

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 *LB*
Naangwa: Date: May 14, 2019
Maanda Nji: Re: April 2019, Operations Report

We respectfully submit the April 2019, 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, 2019

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

April, 2019 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. **2019 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2019 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 2019 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 2018 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 2015. Indirect Cost Proposals for years 2016

through 2018 have been submitted to the Interior Business Center and we have received proposed Indirect Cost Rates. Work on the 2019 proposal is underway.

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 2020 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 2017 audit took place May 14 - 18, 2018. The firm Rehmann 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, 2017, has been issued to the Tribe with an Audit opinion date of September 28, 2018. The audit presentation took place Tuesday, October 9, at 3:30pm, in the Tribal Council conference room, with the 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, 2018, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects; Elders (10) Complex.** *The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of April.*
 - i. *Elders (10) Complex – Travois - \$3,500.00*
 - ii. *Elders (10) Complex – Wieland - \$221,985.55*
2. **Cash Receipts;** *Daily cash receipts totaled for the month of April, were, \$572,095.44 the General Fund Operating Account had a total of (276) 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 2018. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2018.*
6. **Audit work for 2018 Asset –** *Ongoing working on updating current year purchases, asset control...*
7. **1099MISC. –** *2018 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2018.*
8. *Sending out some of returned 1099MISC as corrected addresses come in.*
9. **BP Card –** *gas card access – Continued updates and changes as it relates to new hires and departures.*
10. **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.*

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Construction Task Force –Weekly Meeting - Thursday – review - Elders Complex.

Other Meetings

April 11 –HR – Employee Manual update

April 16, 19,23,26,30 – Audit Prep meeting.

April – Update meeting – AKI – 2-2019 homes

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. Void Stale dated checks
6. Positive Pay
7. Warriors Society Banking

Meetings Held / Attended – TERT, Audit

Trainings Held / Attended – EPA

Special Tasks / Activities Performed – Audit Prep

Upcoming Projects / Tasks – Audit, Safety Day

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 ten modifications for the following grants: 2019 BIA Self Governance added funding in the amount of \$87,162; ITC Head Start Program added funding in the amount of \$121,030; 2019 BIA Self Governance added funding in the amount of \$55,072; BIA Government to Government IRR Roads added funding in the amount of \$124,296; 2019 IHS Self Governance added funding in the amount of \$4,145; 2018-2020 EPA PPG added funding in the amount of \$41,934; 2019 IHS Self Governance added funding in the amount of \$224,795; 2018 BIA Self Governance added funding in the amount of \$603; 2019 BIA Self Governance added funding in the amount of \$193,818; 2019 IHS Self Governance added funding in the amount of \$2,191. Documents were scanned and placed in the electronic folder 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 four new grants this month: 2018-2019 ITC Home Visiting Expansion in the amount of \$74,808 for the time period of 10/1/18-9/30/19; Community Service Block grant yr. 3 in the amount of \$44,500 for the time period of 3/1/19-2/28/20; 2019-2020 Nutrition Services grant yr. 3 in the amount of \$10,083 for the time period of 4/1/19-3/31/20 and Elders Meals*

yr.3 in the amount of \$116,280 for the time period of 4/1/19-3/31/20.

Grant Program Booklet was created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant file. The funding amount was added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The new grant information was given to the Staff Accountant so that she could set this program up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution. Once the acceptance resolutions were received they were scanned and placed in the electronic folders and originals were placed in the Grant Program Booklet. A notice was sent to Purchasing, Ogema office and Controller letting them know the new grant information. Grant Program Booklets were created for the person who will be administering this grant.

13.Submitted numerous journal entries to Brandy Martin that needed to be made to move expenses to correct grants for the month of April.

14.The Tribe didn't meet their cash match on the 2018 USDA Food Distribution grant so we had to refund USDA in the amount of \$2,191.

15.Set up my 2018 SEFA schedule in preparation for the Auditors that will be here in May. Entered all the grant revenue on the schedule for each award and cross checked that with what was on my cash receipt journal to make sure they balance.

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 Jason Cross a few times each week.
4. Met with Valerie Chandler on different occasions.
5. Met with Lyle Dorr almost on a daily basis.
6. Attended monthly Lead meetings with Jay, Bill, Larry and Mary.
7. Met with Jeff (HR) when he had questions.
8. Attended the GONA webinar on 4/2/19.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 418 payroll vouchers/checks.
2. Verified 32 PAF's this month which included new 5 employee(s), and 2 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 4/12 and 4/26.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.

7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

1. 4/11 – Department meeting with HR to review manual changes.
2. 4/12 – Meeting with Steve and Tammy to discuss NGLC staff improperly paid.

Trainings Held / Attended –

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 EWS system.
5. Prepared form 5080 2019 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in April as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in April as well as the check request for payment of those taxes.
7. Provided HR with accrual reports for Health, Dental, Vision and Life insurances for the month of April.
8. Issued checks for April 1st per capita payment returned direct deposits.
9. Addressing payroll concerns and/or corrections as necessary.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating quick reference guide for payroll processing as necessary.
3. Updating/reviewing employer paid life insurance premiums in ADP as necessary.
4. Ongoing training of payroll Clerk for MIP payroll processing.
5. Working through system/setup issues with MIP payroll, HR and EWS all working together.
6. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
7. Prepared and filed necessary reports/forms for 1st quarter.
8. Remitted quarterly wages to UIA for the 1st quarter.

Upcoming Projects / Tasks –

1. Update MIP payroll procedures to include processing payroll using the HR and EWS modules.
2. Complete new hire entry instructions for HR to use in entering new hires into MIP.
3. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.

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 or 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 –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

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 -4/8 PNC travel card was cancelled due to fraudulent activity, resulting in the need to update all credit card authorization forms for travel beginning in April forward.
2. 4/3 drafted a Construction Management RFP for the construction of two residential homes for Housing.
3. 4/04 contract work in AES balances researched/obtained and forwarded to the Office of the Ogema.
4. 4/7-8 filed claim on damaged freight. PO 190205. Damage done to life raft during shipping by Central Transport.
5. 4/11 HR Manual Changes Meeting with HR.
6. 4/16 Recycle Meeting.
7. 4/22 Planning Project Meeting.
8. 4/25 Pre-bid meeting on Residential House RFP.
9. 4/25 Review meeting on Public Safety Garage.
10. 4/29 drafted a preconstruction flow chart.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 305 packages.
2. Issued 127 receiving reports.
3. Returned 8 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 –

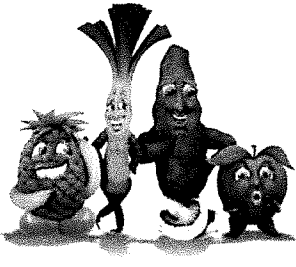
BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2019 Indirect Cost Proposal.
- 4) Working with Interior Business Center on finalization of FY16-FY18 Indirect Cost Proposals
- 5) Worked with Dr. Wever – Expansion of Clinic/Pharmacy Services

Commodities

Ken LaHaye



Food Distribution Program

April 2019 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.

Delivering nutritional foods to clients who qualify for delivery.

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.

Alan Tyler and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye, Alan Tyler, and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for May.

Alan Tyler and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken and Alan conducted deliveries on 4/8, 4/9, and 4/10.

We had 22 deliveries.

Ken is working on Urban Waivers which is an ongoing project.

Ken attended quarterly USDA call.

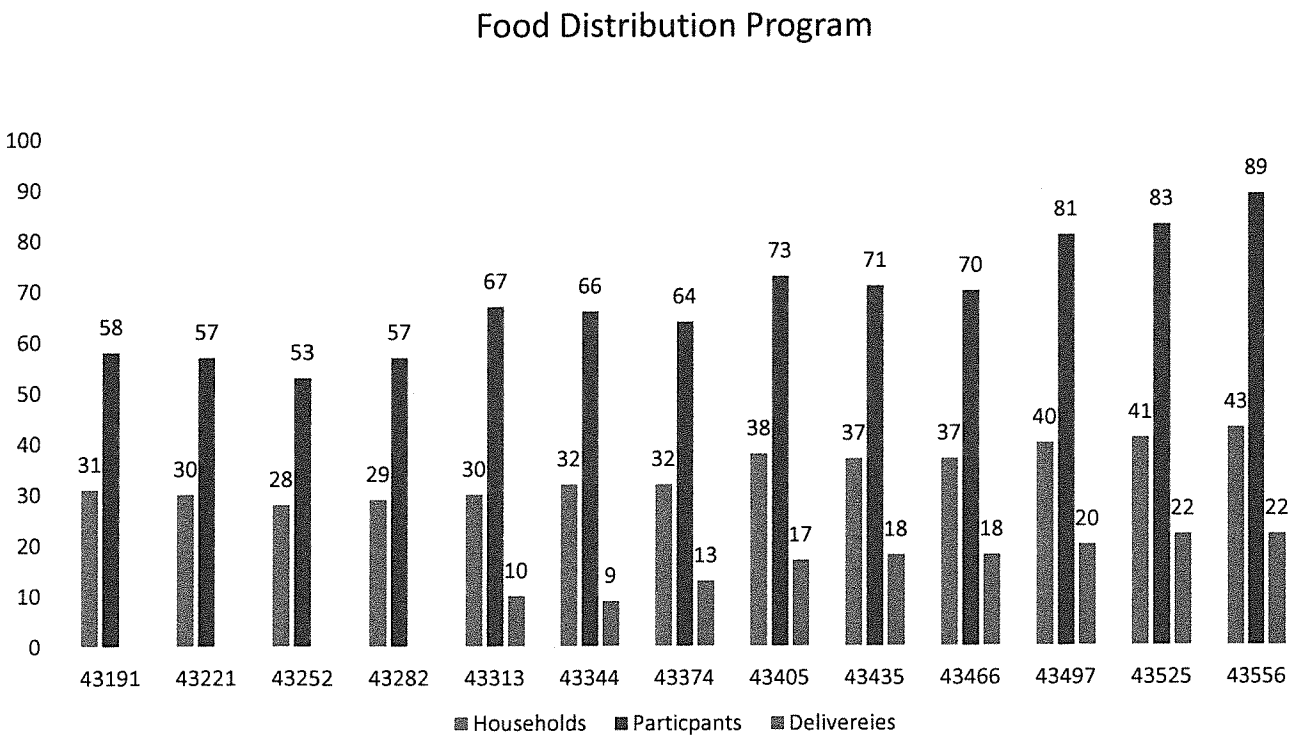
Grand Rapids and Muskegon waivers approved.

Ken, Melanie, and Alan attended membership meeting.

Ken and Melanie attended Great Lakes Food Summit on 4/25/2019 one day.

We received deliveries on 4/4/2019 and 4/8/2019.

This is the monthly participation chart for Food Distribution Program.



Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

April 2019 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: 5 students applied for and received funding for activities totaling \$2000. This is the first year of students having a choice of \$250 for activities and \$250 for school clothing, or \$500 for activities, or \$500 for school clothing; 3 student received senior expenses assistance totaling \$359.13, 1 student received driver's training assistance totaling \$250. 1 student received \$1000 for the 12th grade computer program.
- Higher Education Scholarship: 1 scholarship application was processed for a male university student- total \$2248
- College Book Stipend: 5 book stipends were awarded during the month of April totaling \$2000. 4 awards were 4-8 credits, 4 awards for 9+.
- In April we received 244 student services registrations returned by the deadline date.

During the month of April the following meetings were attended:

Yvonne Parsons attended the Leadership Roundtable at LRRCR April 5

Debra Davis attended the Food Summit at Pokagan Band April 24-26

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2018 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

April Monthly Report - 2019

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 ID's, Per Cap information, direct deposits, check 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 database
- Enter and update direct deposit and check cancelation information into the Per Cap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

Duties Performed

- Mailed out: 9 Applications forms for people seeking membership
- Mailed out: 36 Address change forms
- Created 95 New and Replacement ID's from 04/01/2019 through 04/30/2019
- 267 Addresses changed from 04/01/2019 through 04/30/2019
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 1
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- 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 04/01/2019
- List request of Membership: Tax Office, Member's Assistance, Public Information, Election Board-3 and the Ogema
- Label request of Membership: Elder Committee
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: Election Board, Commerce, Ogema and Tribal Council

- Department Verifications:
 1. Prosecutor 59
 2. Members Assistance 31
 3. Purchased and Referred Care/EHAP 128
 4. Family Services 20
 5. Casino 7
 6. Food Distribution 1
 7. Human Resources 1

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 2 Member passed away for the Bereavement Fund
- Sent out 2 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 4 Tuition Waiver Verifications
- 682 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Leadership Roundtable – April 5th
- Membership Meeting – April 13th
- Enrollment Commission Meeting – April 23rd

Enrollment Statistics

- Total Membership: 4,198
- Total number of Elders: 1,363
- Total number of Adults (18-54): 2,463
- Total number of Minors (0-17): 372
- Total Tribal Members living in:
 - 9 County Area: 1,726
 - Outside 9 County Area: 2,351
 - Michigan: 2,710
 - Outside Michigan: 1,367
 - Undeliverable Addresses: 121

Family Services
Jason Cross

Family Services Department

April 2019 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	1
Muskegon	2
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	2
Total	5

Open Cases.....66

Total number of Tribal members served in open cases: 70

Total number of descendants served in open cases: 17

Total number of individuals served in open cases: 126

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.

	Manistee	Mason	Lake	Ottawa	Muskegon	Ozama	Wexford	Kent	Newlygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	3	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	1	0	0	0	2	0	1	0	0	1
Stephanie Persenaire Intakes	1	0	0	0	0	0	0	0	0	0
Stephanie Persenaire Open Cases	1	1	0	0	2	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	1	0	0	0	0	1
Amanda McQueen Open Cases	2	0	0	0	4	0	1	1	0	1
Worker Monthly Totals	8	1	0	0	9	0	2	1	0	3

[illegible]

Total number living in homes served	0	0	0	0	4	0	0	0	0	10
Total number of Tribal Citizens living in homes served	0	0	0	0	2	0	0	0	0	4
Total number of descendants living in homes served	0	0	0	0	2	0	0	0	0	1
Total number of children living in homes served	0	0	0	0	3	0	0	0	0	7
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	1	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	1	0	0	0	0	4
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	1	0	0	0	0	5
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	3
Non-Tribal Foster	0	0	0	0	0	0	0	0	0	0
Home	0	0	0	0	1	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	2
Home Visits	0	0	0	0	3	0	0	0	0	2
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojeek	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	0	0	0	0	16	0	0	0	0	26
Contacts with LRBOI departments	0	0	0	0	2	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	4	0	0	0	36	0	0	0	0	64

	9	0	0	0	10	0	5	1	0	7
Total number living in homes served	3	0	0	0	6	0	1	1	0	3
Total number of Tribal Citizens living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of descendants living in homes served	3	0	0	0	2	0	3	0	0	4
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	1
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	1
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	1	0	0	0	0	0	1	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	1	0	0	0	5	0	0	1	0	1
Court appearances	0	0	0	0	0	0	0	0	0	1
Home Visits	2	0	0	0	7	0	0	1	0	3
Case Reviews	2	0	0	0	4	0	1	1	0	2
Binojecek	1	0	0	0	1	0	1	0	0	1
Contacts with outside agencies	10	0	0	0	13	0	6	7	0	9
Contacts with LRSOJ departments	4	0	0	0	5	0	0	2	0	3
Tribal Elders	1	0	0	0	1	0	0	0	0	0

LRBOI Victim Services Program Monthly Report
April 2019

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (2); New Intake(s) (1); Cases closed (2)
 - Provided: advocacy, transportation, legal assistance, safety planning, and judicial advocacy.
- Attended (1) court hearing
- Had (5) client face to face meetings; (1) transports

Collaboration Efforts

- 4/16 - VSP Task Force meeting
- 4/18 – UTFAV board meeting
- 4/24 – Muskegon Family Court meeting
- 4/24 – Muskegon CAC board meeting
- 4/24 – Muskegon Women’s Veteran meeting
- 4/26 – MCEDSV Emerging Leaders Zoom meeting

Travel & Training

- 4/7 – 4/11 – Crimes Against Women Conference

Outreach/Education

- N/A

Grants

- 4/25 – SDVCJ Tribal Criminal Jurisdiction implementation meeting

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (3); New Intake(s) (1); Cases closed (1)
- Provided: Ed. Material, Transportation assistance, and Legal Assistance Services
- Attended (1) court hearing
- Face to face meetings w/clients (5)

Collaboration Efforts

- 4/4 – Ocean’s Home Partnership meeting
- 4/25 – Muskegon Co. Case Manager meeting
- 4/25 – Muskegon Co. Homeless COC meeting
- 4/25 – Kent Co. DVCCRT meeting

Training/Webinars

- 4/8 – Campus SA, Empowerment Model, & Talk to Parents about CSC (3 webinars)
- 4/10 – Support Group, Children SA, Commercial SA Boys & Youth (4 webinars)
- 4/11 – Providing Advocacy to Children, SA w/Teens, Survivor Programs (3 webinars)
- 4/12 – SA Track-Kits & DV, SA, Mental Health trauma (2 webinars)
- 4/17 – Women Experiencing Substance Abuse trauma & Addressing DV (2 webinars)
- 4/18 – Your Brain & Trauma, SU Trauma w/DV, SA, & Family Support (3 webinars)
- 4/19 – Applying a Trauma Informed Approach to Our Work
- 4/21 – 4/24 – MCEDSV SA Across Lifespan Training (Lansing)
- 4/29 – DV in Collaborating w/parent, Compassion Care, & Tribal CJS (3 webinars)

Outreach/Education

- 4/2 – Baker College resource table
- 4/6 – GVSU Pow Wow resource table
- 4/16 – Muskegon Comm. College resource table
- 4/29 – EWP SA Event “I Am Evidence”
- Distributed SA Awareness Kits to Community Members

Michol Tanner (Manistee Outreach Specialist)**Advocacy/Case Management**

- Current: Open Cases: (1); New Intake(s) (0); Cases closed (0)
 - Provided: crisis advocacy, financial assistance w/food, fuel, and heating bill.
- Had (5) client face to face meetings
- Provided (3) client transportations
- Had (11) telephone contacts

Collaboration Efforts

- 4/2 – HSCB meeting
- 4/25 – SEA meeting
- 4/26 – DV Task Force Meeting; OASIS in Cadillac

Training/Webinars

- 4/4 – Opioid Symposium Summit
- 4/16 - 4/19 – MCEDSV’S New Service Provider Training
- 4/23/19 – Fostering Resilience in Children Traumatized by DV in Collaboration
- 4/23/19 – AOT The Rights of Victims (webinar)
- 4/23/19 – AOT Safety Planning for DV, SA, and Stalking Victims (webinar)
- 4/24/19 – AOT Elder Abuse in Indian Country (webinar)
- 4/24/19 – AOT DV in Indian Country (webinar)
- 4/24/19 – AOT Effective Advocacy Practice (webinar)
- 4/24/19 – Marketing Strategies for Non-Profit Organ./SEO Optimization (webinar)
- 4/25/19 – AOT Advocating for Victims with Disabilities (webinar)

Next Generation Learning Center-February 2019

Times of Care: Monday-Friday 5:30a-9:00p

Enrollment Statistics:

108 Children are on a wait list-the majority are below the age of three years old.

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	11	5	6	6	2	6
Toddler Classroom (2-3 years old)	17	5	12	4	2	4
Maple Preschool (GSRP)	17	16	1	4	0	2
Poplar Preschool (Head Start)	17	17	0	8	3	7
Cedar Preschool (Head Start/Tuition)	24	16	8	3	5	4
School Age (5-12 years)	41	0 School in Session	41	6	4	5
Totals	127	59	68	31	16	28
Percentages		46	54	24	94	22

Current Center Happenings:

- NGLC has 58 children attending one of our preschool programs. We now offer three different preschool programs for families-two of these programs are free to families that qualify. Three children are currently on a wait list for Head Start.
- NGLC is currently seeking applicants for Lead Cook, and (4) Teacher's Aides.
- Michigan Department of Education toured NGLC and held a discussion on the complications of childcare subsidy and collaboration with community Head Start partners.
- Thirteen NGLC staff members attended the MiAEYC conference in Grand Rapids. There were over 130 breakout sessions for teachers to choose from, and individualize their professional development. These trainings are necessary for licensing purposes.
- West Shore Community College Early Childhood Program students toured the center as part of their classroom experience.
- Michigan Works continues to be within the center on Wednesdays and now Fridays as a satellite location. Since collaborating with NGLC they've seen an increase in participants that attend the satellite location.
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning. He will be working with Holly in the upcoming year to discuss a children's pow-wow next year for Head Start families.

- Angela Schwandt from the Family Services Dept. observes children within our classrooms once a month to offer social emotional support to children and teachers, ideas of interventions, and behavior management
- Lisa Morley is teaching a CDA class for NGLC teacher's aides and community members at NGLC. This class occurs every Saturday from 9-4:30p.
- Jason and Holly are working with Manistee Area Chamber of Commerce to set up a round table event with state representatives on the importance of early childhood education funding and child care focus in Michigan
- Twelve 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. Early On continue to hold their monthly playgroups at NGLC.
- The NGLC bus is still in Grand Rapids at the Hoekstra dealership getting a recall fixed and general maligance.
- NGLC children attended a dental day on April 10th for screenings and cleanings at North West Michigan Health Services Inc.
- Holly continues to be part of the leadership roundtable events and talent acquisition workgroups; as well as the Manistee Community Foundation Leadership Learning Lab
- NGLC has hired an in-take specialist.
- Head Start received funding for a year round program-which will now conclude in August.

Closures:

- No closures during the month of April

Upcoming Events:

- May 10-Inter-Tribal Council of Michigan Head Start Policy Council Pow Wow in Grand Rapids
- May 13-Meeting with Michigan representatives at Manistee Chamber of Commerce
- May 23-Last Day programming for Great Start Readiness (GSRP) Preschool Children

LRBOI Be Da Bin Behavioral Health April 2019 Report

This is the report for Be Da Bin Behavioral Health Program. Staff for Be Da Bin include: Dottie Batchelder, Chemical Dependency Counselor; Sujean Drake, Mental Health Counselor/Tele-psych; Angela Schwandt, Mental Health Counselor; Charlotte Campbell, new Case manager/Intake; and James Gibson, Traditional Healer, contractual.

April 1, 2019, Angela, Charlotte, Sujean, and Dottie attended the training in Traverse City, MI called "In the Realm of Hungry Ghosts: Close Encounters with Addiction".

April 2, 2019, all staff attended the Webinar with the Ogema and Tribal Council representatives on the LRBOI/TLOA/TAP (Tribal Action Plan)/GONA (Gathering of Native Americans) presentation from SAMHSA (Substance Abuse and Mental Health Services Administration).

April 4, 2019, the Regional Opioid Symposium was held at the Little River Casino and Resort with 265 participants. This was funded mostly by the Tribal Opioid Prevention Grant. All staff attended and worked event.

April 8, 2019, Angela, Sujean, and Dottie attended the training "Behavioral Treatment of Chronic Pain" also in Traverse City, MI.

April 9, 2019, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

April 9-12, 2019, Angela, Charlotte, Sujean, and Jason Cross, Family Services Director, attended the Tribal Opioid Response Meeting for the SAMHSA Grant at Mystic Lake Hotel and Casino, Minnesota.

April 5, 2019, Jason Cross, Family Services Director, and Dottie Batchelder, Chemical Dependency Counselor, attended planning calls with SAMHSA Technical Center to do with the TOP grant.

April 16, 2019, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

Be Da Bin Staff: Dottie Batchelder was very busy with the Regional Opioid Symposium on April 4, 2019, planning the Wellness Walk, and the presentation of the Tall Cop coming up. This month she has attended the Northern Michigan Recovery Residences Board meeting, SEA meeting, planning meetings for the events with opioid epidemic community partners, Grant planning meetings, and seeing clients. Sujean Drake has been busy with the Mental Health Block Grant (tele-psych), Focus Group Meeting planning, and seeing clients. Angela Schwandt is seeing clients and assisting with the tele psych/focus group. She also meets with Sujean for learning/training of services. Charlotte worked with the Traditional Healer. Charlotte Campbell is working on learning her position, doing intakes, and assisting with clients.

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor:

22/6 Individual/Recovery Clients (8 possible discharge)

142 Client Contacts for Services

180 Counseling/Administration Hours Delivered

Total Training/Client Service Delivery: 489

Mental Health Counselor/Tele-psychiatry:

26 Individual Clients

41 Client Contacts for Services

118 Counseling/Administration Hours Delivered

Total Training/Client Service Delivery: 257

Mental Health Counselor:

18 Individual Clients

23 individual sessions

3 Next Generation Learning Center observations

To get on the RPMS system soon.

Case Manager/Intake:

2 Intakes and to get on RPMS soon

Traditional Healing: 7 Individual Client Contacts

Had many no shows this month

Respectfully,

Dottie Batchelder

Departmental Monthly Events & Needs

Meetings:

HSCB Meeting – 4/2/19
Leadership roundtable – 4/5/19
DHHS meeting – 4/3/19
TOR Grant call – 4/5/19
ITC Head Start meeting – 4/8/19
MDE on site visit – 4/19/19
SDVCJ Grant meeting – 4/25/19
CIT meeting – 4/25/19
Americore Vista call – 4/29/19

Travel and Trainings:

Hosted Opioid Symposium – 4/4/19
Hosted Tribal State Partnership – 4/17/19 – 4/18/19
ICWA presentation at DHHS conference – 4/24/19

Court

LRBOI -3

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 2019

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:

- ∅ 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

- ∞ As of 3/16/2019 the housing grant we have been waiting on has not be posted (I heard from the housing Director in the Sualt Ste Marie (Feb 2019) at the Renewable Energy Conf, that the monies are still allocated, but they have not been released yet):

Based on information from the GLIHA quarterly meeting (May 1, 2018 at Soaring Eagle) that Frank had me attend with Michelle and him, an upcoming competitive grant Recovery Act Development Process (RADP) in August or September. We received \$2M a few years ago when it came out. It will be important to have a Housing Director in place when going for this grant as these grants ask for credentials of management personnel.

Clinic:

- ∅ No Active applications or projects

Court:

- ∅ No Active applications or projects

Family Services/ Be-Da-Bin:

- ∞ Jason and I trade statistical information with each other as we come across it for use in future grant applications.

Food Distribution: (We are waiting for responses on the two applications below as described)

- ∞ HUD has a \$700,000 matching grant available for Tribe infrastructure that was submitted due Jan 7, 2019. HUD announced that they would extend the submission deadline to March 20, 2019. This means that the award announcement will not be made until July of 2019.
- ∞ Applied for a grant from the Shakopee Mdewakanton Sioux Community (SMSC) for up to \$130,000. LRBOI is requesting SMSC grant support not to exceed \$130,000; should the low bid be in excess of \$700,000. Upon securing bids, LRBOI would submit documentation of the winning bids to SMSC and request the amount over \$700,000 for funding. Should hear back on this by May sometime.

Historic Preservation:

- ∅ Nothing new, but regularly meet with Jay for support on historical prospective when writing grants. Also, working with him on special project under his Lead title: Big Blue Electrical Upgrade and Big Brown trailer replacement at Public Safety.

Maintenance:

- ∞ **Big Blue Electric upgrade:** The Consumers Energy subcontractor did some inside work in early February: Consumers has contacted me to say they can put us on the schedule. The work should be completed before June.

Natural Resources:

- ∅ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The temporary trailer was relocated a 2nd time due to plans for the location of the new PS Garage. Tom's EPA monitoring equipment needs to be relocated to the trailer once set. Once the trailer is relocated and provided power, the vendor can come in and move Tom's equipment. This should be done by April 15th.

Public Safety:

- ∞ **New Car Garage for 2019:** Robert would like garages for his vehicles. The new structure will go where the Brown modular is currently, that we are removing. Michelle L. has assisted in trying to secure bids for a design build. It is hoped that the project can be completed by the end of July, 2019.

Water/Waste/Renewable Energy:

- **Attended the 1st Annual Midwest Tribal Renewable Energy Workshop** : After attending the 4th Annual Tribal Renewable Energy Conference, I was invited by a couple of tribal representatives in the MTERA group to attend their workshop which is specifically geared toward Midwest tribes. After reviewing with the Leads, I asked Gary Lewis (who invited Diane Kerr) to attend in order to get a proper prospective as to the potential for Little River to get into Renewable Energy.

Upon returning (due to the great information we received), Gary is leading an effort to form a workgroup to explore the steps and develop a plan to present to the Ogema and Council regarding our renewable energy options.

Special Projects:

- ∞ **Document Management System:** The initial install of the system has occurred. Solidcircle will be working with IT, Legal, Council Admin Assistants and Rebecca Gohl (re: website application) over the coming month.

- ∞ **Continue** on the TERT committee:

Allison held a Hazardous Spill Response training at the Casino on April 18th. It was very informative and provided us with State of MI contacts to assist with spill response. EPA Region 5 staff presented, the Coast Guard response team was there and private sector rail and pipeline representatives presented.

I have been asked by FEMA to attend the planning session for the 5th Annual Tribal Center for Domestic Preparedness Week. It is paid for by FEMA and provides contacts with both Federal and Tribal partners that can provide resources and instruction to aid with our response preparations.

- **US-31/M-22 Roundabout Project:** Working with Steve Parsons re: Applying for grants/funding to install a roundabout at the intersection of US-31 and M-22. It appears that the project, which was recommended in the 2015 Risk Assessment Report, can be completed with little to no cost to the Little River. Steve has received a letter from MDOT that they will match up to half of the project estimated to cost between \$1.5M and \$1.8M. It would be completed in 2020.

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

From: Daryl Wever, DPM, MPH, Health Director/Physician
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Keith Jacque, Chief Pharmacist

Date: May 10th, 2019

Re: May 2019 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 2019. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Dr. Daryl B. Wever, Director of Health Services met with the Ogema and Tom St. Dennis in regards to the Muskegon Clinic office building and Pharmacy. The discussion was made that EDC to look into purchasing the building and we as a Tribe would lease from EDC at a lower rate. The Director of Health Services will be presenting to the Board of EDC on May 29th, 2019. Director Wever will present all information to the Tribal Council for their final approval. This matter will be presented for agenda in an open forum to discuss the leasing options.

Dr. Daryl B. Wever also spoke with the Ogema in regards to sending out a mass newsletter to all the Head of Households of the 1,288 members that we currently service. The letter will inform members about Dr. Wever, the Foot and Ankle Specialist and exciting opportunities in the Muskegon area. The Ogema approved the list and labels to be sent to tribal members and if they would like to join the discussion at the open tribal council meeting they are welcome to join. Dr. Wever has also spoken with Rebecca in Public Affairs, about sending an email, Newsletter and Facebook notification about Dr. Wever's services and the possibilities in Muskegon. Tribal members then can contact their tribal council members directly if they are in favor or against the Muskegon clinic and pharmacy distribution. Legal team was contacted and Rebecca stated there is no legal issue with sending newsletters and updates of what has been occurring.

Dr. Daryl B. Wever spoke with IT and they are going to be putting in 4 key card locks on the remaining doors that do not have currently. Also, IT stated they will be putting in a handicap power operated door button leading out of the clinic. Providers have noticed the difficulties with patients exiting with assisted devices.

The Director of Health Services spoke with IT too in regards to Cable and possible TV setup in the waiting room for weather and the NEWS. The sound part will also help to drown out patient's information being presented at the check-in and registrar stations.

The radio system in the clinic is outdated and poor signal, therefore Sirius XM Bose radio system will be set into place in the front and back areas of the clinic.

The Director of Health Services has met with Human Resources for job descriptions regarding postings this summer for Part-Time internal medicine, Part-Time Ortho, Full- Time Lab Technician for drug screenings, and a Full-Time Medical Assistant.

The Director of Health Services has also spoken to IHS about the Dental funding and to be submitted by June 28th, 2019. An Architect has been contacted that has been used by EDC Tom St. Dennis and they are setting up a plan of what it may look like. I have spoken to the Ogema about the Dental program and if approved, the Tribal Council will be presented with the info if they want the funding and if so where they would like the building located. The 105(L) will be submitted once the projects are accepted to pay the overhead utilities and the HOA fees. These forms cannot be submitted until the building and projects have been confirmed. IHS has been involved weekly.

April 13, 2019 – Gina Dahlke, PRC/EHAP Supervisor and Janice Grant, Clinic Supervisor attended the Membership Meeting to represent the department at our department table.

Forest County Pottawatomini Insurance Department submitted 78 claims on behalf of Little River in the amount of \$15,324.60 for third party reimbursement.

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

CLINIC OPERATIONS:

276 patients scheduled
26 patients NO-SHOW to scheduled appointments
27 patients provided SAME DAY appointments for emergent matters**
75 cancelled appointments
202 patients attending CLINIC PHYSICIAN appointments**
58 patients PHONE TRIAGE**
650 Chart Reviews – notifications to providers requiring action by providers and staff**
82 Clinic Referrals – requiring action by providers and staff
TOTAL PATIENTS SEEN IN APRIL (Total Patient Volume): 920

Diabetic patients:	67
Flu Vaccines:	0
Injections:	37
Nursing Visits:	10 **
On-site Labs:	143

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,481

DIRECT CALLS TO CLINIC OPERATIONS: 376

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 927

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 41

TRAVEL HOURS: 132

SERVICE HOURS: 39

NUMBER SERVED: 41

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 183 hours

COMMUNITY VISITS: 28
TRAVEL HOURS: 4 ½
SERVICE HOURS: 6
NUMBER SERVED: 28

HOME VISITS: 11
TRAVEL HOURS: 24
SERVICE HOURS: 11
NUMBER SERVED: 11

GOV'T BUILDING VISITS: 2
SERVICE HOURS: 1
NUMBER SERVED: 2

PHONE CALLS: 141
CALLS – UNABLE TO CONTACT: 105
HOME VISITS SCHEDULED: 16
HOME VISITS REFUSED: 20
HOME VISITS CANCELLED BY PATIENT: 5
HOME VISITS RESCHEDULED: 3
HOME VISITS CANCELLED BY CHR: 3
DUE TO TRANSPORT: 3
DUE TO ILLNESS: 0
HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 4 (included in number served & clients served)
TRAVEL HOURS: 2
SERVICE HOURS: 2
NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 162 ½

TOTAL SERVICE HOURS: 59

TOTAL CLIENTS SERVED: 86

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$144,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2022

TOTAL PRC PAID IN APRIL: \$ 88,873.36

PHARMACY/OTHER: \$ 40,845.34

DENTAL: \$ 15,585.70

TOTAL PATIENTS: 258 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 622

TOTAL CLAIMS ENTERED: 684

TOTAL PRC PAID 2019: \$ 487,600.87

TOTAL EHAP PAID IN APRIL: \$ 55,191.40

TOTAL EHAP PAID 2019: \$ 179,085.25

TOTAL ENROLLED EHAP/LRBOI: 1339

NEW APPLICATIONS MAILED OR GIVEN: 36

REASSESSMENTS MAILED OR GIVEN: 119

MEDICARE LIKE RATE (MLR) Savings for APRIL 2019

Claims submitted:	59	\$ 81,729.06 (total submitted)
		<u>-\$ 22,775.42(what we paid)</u>
		\$ 58,953.64(total savings)

PATIENT BENEFIT COORDINATORS: APRIL 2019

Assisted with on-line applications: 2

Webinars/Trainings: 0

Phone calls: 187

New Patient Registration: 11

Established Patient Registration: 108

Referrals to Other Departments: 0

**Teresa Callis currently performs Reception duties as she is on work restrictions and Roberta Davis performs the daily Patient Registration duties for the clinic patients.

PHARMACY

Active patients: 322

Prescriptions filled: 1333

Insurance charges: \$121,240.67

Insurance payments received: \$102,552.46

Non-member cash/copays received: \$556.30

PRC-equivalent write offs:

LRBOI: \$30,031.32

Other Tribes: \$535.14

TOTAL: \$30,566.46

Housing
Vacant a director



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For April 2019

Staff

Michelle Pepera – Administrative Assistant

Chad Gehrke – Grants Clerk

Jim Stuck – Housing Maintenance Technician

Stephen (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. April 23, we had an onsite visit with Travois Design & Construction Services. Flooring has been installed in the units and cabinet installation is ongoing. Trim has started to go up in the units and the community portion of the building is getting ready for doors. The wood ceiling was onsite, and the subs were getting ready for installation. Siding has started to go up on the exterior of the building. Wieland believes the project is on schedule to meet the July 2019 completion date. (see attached photo's)
- B. The Housing Department attended the Membership meeting on April 13, 2019. We had an informational table during the morning for the members which was well attended.
- C. On April 25, 2019, the Housing Department held a pre-construction meeting for the 2019 – Aki Fair Market homes.
- D. Matthew Alexander, Maintenance Tech attended a TPC Training on Air Conditioning and Refrigeration.
- E. The department met three times this month with Elise McGowan-Cuellan, Staff Attorney's and Bill Willis, Members Services Lead.
- F. The Housing Department is down to 3 Maintenance Technician.
- G. During the month the Department performed the following activities.
 - Lease renewals due during the month: 4
 - Leases renewed: 6
 - New leases: 0
 - Annual Inspections: 5
 - Move-out Inspections: 1
 - Move outs: 0
 - Transfers: 1

H. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2019 in the amount of \$75,000.

Applications received this month: 2

Number of Awards made during the month: 2

Amount of Awards made for the Month: \$10,000.00

Total Number of Awards made during the Year: 7

Total Amount of Awards for the Year: \$30,701.00

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 4

B. Termination Notice(s) issued: 1

C. Notice(s) to Vacate or Renew: 1

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 69 rental units in total of which 67 were rented giving us an occupancy rating of 98%.

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 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

N/A

VI. Plans for the Future.

A. Continue construction of the Elders Apartment Complex at Aki maadiziwin.

B. Planning and Construction of the 2019 2-Fair market homes

C. Directional sign at the entryway into the community

D. Other Information

A. None

**End of Report
Michelle L. Pepera
Administrative Assistant
May 3, 2019**

Attachments: April 2019 daily maintenance log
April Construction photos of the Elder's Complex

Cc: File

**Housing 2019
Daily Worksheet**

Date 4-1 Continued @ 2589 OC, Mileage and EDM paperwork, receipts

4-2 2724 - Cleared main drain 2662 - Put screens in 2676
Put in Screens (window) cont. 2709 oc. move out 2597 - checked
Garage door opener.

Date 4-2 Pulled Carpet at 2684 for Dr. Rite Restoration; Paint &
Caulked bathroom. Adjusted Garage door track, Replaced Attic door, got
Model #'s at 2621, Changed Fill valve at 2719 cont.
at 2589 & 4-1
Continued @ 2589 and 2709 OC

Date 4-3 Pulled toilet and removed tank and reinstalled toilet recaulked
tubs @ 2670 OC, looked @ Garage Door opener @ 2597 OC
need to order safety eyes, Continued @ 2709 OC, Started organizing
Cold area of Shop

Date 4-4 Continued @ 2709 OC,
Annual Housing Commission Meeting

Date 4-5 Removed Broken Microwave bulb, cleaned exhaust fan, checked
Condensation pump @ 2641 OC, Continued @ 2709 OC
Replaced light bulbs (rental supplied) Picked up microwave to be
replaced checked toilet, repaired Storm Door on Garage entrance @ 2723 OC

Thank you for filling out this Daily Worksheet

Housing 2019 Daily Worksheet

Date 4-8 Continued @ 2709 OC Handled in Keys/Remote for 2589 OC
Got Down Broom attachment started sweeping walks, Reinstalled
Closet shelf, Toilet paper holder, Shingles, checked stove need to
order heating (oven) element @ 2644 OC
Receipts/workorders handled in

Date 4-9 Continued @ 2709 OC, Check water leak @ 2635 OC
Got quote for Microwave for 2723 OC, swept sidewalks
Took supplies done with from 2709 to shop refilled and sorted
organized for next vacant

Date 4-10 Hooked up and tested Dishwasher from 2581 OC
Swept sidewalks, Picked up Microwave from Comfortcenter
Cont at 2909 - Caulked window above shower, installed extension garage
door at 2597 - Tenant's Daughter Backed into our 2005 Grey
Silverado - Reported Accident to dispatch. Damage to Passenger
Wheel well & Passenger Door

Date 4-11 Salted walls, Took salt tablets and shovels to shop
hooked up and tested gas Dryer works Fine Labeled and stored
for backup use, hooked up and tested washing machine works Fine
Labeled and stored for back up unit, Clean & organize shop area
Replaced Toilet Flush handle @ 2677 OC

Date 4-12 Repaired Microwave for back up counter unit, organize winter
equipment, Installed new Microwave @ 2723 OC, installed new
electric stove oven element @ 2644 OC Handled in Completed workorders
Made plaque for ceremonial shovel

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 4-22 Caulked counter top and shower, and side splash @ 26062 OC
Unclogged drain @ 27230C Marked out lots for new units 84, 85
power washed plowes, salters, blower, broom worked on shovel
plowes - Dug up Plot Stakes

Date 4-23 Appraised & cleaned a Extra Microwave; Cleaned Dryer, Picked
up Toyota from Big Blue - Completed shovel plowes, Looked @
cabinets @ Home Depot to compare to cabinets @ 25810C
Clean wood shop area

Date 4-24 Checked and marked lights that are out or partial out
inner, outer Circle, Repaired and reassembled and tested back up
Dryer, stored Dryer.

Date 4-25 Picked up trash, pulled broken sign post, Installed
heating element in stove top @ 25961C, Got Quote for mower

Date 4-26 Installed new condensation pump @ 2641 OC,
Organized Shop area, started ~~the~~ prepping summer equipment

EOM paper work

Thank you for filling out this Daily Worksheet









Human Resources
Jeff Simpkins

To: Ogema Romanelli
From: J. Simpkins
Subject: April 2019 HR Department Report
Date: 5/10/19

Department Purpose: Professionally strengthen our community through a great H.R. experience.

HR Primary Mission: Work in partnership with leaders and team members to drive quality H.R. service through the employee life cycle that develops opportunity and enhances our endless potential.

1) New Director Introduction

- a) Continuation of the 2019 HR Work Plan.
 - i) 11 of 18 planned tasks complete.

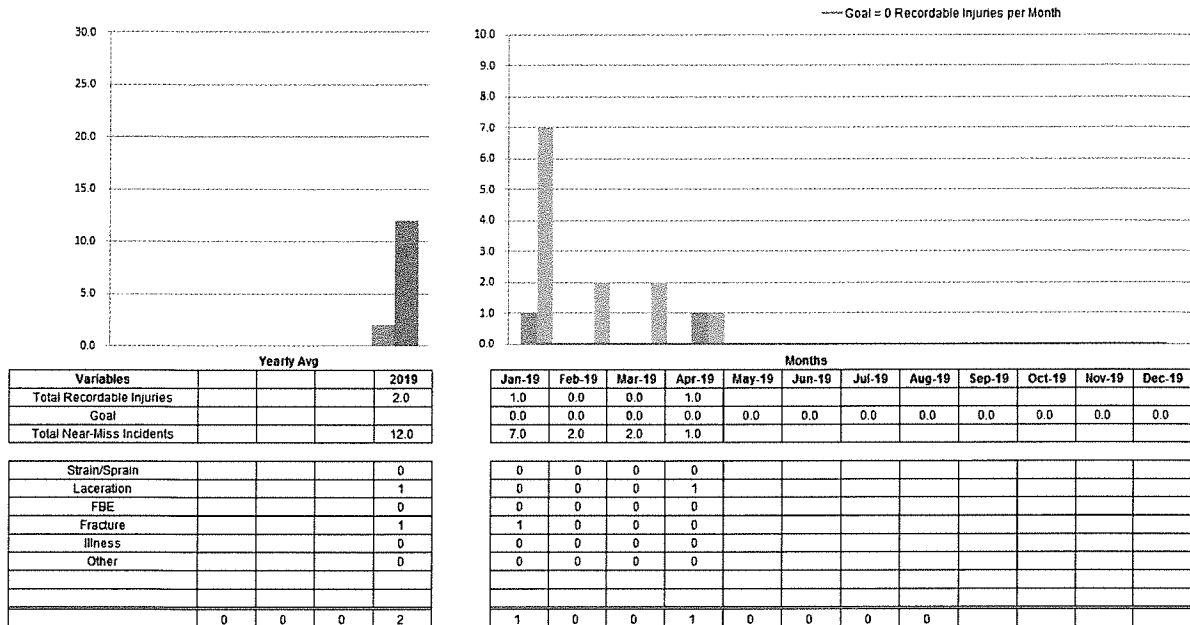
2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Improvement Plan in-process, approximately 75% complete, due 5/31.
 - (2) Number of Open positions increased from 4 to 8.
 - (3) Continued with test changes to the Selection process that will improve process efficiency. Electronic Selection Panels continue. Improved the interview scheduling process.
 - (4) No change to Recruiting Work Priority: 1 – NGLC, 2 – IT, 3 – All Others. Assigned 2 additional HR resources to NGLC recruiting due to open positions.
- b) Staffing
 - i) See chart below.
- c) Recruit Applicants
 - i) Action:
 - (1) Expand online posting locations to include Indeed, LinkedIn and Michigan Talent Connect.
 - ii) Result: HR received an additional 23 applications during April. This brings the total in 2019 to 170.

5) Safety

- i) Recordable Injuries: 1
- ii) Near Miss/1st Aid: 1

Safety (Recordable Injuries and Near-Miss Incidents)



6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02

CURRENTLY EMPLOYED						
April 2019						
	TM	NA	D	S	NP	TOTAL
EXECUTIVE	74	8	8	8	59	157
GAMING	10	1	1	3	15	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	4	0	0	1	3	8
TOTAL	99	11	9	12	78	209
Prior Month						
EXECUTIVE	74	8	8	8	56	154
GAMING	10	1	1	3	15	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	4	0	0	1	3	8
TOTAL	99	11	9	12	75	206

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
April 2019

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. IT Department is now at 66% staffing. Day to day operations, remain the priority, some projects have restarted.

2. Mandatory IT Projects by order of priority:

- a. Telephone system upgrade or replace. E911 compliance required by 12/31/2019, current system not capable. Least costly option is to go with cloud-based system. Due Date 12/31/19
- b. Windows 7 End of Life. Microsoft operating system Windows 7 will be at end of life on January 14th 2019 and will no longer be support all Windows 7 systems must be upgraded to Windows 10. Due Date 12/31/19 –there are 40 computers requiring replacement.
- c. Windows Server 2008 End of Life. Microsoft operating system Windows Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows Server 2008 systems must be upgraded to Windows Server 2016 or Windows Server 2019. Due Date 12/31/19 – there are 9 servers needing upgrading.
- d. Windows SQL Server 2008 End of Life. Microsoft operating system Windows SQL Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows SQL Server 2008 systems must be upgraded to Windows SQL Server 2017. Due Date 12/31/19 there a 5 servers that need to be upgraded and we will need to upgrade the software running on those five servers.
- e. Solid Circle Document Management System installed and setup. The document management system first priority is to assist the new website and the Unified Legal Department.
- f. Muskegon Clinic & Pharmacy project planning. This project is in the early planning phase but has 2019 completion date.
- g. Security Upgrades:
 - i. Government Center Parking Lot Camera System (Due Date TBD).
 - ii. NRD Camera System (Due Date TBD).
 - iii. NGLC Camera System replacement (Due Date ASAP).

- 3.** 237 new IT work orders opened in April 2019 and 234 IT work orders completed in April 2019.

Meetings Held / Attended –

- 1.** Held Departmental Staff Meetings.
- 2.** Held Planning sessions for 2019 IT Projects

Trainings Held / Attended –

- 1.** Attended Leadership roundtable sponsored by HR Director Simpkins

Special Tasks / Activities Performed –

- 1.** LEIN Audit is in May.

Maintenance
Rusty Smith

Facilities Management Department Report

De-Ahna Underwood, Administrative Assistant
April 2019

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS FACILITIES DEPARTMENT

Goals & Objectives

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 safe, clean and sanitary working environment for all employees and visitors

Objective;

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

II. Department Reporting Section

The Facilities Management Department has received 47 work order this month via the work order program. The maintenance work order requests included, but not limited to installing lights, hanging wall decorations, repairing walls, assembling office furniture at Aki, Natural Resource Building, Government Center, Justice Center, NGLC and NMHSI. Turned the water on at the Bathhouse once the ground had thawed enough. Minor plumbing repairs were needed to the sinks and showers. Once the repairs were made, we had Utilities perform water test. The Bathhouse was officially opened on the 26th for campers. Completed a few tasks this month for the Commerce Department.

One of our Technicians continues to work Monday-Friday 8 hours a day at the NGLC. The Facilities Technician has become their handyman/Custodian. We are currently in need of a 4th technician to make up for the loss of this employee. Which would still make Facilities short staffed. The Technicians have been stretching themselves way too thin for the last 4 months with now only 3 people covering repairs to the buildings and landscaping.

Two of the EVS Technicon's stay very active in their daily routine of keeping the Government Center well maintained. The other Technician, with the help of our temp workforce employee keeps our out buildings, Aki, Justice Center, Natural Resource, and the Bathhouse clean and sanitized. With pickups of sherd and deliveries of supplies to Commodities and Gaming. Facilities EVS is about to lose our temporary workforce development EVS employee. This is

going to cause a huge disruption with the remaining two EVS that stay at the Government Building. We should have 4 EVS Techs working the Government Center alone.

Facilities Management Department is in great need of more staff. This is affecting the moral of our current employees, due to the feeling of being overworked. We will continue to do our best to keep all our buildings safe, clean and sanitized.

III. Budget Expense Justification

Open standing purchase orders until June 29, 2019.

IV. Travel and Trainings

Nothing to report at this time.

Legal Assistance
Mary Witkop

No Report Submitted

Members Assistance
Jason Cross (Interim)

Members Assistance Department

April 2019 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Vacant – 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 \$255,068.68
 - ii. Budget remaining 7%
 - iii. 26 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	2	1	0	12	0	1	1	0	2

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

- a. MOA BE-18-K28 \$60,000
 - i. Total expensed \$0.00
 - ii. Budget remaining 100%
 - iii. 0 total households served with this program.

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

3. Food Assistance Program

- b. Budget \$47,000
- c. Total expensed YTD \$15,450.00
- d. 72% Remaining
- e. 75 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	3	4	3	13	3	1	4	0	23

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$10,388.78
- h. 70% Remaining
- i. 21 Total households accessing this program to date

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

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$12,268.60
- l. 69% Remaining
- m. 58 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
14	1	5	1	12	3	2	2	1	17

6. LIHEAP – DHHS Grant Funded Program FY 2018 (Reallotment)

- a. Total Budget \$26,200
- b. Total expensed to date \$24,178.50
- c. 19 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
10	2	2	0	8	3	2	0	2

7. LIHEAP – DHHS Grant Funded Program FY 2019

- d. Total Budget \$179,209
- e. Total expensed to date \$33,017.87
- f. 28 total households accessing this program to date.

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

8. Elder Chore Program

- g. Total Budget \$15,000
- h. Total expensed YTD \$3,860.00
- i. 74% Remaining
- j. 22 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	1	1	1	3	0	1	0	0	8

9. Emergency Transportation

- k. Total Budget \$25,000
- l. Total expensed YTD \$7,022.12
- m. 72% Remaining
- n. 27 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	3	0	0	8	0	0	1	0	5

10. LRBOI Home Repair Program 2019

- o. Total budget \$107,000
- p. Total expensed YTD \$7,500
- q. 69% Remaining
- r. 3 members accessed this program

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

11. Bereavement Program

- s. Total Budget \$453,000
- t. Total expensed YTD \$117,881.40
- u. 74% Remaining
- v. 15 members accessed this program

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

12. Elders Insurance

- w. Cost per Elder \$249.99 Medical and \$108.00 prescription benefit per month.
- x. 302 Elders enrolled in program.

13. Department Ongoing Activities

- y. Mailing, receipt, follow up, and processing of program applications.
- z. Staff assisting with case management in collaboration with other departments.
- aa. Maintaining program logs and expenditures.
- bb. MMAP – Linda Wissner maintaining service delivery.

14. Applications

Mailed	Picked up	Emailed	Faxed
131	21	60	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
61	52	21	1	36	38	26	17	4	2

15. Office Visits

- cc. 23 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

**310 9th Street
Manistee, MI 49660
(231) 723-1594**

**April 2019 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
- Member Services, hunting & fishing tags, permits, regulations and information
- 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

Alycia Peterson – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Cheyenne Bartynski – Seasonal 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 EWS
- Monthly Staff Activities Reporting
- Budget monitoring and coordination
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Adult sturgeon data management
- Sturgeon Rearing Facility “SRF” building contractor coordination project monitoring.
- Fish for the wild rice fish community data ready for state data transfer.
- Trailering practice for great lakes staff
- BIA GLRI Semi-Annual Grant Reporting
- Inland Fisheries Assessment Workplan Preparation
- Inland Fisheries Permitting (Steelhead and Walleye)

- Member services, communications with Tribal members regarding harvest opportunities/rights.
- USEPA GLRI, Lake Sturgeon Grant Closeout reporting documentation
- Great Lakes fisheries data entry and management
- Coordination of Great Lakes Fish trust grant application
- Equipment and supplies ordering
- Lake Michigan Technical Committee work
- Inland Fisheries Data Entry
- Great Lakes fishery data management and data exchange
- Lake Michigan Technical Committee Chairmanship
- 2019 work plan preparation
- 2019 Great Lakes Assessment Plan
- Inland Fisheries and sturgeon annual work plans
- GVSU – Muskegon sturgeon coordination work
- Inland Fisheries Permitting and Reporting Preparations
- Data entry and analysis for the wild Rice fish community project
- Inland fisheries data entry/management
- Research on rearing facility upgrades tanks/filtering/operational layout
- Fish Distribution to members

Equipment maintenance/Field Work/Lab Work:

- Next Generation Learning Center sturgeon measurements, Education/ Outreach
- Manistee Lake, adult lake sturgeon assessments
- Sturgeon Rearing Facility "SRF" preparations for field season
- Preparation of lake sturgeon egg mats and deployment for Sturgeon egg sampling
- Assisted with the prep work on egg matts and the SRF.
- Working on getting the airboat equipped for the electrofishing.
- Prepping for the spring e-fishing surveys on Hamlin and Manistee L.
- Wild rice fish community fish scale aging
- Larval lake whitefish neuston tows
- Great Lakes LWAP sampling in Muskegon
- Great Lakes Gear maintenance and preparation Net repair preparation
- Preparation of field gear for 2019 field season work activities
- Inland fisheries scale imaging and aging
- Great Lakes winter/spring/field season task list
- Arctic Grayling Remote Site Incubator Field Installations with GVSU
- Inland Fisheries Scale Imaging and Aging

Meetings/Training/Travel/Conference Calls

- NRD / HR Performance review development team meeting (April 2,9,16,23,30)
- Technical Fisheries Committee meeting (April 2)
- NRD Leads Performance review development meeting (April 3)
- Conference call for PIT Tag Great Lakes Fishery Trust grant application (April 5)
- Leadership Roundtable Meeting (April 5)
- Grayling Stewardship Planning Meeting, Traverse City (April 5)
- Grayling Stewardship Presentation – Elders Meeting (April 6)

- NRD Leads Performance review meeting (April 8)
- NRD Staff Meeting (April 8)
- Great Lakes Fishery Trust Scientific Advisory Team meeting, Lansing (April 9)
- Tribal Council Meeting (April 10)
- NRD Leads Meeting (April 11)
- Sturgeon Presentation to Manistee League of Women Voters (April 11)
- LRBOI Spring Membership Meeting (April 13)
- Seasonal Wildlife Technicians Interviews (April 19)
- Five Tribe 2020 negotiations meeting (April 19)
- BIA EAGL reporting webinar (April 24)
- Meeting with GVSU - Grayling (April 24)
- Technical Fisheries Committee meeting (April 30)
- Meeting with Dani Knoph, Grayling Stewardship Plan (April 30)

<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

Bob Sanders – Senior Wildlife Biologist

Angela Kujawa – Wildlife Biologist

John Grocholski – Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report – April
- Staff management - EWS
- Manage budget and reviewed R&E's
- Scheduling of employees
- Staffed front counter when needed
- Coordination on CWD issues with MDNR, Tribal Counterparts
- Answered questions/requests from Tribal membership regarding wildlife issues
- Research, design, and ordered wildlife division shirts
- Reviewed scientific literature on wildlife issues
- Compiled and order equipment for upcoming field season

- harvest regulations
- Continued communication with partners on invasive species, wild rice, and non-point source pollution projects
- Reviewed EPA/MDEQ Requests for consultation on deregulations, grant changes
- Worked on Building Emergency Response Planning for NRD
- Worked on development of performance standards for Environmental Division staff.
- Compiled and submitted EPA PPG Semi-Annual Report to Project Officer
- Communicated with USEPA on PPG and Air Funding
- Reviewed Invasive Species water permits from MDEQ
- Presentations for BIA GLRI Meeting
- RTOC duties for Environmental staff at all of Michigan Tribes up to date on issues and changes at USEPA.
- HWA Survey with ISN
- Hosted Oil Response workshop with EPA at LRCR

Meeting/Training/Travel/Conference Calls

- Environmental Staff Huddles 4/1, 4/8, 4/15, 4/16, 4/22
- Personal Manual Review with HR 4/1
- Performance Management Pilot w/HR 4/2, 4/9, 4/16, 4/23
- Bi-weekly one on one with Environmental Staff 4/3, 4/10, 4/11, 4/15, 4/19, 4/22, 4/23, 4/25
- TERT Meeting 4/3
- Fee to Trust Lands Meeting 4/4
- Leadership Roundtable 4/5
- NRD Staff Meeting 4/8
- NRD Leadership Meeting 4/11
- Meeting with Breanna on HMRP 4/11
- NPS Conference Call w/ USEPA 4/16
- Meeting with Women's Wild Rice Group – 4/16
- Oil Hazardous Materials Response Workshop 4/18
- Renewable Energy Project Meeting 4/22
- Feedback Call with CRA 4/22
- RTOC Conference Call 4/23
- Consultation with Army Corps of Engineers on Line 5 Permit 4/24
- BIA/GLRI Meeting 4/29-5/2

Brownfield Program

Administration/Budget/Reports/Data Entry

- Created education and outreach home waste brochures
- Printed home waste brochures
- Updated 128(a) Public Record
- Submitted a request to publish the public record on LRBOI Website
- Submitted a request to publish the public record in the currents
- Compiled Brownfields Program and staff inventory sheets
- Completed EPA PPG Brownfields Semi-Annual Report Section and revisions
- Completed EPA Inland Plan review/comments, submitted to supervisor
- Revised HMRP letter

Field Work and Equipment Maintenance

- Retrieved staff gear from O'Keefe's Reef - 4/17

Meeting/Training/Travel/Conference Calls

- Weekly Environmental Staff Huddle 4/1, 4/8, 4/15, 4/22
- Attended Natural Resources Staff meeting 4/8
- Bi-weekly one-on-one meetings with Supervisor 4/3 4/15 4/25
- Sat on monthly 128(a) Tribal Call 4/9
- Met with Supervisor and Director re: HMRP letters/forms 4/11
- Represented Natural Resources at LRBOI Spring Membership Meeting booth 4/13
- Attended EPA Oil Spill Response at LRCR 4/18
- Began ORV Rider's Ed online course 4/24
- Attended Spring conference for West MI Chapter of Air & Waste Mgmt Association in Grand Rapids 4/30

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered hydrolab data from April
- Uploaded hydrolab data to WQX
- Uploaded HOBO temperature data and Flowtracker data to database
- Entered nutrient data
- Uploaded nutrient data to WQX
- Edited Nutrient data entry SOP to reflect new changes in worksheet
- Water Quality program inventory
- Received quotes for hats from O'Keefe's
- Made edits to fish tissue QAPP

Field Work and Equipment Maintenance

- Calibrated hydrolabs
- Completed April Water Quality sampling
- Dropped off Nutrient samples to GLEC
- Oil Filter changed on Water Quality boat

Meeting/Training/Travel/Conference Calls (Include Dates)

- 4/3- Ride along with Chris Riley to look at culverts
- 4/18- LRBOI spill response training
- 4/23- EPA Water division tribal call
- 4/26- Custer property culvert visit with Bob and Allison

Air Quality Program (Funded by EPA CAA 103 Grant- 4228)

Administration Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Submit USEPA Quarterly report to Tammy Bowen

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 4/8 and 4/24
- Completed PM 2.5, Monthly Maintenance & QC – 4/8 and 4/24
- Installed new set of PM 2.5 filters – 4/17
- Sent collected PM 2.5 filter samples to MDEQ – 4/1, 4/8, 4/22 and 4/29

- Completed O3 Multipoint – 4/9 and 4/25

Meeting/Training/Travel/Conference Calls

- Env Staff Mtg – 4/1, 4/8, 4/22
- NRD Staff Mtg – 4/8
- Biweekly 1 on 1 w/Allison - 4/10, 4/23
- LRBOI Spill Response training – 4/18
- Participated in the Monthly State, Local, and Tribal Air Monitoring Conference Call – 4/24
- Attended GoToWebinar - 2019 Office of Indian Energy Webinar Series: Fundamentals of the Tribal Energy Industry – 4/24
- Participated in the Monthly USEPA & NTAA Air Policy Update Conference Call – 4/25

Wild Rice Program

Administration//Reports/Data Entry

- Research on Potential restoration sites
- Work plan for 2019
- Subcommittee call agendas
- Started working on compiling information and questions for starting the process of a stewardship plan.
- Projects for GLRI annual report
- Fish data ready for state data transfer

Field Work and Equipment Maintenance

- Thoroughly going through data to figure out if any equipment needs to be repaired
- Starting to figure out how the airboat will be outfitted for electrofishing.
- Site Visit to see if ice was off Hamlin to put logger in
- Electrofishing railing built out of pvc for a demo

Meeting/Training/Travel/Conference Calls (Include Dates)

- Steering Committee call for MWRI 4/18
- Spill Response 4/18

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

April 2019

Meetings/Conferences/Trainings

- On April 2, 2019, I attended the quarterly board meeting of the Manistee County Community Foundation.
- On April 4, 2019, I participated in a webinar regarding the FY 2019 Tribal Transportation Program Safety Funding for FY 2019. Lyle Door, Grants Writer, also participated in the webinar.
- On April 8, 2019, I attended a work session with Tribal Council to discuss issues involving the Tribal Campground.
- On April 9, 2019, I attended the monthly meeting of Housing North, the new regional board focusing on the need for more affordable housing in Northwest Michigan. The meeting was held at the Networks Northwest offices in Traverse City.
- On April 10, 2019, I participated (by conference call) in the Executive Committee meeting of the Housing North board.
- On April 16, 2019, I attended another work session with Tribal Council to discuss ongoing issues involving the Tribal Campground.
- On April 19, 2019, I met with Jim Stuck of the Housing Maintenance Department to tour the roads in the Aki Maadiziwin Housing Development. We will likely be scheduling road maintenance/repaving sometime later this year or in 2020.
- On April 22, 2019, I attended a meeting to develop a common procedure for tribal construction projects—focusing on applying for/acquiring proper permits, the bid/procurement process, and other issues such as NEPA, SHPPO/THPPO, and tribal tax exemption certificates. Michelle Lucas has constructed a draft policy for review. We hope to have a final document adopted within the next month.
- On April 22, 2019, I attended another Tribal Council work session to discuss adding playground equipment to the Gathering Grounds/Campground area.
- On April 23, 2019, I attended another quarterly board meeting of the Manistee County Community Foundation.
- On April 25, 2019, I participated in a video conference session (along with Ogema Romanelli) hosted by Fleis & Vandenbrink regarding the traffic mitigation recommendations contained in the Draft Environmental Impact Statement for the Muskegon Casino Fee-to-Trust process. Representatives from MDOT, FHWA, BIA and AES also participated in the video conference.
- On April 29, 2019, I attended an agenda review session of Tribal Council to represent an agenda item to approve a tribal easement for Consumers Energy. More information on this is contained in the next section of this report.
- On April 4 & 11, 2019, I attended meetings of the Construction Task Force.

Activities/Accomplishments/Updates

- At the April 13, 2019, Spring Membership Meeting, the Planning Department hosted an information table regarding the upcoming 2020 Census. A local representative from the U.S. Census Bureau was also there to answer questions about the Census and share information regarding employment opportunities working for the U.S. Census Bureau.

- In March 2019, Michael Burmiester, Facilities Director at LRCR, requested my assistance in processing an easement request from Consumers Energy for an underground electric service line at the Bear Lake Highlands Golf Course. I received the easement paperwork from the Cadillac Consumers Energy office in late April 2019, and this item was placed on the Tribal Council agenda for May 1, 2019. Tribal Council approved the easement request, and the paperwork is currently waiting for Ogema Romanelli's signature. The authorized paperwork will be submitted to Consumers as soon as possible. We expect Consumers to begin work on the easement by mid-May 2019.
- In late April 2019, I became aware of a situation involving the support trusses in the entryway of the Gaming Commission Building—the trusses were shifting and developing large cracks in the wood. I was made aware of the situation by the Maintenance Department and was able to get Mark Niesen, our building inspector, to look at it. Mark suggested that we seek the advice of a structural engineer. To that end, I contacted Pat Machin of Machin Engineering in Traverse City, and scheduled an inspection for April 30, 2019. Mr. Machin's initial take on the situation was that the temperature (heat) in the entryway was drying out the wood and causing it to crack. The separation in the wood was also loosening the bolts in the brackets that were holding the trusses together, thus causing the shifting. Mr. Machin and his team will do further analysis and will have a full report including recommendations by May 10, 2019.
- The planning and pre-construction process is underway for the following 2019 road construction projects: Cemetery Parcel Road; Commodities Road for the new proposed Commodities Building; Parking Lot for the new Public Safety Garage; and the Parking Lot for the new Elder's Complex at Aki Maadiziwin. We are in the process of finalizing survey work, obtaining BIA Environmental Clearances and working to obtain BIA Right-of-Way approvals for each project.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
April-19

General Patrol

Assist Citizen	5
Assist Motorist	
Assist Other Agency	4
City Assist	5
County Assist	8
Medical Assist	2
MSP Assist	1
Other Calls for Service	6
Property Checks	783
Suspicious Person	2
Suspicious Situation	2
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	8
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	1
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	3
Unsecured Vehicle	1
Verbal Warning	1
Warning Ticket	

Processes

Search Warrant Entered	
Civil Process (Paper Service)	4
Served	
Criminal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	3
Assault	
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	
Death	
Disorderly	1
Domestic Disturbance	1
Drive-Off	
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	2
Felony with a Gun	
Fight in Progress	1
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	1
Juvenile Runaway	
Larceny	4
Liquor Violation	
Minor in Possession	
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	2
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	8
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	
Unwanted Subject	3

Miscellaneous

Administrative Hours	463.25
Alarm	1
Attempt to Locate	4
Boat Dock Checks	
Casino Hours	202
Civil Standby	
Community Policing	10
Court Hours	9
Death Notification	
Drug Disposal	
Follow-Up Investigations	12
Found Property	2
Lost Property	
Meetings Attended	
Open Door	3
Open Window	
PBT	
Special Detail	
Suicidal Subject	
Total Complaints	69
Total Reports	69
Training Hours	48.5
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	5342
Voluntary Missing Adult	

Training/Travel

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
April-19

Administrative Hours	265.5	
Arrest(s)	1	
Male		
Female	1	
ATV Patrol Hours		
Assist(s)	4	
Assist Hours	4.25	
Citation(s)	1	
Civil		
Misdemeanor	1	
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	1	
Contacts	62	
Court	1	
Court Hours	0.75	
Follow-up(s)	2	
Follow-up Hours	0.5	
Federal Citation(s)		
Hours Worked	450.5	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	1	
Paper Service		
Possible Trespass		
PR Activities	2	
PR Activities Hours	7	
Property Checks	42	
Snowmobile Patrol Hours		
Training(s)	13	
Training Hours	45	
Vehicle Mileage	379	
Vehicle Stops	13	
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

April 9, 2019 Officer Johnson-Cook attended TAC training in Gaylord, MI.

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
April-19

Administrative Hours	45.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	2
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	305
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1758
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: April 2019

Title: Tax Officer

Department Goals:

- Administer the collection of Tribal taxes on all business activity occurring within Tribal and Trust lands.
- Assist Tribal citizens 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 citizens.

Duties and accomplishments performed this month:

During the month of April, the Tax Officer performed the following:

- Certificates of Exemption Issued: 6 (RTM) 0 (Tribe/Entity)
Type: 5 Vehicle
0 Recreational vehicle / watercraft
1 Construction
0 Mobile / Modular Home
0 Treaty Fishing
0 Bereavement/Burial Program
 - Address / Status Changes Reviewed: 114
 - Address / Status Changes Processed in RTM database: 8
 - Proofs of Residency Processed: 2
 - Proof of Residency Letters Mailed: 7
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 0 (LRCR)
 - Motor Fuel Registrations Processed: 5
 - Temporary Tribal Business Tax Licenses Issued: 4
3 (Entertainers) 1 (Vendors) 0 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 10
 - Little River Casino Resort Venue Reports Processed: 7
 - Tax Warnings Issued: 0 (Fuel) 1 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Tax Assessments Issued: 1 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Trading Post Motor Fuel and Tobacco Receipts Processed: 2,820
 - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 371
1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
 2. Responded to inquiries from Tribal members and employees regarding, but were not limited to:
 - RTM statuses
 - Tax-exempt utilities
 - Motor fuel registration

- Certificate of Exemption process
 - Per cap issues/questions (which were referred to the proper staff)
 - RTM Annual Sales Tax Credit verification letters and form 4013
 - Proofs of Residency
 - Tax preparation services and specific tax questions
 - Tax benefits available to Tribal members
 - Tax Agreement Area boundaries
 - Reservations for Aki Maadiziwin Community Center
 - Questions regarding the Michigan Food Law, which the Tribe defaults to until one is developed and approved specific to Little River
 - Questions regarding the proposed Michigan gas tax increase
3. Collected, reconciled, and filed tax-exempt motor fuel and cigarette logs from the Trading Post on a daily basis.
 4. Continued reporting Trading Post errors to the interim Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
 5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
 6. Reviewed, recorded, and filed daily motor fuel logs and receipts from the Trading Post in to the Tax Department database.
 7. Received, reconciled, recorded, and filed OTP (other tobacco products) logs from the Trading Post.
 8. Received, reconciled, recorded, and filed March 2019 Tribal tax returns from the Little River Casino Resort which included:
 - Retail Sales Tax (Nectar Spa, Little River Trading Post, and Little River Casino Resort)
 - Food & Beverage Tax
 - Admissions Tax
 - Lodging & Occupancy Tax
 - Service Tax
 9. Reconciled and monitored motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
 10. Continued work on creating quick reference guides pertaining to the Tax Department policies, procedures, Ordinances, Agreements, and Regulations.
 11. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
 12. Completed and submitted the Tax Department monthly department report for March.
 13. Processed Aki Maadiziwin Community Center reservations and Rental Agreements as necessary, including receiving deposits. Prepared and submitted check requests for deposit refunds as applicable.
 14. Calculated data, processed, and filed month-end tax reports for March, including providing Tribal Member fuel and tobacco purchases to the Casino Resort.
 15. Scanned and filed Tax Department documents such as Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, financial and tax reports,

Assessments, Motor Fuel Registrations, address changes, tax returns and payments.

16. Worked with Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Tribal Business Tax Licenses are issued to entertainers selling merchandise.
17. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities.
18. Working with Trading Post on preparing new OTP log sheets, pricing, and inventory list so that more tax exemption benefits can be utilized by Tribal Members purchasing "other tobacco products".
19. Continued preparing the Tax Department's Annual Tax Report.
20. Worked on information from the Tax Department to distribute at the Spring Membership Meeting. Set up informational booth, greeted Tribal Members, provided information and answered questions as necessary.
21. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
22. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for May 2019 and provided it to the Trading Post.
23. Reviewed and filed BP monthly invoice and statement for any errors and/or questionable purchases.
24. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
25. Worked with Public Affairs Office in proofreading the Currents and providing feedback on a possible Facebook group page and the new website.
26. Submitted Tax Department news articles for the May issue of Currents.
27. Worked with Purchasing on a flow chart for the bidding and construction process of projects involving a contractor and also projects not involving a contractor so that all tax benefits are maximized and all necessary steps are completed prior to any construction.
28. Collected monies from two tax assessments and a Temporary Tribal Business Tax License. Provided receipts and submitted the monies to Accounting for deposit.
29. Prepared and submitted a check request for reimbursement to the Trading Post for the collection of two motor fuel tax assessments that were collected.
30. Read and reviewed Leadership Roundtable notes and forms provided by the Human Resources Director for upcoming team meetings. Also provided feedback and questions for the next team meeting.
31. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, and Housing staff regarding Community Center reservations to ensure the building is clean and stocked for events as well as inspected afterward.
32. Prepared and submitted the Tribe's 1st Quarter Tax Sharing Return to the State of Michigan.

Meetings attended this month:

1. Attended Leadership Roundtable meeting on April 5, 2019.
2. Attended Spring Membership meeting on April 13, 2019.
3. Met with Department staff member on April 18, 2019 to review the updates to the Personnel Manual and all corresponding procedures and policies.

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
April 2019 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 53 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 meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Provided presentation to US Fish & Wildlife Service on Sturgeon and Tribal traditions.
4. Attended the Spring meeting of the Tribe's Citizens as both HP Director and OSG Lead.

5. Took part in pilot performance processes for Natural Resources with HR and Ogema.
6. Attended Self Governance Consultation conference in Acme MI as SG Coordinator.
7. Attended meeting on Grant funded positions and pay increases.
8. Met with Grand Rapids Public Museum by phone conference in reference to the Norton Mounds.
9. Met with group on MGP project by phone for work restart updates. Late in month received call after hours of new possible arm bone discovery. Waiting for confirmation before action is taken.
10. Attended WS on campground staffing with Council, DPS and Maintenance.
11. Administered, directed and supervised all departmental activities.
12. Approved ADP timecards and PTO requests for the departments for which I am the Lead or approver, as needed.

The Language Coordinator accomplished the following during this month:

- 1) Processed CD ROM's orders.
- 2) Working with LRRCR group about Standing Rock Exhibit at Language Camp.
- 3) Working with Rebecca about Standing Rock exhibit for newsletter.
- 4) Working with LRRCR on food menu for language camp.
- 5) Ordered T-shirts for Jiingtamok.
- 6) Ordered tables for Jiingtamok.
- 7) Received pictures for CD presentation for language camp.
- 8) Posted second and final call for presenters for language camp.
- 9) Produced lessons for video shoot and recorded video shoot.
- 10) Created lessons for all classes.
- 11) Classes at NGLC, Elders, LRB employees and community members.
- 12) Responded to calls/Emails about Camp, Jiingtamok, CD Roms, language, culture.
- 13) **"Comment"**- Some of the kids that I use to teach at Kennedy school are now parents of kids that I teach at our Day Care NGLC.

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 2019, Department Report

I. Department Overview

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.
- Relay # 1 Effluent valve Failed Open, diverted some flow to lagoon repairs ongoing
- Other Routine Maintenance

Billing

Water	\$12,032.09
Sewer	\$17,645.93
Irrigation	\$1,810.94
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$15,922.58
Septage	\$8,377.44
Other	\$200.00
Month Total	\$63,332.98
Yr. to Date Water	\$47,475.78
Yr. to Date Sewer	\$67,090.03
Yr. to Date Irrigation	\$7,243.73
Yr. to Date Fire Suppression	\$29,376.00
Yr. to Date Manistee Township	\$47,643.37
Yr. to Date Septage	\$15,479.10
Other Revenue	\$1,340.37
Credit	\$0.00
Yr. to Date Total	\$215,648.38

1. Well House Pumping in Gallons

Total Flow Gallons

- a. 2,605,258**
- b. Ave Daily Flow Gallons 86,842**

2. Gallons of Treated Waste Water SBR

Influent Gallons

- a. 2,062,804**
- b. Daily Average Gallons 68,760**

Effluent Gallons

- a. 1,928,405**
- b. Daily Average Gallons 64,280**
- c. Waste Sludge Gallons 58,000**

Lagoon

- a. Influent 1,515,288**
- b. Daily Average Gallons 50,509**

3. Septic Sewage

- a. Gallons 139,624**

III. Travel and Trainings

What: ITCA

Who: Jonathon Robertson

Where: Shelbyville Michigan

Sponsored by: Inter Tribal Council of Arizona (ITCA)

Seminar Cost: Class cost Free, per diem and hotel costs

What: MTERA, Seminar

Who: Diane Kerr, Gary Lewis

Where: Potawatomi, Casino and Hotel, Wisconsin

Sponsored by: MTERA, Midwest Tribal Energy Resources Association

Seminar Cost: Seminar Free, per diem and hotel costs

What: Waste Water Math 1

Who: Gregory Walters, Gary Lewis

Where: Traverse City

Sponsored by: MWEA

Class Cost: I.H.S. Paid cost \$135 each

What: Waste Water Math 2

Who: Gregory Walters, Gary Lewis

Where: Traverse City

Sponsored by: MWEA
Class Cost: I.H.S. Paid cost \$135 each

What: MISSDIG811
Who: Gregory Walters, Gary Lewis, Clatus Clyne, Diane Kerr
Where: LRRCR, Manistee
Sponsored by: MISSDIG811
Class Cost: Free

What: Oil & Hazardous Materials
Who: Gregory Walters, Gary Lewis, Clatus Clyne, Diane Kerr, Jon Robertson
Where: Manistee
Sponsored by: LRRCR, NRD
Class Cost: Free