

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LBR*
Naangwa: Date: May 17, 2022
Maanda Nji: Re: April 2022 Operations Report

We respectfully submit the April 2022 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, 2022

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

April, 2022 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. **2022 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. Also, continued transition planning and training for Controller related to upcoming CFO planned departure.

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 2022 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 2021 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 2018. The 2019 proposal has been submitted and work on the 2020 proposal is in process.

7. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

Property Management:

Goal: Improvement 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 2023 budget. This process will begin 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. Update all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. 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 2020 audit took place May 4 through May 7, 2021. The firm Dennis, Gartland & Niergarth performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued March 18, 2022, and submitted to the Federal Clearinghouse on March 28, 2022. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center** 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. **AKI 5 – 2021 Homes – \$105,893.00**
 - ii. **Muskegon Health Center – \$141,838.52**
 - iii. **Commodities Building Project – \$33,994.80**
2. **Cash Receipts:** Daily cash receipts totaled for the month of April, were, **\$941,834.51** the General & Special Revenue Account had a total of **(225)** 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, ongoing working through the closeout as the business has been closed, **still ongoing, accounts receivable balance.**
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. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.
6. **1099MISC. – 2021 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2021. Continued to send tax documents out to the membership.**
7. **WEX Card- Monthly Report, removed the terminated employees, schedule the payment and reviewed and reconciled the report to the payment.**
8. **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 - AKI 5 – 2021 Homes, Commodities and Muskegon Health Center.

Other Meetings:

- Progress Meeting- Muskegon Health & Admin - Reno*
- Survey group – weekly meeting*
- Progress Meeting – Food Distribution*
- Accounting - Audit Prep*

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay
7. Warriors Society Banking

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, LEPTA, Survey Work Group, Manistee Co. Haz Mit, Fraud checks, Audit, Healthcare coalition, Council Work Session, Agenda Review, Council Meeting,

Trainings Held / Attended – R7HCC exercise, R7 VRC/SAR exercise, Damage Assessment

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Hazard Mitigation, Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *I sent out May report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that have ended.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge for indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signed the cover letter and financial (if required), scanned the grant reports documentation to the electronic grant report folders and placed a hard copy in the Grant Program Booklet. Forwarded the original reports to the federal funding agencies electronically (if required) or sent through the mail.*
- *Once the Food Distribution Center forwards a copy of the monthly food invoices showing the cost of the food purchase. I scan to the electronic grant folder and place the original in the Grant Program Booklet.*
- *There were two grant modifications received in April for the following grants:*
 1. *2022 IHS Self Governance Compact added funding for \$745.00.*
 2. *2022 BIA Self Governance Compact added funding for \$417,513.20.*
- *There can be different types of modifications. The above modifications are for additional funding to existing grants. I pull the Grant Program Booklet that pertains to the modification. I scan the modification to the electronic modification folder that was set up when the grant was awarded. I prepare a Grant Program Information Sheet that I enter all the information as it relates to the modification. I create one of these for each modification. I contact the Program Administrator to ask where the funds should be placed in the budget and ask that this be submitted to me or the Budget Coordinator. Once the budget is received, I forward all the documentation to the Budget Coordinator so that he can take to Tribal Council to have accepted into the operating budget by resolution. I file the original document in the Grant Program Booklet and write on a tab that is attached to the*

modification that it's a federal modification and the number of it and the amount of added funding. Once the grant funding amount has been accepted into the operating budget, the Budget Coordinator enters the budget modification funding amount into the Accounting System. A copy of the revised budget entered and executed resolution is given to me. I rescan all the award documents, budget and resolution to the electronic folders. Original documents are placed in the Grant Program Booklet.

- There were no new grants awarded in April. If there had been new grants received, the process for these new grants would be followed as such. I assign an available fund number to the grant awarded. Grant Program Booklets and electronic folders are set up. I scan the grant documents to the electronic folders and place the original documents in the grant files. I enter the new grant awards on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. Send the new grant information to the Staff Accountant so that she can set these programs up in the Accounting System. Forwarded to the Budget Coordinator copies of the new award documents so that he can take to Tribal Council to have accepted into the operating budget by resolution. Once the grant has been accepted into the operating budget, the Budget Coordinator enters the budget into the Accounting System. A copy of the budget entered and executed resolution is given to me. I scan all the award documents, budget and resolution to the electronic folders. Original documents are placed in the Grant Program Booklet. Notice of these grant awards are sent to the Purchasing dept., Ogema office, Accounts Payable and Controller letting them know the new grant information. I create a Grant Program Booklet for the person administering the grant and forward to them. I schedule all program federal & narrative reports due for the life of the grant on the reporting calendar. The Grant Program Booklet is filed with all the other grants.
- There were four billing invoices submitted for April and they are for the following grants:
 1. 2021-2022 ITC Native Connections grant request for \$5,250.24.
 2. 2021-2022 ITC Home Visiting Expansion grant request for \$4,064.78.
 3. 2021-2022 ITC Mental Health Delivery System grant request for \$2,204.26.
 4. 2021-2022 ITC Behavioral Health Implementation grant request for \$4,137.43.
- I worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.
- Submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of April.
- I met regularly with the Grant Writer to go over projects/grants he is working on.
- Inquired by email to a few Federal agencies on questions that I had.
- Prepared a draft for the auditors of the 2021 SEFA of all the grants that the Tribe had in 2021. On this SEFA the following information was entered: fund number, grant name, grant contract number, award start/end date, funding amount, if there was an accrual or deferred revenue from 2020 and the 2021 revenue.
- Worked with the CFO on information needed for the CSC report that was due. Pulled the BIA Self Governance Compacts that were referenced in the report request (2019-2020) and calculated the funding amounts needed to be entered by the CFO on the report.
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Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

- Continue working on the 2021 SEFA updates.

PAYROLL

Duties and Accomplishments –

1. Processed 346 payroll vouchers/checks.
2. Verified 12 PAF's this month which included 0 new employee(s), and 0 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 4/8 and 4/22.
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 –

- 4/7 and 4/21 – Employee Recognition Team meeting.
- 4/7 – Meeting with Enrollment regarding April per cap processing.
- 4/7 – Monthly Staff Meeting.
- 4/13 – Meeting with Controller regarding 2020 outstanding checks.
- 4/14 – Leadership Roundtable.

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 - 2021 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. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of April to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Training of Payroll/Finance Clerk with per cap payment processing and reissuing of per capita checks.
10. Processing and filing of first quarter reporting.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Working through processes with MIP Cloud transition.

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Preparing member eligibility for July per capita payment calculation.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information in to the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *After checks are printed put them with the right documentation and have them signed by Council.*
6. *Check stubs are attached to check request and PO's for scanning and stuffed into envelopes for distribution.*
7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
9. *Provide receipts as necessary for rent, utilities and all other payments.*
10. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
12. *Provide management with Accounts Payable information as requested.*

13. *Maintain court ordered per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folder*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and sort through it to give to right person in the Accounting department.*

Meetings Held / Attended -

Special Tasks / Activities Performed –

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations and address changes.*

Upcoming Projects / Tasks

1. Process checks for per cap withholdings, per court ordered. Send out garnishee disclosures.

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. 3/1/22 Lead Meeting/overview of Docusign with the Ogema.
2. 3/1/22 Work session with Tribal Council on new Docusign agreement.
3. 3/3/22 Survey Work Group meeting.
4. 3/7/22 Agenda review, Docusign.
5. 3/9/22 Tribal Council Meeting, Docusign
6. 3/17/22 Survey Work Group meeting.
7. 3/29/22 Entegra website training.
8. 3/31 Survey Work Group meeting.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 173 packages.
2. Issued 76 receiving reports.
3. Returned 1 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 to work on finalizing FY2020 Indirect Cost Proposal.
- 4) Worked on completing Final Draft of the FY2022 Operations Budget to Tribal Council

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2020 Indirect Cost Proposal.
- 4) Begin work on FY2021 Indirect Cost Proposal
- 5) Adoption of FY2022 Operations Budget

Expenditures Update

Total year to date expenditures for the Finance Division for April, 2022, are \$368,109, compared to an annual budget of \$1,451,797. Total expenses for the Finance Division for year to date April, 2022, represent 25% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

April 2022 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 2 students requested and received school clothing/activities funding in the month of April totaling \$1000. One student requested senior expenses, totaling \$117.55, one student requested reimbursement for driver's training totaling \$250, and two students received 12th grade computer funds totaling \$2000
- College Book Stipend: 2 book stipends were awarded during the month of April totaling \$800, 1 for 4-8 credits, 1 for 9+credits.
- Higher Education Scholarship- 2 awards totaling \$5000, 1 female university student and 1 male community college student.

We are continuing to work remotely two days per week, which is working out fairly well. During April we prepared for the Membership Meeting, planned for activities surrounding the proposed Farmers Market, and for a spring youth disc golf outing to happen in May or early June. We held what we hope is the first annual Earth Day Seed Exchange, this first year consisting of giving out seeds and seed saving information to start an actual exchange possible beginning 2023. At the membership meeting we provided information about upcoming educational sessions on Michigan Cottage Food Law, Indian Arts and Crafts Act, Vendor Marketing, and Farmers Market Resources

Meetings Attended:

4-2 2022 Spring Membership Mtg
4-7 Monthly Teams Staff Meeting
4-12/13 CMTED Spring Quarterly Mtg via Zoom
4-14 Leadership Roundtable
4-22 Earth Day Seed Exchange

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2022 fiscal year.

ENROLLMENT DEPARTMENT REPORT

April Monthly Report - 2022

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, Bereavement Benefit, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal ID's, PerCap information, direct deposits, check cancellations and performing any other duties that make the department run smoothly. To continue to update the PerCap database.

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.

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 PerCap database
- Enter and update direct deposit and check cancelation information into the PerCap 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: 5 Applications forms for people seeking membership
- Sent out: 18 Address change forms
- Created 71 New and Replacement Tribal ID's from 04/01/2022 through 04/30/2022
- 77 Addresses changed from 04/01/2022 through 04/30/2022
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 2
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- 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 Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 2 Applications received since 04/01/2022
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax
- Label request of Membership: 0
- Tribal Members Label/List request: 2
- Statistical request: 0

Department Verifications

1. Prosecutor 58
2. Clinic 0
3. Human Resources 0
4. PRC/EHAP 12
5. Member's Assistance 20
6. Housing 0
7. Food Distribution 0
8. Casino 1
9. Family Services
10. Tribal Council 0
11. Natural Resources 1

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

Meetings

- Employee Staff Meeting – April 7th
- Enrollment Commission Meeting – April 26th

Enrollment Statistics

- Total Membership: 4,031
- Total number of Elders: 1,473
- Total number of Adults (18-54): 2,268
- Total number of Minors (0-17): 290
- Total Tribal Members living in:
 - 9 County Area: 1,663
 - Outside 9 County Area: 2,336
 - Michigan: 2,640
 - Outside Michigan: 1,359
 - Undeliverable Addresses: 32

Facilities
Rusty Smith

Facilities Management Department Report

April 2022

Submitted by De-Ahna Underwood, Administrative Assistant

The mission of the Facilities Management department is to provide the best possible service to LRBOI employees and community with the resources we have available.

I. Department Overview

Technician Hours of Service: Monday-Friday 6am-2:30pm
Office Hours: Monday-Friday 8am-4:30pm (no remote work)

Locations: Office and EVS Room, Government Center
Storage Locations: Facilities Barn, East Lake, and Area 51.
Auto Mechanic Location: East Lake

Current employees

2. EVS Technicians
1. Automotive Mechanic
1. Maintenance Technician
1. Maintenance Technician- Lead
1. Administrative Assistant

Vacant positions

3. Vacant. Maintenance Technician
3. Vacant. EVS Technician

Not budgeted/written out

- EVS Supervisor (vacant 12+ years)*
- Maintenance Building Supervisor (vacant 6+ years)*
- Director (vacant 17+ years)*

Goals & Objectives

The Facilities Management Department strives to provide quality services to ensure an attractive, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.

II. Department Reporting Section

Facilities has 2 EVS Technicians cleaning, disinfecting, and sterilizing the Health Clinic Monday through Friday. These 2 EVS technicians provide janitorial services to over 100,000 square feet of office spaces and common area spaces such as lobbies, hallways, conference rooms, cafeterias, a dining room, 37 bathrooms, and 8 showers.

For the last year the 2 Maintenance Technicians work efficiently as possible on addressing urgent issues and closing out work orders in a timely manner. The technicians also respond to special requests from the Leads, Ogema, and Department of Public Safety.

Automotive mechanic completed assigned work orders. Obtained quotes, scheduled repairs, completed and submitted mechanic repair forms.

- Closed 15 work orders

Vendors

- Pest control (1 visit, 5 locations)
- Mat services (2 visits, 5 locations)
- Fire extinguisher inspection (7 locations)
- Service ice machine at Aki
- Fire Suppression and sprinkler inspection (7 location)
- Overhead door East Lake 4-14-22, rescheduled 5-5-22
- Roof inspection at Gaming

III. Budget Expense Justification

March Expenses

Facilities Management	
5602 Supplies	\$230.00
5303 Fees	\$20.00
Shared Buildings	
5301 Building Repair	\$1,656
5602 Supplies	\$1,251
Muskegon- Hackley	
5301 Building Repair	\$325.00

IV. Travel and Trainings

N/A: Written out of budget 2008/2009.

Thank you to the hard working and dedicated EVS Technicians, Maintenance Technicians, & Auto Mechanic.

End of Report
De-Ahna Underwood
Administrative Assistant

Family Services
Kimberly Crampton

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes					1					
I&Rs										
Open Cases	8				4					2
Monthly Totals	8	0	0	0	5	0	0	0	0	2

Case Management

Total number living in homes served	24				22					6
Total number of Tribal Citizens living in homes served	13				12					7
Total number of descendants living in homes served	5				12					0
Total number of children living in homes served	7				14					4
Total ICWA or ICWP where substance abuse is involved	2				3					1
Child Abuse/Neglect										
ICWA or ICWP referrals					1					0
Sexual Abuse of a child Substantiated or Unsubstantiated by DHS	0				0					0
Case Pending with DHS										
Relative placement	2				1					1
Tribal Foster Home	0				0					0
Non-Tribal Foster Home	0				0					0
Alternative placement	0				0					0
Court appearances	1				1					0
Home Visits	10				9					1
Case Reviews	2				0					0
Binojeuk	2				0					0
Contacts with outside agencies	38				37					9
Contacts with LRBOI departments	15				4					0
Tribal Elders	0				0					0
Other referrals	0				0					0
Monthly Totals	97	0	0	0	95	0	0	0	0	23

Monthly Site Dashboard Report

Date Range of Report: Apr 01, 2022 - Apr 30, 2022

Date Report Generated: May 03, 2022

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	12	4	24

Total Unique Clients who received at least 1 visit between Apr 01, 2022 - Apr 30, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	10	0	14

Total New Clients enrolled between Apr 01, 2022 - Apr 30, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	0	0	0

Total Visits between Apr 01, 2022 - Apr 30, 2022 by staff person

Name	Total Visits	Form Type
	1	Prenatal Visit/Encounter Form
	15	Postpartum Visit/Encounter Form
	18	Infant Visit/Encounter Form
	3	Fathers and Others Visit/Encounter
Total	37	

Forms (assessment, enrollment, etc.) that do not have a Visit Encounter form for the same date

No data for this section

Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	Infant/Child	LR22-0028-01	Feb 07, 2022	Dentist
	Infant/Child	LR21-0024-01	Mar 04, 2022	family doctor

Forms "in progress"

Client	Client Type	Form Type
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SCRIPT tab modified between Apr 01, 2022 - Apr 30, 2022

Client	Client Type	HSID
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**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
APRIL - 2022**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	2
Partial Intakes	0
New Cases	3
Closed Cases	2
Client Face to Face Meetings in Office	1
Client Home or Out of Office Visits	2
Client-related Telephone and Email Contacts	63
Client-related Resource Research and Referrals	2
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	0

MEETINGS

Victim Service Program Staff Meetings	0
Victim Service Program Supervision/Case Reviews	0
Family Services Department Meetings	1
Community Collaboration Meetings	5
Other Meetings	5

STAFF DEVELOPMENT/TRAINING

Virtual Training	6
In Person Training and Conferences	0
Self-Paced Training Modules	0
Other Training	0

OUTREACH, NETWORKING, AND EDUCATION EFFORTS

Creation of Program and Outreach Materials	2
Event and Training Planning and Preparation	5
Community Table Events	4
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	21
Networking Activities	0
VSP Presentations	0

Other Activities	0
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RESEARCH AND RESOURCE EFFORTS

VSP Website Updates	2
VSP Resource File Efforts	10

LRBOI Be Da Bin Behavioral Health Program April 2022 Report

Staff for Be Da Bin includes: Dottie Batchelder, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; Kimberly Hinmon, Native Connections Coordinator; and James Gibson "JD", contractual Traditional Healer.

The Traditional Healer did have sessions this month and talked/had sessions with 11 clients.

Angela Schwandt currently has 37 clients. Angela had 34 individual sessions, 37 follow up calls, 5 hours of telepsychiatry and 61 hours of trainings. Dottie Batchelder currently has 25 clients and 9 Recovery Support clients. Dottie had 37 individual sessions, 2 referrals for other outpatient services & 5 to inpatient services; 52 follow up calls, and 10 hours of training (webinars).

Kimberly (Kim) Hinmon has been busy with the Community Readiness Interviews and working with Tribal Tech, Hunter Genia, for the Native Connections grant. Kim attended 4 training webinars, 2 local coalition meetings, and 2 Native Connections meetings. She participated with the Ribbon Skirt Making workshop with the Tribes hosted by ITC of Michigan. She also put on a Ribbon Skirt workshop for Family Services.

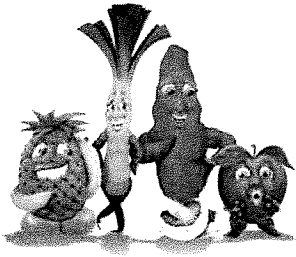
Dottie co-chairs the Suicide Prevention Coalition meetings. Dottie attended the HSCB (Human Services Collaborative Body for Manistee County) on April 5, the Quarterly Tribal Behavioral Health Communication Network meeting April 13-14, the Tribal Prevention Coalition meeting on April 21, and the planning meetings for the next "Opioid Symposium". All staff attended the 6 hour training on Zero Suicide in Indian County on April 7, 2022. This month 6 naloxone kits given out. Staff is working on more planning for events including the Wellness Walk and Michigan Indian Family Olympics.

Staff continues working on continued educational credits for certification needs with webinars, as able. Staff attended all staff meeting on April 7, 2022 and Family Services meetings on April 11 & 25.

Respectfully submitted,

Dottie Batchelder

Food Distribution
Vacant Director



Food Distribution Program April 2022 Monthly Report

Melanie Ceplina and Jamie Friedel

Ken LaHaye left his position on April 15th. Melanie and Jamie ensured that operations of the program continued.

Unloaded and put away semi-delivery (roughly 12k lbs.). Product was entered into inventory system.

Unloaded and put away 2 produce delivery trucks (roughly 600 lbs.). Product was entered into inventory system.

Took orders over the phone and filled those orders. 54 households, 93 people. Jamie made 37 home deliveries; 17 people picked up their orders. Also, packaged and sent out 48 extra bonus boxes of food offered through USDA.

Monthly Cleaning : Vacuum, sweep, mop, clean bathrooms, dust and restock shelves, clean coolers & freezers, clean office, wash down carts, clean bathroom etc.

Removed close to expiration food and donated to ECHO.

Sent out 4 applications, recertified two households, certified a new household. Attended USDA operations call, sent info in for the 2023 USDA calendars.

Jamie attended the membership meeting. Both participated in Adopt-A-Highway

Sent info to Sarah at USDA – 2024 Food Distribution Calendar.

Participated in monthly USDA Operations Call.

Grants
Lyle Dorr

Grants Department Monthly Report

April 2022

Lyle Dorr, Grant Writer

Key:

- New report Item
- ∞ Updated item status from previous report(s)
- ∅ No projects or no updates - a continuation from previous report(s) with no change

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- **Attended Emergency Management Exercise Region 7** (Northern Lower Michigan) as a part of TERT on 4/21/22. The exercise was to evaluate the Regions ability to respond to larger scale emergencies.
- ∞ **Participate in Treasury and other CARES/ARP related Consults & Webinars: Standing Update:** Monitoring communications through GPA as to federal changes for funding guidelines and timelines. Reviewed extension (now to 9/1/22) of the State Small Business Credit Initiative (SSBCI) ARPA program: It is a highly complicated program involving partner banks and outlined eligible services. As it was when first reviewed with leadership, LRBOI does not have the personnel capacity (expertise) to participate in this program.
- ∞ **Standing Note (12/23/21) until ARPA funds are expended - It should be noted that per FAQs, ARPA funds will not expire or need to be returned, they just need to be used as specified by policy.**
 - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
 - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
 - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
 - 55. Q: When do tribes have to spend ARP Act money by?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.
- **Assisted with response to Office of Self-Governance** to provide requested data for funds calculations.

Aki Maadziwin

∅ No current projects.

Clinic:

- ∞ **Received notice of noncompetitive Treasury funding (\$167,504):** It fits Clinic operations best but has Family Service related potential so I will work with Dr. Wever and Director Kim Crampton to determine capacity for utilizing the funds. **Update 4/29/22:** I am working with Drew on possible software purchase that will allow secure, remote access for clinic staff to members during home visits. Neither Dr. Wever or Kim Crampton have large enough projects to use up the funding, so maybe a joint project can be developed.

Court:

- ∞ **Reviewed CARES fund projects** HVAC and Camera/media needs for court room to better work with Zoom. These were brought forward to Council in a WS to seek permission to use CARES/ARP funding on them. **Update 4/29/22** – Have decided to move these projects to ARP funding since neither can be completed before the end of 2021. The Court video system has been approved, I will work with the admistrator on submission of material on the HVAC system in May.

Family Services/ Be-Da-Bin:

- ∞ **Update 4/29/22 - Assisting Kim Crampton** with SolidCircle eForms project. SolidCircle has the last forms need for conversion and will be ready to present the program in January 2022 (did not occur due to other items taking precedence in the Family Services Department). Will continue to assist Kim with this project when it becomes her focus.
- ∞ **Assisted Kim Crampton and Angela S. with Mental Health Services grant for 2023 & 2024:** The funding originally through ITC is now directly through the State of Michigan (MDHHS). **Update 4/29/22:** Assisted with the final contract signature required by the State.

Food Distribution Center

- **Work with Dale of the Construction Task Force regarding which fund numbers to draw down from:** We have all the funding needed to complete the project. The Task Force is pressing forward to complete the project.
- **Coordinated with Ken L. as he was leaving to take a new position:** Ken completed his quarterly reports to grant funders (several) before leaving but went over them with me in case his replacement is found soon enough. This way I can also help the new program supervisor with submission of the reports.
- **Assisting Steve Parsons and Food Distribution staff with grant expenditures** related to the grants supporting the Food Distribution Center as Ken is not here any longer.

Historic Preservation & Language:

∅ No current projects.

- ∞ Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding. **Update 4/29/22:** A semiannual report submitted by Kenny P. to the funding agency shared that the project is more than 50% completed and on schedule for completion by the end of September or sooner.

Maintenance:

- ∞ Have spoke with maintenance staff to review with Jay the changing out of florescent light bulbs to LED through out the Government Center. The savings is anticipated to be 70% on lighting. **Update 4/29/22:** Due to a lack of staff (there are only two maintenance staff to cover all of the LRBOI government), the project is on the back burner.

Natural Resources:

- **Coordinated with NR staff to assist with a Coast Guard run boom exercise scheduled for early May.** Allison Smart will be the liaison between LRBOI and the other parties involved. **Update 4/29/22:** This exercise will take place the week of May 2, 2022, here on the Manistee River.
- ∅ NR does most of their own grant writing work. I do speak with Frank Beaver monthly.

Public Safety:

- ∞ **Update 4/29/22: Worked with Director Medacco to determine potential ARPA fund eligible projects/items:** He has a software upgrade to their camera interview system they purchased that is eligible for retro pay (\$1,900). He also had to drop a project last year for Lexus policy making program due to COVID19 financial pressure. It would qualify for purchase (\$20,000). Will review projects in May and determine whether to bring them forward or not.

Water/Waste/Renewable Energy:

- ∞ **Working with Gary on a 2022 TEDC grant for evaluating feasibility of the Tribe operating its own substation.** Update 4/29/22: The application was submitted
- ∞ **Continuing Projects Update 4/29/22** – Two different energy audits are underway, one that is an actual usage that will provide recommendations to cut energy costs, which the saving can be used to justify improvement to energy systems through grants. The other is a renewable energy planning grant that will help LRBOI understand which renewable energy options are viable and allow us to submit for grant funding based on the developed plan. The audits are underway headed up by Gary Lewis. Without these audits, we would not be eligible for funding. Participated in the NORESKO energy audit review and recommended changes. These recommendations will need to be brought forward by Gary in a

work session(s) as a part of a renewable energy investment/saving plan. LRBOI should be able to apply for renewable energy grants in 2022 once the audits are complete. The TEDC grant analysis will be done by the end of June 2022.

Special Projects:

- ∞ **Update 4/29/22 - CARES/ARP Expenditure Plan:** I am assisting all departments with CARES/ARP resolution language for audit purposes. **Update 4/29/22:** It now appears that all CARES funding is expensed, we will reconcile the account by the end of June to see if there was anything outstanding. If there is anything remaining, it will be a small amount.

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William Willis, 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 6th, 2022

Re: APRIL 2022 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 2022. 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.

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

CLINIC OPERATIONS:

303 patients scheduled

28 patients NO-SHOW to scheduled appointments

9 patients provided SAME DAY appointments for emergent matters**

72 cancelled appointments

212 patients attending CLINIC PHYSICIAN appointments**

211 - Clinic Physician Appointments

1 - FNP Home Visit

30 patients PHONE TRIAGE**

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

53 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN APRIL (Total Patient Volume): 692

Diabetic patients: 74

Flu Vaccines: 0

Injections: 19

Moderna Vaccines: 0

Pfizer Vaccines: 0

Nursing Visits: 4 **

On-site Labs: 132

COVID-19 Tests: 4

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,008

DIRECT CALLS TO CLINIC OPERATIONS: 435

COMMUNITY HEALTH SERVICES/CHR'S/TRASPORTS:

APRIL 2022

TRANSPORTS (INCLUDES CHR TRANSPORTS): 15

TRAVEL HOURS: 29

SERVICE HOURS: 21

NUMBER SERVED: 15

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 126 hours

COMMUNITY VISITS: 0
TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

HOME VISITS: 0
TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

PHONE CALLS: 0
CALLS – UNABLE TO CONTACT: 0
HOME VISITS SCHEDULED: 0
HOME VISITS REFUSED: 0
HOME VISITS CANCELLED BY PATIENT: 0
HOME VISITS RESCHEDULED: 0
HOME VISITS CANCELLED BY CHR: 0
DUE TO TRANSPORT: 0
DUE TO ILLNESS: 0
HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 3 (included in number served & clients served)
TRAVEL HOURS: 1 1/2
SERVICE HOURS: 3/4
NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 30 1/2

TOTAL SERVICE HOURS: 21 3/4

TOTAL CLIENTS SERVED: 18

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$72,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1,541

TOTAL PRC PAID IN APRIL: \$47,036.32

PHARMACY/OTHER: \$30,044.79

DENTAL: \$12,726.54

TOTAL PATIENTS: 202 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 415

TOTAL CLAIMS ENTERED: 360

TOTAL PRC PAID 2022: \$204,150.16

TOTAL EHAP PAID IN APRIL: \$24,711.37

TOTAL EHAP PAID 2022: \$134,207.66

TOTAL ENROLLED EHAP/LRBOI: 1,351

NEW APPLICATIONS MAILED OR GIVEN: 28

REASSESSMENTS MAILED OR GIVEN: 21

MEDICARE LIKE RATE (MLR) Savings for April 2022

Claims submitted: 9 \$4,864.33 (total submitted)

-\$1,284.82 (what we paid)

\$3,579.51 (total savings)

PHARMACY: APRIL 2022

Active patients: 398
Prescriptions filled: 1677

Receipts

Insurance payments received: \$171,523.98
Non-member cash/copays received: \$479.61

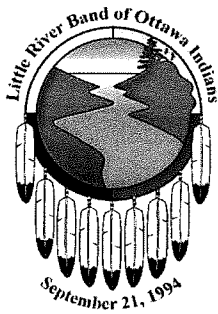
Less acquisition cost of medications: \$47,800.23

Net profit: \$124,203.36

PRC-equivalent write offs:

LRBOI: \$31,962.74
Other Tribes: \$850.84
TOTAL: \$32,813.58

Housing
Tara Bailey



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 2022

Staff

Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Krystal Davis – Housing Specialist
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.** During the month, the Department performed the following activities.
Lease renewals due during the month: 3
Leases renewed: 5
New leases: 2
Annual Inspections: 3
Move-out Inspections: 2
Move outs: 4
Transfers: 0
- B.** Down Payment and Closing Cost assistance grant (HI 100).
Applications received this month: 1
Total Number of Awards made during the Year: 6
Total Amount of Awards for the Year: \$24862
- C.** The vacant maintenance position has not been filled; the position has been reposted.
- D.** NAHASDA Essentials training took place on 4/20/22 for new staff member and Housing Director (for review).
- E.** Staff attended the Annual membership meeting on Saturday, April 2nd. Handed out applications for housing and the Emergency Rental Assistance programs.
- F.** Attended zoom meeting/training with Cheryl Causley from NAIHC to go over Conflict of Interest policy that is required per NAHASDA and HUD. Will present to Housing Commission in May.
- G.** All required reports to HUD for APR had been submitted by 3/30/22 now have been making any corrections requested by HUD as they review the reports.
- H.** With our newest staff member, Krystal Davis, she has been really good about learning the ERA program and has been instrumental in assisting membership with it. In the month of April, we received 8 applications and assisted with \$14,650 in rental/utility assistance from the program.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 2
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 4 units to complete for a move in at this time.
- C. Annual inspections of units have commenced and so far the units have been in good condition with the exception of one property. The tenant has been notified of needed improvements.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 77 were rented giving us an occupancy rating of 95%.

- A. Aki has 55 income based rental units of which 51 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 6 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 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 26 are rented.

V. Significant Problems and Accomplishments.

- A. Two of the 5 houses have been delivered and are set to be put together the first part of May. No word yet from the manufacturer of when the other 3 will be completed. The project itself is slated to be completed by July 1, 2022.

VI. Plans for the Future.

- A. The date of June 6-9th has been set up for Spring Clean up in the AKI community.
- B. May 15-20th, the Housing Director and Housing Specialist will be going to the NAIHC Annual Convention in Seattle, WA. This convention provides many training opportunities and provides updates on what is occurring nationally in Indian Housing and as members of NAIHC it is their annual membership meeting of which we have vote.

VII. Other Information.

- A. The housing quarterly newsletter went out to all residents the first week of May.
- B. Housing Department is currently accepting pest control requests for the summer months, requests can be made directly with the housing department.

End of Report
Tara Bailey, Housing Director
May 5, 2022

Human Resources
Vacant Director



**Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288
Fax: (231) 331-1233**

To: Ogema Romanelli
From: A. Knapp
Subject: April 2022 HR Department Report
Date: 05/17/22

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) HR 2022 Operational Plan

1) The 2022 Operational Plan is currently on hold to revise.

2) Talent Acquisition

a) Talent Acquisition

- i) Month Number of Gains: 0
- ii) Month Number of Tribal Preference Hires: 3 offered.
- iii) Number of Requisitions Filled Year to Date: 5 (5 employees)
- iv) Number of Gains Year to Date: 5 – actual starts
- v) Number of Open Positions: 26 approx.
- vi) Turnover Year to Date: 9
- vii) April included continued prioritization of the talent acquisition process. At the month's end there were 26 open full-time job requisitions. More hiring however from resignations and retirements.
- viii) Continued the adjusted HR work assignments to permit Alicia Knapp to focus on Talent Acquisition tasks. Thank you to Alicia Knapp and hiring managers!
- ix) April no new hires but positions offered, and May will mark the start of many positions being interviewed, offered, and onboarded. No orientations were completed in April
- x) Approximately 9 positions are now in either the selection or interview step of the process. We expect to see more new hires beginning in May 2022 – seasonals and some long-posted positions
- xi) Continued assisting Tribal Council and with new hire/posting support.
- xii) Turnover increased in April. The organization experienced 7 losses during the month, 5 (retirements, resignations) of which were Tribal preference

employees. This continues to drive significant back-office work as previously mentioned.

3) Talent Development and Relations

- a) Leadership and Team Member Development.
 - i) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
 - ii) The Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Angie Stone, and Bob Sanders for volunteering to help make a difference!
 - iii) Continued assisting leadership with two sensitive employee relations issues.
 - iv) Assisted departments with job description update and wage analysis support.
- b) HR Department Development Initiatives:
 - i) HR Development Events: YTD 2
 - ii) Continued file migration to O365 storage solutions.
 - iii) Continued project to improve HR use of MIP data.
 - iv) The team printed its first new badge during the month following last month's training. We appreciate IT's help with the badge printing process! Training is still needed for HR.

Training and Development hours totaled: HR 8 hrs. no other departments sent in.

4) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: Members with Benefit and Leave Requests and getting ready for census for Dental and Vision for Gallagher.
- c) Continued processing 401(k) loans and distributions with our third-party administrator, KDP 6 loans processed in the month of April.
- d) Continued processing new hire insurance enrollments and separation disenrollment.
- e) Completed the 401k financial adviser visit. Marcella thank you for your help.
- f) Processed insurance benefit plan check requests.

5) Safety

- i) Continued COVID-19 support and tracking. Assisted the organization with events during the month. April had a few positive tests.
- ii) No Recordable Injuries for April
- iii) No Near Miss/1st aid reported for April.
Good job Team!!!

6) Tribal Preference Report – Follows on next page.

Preference Report for April 2022 – No hires in April but 6 offers were made 3 NP, 1 TD, 2 TM.

Employee Count by Preference for April 2022

81 Tribal Members – loss of 7 in April 2022	50% of Tribal Government Workforce
10 Native American	6%+ of Tribal Government Workforce
9 Tribal Descendants	5%+ of Tribal Government Workforce
9 Tribal Spouses	5%+ of Tribal Government Workforce

No data on Tribal Parent – found

Total preference = 109	67.3%
53 non-preference (Loss of 2 in April 2022)	32.7%

Total of all employees 162

7) Workforce Development

- i) The Tribal Development Team has not continued since March. Working on a new plan currently.
- ii) WFD had a table at the membership meeting, passing out small gifts for survey participation and received 6 surveys filled out. More applications were sent out and talked with TM about programming.
- iii) New Requests for WFD Service: 5 to be processed for April distribution.
- iv) Inquiries for WFD programming 5 for Career Voucher and 2 for Development and Training programming.
- v) 2022 Total Number in Adult Work Experience: 0

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
April 2022

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Configuration of the switches for the Muskegon buildings. Fiber is installed in the Muskegon locations. Switches are on back order.
2. Elevate updated our network speed from 1gb to two 10gb connections for our servers. This will help with speed issues that we have with clinic and security software.
3. IT has noticed some serious attempts in security with our website and access attempts in house. We have added more staff to the security team to address these issues.
4. **Mandatory IT Projects by order of priority:**
 1. 2023
 - i. Government EXSI Host needs a plan in place for replacement
 - ii. Intrusion detection software needs to be added to our tool list.
5. 138 new IT work orders were opened in April 2022 and 233 IT work orders completed in April 2022. Our current outstanding tickets are at 56.
6. IT seems to be cycling around 200 work orders averaging in the past seven months.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held weekly Professional Development Staff Trainings

Trainings Held / Attended –

Special Tasks / Activities Performed

–Explore options to complete maintenance duties with limited staff.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: May 9, 2022
Re: April 2022 report of activities

Number of tribal members assisted on new issues	84
Number of referrals received	2
Number of continuing cases:	61

Types of legal issues:

Child support	Fingerprints
Probate Estate	Residential Lease
Divorce	Real Estate
Wills	Estate Planning
Social Security Disability	Power of Attorney Revocation
Trusts	Gift of Equity
Public Defenders	Subpoena
Change of Custody	Civil
Confidential Informants	Funeral Representative
Evictions	Expungement of Criminal Record
Medical Power of Attorney	Felony
Post-Divorce Matters	Land Contract
Custody	Divorce – Out of State
Mortgage Foreclosure	Schools
Power of Attorney	Guardian - Adult
Criminal	Criminal - Juvenile
Past Due Property Taxes	Employment
Estate Planning – Amendments	Incorporation

Landlord – Tenant Matters	Personal Protection Order
Limited Power of Attorney - Minor	Parenting Time
Jurisdiction of Courts	Name Change - Adult
Per Capita	Garnishment
Civil Procedure	Land Division
Sale of Real Estate	Certificate of Trust
Mortgage	Casualty Insurance
Reverse Mortgage	Elder Law
Quit Claim Deeds	Contracts
Medicaid	No Fault Insurance
Short Term Disability	Lady Bird Deed
Civil Ticket	Banks
Driver’s License	Guardianship – Minor
Power of Attorney – Termination	Class Action Lawsuits
Personal Protection Order – Out of State	VA Nursing Homes

Attended Spring Membership Meeting

Sample of Work Performed:

Assisted an incarcerated tribal member with a Power of Attorney

Assisted a tribal member obtain parenting time with their minor child

Assisted a tribal member with long term disability

Assisted a tribal member with obtaining permission to split their real estate

Assisted a tribal member with expunge their criminal record

Members Assistance
Kimberly Crampton

Members Assistance Department

April 2022 Departmental Report

Kimberly Crampton Director

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – 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-18-K28, BE 20 K75 (Ongoing programs)
 - i. Total expensed \$421,039.48
 - ii. Budget remaining 7%
 - iii. 22 total households accessing this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	2	2	0	6	3	0	0	0	0

2. Food Assistance Program

- b. Budget \$45000
- c. Total expensed YTD \$15,500
- d. 66% Remaining
- e. 43 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
12	3	2	0	7	1	2	1	0	15

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$2756.53
- h. 94% Remaining
- i. 11 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

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

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$6774.59
- l. 83% Remaining
- m. 34 total households accessing this program to date. (Some expensed to CARES Housing Dept)

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

5. LIHEAP – DHHS Grant Funded Program FY 2020-2022

- a. Total Budget \$17435 (10% Reallotment)
- b. Total expensed to date \$17250.00
- c. 19 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
5	2	2	0	6	3	1	0	0

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$1860.00
- f. 81% Remaining
- g. 15 Elders accessing this program to date.

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

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$2940.00
- j. 87% Remaining
- k. 14 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
5	2	0	1	2	0	0	0	0	4

8. LRBOI Home Repair Program 2022

- l. Total budget \$100,000
- m. Total expensed YTD \$16794.00
- n. 83% Remaining
- o. 6 members are in process with this program to date. (Rolled over from 2021)

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$105338.30
- r. 77% Remaining (0 COVID Expensed)
- s. 15 members accessing this program to present (several pending).
- t. Average age at passing is 65.

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

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 308 Elders enrolled in program.
- w. April invoice \$70,818.63

11. Department Ongoing Activities

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

12. Applications to date

Mailed	Picked up	Emailed	Faxed
156	21	85	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
62	46	29	0	47	30	26	15	6	1

13. Office Visits

- bb. 0 visits for the month



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

**April 2022 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

Assisted with biologist's 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 Division:

- Archie Martell - Fisheries Division Manager
- Vacant – Fisheries Biologist, Sturgeon
- Vacant – Fisheries Biologist, Great Lakes
- Vacant – Fisheries Biologist, Inland
- Vacant – Fisheries Technician, Great Lakes
- Alycia Peterson – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Conner Johnson - Fisheries Technician, Inland

- 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
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Grant Management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Consent Decree information reporting
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Data entry/ management, Great Lakes fisheries
- Catch Report data entry
- 2021 fishery assessments data management and fish aging
- Grant Management, Resolution and contract development.
- Fisheries Division Position postings

Equipment maintenance/Field Work/Lab Work:

- Adult Lake Sturgeon assessment, Manistee Lake
- Great Lakes equipment maintenance
- Inland boats service and maintenance
- Grayling project coordination with MDNR

Meetings/Training/Travel/Conference Calls

- Membership Meeting, 4/2
- Inland Fisheries Committee Meeting, 4/7
- CORA Electronic Reporting Meeting, 4/11
- Tribal council Agenda Review, CRA Contract, 4/11
- Great Lakes Fishery Trust, Scientific Advisory Team Meeting, 4/12
- Tribal Council, CRA Contract, 4/13
- GL Negotiations, 4/14
- Fisheries applicant review, 4/15
- CORA Electronic Reporting Meeting, 4/25
- Technical Fisheries Committee, 4/26
- Mike's retirement Party, 4/28

<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 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon		

Wildlife Program

Bob Sanders – Wildlife Division Manager
 Angela Kujawa – Wildlife Biologist
 Vacant – Wildlife Technician
 Vacant – Seasonal 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
 - 4072 NRCS Project Budget
- Completed monthly report – April
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations

- 2022 harvest permits, USFS stickers,
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.
- Ordered wildlife equipment needed for 2022-2023 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Northern Lower Peninsula American marten occupancy project – ongoing
- Grand Valley State University and University of Minnesota Duluth collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Employee 1:1 reporting – monthly occurrence
- Eagle repository reporting, citizen requests and pickup
- GLRI projects - manuscript reviews for marten research projects

Equipment Maintenance/Field Work/Lab Work

- Vehicle maintenance – Dakota, Ram, Jeep
- Cleaned and service wildlife vehicles - monthly occurrence
- Set exploratory marten cameras

Meetings/Training/Travel/Conference Calls

- Employee recognition meetings – 4/7, 4/21
- Survey results working group – 4/11, 4/26, 4/28
- USFS Zoom Call – 4/11
- NRC Monthly Meeting – 4/11
- Elk Management Meeting – 4/4
- NRD Lead Huddles – 4/8, 4/11, 4/14
- Wildlife Technician Interviews – 4/5
- Council agenda review/meeting - 4/25, 4/27
- LRBOI Staff Meeting – 4/7
- Tribal Biologist meeting – 4/7

Environmental Division

Allison Smart –Environmental Division Manager

Corey Wells – Air Quality Specialist

Zach Prause - Aquatic Biologist – Water Quality

Alexis DeGabriele– Aquatic Biologist – Wetlands

David Karst – Brownfield Specialist

Vacant – Great Lakes Policy Specialist

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- 1:1 Prep
- Resume review Seasonal Techs, Great Lakes Policy Specialist, Fisheries Biologist
- Staff Task List Management
- Budget review for PPG, IHS, GLRI, CAA 103 Grants
- Program work plan reviews
- Completed Environmental Monthly report for Environmental Programs
- Completed and submitted PPG Semi Annual Report and Submitted CAA 103 Quarterly Report
- Worked with EPA to develop direct funding application
- Worked on ISWMP with Contractor
- Safety Prep for Field Season
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- Line 5 EIS Evaluations and readings
- RTOC Deliverables
- Review Staff Documents
- Complete Staff Reviews
- Started collecting information for the ISWMP
- AIS Comment Letters for Herbicide Treatments on 1836 Ceded Territory Lakes

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 4/8, 4/11, 4/15, 4/18, 4/22, 4/25, 4/29
- 1:1 with Staff: 4/6(x2) 4/7(x2), 4/18(x2), 4/19(x2)
- 1:1 with Supervisor: 4/13, 4/26
- NRD Leadership Huddle: 4/8, 4/12
- Tribal /EPA Mining Call 4/7
- USCG Call on local exercise planning 4/7
- S&T RRT committee Meeting 4/8
- Listening Session for ITEK in federal decision Making 4/8
- Planning RRT Call 4/11
- Tribal Council 4/11, 4/13, 4/25, 4/27
- GAP Allocation Meeting w/ EPA HQ 4/11
- Call with Cadillac District Office EGLE – Manistee WWT 4/12
- Lake Michigan LAMP 4/13
- ACOE EIS Tunnel Meetings 4/14, 4/20, 4/25
- Meeting with USDA NRCS 4/15
- Wild Rice Paleo Meeting 4/15
- GIS Meeting with Networks Northwest 4/15

- Tribal Water Call w/ EPA 4/19
- RTOC Call 4/19
- GAP Guidance Call 4/19, 4/20
- National Environmental Justice Advisory Council Call 4/20, 4/21
- Tribal Mining Call 4/21
- Sediment DNA Technique for Wild Rice Call 4/21
- Maple Syrup Meeting 4/25
- Obtawaing Planning Workshop 4/25
- GAP Guidance Facilitated Discussion 4/26
- ISWMP Contractor onsite 4/26-2/28
- Resume Review 4/28
- R5 GAP Bi-Weekly Meeting 4/29
- Interview with Seasonal Candidates and selection 4/29

Budgets Managed:

- 4291- EPA PPG
- 4148 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Brownfield Program

Administration /Reports/Data Entry

- Continued organizing Brownfield folders and removed empty folders
- Reviewed all Phase I and II assessments I could find, including some older reports on paper
- 90-day assessment and preparation for summer
- Organized old data and removed some empty folders
- Prepared and organized data from fieldwork.
- Mapped out point data from field work into ArcPro and continued a series of maps with relevant layers
- Worked on PPG reports and will have more updates in future reports

Field Work and Equipment Maintenance

- I went to the Sugar Shack, RR Grades I and II, 3140 Chippewa Highway, as well as Bialik Rd and completed initial reports with photos and datapoints. I also scouted other sites, most of the Manistee County parcels, for future work in upcoming weeks and months
- Computer software continues to be tedious and time-consuming. Karl and I have been working on getting things in shape and made progress with I believe, 3 meetings
- Part of the Sugar Shack trip included the ATVs which were refueled, and operated as part of normal maintenance

Meeting/Training/Travel/Conference Calls (Include

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

- Environmental Staff meetings on April 8, 11, 15, 18, 22, 25, 29, and May 2.
- April LRBOI staff meeting on April 7.
- TERCLA Brownfield Grant update: April 27
- 1:1s: April 19

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed WQAR report and sent to EPA.
- Entered February Nutrient data from GLEC
- Entered physical data to database and AWQMS/WQX
- In contact with Brown Township on master plan
- Received quote for NX-10 multiprobe interface
- PPG Semi-Annual Report
- Drafted "Definition of Roles" document to guide PLWf/MCD/LRBOI collaborative CLMP project.

Field Work and Equipment Maintenance

- Calibrated Hydrolabs and eureka
- Reordered phone – due to IT miscommunication
- Completed April WQ sampling
- Sent Hydrolab 4a in for service pH probe
- Ordered boots

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

- 4/5: PLWF Water Quality & Env Monitoring Committee Meeting
- 4/8: PLWF Education and outreach Committee Meeting
- 4/8: RCPP - Fruitbelt Stream Crossing Next Up Sites
- 4/14: R5 Monitoring Webinar- USGS Pesticide Monitoring in Region 5
- 4/15: LRBOI_Pre-Approval_letter meeting with USDA for Custer culvert
- 4/18: ATTAINS training call
- 4/19: Tribal Water call
- 4/19: Spotlight on Wisconsin - Integrating Volunteer Monitoring Data into Clean Water Act monitoring, assessment, reporting and management
- 4/27: Webinar: Fish Programs – Health Approaches with Tribes and Indigenous Peoples
- 4/28: April 2022 Quarterly Watershed Partnership Meeting
- 4/5/22: PLWf Water Quality & Environmental Monitoring Subcommittee meeting.
- 4/5/22: NARS Workshop Day 1.
- 4/6/22: NARS Workshop Day 2.
- 4/7/22: NARS Workshop Day 3.
- 4/13/22: Moos webinar on microplastics deposition.
- 4/14/22: Env Div meeting to discuss PPG semi-annual report.
- 4/18/22: ATTAINS monthly rollout call.
- 4/19/22: EPA Water Division call.
- 4/26/22: Onekama Invasive Board meeting with PLM to review LMP.
- 4/26/22: AWQMS Community Call.
- 4/26/22: PLWf Board Meeting (voted in as new board member)

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- GIS Road/Lake/River Millage Calculations done for EI (1836)
- Indoor Air Quality QAPP revision (version 2)
- LRBOI Indoor Air Quality SOP Updated
- Emission Inventory Narrative Revised
- Sugar Bush/NRD Informational Breakfast meeting organized

Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x2
- EGEL Trip, PM2.5 Pump Failure and Rebuild
- Ozone Set Up
- Ozone Audits X4
- Sugar Bush Cleanup
- Brownfield Survey on Sugar Shack Parcel

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

- SLT March Meeting, (4-27-22)
- Region 5 Monthly Tribal Air Call, (4-28-22)
- EGLE Trip, PM2.5 Pump Failure and Rebuild 4/6/22
- Preparation Meeting for Work Session 4/5/22
- MOA Work Session/Air Quality Update with Tribal Council 4/5/22

Additional Notes:

No Issues with Ozone during the month of April, however the PM2.5 suffered a pump failure during a PM2.5 bi-weekly audit. Pump was rebuilt at LRBOI but it failed to solve the issue. No diagram or outline was available for steps to rebuild a failed pump, suggest updating the SOP to reflect this. PM2.5 was repaired by EGLE and was brought back online. Sugar Bush Feast/NRD Informational breakfast was organized and approved. Presented MOA (Air) between EGEL and NRD to tribal council, and they requested a update on the status of the Air Quality Program. Revisions to IAQ QAPP and IAQ SOP are ongoing.

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Drafting wild rice pdf maps of 2021 monitoring data including generating interpolation layers.
- Updated table/spreadsheet for proposed sedaDNA sampling and re-sent to Dr. Myrbo and Dr. Heathcote.
- Reviewed MWRI Stewardship Plan documents.
- Coordinated with Tyler/Jeanne/Rebecca/Kerryann sending out TWWG Program Descriptions survey & fielding incoming question/issues.
- Fieldwork planning.
- Created new ArcGIS Online Web Map for 2022 data collection including additional USFS and roads layers.
- Research to assist with Onekama native plant outreach project.
- Researched & drafted memo on private club planting wild rice near Houghton Lake.

Field Work and Equipment Maintenance

- Scouting/early season check at Orchard Landing II, Indian Village, and High Bridge parcels.
- Troubleshoot using iPhone paired to Arrow GNSS Receiver for data collection as alternate option to tablet.

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

- 4/2/22: NRD booth at LRBOI Spring Membership Meeting.
- 4/4/22: Great Lakes Coastal Wetlands webinar series.
- 4/5/22: EPA R5 State & Tribal Wetlands Meeting Day 1.
- 4/6/22: EPA R5 State & Tribal Wetlands Meeting Day 2.
- 4/7/22: ISN Annual Partner Meeting.
- 4/8/22: Great Lakes Coastal Wetlands webinar series.
- 4/13/22: Wild Rice sedaDNA listening session 1.
- 4/13/22: TWWG MSU Tribal Resource Access Kickoff call.
- 4/14/22: attended Elders lunch to discuss Wetlands program & priorities.
- 4/15/22: SMM-LRBOI meeting to discuss sedaDNA project.
- 4/15/22: phone call with NCCISMA to discuss MNFI project and invasive outreach partnering.
- 4/20/22: MWA webinar.
- 4/20/22: attended Elders lunch to discuss Wetlands program & priorities.
- 4/21/22: meeting with Jeanne/Tyler/Kerryann/Rebecca to discuss next steps with TWWG program descriptions survey.
- 4/21/22: Wild Rice sedaDNA listening session 2.
- 4/22/22: wild leek/ramp monitoring check-in meeting.
- 4/28/22: Manistee Watershed Partnership Quarterly Meeting.

Great Lakes Policy Program

Administration//Reports/Data Entry

- Program is Delayed due to 2020 Hiring Freeze all deliverables listed in the GAP section.

Field Work and Equipment Maintenance

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

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

April 2022

Steve Parsons

Meetings/Conferences/Trainings

- On April 1, 2022, I attended the conference-call meeting of the Construction Task Force
- On April 7, 2022, I attended the virtual monthly Tribal employee staff meeting via Microsoft Teams.
- On April 7, 2022, I attended the preconstruction meeting for the US-31 & M-22 Roundabout. The virtual meeting was hosted by MDOT via Microsoft Teams. More information regarding the Roundabout Project can be found in the next section of this report.
- On April 12, 2022, I met with Elise McGowan-Quellar regarding an MDOT proposal for Michigan Tribes to request a permit to cross the Mackinaw Bridge. MDOT is requesting Tribal representation at one of three virtual consultation sessions scheduled for late-April and early-May. More information regarding this can be found in the next section of this report.
- On April 13, 2022, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, and the Little Traverse Bay Band of Odawa Indians also participated in the meeting.
- On April 15, 2022, I participated in the U.S. Census Bureau's quarterly Tribal connection meeting, which was held virtually via Microsoft Teams. The meeting included updates on current Census Bureau survey operations, geography initiatives, recruiting efforts, and information from the bureau's data dissemination office.
- On April 15, 2022, I attended the on-site progress meeting for the Food Distribution Center construction project.
- On April 19, I participated in the Tribal Council work session regarding the proposed Biimadiiziiwin Cemetery Ordinance, which is currently in draft form.
- On April 26, I virtually attended a planning session for this year's Michigan Intergovernmental Transportation Meeting. This meeting is usually held every two years, and is an opportunity for Tribal Transportation Staff to meet and interact with MDOT staff. Due to other issues (including the COVID pandemic), this meeting has not happened since 2016. It is tentatively scheduled for August 9 & 10, 2022, at the Firekeepers Casino Conference Center.
- On April 29, 2022, I attended the on-site progress meeting for the Food Distribution Center construction project.

Activities/Accomplishments/Updates

- BIA Roads – 2021 Projects: Work on two of our 2021 road projects had been suspended in 2021 (due to weather) and will extend into 2022. Here is the latest update on those projects.
 - Cemetery Parcel Road Project: Schultz Excavating was working on the construction of the road system on the cemetery parcel through most of November 2021. During November, they finished grading the road and began to install the road base. Work on the project was stopped in late November due to the arrival of inclement weather (snow) and the inability to continue work. Final work on installing the gravel road will commence in early May 2022. Once the road system has been completed, we will work

- on the remaining landscaping and other infrastructure (water, power) features during the spring/early summer of 2022. An addendum to the contract with Schultz Excavating was approved by Tribal Council which extends the substantial completion date of the project through June 30, 2022.
- Commodities Drive Road Project: Schultz Excavating currently has the footprint for the road established and has completed initial grading and some paving. (The road project is on the same timeline as the Food Distribution Center building project. A second addendum of the contract with Schultz Excavating was approved by Tribal Council which extends the substantial completion date of the project through June 30, 2022. Any remaining work to pave the road will be scheduled ASAP in the Spring 2022.
 - Roundabout Project: The preconstruction meeting for the Roundabout Project was held virtually on April 7, 2022. It was affirmed that the start date for the project will remain on July 12, 2022. The contractor was made aware that the dates of the LRBOI Pow Wow were moved to the weekend of July 16 & 17, 2022. The contractor committed to having staff available to direct traffic through the intersection on that weekend, particularly those people who are entering and exiting the pow wow grounds.
 - Additional 2022 Road Projects
 - Aki Maadiziwin Roads Project: This project will involve a total reconstruction (including the installation of spillways and culverts for improved drainage) of the entry road to Aki Maadiziwin (Saw Be Quo Ung), as well as the repair and resurfacing of the remaining roads in the Aki Maadiiziwin housing project.
 - Public Safety Parking Lot: This project will involve the construction of a smaller staff parking facility between the north side of the Tribal Justice Center and the existing water tower.
 - Reconstruction and Repair of the Government Center/Tribal Clinic Parking Lot: This project will involve the repair and resurfacing of the parking lot that primarily services the Tribal Clinic. Most of the pervious concrete areas will be taken out and replaced with standard concrete.
 - Food Distribution Center Project: With the resignation of Ken LaHaye as Commodities Program Director, the Ogema assigned to me the responsibility of being the Owner's Representative for the construction of the Food Distribution Center for the remainder of the project. I am currently fulfilling that responsibility. Due to continuing delays in the delivery of materials and equipment, the soonest the project will be completed is late September 2022.
 - MDOT Mackinac Bridge Use Permit: On March 30, 2022, the Ogema received a letter from MDOT inviting our tribe to participate in a formal consultation process regarding the "Sovereign Tribal Government Permit Procedures for Use of the Mackinac Bridge." MDOT and the Mackinac Bridge Authority have drafted a permit procedure process to establish a way for tribes to request the use of the Mackinac Bridge for a "Water Walk." The consultation process is designed to allow our tribe to have input on the possible impacts of this permit process. It was decided that tribal attorney Elise McGowan-Quellar will represent our tribe during that consultation, which is currently scheduled for May 10, 2022. Elise has been in contact with legal staff from other Michigan Tribes to determine what their positions are on the permit process, along with any questions or concerns they may have.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
April-22

General Patrol	
Assist Citizen	1
Assist Motorist	
Assist Other Agency	9
City Assist	3
County Assist	15
Medical Assist	2
MSP Assist	3
Other Calls for Service	4
Property Checks	695
Suspicious Person	
Suspicious Situation	
Well-Being Check	2

Traffic/Vehicle	
Abandoned Vehicle	
Accidents	4
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	1
Stolen Vehicle	1
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	17
Unsecured Vehicle	
Verbal Warning	8
Warning Ticket	

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

Criminal Offenses

Animal Neglect	
Arrest	13
Assault	1
B&E	
Bond Revocation	
Child Abuse	
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	1
Disorderly	2
Domestic Disturbance	2
Drive-Off	1
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	2
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	2
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	4
Public Peace	
Resisting	
Robbery	

Criminal Offenses Continued	
Sexual Harassment	
Shoplifters	1
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	2
Unwanted Subject	2
Miscellaneous	
Administrative Hours	285.75
Alarm	2
Attempt to Locate	1
Boat Dock Checks	
Casino Hours	179.5
Civil Standby	
Community Policing	4
Court Hours	
Death Notification	
Drug Disposal	
Follow-Up Investigations	6
Found Property	2
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	50
Total Reports	50
Training Hours	8.25
Transport	1
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	4799
Voluntary Missing Adult	
Training/Travel	

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
April-22**

Administrative Hours	50.2
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	2
Court	
Court Hours	
Dock Checks	6
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	260.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	4.25
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2296
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
April-22**

Administrative Hours	232.25
Arrest(s)	2
Male	1
Female	1
ATV Patrol Hours	
Assist(s)	5
Assist Hours	4.25
Citation(s)	2
Civil	2
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	9
Contacts	462
Court	
Court Hours	
Follow-up(s)	4
Follow-up Hours	2.5
Federal Citation(s)	
Hours Worked	443
Joint Patrol(s)	
Marine Time	
Meeting(s)	5
Meeting Hours	11.5
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	201
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2481
Vehicle Stops	9
Verbal Warning(s)	6
Written Warning(s)	3
Training/Travel	

Tax Office
Valerie Chandler

Tax Department April 2022 Monthly Report

Staff: Valerie Chandler, Tax Officer
Tax Department Administrative Assistant - Vacant

During the month of April 2022, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
 - Tax preparation questions which were referred to the member's nearest VITA/TCE site for assistance
 - Michigan Department of Treasury letters to Tribal Members stating they are not qualified to claim Resident Tribal Member status
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Assistant to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for March 2022.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Provided weekly updates to ULD that require legal assistance, opinions, and/or for informational purposes.
9. Issued 9 Certificates of Exemption:
 - Purchaser: 8 RTMs 1 Tribe/Entity
 - Purchase Type: 6 Vehicle 1 Construction 1 Burial Program
10. Reviewed 31 Tribal Member address and/or name changes; 2 required updating of the RTM list and database.
11. Processed 2 Proofs of Residency.

12. Processed 8 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
 - New and re-instated RTMs
 - Deceased RTMs
 - Address changes of RTMs
 - RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the 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 and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for May 2022 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,344 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for March, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed March 2022 Tribal tax returns which included:
 - Retail Sales Tax (Little River Trading Post, Little River Casino Resort, and Nectar Spa)
 - Food & Beverage Tax (Little River Casino Resort, Sparks BBQ, Da J Wok, and Taqueria Diablos)
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Corresponded with and spoke with vehicle dealerships regarding Certificate of Exemptions for Resident Tribal Members.

2. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees, including facilitating the monthly virtual staff meeting.
3. Prepared the announcement of the March Employees of the Month which included printing and displaying the certificates in the lobby.
4. Corresponded with vendors to follow up with their Temporary Tribal Business Tax Licenses and payments.
5. Forwarded individuals to co-workers in other departments for proper follow-up in regards to grant opportunities, receipt copies, and estate planning.
6. Corresponded with a contracted vendor in regards to a Certificate of Exemption needed to established tax exempt billing for electrical service at the new food distribution warehouse.
7. Prepared the Tribe's 1st quarter 2022 tax sharing return.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities.
 - Form 5633 State sales tax claim for a Resident Tribal Member that was charged tax on a vehicle purchase.
 - Procedure in which the State Treasury would like a Resident Tribal Member to file an amended Form 4013 since the current form does not provide for an amendment.
 - Tribal Members that received letters stating they were not qualified to claim Resident Tribal Member status; one was an error by the State.

Little River Trading Post Interactions:

1. Worked with the Trading Post Manager in updating OTP (other tobacco products) tribal member pricing.

Little River Casino Resort Interactions:

1. Corresponded with Resort staff member in regards to the breakdown of motor fuel taxes and discounts in relation to a special project she was assigned.
2. Corresponded with Resort staff regarding venue reporting.

Meetings / Trainings Attended During the Month:

1. Tribal Membership Meeting on April 2, 2022.
2. Employee Staff meeting via Teams on April 7, 2022.
3. Employee Recognition Team meetings via Teams on April 7 and 21, 2022.
4. Tribal Council meeting via Zoom on April 27, 2022.
5. Survey Work Group meetings on April 7, 11, and 28, 2022.
6. Met with the Ogema and Leads as part of the Survey Work Group on April 26, 2022.
7. Met with I.T. and Elevate staff on April 28, 2022.

Statistics:

Total Registered Resident Tribal Members (RTMs): 260

- Manistee County: 249
- Mason County: 11

Monthly Tax Revenue*:

*March 2022 amounts received in April 2022

- Retail Sales Tax (Gift Shop) \$1,550.12
- Retail Sales Tax (Nectar Spa) \$111.45
- Retail Sales Tax (Trading Post) \$7,767.08
- Service Tax \$832.02
- Admissions Tax \$921.97
- Lodging & Occupancy Tax \$8,724.49
- Food & Beverage Tax (Little River Casino Resort) \$22,172.78
- Food & Beverage Tax (Sparks BBQ) \$1,306.54
- Food & Beverage Tax (Da J Wok) \$2,723.69
- Food & Beverage Tax (Taqueria Diablos) \$1,891.78

Tax Exempt Savings to Tribal Members (unless noted otherwise):

- Gasoline (includes eligible Government & Resort vehicles): \$6,850.72
- Diesel (includes eligible Government & Resort vehicles): \$174.32
- Cigarettes: \$9,393.56
- Employee (Government & Resort) Discount on Fuel: \$544.26

Tribal Member Tax Exemption Rates ("Discounts") for May 2022*:

*Gasoline and Diesel tax exemption rates change monthly due to the State's designated pre-paid sales tax rate on fuel.

- Gasoline: \$0.488/gallon
- Diesel: \$0.527/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
April 2022 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.
 - ❖ 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 69 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. Participated in regular meetings with the Ogema and other Leads.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.
6. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.

7. Continued to communicate with G. Zaring regarding Manistee Historical Society project and Tribal involvement.
8. Gave a presentation to Mason County Historical Society and answered questions for a Graduate Student.
9. Attended the regular monthly staff meeting.
10. Attended the online MACPRA meeting.
11. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month

1. Did an audio recording for the bowling game on the web/app.
2. Working on information about recycling paper and cardboard for LRB.
3. Developed a report for our funding agency for the web/app.
4. Working with Allison at NRD on a language project.
5. Working with Marty Holdgren on Grand Rapids project.
6. I am visual aid editing the audio CD's that will be on the web/app.
7. Worked on a small project for Tribal Council on naming the Farmers Market.
8. Produced language lessons and taught them by teaching how to spell and write our language.
9. Produced lessons for Endaaying, recorded them and posted them.
10. Consultant to Interlochen Public Radio, Delta Dental, Sleeping Bear Tours, Mi. Nature Association, Grand Rapids Public Museum.
11. Answered Emails and calls about language camp, language, culture and history.
12. Recycled for LRB Pharmacy.

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 Director
April 2022, 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.
- Continuing to sample for Covid-19 in wastewater
- Registered CDX website, PFAS testing for UCMR 5 Date TBA

Billing

Water	\$12,481.96
Sewer	\$19,160.41
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$17,799.11
Septage	\$6,573.84
Other	\$174.35
Month Total	\$66,069.93
Yr. to Date Water	\$47,558.14
Yr. to Date Sewer	\$64,347.77
Yr. to Date Irrigation	\$7,243.72
Yr. to Date Fire Suppression	\$32,277.32
Yr. to Date Manistee Township	\$71,395.27
Yr. to Date Septage	\$24,112.14
Other Revenue	\$1,025.84
Credit	\$0.00
Yr. to Date Total	\$247,960.20

1. Well House Pumping in Gallons
Total Flow Gallons
a. 1,911,392
b. Ave Daily Flow Gallons 61,658

2. Gallons of Treated Wastewater SBR
Influent Gallons
a. 3,459,656
b. Daily Average Gallons 104,855

Effluent Gallons
a. 3,355,894
b. Daily Average Gallons 111,863

Lagoon
a. Influent 220,938
b. Daily Average Gallons 7,127

3. Septic Sewage
a. Gallons 109,564

III. Travel and Trainings

What: MTERA Board Meeting
Who: Gary Lewis
Where: Phone Conference
Sponsored by: MTERA

What: Lead and Copper Sampling Plans
Who: Clatus Clyne, Diane Kerr, Thomas Sutton, Gary Lewis
Where: Webinar
Sponsored by: EGLE

What: Preconstruction Meeting MDOT
Who: Gary Lewis
Where: Online
Sponsored by: MDOT

What: Agenda Review, Council Agenda
Approval to apply for a TEDC Capacity Grant
Who: Gary Lewis
Where: Zoom
Sponsored by: Tribal Council

What: I.T. Meeting, Software Management

Who: Diane Kerr Gary Lewis

Where: Zoom

Sponsored by: ULD Law Library

What: Michigan Climate Action Plan Lessons Learned

Who: Gary Lewis

Where: Webinar

Sponsored by: EGLE