

Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
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Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: May 31, 2017 *LBR*
Maanda Nji: Re: April, 2017 Operations Report

We respectfully submit the April, 2017 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
April, 2017

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

April, 2017 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. **2017 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2017 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 2017 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 2016 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 2018 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 2015 audit took place June 20 - 28, 2016. 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 year ended December 31, 2015, has been issued to the Tribe with an Audit opinion date of September 16, 2016. The audit presentation took place Monday, September 19, at 2:30pm, in the Tribal Council conference 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 on September 28, 2016, before the September 30, 2016, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI 2/ Restroom/Pavilion Shelter, Pharmacy Renovation and Child & Family Development Center, Odeno-Fruitport Housing Project. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of March.***
 - i. ***US 31 Sewer Extension Project: 79,140.41***
 - ii. ***2014 AKI-2 Homes/Pavilion Shelter- \$3,500.00 NTE***
 - iii. ***Child & Family Development – Approvals /Purchase's - \$368,477.36***
 - iv. ***Odeno-Fruitport Housing- \$17,000.00***
 - v. ***2017- AKI 10 - \$93,250.00***
2. ***Cash Receipts; Daily cash receipts totaled for the month of April, were, \$430,255.11 the General Fund Operating Account had a total of (172) receipts, the Grant Funded Programs had a total of (31) receipts.***
3. ***Lead Facilitator – Health and Human Services Division: Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.***
4. ***Judgment Trust Account: Ongoing process, updates for renewal notice to the minors as Huntington Bank sends all bank statements related to the Tribal Children Judgment Trust Accounts to the attention of Tribal Accounting to open and verify that the member is a current member and has a updated address to forward the information on to the tribal member, there were several Pre-Renewal Notice(s) that went out to the members notifying them that the (CD) Certificate of Deposit was schedule to mature. Final stages of this program information, should be concluding.***

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:** ADP system, currently review and approve at director level ongoing.
7. **1099MISC.** – continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2016.
8. **Trading Post - Monthly reconciliation** – Bank statement, on a monthly basis reconcile payroll and A/P checks.
9. **Tribal Financial Statement Requirements:** Due by the 8th of the month.
 1. Cash Deposits
 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.
 3. Utilities report – current payments – monthly report of payments.

Construction Task Force –Weekly Meeting - Thursday - review Aki 2/Pavilion Shelter Project, US 31 Sewer Extension and Pharmacy Renovation, Child & Family Day Care, Odeno – Fruitport Housing Project, AKI (10) Homes .

Other Meetings

- **Lead Facilitator Meeting** – Several throughout the month
- **Family Service – Meetings**
- **Clinic Meeting – Director – Meetings**
- **Pharmacy Meeting- Director, Pharmacist, CFO**
- **Employee Manual – Update the Manual / Comment Review Project**
- **Child & Family Development – CFO Office**
- **Finance – Audit Prep – CFO Office**
- **Director – Lead Meeting**

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Weekly payroll for Trading Post
6. AP including tax payments for Trading Post
7. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
8. Void Stale dated checks
9. Positive Pay
10. Warriors Society Banking

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed – Audit

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. Sent out one notices to Program Administrators to let them know of reports due to me for the month of May.
2. Sent out notices to Program Administrators to let them know of grants that will be ending.
3. Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.
4. Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.
5. Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.
6. Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.
7. Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.
8. Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.
9. Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.
10. Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.
11. The Tribe received four modifications for the following grants: 2017 BIA Self Governance Rights Protection in the amount of \$642,012; 2017 BIA Self Governance Education in the amount of \$1,065; EPA approved to move the budget around in the EPA Air Quality program to cover the employee insurance shortage; EPA approved to move the indirect cost budgeted amount that was calculated incorrectly in the EPA Lake Sturgeon Program to other areas within the budget.
Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.
12. The Tribe received funding for five new grant awards: 2017 BIA Self Governance Indian Village Youth Camp in the amount of \$40,000 for the time period of 1/1/17-12/31/17; 2017 CWSS title IV-B subpart #1 in the amount of \$1,808 for the time period of 10/1/16-9/30/18; MDHHS Child Abuse & Neglect Prevention yr. 1 in the amount of \$25,000 for the time period of 4/1/17-9/30/17; 2017-2020 Elders Meals Program in the amount of \$53,330 for the time period of 4/1/17-3/31/18 and 2017-2020 Caregivers Support in

the amount of \$17,600 for the time period of 4/1/17-3/31/18. The new grants were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

13. Calculated the final indirect cost charges for 2016 so that they could be posted in preparing for the 2016 audit.

Meetings Held/Attended

- 1. Met with Steve Wheeler to discuss grant issues on different occasions.*
- 2. Met with Bill Willis on numerous occasions to discuss grant issues.*
- 3. Met with Larry, Mary and the Leads on 4/4/17, 4/11/17, 4/18/17 and 4/25/17.*
- 4. Met with Steve Parsons, Tribal Council, BIA and Steve Wheeler on 4/11/17.*
- 5. Met with Steve Parsons, Michelle Lucas, BIA and Steve Wheeler on 4/11/17.*
- 6. Attended the Directors meeting on 4/13/17.*
- 7. Met with Larry and Yvonne Parsons on 4/19/17.*
- 8. Met with Mark Kidd from the audit firm on 4/20/17.*

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

- 1. Continue working on 2016 audit.*

PAYROLL

Duties and Accomplishments –

- 1. Processed 386 payroll checks through ADP.*
- 2. Verified 31 PAF's this month which included 11 new employee(s), and 5 termed employee(s).*
- 3. Completed payroll and payroll backup cover sheet for pay dates 4/14 and 4/28.*
- 4. Verified 401k contribution file totals, uploaded to John Hancock online.*
- 5. Printed and/or saved all reports needed for payroll biweekly.*
- 6. Entered all Adlife deductions onto spreadsheet biweekly.*
- 7. Entered all Unum deductions onto spreadsheet biweekly.*
- 8. Reconciled the amounts withheld for Adlife to what was billed for the month.*
- 9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.*
- 10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.*
- 11. Requested/received the following months invoice for Mutual of Omaha from HR for review.*

Meetings Held / Attended –

- 1. 4/7 & 4/21 – Payroll/HR meeting.*
- 2. 4/6, 4/21, 4/27 & 4/28 – Benefit reconciliation with Kathy.*

3. 4/20 – Preliminary Fieldwork for Audit.

Trainings Held / Attended –

1. None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing the ADP system.
5. Issued checks to members for returned direct deposits from the April 1st per capita payment.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. ADP training for payroll processing.
4. Creating/updating a quick reference guide for payroll.
5. Mutual of Omaha corrections/changes.
6. Training payroll backup for ADP payroll processing.
7. Working with Kathy on reconciling benefits for life, health, dental, and vision.

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.

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 –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 4/3 Work session on Budget and Appropriation Regulation Chapter 1 Purchasing addressing the pharmacy and the authority of the Tribal Manager to be re-assigned to the Leads.
2. 4/3 contacted Pitney Bowes at request from AP. Invoice received was monthly, rather than normal quarterly.
3. 4/4 CFDC Purchasing/Budget meeting.
4. 4/5 Meeting on standing with Valliant contracts.
5. 4/10 Meeting on deliveries to Child & Family Center.
6. 4/11 Meeting on BIA Roads.

7. Assisted with transfer of equipment and supplies located in trailer at gathering grounds and disposal of items no longer needed.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 658 packages.
2. Issued 174 receiving reports.
3. Returned 10 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

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

Meetings Held / Attended –

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.

Expenditures Update

Total year to date expenditures for the Finance Division for April, 2017, are \$415,219, compared to an annual budget of \$1,208,052. Total expenses for the Finance Division for year to date April, 2017, represented 34% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ April 2017

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 received food order put in 152 AIS

Y. Theodore placed warehouse food for April

Y. Theodore & L. Jackson filled food orders

Y. Theodor & L. Jackson clean warehouse

Y. Theodore & L. Jackson attend membership meeting and had information table

Y. Theodore attend FDPIR regional call

Y. Theodore attend Directors meeting April 13th

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

April 2017 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 8 students applied for and received funding for 12th Grade Computer program; 1 student received driver's training assistance totaling \$250. This month in celebration of Earth Day, the Education Department held an overnight movie night showing the film Wall E, an animated film about consumerism and recycling
- Higher Education Scholarship: 4 scholarship applications were processed during April for 3 females and 1 male, 2 attending university, 2 community college. \$5193.50 total.
- College Book Stipend: 4 book stipends were awarded during the month of April for winter/spring \$1500. 1 award for 4-8 credits, one for 4-8, 2 for 9+.
- Educational Advancement Fund: 3 awards totaling \$750
- Misc: Began receiving student service registration forms and receipts, planning for straw bale garden class, summer youth cooking class, mushroom hunting field trip for the coming months

During the month of April the following meetings were attended:

April 8-Membership Meeting, Yvonne Parsons, Debra Davis

April 12- Working meeting with Jannan Cotto and Amanda Weinert of LTBB Education Department and Kara Wilson, Gun Lake Education Department on MDE and MDCR curriculum project. Hosted by LRBOI Education, Yvonne Parsons attended

April 13- Director Meeting

April 14-15- Earth Day sleep over movie night, Yvonne Parsons, Debra Davis attended.

April 19-Meeting with Ogema and Lead re: Education Programs, Yvonne Parsons attended

April 22- AFFEW presentation at Ludington Earth Day programs presentation on Monarch project, Yvonne Parsons and Debra Davis attended

April 27- Meeting with LTBB/Gun Lake/LRBOI Ed departments working on curriculum project. LRBOI hosted. Yvonne Parsons attended

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2017 fiscal year.

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

April Monthly Report - 2017

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 update the Per Cap data base.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses.
- Enter new individuals in the Per Cap Data Base
- Enter and update Direct Deposit and Cancellation Information into the Per Cap Data Base.
- Constantly updating the Tribal Members Files
- Continuously verifying Tuition Waivers, Certifications of Indian Blood
- Set up Regular meetings

Duties Performed

- Mailed out: 12 Applications forms for people seeking membership
- Mailed out: 31 Address change forms
- Created 68 New and Replacement Ids from 04/01/2017 through 04/30/2017
- 219 Addresses changed from 04/01/2017 through 04/30/2017
- Final Rejection Letters: 3
- Final Acceptance Letters: 1
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 3

- Provisional Acceptance Letter: 5
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 1
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 2 Applications received since 04/01/2017
- List Request of membership: Tax Officer, Election Board 4 – Public Information, Members Assistance
- Label Request of membership: Public Information - 2
- Tribal Members Label/List – Shannon Crampton
- Statistical Request: 0
- Department Verifications:
 1. Prosecutor 38
 2. Natural Resource 52
 3. Members Assistance 32
 4. Casino-Human Resources 1
 5. Family Services 4
 6. Utilities 1
 7. Human Resources 2
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 1 Members passed away for the Burial Fund Money
- Sent out 3 Tribal Flags
- Sent out Per Cap Earnings reports
- Updated Citizen Validation folder
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies
- 322 Phone calls logged

- 2 Tuition Waiver Verifications

Meetings

Enrollment Meeting

- Total Membership: 4,252
- Total number of Elders: 1,259
- Total number of Adults (18-54): 2,588
- Total number of Minors (0-17): 405
- Total Tribal Members living in:
 - 9 County Area: 1,786
 - Outside 9 County Area: 2,385
 - Michigan: 2,797
 - Outside Michigan: 1,374
 - Undeliverable Addresses: 81

Facilities
Vacant Director

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant

April 2017

I. Department Overview

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

Goals & Objectives

Training for Facilities Personnel

Keep all mechanical aspects of our facilities in proper working condition through preventative maintenance practices

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

To reduce work related injuries

To maintain the life expectancy of our facilities

II. Department Reporting Section

This month 17 work orders were submitted and 16 were completed. The remaining work order is a work in progress for the Courts AV system. The Facilities Technicians spend most of April painting the entire interior of the Justice Center. They also moved almost every employee's office with the exclusion of 1 personnel for the buildings carpet install. This was done in sections over a two week period. Once the sections were completed they relocated every piece of office furniture to its original location. The Justice Center project, left little time to compete other tasks, but the guys worked hard and got them done.

Automotive

The mechanic worked on various vehicles for Public Safety and Natural Resources and completed preventative maintenance on the department's lawn equipment.

III. Budget Expense Justification

Open standing purchase order for the buildings and Facilities Department, which the term ends in June 2017.

IV. Travel and Trainings

Nothing to report at this time.

Utilities Department
Gary M. Lewis, Utility Supervisor
April 2017, 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.**
- **Routine Maintenance**
- **Rates approved April 4th Council Agenda**

Billing

Water	\$11,118.11
Sewer	\$22,477.67
Irrigation	\$1,575.84
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$12,069.00
Septage	\$4,202.04
Month Total	\$58,786.66
Yr. to Date Water	\$48,123.10
Yr. to Date Sewer	\$61,024.73
Yr. to Date Fire Suppression	\$29,376.00
Yr. to Date Irrigation	\$5,915.61
Yr. to Date Manistee Township	\$52,183.17
Yr. to Date Septage	\$8,682.60
Credit	
Yr. to Date Total	\$205,305.21

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,773,217**
 - a. Peak Flow 107,572**
 - b. Low Flow Gallons 69,474**
 - c. Ave Daily Flow Gallons 92,440**
- 2. Gallons of Treated Waste Water**
 - 1. Influent Gallons 3,197,086**
 - a. Peak Flow Gallons 122,990**
 - b. Low Flow Gallons 97,407**
 - c. Daily Average Gallons 106,569**
 - 2. Effluent Gallons 3,290,388**
 - a. Peak Flow 130,558**
 - b. Low Flow Gallons 104,049**
 - c. Daily Average Gallons 109,680**
 - e. Waste Sludge Gallons 170,000**
 - 3. Lagoon**
 - a. Influent 157,258**
 - b. Peak Flow 45,207**
 - c. Low Flow 0**
 - b. Daily Average Gallons 5,242**
- 3. Septic Sewage**
 - a. Gallons 147,011**

III. Travel and Trainings

Who: Greg Walters
What: MWEA C & D Licensing Exam Prep Course
Where: Grand Rapids
When: April 14, 2017

Who: Gary Lewis
What: MWEA A & B Licensing Exam Prep Course
Where: Grand Rapids
When: April 4 & 5, 2017

Family Services
Jason Cross

Family Services Department

April 2017 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:

Manistee.....	5
Kent.....	1
Muskegon.....	4
Out of Area.....	1
Total.....	11

Open Cases.....50

Total number of Tribal members served in open cases: 81

Total number of descendants served in open cases: 17

Total number of individuals served in open cases: 135

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) 5 Juvenile Justice -1

Total number living in homes served	17
Total number of Tribal Members living in homes served	7
Total number of descendants living in homes served	5
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	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	7
Case reviews this month	3
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	8
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amanda McQueen, BA – Family Services Case Manager **Total: 16**
Indian Child Welfare: 16 Juvenile Justice: 0

Total number living in homes served	50
Total number of Tribal Members living in homes served	35
Total number of descendants living in homes served	0
Total number of children living in homes served	1
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	18
Case reviews this month	4
Binojeeuk reviews this month	4
Contacts with outside agencies	142
Contacts with LTBOI departments	10
Cases with no action taken	0
ICWA or ICWP referrals	1
All other referrals	0

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 10
Domestic Violence: 10

Total number living in homes served	25
Total number of Tribal Members living in homes served	8
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	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amber Shepard, BS- Case Manager Total: 10
Zoongaadiziwin: 5 PaT: 5

Total number living in homes served	36
Total number of Tribal Members living in homes served	22
Total number of descendants living in homes served	2
Total number of children living in homes served	5
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	10
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	6
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

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

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	6	Muskegon
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	95	
<i>Office Visits</i>	18	
<i>Phone Conferences</i>	0	
Meetings	Muskegon DV Task Force	Muskegon
Training		
Court		

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

Accounting.....	0
Commerce Department/Workforce Development.....	2
Commodities.....	0
Education.....	1
Election Board	0
Muskegon Office.....	7
Enrollment.....	4
Family Services/Bedabin.....	2
Health Services.....	1
Historic Preservation.....	0
Housing.....	0
Human Resources.....	0
Legal Assistance.....	0
LRCR.....	0
Members Assistance.....	12
MRS.....	0
Natural Resources.....	0
Public Information.....	0
Public Safety.....	0
Tribal Court, Peacemaking.....	0
Faxing.....	0
Copies:.....	10
Email	15
Mail.....	0
Notary Services	8
Assistance with forms.....	12
Warriors Society.....	0
Other	13
Total Tribal Citizens Assisted.....	37

Departmental Monthly Events & Needs

Meetings:

HSCB – 4/4/2017

Spring Membership – 4/8/2017

Launch Manistee – 4/12/2017

Directors meeting - 4/13/2017

Construction Task Force - Every Thursday

Travel and Trainings:

None

Court

2 Hearings – 1 Ottawa County, 1 California

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: April 2017

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

- Budget constraints have placed the plans to grow the Grants Department on-hold temporarily. As a result, there has been a postponement of the anticipated hiring of 1) a Grants Director, and 2) a Grants Writer. Although this matter is still in the background, the plans to go forward at this time will need to wait for the resolution of budget matters. Work on the 2018 tribal budget is also getting underway: it's anticipated that a case will be made in the 2018 departmental budget to include x2 employees in the department. With all of this said, it's possible that these efforts will be renewed in the 2018 budget year (much like the current budget anticipates two departmental employees, and Grants Director and a Grant Writer).
- In the month of April, the Grants Department and the Historic Preservation Department worked together to address the language/cultural funding opportunity from the Institute of Library Services (IMLS): the Native American Library Services Basic Grants Program. The application deadline was originally April 1, 2017; however, it was changed twice, first to April 3rd and then again to April 17th. The submission of this grant application was successfully accomplished.
- HUD's ICDBG (Indian Community Development Block Grant) through HUD will be the next grant submission. This funding opportunity has had occupied most of the department's attention during the month of April. The application deadline is May 18th. This funding opportunity will be used to address additional "Gathering Grounds" improvements that include utility and roads infrastructure along with considerable grounds improvements, including handicap accessibility, grounds improvements, vastly improved and expanded campground facilities, and more. Readers are likely aware that Phase 1 efforts at the site are currently in full swing and scheduled for completion on or about the middle of June, 2017. This timeline has been established to accommodate our 19th annual pow-wow and 17th annual Language Camp. The completion of Phase 1 also marks a relatively ideal time to begin addressing Phase 2. The 2018 ICDBG application represents an attempt to anticipate additional improvements to LRBOI's Gathering Grounds. A Welcome

Center is expected to be added: this would be the office of the site manager as well as informational and service center for patrons utilizing the campgrounds. It would have restroom facilities and other amenities/services such as laundry facilities, public safety station, vending, informational services, microwave access, and provide for campsite sales/services/management, and more. It is likely that this Welcome Center will also be constructed with ample storage for maintenance equipment that will be needed at the site (a 2-car garage is currently thought to be adequate to meet this long-term need). This Phase 2 feature will also improve convenience for the maintenance services provided to the Government Center (as it would eliminate the currently involved transportation of related equipment). Otherwise a new bathroom/bathhouse would also be added in Phase 2. Other prioritized improvements to the property that are more budget dependent involve improvements to the existing bathroom, enlarging the pavilion area is also a strong consideration. There are emerging discussions that contemplate the location and/or relocation of the existing Fire Lodge which would also involve its enlargement and other improvements. At this time, it is currently expected that the resolution of these issues will take some time. Fortunately, we will have enough time to properly manage these details and fully engage the community in making the best possible choice.

IV. Other duties and activities performed during the month of April 2017:

- 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 for the benefit of the Tribe and/or tribal citizens. In April, this was particularly true in terms of working with Steve Parsons, who helped me stay abreast with Phase 1 Gathering Grounds efforts as well as offered multiple forms of assistance as related to Phase 2 needs/solutions.
- 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 and/or any other meetings that I was invited to attend.
- As available, attended Language Classes (Educational Leave) - Friday schedule.
- Attended Warrior's Society meetings regularly scheduled and participated in other related activities.
- Participated in Enrollment Commission meetings as a Commission Member.
- Continued to pursue self-education efforts related to grants development and/or personal/professional development.
- Attended the Grand Opening of the new Child and Family Development Center.
- In April, also participated in a number of HR related new employee interviews and/or candidate selection processes

- V. Budget Expense Justification:** No department budget matters/issues to report.
- VI. Travel and Training:** None scheduled at this time. However, there is a May Warriors Society Training in Mt. Pleasant that I am planning to attend. I believe that this is a 3-day event that will be hosted at the Ziibiwing Center near the end of the month – as I understand, it is designed to provide hands-on training for Veterans representing Tribes and is designed to enable the successful negotiation of Veteran and Warrior responsibilities in all areas of these expectations. Depending on the outcome of the determination as to whether this will be considered a tribal activity, I may be doing this on my own time. This needs to be more completely addressed by other members of the Warrior Society. Following the writing of this monthly report, I will contact Virgil Johnson in this regard, as well as to get additional information about this training. I will be making a travel request once this information is available. This matter was not addressed at the May meeting of the Warrior's Society, which was a meeting with a packed agenda and time limitations due to the Elders Election which was also taking place the same day (and scheduled to use the same office space used for Warrior Society meetings).

There is also a future Veteran's related training sponsored through the Veteran's Administration that will be coming up relatively soon as well, i.e., sometime this summer, in Escanaba. To the best of my knowledge, this will be a 4-day event. Although I would like to attend this training, it is too soon to tell if this will be feasible: am not aware of a definite date for that training as yet. Multiple tribal entities are involved with this undertaking.

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, PRC/EHAP Supervisor
Dottie Batchelder, BEDABIN Substance Abuse Counselor

Date: May 10,, 2017

Re: April 2017 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of April 2017. This report will reflect aggregate supplemental information from lead staff members Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor.

April 4-6, 2017, Gina Dahlke, PRC/EHAP Supervisor and Janice Grant, Clinic Supervisor attended the Michigan Tribal Health Director's quarterly meeting in New Buffalo.

April 4-6, 2017, Dottie Batchelder, Chemical Dependency Counselor, and Sujean Drake, Mental Health Counselor, attended the Tribal Behavioral Health Communication Network quarterly meeting in New Buffalo, MI.

April 8, 2017, Janice Grant, Clinic Supervisor and Gina Dahlke, PRC/EHAP Supervisor attended the Spring Membership Meeting to promote the Health Services Department with an informational table.

April 11, 2017, Janice Grant, Clinic Supervisor and Gina Dahlke, PRC/EHAP Supervisor attended the Health Fair at the Little River Casino Resort to promote the Little River Band Health Services Department. Dottie Batchelder, Chemical Dependency Counselor, attended the Health Fair for Be Da Bin Behavioral Health.

April 12, 2017, Don MacDonald, Director of Health Services, met with staff from the Bluestone Strategy Group to discuss LRBOI Human Resource Department issues.

April 13, 2017, Don MacDonald, Director of Health Services, participated in the Government Center Directors meeting.

April 14, 2017, Don MacDonald, Director of Health Services, participated with Dale Magoon, Lead in a phone conference call with other Michigan Tribes to discuss LRBOI participation in the Tribal Walking Challenge. Blue Cross/Blue Shield of Michigan is no longer sponsoring this event, so the discussion focused on how to move ahead from here.

April 14, 2017, Don MacDonald, Director of Health Services and Keith Jacque, Chief Pharmacist, participated in a conference call with Jennifer Turner, Pharmacy Consultant, to discuss pharmacy development.

April 18, 2017, the Traditional Healers were here to see individuals at Be Da Bin Behavioral Health.

April 19, 2017, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

April 20, 2017, Don MacDonald, Director of Health Services; Sujean Drake, Mental Health Counselor; and Dottie Batchelder, Chemical Dependency Counselor, attended the training: Surviving the Slippery Slope: Complex Care, Pain, and Addiction" in Traverse City, MI.

April 12 and 26th, 2017, Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, and Janice Grant, Clinic Supervisor participated in semi-monthly phone meetings with staff from FCPID to discuss billing, credentialing issues, Medicare Like Rates, and 506 Recovery.

April 27, 2017, Don MacDonald, Director of Health Services, attended the Ribbon Cutting Ceremony for the Next Generation Child Development Center.

Forest County Potawatomi Insurance Department filed 60 claims on behalf of Little River in the amount of \$11,599.55 for Third Party Revenue generation.

Be DA Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, attended meetings for Northern Michigan Recovery Residences and continue to complete ATR Grant requirements. Sujean Drake, Mental Health Counselor, is working on the information for our Mental Health Grant. She also renewed her Social Work License this month. Krystal Davis, Intake Worker, is helping to play upcoming events and schedules.

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

CLINIC OPERATIONS:

145 patients scheduled

22 patients NO-SHOW to scheduled appointments

02 patients provided SAME DAY appointments for emergent matters**

42 cancelled appointments

83 patients attending CLINIC PHYSICIAN appointments**

14 patients PHONE TRIAGE**

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

30 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN April (Total Patient Volume): 472

Diabetic patients: 37

Flu Vaccines: -0-

Injections: 2

Nursing Visits: 1 **

On-site Labs: 88

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,521

DIRECT CALLS TO CLINIC OPERATIONS: 331

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 694

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDANCY COUNSELING:

22/11 INDIVIDUAL/RECOVERY SUPPORT CLIENTS

95 CLIENT CONTACTS FOR SERVICES

135 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 160

MENTAL HEALTH COUNSELOR

30 INDIVIDUAL CLIENTS

56 CLIENT CONTACTS FOR SERVICES

134 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 56

INTAKE WORKER

22 CLIENT CONTACTS FOR SERVICES

131 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 22

TRADITIONAL HEALING: 8 INDIVIDUAL CLIENT CONTACTS

NO SHOWS 17

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 17

TRAVEL HOURS: 83

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 21

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 161,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2406

TOTAL PRC PAID IN APRIL: \$ 121,951.54

PHARMACY/OTHER: \$ 45,604.16

DENTAL: \$ 33,590.70

TOTAL PATIENTS: 264 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 559

TOTAL CLAIMS ENTERED: 478

TOTAL PRC PAID 2017: \$ 462,587.98

TOTAL EHAP PAID IN APRIL: \$ 39,314.51

TOTAL EHAP PAID 2017: \$ 155,302.96

TOTAL ENROLLED EHAP/LRBOI: 1271

MEDICARE LIKE RATE (MLR) Savings for APRIL 2017

Claims submitted: 19 \$ 34,465.90 (total submitted)

-\$ 5,317.70 (what we paid)

\$ 29,148.20 (total savings)

PATIENT BENEFIT COORDINATORS: April 2017

Applications/Reassessments mailed: 147

Assisted with online applications for Marketplace/Medicaid: 2

Webinars/Trainings: RPMS Webinar Training week of April 17th

Patient Registration for Health Services: Daily for the clinic

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For April 2017

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nichole Daske – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities

- A. The development of 10 more Fair Market housing at Aki continues to move forward. The contractor mobilized on site and began the excavation for the basement on 3 of the 10 sites.
- B. The Housing Department has been sending out notices to Housing Applicants beginning in February advising they are to update their applications at yearly and we provided them with 4 weeks to submit their updates per Housing Regulation Chapter 1. As a result we have had several applicants who have not responded within the time period provided. We then sent them correspondence that they have been removed from our waiting list(s) to the Inactive file for three months. We also advised them of their right to appeal the Housing Departments action. We believe the end result is that we will have more meaningful waiting lists as those who have found other housing or are no longer interested have been removed due to their lack of response.
- C. The Housing Department and the Housing Commission reviewed Housing Regulation Chapter #3 with the Unified Legal Department and made recommendations regarding changes to the regulation.

- D. On April 8, 2017 we had our Spring Membership meeting where the Housing Department provided occupied a table of information with the other Departments and were able to speak to the Members directly. The Director was in attendance during the entire meeting to answer questions and be available to the Membership.
- E. Nichole Daske and Stephen (Jake) Shepard attended an Electrical training session for 2 days. This course was for basic electrical residential systems.
- F. The Housing Department sent out an information trifold to our tenants regarding Housing Activities, see attached mailer.
- G. During the month the Department performed the following activities.
 - Lease renewals due during the month: 1
 - Leases renewed: 4
 - New leases: 2
 - Annual Inspections: 1
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- H. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
 - Applications received this month: 4
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: 1
 - Total Number of Awards made during the Year: 3
 - Total Amount of Awards for the Year: \$9,830.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 1

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

- A. LRBOI Housing has 64 rental units in total of which 59 are rented giving us an occupancy rating of 92%. Aki has 57 rental units of which 53 were rented during the month.
- B. Aki has 9 low income elder designated rental units and 9 units are rented.
- C. Aki has 2 low income elder ADA designated rental units and 2 are rented.
- D. Aki has 28 low income family rental units and 25 are rented.
- E. Aki has 6 low income family ADA rental units and 5 are rented.
- F. Aki also has 12 fair market rentals and 12 are rented.
- G. We have 5 fair market rentals in the City of Manistee and 4 are rented.
- H. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

- A. Accomplishments:

1. Business as usual this month

VI. Plans for the Future.

A. Developing 10 more Fair Market Rental units at Aki maadiziwin planned to begin in April 2017.

VII. Other Information

A. None.

End of Report
Frank Figgels, Housing Director
May 3, 2017

Attachment: April 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 4-3

PAINTED 2723

TRIED TO LOCATE CORNER MARKERS

1/2 DAY OFF-JIM TRAINING-JAKE & NICK

Date 4-4

PAINTED TRIM 2723

RE-KEYED 2724 CHANGED OUT KITCHEN FAUCET 2724

RE-KEYED 2694 GOT QUOTE FOR WIPAL DETROIT

Date 4-5

LOCATE HOT STAKE

Date 4-6

BACK BLADE SIDEWALKS

Date 4-7

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 4-10 Continued @ 2723 OC
ADP not working @ Lunch + EOD

Date 4-11 ADP not working AM
Continued @ 2723 OC

Date 4-12 Continued @ 2723 OC

Date 4-13 Continued @ 2723 OC

Date 4-14 Continued @ 2723 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 4-17 Continued @ 2723 OC

Date 4-18 Continued @ 2723 OC

Installed Blinds @ 148 1/2 Ford

Dropped off Power cord for Range @ 2647 OC

Date 4-19 2723 OC Completed Turned in Keys + Renote

Repaired Bifold door installed New Door bell @ 148 1/2 Ford

Verified Keys and turned in

Verified and turned in Keys for 930 1/2 Ninth street

Hall door and upper unit, Found Fridge (plugged in) and
Freezer Doors open,

Date 4-20 Installed new Door sweep, Installed Closet Rod
and adjusted Door striker plate @ 2605 OC

Repaired Fridge Door and Vanity Cabinet Door Installed
Cabinet Knob @ 21631 IC, Took care of salt Buckets
Shovels and Christmas items

Date 4-21 Receipts, Quote for Boots + Shoes, Trash out of
shop, Cardboard Run, Filled wash out on hillside along Drive

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 4-24 Department Meeting

Started @ 2596 IC

Picked up materials for Ramp @ 27240C

Date 4-25 Built Ramp @ 27240C, Clean up debris

Picked up shoes from Snyder's,

Date 4-26 Continued @ 2596 IC

Date 4-27 Continued @ 2596 IC

Installed Grab Bars in Shower area @ 27240C

Date 4-28 Continued @ 2596 IC

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
No Director
No report submitted

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
April 2017

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Domain level system rebuilds project continues; April progress was to review router and firewall firmware and determine what updates and upgrades were required and get them applied.
2. 224 new IT work orders were opened in April 2017 and 206 IT work orders were completed in April 2017.
3. Contract renewal for Government internet was approved during April.
4. Contract renewal for Microsoft Volume Licensing was approved during April.
5. Connecting Ayaa to government network, provide IT Technical support. Incorporating their backups to ours will still need a stable internet circuit. A 25Mb by 28Mb communications contract was approved in April.
6. Disk space project continues, the Tribal Government currently uses 38.2 TB of data storage. In April IT has made progress with adding 60TB of disk space IT had available and continue to seek quotes for an additional 60TB of disk space.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Attended mandatory Directors Meeting.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Assist with Government Center Roofing Issues.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: May 15, 2017
Re: April 2017 report of activities

Number of tribal members assisted on new issues 96

Number of referrals received 8

Number of continuing cases: 56

Types of legal issues:

Child support	Change of Custody
Probate Estate	Guardian – Adult
Divorce	Real Estate
Automobile Mechanics	Driver’s License
Divorce	Short Term Disability Insurance
Wills	Supervised Parenting Time
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Change Child Support
Medical Power of Attorney	Amend Estate Planning Documents
Child Support Arrearages	Parenting Time
Trusts	General Civil
Land Contract	Property Management
Small Estates	Objection to Garnishment
Employment	Social Security Disability
Landlord – Tenant Issues	Rentals and Medical Marijuana
Personal Protection Orders	Bankruptcy
Guardian - Minor - Modify	Garnishment of Per Capita
Limited Power of Attorney – minor	SSI and Per Capita
Evictions	Custody – Ex-Parte
Unpaid Back Income Taxes	Personal Protection Order Violation
Limited Liability Company	Conservator- Adult - Accounting

Garnishment
Pensions
Security Deposits
Warrant
Termination of Lease and Military Families
Unpaid Bills While Hospitalized
Worker's Compensation
Lien on Title
Income Taxes
Mortgage Foreclosure
Release of Lien
Beneficiary on Pension
Amend Medical Power of Attorney
SSA Wavier of Overpayment

Criminal
Collections
Release of Medical Records
Guardian – Minor
Conservator – Adult
Legal Separation
Breach of Contract
Service of Civil Documents
Post Adoption
Custody – Out of State
Qualified Domestic Relations Order
Disability Insurance
Slander
Amendment to Trust

Presentation on Members Legal Assistance Program at the Michigan Indian Elders Association

Attended membership meeting

Attended mandatory Director's Meeting

Attended meeting with Unified Legal and Family Services Domestic Violence Department on Domestic Violence and the Workplace

Sample of Work Performed:

Assisted a tribal member prepare for a hearing when their landlord was suing them for damages to the rental unit and be successful at hearing

Assisted a tribal member apply for social security disability

Assisted a tribal member when a tenant in a rental unit was deployed to active duty with how to handle the termination of the lease

Assisted a tribal member make changes to their estate planning documents

Assisted a tribal member with the documents necessary to request a hearing with the secretary of state to get their driver's license restored

Assisted a tribal member obtain financial responsibility insurance and set up a partial payment agreement so that their driver's license would not be suspended for failure to pay a civil judgment for being in an accident with no automobile insurance

Members Assistance
Jason Cross (Interim)

Members Assistance Department

April 2017 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 \$63,522.58

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-16-J72 \$139,000

i. Total expensed \$78,550.47

ii. Budget remaining 43%

iii. 14 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
2	2	1		8					1

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

i. Total expensed \$130,496.93

ii. Budget remaining -4%

iii. 23 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	1	0	7	0	0	1	7	2

2. Food Assistance Program

a. Budget \$45,000

b. Carry over \$16,650

c. Total budget \$61,650

d. Total expensed YTD \$23,400

e. 85% Remaining

f. 102 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
29	3	4	1	20	5	2	11	0	27

3. Rental and Mortgage Assistance Program

a. Total Budget \$30,000

b. Total expensed YTD \$13,562.62

c. 55% Remaining

d. 36 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
5	1	0	0	7	1	1	6	0	15

4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$16,925.97
- c. 62% Remaining
- d. 86 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
22	3	5	1	15	5	1	7	0	27

5. LIHEAP – DHHS Grant Funded Program FY 2017

- a. Total Budget \$148,770
- b. Total expensed to date \$15,862.56
- c. 800% Remaining
- d. 48 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
17	6	4	1	15	3	1	1	0

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$2,980
- c. 80% Remaining
- d. 22 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	2	0	0	3	0	1	0	0	7

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$8,298.88
- c. 67% Remaining
- d. 33 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
16	1	0	2	7	1	1	1	0	6

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$20,160
- c. 82% Remaining
- d. 22 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
2	0	2	0	10	0	1	0	0	7

9. Bereavement Program

- a. Total Budget \$453,000
- b. Total expensed YTD \$135,900
- c. 70% Remaining
- d. 18 members accessed this program

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

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
156	5	65	5

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
103	78	24	1	48	51	22	19	5	0

13. Office Visits

- a. 35 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

**210 9th Street
Manistee, MI 49660
(231) 723-1594**

**April 2017 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

Theresa Davis – Receptionist

- 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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
- Staff Management ADP
- 2017 March Monthly Staff Report
- Data entry and management (Barry)
- Inland Consent Decree – Inland fisheries permitting
- GLRI reporting
- EPA Lake Sturgeon Budget Modification

Equipment maintenance/Field Work/Lab Work:

- Gear prep, maintenance, break down (Ken, Mike)

- Boat prep and maintenance (Ken, Mike)
- Conducted Lakewide Fisheries Assessment Plan (LWAP) fishery assessments in Muskegon (Ken, Mike, Barry, 4/17-4/19, 4/24-4/25)
- Lake Sturgeon adult monitoring (Ken, 4/4-4/5, Barry, 4/5)
- Lake Sturgeon egg mats---over 700 eggs collected (Barry, 4/28)
- Biodata collection (Ken, Mike, Barry)
- Grayling – Remote Site Incubator field trials with GVSU
- LAS adult sampling Manistee Lake - 4/3-4
- Manistee River Egg mat sampling
- Sturgeon Streamside prep
- Net preparation (Ken , Mike)
- Net tying (Ken, Mike)
- Checked Manistee River Sturgeon site cameras
- Continued work on Manistee Adult sturgeon project
- Prep work towards sturgeon field season

Meetings/Training/Travel/Conference Calls

- Technical Fisheries Committee meeting (Barry, 4/4)
- Membership meeting 4/8
- Scientific Advisory Team meeting (Barry, 4/11)
- Public presentation at Mason County Fin and Feather meeting (Archie, Barry, 4/12)
- Technical Fisheries Committee meeting (Barry, 4/21)
- Monthly CORA meeting (Barry, 4/27)
- Grayling – Graduate Committee Meeting with MTU (4-4-17)
- Lake Sturgeon Presentation - Ziibiwing Sacred Waters Symposium (4-29-17)
- Muskegon Sea lamprey treatment coordination meeting – 4/17
- Coldwater Resources meeting 4/27 – LAS Adult project
- Detroit River LAS sampling/Training w/ USFWS – 4/11-13

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		

Wildlife Program

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

Tasks and Accomplishments

- Reviewing and commenting on USFS, NPS, and USFWS actions
- Grant/Project proposal preparation (EAB, marten)
- Work on hunting/fishing regulations
- Working on wolf publication
- Advancing Custer and Kettle Hole habitat restoration

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
- Vehicle management
- Timesheets
- Preparing for seasonal hires

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
- Planning and implementation of habitat management on the Custer property
- Deploying and performing maintenance on loon platforms and buoys

Meetings/Training/Travel/Conference Calls

- USFS MOU meeting
- Marten and hare coordination meetings and calls with partners
- NRC meeting
- Box turtle presentation
- NRD staff meetings

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Vacant – Brownfield Specialist

Shaughn Barnett- Water Quality Specialist

Josh Beaulaurier- Aquatic Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Staff Management - ADP
- Reviewed current work plans
- Completed PPG Semi-annual report
- Submitted 106 semi-annual report
- Consulted with USEPA on multiple issues including air and water
- Reviewed Nestle Water withdraw documents
- Prepared comments on several local environmental issues
- Worked on Presentation for TEPM
- Continued communication with partners on invasive species and wild rice

Meeting/Training/Travel/Conference Calls

- Attended the Tribal Program Managers Meeting (TEPM) 4/3-4/6
- Attended the Region 5 Tribal Operations Committee Meeting 4/6
- Meeting with USEPA on 4/5 to discuss Class 1 Airsheds / TAS for CAA 105/505b
- School Presentation to C.A. Frost Elementary School 4/11

- Conference Call on Nestle Water withdrawal 4/13
- Consultation with MDEQ/MDNR/MI AG Office on Nestle Water withdrawal 4/18
- USEPA Air Call on Removal of Regulations 4/24
- NRD Staff meeting 4/26
- 3R meeting (regional Recycling meeting) 4/27
- USEPA Call on Removal of Regulations for Tribes 4/24

Brownfield Program

Administration/Budget/Reports/Data Entry

- Began compilation of Master Property Database

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

- Travel & attendance at TEPM Conference in Chicago – April 2-6
- ITEP Brownfields Training Modules (online) – throughout April
- Reviewing prior LRBOI Brownfields documents – throughout April
- Attended repatriation/reburial ceremony at Custer property – April 21
- Joined several Brownfields & Related Groups, including:
 - NRDAR Monthly Teleconference (Office of Interior)
 - EPA Region 5 Monthly 128(a) Calls
 - City Brownfields Authority board Monthly Meeting at City Hall
 - Northern MI Tribal Brownfields Coordinators meeting
- Locating/scheduling for upcoming training and conferences in 2017
- Participated in Membership Meeting, representing Natural Resources Dept – April 8
- Monthly NRD Meeting – April 13

Water Program (106 and 319)

Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.
- Updated 2017 Water Quality Monitoring QAPP
- Completed PPG Semi-annual Report
- Completed WQ 106 Semi-annual report
- Reviewed USFS SOPA Report
- Updated chemical and physical WQ graphs for FY 17-18
- Submitted April Hydrolab data to WQX
- Submitted WQ and fish tissue data to MDEQ for FY 15-16
- Developed FlowTracker cheat sheet
- Uploaded HOBO temperature data and Flowtracker data to database
- Began analyzing FY 16 Zooplankton data and comprehensive dataset
- Prioritization of Bear Creek and Pine Creek RSX using Fruitbelt Collaborative Criteria

Field Work and Equipment Maintenance

- Completed April water quality sampling
- Delivered water samples to GLEC for processing
- Calibration of Hydrolab sondes

Meeting/Training/Travel/Conference Calls

- Apr. 3: Tribal Mercury Workshop (Chicago, IL)
- Apr. 4 – 7 USEPA Tribal Environmental Program Management Conference (Region 5, Chicago, IL)
- Apr. 8 – LRBOI Spring Membership Meeting
- Apr. 18 – EPA Water Division Conference Call (Region 5)
- Apr. 25 – Portage Lake Watershed Meeting
- Apr. 26 – NRD Staff Meeting

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Managed Budget and Reviewed R&E
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Submitted Quarterly PM 2.5 Flow Data to MDEQ – 4/28
- Submitted Quarterly Ozone Precision Data to MDEQ – 4/18
- Submitted Quarterly Grant Report to USEPA – 4/18

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 4/12 and 4/25
- Completed PM 2.5, Monthly Maintenance & QC – 4/12 and 4/25
- Completed PM 2.5, Quarterly Maintenance & QC – 4/25
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – 11/14/16
- Installed new set of PM 2.5 filters – 4/10 and 4/26
- Sent collected PM 2.5 filter samples to MDEQ – 4/10, 4/18 and 4/27
- Completed O3 Multipoint – 4/14 and 4/27

Meeting/Training/Travel/Conference Calls

- Attended USEPA's 2017 TEPM Conference and Region 5 RTOC meeting in Chicago – 4/3 thru 4/6
- Participated in Monthly Region 5 Tribal Air Conference Call – 4/20
- Participated in MDEQ's GoToWebinar - Air Permit Exemption –Rule 285 and Meaningful Change – 4/24
- Participated in USEPA's Office of Air and Radiation's Conference Call on Enforcing the Regulatory Reform Agenda – 4/24
- Participated in USEPA's National Tribal Outreach Call on Implementing Executive Order 13777 "Enforcing the Regulatory Reform Agenda" – 4/24
- Staff meeting – 4/26
- Participated in Monthly State, Local, and Tribal Conference Call – 4/26
- Participated in USDOE's GoToWebinar - Pitching Your Projects – 4/26
- No Monthly USEPA & NTAA Air Policy Update Conference Call – NA

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Updated work plan for 2017
- Uploading data to AQWMS
- Research on restoration sites
- Updating field worksheets for upcoming field season

Field Work and Equipment Maintenance

- Installed water depth loggers in Mitchell Creek, and Brandy Brook for 2017 monitoring
- Completed building of water depth loggers for brandy brook
- Toxicology lab is done doing metals lab testing, reviewing report that was sent
- Looked at the Arcadia marsh wild rice to see the production this year
- Research on future projects dealing with wild rice
- Field gear prep for 2017

Meeting/Training/Travel/Conference Calls

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

April 2017

Meetings/Conferences/Trainings

- On April 5, 2017, I met with Tribal Council during a work session to review the proposed Building Ordinance. This is a revision to our current Residential Building Ordinance. The proposed ordinance further defines the procedures in the building permit and construction process, and covers both residential and non-residential construction. The Tribal Council put the draft ordinance into a 30-day public comment period during their meeting on April 12, 2017.
- On April 10, 2017, I attended the Tribal Council Agenda Review to discuss the proposed contract with Elmer's Crane & Dozer for work on the Gathering Grounds Project. The contract was approved by Tribal Council at their April 12, 2017 meeting.
- On April 10, 2017, I attended the Natural Resources Commission meeting to provide an update on the Gathering Grounds Project.
- On April 13, 2017, Frank Beaver (Natural Resources Department Director) and I participated in a phone conference meeting regarding the development of a new Zimmerman Trail in Manistee County. Rob Carson, Manistee County Planner, had requested Tribal participation in the project since a proposed trail could include existing Tribal land parcels.
- On April 13, 2017, I attended the Director's Meeting held in the Lodge at the Tribal Government Center.
- On April 17, 2017, I attended the Tribal Council Agenda Review to discuss a request for an easement by Consumers Energy along the north side of Dontz Road. The easement would allow Consumers to add guy-wire support to an existing utility pole that will be undergoing an upgrade. Tribal Council approved the easement at their April 19, 2017 meeting.
- On April 18, 2017, I attended a pre-construction meeting for the Gathering Grounds Project held at the Housing Department Conference Room. Representatives from the Tribe, RCA and Elmer's Crane & Dozer attended the meeting.
- On April 21, 2017, I met with an asbestos inspector at the Gathering Grounds. He was there to inspect the existing storage trailer to make sure there were no asbestos contaminants prior to the trailer being demolished as part of the Gathering Grounds Project.
- On April 24, 2017, Chuck Fisher and I met with Tribal Council regarding a grant proposal to use ICDBG funding to help finance Phase 2 of the Gathering Grounds Project.
- On April 27, 2017, I met with Fred Wille (the area Childcare Fire Safety Inspector) at the Next Generation Learning Center, who was there to perform a fire safety inspection. Mr. Wille issued his report to me the next day, which I forwarded to Jason Cross.
- On April 28, I accompanied Ken Ockert (RCA) on a review of the Gathering Grounds construction site.
- During the month of April 2017, I attended meetings of the Construction Task Force on the following dates: April 6, 13, 20 & 27, 2017.

Activities/Accomplishments/Updates

- The planned road projects for 2017 are still moving forward, and I have the following updates:

- Gathering Grounds Improvements-Phase 1: On April 12, 2017, Tribal Council approved a contract with Elmer's Crane & Dozer as the contractor on the Gathering Grounds Project. Elmer's officially began work on April 24, 2017. Tribal Council approved Change Order #1 on April 26, 2017, which included the cost to run both sewer and water lines to the existing washroom and proposed (Phase 2) washroom.
The Gathering Grounds are still closed to camping until construction is completed. It is still our goal to have the project completed by June 23, 2017 at the very latest.
 - US-31 & M-22 Intersection Safety Realignment Project: This project has undergone several delays and will likely not begin until sometime in mid-July. The Right-of-Way and easement to MDOT took longer than expected and we are still waiting for environmental clearance from the BIA. Rather than have construction running through the busy July 4 weekend (think Pow Wow), it made more sense to delay construction of the project until mid-July when we should have the necessary approvals in hand.
 - Suida-Kott Road Project: All the approvals and agreements regarding this project are in place. We are now waiting for the MDOT Bid Letting which is scheduled for June 2, 2017. The construction period has been tentatively scheduled from mid-July to mid-September, with a target construction end date of September 22, 2017.
 - Harvey Street Reconstruction Project: All the approvals and agreements regarding this project are in place. The project is scheduled to be let out for bid by MDOT on June 5, 2017. The construction schedule set by MDOT begins on July 17, 2017 and concludes on October 13, 2017, for a total of 77 calendar days. Everything appears to be in place for this project to proceed on schedule.
 - Service Drive for the Next Generations Learning Center: I am no longer confident that we will be able to get to this project yet this year. As of the beginning of May 2017, this road has not been added to our inventory. Going through the remaining approvals to get this project added to our TTIP will be time-consuming and difficult. My recommendation at this time would be to add this project for our 2018 TTIP.
- Tribal Council approved an easement to Consumers Energy along the north side of Dontz Road, on April 17, 2017. The easement will be necessary for Consumers to support an existing electric pole with a riser that would be used to connect overhead equipment to the existing underground electrical line. This is necessary to service the additional electrical needs of the casino warehouse.
 - On April 11, 2017, BIA Great Lakes Agency Staff conducted an on-site review of our Tribal Transportation Program. Bryan Hewitt and Dave O'Donahue were here representing the BIA. During the review, Bryan and Dave met with our elected officials, Finance Department staff, RCA staff (Ken Ockert) and me. Overall, the visit went quite well. Bryan and Dave were favorably impressed with how we are running the BIA Roads program. We should receive a written review from them sometime within the next month.

Public Information
Vacant

MONTLY REPORTS

During the month of April, I did the following:

Got Rapid River News put together and submitted online each Monday

Got check to post office to mail March Currents

Picked up bags from post office to mail April Currents

Labeled 3139 Currents newsletters

Sorted by zip code and organized the 3139 newsletters

Filled out proper postage reports for Currents

Filled out proper purchase orders for postage and printing

Researched on-line for news articles, pow wows and activities

Sent and received several e mails concerning Currents and RRN

Worked at MIEA meeting

Worked on new items for April and May Currents

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	2
City Assist	6
County Assist	10
Medical Assist	4
MSP Assist	7
Other Calls for Service	7
Property Checks	1754
Suspicious Person	3
Suspicious Situation	4
Well-Being Check	4

Traffic/Vehicle

Abandoned Vehicle	
Accidents	6
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	3
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	6
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	1
Assault	
B&E	
Bond Revocation	
Child Abuse	2
Child Custody	2
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	
Disorderly	
Domestic Disturbance	3
Drive-Off	
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	1
Larceny	3
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	
Property Damage/PIA	6
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	1
Unwanted Subject	2

Miscellaneous

Administrative Hours	393.5
Alarm	1
Attempt to Locate	
Boat Dock Checks	
Casino Hours	294
Civil Standby	3
Community Policing	11
Court Hours	13.5
Death Notification	
Drug Disposal	1
Follow-Up Investigations	64
Found Property	
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	
Suicidal Subject	2
Total Complaints	62
Total Reports	62
Training Hours	89.5
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	5422
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	46
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	219.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	4.5
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	1.5
Vehicle Mileage	3729
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

April 17-20,2017 Sgt. Robles and Officer Brown traveled for a Joint patrol in Escanaba MI

April 30-May 5, 2017 Director Medacco, Sgt. Robles and Officer Brown attended Native American Fish and Wildlife Society National Conference in Rapid City, SD

April 28, 2017 Sgt Robles traveled to Gaylord MI for a CORA meeting

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
April

Administrative Hours	184	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	1	
Assist Hours	0.25	
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	5	
Contacts	11	
Court		
Court Hours		
Follow-up(s)		
Follow-up Hours		
Federal Citation(s)		
Hours Worked	218	
Joint Patrol(s)	3	
Marine Time		
Meeting(s)	1	
Meeting Hours	1	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	30	
Snowmobile Patrol Hours		
Training(s)	2	
Training Hours	6	
Vehicle Mileage		
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: April 2017

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 9 Certificates of Exemption for Resident Tribal Members and the Tribe (5 Vehicles and 4 Construction)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 4 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, tax preparation questions and services, Concessionaire's licenses, the Certificate of Exemption process for vehicles, RTM benefits, fielding calls requesting copies of 1099s, RTM verification, tribal member business benefits / exemptions allowable in the Tax Agreement Area, and the Sales and Use Tax Credit Form 4013
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. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, erroneous discounts, incorrect fuel discounts, etc. for a total of 566 corrections and 2,726 receipts processed and completed by the Tax Office in March
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled March Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 6 Tribal Concessionaire's Tax Licenses; 2 entertainers, 3 for vendors on Tribal property, and 1 qualified exempt vendor
13. Monitored outstanding tax assessments; no assessments or warnings were issued in April
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office

16. Prepared March 2017 monthly department report
17. Processed 1 Tribal Michigan W-4 Withholding Exemption form for an employee
18. Reviewed 2016 3rd and 4th quarters as well as 2017 1st quarter of employees claiming state tax exemption for verification of RTM status; reported findings to Human Resources
19. Processed 93 address changes/reviews from Enrollment for RTM status updates
20. Processed 6 RTM status and/or address changes
21. Processed and updated 20 RTM statuses and Proofs of Residency that were received
22. Prepared and mailed 15 Proof of Residency letters to members
23. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
24. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
25. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
26. Prepared month-end tax reports for March 2017
27. Processed 6 Venue Reports to the State of Michigan
28. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
29. Updated motor fuel discount schedule for May 2017 and provided it to the Trading Post
30. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
31. Worked on 2016 Annual Department Report
32. Worked on revising motor fuel and tobacco enforcement procedures
33. Reviewed job description and corresponding paperwork for Tax Office Clerk position and re-submitted it to Human Resources for a second review
34. Prepared handouts for the Membership meeting; set up booth at the meeting and greeted members with answers to questions as necessary
35. Worked with Family Services Director regarding tax license for Next Generation Learning Center and the dental / medical center that will be opening in May
36. Worked with Commerce Department and Contractors in obtaining Certificates of Exemption for Tribal construction projects

Meetings attended this month:

1. Attended Spring Membership meeting on April 8, 2017
2. Attended Directors' meeting on April 13, 2017
3. Attended ribbon cutting / Grand Opening of Next Generation Learning Center on April 27, 2017

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
April 2017 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 29 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. Assisted the MIEA Conference.
3. Presented as panel member at "Neither Wolf nor Dog" showing at Vogue Theater in Manistee with Kareen Lewis and Martha Howell.
4. Attended a WS regarding remains and continued to care for remains of ancestors and completed reburial.
5. Assisted with the Opening and Ribbon cutting for the Child Development Center.

6. Acted as host for the Tribe as the Michigan Anishinaabek Cultural Preservation & Repatriation Alliance met at LRCR.
7. Assisted with the Director's Meeting as one of the Leads.
8. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
9. Attended budget related meeting with Ogema, CFO and Leads.
10. Attended meetings of Lead Positions to carry forward the topics from the Ogema's meeting.
11. Continued work as the Public Affairs\Information person with T Tyler.
12. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
13. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
14. Administered, directed and supervised all departmental activities.

Tribal Historic Preservation Coordinator accomplished the following

- 1) Supplied Tribal members with CD's & Our People Our Journey
- 2) Attended the Food Sovereignty conference at Gun Lake.
- 3) Continued preparations for the Language camp with Kenny
- 4) Continued work on the 2017 Jiingtamok (vendors)
- 5) Helped inventory pow wow grounds trailer and move items.
- 6) Assisted in the reburial of ancestors by coordinating the feast.

The Language Coordinator accomplished the following during this month:

1. Presentation to Michigan State Tribal Partnership group at LRCR.
2. Registered Language Camp flyer with Pow wow announcements in Ontario.
3. Paid fees for domain names for website.
4. Inventory the trailer at Pow wow grounds and moved items into the shed.
5. Had purchasing send out memo of the inventory.
6. Sent out request to have the deck at trailer salvaged for Sugar Shack.
7. Scheduled and did four trainings with the Next Generation staff.
8. Prepared for Earth Day presentation in Ludington.
9. Sent out 2nd and final call for presenters for Language Camp.
10. Scheduled a meeting with LRCR about Language Camp.
11. Attended and participated with the re-burial ceremony.
12. Produced, recorded and posted weekly language lessons on Face Book page.
13. Classes with LRB employees on Friday mornings.
14. Responded to Emails, calls, notifications, about language, camp, culture, CD ROM's.

The Audio-Videographer accomplished the following during the month:

1. Researched changes to Wirecast software and how to broadcast Endaaying to social media and online video streaming sites.
2. Researched specific equipment for an updated tapeless workflow and submitted a general estimate to the director as requested earlier this year.

3. Managed storage space on video work station in order to accommodate new footage and photographs
4. Researched a Sony RAW file (digital equivalent of a film photograph) because my current software does not support the format on any platform. An OS upgrade may obsolete other software.
5. Photographed the Spring Membership Meeting I also edited and uploaded them to the shared drive to be published in the Currents.
6. Photographed the grand opening of the Next Generation Learning Center. I also edited and uploaded them to the shared drive to be published in the Currents.
7. Edited a short video from the Ndebwetaadizimi team building event that was screened at the Spring Membership Meeting.
8. Remotely produced videos of the Spring Membership Meeting at the Casino's three fires conference center and uploaded it to the shared drive.
9. Worked on pre-production and scripts for the Anishinaabemowin and culture video collaboration with the language coordinator.
10. Worked on a tapeless workflow implementing a DSLR camera and management of video and photo files
11. Continued cross training the Historic preservation coordinator on taking photos with the professional camera for times I am not available.
12. Improved studio lighting for recorded live chroma key productions of Endaaying; our weekly language videos
13. Produced five Anishinaabemowin video lessons with the language coordinator. This is our distance learning program titled Endaaying published on Facebook.
14. Surveyed and photographed equipment and furniture in the Gathering Grounds trailer for re allocation within the organization before the structure's demolition.

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

1. Position vacant.

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.