**

**a) January 26, 2016**

**Action:** B. Willis made a motion to approve the Open Session Minutes for January 26, 2016 as presented.

**Seconded by D. Corey**

**Roll Call:** D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

**Old Business:**

None

**New Business:**

**a) Approval of Expenditure from North American Video for Ten (10) Delta Dome Cameras in the Amount of \$11,645.60**

**Action:** D. Corey made a motion to approve Gaming Commission Resolution #GC16-0202-02 approving the Expenditures from North American Video for Ten (10) Delta Dome Cameras in the Amount of \$11,645.60.

**Seconded by D. Davis**

**Roll Call:** D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

**Discussion Period:**

- a) Lee – Sharing information from General Manager regarding Wendell Long agreement for services and General Manager hasn’t utilized his services**
- b) Lee – Work session scheduled to finalize Security Policies and Procedures – including provisions for minors crossing the gaming floor**
- c) Lee – Cross reference Resort and Gaming Commission documents**
- d) Rebecca – NIGC Consultation February 4, 2016**
- e) Rebecca – NTGC/R Conference**
- f) Kelly – Pit Renovation**
- g) Kelly – Carpet Questions to LRRCR Compliance Director**

**Next Gaming Commission Meeting:**

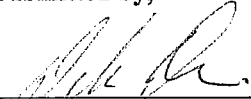
- a) February 9, 2016 at 5:30 p.m.**

**Adjournment of Open Session:**

**Action:** D. Corey made a motion to adjourn Open Session meeting at 6:20 p.m. Seconded by B. Willis

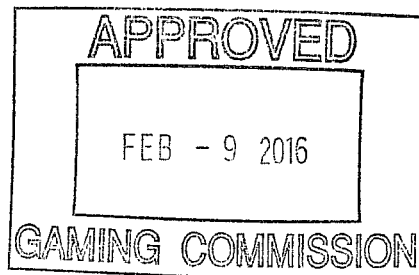
**Roll Call:** D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

Submitted by,

  
Debra Davis, Secretary

2-9-16

Date



**LITTLE RIVER BAND OF OTTAWA INDIANS  
GAMING COMMISSION MEETING  
OPEN SESSION MEETING**

**February 9, 2016**

Gaming Commission Conference Room  
2840 Orchard Highway, Suite A  
Manistee, MI 49660

**Meeting called to order at 5:43 p.m. by Chairperson, Dave Corey**

**Present:**

**Commissioners:** Dave Corey, Debra Davis, Bill Willis

**Commission Staff:** Kelly Maser

**Others:** Rebecca Liebing, Boo Battice, Joseph Riley

**Approval of Open Session Agenda:**

**a) February 9, 2016**

**Action:** D. Corey made a motion to approve the Open Session Agenda for February 9, 2016 as presented.

**Seconded by B. Willis**

**Roll Call:** D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

**Approval of Open Session Minutes:**

**a) February 2, 2016**

**Action:** B. Willis made a motion to approve the Open Session Minutes for February 2, <sup>2016</sup>as amended. **Seconded by D. Corey**

**Roll Call:** D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

**Old Business:**

None

**New Business:**

None

**Discussion Period:**

**Kelly – Sharing information from LRRCR Compliance Director – carpet**

**Kelly – Sharing information from LRRCR Compliance Director – pit lighting June**

**Kelly – Table Games Pit move/cameras**

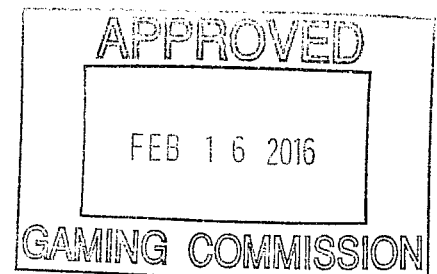
**Next Gaming Commission Meeting:**

**a) February 16, 2016 at 5:30 p.m.**

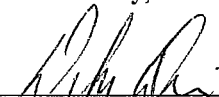
**Adjournment of Open Session:**

**Action:** D. Corey made a motion to adjourn Open Session meeting at 5:53 p.m. **Seconded by B. Willis**

**Roll Call:** D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**



Submitted by,

  
Debra Davis, Secretary

*2-16-16*  
Date

**LITTLE RIVER BAND OF OTTAWA INDIANS  
GAMING COMMISSION MEETING  
OPEN SESSION MEETING  
February 16, 2016  
Gaming Commission Conference Room  
2840 Orchard Highway, Suite A  
Manistee, MI 49660**

**Meeting called to order at 5:43 p.m. by Chairperson, Dave Corey**

**Present:**

**Commissioners:** Dave Corey, Debra Davis, Bill Willis  
**Commission Staff:** Kelly Maser  
**Others:** Rebecca Liebing, Lee Ivinson

**Approval of Open Session Agenda:**

a) **February 16, 2016**

**Action:** B. Willis made a motion to approve the Open Session Agenda for February 16, 2016 as presented.

**Seconded by D. Corey**

**Roll Call:** D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

**Approval of Open Session Minutes:**

a) **February 9, 2016**

**Action:** B. Willis made a motion to approve the Open Session Minutes for February 9, 2016 as amended. **Seconded by D. Corey**

**Roll Call:** D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

**Old Business:**

None

**New Business:**

**Discussion Period:**

**Lee – General business as normal plus renovations**

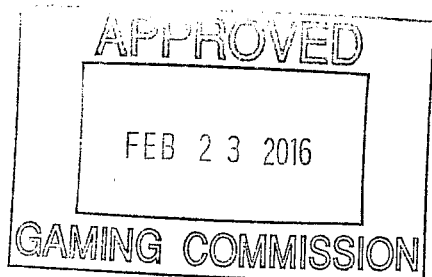
**Next Gaming Commission Meeting:**

a) **February 23, 2016 at 5:30 p.m.**

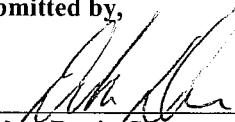
**Adjournment of Open Session:**

**Action:** D. Corey made a motion to adjourn Open Session meeting at 5:47 p.m. **Seconded by B. Willis**

**Roll Call:** D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**



Submitted by,

  
Debra Davis, Secretary

2-23-16  
Date

**Items moved to Open Session:**

**a) Alpha Video & Audio, Inc.**

**Action:** **D. Corey** made a motion to approve the renewal of a Non-Gaming Vendor License for Alpha Video & Audio, Inc. effective April 8, 2016 and expiring April 8, 2017. **Seconded by D. Davis**

**Roll Call:** **B. Willis – Yes / D. Davis – Yes / D. Corey – Yes / 3-Yes, 0-No, 0-Abstaining, 0-Absent. MOTION CARRIED**





**Little River Band of Ottawa Indians  
Gaming Commission**

PO Box 337  
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**Gaming Commission Resolution #GC16-0202-02**

**Approval of Expenditure from North American Video  
for Ten (10) Delta Dome Cameras  
in the Amount of \$11,645.60**

WHEREAS, the Tribe's status as a federally-recognized Indian Tribe was reaffirmed and restored by Congress pursuant to Public Law 103-324, 108 Stat. 2156 (25 U.S.C. § 1300k et seq.); and

WHEREAS, the Tribe adopted a Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribal Council adopted Gaming Commission Ordinance # 04-400-04 which created a Gaming Commission and delegated to such Commission the authority to regulate all gaming activities authorized by the Tribe and to enforce all Tribal and federal laws governing the conduct of Tribally licensed gaming activities; and

WHEREAS, the surveillance digital system requires properly functioning equipment to operate and due to aging equipment, cameras need to be replaced and also additional cameras are needed to accommodate the renovation project at the Resort; and

WHEREAS, the Surveillance Department budget does include funds to cover this expenditure and a quote was obtained from North American Video for the purchase of Ten (10) Delta Dome Cameras in the Amount of \$11,645.60; and

WHEREAS, the preferred vendor (sole source) for the purchase of this equipment is North American Video based on the fact that these cameras will be compatible with the other equipment within the department that has been purchased through North American Video; and

LRGC Resolution #GC16-0202-02  
Approval of Expenditure from North American Video  
Ten (10) Delta Dome Cameras  
in the Amount of \$11,645.60  
Page Two

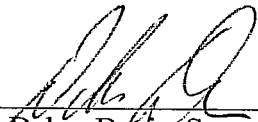
WHEREAS, Gaming Commission Resolution #14-0820-258 designates actions greater than \$2,500.00 require Gaming Commission approval by resolution.

NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the expenditure of Ten (10) Delta Dome Cameras in the Amount of \$11,645.60 from the approved 2016 Gaming Commission Surveillance Department budget (from Account #1030-120, Line Item #5601).

### Certificate of Adoption

I, Debra Davis, Secretary of the Little River Band of Ottawa Indians Gaming Commission, do hereby certify that this resolution was adopted on February 2, 2016 by a vote of 3 in favor, 0 opposed, and 0 abstentions and 0 absent. This resolution has not been amended or rescinded in any way.

Attest:

  
\_\_\_\_\_  
Debra Davis, Secretary

Distribution: Commission Records  
Tribal Council Liaison



**Gaming Commission**  
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**Gaming Commission Resolution #GC16-0216-03**

**APPROVAL OF INTERNAL CONTROL ASSESSMENT CONTRACT WITH  
MOSS ADAMS, LLP**

WHEREAS, the Tribe's status as a federally-recognized Indian tribe was reaffirmed and restored by Congress pursuant to Public Law 103-324, 108 Stat. 2156 (25 U.S.C. § 1300k et seq.); and

WHEREAS, the Tribe adopted a Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band of Ottawa Indians and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(I) to take action, not inconsistent with the Constitution or Federal law, which is necessary and proper to carry out the sovereign powers of the Tribe; and

WHEREAS, the Tribal Council adopted Gaming Commission Ordinance # 04-400-04 which created a Gaming Commission and delegated to such Commission the authority to regulate all gaming activities authorized by the Tribe and to enforce all Tribal and federal laws governing the conduct of Tribally licensed gaming activities; and

WHEREAS, Section 6.01 (f) of the Gaming Commission Ordinance gives the Gaming Commission the authority to arrange for and direct such inspections and investigations as it deems necessary to ensure compliance; and

WHEREAS, the Gaming Commission has identified a need for an internal control assessment of the Little River Casino Resort; and

WHEREAS, the Gaming Commission has determined it is imperative that these services be provided by a company that specializes in this area; and

WHEREAS, a contract has been provided by Moss Adams, LLP to provide services focusing on an internal control assessment of the Little River Casino Resort; and

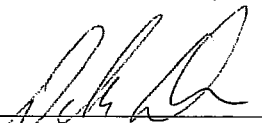
NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves a contract proposal for internal control assessment from Moss Adams, LLP at a cost not to exceed \$30,000, plus expenses from the approved 2016 budget (Account #1030-121; Line Item #5205); and

IT IS FINALLY RESOLVED THAT the contract will be forwarded to the Tribal Council of the Little River Band of Ottawa Indians requesting the contract be approved for execution.

#### **Certificate of Adoption**

I, Debra Davis, Secretary of the Little River Band of Ottawa Indians Gaming Commission, do hereby certify that this resolution was adopted on February 16, 2016 by a vote of 3 in favor, 0 opposed, 0 abstentions and 0 absent. This resolution has not been amended or rescinded in any way.

Attest:

  
\_\_\_\_\_  
Debra Davis, Secretary

Distribution: Commission Records  
Tribal Council Liaison



# Little River Band of Ottawa Indians Gaming Commission

PO Box 337

Manistee, MI 49660-0337

Tel: (231) 723-7755 • Fax: (231) 723-7788

## Memo

Aániipiish Epiidek (To): Little River Band of Ottawa Indians Gaming Commission

Binjibidek (From): Kelly Maser, Director of Gaming Regulatory & Compliance

Maánda Naásaáp (cc):

Naángwa (Date): March 1, 2016

Maánda Nji (Re): Administrative and Licensing – February 2016 Monthly Report

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### Background Investigator/Administrative Assistant – February 2016

- Employee Licensee changes (HR notification)
  - 4 address changes
  - 0 name changes
  - 11 transfers
  - 11 voluntary terminations
  - 4 discharges

*All daily correspondences regarding licensees are put into the respective files.*

  - 41 Employee license renewals
    - 19 Gaming
    - 20 Non-Gaming
    - 2 PMO
    - 0 Reinstatements
    - 0 Deaths
- New Employee licenses issued
  - 1 Gaming
  - 7 Non-Gaming
- 56 Credit Reports
- 56 Sex Offender Reports
- 48 Reference letters processed
- Processed 108 60-day renewal letters for employee license holders
- May reminder cards processed
- Processed court letters for the employee license applicants

## Background Investigator – February 2016

- Applications/Files/Investigations Reviewed
  - New Hire 13
  - Renewal 25
  - Upgrade 0
- Vendor Files/Investigations Reviewed
  - New 0
  - Renewal 7
- Interviews Conducted
  - Employee License 8
- Criminal History Record Checks
  - Employee License 38
- Sex Offender Record Checks
  - Employee License 0
- Accurate Record Checks
  - Driving Record 3
  - Felony/Misdemeanor 2
- Credit Reports 0
- Fingerprints Taken
  - Employee License 1
- Licenses Verified
  - Employee License 4
  - Vendor 9
- License Issues
  - Expired/Invalid 8
  - Seized Temp. 0
  - Up Front Denials 0
  - Suspended 0
- Suitability Reports Filed
  - NOR's 0
  - Lic. Determinations 0
- Applications Notarized 19
- GC Appeal Hearings
  - Employee License 0
  - Vendor License 0
  - Rehabilitation 0
- Rehabilitation for Licensure Ordinance Applicants
  - Certificates Issued (Gaming Commission Issued/Approved) 0
  - Denials Issued (Gaming Commission Issued/Approved) 0
- Tribal Emergency Ops Mtgs. 0 (total hours)

*The Background Investigator sits on the Tribal Emergency Operation Committee. He currently serves as the Incident Commander for the Tribal Emergency Operations Team (TERT).*

*\* Administrative Assistant(s) supports/assists the Background Investigator in the licensing process which includes initial contact with applicant explaining the application and requirements, cursory review of application and attachments upon return to ensure completeness prior to handing all over to the Background Investigator, entry of information to the database/files as well as tracking requirements, runs credit checks and sex offender registry reports (when requested), notarizes forms, and schedules appointments for the Background Investigator.*

#### **Executive Assistant – February 2016**

- 5 renewal applications sent to vendors (Gaming/Non-Gaming)
- 3 vendor licenses processed (Gaming/Non-Gaming)
- Received Non-Gaming vendor applications and reviewed for completeness
  - 3 Corporate History Disclosure Form
  - 9 Personal History Disclosure Form
- 3 investigations initiated on vendors
- 9 investigations initiated on vendor control persons
- 4 investigations for vendors reviewed
- 12 investigations for control persons reviewed
- Conducted numerous personal and trade reference checks for vendors
- Ran numerous Sex Offender Reports on vendor control persons
- Conducted numerous license verifications on vendors and control persons
- 2 Dunn & Bradstreet reports ran on vendors
- 8 Gaming Commission meeting agendas prepared
  - 20 Gaming Commission meeting packets assembled and distributed
- 8 sets of Gaming Commission meeting minutes reviewed for discrepancies/errors
- 1 Tribal Council monthly report compiled for the Gaming Commission
- 1 Tribal Council resolution drafted
- 1 Tribal Council agenda request packet processed
- Reviewed LRCA Accounts Payable List
- 1 Raffle license processed
- Assisted 7 licensees in the initial licensing and renewal process (completion of application and notarizing)
- Continuously working on records retention/destruction process (on-going project)

*\* Executive Assistant supports/assists the Background Investigator in the vendor licensing process which includes initial contact with vendor (and control persons when applicable) explaining the application and requirements, cursory review of application and attachments upon return to ensure completeness. Initiates investigations, runs Dunn & Bradstreet Reports, conducts license verifications, processes personal reference check paperwork, and enters appropriate information into database/files. Also prepares all renewal and initial licensing application letters and sends out licensing packets. Upon completion of all above, entire file is provided to the Background Investigator for review and consideration for placement before the Gaming Commission for approval. All vendor licenses must be approved by the Gaming Commission.*