

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: May 20, 2018
Maanda Nji: Re: April, 2018 Operations Report



We respectfully submit the April, 2018 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, 2018

TABLE OF CONTENTS

Accounting	Steve Wheeler
Commerce	Vacant
Commodities	Ken LaHaye
Education	Yvonne Parsons
Enrollment	Jessica Wissner
Family Services	Jason Cross
Grants	Lyle Dorr
Health	Donald MacDonald
Housing	Frank Figgels
Human Resources	Vacant a director
Information Technologies	George LeVasseur
Legal Assistance	Mary Witkop
Maintenance	Rusty Smith (Interim)
Members Assistance	Jason Cross (Interim)
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Affairs	Vacant a director
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

April, 2018 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. **2018 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2018 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 2018 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 2017 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 – 2017 Indirect Cost Proposals.

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 2019 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 2016 audit took place May 15 - 23, 2017. 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, 2016, has been issued to the Tribe with an Audit opinion date of August 18, 2017. The audit presentation took place Tuesday, August 29, at 1:00pm, 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 before the September 30, 2017, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. *Projects; AKI (10) Homes, AKI (2) 2018, Elders (10) Complex and Gathering Grounds. 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 April.***
 - i. *AKI (10) Housing- None***
 - ii. *AKI (2) 2018 - Approval to pay Timber Run- \$46,980***
 - iii. *Gathering Grounds – None***
 - iv. *Elders (10) Complex - None***
- 2. *Cash Receipts; Daily cash receipts totaled for the month of April, were, \$494,642.61 the General Fund Operating Account had a total of (287) receipts.***
- 3. *NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.***
- 4. *Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,***
- 5. *Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit prep 2017. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2017.***
- 6. *Audit Prep for 2017 Audit – Ongoing working with Staff Accountant, asset control...***
- 7. *1099MISC. – 2017 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2017. Sending out some of returned 1099MISC as corrected addresses come in.***

8. **Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks, this is in the final stages of reconciliation as the Casino Resort has taken on the duties.**
9. **Little River Holdings – Cash Receipts documentation, banking deposits. Scanning and sending to the accounting firm.**
10. **BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.**
11. **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) - 2018 Homes, AKI (10), Elders Complex and Gathering Grounds.

Other Meetings

- **Fixed Assets Review – CFO - Office**
- **Audit Progress Meeting – CFO Office**
- **Staff Meeting – Mandatory – AKI Community Center**

Duties and Accomplishments –

1. Reconcile 14 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. AP including tax payments for Trading Post
6. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
7. Void Stale dated checks
8. Positive Pay
9. Warriors Society Banking

Meetings Held / Attended – TERT, Audit, Staff

Trainings Held / Attended – Opioid Symposium, Domestic Violence, CRASE, Mandated Reporting

Special Tasks / Activities Performed – Audit Prep, A/P

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 Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received five modifications for the following grants: 2018 BIA Self Governance additional funding in the amount of \$49,302; ITC Tribal Opioid Use Disorder agency approval to move budget around; 2018 IHS Self Governance additional funding in the amount of \$218,470; 2018 BIA Self Governance additional funding in the amount of \$259,395 and 2016-2018 EPA PPG agency approval to move budget around. 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 three new grants: 2017-2020 Caregiver Support yr. 2 funding in the amount of 8,403 for the time period of 4/1/18-3/31/19; 2017-2020 Elders Meals Program yr. 2 funding in the amount of \$26,512 for the time period of 4/1/18-3/31/19 and Community Service Block grant yr. 2 funding in the amount of \$44,500 for the time period of 3/1/18-2/28/19.*

Grant Program booklets were created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. The 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 copies of these new award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

13. Changed my password in the SAM system that needs to be done every 90 days.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Don MacDonald a few times a week.
5. Met with Jason Cross a few times a week.
6. Attended Lead meetings with Jay, Bill, Larry and Mary on 4/3/18, 4/10/18, 4/17/18 and 4/24/18.
7. Converse daily with Lyle Dorr (Grant Writer).
8. Attended Strategic Planning meeting with Tribal Council, Don, Janice, Gina, Keith and Unified Legal regarding Clinic & Pharmacy on 4/9/18.
9. Met with Don, Gina and Janice on 4/13/18.
10. Attended Directors meeting
11. Sat in on phone interview for the HR Director on 4/10/18.
12. Sat in on interviews for the Enrollment Admin Assistant II on 4/16/18.
13. Sat in on interview for the NGLC Teachers Aid on 4/17/18.
14. Met with Gina, Janice and Rebecca on 4/25/18.
15. Sat in on interviews for the HR Admin Assistant on 4/26/18.
16. Helped facilitate the Staff meeting with the other Leads on 4/27/18.

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

*Will continue to work on Grant information for the 2017 Audit.

PAYROLL

Duties and Accomplishments –

1. Processed 406 payroll vouchers/checks through ADP.
2. Verified 30 PAF's this month which included new 3 employee(s), and 3 terminated employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 4/13 and 4/27.
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 reconciliation spreadsheet biweekly.
7. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.

Meetings Held / Attended –

1. 4/4 – Per Capita voluntary withholding for Housing/Utilities for members not updating addresses.
2. 4/12 – Discussion regarding 24/7 employees and Holidays.
3. 4/13 – Meeting with Unified Legal regarding 24/7 employees and Holidays.
4. 4/17 – MIP HR project - timeline and expectations.
5. 4/17 – MIP User Group: Human Resource Management Suite (HR/EWS/Payroll) Webinar.
6. 4/27 – Mandatory staff meeting.

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. Reissued 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. Updating quick reference guide for payroll as necessary.
4. Working with HR to establish a better/quicker process for payroll entries/changes.
5. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
6. Training payroll Clerk for ADP payroll processing.
7. Updating bi-annual certifications of personnel costs as necessary.

Upcoming Projects / Tasks –

1. Updating employer paid life insurance premiums in ADP as necessary.
2. Determine eligibility and prepare eligibility sheet for the July 1st per capita payment.
3. Annual audit scheduled in May.
4. HR module and EWS (Employee Web Services) training for future transition to MIP.

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

Meetings Held / Attended –

4-27-18 Mandatory Meeting

Special Tasks / Activities Performed –

1. Put together RFP packet and status report for NGLC Snow Removal
2. Put together RFP packet and status report for Public Defender Attorney
3. Backup for the Tax Officer

Upcoming Projects / Tasks –

1. LRBOI Aki Rental Agreements

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. 4/1-4/30 Covered Tax Officer. Processed tax exemption certificates for Tribal Member vehicle purchases.
2. 4/2 sent out RFA for creation of a Public Defender Pool.
3. 4/2 space rental agreement work session.
4. 4/3 meeting with the Ogema and CFO regarding employee travel.
5. 4/9 worked on warranty for ice machine. Per Assurant, protection plan not covered by products used for business purposes. Cost of plan being credited. Reached out directly to manufacture.
6. 4/19 solicited RFP for 2018/2019 snow removal for NGLC.
7. 4/23 Aki rental space agreement work session.
8. 4/23 Revised Aki Lease Agreement.
9. 4/23 Meeting with FedEx Rep regarding request for drop off box.
10. 4/24 attended Active Shooter Situation training.
11. 4/24 ordered key lockbox and key lanyards for Aki rental. Set up shared outlook calendar with Cindy, Robert, Noelle, Marcella, and Jessica.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 257 packages.
2. Issued 122 receiving reports.
3. Returned 4 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 FY2016 Indirect Cost Proposal
- 4) Worked on drafting schedule(s) for 2% Incentive Payment

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

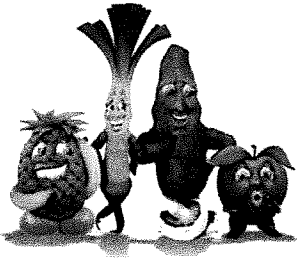
Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Continued work on FY2016 Indirect Cost Proposal.

Expenditures Update

Total year to date expenditures for the Finance Division for April, 2018, are \$403,392, compared to an annual budget of \$1,216,991. Total expenses for the Finance Division for year to date April, 2018, represent 33% of the total annual budget.

Commodities
Ken LaHaye



Food Distribution Program

April 2018 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

The goal of Food Distribution Department is to serve income based Tribal households living on and off the reservation. Providing families with nutritional foods, using the food distribution program as directed by the USDA, we will obtain our goals by.

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

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

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:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Ken LaHaye submitted department report

Ken and Melanie accepted in, verified, and stored incoming inventory.

Ken LaHaye and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye and Melanie filled food orders

Ken LaHaye and Melanie waited on clients & loaded food in their vehicles

Ken LaHaye ordered food for warehouse for May

Ken and Melanie cleaned and reorganized office

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken LaHaye attended QTR phone conference with USDA

Ken LaHaye and Melanie met with Lyle Dorr.

Ken worked on creating new Plan of Operations for the department. This is a continuous project.

Ken and Melanie attended the Membership meeting

Ken and Melanie attended CRASE training.

Ken attended staff meeting.

Ken and Melanie meeting with legal and Bill W.

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:** 9 students applied for and received funding for activities totaling \$1570; this is after activities funds were increased from \$100 to \$200/yr. 3 student received senior expenses assistance totaling \$244.16, 3 student received driver's training assistance totaling \$750. 2 students received funds for class ring, totaling \$200. This month in celebration of Earth Day, the Education Department held 3 day art project using plastic water bottles to create a piece of art to highlight single-use plastic water bottles and the threat to the environment. 12 students participated over three days. This month we worked on planning for Indian Village Camp, July 12-15, Free Fishing Day, June 9, National Doughnut Day, June 3, and processing registrations for student services.
- **Higher Education Scholarship:** 4 scholarship applications were processed during April. All applicants were females, one attending a community college and the remaining three attending university. \$7616 total.
- **Vocational Assistance:** 1 student received \$4000 toward a CDL program
- **College Book Stipend:** 8 book stipends were awarded during the month of April totaling \$2900. 3 awards were for 1-3 credits, 1 award for 4-8 credits, 4 awards for 9+.

During the month of April the following meetings were attended:

April 10-12 Tribal Education Directors National Assembly (TEDNA) Regional Conference, New Buffalo, Hosted by Pokagon Band Potawatomis, Yvonne Parsons attended. Conference focus was primarily data and data sharing

April 12 Confederacy of Michigan Tribes Education Directors' Meeting- New Buffalo, Yvonne Parsons attended.

April 14-Membership Meeting, Debra Davis attended. Yvonne Parsons did not attend due to icy road conditions

April 19-21, Earth Day Art Project, Yvonne Parsons, Debra Davis, Santana Aker attended

April 27- Staff Meeting, Santana Aker, Yvonne Parsons attended, Debra Davis did not attend as she was out on pre-approved travel/training for Gaming Commission

Budget Expense Justification

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

Enrollment

Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

April Monthly Report - 2018

JESSICA WISSNER, ENROLLMENT COORDINATOR

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: 3 Applications forms for people seeking membership
- Mailed out: 16 Address change forms
- Created 62 New and Replacement Ids from 04/01/2018 through 04/30/2018
- 239 Addresses changed from 04/01/2018 through 04/30/2018
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 2
- Provisional Acceptance Letter: 5
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0

- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 04/01/2018
- List Request of membership: Tax Office, Election Board-3, Member's Assistance
- Label Request of Membership: 0
- Tribal Members Label/List or Statistical Request: 0
- Statistical Requests: Family Services, Election Board, Ogema
- Department Verifications:
 1. Prosecutor 31
 2. Members Assistance 29
 3. Purchased and Referred Care 391
 4. Family Services 12
 5. Casino 5
 6. Commodities 2
 7. Human Resources 7
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 5 Member passed away for the Burial Fund Money
- Sent out 5 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 7 Tuition Waiver Verifications
- 475 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- U.S. Census Bureau (Steve/Larry) – April 4th
- Human Resources/Enrollment Admin/HR Admin Selection – April 5th
- Membership Meeting – April 14th
- Human Resources/Interview/ Enrollment Admin – April 16th
- Enrollment Commission Meeting-April 25th

- Human Resource/Interview/HR Admin – April 18th
- Staff Meeting – April 27th

- Total Membership: 4,229
- Total number of Elders: 1,312
- Total number of Adults (18-54): 2,524
- Total number of Minors (0-17): 393
- Total Tribal Members living in:
 - 9 County Area: 1,743
 - Outside 9 County Area: 2,403
 - Michigan: 2,766
 - Outside Michigan: 1,380
 - Undeliverable Addresses: 83

Family Services
Jason Cross

Family Services Department

March 2018 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.

I. 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	3
Muskegon	4
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	7

Open Cases.....39

Total number of Tribal members served in open cases: 42

Total number of descendants served in open cases: 7

Total number of individuals served in open cases: 85

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.

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	2	0	0	0	1	0	0	0	0	0
Sandra DeVerney Open Cases	0	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	0	0	0	0	0	0	0	0	0	1
Stephanie Persenaire Intakes	2	0	1	0	0	0	0	0	0	0
Stephanie Persenaire Open Cases	0	0	0	0	0	0	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	0	2	0	0	0	0	0
Amanda McQueen Open Cases	0	1	0	1	3	0	0	0	0	4
Worker Monthly Totals	4	1	1	1	6	0	0	0	0	5

Sandra DeVerney - Case Management

Total number living in homes served	3	0	0	0	0	0	0	0	0	0
Total number of Tribal Citizens living in homes served	3	0	0	0	0	0	0	0	0	0
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	1	0	0	0	0	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster	0	0	0	0	0	0	0	0	0	0
Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	0	0	0	0	0	0
Home Visits	0	0	0	0	0	0	0	0	0	0
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojeuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	0	0	0	0	0	0	0	0	0	0
Contacts with LRBOI departments	6	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	15	0	0	0	0	0	0	0	0	0

Stephanie Persenaire - Case Management

Total number living in homes served	3	11	0	0	0	0	0	0	0	19
Total number of Tribal Citizens living in homes served	1	3	0	0	0	0	0	0	0	7
Total number of descendants living in homes served	0	1	0	0	0	0	0	0	0	0
Total number of children living in homes served	1	3	0	0	0	0	0	0	0	7
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	3
Child Abuse/Neglect	0	2	0	0	0	0	0	0	0	4
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	1	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	2
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster	0	0	0	0	0	0	0	0	0	4
Home	1	3	0	0	0	0	0	0	0	1
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	1	1	0	0	0	0	0	0	0	0
Home Visits	1	6	0	0	0	0	0	0	0	1
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojeuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	7	5	0	0	0	0	0	0	0	12
Contacts with LRBOI departments	3	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	23	35	0	0	0	0	0	0	0	60

Amanda McQueen - Case Management

Total number living in homes served	0	4	0	5	16	0	0	0	0	10
Total number of Tribal Citizens living in homes served	0	1	0	1	7	0	0	0	0	4
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	2	0	3	6	0	0	0	0	10
Total ICWA or ICWP where substance abuse is involved	0	1	0	1	2	0	0	0	0	1
Child Abuse/Neglect	0	0	0	1	0	0	0	0	0	0
ICWA or ICWP referrals	0	1	0	1	2	0	0	0	0	4
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	1	0	0	1	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster	0	0	0	1	1	0	0	0	0	2
Home	0	0	0	0	1	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	2
Court appearances	0	1	0	0	2	0	0	0	0	0
Home Visits	0	0	0	1	5	0	0	0	0	3
Case Reviews	0	1	0	1	3	0	0	0	0	4
Binojeuk	0	0	0	12	1	0	0	0	0	0
Contacts with outside agencies	0	3	0	3	15	0	0	0	0	38
Contacts with LRBOI departments	0	0	0	0	6	0	0	0	0	12
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	0	15	0	20	68	0	0	0	0	90

LRBOI Victim Services Program Monthly Report
March 2018

Shanaviah Canales (Muskegon & Manistee)

➤ **Advocacy/Case Management**

- Current Open Cases: (2) New Intake(s): (0) Cases closed (2)
 - Provided: utilities, transportation, legal assistance, judicial advocacy, and transitional housing.
- Attended (0) court hearing
- Had (6) client face to face meetings; (1) transports

➤ **Collaboration Efforts**

- Meet w/AmeriCorps 3/7
- MDVSART meeting 3/12
- LRBOI VSP TF meeting 3/13
- Muskegon DV TF meeting 3/28

➤ **Travel & Training**

- MCOLES Strangulation & Suffocation training 3/14

➤ **Outreach/Education**

- Manistee Catholic Central Meeting/Healthy Relationship 3/8
- Manistee Business & Career Expo 3/15

➤ **Grants**

- N/A

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current Open Cases: (2) New Intake(s), (1) Cases closed, (2)
- Provided: Ed. Material, Transportation assistance, and Legal Assistance Services
- Attended (1) court hearing
- Had (7) client face to face meetings

Outreach

- 3/29 Every Women's Place Muskegon w/Melissa Bushen DV/SA Advocate
- 3/07 Women in Transition Ottawa co.
- 3/29 Melissa Dohm Speaker for October 2018

Training

- VAT hours: 35
- Institute for Native Justice: 6.5 hours
- 3/14 Strangulation & Suffocation Manistee
- 3/14 Dating Abuse: Tools for Talking to Teens Children's Advocacy Center Holland
- 3/27 New Hire Orientation

Webinars

- 3/20 Coercive Control in Abusive Relationships, Part 1: A Basic Skill for LGBTQ DV Advocacy
- 3/20 10-Yr Study of the Impact of IPV Primary Aggressor Laws on Single and Dual Arrest
- 3/30 Case Management Approaches to support trafficked victim's survivors of DV & SA

- 3/30 Domestic Violence, Mental health, and substance Abuse
- 3/30 Campus Sexual Assault: What clinicians need to know
- 3/30 Trauma informed Approaches to building Affirming for LGBTQ & youth

Collaboration

- 3/01 Oceana's Home Partnership in Hart
- 3/2 Mason, Lake, Oceana DV monthly meeting
- 3/06 Newaygo Task Force
- 3/15 Muskegon Case Managers Meeting
- 3/20 Ottawa Co Child Advocacy Center
- 3/22 Muskegon CPS FTM
-

Charlotte Campbell (Manistee Victim Advocate)

Advocacy/Case Management

- Current Open Cases: (2) New Intake(s) (1) Cases closed
- Provided: transportation, assisted clients with appointments, and ed. material, and referrals to community resources.
- (4) face to face; (3) transports

Collaborative Meetings

- 3/2 Mason, Lake, and Oceana Co. DV Meeting
- 3/6 Manistee HSCB meeting
- 3/12 MDVSART, Sheriff Dept.
- 3/13 LRBOI Victim Service Program, Tribal Justice Center

Trainings

- 3/3 Opioid Overdose Prevention Strategies
- 3/7 LRBOI purchasing dept. travel and training regulations
- 3/14 MCOLES Strangulation & Suffocation training
- 3/15 Webinar Neurobiology of Sexual Assault
- 3/15-3/29 (15) Victim Assistance Training Online/Webinars

Next Generation Learning Center

Enrollment Statistics:

100 Children are currently enrolled and “active” within NGLC at either a full time or part time capacity.

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	17	8	10	3	2	4
Toddler Classroom (2-3 years old)	22	10	12	5	5	5
Maple Preschool	22	11	11	3	1	2
Cedar Preschool	18	14	4	2	2	2
School Age (5-12 years)	21	*0 School is in session	21	7	2	5
Totals	100					
Percentages		44%	57%	20%	12%	18%

5 Families have received full time employment since the opening of NGLC	22 Children are receiving Child Development and Care Subsidy (CDC) from MDE	2 children have received a Childcare scholarship from Great Start Collaborative of Manistee Co. 2 children are receiving a scholarship from an anonymous donor	NLGC currently has a wait list of 41 children between the ages of 0-12.	WSCC students were participating within the building at total of 61 hours during March
---	---	--	---	--

Current Center Happenings:

- Michigan Works will begin to be within the center on Wednesdays as a satellite location
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning
- MSU Extension works with Preschools on Tuesday and Thursdays to teach healthy eating habits; once a month hold literacy training for Early Childhood Professionals in the area
- Children have begun planting in our greenhouse
- Our Parent Advisory Committee is fully assembled and has started to plan events for the center-they are currently working on NGLC’s first birthday celebration
- Eight children currently receive Early On (early intervention special education) or MISD special education services while attending NGLC-2 children receive ABA Therapy for Children with Autism.
- 2 WSCC students have begun their practicum within the center, one student in infant and another in preschool. Multiple students are in on a weekly basis to observe classrooms.
- NGLC is currently seeking an In-Take Specialist
- NGLC is currently seeking individuals to join a “sub pool” for substitute teachers
- Holly spoke to students at FSU about NGLC and the philosophy
- NGLC participated in the Business EXPO, and Manistee Area Health Fair

Upcoming Events:

- Date TBA: GSRP Preschool Program Audit/Visit
- April 10: MSU Extension to hold Literacy Training at NGLC
- April 10: Next Parent Advisory Committee Meeting
- April 11: NGLC closing at 5:00p
- April 12-13: NGLC closed for staff to attend MiAEYC Training in Grand Rapids
April 13: Manistee Area Early Childhood Luncheon

Service Log Month View March 2018

Total members visited for services: 28

Highest volume days/hours (morning or afternoon): Wednesdays/afternoons

Services sought: (A)ppointments – 1

(S)end docs – 11

(N)otary – 4

(R)eceive docs – 15

(G)eneral inquiries – 5

(C)opy docs – 2

Comments:

Monday	Tuesday	Wednesday	Thursday	Friday
1/1 CLOSED	1/2	1/3 4 members G, S, R	1/4 2 members S, R	1/5 1 member; 1 delivery A, R
1/8 1 member S	1/9 2 members S, R	1/10 2 members S, R	1/11	1/12 2 members G, S
1/15	1/16 2 members N, R	1/17 2 members N, R	1/18 1 member S	1/19 1 member G, R
1/22	1/23 2 members G, R	1/24 1 member S, R	1/25 1 member S	1/26
1/29 2 members G, S, R	1/30	1/31 1 member N		

Departmental Monthly Events & Needs

Meetings:

Youth Probation – 3/1/2018

HSCB – 3/6/2018

Road Projects – 3/9/18

Kellogg end of year report – 3/12/18

Chamber Tribal Day – 3/21/18

211 Meeting – 3/29/18

Travel and Trainings:

None

Court

LRBOI – 5

Mason County - 1

Muskegon County - 2

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Lyle Dorr

Grants Department Monthly Report

April 2018

Lyle Dorr, Grant Writer

Key:

- New report Item
- ∞ Updated item status from previous report(s)
- ∅ No update, but a continuation from previous report(s)

Grant Department:

- Attended first Tribal Emergency Response Team meeting as a committee member.
- Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.

Aki Maadiziwin

- Frank invited me to the GLIHA quarterly meeting (May 1 at Soaring Eagle) to get up to speed on an upcoming competitive grant Recovery Act Development Process (RADP). We received \$2M a few years ago when it came out. I will update next report.

Be-Da-Bin:

- **Upcoming funding opportunity:** Comprehensive Opioid Abuse Program FY 2018: Funding Opportunity for Tribes". Notice for webinar in May, I will update then.

Court:

- ∞ **Working with Shayne and others** to coordinate going to a Tribal Action Plan Development Workshop in South Carolina (1st full week in May) that very well could lead to Justice Center Funding. Will know more at that time and report on it in May.

EDC:

- ∅ Nothing currently, but coordinating with Tom from time to time on potential projects such as housing development and solar potential.

Family Services:

- **Spoke with Shanaviah re:** She is attending training in May on grant management specific to her awards. I offered to help her with grasping budgeting and accounting concepts in order to pass audits.
- ∞ **Creation of a unified member services database TTS:** Intended for Tribal members who receive family and mental health services, the system would confidentially within the tribe allow a services Navigator to follow-up with members to insure they are getting their needs met, making necessary appointments, overcome barriers that may be hindering them from attaining self-sufficiency.
- **Met with a potential vendor via internet to view a demo, "Artic IT" recommended by George. They work with many tribes providing software solutions from enrollment, accounting, HR to member service tracking. They appear to have the capacity and capability of developing this database for us. One other vendor "Solidcircle" is capable, so one more vendor will need to be vetted to meet the tribal policy of 3 vendors must be considered.**

IHS funding should be available for this project in the fall or 1st quarter of 2019. The data would illustrate both need and/or success of programming providing funding sources with justification for funding.

- **Jason, Holly, Lisa and I met with ITC Head Start Managers:** Jason has long wanted to access Head Start Funding, but a local entity monopolized that process and has blocked us from getting credit/recognition as a quality day care provider. ITC said that a center of theirs just closed so we can have their 27 funded slots. This will bring in busing capacity, paid for through them and funding for more teachers. It also separates us totally from the influence of this other Head Start overseen through Chicago office as we will be under Tribal contract through Washington. **Note: as I have experience in this area, I recognize the amazing jewel this is for the Tribe, which is a positive advertising piece for us. We are and will become known for this day care center.**
- **Connected Jason with ITC re: Community Services Block Grant that both they and we have currently, but runs out at the end of FY2019.** It is unclear if we will need to renew with ITC in the future. We currently receive \$40,000/yr and will only receive \$14,000/yr, if we join with ITC. Jason will be exploring whether he has to join them or not.
- Ø **ITC Child Care Fund:** I have worked with Jason on getting consent from Tribe Council and Process from Account for him to apply for Child Care Funding to begin October 1, 2018. This will allow us to bill back to the State for 50% of the cost for a foster care placement. Example: we have one youth in placement currently as \$500/mo., so we would be getting back \$250/mo.

Food Distribution:

- ∞ **Food Distribution Facility:** (Long Range goal) Currently, Ken and Melanie are successfully working to increase capacity in the Food Distribution Program. As the number of participants increases, and the food delivery van reaches more elders and home bound members in the 13-county area, they would like to promote more of a grocery store feel and engage members to come into the center and directly select their own foods. They would also like a kitchen area where members could be taught how to prepare certain foods that are available through the program and thereby increase there by utilization of nutritious foods. The current facility is not conducive to these concepts at this time. Due to FDA requirements they need to have the food on hand for 3 months to feed those in the program, so as they approach service 50 families (their first goal for 2018) they will reach the capacity for their current location. It is believed that in time with proven engagement of qualified program members, the value of this can be proven to Council. Secondly, it is believed that we should be able to secure funding for most of the cost of the new facility.

Historic Preservation:

- **Future Museum Consideration:** I was talking with Jay and we talked about the past interest of the Tribe to have a Museum/Visitor Center. This could be combined with Natural Resources who have innovative practices (Sturgeon and Arctic Grayling restoration) that could be highlighted at a center. When I went to the GLIHA meeting at Soaring Eagle, I visited their museum. It appears to be a very possible concept that should have funding available to pay for at least a portion of it. It would raise the visibility of Little River and our accomplishments in a positive light. (**See:** Possible Solution under Natural Resources below)

Maintenance:

- Ø I have met with Jay, DeAhna, and Rusty to explore the potential for a cost effective relocation of Natural Resources for multiple reasons. This again fits in with the need to get Big Blue emptied in order to rehab it for Public Safety law enforcement training purposes. We are in the early stages, no solution has been found to date to present to the Ogema and Council.

Note: Current electric costs for Blue which houses two people is running \$23,000/yr. to operate.

(See: Possible Solution under Natural Resources below)

Natural Resources:

- I have been working with Frank and staff to explore the potential for a cost effective relocation of Natural Resources for multiple reasons.

It would help to get NR out of Big Blue in order to work on a rehab project for Public Safety of Blue to use as a training site. There is funding to do this and there would be a great reduction in utility cost for do this verses continue using it for Maintenance and NR.

Possible Solution: We are looking at a shared footprint potentially across from the current water/waste facility. This could house Maintenance, NR, a new Water/Waste Management Office near ponds and the Museum/Visitor Center. Some of this build could be financed by grant dollars.

Public Safety:

- **Enhanced shooting range:** Robert would like to get lighting for the shooting range. I am working with Officer Brown and Rusty of Maintenance to get solar street lighting installed. This very well may occur in the month of May.
- Talked with Officer Brown about a potential cover for the range in the future.

Water/Waste:

- New Offices near ponds: (See: Possible Solution under Natural Resources above)

Potential Cost Saving Measures:

- \$ **Brown modular at Public Safety (discovered April 2018):** used by (EPA Air Quality Monitor) or 1 person 1hr/day, which costs us \$5000/year in electricity to heat. It is also used for the Peace Keeper summer camp gear storage.

Solutions: 1) Remove the current modular and replace it with a utility building that can host the monitor more cost effectively and maintain the storage capacity. 2) Relocate the monitor and provide a storage unit for Peace Keepers.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

From: Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Dottie Batchelder, BEDABIN Substance Abuse Counselor
Keith Jacque, Chief Pharmacist

Date: May 07, 2018

Re: APRIL 2018 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 2018. This report will reflect aggregate supplemental information from lead staff members Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, Keith Jacque, Chief Pharmacist and Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor.

April 4, 2018 – Be Da Bin hosted the film showing “This Drug may kill you” in The Lodge as part of the Regional Opioid Symposium/Summit with 57 attending.

April 5, 2018 – Be Da Bin hosted the Regional Opioid Symposium at LRRCR with 235+ in attendance. We received very good evaluations for the day. This was to start the conversation of what community can do to help in the solution.

April 9, 2018 – Don MacDonald, Health Services Director, Janice Grant, Clinic Supervisor, Keith Jacque, Chief Pharmacist, Gina Dahlke, PRC/EHAP Supervisor, and Tammy Burmeister, Health Services Lead participated in a Tribal Council work session pertaining to the strategic plan for clinic and pharmacy.

April 10, 2018 – Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting (SAPC).

April 12, 2018 – Don MacDonald, Health Services Director, Janice Grant, Clinic Supervisor, Dottie Batchelder, Chemical Dependency Counselor, and Jay Sam, Lead participated in Mental Health Counselor selection process with Human Resources personnel.

April 17, 2018 –Traditional Healer was here seeing clients through Be Da Bin Behavioral Health.

April 20, 2018 – Don MacDonald, Health Services Director retired.

April 23, 2018 – Juli Duncil, Administrative Assistant attended CRASE training.

April 24, 2018 – Teresa Johnson, CHR, Shawn Shepard, CHR, Larry Lamorandier, Transporter, Joan Schmidt, R.N., Clinic Nurse attended CRASE training.

April 24, 2018 – Julie Dixon, D.O, Medical Director, Maxine Lipon, D.O., Clinic Physician, Deb Najdowski, R.N., Clinic Nurse, Joan Schmidt, R.N., Clinic Nurse, Teresa Johnson, CHR, and Shawn Shepard, CHR attended the Mandated Reporter & Darkness to Light training.

April 27, 2018 – Tribal Health Services Staff attended the Mandatory Staff Meeting and government offices closed at 3:00 p.m.

April 28, 2018 – Drug take back Day. Tribal Public Safety did this with advertizing from Be Da Bin and SEA committee.

April 30, 2018 – Janice Grant, Clinic Supervisor and Mark Plouhar, PRC/EHAP Specialist participated in a Tribal Council work session with Lisa Eurick, VA representative to discuss an MOU between the Tribe and VA for the clinic to see Native Veterans and be reimbursed through the VA.

Forest County Potawatomi Insurance Department filed 158 claims on behalf of Little River in the amount of \$32,745.72 for third party revenue generation.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, was very busy with the Regional Opioid Symposium/Summit and the follow up meetings to it. She attended meetings for the Tribal Opioid Prevention Grant (by phone), SAPC, Manistee High School, and the Active Shooter training. She completed the 2 quarterly reports required for grants and completed the N-SSATS survey required for substance abuse licensure. Many trainings and presentations being planned for suicide prevention and the opioid prevention. Sujean Drake, Mental Health Counselor, is mainly working with the tele-psychiatry grant. She completed the quarterly report this month for the grant.

Teresa Johnson, CHR and Shawn Shepard CHR, continue to complete the On-line CHR Basic Training Course offered by Indian Health Service. Time spent on training & testing will be recorded in the locations section CHR Office in this report. Teresa Johnson, CHR completed 58 tests and Shawn Shepard, CHR has completed 38 tests.

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

CLINIC OPERATIONS:

314 patients scheduled

22 patients NO-SHOW to scheduled appointments

05 patients provided SAME DAY appointments for emergent matters**

82 cancelled appointments

215 patients attending CLINIC PHYSICIAN appointments**

28 patients PHONE TRIAGE**

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

52 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN APRIL (Total Patient Volume): 591

Diabetic patients: 77

Flu Vaccines: -0-

Injections: 08

Nursing Visits: 02 **

On-site Labs: 182

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,720

DIRECT CALLS TO CLINIC OPERATIONS: 470

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 888

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDENCY COUNSELOR:

15/9 INDIVIDUAL/RECOVERY CLIENTS

190 CLIENT CONTACTS FOR SERVICES

200 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 538

MENTAL HEALTH COUNSELOR:

22 INDIVIDUAL CLIENTS

62 CLIENT CONTACTS FOR SERVICES

101 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 262

TRADITIONAL HEALING: 5 INDIVIDUAL CLIENT CONTACTS

No Shows this month: 14

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 29

TRAVEL HOURS: 84

SERVICE HOURS: 34

NUMBER SERVED: 31

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 200 hours

COMMUNITY VISITS: 04 Activity Time: 02 hours

HOME VISITS: 10 Activity Time: 13 hours

TELEPHONE: 06 Activity Time: 01 hour

TRAVEL HOURS: 11

SERVICE HOURS: 216 (200 hrs IHS training)

NUMBER SERVED: 15

MEDICATION PICK-UP/DELIVERIES: -0- (included in number served & total clients served)

PHONE CONTACTS: 15

TOTAL CLIENTS SERVED: 46

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 135,300

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2091

TOTAL PRC PAID IN APRIL: \$97,662.94

PHARMACY/OTHER: \$ 40,844.66

DENTAL: \$ 20,952.95

TOTAL PATIENTS: 243 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 615

TOTAL CLAIMS ENTERED: 494

TOTAL PRC PAID 2018: \$ 435,086.98

TOTAL EHAP PAID IN APRIL: \$ 37,625.93

TOTAL EHAP PAID 2018: \$ 148,018.27

TOTAL ENROLLED EHAP/LRBOI: 1298

MEDICARE LIKE RATE (MLR) Savings for April 2018

Claims submitted:	36	\$ 63,898.31 (total submitted)
		<u>-\$ 23,301.24 (what we paid)</u>
		\$ 40,597.07 (total savings)

PATIENT BENEFIT COORDINATORS: April 2018

New Applications mailed or given:	26
Reassessments mailed or given:	547
Enrollment Verifications:	482
Certified Mailings:	59
Assisted with on-line applications:	1
Webinars/Trainings:	0
Phone calls:	260
Patient Registration:	Daily Duty

Completed Reassessments: 43

PHARMACY

Active patients: 271
Prescriptions filled: 988

Insurance charges: \$76,794.11
Insurance payments received: \$72,437.42
Non-member copays received: \$412.46

PRC-equivalent write offs:

LRBOI: \$22,474.96
Other Tribes: \$907.66
TOTAL: \$23,382.62

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 2018

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Grants Clerk

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – 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 Housing Department has been busy with the renting the remaining vacant units created by the completion of the 10 new fair market rentals at Aki. The turnover of the 10 units actually created 5 more vacancies with the transfer of existing tenants to the new units. Also during this time frame we had 2 move outs and 1 abandonment so as a result we are having to fill 18 units as follows. $10 \text{ new} + 5 \text{ transfers} + 2 \text{ move outs} + 1 \text{ abandonment} = 18 \text{ vacancies to fill}$. I am pleased to advise as of the date of this report we have 2 units left to fill and we have received commitments for both of those units so we should be 100% occupied in the near future.
- B.** The Construction Task Force is moving forward with the construction of two four bedroom Fair Market rentals at Aki. Unfortunately due to the unseasonable cold weather in April the frost laws remained in effect and the contractor was not able to mobilize for the start of construction in April.
- C.** The Construction Task Force approved the landscaping for the Aki 10 Fair Market rental units completed this winter. I have discussed with the contractor the start of this work at about the same time they mobilize for the start of the construction of the two new Fair Market units. I anticipate a May start time frame.

- D. The Housing Department attended the Membership meeting on April 14, 2018. We had an informational table during the morning for the attendees information which was well attended.
- E. During the month the Department performed the following activities.
 - Lease renewals due during the month: 2
 - Leases renewed: 2
 - New leases: 2
 - Annual Inspections: 2
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- F. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2018 in the amount of \$75,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$5,000.00
 - Total Number of Awards made during the Year: 5
 - Total Amount of Awards for the Year: \$24,316.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 6
- B. Termination Notice(s) issued: 1
- 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.

LRBOI Housing Department has 67 rental units in total of which all 64 were rented giving us an occupancy rating of 96%.

- A. Aki has 45 income based rental units of which 44 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
- B. Aki has 22 Fair Market rentals and 20 are rented.

V. Significant Problems and Accomplishments.

- A. Unfortunately April 2018 was a difficult month from a weather standpoint. It was hard to accept that in the middle of the month we incurred sever snow and ice conditions for 3 consecutive days. So we spent more time on snow removal and salting of drives and the Aki Community Center parking lots and walks than normal for the month. Those conditions are what you would expect the middle of March. As a result we ended the month with 3 units left to rent. We have scheduled a lease signing on May 4, so that will

leave us with 2 units left to rent. We have received commitments to rent both units by applicants. This leaves them with two weeks to enter into a lease agreement so hopefully no one moves out during the month and we will be back to 100% occupancy.

VI. Plans for the Future.

- A. Development of an Elders Apartment Complex at Aki maadiziwin.
- B. The development of two four bedroom Fair Market rentals.

VII. Other Information

- A. None

End of Report
Frank Figgels, Housing Director
May 4, 2018

Attachments: April 2018 daily maintenance log

Cc: file

Housing 2018
Daily Worksheet

Date 4-2 Receipts, Daily logs, Fuel, Mileage, End of Month Paper Work
~~Continued @~~

Date 4-3 STARTED ON 2720 IC
~~REPLACE~~ REPLACE OVER DOOR 2728

Date 4-4 DID DRIVEWAYS, PARKING LOT & SNOW PLOWED &
SALT CHEFNI TRACTOR

Date 4-5 Installed Door Jamb, Bifolds, Casings @ 2624 IC
Tightened Door handle @ 2624 IC, Replaced Fill Valve
for toilet @ 2573 OC

Date 4-6 Cleaned lots walks Salted, Clean Drives
Continued @ 2624 IC, Cuttin Vaulted Ceiling @ 2626 OC,
Inspected Garage Door @ 2603 OC
Removed trash and organized shop area

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 4-9 Repaired Bi-Fold Door For 2665 IC
Continued @ 2720 and 2624 IC Completed

Date 4-10 Removed Plow + Sifter From Greg truck, Continued @
2720 IC

Date 4-11 2603 E Main Gw Me Quang - Fastened Garage door Brackets securely
to the ceiling
2665 - Installed repaired bi-fold door & Adjusted the light switch bulbs
Repaired Vinyl Flooring @ 2646 IC
Reset GFCI outlets in Bathroom, Installed tenant supplied
Light Bulbs @ 2714 OC

Date 4-12 Turned in actuals for 2624 IC
Unplugged toilet @ 2678 IC, Replaced Dryer and Cleaned
Vent @ 2648 OC

Date 4-13 Replaced Faucet @ 2596 IC, Replaced Faucet @ 2711 OC
Continued @ 2720 IC

4-14 ~~Plow~~ Salted Lots + Walks

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 4-16 Plowed / salted Lots walks, Cleaned Drives
Receipts, Continued @ 2720, Unplugged Sink Kitchen @ 2723 OC

Date 4-17 Salted Lots / walks / Elder Row
Finished @ 2720 IC (Still Need Carpet)
Took Materials / supplies to 2646 IC for tenant Prep
Fueled Grey truck

Date 4-18 Salted walks, Continued Prep work @ 2646 IC
~~Start~~ Sealed Floor (sub) @ 2658 IC
Unplugged toilet @ 2678 IC

Date 4-19 Adjusted Antiscalding valve and water heater setting @ 2653 OC
Continued @ 2646 IC, Finished sealing Floor @ 2658 IC

Date 4-20 NO Sale
Continued @ 2646 IC

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 4-23 Installed Cabinet Doors and bifold Knobs @ 2624 IC
Continued @ 2646 IC and 2658 IC

Date 4-24 turned in keys for 2646, 2624 IC
Took all materials & supplies to 2658 IC
Unplugged Drain, Cleaned Ceiling Fan, Changed Light bulbs in garage
@ 2690 OC
Continued @ 2658 IC

Date 4-25 Continued @ 2658 IC

Date 4-26 Continued @ 2658 IC
Cleaned Toyota

Date 4-27 Continued @ 2658 IC
Moderating Staff Meeting

Thank you for filling out this Daily Worksheet

Human Resources
Vacant a director

HUMAN RESOURCES DEPARTMENT

April 2018 MONTHLY REPORT

Hiring/Recruiting April 2018:

In April, the Tribe had Five (5) open positions posted most will be filled in May, Two (2) were reposted, four (4) remain unfilled, employees termed (2 - NP) and 8 (8) offers were made (1-TM, 1-NA, 6 NP), Four (4) from previous month's postings were filled. All recruiting is in accordance with Ordinance #11-600-02. Recruiting is facilitated with electronic information on the Tribal Website, Michigan Works and organizations specific to the position. The tribe has utilized Indeed, MI Talent, Casino Careers and others coordinated with the Department Leaders. Currently only the Comptroller General, Background Investigator and HR Director positions have been open 60 days or more.

Human Resources Statistical Reporting:

The tribal demographics is still above 50% of Tribal Members employed and around 65% inclusive of Tribal Descendent and Native Americans. Tribal Leadership is above 50% Tribal Members.

Demographics information is given to the Bureau of Labor Statistics monthly, information given is usually limited to Total employees of organization, reasons for large changes in employees numbers (+ or -) and how many women are employed in the organization.

Training

Finally, HR was able to get certificates from Tribal First for trainings done in October 2107. The employees (10) who attended the Forklift trainings were able to complete their practical training to receive their full-certification. The practical took place at the LRCR warehouse, with approximately 15 more to complete their practical in the coming months.

New Hire Orientation

New Hire Orientation for April and May employees will take place in June; this is due to time restraints. The New Hire Orientation was implemented to provide the new employees with the tools needed to understand their role with the Tribal Government. The orientation begins at 8AM and concludes at after a pizza lunch at 1PM. The general set up was:

1. Introduction
2. Employee Handbook policy and procedures
3. Department Structure and contact information for their reports to.
4. Job Description and performance expectations.
5. Complete their benefits documentation
6. Tribal History
7. IT set up to begin their services
8. Short tour and meeting other department's staff.
9. Set up time keeping access and review attendance policy.

We look forward to providing the right information for the new hire to succeed.

Policy Updates

Unified Legal is still in the process of fine-tuning the HR forms to be in line with the policies in the new Manual. Many have already have replaced the old ones on the L-drive. HR has received back most of the receipts for the New Manuals. HR will be sending emails out when all the new forms are on the L-drive for use.

Salary.com

The Wage Structure is the current tool the tribe utilizes to gage compensation for positions. The ranking method of evaluating are arranged from highest to lowest in order of their value or merit to the tribe is based on judgement of skills, effort (physical and mental), responsibility (supervisory and fiscal), and working conditions. We are still trying getting this to move forward in hope to utilize soon. HR has just received contact information and will be contacting our company representative soon and give update in April Monthly Report – **Update-** HR was not able to contact, hope for contact to be made by June

Salary.com is a software system that evaluates the market compensation that can be tailored to specific geographic regions, attributes per position and size of an organization. The information would be utilized to compare the tribes current wage structure and provide factual comparison for salary negotiations based on applicant's skills.

Benefits

The Unum benefit was at the end of 2017. AFLAC was and will be available to sign up again soon due to the fact many employees were not aware that this did happen. The employees affected made appointments with AFLAC to sign up.

Benefit reconciliation is still ongoing; the hope is it will be caught up to the current month, quarter, year depending on the benefit and reports needed.

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
April 2018

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Moving SOPHOS End Point Protection Software to the Cloud to update mobile devices automatically. Roll out is continuing through April and into May.
2. Implementing Mobile Device Manager Software. System testing is now continuing.
3. Began fiber connection to interim casino replacement project.
4. 273 new IT work orders were opened in April 2018 and 269 IT work orders were completed in April 2018.
5. Disk space project continues with analysis of quotes for the upgrade and replacement of the SAN.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions for IT Projects

Trainings Held / Attended –

3. Share point Training for two of the IT Staff continues.

Special Tasks / Activities Performed –

4. Upgrade of video surveillance at the Justice Center continues.
5. Wireless and security upgrades for NGLC scheduled for June.

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 10, 2018
Re: April 2018 report of activities

Number of tribal members assisted on new issues 90

Number of referrals received 3

Number of continuing cases: 66

Types of legal issues:

Child support	Business Loan
Probate Estate	Mobile Home Sale
Divorce	Real Estate
Confidentiality Agreement	Residential Lease
Small Estate	Living Will
Wills	Mobile Home Park
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Codicil of Will	Parenting Time
Trusts	General Civil
Adoption – Out of State	Revocation of Power of Attorney
Real Estate Liens	Supervised Parenting Time
State Taxes	Modify Minor Guardian
Landlord – Tenant Issues	Guardian – Adult
Income Taxes	Eviction
Guardian – Minor	Administration of Trust
CPS – Out of State	Limited Power of Attorney - Minor
SSI and Land Trust Funds	Employment
Claim Against Estate	Mobile Home Title
Indian Child Welfare Act	Criminal

Garnishment
Conservator – Adult
Business
Bankruptcy and Per Capita
Guardian – Minor
Personal Protection Order
Income Taxes
Land Contract
QDRO
Liens
Juvenile Criminal
Involuntary Psychological Hold
Life Insurance
Purchase Real Estate
Objection to Personal Protection Order
Civil Appeal
Adoption
Arrest Warrant
Traffic Violation
Adult Adoption

Civil Discovery
Medicaid
Funeral Designee
Abuse/Neglect – Minor
Land Contract Forfeiture
Promissory Note
Social Security
Rental
Name Change of Minor
Lady Bird Deed
Unemployment
IRS
Gift Cards
Beneficiary
Wage Assignment
CPS
Per Capita
Sale of Real Estate
Appeal of Divorce
Adult Name Change

Attended opioid symposium

Attended the Membership Meeting

Attended Victim Service Task Force meeting

Attended Active Shooter Situation training

Attended Domestic Violence and the Workplace training

Attended Mandated Reporters and Darkness to Light training

Attended mandatory employee meeting

Sample of Work Performed:

Assisted a tribal member be appointed guardian and conservator for an ill family member

Assisted a tribal member become guardian of their adult child with disabilities

Assisted a tribal member who was being evicted reach an amicable result

Assisted a tribal member obtain a court order forcing the other side to provide responses to their discovery requests

Assisted a tribal member object to a personal protection order that was obtained under false allegations

Maintenance
Rusty Smith

Facilities Management Department Report
De-Ahna K. Underwood, Administrative Assistant
April 2018

I. Department Overview

**LITTLE RIVER BAND OF OTTAWA INDIANS
FACILITIES MANAGEMENT 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 as well as maintain the life expectancy of our facilities.

II. Department Reporting Section

This month 28 work orders were submitted and 26 completed. Various work from building shelves installing computer trays, plumbing, HVAC, and mechanical work. The Technicians have completed the remodeling the Training Center at the Bull House for Department Public Safety. The reverse osmosis (Dri Steam) on the second floor for the Government Center alarm going off contacted Pure Water Works to address the alarm.

Koorsen's scheduled 4-17/17-18 to inspect the fire suppression in the tribal building and then returned 4-25-18 to update our fire extinguisher tags.

All staff attended the active shooter training and the mandatory meeting held at Aki
Repaired and repainted accent wall at Aki, build and installed shelves for the cable boxes and re-stained trim in the dining room

Steve took time out of his work day to cook for the luncheon held Friday April 20th.

Automotive

The mechanic worked on the Department's vehicles and plows. As well as various vehicles for Public Safety, Natural Resources, and Utilities.

Facilities Management Department Report

III. Budget Expense Justification

Open standing purchase orders until June 30th

IV. Travel and Trainings

Nothing to report at this time.

Members Assistance
Jason Cross (Interim)

Members Assistance Department

April 2018 Departmental Report

Jason Cross – Supervisor

Linda Wissner – Members Assistance Program Specialist

Amber Moore – 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-16-J72 \$312,000
 - i. Total expensed \$189,937.89
 - ii. Budget remaining 40%
 - iii. 19 total households served with this program.

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

2. Food Assistance Program

- a. Budget \$45,000
- b. Total expensed YTD \$17,100
- c. 62% Remaining
- d. 81 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	8	4	2	15	2	1	2	1	25

3. Rental and Mortgage Assistance Program

- a. Total Budget \$35,000
- b. Total expensed YTD \$9,049.92
- c. 74% Remaining
- d. 21 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	2	1	0	5	0	0	0	0	7

4. Low Income Energy Assistance Program

- a. Total Budget \$40,000
- b. Total expensed YTD \$11,807.28
- c. 70% Remaining
- d. 62 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
19	2	3	2	11	1	3	2	0	19

5. LIHEAP Reallotment – DHHS Grant Funded Program FY 2017

- a. Total Budget \$171,409
- b. Total expensed to date \$21,345
- c. 48 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
16	6	1	2	16	4	1	2	0

6. LIHEAP – DHHS Grant Funded Program FY 2018

- a. Total Budget \$152,870
- b. Total expensed to date \$0.00
- c. 0 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
0	0	0	0	0	0	0	0	0

7. Elder Chore Program

- d. Total Budget \$15,000
- e. Total expensed YTD \$4,295
- f. 71% Remaining
- g. 24 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	2	2	0	3	0	1	0	0	8

8. Emergency Transportation

- h. Total Budget \$25,000
- i. Total expensed YTD \$5,693.65
- j. 77% Remaining
- k. 28 Members accessing this program to date.

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

9. LRBOI Home Repair Program

- l. Total budget \$107,000
- m. Total expensed YTD \$33,121.56
- n. 69% Remaining
- o. 9 members accessed this program

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

10. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$113,250
- r. 75% Remaining
- s. 14 members accessed this program

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

11. Elders Insurance

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

12. Department Ongoing Activities

- u. Mailing, receipt, follow up, and processing of program applications.
- v. Staff assisting with case management in collaboration with other departments.
- w. Maintaining program logs and expenditures.
- x. MMAP – Linda Wissner maintaining service delivery.

13. Applications

Mailed	Picked up	Emailed	Faxed
146	10	72	6

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
65	58	19	2	44	41	29	10	1	2

14. Office Visits

- y. 18 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

**April 2018 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 – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Zach Prause – 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
 - 4137 BIA GLRI
- Staff Management ADP
- Monthly Staff Activities Reporting
- EPA GLRI semiannual report completed and submitted
- BIA GLRI semiannual report completed and submitted
- Inland Fisheries – Walleye and Steelhead harvest permitting
- Inland Fisheries – Multiple communications with Tribal members regarding fishing opportunities.
- Adult sturgeon data management
- Great Lakes fisheries data entry and management
- Data entry and analysis for the wild Rice project
- Grant management and reporting
- Fish Distribution to members
- Inland Fisheries – Walleye and Steelhead harvest permitting

Equipment maintenance/Field Work/Lab Work:

- Arctic Grayling – RSI Remote Site Incubator deployment / installation on three streams
- Inland Fisheries – Electro-fishing equipment repair
- Adult sturgeon weir site usage monitoring
- Adult sturgeon assessments Manistee Lake
- Sturgeon SRF and site prep for field season
- Preparation of gear and equipment for Wild rice fish community assessment
- Development of fish sampling protocol for the wild rice fish community assessment
- Great Lakes - Larval Lake Whitefish neuston net assessments
- Assisted with water quality sampling
- Zodiac life raft recertification and reinstallation on Great Lakes boat
- Bear Lake, walleye fyke net and electrofishing survey
- Inland boat repair, wash-down pump replacement
- Great Lakes gear and equipment maintenance and preparation
- Manistee River remote recreational usage monitoring for lake sturgeon project
- Sturgeon SRF prep for seasonal deployment
- Arctic Grayling – Remote site incubators and equipment fabrication, preparation
- Inland Fisheries – Electro-fishing equipment repair, maintenance and field prep
- Installation and testing of new winch on Great Lakes boat trailer
- Cleaned and organized work area in Big-Blue

Meetings/Training/Travel/Conference Calls

- LRBOI Spring Membership Meeting (April 14)
- LRBOI All Staff Meeting (April 27)
- Chippewa Ottawa Resource Authority, CORA Meeting (April 26)
- Arctic Grayling – Phone call with MDNR Cadillac Fisheries Supervisor (April 1)
- Arctic Grayling – Phone calls with MDNR Hatchery Division (April 9, 20, 25, 27)
- Arctic Grayling – Coordination with MDNR film crew (April 25)
- Arctic Grayling – RSI's stocked with eggs and operating (April 30)
- Arctic Grayling – Equipment fabrication and preparation
- Inland Fisheries – Walleye Assessment (Bear Lake)
- Ludington Pump Storage Project Scientific Advisory Team meeting (4/10/18, Barry)
- Active Shooter Training (Mike, Zach, Barry)
- Technical Fisheries Committee meeting (4/24/18, Barry)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Fisheries and Water Quality Budgets		
4223 EPA LAMP grant		
4018 Great Lakes Fisheries Assessment		
4137 BIA Great Lakes Restoration Initiative		
4227 BIA Great Lakes Restoration Initiative		
4223 EPA Great Lakes Restoration Initiative		

Wildlife Program

Ari Cornman - Senior Wildlife Biologist

Robert Sanders - Wildlife Biologist

John Grocholski - Wildlife Technician

Tasks and Accomplishments

- Reviewing and commenting on DNR, USFS, NPS, and USFWS actions
- Grant/Project proposal preparation
- Work on hunting/fishing regulations
- Issued tags and permits to members
- Wolf and coyote research
- Seasonal worker announcement
- Tracking and follow-up of ATC straits incident

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

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat research
- Snowshoe hare population monitoring and habitat research
- Servicing and repairing field equipment

Meetings/Training/Travel/Conference Calls

- Monthly tribal NRDAR conference call
- NRC meeting
- CORA/CWD Meeting
- Massasauga meeting
- ISN Partner meeting
- USFS meeting (Olga)
- Oak wilt seminar
- CWD calls
- Michigan Wildlife Society meeting

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Vacant - Water Quality Specialist

Joshua Beaulaurier - Aquatic/Fisheries Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report to the Director
- Manage budgets for EPA Programs
- Staff Management – ADP
- Communicated with USEPA on approval for additional trainings for staff
- Reviewed Line 5 Documents
- Continued working on mapping projects
- Continued communication with partners on invasive species and wild rice
- Met with staff to discuss current work plans and summer planning
- Coordinated with Project officer on staff changes
- Worked on SOPs for Environmental Staff
- Worked on Recycling Planning for LRBOI Government
- Completed and submitted the PPG Semi-annual report
- Started new PPG grant budget/workplan
- Coordinated with other CORA Tribes and Unified Command for ATC Oil Spill in Straits of Mackinac
- Worked on the new TEA

Meeting/Training/Travel/Conference Calls

- 4/3 Attended regional HHW meeting in Ludington
- Regional Tribal Operations Committee Conference Calls 4/4, 4/11
- TERT Meeting 4/4
- Membership meeting 4/14
- Meeting with FLOW 4/10
- Little Manistee River Watershed meeting 4/19
- RTOC Meeting 4/25-4/26 New Buffalo, MI
- Water Division Conference Call 4/24
- LRBOI All Staff Meeting 4/27

Brownfield Program

Administration /Reports/Data Entry

- Finalized Brownfield Brochure
- Started working on new PPG Workplan

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

- LRBOI All Staff Meeting 4/27

Water Program (106 and 319)

Administration/Reports/Data Entry

- Data for April sampling was entered into LRBOI Database
- Data was uploaded to WQX
- Looked at upcoming work plan for the future.

Field Work and Equipment Maintenance

- April sampling took place

- Prep for May sampling
- Spark plugs changed out on WQ boat
- Anchor rope changed out on WQ Boat

Meeting/Training/Travel/Conference Calls

- Mandatory government wide Staff meeting

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 3/12 and 3/29
- Completed PM 2.5, Monthly Maintenance & QC – 3/12 and 3/29
- Completed PM 2.5, Quarterly Maintenance & QC – 3/29/18
- Completed PM 2.5, Semi-Annual Maintenance & QC – 12/6/17
- Completed PM 2.5, Annual Maintenance & QC – 12/6/17
- Installed new set of PM 2.5 filters – 3/17
- Sent collected PM 2.5 filter samples to MDEQ – 3/6, 3/15 and 3/26
- Completed O3 Multipoint – 3/13, 3/14, 3/17 and 3/29
- 2018 Ozone Monitoring Season started – 3/1

Meeting/Training/Travel/Conference Calls

- Attended an Env Staff mtg – 3/8
- Attended an NRD Staff mtg – 3/13
- Delivered and picked up O3 Analyzers to and from Lansing – 3/14
- Attended 2018 TEPM Conference – 3/19 – 21
- Attended 2018 TEPM Conf follow up mtg with Env Staff – 3/27
- Monthly State, Local, and Tribal Conference Call cancelled – 3/28
- Participated in the Monthly Region 5 Tribal Air Conference Call – 3/29
- Participated in the Monthly USEPA & NTAA Air Policy Update Conference Call – 3/29

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Finalizing the work plan for 2018
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Wild Rice literature Research
- Data review of the 2017 Wild Rice Fish data
- Printing of the Wild Rice Signs to be put at the Harbors and getting the hardware
- Creating a database for all the Wild rice fish data in access
- Helped to create protocols for the scale take of wild rice fish surveys

Field Work and Equipment Maintenance

- Ordered supplies for Wild Rice Fish Community surveys
- Research on future projects dealing with wild rice

- Field gear prep for 2018

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Wild Rice Committee Call 4/18

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

April 2018

Meetings/Conferences/Trainings

- On April 2, 2018, I attended Tribal Council's Agenda Review where I discussed two items that were on the agenda for the upcoming April 4, 2018 Tribal Council meeting. The first item was regarding a resolution that required approval for the BIA to grant an easement to Consumers Energy to install a primary line to the new service panel on the Gathering Grounds parcel. The second item involved approval of a new Building Inspector Agreement with Mark Niesen.
- On April 4, 2018, Jessica Wissner (Enrollment Coordinator) and I met with Larry Romanelli, Tribal Ogema, regarding the upcoming 2020 Census—primarily the LUCA program, where the Tribe will be verifying addresses on Tribal property (primarily Aki Maadiziwin). Marilyn Miller, Tribal Liaison, from the U.S. Census Regional Office in Chicago requested a letter from Ogema Romanelli confirming the Tribe's participation in the LUCA program. This letter was discussed during this meeting, and has been subsequently sent to the U.S. Census Office in Chicago.
- On April 12, 2018, I attended the second meeting of the Policy & Planning Subcommittee for the House Manistee project. The project is headed up by Tamara Buswinka of AES, and its goal is to increase the availability of affordable housing in Manistee County. I volunteered to serve on the subcommittee/work group. The overall objective of the group is to coordinate and create planning & zoning tools to facilitate and encourage greater housing opportunities in Manistee County. This subcommittee will be meeting on a monthly basis until further notice.
- On April 16, 2018, I participated in a webinar sponsored by the U.S. Census Bureau regarding further information and training on the LUCA program.
- On April 24, 2018, I attended the Board of Directors meeting for the Manistee County Community Foundation.
- On April 26, 2018, I meet with Lisa Leedy, Executive Director for the Alliance for Economic Success (AES). She was asking for my input on two committees that are run by AES: the county-wide trails committee and the House Manistee committee.
- On April 27, 2018, I attended a LRBOI Tribal Government Staff Meeting held at the Aki Maadiziwin Community Center.
- On April 30, 2018, I attended a Tribal Council work session regarding the Gathering Grounds Campground.
- On April 26, 2018, I attended the only Construction Task Force meeting for the month of April 2018.

Activities/Accomplishments/Updates

- On April 4, 2018, Tribal Council approved an agreement between the Tribe and Mark Niesen for building inspection services. Since the agreement makes reference to the Tribal Building Ordinance as the guiding document for building inspections, I felt it was important to have the Building Ordinance in place before the agreement was submitted to Tribal Council for approval.
- As indicated in previous reports, the Tribe will be participating in the LUCA program that is run by the U.S. Census Bureau. In early April 2018, we received the first address list from the Census Bureau. The list should have contained addresses on Tribal trust parcels—primarily addresses at Aki Maadiziwin. However, we received an incorrect list containing addresses for a city in

Wyoming. I reported the error and another list was sent to us approximately two weeks later. This second list was also incorrect. I reported the error again and a third list was sent to us during the last week of April 2018. This list was essentially correct and contained Tribal addresses. We will be using this list to compare addresses and reporting the information back to the U.S. Census Bureau. Jessica Wissner (Enrollment Coordinator) will be assisting me in this endeavor. We have 120 days to complete this assignment and anticipate completion well within that time-frame.

- As you are probably aware, on April 4, 2018, Tribal Council approved another resolution authorizing an easement for Consumers Energy for the Gathering Grounds project. This was necessary because Consumers had to resubmit the BIA ROW application without their previous "terms and conditions" attachment. The resolution and new application was sent to the BIA Realty Office in Sault Ste. Marie

I was subsequently informed by Esther Johnson at the BIA Office that two additional items were necessary for her to move forward on easement approval. These were:

- Consumers had to modify their application to request a "50-year easement" rather than a "perpetual easement." This was necessary due to a change in BIA regulations from 2015. This change to the application was made by Consumers and subsequently submitted to the BIA.
- The environmental (NEPA) clearance that we obtained for the Gathering Grounds in 2014 needed to be updated and additional information was necessary. Esther turned this over to the environmental division at the BIA area office. We have since submitted the necessary information.

Although we anticipate approval of the easement by the BIA, we did not receive that approval in April 2018, and therefore it was not included in this report. We do anticipate that the easement will be approved in time for us to get the primary electric connection installed and all other electric facilities hooked up in time for the summer camping/event season.

- On April 25, 2018, I received e-mail confirmation from Bryan Hewitt, our BIA Roads representative in the Great Lakes area office, that there was a response to the Tribal Council letter to the BIA regarding the use of Bilingual Stop Signs on Tribal roads. I received a scanned copy of the letter and provided it to Speaker Riley. The letter was dated January 10, 2018. The letter seemed to indicate that the BIA had denied permission to use the bilingual stop signs on Tribal roads, but there was a sentence in the letter that concerned me. It read as follows: "A copy of this letter will be sent to the FHWA and we will request guidance on your concerns for dual or bilingual signing for your project." This seemed to indicate that the BIA will request guidance from the Federal Highway Administration (FHWA) on this matter. I asked for clarification from Bryan Hewitt whether that sentence meant that the matter was still open for discussion. Bryan is currently checking on this and will get back to me. Once I receive final confirmation on the decision, I will schedule a meeting with Tribal Council to discuss how they would like to handle this matter. I anticipate this meeting will take place sometime in the month of May 2018.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	17
City Assist	13
County Assist	10
Medical Assist	1
MSP Assist	
Other Calls for Service	7
Property Checks	1104
Suspicious Person	2
Suspicious Situation	3
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	14
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	2
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	2
Reckless Driver	2
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	5
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	9
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	2
Assault	
B&E	2
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	1
Death	
Disorderly	1
Domestic Disturbance	6
Drive-Off	3
Drug Violation/VCSA	6
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	1
Intimidation	
Intoxicated Person	
Juvenile Runaway	1
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	1
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	2
Property Damage/PIA	14
Public Peace	2
Resisting	1
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	352.5
Alarm	
Attempt to Locate	2
Boat Dock Checks	
Casino Hours	203.5
Civil Standby	
Community Policing	13
Court Hours	1
Death Notification	
Drug Disposal	
Follow-Up Investigations	87
Found Property	1
Lost Property	
Meetings Attended	
Open Door	4
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	82
Total Reports	82
Training Hours	71
Transport	1
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	6438
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	39.5
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	390
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	8
Paper Service	2
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	9
Vehicle Mileage	2104
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

April 1-6, 2018 Sgt. Robles attended MACP New Chiefs and Executive School in East Lansing, MI.

April 9, 2018 Sgt. Robles and Officer Brown attended C.R.I.M.E. 1,2,3 in Manistee, MI.

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
April

Administrative Hours	182.25
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	2
Assist Hours	1.25
Citation(s)	3
Civil	
Misdemeanor	3
City Assist	3
City Assist Hours	11.5
City Original	
City Orgininal Hours	
Complaints	6
Contacts	46
Court	
Court Hours	
Follow-up(s)	7
Follow-up Hours	20
Federal Citation(s)	
Hours Worked	331.25
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	5.25
Paper Service	1
Possible Trespass	
PR Activities	1
PR Actvities Hours	4
Property Checks	28
Snowmobile Patrol Hours	
Training(s)	31
Training Hours	278.25
Vehicle Mileage	1366
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

April 24, 2018 Officer Johnson-Cook attended Mandatory Reporting and Darkness to light part 1 in Manistee, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: April 2018

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 Tax Officer performed the following (due to the Tax Officer's medical leave of absence and the Tax Office Assistant's absence due to an unexpected death, the statistics below include March and April duties):

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 1 Certificate of Exemption for a RTM vehicle purchase
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 7 Tribal member 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, the Certificate of Exemption process for vehicles, Sales and Use Tax Credit Form 4013, Tax Agreement Area boundaries, and RTM verifications
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, incorrect fuel discounts, duplicate entries, etc. for a total of 1,008 errors. A total of 4,933 receipts were processed and completed by the Tax Office in April
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 February and March 2018 Tribal tax returns from the Little River Casino Resort
12. Issued 6 Tribal Concessionaire's Tax Licenses, all for entertainers selling merchandise on tribal property
13. Monitored outstanding tax assessments; issued one motor fuel warning due to a Motor Fuel Regulation violation
14. Recorded and tallied Blarney Castle invoices for tracking of tax-exempt fuel
15. Processed 0 Tribal Michigan W-4 Withholding Exemption forms
16. Processed 194 address changes/reviews from Enrollment for RTM status updates
17. Processed 34 RTM status and/or address changes

18. Processed 6 RTM status and Proof of Residencies that were received in the month of April
19. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
20. Worked Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Concessionaire's Licenses are issued to entertainers selling merchandise
21. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
22. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
23. Updated motor fuel discount schedule for May 2018 and provided it to the Trading Post
24. Worked with the Utilities Department to receive copies of their BP fuel card statements in order to better track their budget and expenses
25. Worked with Resort staff as necessary regarding questions and procedures of the Trading Post, tax reports, compliance questions, tobacco accounts, surveillance footage reviews, etc. to help with the transition of the c-store and continued monitoring and service to the membership
26. Reviewed paperwork processed, notes, and messages received while on medical leave; followed up with members and/or staff as necessary

Meetings attended this month:

1. Attended mandatory staff meeting on April 27, 2018

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
April 2018 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 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 46 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended weekly meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Attended Michigan Anishinaabek Cultural Preservation & Repatriation Alliance regular quarterly meeting in SSM.
4. Participated in several hiring interviews and processes.
5. Attended regular weekly meetings of HR and Unified Legal.

6. Met with Leads in reference to PAFs.
7. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
8. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
9. Administered, directed and supervised all departmental activities.
10. Approved ADP timecards and PTO requests as lead for the departments I'm Lead for as needed.

The Language Coordinator accomplished the following during this month:

- 1) Delivered 197 reusable cups to all departments for all LRB employees.
- 2) Working on a huge slide show on "language at the workplace" for all employees.
- 3) Worked on script for the play "Escanaba in the moonlight".
- 4) Sent out 2nd call for presenters for language camp.
- 5) Wrote a support letter for LTBB for a grant application.
- 6) Coordinated language camp.
- 7) Coordinated material, script for video shoot for face book page.
- 8) Coordinated the recycle program with elders and delivered 36 reusable cups.
- 9) Posted videos on face book page "Endaaying".
- 10) Processed CD ROM orders.
- 11) Teachings with the elders on Tuesdays.
- 12) Classes at Next Generation on Wednesdays
- 13) Classes with LRB employees and community members on Fridays.
- 14) Responded to Emails and calls about camp, language, CD ROM's, culture.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Supervisor
April 2018, Department Report

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS
UTILITIES DEPARTMENT
MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Replaced Contacts for Blower # 2 SBR
- Routine Maintenance

Billing

Water	\$11,836.66
Sewer	\$16,989.00
Irrigation	\$1,575.84
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$12,757.06
Septage	\$4,639.62
Other	\$279.46
Month Total	\$55,421.64
Yr. to Date Water	\$46,956.78
Yr. to Date Sewer	\$66,112.29
Yr. to Date Fire Suppression	\$29,376.00
Yr. to Date Irrigation	\$6,303.77
Yr. to Date Manistee Township	\$53,511.84
Yr. to Date Septage	\$14,145.92
Other Revenue	\$6,815.00
Credit	\$0.00
Yr. to Date Total	\$223,221.60

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,552,129**
 - a. Peak Flow 84,903**
 - b. Low Flow Gallons 72,274**
 - c. Ave Daily Flow Gallons 85,070**
- 2. Gallons of Treated Waste Water SBR**
 - 1. Influent Gallons 3,034,844**
 - a. Peak Flow Gallons 131,141**
 - b. Low Flow Gallons 92,036**
 - c. Daily Average Gallons 101,161**
 - 2. Effluent Gallons 3,005,461**
 - a. Peak Flow 130,347**
 - b. Low Flow Gallons 88,871**
 - c. Daily Average Gallons 100,182**
 - e. Waste Sludge Gallons 72,000**
 - 3. Lagoon**
 - a. Influent 250,997**
 - b. Peak Flow 15,646**
 - c. Low Flow 0**
 - b. Daily Average Gallons 8,367**
- 3. Septic Sewage**
 - a. Gallons 77,327**

III. Travel and Trainings

Who: Jonathon Robertson
What: Phase 3, Supervisor and Management Training
Where: Northville
When: Apr 9 - 11

Who: Clatus Clyne
What: Pump Training
Where: Bath
When: Apr 18 - 19

Who: Gregory Walters
What: Lagoon Operations
Where: Clare
When: Apr 26