

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

**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema *LBR*  
**Naangwa:** Date: March 21, 2016  
**Maanda Nji:** Re: January, 2016 Operations Report

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We respectfully submit the February, 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  
February, 2016

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Accounting  
Steve Wheeler

# Finance Division

## Steven Wheeler, Chief Financial Officer

### February, 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; Lagoon, US 31 Sewer Extension, Commodities Renovation and AKI Restroom/Pavilion Shelter** - *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 February*
  - i. **US 31 Sewer Extension Project: \$456,948.59**
  - ii. **2014 Restroom/Pavilion Shelter-** *-working on redesign and RFP*
2. **Cash Receipts;** *Daily cash receipts totaled for the month of were, \$372,842.13 the General Fund Operating Account had a total of (198) receipts, in the amount of \$368,584.63 the Grant Funded Programs had a total of (15) receipts in the amount of \$4,257.50*
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 oversite 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 schedule 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 training.*

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 8<sup>th</sup> of the month.**
  1. **Cash Deposits**
  2. **Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**
  3. **Utilities report – current payments – monthly report of payments.**

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**Construction Task Force –Weekly Meeting - Thursday - review Aki Restroom/Pavilion Shelter Project, US 31 Sewer Extension.**

**Other Meetings**

- **HR - meeting's-**
- **Finance Department Meeting-**
- **Lead Facilitator Meeting – Several throughout the month**
- **Family Service – Director**
- **Clinic Meeting – Director –**
- **Pharmacy Meeting-**
- **Minors Trust Account – Finance Dept.**

**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,

**Trainings Held / Attended –** SAS Food Show

**Special Tasks / Activities Performed –**

**Upcoming Projects / Tasks –**



## 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 March.*
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. *Changed the password in the GMS system that needs to be done every 60 days.*
12. *Chagned the password in the OLDC system that needs to be done every 60 days.*
13. *Prepared the monthly billing statement on the ITC Honoring Our Children grant and sent to the Federal Agency.*
14. *Prepared the monthly billing statement on the WMM GSC Collaborative grant and sent to the Wexford Missaukee Intermediate School District.*
15. *Prepared a payment request to MEDC in the amount of \$18,650 on the MEDC Feasibility Study grant.*
16. *The Tribe received two new grant awards for the following grants: 2016 IHS Self Governance Compact in the amount of \$998,338 for the time period of 1/1/16-12/31/16 and 2016 BIA Self Governance Compact in the amount of \$259,909 for the time period of 1/1/16-12/31/16. All of the documents were read over, grant program booklets were created for the main grant files and the Program Administrator. All reports were scheduled on the calendar, electronic grant folders were created and all documents were scanned into those folders. All the grants were entered on the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The documents necessary were prepared and given to the Budget Coordinator so he could take to Tribal Council to have funds accepted into the operating budget.*

17. The Tribe received six modifications on the following grants: EPA Air Quality additional funding in the amount of \$21,881; 2016 IHS Self Governance Compact additional funding in the amount of \$1,000; EPA Air Quality grant additional funding in the amount of \$62,492; MEDC Feasibility study grant extension from 5/1/15-5/2/16 to 5/1/15-11/30/16; 2016 BIA Self Governance Compact additional funding in the amount of \$291,092 and 2016 IHS Self Governance Compact in the amount of \$1,266,549. Modification documents were scanned and placed in the electronic folders and originals were placed in the grant program booklet. New funded 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.

18. Created the 2015 SEFA schedule which will be used for the 2015 audit. Took the deferred/accruals from year end of 2014 for each grant and entered those amounts on the SEFA schedule as the beginning balances that need to be used. Pulled each grant file and added up all the draws made for 2015 and entered those amounts as cash received on the SEFA under each grant. Verified the total cash received for 2015 that was listed on the SEFA schedule with the total on the Cash Receipt Journal for 2015 to make sure they balanced.

19. Had expired grants on my desk that needed to be verified if all the information was in the scanned electronic files so that these files could be purged to the shredded document files and then paper documents could be shredded.

### **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 2/9/16 and 2/19/16.
4. Attended Meetings with the Ogema, Mary and other Leads on 2/2/16, 2/9/16, 2/16/16 and 2/23/16.
5. Attended Lead meetings on 2/4/16, 2/11/16, 2/18/16 and 2/25/16.
6. Attended Food Commodities Staff meeting on 2/4/16.
7. Attended Housing Department Staff meeting on 2/10/16.
8. Attended meeting with Janine Sam on 2/10/16.
9. Attended meeting with Ogema Romanelli and Mary Witkop on 2/16/16.
10. Attended meeting with Tribal Council and Mary Witkop on 2/22/16.
11. Attended Education Department Staff meeting on 2/24/16.
12. Attended meeting with Noelle Cross on 2/26/16.

### **Trainings Held/Attended**

### **Specials Tasks/Activities Performed**

### **Upcoming Projects/Task**

## **PAYROLL**

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

1. Processed 369 payroll checks through ADP.
2. Verified 19 PAF's this month which included 1 new employee(s), and 1 terminated employee(s).
3. Completed payroll and payroll backup cover sheet for pay dates 2/5 and 2/19.
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. Completed registration process for online access to Unum.
9. Reconciled the amounts withheld for Adlife to what was billed for the month.
10. 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.
11. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
12. Requested/received the following month's invoice for Mutual of Omaha from HR for review.

### ***Meetings Held / Attended –***

1. 2/4 – ADP conference call regarding MI local coding.
2. 2/5 – Punch/Closure/Holiday closure policies meeting with HR.
3. 2/9 & 2/23 (Canceled by Steve) – Finance biweekly team meeting.
4. 2/19 – Finance team meeting.
5. 2/12 – ADP phone conference regarding W2 corrections for fisheries.
6. 2/12 (Canceled by HR) – Payroll Opportunity Meeting with HR.
7. 2/29 – Meeting with HR to discuss timecard issues.
8. 2/15 through 2/29 – Several calls and emails to and from ADP regarding W2 corrections for life insurance adjustments issue.

### ***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.
4. Trying to establish a good process for preparing Payroll through 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.

### ***Upcoming Projects / Tasks –***

1. Preparing to write new Payroll procedures for processing through ADP system.
2. Preparing bi-annual certifications of personnel costs.

## **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 –***

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

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

1. 2/9 Finance Meeting.
2. 2/9 drafted RFP for replacement copiers located in Government Center
3. 2/10 ran RFP for copiers.
4. 2/15 took part in HR interview Section Committee for WWTP.
5. 2/16 phone conference with Orkin Rep, Scott Maybore and Rebecca Liebing.  
Orkin would like to see changes made to Master Agreement with Tribe.
6. 2/16 meeting with Michigan Office Solutions to review copier RFP
7. 2/22 meeting with PNC card activation instructions.
8. 2/24 Provided Travel training.
9. 2/24 Meeting with Commerce. Reviewed budget and encumbrance reports.
10. 2/25 took part in interview board for WWTP receptionist.
11. 2/29 drafted updated procedure in accordance to the Ogema's request. 5.1.1.

## **PROPERTY/RECEIVING OFFICE**

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

1. Received in 234 packages.
2. Issued 109 receiving reports.
3. Returned 6 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) Working on FY2015 Indirect Cost Proposal
- 4) Finalized & submitted FY2016 Operations Budget – Draft #1

### ***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) Submission of FY2016 Operations Budget

## **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, represent 79% of the total annual budget.



Commodities  
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ February 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

Commodity Dept. is working on spring membership items

Y. Theodore to have someone install light in fresh produce cooler

Y. Theodore submitted paper work to Ogema for donations to Midwest Nationals

Education  
Yvonne Parsons

## ***Education Department***

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

### **February 2016 Department Report**

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

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

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

- LRBOI Student Services: 2 students requested Activities totaling \$130. 1 student received 12<sup>th</sup> Grade Computer checks, totaling \$1000. 1 received class ring assistance totaling \$100. 2 received Driver's Education assistance totaling \$500. February the department worked on Student Services Registration forms- 420 mailed
- Higher Education Scholarship: 10 Higher Education Scholarships were processed for February. Total awards were \$20718.50. This month assistance went to 3 university students and 7 community college students. 8 students are women and 5 are men.
- College Book Stipend: 14 book stipends were awarded during the month of February totaling \$6000. 5 for being enrolled in 4-8 credits, and 9 students received stipends for being enrolled in 9 or more credits.
- Educational Advancement Fund- 2 students received Educational Advancement Funds totaling \$599
- Miscellaneous: Began planning for Milkweed seed planting, art project/contest for Earth Day activity. Work with Bedabin on Sugar Shack programs

#### **Meetings Attended:**

2/2/16 Legislative Goals for Anishinaabemowin, Tribal Council  
Worksession  
2/16/16 Strategic Planning Update Tribal Council  
2/17/16 Tribal Education Directors Meeting Grand Rapids  
2-24-16 Department Lead Meeting

#### **III. Budget Expense Justification**

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

# Enrollment

## Diane Lonn

## **ENROLLMENT DEPARTMENT REPORT**

**February, 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 continue to work with Tribal Members needs as: Sending verifications to Social Security, DSH, Housing Departments and other entities that need their information.

To complete new applications in a timely manner.

To continue to update the Per Cap data base.

To continue to change and update addresses.

To continue to help Tribal Members with sending their information to various Government entities.

### **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 Cancelation Information into the Per Cap Data Base.
- Constantly updating the Tribal Members Files
- Continuously verifying Tuition Waivers, Certifications of Indian Blood
- Set up Regular meetings and Audit meetings with Enrollment Commission

(2)

- Constantly updating DHS, Social Security Adm., Housing entities with required information for Tribal Members.

### **Duties Performed**

- Mailed out: 15 Applications forms for people seeking membership
- Mailed out: 33 Address change forms
- Created 24 New and Replacement Ids from 02/01/2016 through 02/29/2016
- 0 Members eligible for Judgment Money
- 232 Addresses changed from 02/01/2016 through 02/29/2016
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 2
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial Letter: 0
- Audit Findings Letters: 0
- 0 Applications received since 02/01/2016
- List Request of membership: Tax Officer, Clinic, Public Information, Education
- Label Request of membership: Public Information, Education, Election Board - 2
- Department Verifications:
  1. Family Services 13
  2. Prosecutor 30
  3. Natural Resource 9
  4. Members Assistance 44
  5. Casino Human Resources 4
  6. Contract Health 30
  7. Human Resources 12

(3)

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- Members 5 passed away for the Burial Fund Money
- Sent out 5 Tribal Flags
- Sent out Per Cap Earnings reports
- Sent Tribal Directories
- Updated Citizen Validation folder
- Tuition Waiver Verifications - 1
- Phone 367 calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies
- Encoding Tribal Ids for new system at Trading Post

## Meetings

\*\*\*\*\*

- Total Membership: 4,220
- Total number of Elders: 1,210
- Total number of Adults (18-54): 2,607
- Total number of Minors (0-17): 403
- Total Tribal Members living in:
  - o 9 County Area: 1,784
  - o Outside 9 County Area: 2,342
  - o Michigan: 2,791
  - o Outside Michigan: 1,335
  - o Undeliverable Addresses: 94



Facilities  
Brian Gibson

***Facilities Management Department (Maintenance)***  
***Brian Gibson, Maintenance Supervisor***  
***February, 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

**Objective;**

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

**II. Department Reporting Section**

Continuing with the winter plowing. We've been salting, plowing and shoveling parking lots, roads and driveways. Filling salt buckets when needed at the buildings entrances. The Facilities Department has closed out 39 work orders for the month of February.

Helped prepped the sugar shack, delivered buckets, wood and totes to help them begin the process to harvest sap for maple syrup.

**EVS**

We are still understaffed and the two EVS Staff, continued as best they could with their normal daily cleaning of the Government Building, Justice Center, Aki, NRD, and delivered supplies to various buildings and Gaming. We've also have taken recycling to the MCC School trailer.

**Aki**

Set mouse traps in the kitchen and cleaned out junk in mechanical room. Sent over a new American flag to replace the old tattered one. A work order came in for the leaky kitchen sink, it was fixed along with the men's restroom sink that was leaking as well. Placed tables and chairs back up right after plowing Monday morning, there was a round dance help at the community center over the weekend.

**Commerce**

Continued Kitchen renovations and various renovations to the Bull House. Also let a Consumers Energy Tech into the Bank Building for a meter reading.

**East Lake**

Deep organization and cleaning of blue and clearing out all junk. With the approval of family services delivered items stored in Blue to the goodwill. Grated the driveway to the property. Organized the salt pallets and rearrange the property cage.

**Government Center**

Moved display cases from Blue to Historical Preservation. The Tech had to temporarily remove the glass window to get the display cases into the waiting room. Brought over more display items for the cases. Set up chairs for the Strategic planning meeting and the Joint Government Meeting. Rearranged office space by enrollment. Moved electrical under flooring.

Unjammed shredder in the east wing. Delivered a box of playing cards from Casino to Mary in the Ogema's Office. Installed wireless doorbell for family services department. Door 102A, not closing, inspected, repaired and now closing properly. Clinic was having issues with the computer mounts IT installed in the exam rooms. We inspected the issue and informed IT they would need to contact the manufacturer and get new wall mounts. Electrical outage in one of the Enrollment offices, issue addressed and electrical issues resolved. Disposal of assets for Be-Da-Bin

**Justice Center**

Changed furnace filters, addressed issue with door not closing properly.

**NRD**

Changed furnace filters, replaced T8's (light bulbs) in the basement.

**Mechanic**

Facilities blue truck- addressed start issue

Facilities red truck- brought to Links for an estimate

Utilities Sports Track- oil change, brake inspection, install brakes, and bleed brakes

Education van- install new brakes, bleed brake lines, oil change, transmission service and replaced transmission pan.

John Deere- New pins in bucket arm

Housing GMC, Chevy, Toyota Trucks- Oil changes

DPS #10, oil change, Repair wiper fluid motor

DPS #22- Inspection of rattling noise, repaired

**III. Budget Expense Justification**

Standing purchase orders are open until June 30<sup>th</sup>

**IV. Travel and Trainings**

Nothing to report at this time.

## *Utilities Department*

*Gary M. Lewis, Utility Supervisor*

**February, 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.**
- **Extended county road permit to complete U.S. 31 project RJM - 7614.**
- **Routine Maintenance**
- **Revised and submitted Bacteriological Samples Site plan to the U.S. EPA Region 5 for approval**

### **Billing**

Water	\$13,071.27
Sewer	\$14,160.63
Irrigation	\$1,340.75
Fire Suppression	\$7,344.00
Septage	\$2,938.38
Month Total	\$38,855.03
Yr. to Date Water	\$26,032.09
Yr. to Date Sewer	\$27,275.88
Fire Suppression	\$14,688.00
Yr. to Date Irrigation	\$2,617.09
Yr. to Date Septage	\$5,541.30
Yr. to Date Total	\$76,154.36

- 1. Well House Pumping in Gallons**
  - 1. Total Flow Gallons 2,346,600**
    - a. Peak Flow 120,300**
    - b. Low Flow Gallons 65,500**
    - c. Ave Daily Flow Gallons 83,807**

- III. 2. Gallons of Treated Waste**
  - 1. Influent Gallons 2,234,552**
    - a. Peak Flow Gallons 98,989**
    - b. Low Flow Gallons 61,536**
    - c. Daily Average Gallons 77,053**
  - 2. Effluent Gallons 2,253,963**
    - a. Peak Flow 86,790**
    - b. Low Flow Gallons 61,927**
    - c. Daily Average Gallons 77,723**
    - e. Waste Sludge Gallons 105,000**
  - 3. Lagoon**
    - a. Influent 0**
    - b. Peak Flow 0**
    - c. Low Flow 0**
    - b. Daily Average Gallons 0**
- 3. Septic Sewage**
  - a. Gallons 48,937**

#### **IV. Travel and Trainings**

N/A

Family Services  
Jason Cross

# Family Services Department

## February 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.....2

Out of State.....1

Kent.....1

Mason.....1

**Total.....6**

**Open Cases.....57**

Total number of Tribal members served in open cases: 99

Total number of descendants served in open cases: 22

Total number of individuals served in open cases: 166

#### 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: 6  
Zoongaadiziwin (SO) 6

Total number living in homes served	15
Total number of Tribal Members living in homes served	6
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
Home visits this month	0
Case reviews this month	6
Binojeeuk reviews this month	0
Contacts with outside agencies	4
Contacts with LTBOI departments	3
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0



Sujean Drake, LMSW- Family Services Social Worker Total: 29

SO: 29

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
Home visits this month	0
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

Grants  
Vacant a director

# **Grants Department Monthly Report: February 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**

- Architectural finalization (Child and Family Development Center) has continued throughout the month of February and is nearly completed. We previously met with the Tribal Council regarding the matter of moving the Child and Family Development Center forward: we had already met with the USDA (in December) regarding the possibility of securing a loan to get everything moving. They agreed to finance the costs of the project internally – but wanted to see about half of the overall dollar commitment secured by grants. Project construction cost estimate is approximately \$1.2M – inclusive of all construction costs and FF&E to ready the property for its intended use. It does not account for any of the operating costs.
- At this point in time, it is not clear as to whether or not the Administration for Native Americans (ANA) SEDS and SEEDS funding opportunities will be used to address the financial needs of the Child and Family Development Center. It seems that a competing use for the building has evolved that has not played itself out as of now. It is also my understanding that the Kellogg Foundation has made contact with Family Services. We do not yet know whether or not we will be asked to submit a complete proposal – this will be addressed in March. No other foundations have been contacted with a letter of interest. The Kellogg letter will be used as the format for these inquiries. Hope to have more movement in the Month of March.
- Also over the past few months, the Grants Department has also worked closely with the Historic Preservation Department and other tribal programs to develop a tribal response to the “Cultural Resource Fund” funding opportunity through the MICA Group. This application was submitted on 2/15/16. Funding would be used for the following purposes: to establish a “Moon Lodge” (Woman's Lodge), repair the roof of the Fire Lodge, bring language instruction to the Muskegon area; provide language tutoring and instructor assistance services; procure audio/visual equipment to enhance the language website; initiate a cultural exchange program

with Wiki; secure additional language curricula/cultural resources; and also work to leverage benefits of several other construction projects scheduled for 2016.

- A grant submission was made on February 18, 2016. If funded, this effort will assist the Be-Da-Bin Behavioral Health Program and several other existing (Indian & non-Indian programs) build coalition and networking strategies to better address (tribal and non-tribal) Suicide Awareness and Suicide Prevention. The total of this request was \$10,000.00.

**IV. Other Duties and Activities performed during the month of February 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.
- Worked on straightening out subscription to the Native American Report from CD Publications.
- Continued to pursue self-education efforts related to grants development as well as personal/professional development.

**V. Budget Expense Justification – N/A.**

**VI. Travel and Training:** No job related travel and/or training is currently scheduled for March; however, in February; I did attend the Administration for Native Americans (ANA) sponsored in anticipation of making an application for one of their FY2016 programs.

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: March 10, 2016**

**Re: February 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 February, 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.

February 2, 2016, Don MacDonald, Director of Health Services, and Dottie Batchelder, Chemical Dependency Counselor, attended a meeting with the Tribal Council and other departments to discuss the needs of the Tribal Community about substance abuse/use.

February 4, 2016, Gina Dahlke, CHS/EHAP Supervisor and Don MacDonald, Director of Health Services attended a work session with Tribal Council in their chambers regarding Third Party Billing.

February 5, 2016, Don MacDonald, Director of Health Services and Janice Grant, Clinic Supervisor met with Accounting Staff to begin closeout process of the Special Diabetes Program for Indians (SDPI) grant. Expectation is to have the grant closed by March 31, 2016.

February 8, 2016, Don MacDonald, Director of Health Services met with the LRBOI Health Commission to update as the Commission on Health Services.

February 11, 2016, Julie Wolfe, Youth Prevention Counselor, attended the QPR-suicide prevention training in Muskegon, MI and made contacts for the Suicide Prevention Collation Group.

February 11, 2016, Don MacDonald, Director of Health Services, met with Glen Zaring, Public Relations, and the CEO and COO of the West Shore Medical Center to explore any networking possibilities. Agreed to potentially get together for additional discussion..

February 13, 2016, Be DA Bin hosted the "Winter Love Round Dance" for LRBOI. We were assisted by Tribal Historical Department. We had 187 in attendance.

February 17, 2016, Don MacDonald, Director of Health Services attended the Tribal Council meeting to support the Construction Project Task Force authorization request to approve expenditures not to exceed \$400,000 for the Pharmacy Project. Request was approved.

February 22, 2016, Be Da Bin hosted the Suicide Awareness/Prevention Collation Meeting. Julie Wolfe, Youth Prevention Counselor, worked with Tribal Grant Writer to submit for a grant for this group.

February 23, 2016, Gina Dahlke, CHS/EHAP Supervisor and Janice Grant, Clinic Supervisor participated in the selection process for the vacant CHS Support Staff position along with an Elder and Human Resources Staff.

February 23, 2016, Be Da Bin (Julie Wolfe coordinated) hosted the Quese IMC Workshop/Concert with 44 in attendance.

February 25, 2016, Don MacDonald, Director of Health Services, met with Clinic patient concerned about processes. Patient wanted to be able to see a private primary care physician for medical needs, but get their prescriptions through the Clinics physician without oversight by the Clinic physician. I shared with patient that we would not be able to legally, or ethically, use that type of process.

February 25, 2016, Don MacDonald, Director of Health Services, participated in a conference call with BAO Pharmacy Consultant and LRBOI Pharmacy Consultant to discuss ongoing needs of the pharmacy build-out.

February 26, 2016, Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, and Gina Dahlke, CHS/EHAP Supervisor attended a meeting with Dale Magoon, Lead Facilitator for Health Services to discuss clinic cleaning and discussion to send it out for bids through the RFP process.

February 29, 2016, Don MacDonald, Director of Health Services meet with Lead Dale Magoon and Clinic Supervisor, Janice Grant, to discuss clinic work flow processes. Plan to create a work flow chart to provide a visual for those processes.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, attended meetings for the Steering Committee for Northern Michigan Recovery Residences (StonesHouse Inc.), Substance Abuse Task Force for Manistee County, Indian Health Services Bemidji Area Office (by phone), Centra Wellness, and ATR IV (Access to Recovery). Julie Wolfe, Youth Prevention Counselor, held weekly groups Anishinaabe Kwezenhsak WaaKaasewin (girl culture group), meetings with Natural Resources on a sweet grass project, and began the Maple tree taping for the Sugar Bush project. Staff continues to network and attend webinars for required continued education for our certifications. Staff continues to plan other upcoming events.

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

**CLINIC OPERATIONS:**

240 patients scheduled

29 patients NO-SHOW to scheduled appointments

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

59 cancelled appointments

153 patients attending CLINIC PHYSICIAN appointments\*\*

27 patients PHONE TRIAGE\*\*

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

TOTAL PATIENTS SEEN IN FEBRUARY (Total Patient Volume): 262

Diabetic patients: 50

Flu Vaccines: 5

Immunizations: 1

Nursing Visits: 1 \*\*

On-site Lab draws: 123

\*\*Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,845

DIRECT CALLS TO CLINIC OPERATIONS: 406

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 509

**BEDABIN BEHAVIORAL HEALTH:**

CLINICAL DEPENDANCY COUNSELING:

41 INDIVIDUAL CLIENTS/RECOVERY SUPPORT

182 CLIENT CONTACTS FOR SERVICES

187 COUNSELING/ADMINISTRATION HOURS DELIVERED

6 no shows

TOTAL CLIENT SERVICE DELIVERY: 294



PREVENTION SERVICES:

91 CLIENT CONTACTS FOR SERVICES/PREVENTION ACTIVITY

152 PREVENTION/INTERVENTION HOURS

TOTAL CLIENT SERVICE DELIVERY: 352

TRADITIONAL HEALING: ## INDIVIDUAL CLIENT CONTACTS

6 requests

**COMMUNITY HEALTH SERVICES/CHR'S:**

TRANSPORTS: 8

TRAVEL HOURS: 27

HOME VISITS: 4

COMMUNITY: 21

TOTAL CLIENTS SERVED: 36

**CHS/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$116,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2205

TOTAL CHS PAID IN FEBRUARY: \$102,000

PHARMACY/OTHER: \$42,000

DENTAL: \$16,000

TOTAL PATIENTS: 221 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 568

TOTAL CLAIMS ENTERED: 308

TOTAL CHS PAID 2016: \$ 200,000

TOTAL EHAP PAID IN FEBRUARY: \$14,000

TOTAL EHAP PAID 2016: \$41,000

TOTAL ENROLLED EHAP/LRBOI: 1207

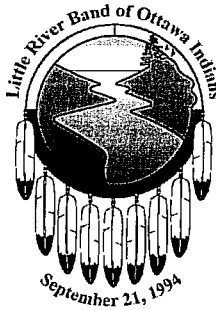
**MEDICARE LIKE RATE (MLR) Savings for February 2016**

Claims submitted:	24	\$42,000 (total submitted)
		-\$12,000 (what we paid)
		<b>\$30,000 (total savings)</b>

**MAAJIIDAA FITNESS CENTER: 326 MEMBERS REGISTERED**

**273 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 February 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.** In January the Housing Director completed the NAHASDA Annual Performance Report (APR) in preparation for submission to EWONAP. The report is due to EWONAP no later than 90 days from the date of our fiscal year end, which is December 31 of each year. The report was posted for public comment for 30 days in the month of February. Upon completion of the posting period the report will be reviewed with Tribal Council in preparation for a Tribal Resolution authorizing submittal to EWONAP?
- B.** The Legal review of the construction bid documents for the Pavilion and two income based housing units at Aki was completed near the end of January. The Architect, The Design Forum, incorporated the Legal Departments edits into the bid documents and the project was put out for bidding the end of February 2016. There is a pre-bid meeting scheduled for March 4, 2016 at 10:00am and the bids are due March 24, 2016 at 4:00pm.
- C.** During the month the Department performed the following activities.
  - Lease renewals due during the month: 2
  - Leases renewed: 2
  - New leases: 0
  - Annual Inspections: 1
  - Move-out Inspections: 1
  - Move outs: 2
  - Transfers: 0

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

- A. First Notice of Delinquency: 2
- B. Second Notice of Delinquency: 2
- C. Termination Notice: 1
- D. Notice to Vacate or Renew: 0
- E. Court Filing: 0

**III. Condition of Properties.**

- A. Housing Maintenance completed the remodel of 909 ½ Davis Street in Manistee. The remodel included repainting, complete gut-out and build-out of the bathroom, replacement of about half of the doors, cleaning of the carpet and new carpet installed on the stairs.
- B. Housing Maintenance began in February the cleaning and preparation of 2708 W. Mawgaw ne quong an Elder Unit. The carpet and pad have been removed, the HVAC duct work has been cleaned by Servpro and we have stripped all of the light fixtures, outlets, hardware, doors, etc. to enable us to wash all the surfaces in preparation for painting. This unit has not been painted or new carpet installed since built so it is time for a complete painting new carpet and cleaning.
- C. Housing Maintenance also worked on miscellaneous repairs and snow plowing of residences and the Aki Community Center.

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

- A. LRBOI Housing has 62 rental units in total of which 59 are rented giving us an occupancy rating of 95%. 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 4 are rented.
- F. We also have 2 short-term rentals in the City of Manistee and one is rented, but offers are out and we are waiting on their replies.

**V. Significant Problems and Accomplishments.**

**A. Accomplishments:**

The months of November, December, January and February we have had an occupancy rating of 95% and in September and October we had an occupancy rating is 94%.

**VI. Plans for the Future.**

- A. Bidding the construction of the Restrooms and a Pavilion at the Aki playground gathering area.
- B. Bidding of two more low income rental units at Aki maadiziwin.
- C. 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**  
March 3, 2016

# Human Resources

## Amy Sedelmaier

## **Human Resources – Monthly Recap for February, 2016**

### Meetings

Week of Feb. 1<sup>st</sup> – 7<sup>th</sup>

- Tara Chivis – WFD started working with HR
- Generalist Education Leave
- Phone Conf with Valliant regarding Job Descriptions
- ADP – Benefit meetings
- Meeting with Mtc regarding ADP kiosks
- Generalist (1) Vacation day
- HR Director (1) Vacation day
- Adm Asst (2) Vacation days
- Meeting with Peacekeeping

Week of Feb. 8<sup>th</sup> -14<sup>th</sup>

- Generalist Education Leave
- Generalist (1) Vacation day
- 2 significant employee issues
- Selection IT Techs
- Interviews for 3 Investigations
- Weekly Policy review with Legal
- Employee Issues

Week of Feb. 15<sup>th</sup> – 21<sup>st</sup>

- Benefits Administrator – Kathy Gibson started in HR
- Generalist Education Leave
- Adm. Asst – Vacation all week
- Weekly Policy review with Legal
- Employee Issues

Week of Feb. 22<sup>nd</sup> – 28<sup>th</sup>

- Generalist Education Leave
- Selection CHS
- Equipment Meeting
- Interviews Operations Coordinator
- Employee Issues
- Weekly Policy review with Legal

### 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 – Have quote need to schedule WS  
ADP – benefits and hiring

2. Recruiting/HRIS

- MIP processing of 0 new employees and 0 transfers (Includes TP)
- MIP 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
- Significant work with AFLAC/Optional Benefit Offering
- Open Enrollment
- Employee Issues



Information Technology  
George LeVasseur

Information Technology Department  
Monthly Report  
February 2016

<b>IT DIRECTOR – GEORGE D. LE VASSEUR</b>
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***Duties and Accomplishments –***

1. Migration of all servers to Windows Server 2012 continues.
2. Network segmentation project continues.
3. Switch reconfiguration project is complete.
4. 239 new IT work orders were opened in January 2016 and 211 IT work orders were completed in February 2016.
5. Policy and Procedure review began and will continue with some major policy changes occurring in February and March 2016.

***Meetings Held / Attended –***

1. Held Departmental Staff Meetings.
2. Attended Cabinet Meetings.

***Trainings Held / Attended –***

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

1. February 2016 cellular telephone usage reports sent to accounting.

Legal Assistance  
Mary Witkop

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: March 7, 2016  
Re: February 2016 report of activities

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Number of tribal members assisted on new issues 86

Number of referrals received 3

Number of continuing cases: 68

Types of legal issues:

Child support	Codicil to Will
Probate Estate	Amendments to Trust
Divorce	Real Estate
Special Needs Trust	Change of Custody
Department of Human Services	DNA
Guardianship – Adult	Covenants
Wills	SSI and Bereavement
Estate Planning	Creditors
Scholarships	Social Security Disability Appeal
Power of Attorney	Post Divorce Matters
Custody	401(k)
Medical Power of Attorney	Amend Estate Planning Documents
Supervised Parenting Time	Parenting Time
Trusts	General Civil
Juvenile Criminal	Trust Administration
Step Parent Adoption	Civil Litigation
Evictions	Divorce – Out of State
Garnishment	1099s
Qualified Domestic Relations Order	Prisoner Questions
Criminal	Police Brutality
Landlord –Tenant Issues	Trademark

Income Taxes  
Sell Pistols  
Guardian – Adult  
Garnishment of Income Taxes  
Personal Injury  
Beneficiary  
Cobbell Settlement  
Abuse – Neglect of Minors  
Medical Malpractice  
Conservator – Minor  
Malpractice  
Renewal of Civil Judgment  
Employer Identification Number  
Eviction  
Amend Power of Attorney  
Restrictive Covenant  
Social Security Disability

Employment  
Expunge Criminal Record  
Injured Spouse – Income Taxes  
Legal Separation  
Paternity  
Objection to Credit Report  
Land Contract  
Confidentiality Agreement  
Guardian – Minor – Amend  
Student Loans  
Small Estates  
Medicaid Divestment  
Open Meetings Act  
Amend Medical Power of Attorney  
Limited Power of Attorney – Minor  
Name Change – Minor

Attended DV meeting

Met with Jeff Davis and Janet Straham from the US Attorney Office

Attended Strategic Plan Review

Met with Ogema Romanelli

Attended Work Session on Elder's Protection Ordinance

Sample of Work Performed:

Assisted a tribal member file a Motion to request that their parenting time be changed from supervised to unsupervised and prepare for the hearing

Assisted a tribal member appeal a social security disability denial

Assisted a tribal member file a Motion to request a DNA test to prove that they are not the father of a child that the court has deemed them to be the father

Assisted a tribal member fight a termination of SSI benefits because of the Bereavement Program

Assisted a tribal member get restrictive covenants removed from their real estate

Assisted a tribal member negotiate a settlement with their landlord to stop eviction proceedings

Members Assistance  
Jason Cross (Interim)

# **Members Assistance Department**

## **February 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 \$61,881.58
  - ii. Budget remaining 51%
  - iii. 20 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	1	0	7	0	0	1	5	1

### 2. Food Assistance Program

- a. Budget \$50,000
- b. Carry over \$8,700
- c. Total budget \$58,700
- d. Total expensed YTD \$8,850
- e. 100% Remaining
- f. 44 total members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
11	3	3	0	11	2	1	1	1	11

### 3. Rental and Mortgage Assistance Program

- a. Total Budget \$20,000
- b. Total expensed YTD \$4,110
- c. 79% Remaining
- d. 11 total households accessing this program to date

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

### 4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$6,398.82
- c. 86% Remaining
- d. 37 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	1	2	0	11	1	2	1	0	10



**5. LIHEAP – DHHS Grant Funded Program FY 2016**

- a. Total Budget \$17,145
- b. Total expensed to date \$8,706.66
- c. 51% Remaining
- d. 24 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
9	2	1	0	5	3	0	1	3

**6. Elder Chore Program**

- a. Total Budget \$10,000
- b. Total expensed YTD \$1,640
- c. 84% Remaining
- d. 10 Elders accessing this program to date

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

**7. Emergency Transportation**

- a. Total Budget \$25,000
- b. Total expensed YTD \$3,714.93
- c. 85% Remaining
- d. 18 Members accessing this program to date.

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

**8. LRBOI Home Repair Program**

- a. Total budget \$75,000
- b. Total expensed YTD \$200.00
- c. 100% Remaining
- d. 3 members accessed this program

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

**9. Bereavement Program**

- a. Total Budget \$271,800
- b. Total expensed YTD \$52,850
- c. 81% Remaining
- d. 7 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	1	0	0	0	0	0	1	0	2

**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
78	10	34	5

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
59	45	9	0	28	23	15	6	1	0

**13. Office Visits**

- a. 54 visits for the month

Respectfully submitted,

Jason Cross, MSW  
Interim MA Supervisor

Natural Resources  
Frank Beaver



**Gaá Čhíng Ziibi Daáwaá Aníshinaábek  
LITTLE RIVER BAND OF OTTAWA INDIANS  
NATURAL RESOURCES DEPARTMENT**

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

**February 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
  - 4080 Circle of Flight
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109 BIA GLRI funding
  - 4018 Great Lakes
- Yearly Great Lakes fish data entry and preparation (Ken, Barry)
- Data exchange with USFWS for sea lamprey control and harvest modeling (Barry)
- Fish distribution to members of LRBOI who call to request it (Ken, Mike)
- Submitted LRBOI's Inland Fisheries Assessment Activities per requirements of the 2007 Consent Decree.
- Worked on reports for Sturgeon bottlenecks within the Manistee River
- Lake Sturgeon Visual survey manuscript

### **Equipment maintenance/Field Work/Lab Work:**

- Hazard/Maintenance response to the Sandy issue (Ken, Mike)
- Fish scale aging for lake trout and lake whitefish (Ken, Mike, Barry)
- Maintenance of equipment and spring field season preparation (Ken, Mike)
- Inland fisheries scale imaging and aging.
- Inland fisheries data entry and summarization.

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

- Great Lakes Fishery Trust meeting (Barry)
- Ludington Pump Storage Plant re-licensing meeting (Barry)
- Monthly CORA meeting (Barry)
- Representation at USFS workplan/informational meeting.
- Met with USFS biologist to discuss potential collaborations on area stream restoration projects.
- Representation at a meeting discussing the 1836 Ceded Territory Tribal Walleye Assessment Protocol.
- LRB NRC meeting for Black lake Sturgeon regulation
- Black Lake Sturgeon Advisory Committee meeting
- BIA GLRI/COF meeting
- USFS coordination meeting
- Biological Services Division conference calls (Barry)
- Biological Services Division annual meeting (Barry)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
US FWS	Native Species Restoration	Grayling feasibility
US BIA Circle of Flight	Wild Rice Restoration	
US BIA GLRI-Sturgeon	Habitat Mapping	

#### **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
- Harvest survey work
- Putting together the logistics of upcoming field work on tribal property project – Highbridge and Oldhouse properties, and monitoring their progress
- Coordination on NRDA activities
- Tribal Council Line 5 resolution
- Work on Tribal hunting/trapping regulations for NRC

#### **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

#### **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

- Wilderness Skills program Assessment
- Climate Change Vulnerability assessment calls
- Meetings with USFS (coordination, LIDAR, and MOU)
- February NRC meeting
- Meeting with Jay Sam about culturally important resources

#### **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 budget- review R&Es
- Started environmental strategic plan
- Reviewed current work plans
- Started working with EPA on PPG
- Worked on adding EPA CWA 319 funding to PPG
- Worked with EPA Water Staff for a site visit in a future month
- Worked on Solid Waste Code
- Submitted FY18 Potential Budget Needs to EPA

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

- Attended HHW Meeting 2/2/16
- Kyle Whyte Climate Change call 2/2/16
- MTEG – 2/9/16-2/11/16
- Meeting with EPA Tribal Liaison 2/22/16
- Monthly EPA OGL Call 2/23/16
- Tribal Council WS – Wild Rice 2/23/16
- EPA OGL Call 2/24/16- EPA 319 PPG Add in
- Meeting with USFS – 2/18/16
- ITC Climate Change 2/11/16 & 2/25/16
- Waukesha Water Diversion Consult w/ MDEQ 2/29/16

#### **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 Budget Modification request to USEPA – 2/2
- Submitted 4th Qtr 2015 PM 2.5 Precision Data to MDEQ – 2/26

##### Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 2/16 and 2/23

- Completed PM 2.5, Monthly Maintenance & QC – 2/16 and 2/23
- Completed PM 2.5, Quarterly Maintenance & QC – NA
- 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 – 2/10
- Sent collected PM 2.5 filter samples to MDEQ – 2/1, 2/4, 2/16 and 2/25

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

- Attended USEPA Grants Award Process Webinar – 2/3
- Completed NTAA's IAQ Assessment with LRBOI's Frank Figgels – 2/19
- Completed NTAA's IAQ Assessment with LRBOI's Jason Cross – 2/23
- Attended Tribal Council meeting for resolution to accept partial funding – 2/24
- Completed NTAA's IAQ Assessment with LRBOI's Tom St. Dennis – 2/24
- Participated in Monthly State, Local, and Tribal Conference Call – 2/24
- Participated in Monthly Region 5 Tribal Air Conference Call – 2/25
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 2/25

#### **Brownfield Program-Funded by EPA Brownfield Grant**

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

- Budget management/review R&E's.
- On-going 128a Tribal Response Program & Cleanup grant administration.
- Completed monthly report for LRBOI.

##### Field Work and Equipment Maintenance

- February, 2016 – general field work.

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

- February 3, 2016 – webinar on EPA grants management and award process.
- February 4, 2016 – participated in EPA Tribal Superfund Working Group teleconference.
- February 10-11, 2016 – attended Michigan Tribal Environmental Group (MTEG) in Petoskey, MI, hosted by Little Traverse Bay Band.
- February 17, 2016 – attended staff meeting on natural resources of cultural significance with Jay Sam, Ari Cornman and Frank Beaver.
- February 18, 2016 conducted oversight on UST compliance with Inter-Tribal Council at the Trading Post.
- February 24, 2016 attended meeting with Tom St. Dennis on LRBOI property.
- February 26, 2016 – attended 128a Tribal Response Program meeting with GTB and LTBB, and Sioux Tribe at Turtle Creek.
- February 29, 2016 attended Tribal Council agenda review for Enbridge Line 5 resolution.

#### **Water Quality Program –Funded by EPA 106 CWA Grant**

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

- Completed monthly report for LRBOI.
- Completed Fiscal Year 2018 Budget Summary
- 2015 Biological, physical, and chemical data processed
- Updated 2015 biological indices
- Assessed trends in long term data set



- Updated 319 work plan
- Updated fish brochure

#### Field Work and Equipment Maintenance

- Added oil to WQ boat
- Completed Feb. sampling in accordance with EPA QAPP
- Calibrated Hydrolabs/Prepped for Feb sampling
- Sent in HL4 WQ sonde to fix internal malfunction
- Delivered WQ samples to GLEC for processing

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

- Feb 3 – Tribal Water Call
- Feb 10 -11 – MTEG Meeting
- Feb 29 – Tribal Consultation on Waukesha by MDEQ

# Planning

## Steve Parsons

## **BIA ROADS/PLANNING DEPARTMENT REPORT**

**Steve Parsons**

**February 2016**

### **Meetings/Conferences/Trainings**

- On February 9, 2016, I met with Barry Lind, manager of Blacker Airport in Manistee. The meeting was to again discuss the removal of trees on the southwest corner of the casino parcel (next to the RV Park). Back in 2013, the FAA had requested that the trees be removed due to their height and their proximity to the airport. We were close to an agreement between the airport and the Tribe before discussions stopped. According to the proposed agreement, the Tribe would allow the removal of the trees in exchange for smaller, younger trees that we would plant on other Tribal parcels. Mr. Lind wanted to confirm that the agreement would still work for the Tribe and suggested that his attorney draw up an agreement for our consideration. I informed Speaker Johnson of the developments in this situation, and we are currently waiting for the written proposed agreement.
- On February 11, 2016, I attended the Executive Committee meeting of the Manistee County Community Foundation.
- During the month of February 2016, I attended meetings of the Construction Task Force on the following dates: February 4, February 11, February 18, and February 25.

### **Activities/Accomplishments/Updates**

- On February 10, 2016, Tribal Council approved a revision to our FY 2016-2019 Tribal Transportation Improvement Plan (TTIP). The revision involved projects scheduled for FY 2016. The Harvey Street construction project (in cooperation with the Norton Shores Department of Public Works) was moved from FY 2016 to FY 2017, and the First Street resurfacing project in Custer Township (in cooperation with the Mason County Road Commission) was added to the FY 2016 list of projects. The revised TTIP was sent to the BIA for their consideration and approval.

Public Information  
Vacant

Public Safety  
Robert Medacco

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

<b>General Patrol</b>
-----------------------

Assist Citizen	2
Assist Motorist	
Assist Other Agency	12
City Assist	12
County Assist	8
Medical Assist	11
MSP Assist	1
Other Calls for Service	4
Property Checks	864
Suspicious Person	
Suspicious Situation	12
Well-Being Check	1

<b>Traffic/Vehicle</b>
------------------------

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

<b>Processes</b>
------------------

Bench Warrant Entered	
Civil Process (Paper Service)	10
PPO Served	
Federal Docket Ticket	2

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

Animal Neglect	
Arrest	3
Assault	
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	4
Domestic Disturbance	2
Drive-Off	2
Drug Violation/VCSA	10
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	2
Liquor Violation	
Minor in Possession	
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	
Public Peace	
Resisting	1
Robbery	
Sex Offense	

<b>Criminal Offenses Continued</b>	
Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	
Unwanted Subject	
<b>Miscellaneous</b>	
Administrative Hours	400.25
Alarm	
Attempt to Locate	
Boat Dock Checks	
Casino Hours	337
Civil Standby	1
Community Policing	16.75
Court Hours	2.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	66
Found Property	15
Lost Property	
Meetings Attended	5
Open Door	
Open Window	
PBT	11
Special Detail	
Suicidal Subject	1
Total Complaints	66
Total Reports	63
Training Hours	37
Transport	1
Tresspassing	2
Tribal Council Meetings	4
Vehicle Mileage	4464
Voluntary Missing Adult	
<b>Training/Travel</b>	



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

Administrative Hours	177.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	2
Court	
Court Hours	
Dock Checks	25
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	466.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	9
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	30
Vehicle Mileage	3207
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	

February 22-24 Sgt. Robles went to Duluth, MI for a Chief Conservation Meeting

February 29-March 3 Officer Brown went to Appleton, WI for a Court Safety and Security Conference

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

Administrative Hours	130
Arrest(s)	1
Male	1
Female	
ATV Patrol Hours	
Assist(s)	2
Assist Hours	1.5
Citation(s)	1
Civil	
Misdemeanor	1
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	1
Contacts	7
Court	
Court Hours	
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	104
Joint Patrol(s)	
Marine Time	
Meeting(s)	6
Meeting Hours	15.5
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	30
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1321
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	

Tax Office  
Valerie Chandler

**Name:** Valerie Chandler

**Month:** February 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 February, 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 7 Certificates of Exemption to Resident Tribal Members
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 1 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members about tax exemptions, tax preparation services, RTM statuses, the Michigan Annual Sales Tax Credit (Form 4013), guidelines for reporting per capita as taxable income, 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. Recorded daily tax reporting for sales, tribal tax exemptions and discounts from the Trading Post
9. Received and reconciled OTP (other tobacco products) logs from the Trading Post
10. Received and reconciled January Tribal tax returns from the Trading Post and Little River Casino Resort
11. Issued 25 Tribal Concessionaire's tax licenses for vendors on Tribal property (2 Fundraiser, 5 Bridal Show vendors, 5 Round Dance vendors, 10 Emergency licenses for the Little River Casino Resort, 2 Entertainers, 1 Other vendor)
12. Monitored outstanding tax assessments; re-issued 5 tax assessments (1 for motor fuel, 2 for tobacco, and 2 for retail sales) with penalties and interest due to no responses
13. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
14. Processed 3 Tribal member Proofs of Residency
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
16. Prepared and submitted new purchase requisition for the Addendum of the contractual training contract for the Tax office
17. Processed check request for payment on the Tax office training contract

18. Training ended on February 13, 2016 with contractual employee regarding all tasks and aspects of the Tax Office
19. Prepared January 2016 monthly report
20. Mailed a motor fuel registration form to a tribal member
21. Processed 3 Tribal Michigan W-4 Withholding Exemption forms
22. Processed 63 address changes/reviews from Enrollment for RTM status updates
23. Processed 6 RTM status and/or address changes
24. Prepared and mailed 5 Proof of Residency letters to members
25. Scanned and filed proofs of residency, concessionaire's licenses, certificates of exemption, reports, assessments, motor fuel registrations, address changes, tax returns
26. Corresponded with Little River Casino Resort staff regarding construction contracts and Certificates of Exemption, licensed Bridal Show vendors, emergency tax licenses, Certificates of Exemption authorized signers, Tribal W-4 employees, training for staff relating to Tax office requirements, and Venue Report policies and procedures
27. 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
28. 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 a Tax Alert regarding improper filing of per capita income
29. Prepared and submitted a *Rapid River News* Tax Alert regarding improper filing of per capita income
30. Processed returned mail as necessary; notifying Enrollment of address and verifying if it could be re-sent
31. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates, 2015 third quarter Tax Sharing return amendment, and Resident Tribal Members' State tax on utilities
32. Reconciled and filed Annual Tax Sharing Return for 2015 to the State of Michigan
33. Filed third quarter Tax Sharing return amendment as well as the fourth quarter Tax Sharing return to the State of Michigan
34. Prepared year-end tax reports for 2015 to the State of Michigan
35. Prepared month-end tax reports for January 2016
36. Processed 3 Venue Reports to the State of Michigan
37. Created a list of outstanding tax licenses for tracking and filing purposes
38. Created a monthly checklist of duties for better organization and deadlines
39. Worked with Human Resources Director to review and report changes of Tribal W-4 employees (if an employee was/was no longer a Resident Tribal Member)
40. Provided assistance to Historic Preservation regarding Jiingtamok files and forms for vendors, Language Camp flyer, and Earth Day event information from last year
41. Prepared Resolutions and agenda requests for updating the signature authority of Certificate of Exemption signers and for a contract addendum
42. Prepared and mailed a letter along with supporting documentation to the State of Michigan informing them of the change in authorized signers for Certificates of Exemption per the Tax Agreement

**Meetings attended this month:**

1. Met with the Ogema on February 2, 2016 regarding an addendum to the training contract with Barb Czarnecki
2. Strategic Plan work session with Tribal Council and other department directors on February 16, 2016
3. Met with departmental Lead Staff on February 23, 2016 regarding Tribal Council work session and department concerns
4. Tribal Council meeting on February 24, 2016 regarding a budget appropriation and addendum for a training contract, and for an update of authorized signers for Tribal Certificates of Exemption

Tribal Historic Preservation  
Jonnie J. Sam

***Department - Historic Preservation Department***  
***Department head and title – Jonnie Jay Sam II, Director***  
***February 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 18 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. Met with the Ogema and Family service Director re: Manistee County Leadership Program tribal day activities.
5. Took part in teleconference from NCAI re: Contract Support Cost policy of IHS.



6. Took part in teleconference re: TSGAC/SGAC meeting agenda and other issues.
7. Met with R. Liebing re: Secretarial Election responsibilities and funding agreement modification.
8. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
9. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
10. 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) Work session with Tribal Council about new grant/ Brian Loney teaching.
  - 2) Helped with ideas about new grant about Cultural exchange with Wikwemikong 1<sup>st</sup> nation.
  - 3) Coordinated presentation at Ludington public school.
  - 4) Started coordinating for Earth Day celebration.
  - 5) Coordinated new language class for Tuesday mornings.
  - 6) Coordinated a call for artists for calendar.
  - 7) Prepared language camp flyer and call for presenters.
  - 8) Sent out flyer and call to Tribal newsletters.
  - 9) Coordinated with updates of the new website.
  - 10) Classes with "Gekaajik" on Mondays at Aki Maadiziwin.
  - 11) Classes with "Enkiitaagejik" beginning group on Tuesday mornings.
  - 12) Classes with "Enkiitaagejik" on Friday mornings.
  - 13) Updated and produced language lessons for all groups.
- Responded to calls and Emails about language, culture, camp, CD Rom's, website.

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

1. Cleaned and rearranged regalia making, Jiingtamok and language camp supplies and equipment
2. Cleaned and rearranged entryway to Historic Preservation Offices
3. Caring for the plants
4. Worked with IT to change my phone message, create an archive folder in Outlook, gain access to my fax, gain access to the shared THP folder
5. Had IT check on setting up all of the THP staff on a shared printer (per Jay's request) the printer isn't capable, so I got a quote for one that is and forwarded it to Jay
6. Cut hundreds of articles from newspapers
7. Found that the newspaper articles have previously been put in old photograph albums. These fade and get destroyed and take up way too much space, not to mention the cost to buy as many books as would be

- needed to preserve all the articles here. I plan to remove them from all the books, separate them by newspaper, then categorize them by date. Then I would like to scan them and put the hard copies in accordion folders since we don't have the proper materials to store these types of historic records.
8. Several meetings with Mack in regard to designing 2016 Jiingtamok flyers, tee shirts and posters
  9. Attended THP Staff Meeting
  10. Looked at art work in the display cases in the lobby to assess use and authenticity, several items that were on loan have recently been removed, so I am working on redoing all the cases
  11. Took a couple phone calls about making regalia for accuracy
  12. Worked with Mack to set up photo session with Tribal members for Jiingtamok tee shirts and posters
  13. Working on getting volunteers for Jiingtamok
  14. Pulling the budget info from hard copy files in regard to Jiingtamok and other events to create a budget spreadsheet so I have an idea on how much we spend on different things in order to have a better idea on how to move forward with our events for this year
  15. Requested birch art display fixtures and stands be cut by Dave Corey so I can put them together for our display cases
  16. Sorted through give away items for all kids gifts to donate to the Round Dance
  17. Requested 4 Turkeys from Ron Pete, he donated them for the Round Dance
  18. Coordinated someone to pick up turkeys and arranged for cooks
  19. Completed requisition for additional feast food for the Winter Love Round Dance, went shopping.
  20. Requested 8 bags of trout from the Natural Resource Department, Ken delivered them and I arranged to get them to the cooks for the Round Dance
  21. Inquiries about old pow wow tee shirts for sale
  22. Responded to questions about traditional and/or cultural practices, protocol and history.
  23. Working with Muskegon Community College on Native American Heritage Month for November. Provided them with a list of native books to read, possible speakers and forwarded information to Jay so he could write 2 support letters for grants they are applying for to sponsor the events.
  24. Went to Big Blue to check out display cases and let maintenance know which ones I wanted. They brought them over and they are going to remove the bottom wood that is painted green and redo that with fresh wood so it can match the rest of the case.
  25. I also had maintenance bring over display stands and racks that I can use for displaying items. There are plenty of them and I will go through them all and dispose of any that are moldy or in bad shape.
  26. I ordered some displays from Michaels, those came in and I am steadily filling them up.

27. Mailed 16 language CD's
28. Labeled historic photograph with history of the testimony before Congress
29. Cleaned new glass cases
30. Organized trade silver and arrow heads in small displays
31. Rearranged one of the display cases on the main floor, still need to clean it and fill the rest of it up
32. Arranged necklace and basket displays
33. Wrote information that corresponds with historic photograph of Federal recognition that is hanging near the lunch room.
34. Assessed storage capabilities and needs with Jay & Bill Willis for the file room
35. Provided tobacco, sage and sweet grass for a few funeral fires
36. Placed work orders to maintenance
37. Rearranged bookshelf
38. Vacuumed entry way, my office and hallways
39. Cleaned and restocked the 2 display cases near the breakroom and 4 in the historic preservation office.
40. Working on getting items for the 5<sup>th</sup> display case in historic preservation.

**The Audio-Videographer** accomplished the following during the month:

Position did not work in the report period.

#### **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.