

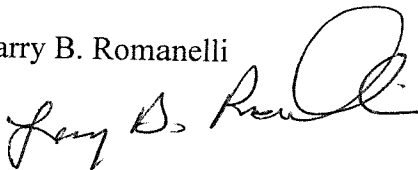
Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
Manistee MI 49660

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: September 16, 2019
Maanda Nji: Re: August 2019, Operations Report

We respectfully submit the August 2019, Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli



Little River Band of Ottawa Indians
Departmental Monthly Reports
August, 2019

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

August, 2019 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2019 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2019 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2019 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

Goal: Improve quality, timeliness, and accuracy of all financial reporting to all levels of the tribal government.-

Objectives:

1. Completion of the 2018 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2015. Indirect Cost Proposals for years 2016

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

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

Property Management:

Goal: Complete the establishment of the Property Management function for the organization.

Objectives:

1. Complete and implement asset maintenance procedures including creating and implementing the procedures, creating and organizing physical asset files, create departmental asset books and distribute, and completing training for the organization.
2. Complete the set-up of a warehouse storage facility.
3. Create a catalog for internal use in property distribution of excess inventory.
4. Improve tracking and handling of property tax issues for all tribal owned properties.
5. Improve tracking and management of all tribally owned vehicles.
6. Implement a Construction in Progress system for all tribal and grant funded projects related to fixed assets.
7. Complete regular inventories of Program and Grant assets, including completing the inventory for the Public Safety department.

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2020 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Finalize all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Implement and expand electronic requisition system.
5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.

Through the pursuit of the goals and objectives listed above the LRBOI Finance Division will be working towards improving its ability to provide a high level of professional financial and accounting support to the LRBOI Tribal Government.

II. Department Reporting Section

AUDIT

Audit field work for the 2018 audit took place May 13 - 22, 2019. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continues to provide information for the auditors to complete the audit. It is anticipated that the final audit report will be issued in August, 2019.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; Elders (10) Complex.*** *The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of August.*
 - i. ***Elders (10) Complex – Wieland - \$143,386.53***
 - ii. ***Elders (10) Complex – MISC Items - \$1,619.54***
 - iii. ***Elders (10) Complex – Consumers - \$567.68***
 - iv. ***Elders (10) Complex – Utilities - \$64.78***
2. ***Cash Receipts;*** *Daily cash receipts totaled for the month of August, were, \$688,165.91 the General Fund Operating Account had a total of (323) receipts.*
3. ***NGLC;*** *Monthly report from Bright wheel software that is used to track the payments for day care, reconcile to the bank statement.*
4. ***Pharmacy;*** *Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,*
5. ***Fixed Assets Account Group;*** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2018. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2018.*
6. ***Audit work for 2019-2020 –*** *Ongoing working on updating current year purchases, Fixed Asset control.*
7. ***1099MISC. –*** *2018 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2018.*
8. ***Sending out some of the returned 1099MISC as corrected addresses come in.***
9. ***BP Card –*** *gas card access – Continued updates and changes as it relates to new hires and departures.*
10. ***Tribal Financial Statement Requirements;*** *Due by the 8th of the month.*
 1. ***Cash Deposits***

2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
3. *Utilities report – current payments – monthly report of payments.*

–

Construction Task Force –Weekly Meeting - Thursday – review - Elders Complex and AKI 2 – 2019 homes.

Other Meetings

August 6 – Finance Wage Grid – Review Ogema’s Office

August 8 – Meeting with HR– Review Job Description/Wage Review

August 28 – Meeting Review Gaming Commission Entryway

Duties and Accomplishments –

1. Reconcile 14 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay
7. Warriors Society Banking

Meetings Held / Attended – Emergency Action Plan, Financial Presentation, TERT, Department of Homeland Security

Trainings Held / Attended – BRIC Webinar, Evacuation/Shelter Webinar, FEMA Flood Map, National Joint Tribal Emergency Management

Special Tasks / Activities Performed – Muskegon visit, Emergency Action Plans

Upcoming Projects / Tasks – Fire Drill

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. Sent out August report notices to Program Administrators to let them know when they needed to submit their grant report to me so that I can prepare the cover letter that will be signed by the Ogema and attached to the report that will be submitted to the funding agency.
2. Sent out notices to Program Administrators to let them know of grants that will be ending.
3. Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.
4. Reviewed all grant Revenue & Expenditure reports for June 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 reimbursement the Tribe for those expenses on the grants.
5. Recorded the amount of the draw down and draw down date of the request on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.
6. Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits. I identify on the bank statement by writing those grant names and fund numbers assigned so the revenue can be recorded for that grant.
7. Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.
8. Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.
9. Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.
10. Prepared all the cover letters for the Ogema to sign that are attached to the reports that go to the funding agencies.
11. Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic grant report folders.
12. Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.
13. The Tribe received two modifications for the following grants: 2018-2020 EPA PPG added funding in the amount of \$224,010 and 2018 BIA Self Governance added funding in the amount of \$40,265. Documents were scanned and placed in the electronic grant folder and originals were placed in the grant files. The new funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given copies of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.
14. The Tribe received three new grant this month: 2019 CWSS Title IV-B subpart #1 in the amount of \$2,133 for the time period of 10/1/18-9/30/20, 2019-2020 TOR grant yr. 2 funding in the

amount of \$84,145 for the time period of 9/30/19-9/29/20 and MDHHS Community Based Child Abuse grant yr. 4 funding in the amount of \$50,000 for the time period of 10/1/19-9/30/20.

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

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

16.Purged my grants that had ended from my filing cabinets and took them to the basement to be filed. Brought up grant files from the basement that need to be reviewed to make sure that all documents are scanned so that these can be shredded.

17.Worked with the Grant Program Administrators on any questions they have related to the grant they are overseeing.

18.Prepared monthly billing statements (4) to ITC on the grants that we have been awarded by them.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Jason Cross a few times each week.
4. Met with Valerie Chandler on different occasions.
5. Met with Lyle Dorr almost on a daily basis.
6. Attended monthly Lead meetings with Jay, Bill, Larry and Mary.
7. Met with Jeff (HR) and Valerie regarding interviews.
8. Met with Daryl Wever a few times each week.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

1. Will be reviewing the old grants from the basement to make sure that all documents have been scanned then they will be shredded.

PAYROLL

Duties and Accomplishments –

1. Processed 686 payroll vouchers/checks.
2. Verified 25 PAF's this month which included 2 new employee(s), and 11 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 8/2, 8/16 and 8/30.
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 –

- 8/2/19 – Meeting with Lani and HR regarding AFLAC billing for employees out on FML/LOA.
8/22/19 – Meeting with Lani and Steve to discuss benefit reconciliation.

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2019 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in August 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 August as well as the check request for payment of those taxes.
7. Provided HR with accrual reports for Health, Dental, Vision and Life insurances for the month of August.
8. Addressing payroll concerns and/or corrections as necessary.
9. Provided member eligibility for the October 1st per capita payment calculation.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

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

4. Processing of October 1st per capita distribution and necessary compliance reporting.
5. Prepare bi-annual certification of personnel costs for grant programs.

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 twice a week 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 fold.
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.
6. Processed 1718 checks for a total of \$1,947,582.41.

7. Checks processed for Education 27, Members 49, Travel/Advance & Closeout 52, Child Support 30 and Payroll 24.
8. Logged in 77 Rent, 51 Water, 13 Travel Closeouts, 38 Child Support, 17 Court Filing Fees, 16 CPL/ Fingerprints, 11 Gaming License, 62 Tribal Id's, 33 Daycare payments.
9. Processed 409 checks for Contract Health for a total of \$97,585.93.

Upcoming Projects / Tasks

1. Process school clothing checks.

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 and 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. 8/7-8/12 drafted snow removal RFP.
2. 8/13 GSA Personal Property Disposal Process Overview Webinar.
3. 8/13 edited clinic housekeeping RFP.
4. 8/19 solicited snow removal RFP. Due date 9/9/19.
5. 8/20 reached out for quotes for landscaping and build up for new clinic sign.
6. 8/21 reached out for quotes for new hvac system for the Justice Center on 7/29. Forwarded quotes to Maintenance Lead on 8/21/19.
7. 8/22 obtain bid and seek legal review for a pest control services agreement for new Elder's Complex.
8. 8/27 Planning & Procurement: Intro to Planning.
9. 8/27 Planning & Procurement: Procurement Process Solicitation thru Contract Award training.
10. 8/29 Planning & Procurement: Single Audit.
11. 8/29 Planning & Procurement: Cost Estimating.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 316 packages.
2. Issued 130 receiving reports.
3. Returned 2 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2019 Indirect Cost Proposal.
- 4) FY2020 Operating Budget Draft #1 submitted 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 FY2019 Indirect Cost Proposal.
- 4) Disseminate FY2019 Budget R&E's
- 5) Finalize 2020 Budget

Expenditures Update

Total year to date expenditures for the Finance Division for August, 2019, are \$837,001, compared to an annual budget of \$1,293,682. Total expenses for the Finance Division for year to date August, 2019, represent 65% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

August 2018 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 5 student received LRBOI/JOM activities funding totaling \$810, 2 students received \$250 toward driver's training, totaling \$500. 164 \$500 school clothing checks were mailed out, 27 were issued for \$250, and 18 were issued \$250 Activities funds in place of School Clothing for those who missed the deadline but eventually turned in receipts for previous year and requested activities in place of the normal funding. . Total \$93,250
- **Higher Education Scholarship:** 20 Higher Education Scholarships were processed for August. Total awards were \$44,921, providing assistance to 11 community college students and 9 university students. 12 students were female, 8 male.
- **College Book Stipend:** 59 book stipends were awarded during the month of August totaling \$24,400. 5 for being enrolled in 1-3 credits, 18 for being enrolled in 4-8 credits, and 36 students received stipends for being enrolled in 9 or more credits.
- **Miscellaneous Information:** processed many Michigan Indian Tuition Waivers, and took numerous phone calls and emails regarding student school clothing checks, book stipends and scholarships. This time of year also includes much telephone correspondence between various college financial aid offices and this department, and also general information provided to potential students deciding to attend college. As with each start of a new academic year many calls are received requesting information about how to begin applying for college.
- This month the Education Department held the second Indian Village Camp for students ages 14-17. Having done the previous camp for ages 10-13, we found, in comparison to last year's single camp, that dividing the ages works much better in terms of all activities and just the camp as a whole. August's camp was from the 15th through the 18th and included cordage making, pottery with trying wood firing, with not very good results, but fun trying, learning about sweet grass plants and how to grow them, kool aid tie dye tshirts, local natural food sources, cooking fish in birchbark, atlatl, and many other activities.

- **August 23rd we had the Drive In Family Movie Night with around 23 participants, and card board box cars**
- **August 27-28 we were invited to and attended two days of the Spirit of the Woods Conservation Club Day Camp where we presented information about Monarch butterflies. Deb taught about the Medicine Wheel. The second day we had them throwing arrows/darts with the atlatl.**

- **Meetings attended:**

August 7 Tribal Development Team meeting.

Justification

- **Activities performed and services rendered fall within budgeted items for the 2019 fiscal year.**

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

August Monthly Report - 2019

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

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

To continue to address the needs of the Tribe by assisting in gathering data for the various departments, by continuous verifications of Tribal Members for departments and helping with any other concerns the departments have.

To continue to update the Per Cap data base.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses.
- Enter new individuals in the Per Cap database
- Enter and update direct deposit and check cancelation information into the Per Cap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

Duties Performed

- Mailed out: 3 Applications forms for people seeking membership
- Mailed out: 25 Address change forms
- Created 56 New and Replacement ID's from 08/01/2019 through 08/31/2019
- 132 Addresses changed from 08/01/2019 through 08/31/2019
- Final Rejection Letters: 0
- Final Acceptance Letters: 1
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 2
- Provisional Acceptance Letter: 3
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0

- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 08/01/2019
- List request of Membership: Tax Office, Member's Assistance, Public Information and PRC/EHAP
- Label request of Membership: 0
- Tribal Members Label/List/Statistical request: Sandra Lempke-Mezeske
- Statistical requests: 0

- Department Verifications:
 1. Prosecutor 80
 2. Members Assistance 37
 3. Purchased and Referred Care/EHAP 109
 4. Family Services 4
 5. Casino 3
 6. Election Board 5
 7. Food Distribution 1
 8. Human Resources 2

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 3 Members passed away for the Bereavement Fund
- Sent out 3 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 7 Tuition Waiver Verifications
- 435 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Leads/Ogema Meeting – August 13th
- Tax Department Admin Interviews – August 20th, 22nd
- Enrollment Commission Meeting – August 22nd
- Leads/Ogema Meeting – August 27th

Enrollment Statistics

- Total Membership: 4,185
- Total number of Elders: 1,395
- Total number of Adults (18-54): 2,430
- Total number of Minors (0-17): 360
- Total Tribal Members living in:
 - 9 County Area: 1,728
 - Outside 9 County Area: 2,356
 - Michigan: 2,709
 - Outside Michigan: 1,375
 - Undeliverable Addresses: 101

Family Services
Jason Cross

Family Services Department

August 2019 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	1
Muskegon	5
Mason	1
Lake	0
Wexford	0
Kent	1
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	2
Total	10

Open Cases.....71

Total number of Tribal members served in open cases: 77

Total number of descendants served in open cases: 25

Total number of individuals served in open cases: 132

Cases Management:

These cases represent all open cases within the Family Services Department including Indian Child Welfare Cases, Child Protective Services, Elders Services, Adult Services including, Domestic Violence and/or Juvenile Justice. These cases are maintained by a required monthly face to face contact, contact and coordination with service providers and/or agency advocacy within the nine county service areas.

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	0	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	4	0	0	0	1	0	0	0	0	0
Stephanie Persenaire Intakes	3	0	0	0	2	0	0	0	0	1
Stephanie Persenaire Open Cases	0	0	0	0	0	0	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	1	0	0	2	0	0	1	0	0
Amanda McQueen Open Cases	1	0	0	1	6	0	1	0	0	2
Worker Monthly Totals	8	1	0	1	11	0	1	1	0	3

Sandra DeVerney - Case Management

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

Stephanie Persenaire - Case Management

Total number living in homes served	3	0	4	0	0	0	0	0	0	6
Total number of Tribal Citizens living in homes served	2	0	2	0	0	0	0	0	0	4
Total number of descendants living in homes served	0	0	1	0	0	0	0	0	0	0
Total number of children living in homes served	0	0	3	0	0	0	0	0	0	3
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	1
Child Abuse/Neglect	0	0	1	0	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	2
Substantiated or Unsubstantiated by DHS	0	0	1	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	1
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Home	1	0	1	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	1
Court appearances	3	0	0	0	0	0	0	0	0	0
Home Visits	2	0	0	0	0	0	0	0	0	1
Case Reviews	1	0	0	0	0	0	0	0	0	0
Binojeuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	19	0	0	0	0	0	0	0	0	15
Contacts with LRBOJ departments	5	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	38	0	13	0	0	0	0	0	0	35

Amanda McQueen - Case Management

Total number living in homes served	6	1	0	0	19	0	6	1	0	7
Total number of Tribal Citizens living in homes served	1	5	0	0	9	0	1	1	0	2
Total number of descendants living in homes served	0	0	0	0	8	0	0	0	0	0
Total number of children living in homes served	4	4	0	0	7	0	4	0	0	3
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	1
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	1	0	0	0	0	0	1	0	0	0
Home	0	1	0	0	2	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	1	0	1
Court appearances	0	0	0	0	0	0	1	0	0	0
Home Visits	0	1	0	0	5	0	1	1	0	0
Case Reviews	0	0	0	0	0	0	1	0	0	0
Binojeuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	5	2	0	0	12	0	5	3	0	9
Contacts with LRBOJ departments	2	2	0	0	7	0	0	0	0	3
Tribal Elders	0	0	0	0	1	0	0	1	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	19	16	0	0	70	0	20	8	0	26

LRBOI Victim Services Program Monthly Report
August 2019

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (1); New Intake(s) (0); Cases closed (0)
 - Provided: advocacy, legal assistance, transportation, food, and judicial advocacy.
- Attended (0) Court
- Had (3) client face to face meetings; (0) transports

Collaboration Efforts

- N/A

Travel & Training

- 8/12 – 8/15 – FVSPA Tribal 2019 Grantee Meeting
- 8/19 – MCOLES SA Training
- 8/20 – 8/22 – OVW 2019 Tribal Gov-to-Gov Consultation

Outreach/Education

- N/A

Grants

- 8/21 – VOCA Budget Mod. was approved

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (1); New Intake(s) (0); Cases closed (1)
- Provided: ed. material, transportation, legal assistance, and referrals
- Attended (0) court hearing
- Face to face meetings w/clients (2)

Collaboration Efforts

- 8/1 – Oceana's Home Partnership
- 8/13 – LRBOI VSP Task Force meeting
- 8/14 – Muskegon Legal Aid meeting
- 8/28 – Muskegon DV & SA meeting
- 8/28 – Muskegon Human Trafficking meeting

Training/Webinars

- 8/5 – Survivors of SA Reveal an Important Truth NSVRC (webinar)
- 8/5 – Growing Resiliency NSVRC (webinar)
- 8/7 – Mending the Rainbow – Working w/NA LGBTQ NIWRC (webinars)
- 8/7 – Tribal Consultation NIWRC (webinar)
- 8/8 – Crime Victims in Indian Co. & Rights NIWRC (webinar)
- 8/8 – Safety for Native Women: VAWA 101 Primer NIWRC (webinar)
- 8/26 – Empowering Children in Shelter NIWRC (webinar)
- 8/27 – Introduction to Participatory Research DV Programs NIWRC (webinar)

Outreach/Education

- 7/24 – Muskegon Facilitated Youth Mediation Presentation Planning
- 7/31 – Muskegon Facilitated Youth Mediation Presentation Planning

Michel Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current: New Intake(s) (1); Cases closed (0)
- Had (0) client face to face meetings
- Had (2) telephone contacts
- Had (0) rides provided

Collaboration Efforts

- 8/12- MDVSART Meeting
- 8/13- LRBOI Victim Service Task Force Meeting
- 8/13- Meeting with Amber and Brandy regarding DV month activities
- 8/14- Phone meeting with Jesse Guest of Oasis regarding possible participation as a community training team member to bring awareness about SA/DV to Wexford county
- 8/15- Phone meeting with Kim Venema, sexual assault counselor of Oasis, to provide her with cultural resources
- 8/23- Oasis DV Task Force meeting

Training/Webinars

- 8/14- Webinar- Strengthening Tribal Response to Violence Against Native Women: Legal Resources
- 8/14- Online- MiVan Training: Understanding the Confidentiality Requirements of VOCA, FVPSA, and VAWA
- 8/19- MCOLES Sexual Assault Training
- 8/22- DVAM is 365 Days Long: How to Raise Awareness of Domestic Violence During and Beyond October
- 8/28 – 8/30- Away Training- Sexual Assault Training Across the Lifespan

Outreach/Education

- Ongoing work on website, program brochure, and resource card
- Daily posts to the VSP's social media pages

Other

- Article for Currents about Jason's advocacy award
- Follow-up with RCP Web Development regarding payment for website and to discuss project details

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current: Open Cases (2); New Intake(s) (0); Cases closed (0)
 - Provided: transportation, legal assistance & advocacy
- Attended (2) court hearing
- Had (4) client face to face meetings; (0) transports

Collaboration Efforts

- 8/12 – Manistee DVSART meeting
- 8/23 – Wexford DV Task Force meeting

Training/Webinars

- 8/6-8/9 – MCEDSV New Service Provider Training
- 8/13-8/15 – MiVAN – Understanding Confidentiality (webinar)
- 8/19 – MCOLES LE Investigating Non-Stranger SA
- 8/22 – OVC Context of Poly Victimization (webinar)
- 8/22 – OVC Older Adults Affected by Poly Victimization (webinar)
- 8/28-8/30 – MCEDSV SA Through the Lifespan

Outreach/Education

- N/A

Next Generation Learning Center-August 2019

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

Enrollment Statistics:

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom 0-2 years old	12	7	6	5	2	6
Toddler Classroom 2-3 years old	14	7	7	4	2	5
Preschool Poplar-3's	13	7	6	3	3	4
Preschool Cedar-4's	21	9	12	1	5	3
School Age 5-12 years	43	16	27	7	6	3
Totals	103	46	58	20	18	21
Percentages		44.6%	56.3%	19.4%	17.4%	23.3%

Wait List

Age of Child/Classroom	No. of Children	Tribal Affiliation	LRBOI Gov. or Casino Employee
Pregnancy	6	2	3
Infant	20	1	2
Toddler	23	2	0
Preschool	18	4	0
School Age	8	2	0
Total: 75		11	5

*Children that have affiliation with LRBOI get first priority on wait list when an opening occurs that fits within the schedule the family has requested. Not all siblings are guaranteed enrollment at the same time.

Current NA/NI, Local, and State Collaborations:

- Maria Pestalardo from the US Dept. of Human and Health Services and the Administrator of Children and Families for Region V; and Cristopher Woodring Technical Assistance Specialist for the National Center on Tribal Childhood Development toured the center and held a short meeting about operations at NGLC. Future conversations and visits will occur once CCDF grant is submitted.
- Lisa Brewer-Walraven, Director of Child Development and Care from the Office of Great Start and Michigan Department of Education has included NGLC in their Tribal Coordination, Child Care Business, and Infant/Toddler Care stakeholder groups. This work will continue into the year 2020.
- Christine Johson-Staub, CLASP senior policy analyst for the nation will be publishing an online article about NGLC within their blog. The article will focus on our family first model, scheduling teachers around the needs of children, and our nontraditional hours of operation.
- NGLC continues to work with the Inter-Tribal Council of Michigan on a consistent basis to implement the Head Start Preschool program, 13 Moons curriculum, and Parent Educator.

- NGLC collaborates with the Manistee ISD and Wexford/Missaukee ISD to implement the Great Start Readiness Program for 16 children that will enter kindergarten in the fall of 2020.
- Manistee MiWorks is within the building twice per week, and seeing an average of 3 clients per day.
- Frey Foundation and Manistee Community Foundation have funded NGLC Administrator to attend the Leadership Learning Labs that occur once a month until December.
- NGLC is part of the Leadership Advisory Committee for the Manistee Chamber of Commerce.

LRBOI Collaborations (Sub Committees)

- Leadership Round Table
- Tribal Emergency Response Team
- Talent Acquisition Team
- MHBG Summative Focus Group

Center Happenings:

- All grant-funded preschool has ended. All children that are within the center for the month of August are tuition.
- NGLC submitted a proposal for the approval to move forward with the Child Care Development Fund grant application.
- Adriana from Family Services continues to meet with NGLC staff for reflective supervision on a monthly basis.
- Head Start regional meeting took place in Sault Ste. Marie at ITC. NGLC has 27 Head Start slots for the 2019-2020 school year.
- NGLC is hiring two Teacher's Aides
- Head Start and GSRP Preschool programming recruitment has come to a close and enrollment has started.
- GSRP help an Audit to end the 2018-2019 fiscal grant cycle.

Closures:

No closures during the month of August.

Upcoming Events:

August 27	13 Moons Curriculum Training at NGLC
August 29	NGLC Preschool Orientation Night
September 3	NGLC Preschool Programs First Day
September 3	NGLC Preschool Photo Day
September 5	CCDF Grant Submission
September 6	Environmental Inspection
September 13	START training with MISD in Grayling
September 23-24	DHHS Hearing and Vision testing
October 20-22	Child Abuse and Neglect Conference

LRBOI Be Da Bin Behavioral Health August 2019 Report

This is the report for Be Da Bin Behavioral Health Program. Staff for Be Da Bin include: Dottie Batchelder, Chemical Dependency Counselor; Sujean Drake, Mental Health Counselor/Tele-psych; Angela Schwandt, Mental Health Counselor; Charlotte Campbell, Case manager/Intake; and James Gibson, Traditional Healer, contractual. New employee, Julie Ramsey, Prevention Worker began on August 12, 2019.

August 6-8, 2019, Be Da Bin staff hosted the GONA (Gathering of Native Americans) at LRRCR funded by SAMHSA Technical Center to do with the TOR grant. IT was a great experience for all that attended. All staff attended.

August 13, 2019, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

August 14, 2019, Sujean, Angela, and Charlotte attended a training on Cluster B Personality Disorders.

August 20, 2019, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

Be Da Bin Staff: Dottie Batchelder was planning for the presentation of the Tall Cop coming up, planning and setting up the Suicide Prevention Walk, and working on completing the Tribal Opioid Prevention Grant that ends September 28, 2019. This month she has attended the planning meetings for the events with opioid epidemic community partners, SEA coalition, and seeing clients. Sujean Drake has been busy with the Mental Health Block Grant (tele-psych), Focus Group Meeting planning, and seeing clients. Angela Schwandt is seeing clients and assisting with the tele psych/focus group. She also meets with Sujean for learning/training of services and works with the Next Generation Child care center. Angela also completed 15 hours of Trauma Treatment for Kids. Charlotte worked with the Traditional Healer. Charlotte Campbell is working on doing intakes, and assisting with clients. IT is working to get our computer system working with RPMS (IHS) for rest of staff. Julie Ramsey is shadowing Dottie at meetings and helping with planning activities at this time.

All staff has been doing on-line webinars for gambling and other subjects. We had many no shows for services. We have had discharges and intakes this month, some intakes have been directly to detox/inpatient treatment (3 not in our numbers).

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor: (from RPMS)

18/6 Individual/Recovery Clients (some pending discharge)

119 Client Contacts for Services

175 Counseling/Administration Hours Delivered

Total Training/Client Service Delivery: 284

Mental Health Counselor/Tele-psychiatry:

23 Individual Clients

46 Individual sessions

8 hr. Tele psych

1 hr. CIT meeting

Mental Health Counselor:

18 Individual Clients

19 Individual sessions

4.5 Supervision hours

2 hr. Tele psch

1 hr. NGLC Involvement
To get on the RPMS system soon.

Case Manager/Intake:
3 Intakes and to get on RPMS soon

Traditional Healing: 8 Individual Client Contacts

Departmental Monthly Events & Needs

Meetings:

HSCB Meeting – 8/6/19
CMH MOU call – 8/9/19
CIT – 8/12/19
GSRP meeting – 8/14/19
SDVCJ – 8/15/19
Monthly meeting with Clinic Director and Lead – 8/21/19
Coordination of placement call – 8/27/19
Family Services Staff Meeting – 8/28/19

Travel and Trainings:

GONA Training – 8/6/19- 8/8/19
Child care funding training – 8/13/19
Tribal State Forum – 8/20/19
Relative Assessment and Placement Training – 8/22/19

Court

LRBOI – 3
Wisconsin - 1

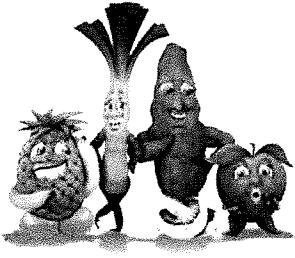
Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW
Director of Family Services

Food Distribution
Ken LaHaye



Food Distribution Program

August 2019 Monthly Report

Ken LaHaye, Alan Tyler and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from the USDA.

Consistently meet and surpass warehouse inspections, so we can keep a clean and safe place for the food for our clients.

Submit all reports in a timely manner to Ogema & Tribal Manager, USDA and State of Michigan Snap Program.

Attend all certification classes and seminars for the USDA and Food Distribution Program and LRBOI.

Work as a team to fully reach our goals and objectives for our program and clients.

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for August.

Ken and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken submitted the 101 Report.

Ken conducted deliveries on 8/2, 8/13, 8/14, 8/15, and 8/16/ 2019.

We conducted 25 deliveries.

We received deliveries on 8/8/2019, 8/12/2019, and 8/15/2019.

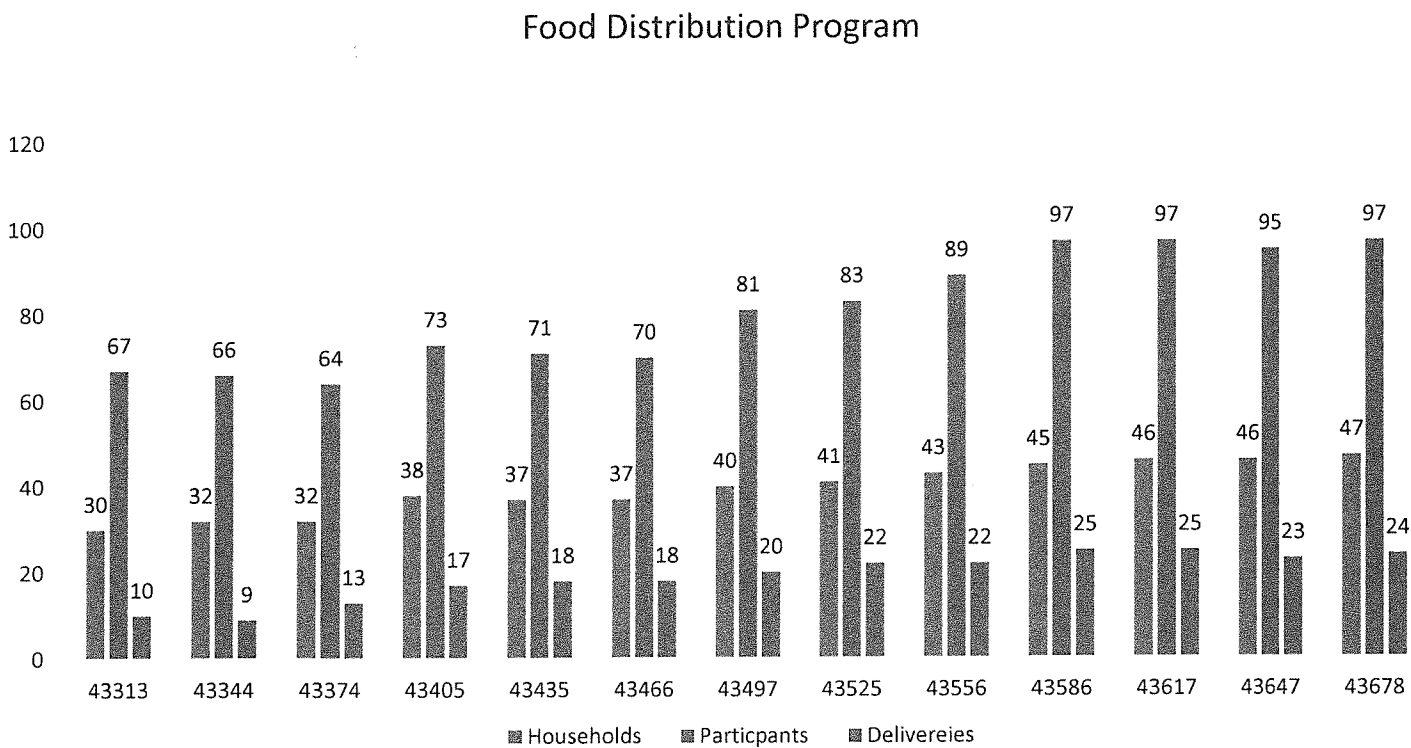
Ken worked on HUD event.

HUD event 8/5/2019.

Budget meeting 8/9/2019.

Ken attended Midwest Conference 8/26/2019 thru 8/29/2019

This is the monthly participation chart for Food Distribution Program.



Grants
Lyle Dorr

Grants Department Monthly Report

August 2019

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.

Aki Maadiziwin

- ∞ **Submitted the IHBG application due Aug 8th:** Submitted the application for 11 homes at Aki. Ten supported by IHBG application and One by IHBG Annual funding. The request was for \$2,470,400.

Clinic:

- ∅ No Active applications or projects

Court:

- ∅ No Active applications or projects

Family Services/ Be-Da-Bin:

- ∞ Child Care Development Fund (CCDF) grant worth about \$82,000. Helping Jason and Holly with the grant application, though Holly has done the majority of the work. It is due in early Sept.

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

- ∞ Participated in the ceremonial check presentation by HUD to the Tribe on Aug 5th. Larry received the check and news organizations covered the event, which provided recognition in the community. Ken LaHaye received several calls and emails of congratulations.
- **Received confirmation in writing that we have received the award: Applied for a grant from the Shakopee Mdewakanton Sioux Community (SMSC) for \$130,000.**

Historic Preservation:

- ∅ No Active applications or projects

Maintenance:

- ∞ I am working with maintenance and Gary Lewis regarding updating our light fixtures from florescent to LED. The anticipate savings will be at least 70%. We should be able to get rebates from Consumers as we do the project. It is currently on hold due to the large number of grants that have come up unexpectedly.

Natural Resources:

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

Update: Robert is planning to move forward with a garage project as monies have been deposited in the Public Safety Account. Maintenance, IT and Natural Resources will be coordinating to relocate the temporary trailer by the end of September to be out of the way of future construction. Once Tom is moved into the temporary trailer, the Brown Trailer will be removed from the Public Safety Property, which will make way for the construction of the Public Safety Garage. Regardless, everyone at Public Safety agrees that it will be the removal of a terrible "eye soar."

Public Safety:

- ∞ **New Car Garage for 2019:** Robert would like garages for his vehicles, storing equipment, and staging exercises. The new structure will go where the Brown modular is currently, that we are removing. It is hoped that the project can be completed by the end of 2019. As the parking lot will be done at the same time, Steve Parsons is waiting on EPA permit approval to proceed.

Water/Waste/Renewable Energy:

- ∞ **Working with Gary Lewis and Diane Kerr on developing a strategic plan for renewable energy initiatives.**

Update: Gary, Diane and I will be going to the 3rd Annual Energy Summit at the Seminole Tribes, Native Learning Center next February. We will establish contacts and gain insight into proceeding with alternative energy strategies starting in 2020. We will focus on finding funding to support our efforts.

Special Projects:

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

Update: The contract workflow system will be up and running by the end of August. Both paper and electronic versions of the system will be in place until the end of the year, which will give everyone the opportunity to learn the system and have confidence in it.

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

Update: I have not been able to focus on this area due to grant application demands, but Brandy Martin is keeping it moving forward, which will eventually lead to us being able to apply for funds related to TERT.

- ∞ **M-55 Bridge Work Schedule:** MDOT met with Tribal and Casino staff to update us on the M-55 Replacement project. They will begin work on the bridge in January of 2021 and continue through the end of the year. Traffic will be rerouted via East Lake.

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: Sept 13th, 2019

Re: August 2019 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of August 2019. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

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

CLINIC OPERATIONS:

401 patients scheduled

28 patients NO-SHOW to scheduled appointments

11 patients provided SAME DAY appointments for emergent matters**

88 cancelled appointments

296 patients attending CLINIC PHYSICIAN appointments**

29 patients PHONE TRIAGE**

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

63 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN AUGUST (Total Patient Volume): 759

Diabetic patients: 117

Flu Vaccines: 0

Injections: 25

Nursing Visits: 4 **

On-site Labs: 223

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,314

DIRECT CALLS TO CLINIC OPERATIONS: 459

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 575

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 37

TRAVEL HOURS: 143 ½

SERVICE HOURS: 42 ¼

NUMBER SERVED: 41

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 242 hours

COMMUNITY VISITS: 6
TRAVEL HOURS: 1 ½
SERVICE HOURS: 10
NUMBER SERVED: 6

HOME VISITS: 13
TRAVEL HOURS: 15 ½
SERVICE HOURS: 15
NUMBER SERVED: 13

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

PHONE CALLS: 290
CALLS – UNABLE TO CONTACT: 189
HOME VISITS SCHEDULED: 35
HOME VISITS REFUSED: 38
HOME VISITS CANCELLED BY PATIENT: 6
HOME VISITS RESCHEDULED: 4
HOME VISITS CANCELLED BY CHR: 3
DUE TO TRANSPORT: 3
DUE TO ILLNESS: 0
HOME VISITS RESCHEDULED: 2

MEDICATION PICK-UP/DELIVERIES: 5 (included in number served & clients served)
TRAVEL HOURS: 8 ¾
SERVICE HOURS: 2 ½
NUMBER SERVED: 5

TOTAL TRAVEL HOURS: 169 ¼

TOTAL SERVICE HOURS: 71

TOTAL CLIENTS SERVED: 67

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 116,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1824

TOTAL PRC PAID IN AUGUST: \$ 83,869.20

PHARMACY/OTHER: \$ 28,165.95

DENTAL: \$ 12,906.65

TOTAL PATIENTS: 211 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 592

TOTAL CLAIMS ENTERED: 455

TOTAL PRC PAID 2019: \$ 993,083.09

TOTAL EHAP PAID IN AUGUST: \$ 32,237.88

TOTAL EHAP PAID 2019: \$ 320,271.24

TOTAL ENROLLED EHAP/LRBOI: 1345

NEW APPLICATIONS MAILED OR GIVEN: 23

REASSESSMENTS MAILED OR GIVEN: 181

MEDICARE LIKE RATE (MLR) Savings for AUGUST 2019

Claims submitted: 49 \$ 78,259.54(total submitted)

-\$ 17,987.39(what we paid)

\$ 60,272.15(total savings)

PATIENT BENEFIT COORDINATORS: AUGUST 2019

Assisted with on-line applications: 4

Webinars/Trainings: 2

Phone calls: All day with reception and registration

New Patient Registration: 11

Established Patient Registration: 202

Referrals to Other Departments: 0

**Roberta Davis performs the daily Patient Registration duties for the clinic patients and Teresa Callis performs the Front Reception duties.

PHARMACY

Active patients: 346

Prescriptions filled: 1304

Insurance charges: \$109,220.42

Insurance payments received: \$79,904.74

Non-member cash/copays received: \$270.44

PRC-equivalent write offs:

LRBOI: \$22,223.80

Other Tribes: \$1,545.87

TOTAL: \$23,769.67

Housing
Vacant a director



Little River Band of Ottawa Indians
Housing Department
Mailing Address: 2608 Government Center Drive
Physical Address: 2953 Shaw Be Quo ung
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT
Report to the Ogema
For August 2019

Staff

Michelle Pepera – Administrative Assistant
Chad Gehrke – Grants Clerk
Jim Stuck – Housing Maintenance Technician
Stephen (Jake) Shepard - Housing Maintenance Technician
Matthew Alexander – Housing Maintenance Technician
Scott Chamberlin – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A. The department received the Occupancy Permit for the Elder Apartment Complex on August 6, 2019, and signed a lease with the first tenant on August 16, 2019.
- B. Met with Wieland & Summit on the fire suppression for the Elder Apartment Complex on August 12, 2019
- C. The Housing Maintenance tech's started work on replacing the back designated elder housing decks.
- D. The department and other employees at the Aki maadiziwin Community Center met with Brandy Martin, Incident Commander for Tribal Emergency Response Team (TERT), to discuss the Emergency Action Plan (EAP), related to emergency management for our building.
- E. The department met twice this month with Elise McGowan-Cuellan, Staff Attorney's and Bill Willis, Members Services Lead.
- F. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 3
 - New leases: 5
 - Annual Inspections: 3
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 1

- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2019 in the amount of \$75,000, a budget modification was done and we added an additional \$20,000.00 to the program.

Applications received this month: 1

Number of Awards made during the month: 0

Amount of Awards made for the Month: \$00.00

Total Number of Awards made during the Year: 17

Total Amount of Awards for the Year: \$76,834.00

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): 1

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 79 rental units in total of which 72 were rented giving us an occupancy rating of 93%.

- A. Aki has 55 income based rental units of which 48 were rented during the month as follows:

1. Aki has 9 low income elder designated rental units and 9 units are rented.

2. Aki has 2 low income elder ADA designated rental units and 2 are rented.

3. Aki has 28 low-income family rental units and 27 are rented.

4. Aki has 6 low income family ADA rental units and 6 are rented.

5. Aki has 10 low income elder designated apartment rental units and 4 units are rented.

- B. Aki has 24 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. N/A

VI. Plans for the Future.

- A. Construction of the 2019 2-Fair market homes

- B. Replacement of the 12 Elder's back decking

C. Other Information

- A. None

End of Report
Michelle L. Pepera
Administrative Assistant
September 5, 2019

Attachments: August 2019 daily maintenance log

Cc: File

Housing 2019
Daily Worksheet

Date 8-5 No Take. Mowed fields, weed whacked, Mowed Ditches.
Adjusted Garage Door Sensor @ 2665 TC, got quote for 2626 Mower
Cabinet & Exterior Lock. Changed Toilet seats @ 2641 OC, lowered
flag, Install Electronic Control Board on Extra Shop Fridge - for disperse

Date 8-6 No Take, No Jim - Cleaned drain @ 2644 OC Checked Pavilion
Installed handles on A Shop Fridge going to 2694 TC, cleaned upholstery
on 4 chairs for Elder Complex. Cleaned Tractor Battery terminals & checked
fuses. Mow by senior complex, water trees

Date 8-7 Reset Breaker @ 2641 OC Brought over Dehumidifier, changed
2 Door Sweeps, 1 for Garage Entry & 1 for Entry way to Garage, Caulked
Around Master B. room Window All at 2654 OC. Cut fields, cut Ditches
Changed Bulb and Fuse on Tractor, No Take

Date 8-9 Got gas for Red truck & Toro, No Take, Mowed fields
2605 OC Mowed Elliptical for Elder Cleaned wood shop No
Take, 2685 checked & did AM on HVAC

Date 8-10. Changed out fridge and worked on Garage Door @ 2694
Checked Pavilion. ~~App~~ 2646 brought Dehumidifier checked
locks - Put in Screens. Picked up Grey Truck from Inks

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 8-12 cleaned shop bathroom, took care of shop trash, checked emails and calendar for scheduled work, mileage for grey truck, reinstalled tool box in grey truck, Daily logs, started cleaning out ditches, weed whacked.

Date 8-13 reinstalled fascia and soffit on shop bld, cleaned up shop area, Safety meeting about ladder work and ground work duties of both discussed, weed whacked.

Date 8-14 Unlocked 2626 OC for tenant to begin trash removal, completed repairs on move-in sheet for 2727 OC, got Third quote for tractor. Replaced toilet Flapper @ 2627 OC, watered new landscape plants, cut grass Elders Row, swapped out washer, repaired Blinds and removed shrubbery @ 2698 OC.

Date 8-15 Repaired one washer front load, Tested another front load washer, stripped for parts, picked up trash cans from Gov center, continued removing invasive trees, called and left messages for Mosses about garage door opener.

Date 8-16 mowed Elders, ditches, HC units, weed whacked, mowed Fields, mowed Fields.

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 8-19 Receipts, mowed fields, weed whacked
Annual Inspection @ 2726 OC

Date 8-20 mowed fields, ditches, weed whacked, move out, rekey
and started on 2596 IC

Date 8-21 Shampooed carpet @ 2596 IC, continued @ 2596 IC
rekeyed 2646 IC tightened drain kitchen sink, adjusted
water heater to be a little bit hotter

Date 8-22 Continued @ 2596 IC ~~took~~

Date 8-23 took out shop trash, checked privy
Swapped out washer @ 2591 OC, check punch list for new complex
Finished 2596 IC

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 8-26 Cleaned up shop area, sorted papers from new Apts appliances, submitted BIA Lawn worksheet, cleaned out gray truck, rekeyed 2626 OC, Packed dumpster down and added stuff from shop and 2581 OC water damaged items Looked @ Garage Door opener @ 2694 IC need to order replacement opener
2724 ER - changed furnace filter, cleaned fan, changed bulb, 2551 - changed Shower Faucet Cartridge, Margaret Scott RM 110 cleaned out basket filter on washer, RM 109 - swept pnts

Date 8-27 receipts updated maps and sub sheets

Replaced Faucet Valve parts in bathroom sink @ 2690 OC
Repaired Mail box @ 2708 OC, started deck removal project @ 2726 OC

Date 8-28 Deck Tear off and clean up prep for redecking.
@ 2726 OC.

Date 8-29 Deck reconstruction of Decking @ 2726 OC

Receipts, work orders, 110 new washer stand, 106 showed how to use washer/dryer, 2615 IC change lock, 2679 2665 garage door, ordered parts

Date 8-30 Mileage updated Calendars, Continued on Deck project, checked smoke alarms @ 2581 informed tenant they need to buy new batteries and we will replace check on cook top, Broken needs to be replaced @ 2591 OC
Worked on Task to Rebe Elder Complex Washer/Dryer Combo.

Thank you for filling out this Daily Worksheet

Human Resources
Jeff Simpkins

To: Ogema Romanelli
From: J. Simpkins
Subject: July 2019 HR Department Report
Date: 9/12/19

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

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

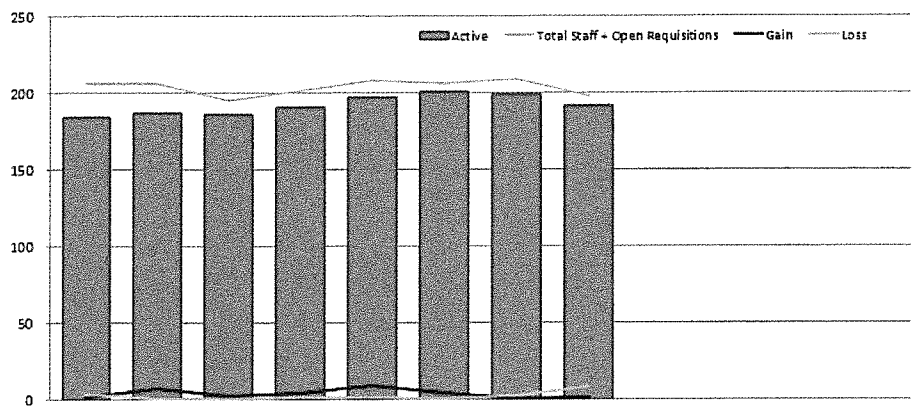
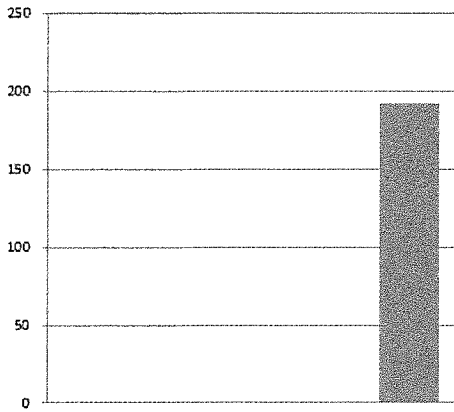
1) HR 2019 Operational Plan

- a) Continuation of the 2019 HR Work Plan.
 - i) 21 of 2019 planned projects are complete. 14 are currently in-process.
 - ii) August Summary: August continued with much recruiting, project work, continued triage in our benefits processes, and the launch of two new cross-functional task teams. There was also significant Talent Acquisition work as staffing requirements continued in departments such as Natural Resources, NRD and Family Services. Thanks Team!

2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Improvement Plan in-process, approximately 75% complete. Final presentations and approval requests are expected by 9/25.
 - (2) Number of Hires During the Month: 2
 - (3) Number of Hires Year to Date: 34
 - (4) Number of Applicants Year to Date: 262
 - (5) Number of Open positions Decreased from 8 to 5.
 - (6) Continued with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
 - (7) Updated Recruiting Work Priority: 1 – Clinic Physician, 2 – NGLC, 3 – IT, 4 – All Others.
 - (8) The spike in turnover is due primarily to the end of summer seasonal interns in the Natural Resource Department. 6 interns left NRD and returned to school in August. Thanks to the interns for their work during the summer and to NRD for helping new talent develop!

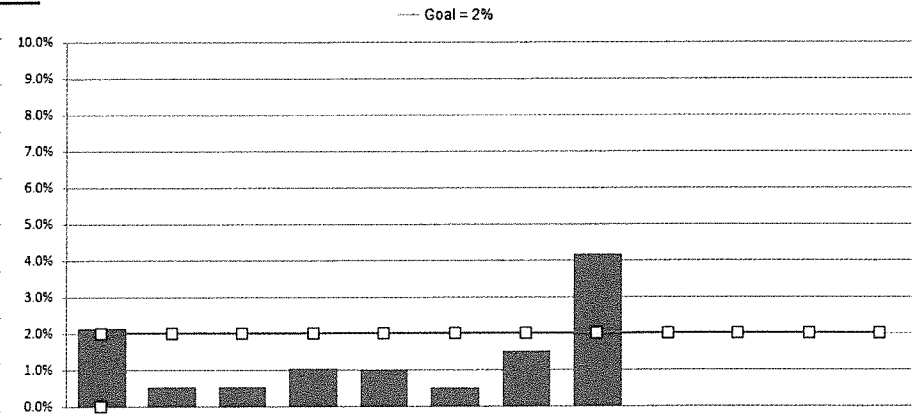
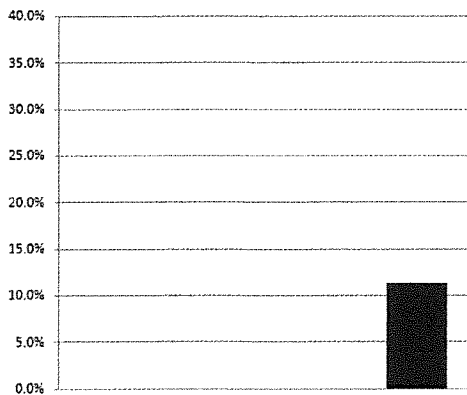
Staffing



Variables	Year			2019 YTD
Active				192
Inactive				3
Total Staff				195
Open Requisitions				9
Total Staff + Open Requisitions				204
Average Fill %				95.6%
Gain				34
Loss				22
Net Gain (Loss)	0	0	0	12

Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
184	187	186	191	197	201	199	192				
3	3	5	3	2	2	2	1				
187	190	191	194	199	203	201	193				
19	16	4	8	9	3	8	5				
206	206	195	202	208	206	209	198				
90.8%	92.2%	97.9%	96.0%	94.7%	97.6%	95.2%	97.0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2	7	3	5	9	5	1	2				
4	1	1	2	2	1	3	8				
-2.0	6.0	2.0	3.0	7.0	4.0	-2.0	-6.0	0.0	0.0	0.0	0.0

Turnover



Variables	Year			2019 YTD
Turnover Percentage	#REF!	#REF!	#REF!	11.3%

Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
2.1%	0.5%	0.5%	1.0%	1.0%	0.5%	1.5%	4.1%				

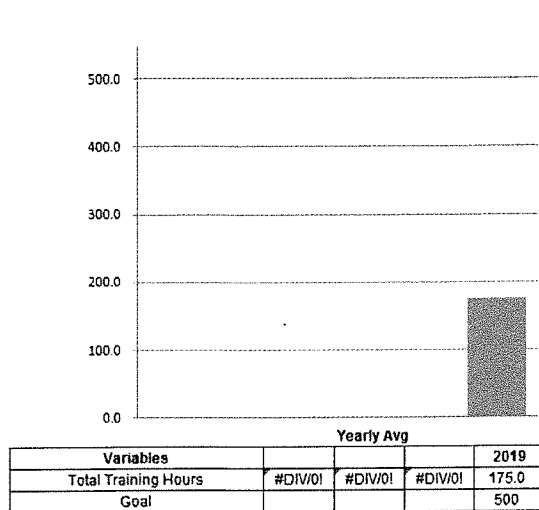
Total Separations	0	0	0	22
Average # of Associates	181	164	164	195
Turnover Percentage Last FY/Month				2.0%
Turnover Goal				2.0%
Turnover Percentage: Involuntary	0.0%	0.0%	0.0%	3.6%
Turnover Percentage: Voluntary	0.0%	0.0%	0.0%	7.7%

4	1	1	2	2	1	3	8				
187	190	191	194	199	203	201	193				
2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
0.0%	0.0%	0.0%	1.0%	1.0%	0.5%	0.5%	0.5%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2.1%	0.5%	0.5%	0.0%	0.0%	0.0%	1.0%	3.6%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

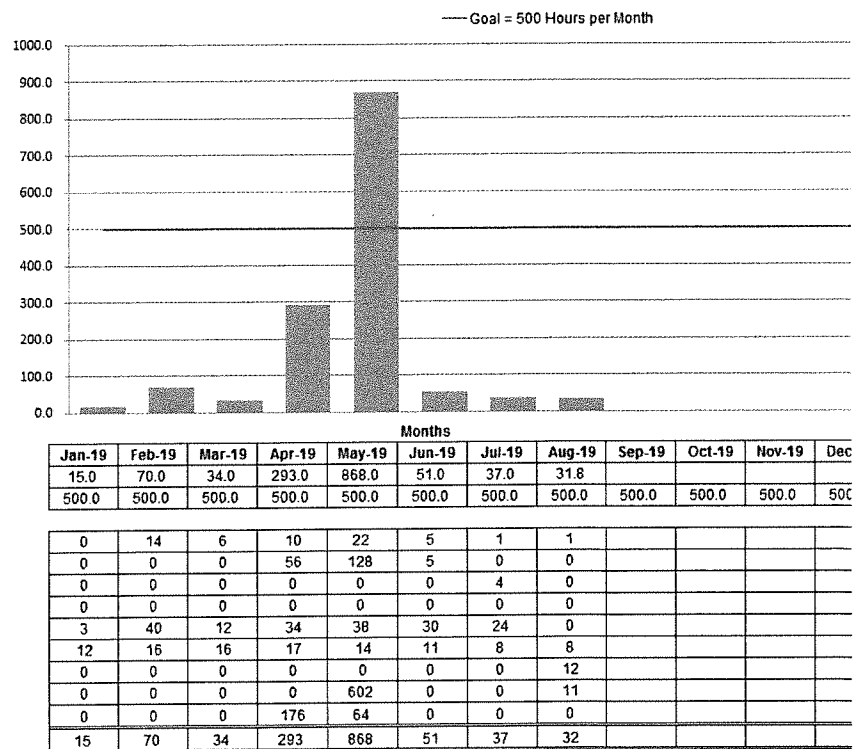
3) Talent Development and Relations

- a) Continued leadership development based on immediate customer needs.
 - i) Result: Initiated onsite delivery of Introduction to Leadership training from The Employers Association of Grand Rapids. This is currently scheduled for 9/26/19, and we have 24 students enrolled. Due to the strong interest we may add another date in early October. We also plan to follow-up with the Association's Core Leadership course in October and November. To-date in 2019 leader development totals approximately 181 hours.
- b) HR Department Development Initiatives:
 - i) Completed HR Assistant Initial Training Program with M. Smith, and the Probation Period Performance Review.
 - ii) Provided additional HR support to the clinic staff and leadership.
- c) HR provided support to TERT Emergency Action Plan training.
- d) Continued work on Performance Management and Compensation Plan issues, including:
 - i) Compensation Triage Project for Immediate Correction:
 - (1) Balance of Organization Range Low – Pending Action
 - ii) Create a Performance Management Update Project
 - (1) Completed loading Natural Resources data into SABA, and conducted NRD leader training in software use.
 - iii) Continued Compensation Plan Team work to review plan options and make recommendations to executives. We appreciate the leadership team members who volunteered their time to the project.
 - iv) We received our second Performance Review of 2019 during August!
- e) Completed Performance Reviews Returned to HR: 1
- f) Completed PIPs Returned to HR: 3

Training and Development Hours

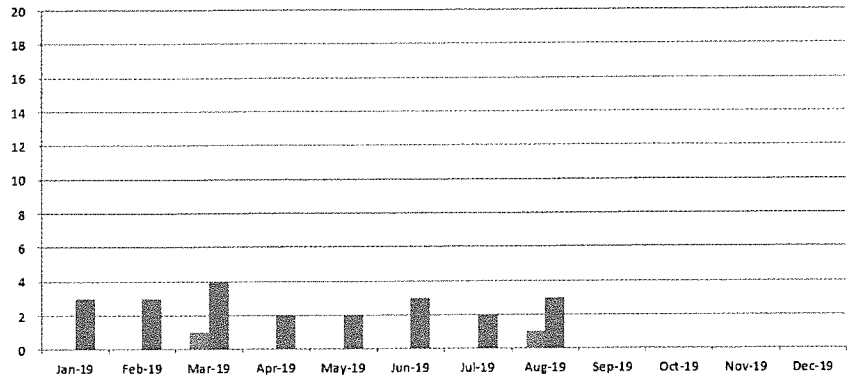


Orientation				59
New Employee Training				189
Training: Position Development				4
Cross Training/Position Preparation				0
Leadership Training				181
One on One				102
Other Training				12
Safety Training				613
Mentorship				240
Total Training Hours	0	0	0	1,400



Performance Events (Reviews/PIP)

Performance Events (Reviews/PIP)



Variables	Year	2019
Percent of Staff Receiving Feedback		100%
Reviews Conducted		2
PIP/PD Conducted		22
Total Staff		1558

Months	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
2%	2%	3%	1%	1%	1%	1%	2%					
0	0	1	0	0	0	0	1	0	0%	0%	0%	0%
3	3	4	2	2	3	2	3	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
187	190	191	194	199	203	201	193					

4) Benefits and HR Administration

a) Continued working to improve the previously identified benefit process issues and concerns.

i) Actions Taken:

- (1) The Hartford is our new life and disability vendor. August was the first month of coverage. The updated plan documents are still pending.
- (2) Launched the Health Insurance Team to solicit and evaluate 2020 health insurance options with the two selected agents. Both agents received the request for proposal and supplier assignments, with a deadline of 9/27 to provide their responses.
- (3) Continued 401(k) audit preparatory work.
- (4) Continued previous Benefits Work Priority: 1 – Benefits Reconciliation, 2 – Transition Ancillary Benefit Administration to Agent, 3 – 2020 Health Renewal, 4 - 401(k) Audit Support.

b) Continue testing the capability of Abila HRIS system with additional data and documents.

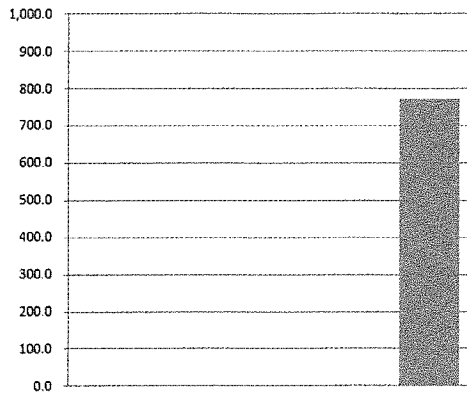
c) Continually adjusting tracking documents to simplify the data collection process for metrics.

d) Leave Cases

- i) FML: 4
- ii) IFML: 1
- iii) Bereavement: 3
- iv) LOA: 0
- v) Education: 5
- vi) Wellness: 9

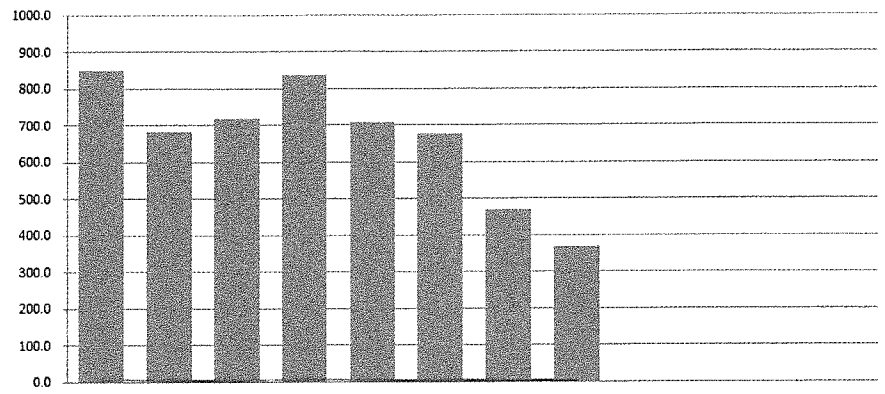
vii) Leave Hours during the month were at a new low for the second consecutive month in 2019, at 366. This is a month-to-month reduction from July to August of 22.0%. The period January through June averaged 745.5 hours per month. The August total represents a 50.9% reduction from the January through June average.

Leave (Excluding PTO and Holidays)



Variables				2019
Total Leave Hours	#DIV/0!	#DIV/0!	#DIV/0!	771.9
Total Leave Events	#DIV/0!	#DIV/0!	#DIV/0!	28.3
Number of FTE Positions				4.8

Leave Hours by Type				
Bereavement				760
Education				158
FML				3,420
IFML				243
Jury Duty/Tribal Witness				0
LOA				488
Military				0
Parental				0
Wellness				239
Total Leave Hours	0	0	0	5,308



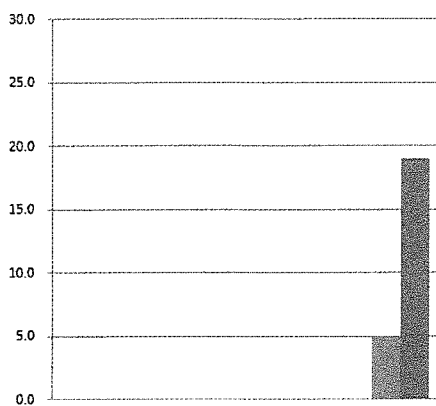
Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
849.50	681.50	718.75	837.8	709.0	676.3	469.0	366.0				
24.00	33.00	24.00	32.0	26.0	32.0	16.0	22.0	0.0			
5.31	4.26	4.49	5.24	4.43	4.23	2.93	2.29				

336.50	123.50	84.00	40.00	16.00	112.00	0.00	48				
12.00	12.00	16.75	20.50	25.25	26.75	28.00	17				
336.00	368.00	552.25	696.00	572.00	384.00	264.00	248				
13.00	18.00	0.00	43.50	64.00	88.00	0.00	16				
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0				
152.00	128.00	32.00	0.00	0.00	32.00	144.00	0				
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0				
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0				
0.00	32.00	33.75	37.75	31.70	33.50	33.00	37				
850	682	719	838	709	676	469	366				

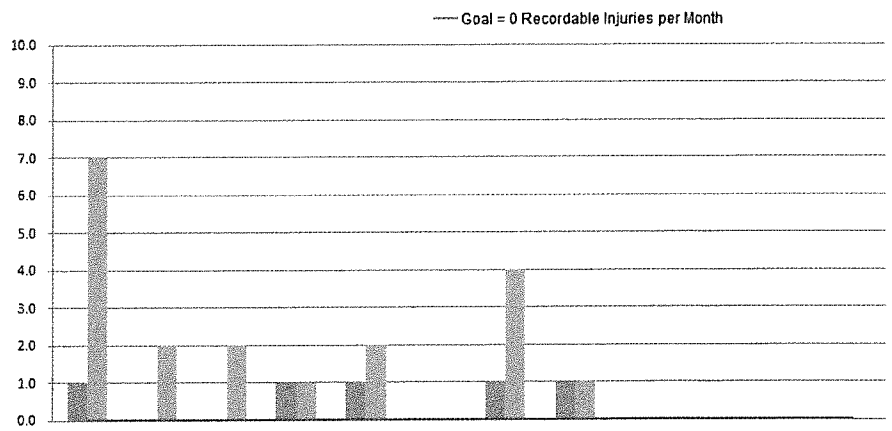
5) Safety

- i) Recordable Injuries: 1
- ii) Near Miss/1st Aid: 1
- iii) August was a return to an average number of incidents.
- iv) In response to the July spike in incidents, HR completed an update to the Injury Reaction Plan.

Safety (Recordable Injuries and Near-Miss Incidents)



Variables				2019
Total Recordable Injuries				5.0
Goal				
Total Near-Miss Incidents				19.0



Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
1.0	0.0	0.0	1.0	1.0	0.0	1.0	1.0				
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7.0	2.0	2.0	1.0	2.0	0.0	4.0	1.0				

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

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

	CURRENTLY EMPLOYED						
	August 2019						
	TM	NA	D	S	NP	TOTAL	
	EXECUTIVE	72	8	9	9	62	160
	GAMING	10	1	1	3	15	30
	LEGISLATIVE	11	2	0	0	1	14
	JUDICIAL	5	2	0	1	1	9
	TOTAL	98	13	10	13	79	213
	Prior Month						
EXECUTIVE	72	8	9	8	69	166	
GAMING	10	1	1	3	15	30	
LEGISLATIVE	11	2	0	0	1	14	
JUDICIAL	5	2	0	1	1	9	
TOTAL	98	13	10	12	86	219	

Notes on Tribal Preference:

- In August Tribal Preference was 62.9% of total employment, an increase from last month due in-part to one Tribal Preference hire and no Tribal Preference losses.
- 2019 data shows the following:
 - The organization is receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes).
 - Tribal Preference applications are 14.7% of all applications received (35 out of 238).
 - Tribal Preference applicants are experiencing issues with position qualifications, as evidenced by the following data:
 - Tribal Preference hires are 23.5% of all hires (8 out of 34).
- This is an issue vital to the organization. As such, LRBOI Government formed a Tribal Development Task Team. The team brings together partners from Education, Workforce Development, Little River Casino and Resort, and Human Resources. Our team purpose is to propose solutions to the issue of Tribal member development in preparation for employment within our various organizations. August activity included establishing a problem statement and gathering both process information and supporting data. One of our first tasks is to connect with Tribal university students. The idea is to share employment opportunities and connect students with Tribal supervisors looking for talent in a given career field.

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
August 2019

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

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

2. Mandatory IT Projects by order of priority:

- a. Telephone system upgrade or replace. E911 compliance required by 12/31/2019, current system not capable. Least costly option is to go with cloud-based system. Due Date 12/31/19.
- b. Windows 7 End of Life. Microsoft operating system Windows 7 will be at end of life on January 14th 2019 and will no longer be support all Windows 7 systems must be upgraded to Windows 10. Due Date 12/31/19 –there are 20 computers left to replace.
- c. Windows Server 2008 End of Life. Microsoft operating system Windows Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows Server 2008 systems must be upgraded to Windows Server 2016 or Windows Server 2019. Due Date 12/31/19 – there are 9 servers needing upgrading.
- d. Windows SQL Server 2008 End of Life. Microsoft operating system Windows SQL Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows SQL Server 2008 systems must be upgraded to Windows SQL Server 2017. Due Date 12/31/19 there a 5 servers that need to be upgraded and we will need to upgrade the software running on those five servers.
- e. Solid Circle Document Management System installed and setup. The document management system first priority is to assist the new website and the Unified Legal Department.
- f. Muskegon Clinic & Pharmacy project planning. This project has been pushed to 2020
- g. Security Upgrades:
 - i. Government Center Parking Lot Camera System (Due Date TBD).
 - ii. NRD Camera System (Due Date TBD).
 - iii. NGLC Camera System replacement (Due Date ASAP).

- 3.** 232 new IT work orders opened in August 2019 and 213 IT work orders completed in August 2019.

Meetings Held / Attended –

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

Trainings Held / Attended –

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

Special Tasks / Activities Performed –

Maintenance
Rusty Smith

Facilities Management Department

2019 August Monthly Report

De-Ahna K. Underwood, Administrative Assistant

I. Department Overview

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

This month 63 work orders submitted and completed for the month of August. Facilities work order requests included, but not limited to grounds keeping, installing lights, and hanging wall decorations, repairing walls, moving employees to new offices, assembling office furniture at Aki, NRD, GC JC, NGLC and NMHSI.

There are 1 remaining work orders open. The Justice Center has continues issues with their 20 year old AC units. The only option left is to replace the units. Waiting on the final decision on who won the bid from Jay and Bill. The Government Center parking lot is in need of repairs, possibly will be bided and completed in 2021. Bobs Roofing won the bid on making repairs to the Gaming Roof, to seal up any leaks. Currently waiting for the beam work to be competed in the interior entrance.

Facilities is still understaffed and we are unable to keep up with all the grounds landscaping that needs to be done. As well as cleaning the parking lots. Facilities would greatly benefit having additional employees to help the day to day operations of the department.

The EVS Techs stay very active in their daily routine of keeping the Government Center and the other office buildings clean and sanitized. EVS is also attended to the bath house for all of the campers. EVS continues their weekly pick up of recycling and shred to dispose of properly.

III. Budget Expense Justification

Open standing purchase orders until December 31, 2019.

IV. Travel and Trainings

Nothing to report at this time.

Legal Assistance
Mary Witkop
No report submitted

Members Assistance
Jason Cross (Interim)

Members Assistance Department

August 2019 Departmental Report

Jason Cross – Director
Linda Wissner – Members Assistance Program Specialist
Amber Moore – 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-16-J72 \$312,000
 - i. Total expensed \$255,068.68
 - ii. Budget remaining 7%
 - iii. 26 total households served with this program.

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

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

- a. MOA BE-18-K28 \$364,000
 - i. Total expensed \$319,952
 - ii. Budget remaining 12%
 - iii. 10 total households served with this program.

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

3. Food Assistance Program

- b. Budget \$47,000
- c. Total expensed YTD \$28,950
- d. 42% Remaining
- e. 146 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
43	9	10	3	26	5	1	6	3	40

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$20,261.92
- h. 42% Remaining
- i. 42 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	1	3	0	5	0	0	5	1	20

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$22,257.06
- l. 44% Remaining
- m. 105 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
29	3	7	2	21	6	3	2	1	21

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

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

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

7. LIHEAP – DHHS Grant Funded Program FY 2019

- d. Total Budget \$179,209
- e. Total expensed to date \$60,978.29
- f. 86 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
31	8	3	2	32	2	1	5	3

8. Elder Chore Program

- g. Total Budget \$15,000
- h. Total expensed YTD \$8,295.00
- i. 40% Remaining
- j. 40 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
15	3	1	1	7	0	1	1	1	10

9. Emergency Transportation

- k. Total Budget \$25,000
- l. Total expensed YTD \$12,210.22
- m. 51% Remaining
- n. 53 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	4	1	1	14	1	0	2	1	10

10. LRBOI Home Repair Program 2019

- o. Total budget \$107,000
- p. Total expensed YTD \$10,340.00
- q. 90% Remaining
- r. 7 members accessed this program

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

11. Bereavement Program

- s. Total Budget \$453,000
- t. Total expensed YTD \$241,600
- u. 47% Remaining
- v. 27 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	1	0	0	2	0	1	6	2	12

12. Elders Insurance

- w. Cost per Elder \$249.99 Medical and \$108.00 prescription benefit per month.
- x. 312 Elders enrolled in program.

13. Department Ongoing Activities

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

14. Applications

Mailed	Picked up	Emailed	Faxed
248	33	147	1

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
113	99	25	32	74	81	38	24	5	4

15. Office Visits

- cc. 27 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

**August 2019 Monthly Report
Frank Beaver, Director**

The mission of the Natural Resource Department is to maintain the cultural, spiritual and physical existence of the Little River Band of Ottawa Indians by protecting, preserving and when necessary, enhancing the naturally occurring resources within the Tribe's 1836 Ceded Territory.

Department Objectives:

1. Protecting the fisheries within the 1836 Ceded Territory through:
 - The collection of essential information for the management of commercial, ceremonial and subsistence fishing;
 - Promoting stability of desired fish populations through continual assessment, monitoring and restoration when necessary;
 - Obtain relative abundance and population characteristics of fish stocks;
 - Collaborate with other management agencies in monitoring and assessing Great Lakes and Inland fisheries;
 - Participate in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
 - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.
2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
 - Implementation of the Water Quality Monitoring Program;
 - Development of a non-point source monitoring program;
 - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
 - Recycling
 - Continuing monitoring air quality.
3. Protecting wildlife within our native lands through:
 - Monitoring Tribal harvest of subsistence hunting and trapping.
 - Monitoring and indexing species populations within the 1836 Ceded Territory;
 - Responsible Hunting and Trapping Regulations; and
 - Mapping and inventory of Tribal lands and the Ceded territory.

The department issues harvest tags for Elk, Bear, Deer, Turkey, United States Forest Service (USFS) access passes for the Manistee Huron National Forest, a lifetime pass to the Sleeping Bear National Dunes park, harvest fishing report forms, Tribal trespass permits, camping permits, Commercial and Subsistence Great Lakes fishing licenses and permits, other special Ceremonial Use permits and information on current Tribal Regulations governing the use of the natural resources within the 1836 Ceded Territory.

Monthly, the department prepares newsletter articles, staff reports, participates in Staff, Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Theresa Davis – Receptionist

- Assisted with biologists paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Member Services, hunting & fishing tags, permits, regulations and information
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Vacant – Aquatic/Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Cheyenne Bartynski – Seasonal Fisheries Technician

Tyler Funnell – Seasonal Fisheries Technician

Keenan Cooper – Seasonal Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA GLRI
- Staff Management EWS
- Monthly Staff Activities Reporting
- Budget monitoring and coordination
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Sturgeon data management
- Posting and review of Aquatic/Fisheries Biologist position.
- Inland Fisheries Harvest Permitting
- Inland Fisheries data entry and management
- Great Lakes Fisheries data entry and management
- Equipment and supplies procurement
- Data entry and analysis for the wild Rice fish community project
- Fish Distribution to membership

Equipment maintenance/Field Work/Lab Work:

- Next Generation Learning Center sturgeon measurements, Education/ Outreach
- Assisted with Black River sturgeon visual survey
- Preparations and coordination for Save our Sturgeon "SOS" activities
- Preparation of SRF for recirculation during Sea lamprey treatment
- Manistee River sturgeon sampling removal prior to sea lamprey treatment
- Sturgeon Rearing Facility "SRF" operation.
- Preparations for Sturgeon Release Ceremony.
- PIT Tagged visual survey and SRF lake sturgeon.
- Visual check of the Muskegon River for SOS lake sturgeon work
- Muskegon visual/SOS preparation of equipment.
- Start of SRF clean-up/winterization process.
- Great Lakes Fishery Assessment program, gear prep and gear maintenance
- Great Lakes Fishery Independent Whitefish surveys
- Great Lakes, biodata collections from fisheries assessments
- Fish scale aging and imaging with microscope Sigmascan system
- Sturgeon Rearing Facility "SRF" operation and maintenance
- Great Lakes Equipment and gear prep and maintenance cleaning, rebuilding, storage, and organization

Meetings/Training/Travel/Conference Calls

- Scientific Advisory Team meeting (8/12, Alpena)
- Internal GLRI Funding Meeting (8/14)
- Meeting with Sleeping Bear Dunes Biological Staff about Coordination (8/14)
- 2020 Lower Peninsula Tribes meeting (8/16, Traverse City)
- NRD Staff Meeting (8/20)
- Consent Decree Executive Council meeting (8/22, Traverse City)
- Sturgeon release ceremony (8/24)

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

Wildlife Program

Bob Sanders – Senior Wildlife Biologist
Angela Kujawa – Wildlife Biologist
John Grocholski – Wildlife Technician
Rich Koon – Seasonal Wildlife Technician
Ana Wassilak – 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
- Completed monthly report – July
- EWS - Staff management
- Manage budget and review R&E's
- Scheduling employees
- Membership assistance/front counter coverage
- Coordination on CWD issues with MDNR, Tribal Counterparts
- Answered questions/requests from Tribal membership regarding wildlife issues
- Research and ordered wildlife equipment needed for surveys and research projects
- Reviewed scientific literature on relating to wildlife issues
- BIA GLRI grant fund reporting and development
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- 2019 Elk and Bear notification letter and calls
- Update Elk and Bear regulations for 2019 harvest season
- Northern Lower Peninsula camera survey data entry/analysis

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry – Ongoing
 - Data Analysis and manuscript preparation – Ongoing
 - Northern Lower Peninsula marten distribution camera survey – Ongoing
- Snowshoe hare population monitoring and habitat research – Ongoing
- Serviced Kubota tractors
- Posted Tribal Properties – Out going
- Power washed wildlife equipment
- General maintenance on wildlife machinery – on going
- Field preparation on Tribal properties (Disking, cultivating, mowing, packing, seeding)
- Invasive species removal on tribal properties – On going throughout growing season

Meetings/Training/Travel/Conference Calls

- Seasonal wildlife technician Interviews
- Cora meeting
- Wolf consultation meeting with USFWS
- Leadership Roundtable meeting
- GVSU Graduate student interviews
- GLRI Funding meeting

Environmental Program

Allison Smart – Environmental Coordinator
Tom Shepard – Air Quality Specialist
Breanna Knudsen – Brownfield Specialist
Zach Prause - Water Quality Specialist
Joshua Beaulaurier - Aquatic/Fisheries Biologist

EPA Programs under Performance Partnership Grant Funding (PPG-4291)

GAP Program

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- Program work plan reviews
- Compiled Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- Worked on GIS Maps for reservation lands
- Communicated with the State on Line 5 issues
- Communicated with USEPA on various environmental issues
- Worked towards IHS management of solid waste plan.
- Managed EPA Budgets and worked with USEPA on budget modifications
- Submitted USEPA Budget Modification

Meeting/Training/Travel/Conference Call

- Staff huddles: 8/5, 8/12, 8/26
- Health Insurance Team Meetings 8/7
- TERT Meeting 8/7
- Tribal Lands and Environmental Forum 8/19-8/23
- Household hazardous waste day 8/17
- Meeting with FEMA Flood Plain Mapping 8/13
- RTOC Call 8/27
- Leadership Round Table 8/28
- Bi weekly one on ones with staff

Brownfield Program

Administration//Reports/Data Entry

Field Work and Equipment Maintenance

- Env. Staff training on ATVs for upcoming field work (August 29)

Meeting/Training/Travel/Conference Calls

- Weekly Environmental Staff Huddle (August 5, 12, 26)
- 1-on-1 meeting with supervisor (August 13)
- Attended 2019 Tribal Lands & Environment Forum in Palm Springs, CA (August 19-22)
- Completed annual HAZWOPER refresher course & certificate (August 12)
- Attended annual LRBOI NRD Sturgeon Release (August 24)
- Attended recycling survey meeting (August 29)
- Attended LRBOI Emergency Action Plan briefing (August 30)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered hobo data
- Entered and uploaded July Hydrolab data
- Entered July Flowtracker data
- Received hydrolab 5 handled unit back
- Sent zooplankton samples for processing
- Ordered staff sweatshirts
- Ordered ATV goggles and gloves
- Received permit application for culvert

Field Work and Equipment Maintenance

- Added tiedowns to ATV trailer
- Completed August Water Quality sampling
- Calibrated hydrolabs
- Dropped ATV off at Peacock
- Exchanged temp logger at syers creek

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

- 8/6- Syers Creek visit with CRA
- Planned travel to TEPM

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

Administration Reports/Data Entry

- Department Monthly Report submitted by Environmental Coordinator
- Air Quality Specialist on approved leave from 6/18 to 8/14/19

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 8/21, 27
- Completed PM 2.5, Monthly Maintenance & QC – 8/21, 27
- Installed new set of PM 2.5 filters - 8/21
- Sent collected PM 2.5 filter samples to MDEQ – 8/29
- Completed O3 Multipoint – 8/22, 30

Meeting/Training/Travel/Conference Calls

- NRD Staff Mtg – 8/20
- Biweekly 1 on 1 w/Allison – 8/28
- Participated in the Monthly State, Local, and Tribal Air Monitoring Conference Call – 8/28
- Participated in the Monthly R5 Tribal Air Conference Call – 8/29
- Participated in the Monthly USEPA & NTAA Air Policy Update Conference Call – 8/29

Wild Rice Program

Administration//Reports/Data Entry

- Subcommittee call agendas
- Fish scales aging, and image scales
- Revising restoration parameters document
- Wild Rice Programs document

Field Work and Equipment Maintenance

- Rice densities were done for Manistee Lake, Hamlin Lake, and Manistee River
- Arcadia, Pere Marquette Lake, Red Bridge and Lincoln Lake wild rice checks
- Calibrated conductivity meters

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

- Monitoring and restoration subcommittee 8/20/19

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

August 2019

Meetings/Conferences/Trainings

- On August 5, 2019, I attended the ceremony where the HUD Midwest Regional Administrator made an award to the Tribe of \$700,000.00 to be used to construct a new Commodities Building.
- On August 13, 2019, I attended the monthly meeting of Housing North, the new regional board focusing on the need for more affordable housing in Northwest Michigan. The meeting was held at the Networks Northwest offices in Traverse City.
- On August 14, 2019, I participated in the training by UDL for the electronic submission and approval of contracts.
- On August 19, 2019, I attended Tribal Council's Agenda Review regarding an item I had placed on the August 21 agenda—requesting Tribal Council approval to authorize the BIA to approve a Right-of-Way and easement for the Public Safety Parking Lot Project. Tribal Council approved the resolution at their August 21, 2019 meeting.
- On August 27, 2019, I participated in a meeting with the Tribal Ogema and Lead Staff (Bill Willis and Jay Sam) to review activities involving the Planning Department and BIA Roads Program.
- On August 28, 2019, I met with Pat Machin of Machin Engineering to review their design plans to repair the timber truss system in the Gaming Commission Entryway. Kelly Maser, Gaming Commission Executive Director and Dale Magoon, Finance Department also attended the meeting.
- On August 8, 15 & 22, 2019, I attended meetings of the Construction Task Force.

Activities/Accomplishments/Updates

- Gaming Commission Entryway: As indicated earlier in this report, Pat Machin from Machin Engineering presented his proposal to make necessary repairs to the Gaming Commission Entryway area during a meeting on August 28, 2019. Pat is still waiting for a recommendation from the mechanical engineering firm (Rhodes Engineering) that he is working with before he makes final recommendations to the Tribe. At that point, the project will be put out to bid. Pat feels the entire project should take no more than a week and certainly can be completed within the next two months.
- US Census: We have finished the review and feedback portion of the US Census review of the addresses at Aki Maadiziwin, and we have confirmed that the Census has all the current addresses in their geographical data base. They will begin contacting residents at Aki Maadiziwin by mail sometime in March 2020. I will keep you posted as this situation develops.
- Here is the latest update regarding the status of the BIA Road Construction projects for 2019:
 - Cemetery Parcel Road: On July 17, 2019, we received the Archeological Survey from the University of Illinois for the Cemetery Parcel. This report was then forwarded to the Otwell Mawby engineering firm to complete the final Environmental Assessment to submit to the BIA. Once we have Environmental Clearance from the BIA, we can submit the approved Rights-of-Way to the BIA for processing. However, there are concerns as to how long it will take for the BIA to issue an Environmental Clearance, and whether there will be ample time left in the 2019 construction season to successfully bid this project out and have work completed by the late Fall 2019. While we are still hopeful

that this can be accomplished, the likelihood is greater that this project may get pushed into the late spring/early summer of 2020.

- Commodities Road: Although the Tribe recently received ICDBG funding to construct the new Commodities Building, it has been determined that construction of the new building will not occur until next year. Given this revised timetable for construction of the building, the Commodities Road project will also be delayed until the spring/early summer of 2020. At this time, we will move forward with completing the environmental review and BIA Right-of-Way approval. This should give us plenty of time to have environmental and right-of-way approval completed before road construction commences next spring/summer.
- Elder's Complex Parking Lot: We attempted to add this to our BIA Road Inventory in January 2019, in order to expend BIA funding on the project. However, since this was a "proposed" road, there was no immediate action by the BIA. Unfortunately, the parking lot is still not in our inventory, so we are not able to fund the parking lot construction. However, there was sufficient funding allocated in the Elder's Complex overall budget to pay for this item. FYI: We are still in the process of adding the parking lot to our BIA Roads inventory so that we can use BIA Roads funding to pay for any necessary future maintenance and upkeep.
- Parking Lot for New Public Safety Garage: On June 17, 2019, we submitted documentation to the BIA requesting Environmental Clearance under a Categorical Exclusion (Cat Ex). Since our intent is to reconstruct the existing parking lot, there should be no additional environmental considerations and the request for a Cat Ex is appropriate. On August 21, 2019, the Tribal Council approved a request for the BIA to issue a Right-of Way. Once we receive the Environmental Clearance from the BIA, we will submit the Right-of-Way request to the BIA Michigan Agency office for approval. We are still hopeful that the ROW can be obtained by the fall 2019, when road construction is anticipated.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	3
Assist Motorist	
Assist Other Agency	6
City Assist	20
County Assist	6
Medical Assist	5
MSP Assist	1
Other Calls for Service	10
Property Checks	693
Suspicious Person	
Suspicious Situation	5
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	
Accidents	8
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	1
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	1
Stolen Vehicle	
Suspicious Vehicle	3
Towed Vehicle	
Traffic Stop	5
Unsecured Vehicle	
Verbal Warning	2
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	4
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	2
Assault	3
B&E	3
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	1
Disorderly	6
Domestic Disturbance	11
Drive-Off	
Drug Violation/VCSA	4
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	1
Family Problems	2
Felony with a Gun	
Fight in Progress	
Fraud	2
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	1
Juvenile Runaway	
Larceny	3
Liquor Violation	
Minor in Possession	2
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	1
Noise Complaint	2
Obstructing Justice	1
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	7
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

1

Solicitation

1

SOR Violation

Stalking

Stolen Property

Threats

Unwanted Subject

Miscellaneous

Administrative Hours

409.75

Alarm

2

Attempt to Locate

Boat Dock Checks

Casino Hours

186.75

Civil Standby

Community Policing

10

Court Hours

10.5

Death Notification

Drug Disposal

Follow-Up Investigations

15

Found Property

1

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

2

Total Complaints

92

Total Reports

92

Training Hours

16

Transport

2

Trespassing

Tribal Council Meetings

Vehicle Mileage

4760

Voluntary Missing Adult

Training/Travel

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

Administrative Hours	207.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	4
Assist Hours	2
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Orgininal Hours	
Complaints	5
Contacts	50
Court	
Court Hours	
Follow-up(s)	1
Follow-up Hours	0.25
Federal Citation(s)	
Hours Worked	228.75
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
Possible Trespass	
PR Activities	5
PR Activities Hours	7
Property Checks	48
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	656
Vehicle Stops	3
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

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

Administrative Hours	61
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	224.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1006
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

August 21-22, 2019. Sgt Robles attended CORA Meeting and Executive Council Meeting in Traverse City, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: August 2019

Title: Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

- Certificates of Exemption Issued: 4 (RTM) 0 (Tribe/Entity)
Type: 4 Vehicles
0 Recreational vehicle / watercraft
0 Construction
0 Mobile / Modular Home
0 Treaty Fishing
0 Bereavement / Burial Program
 - Address / Status Changes Reviewed: 53
 - Address / Status Changes Processed in RTM database: 13
 - Proofs of Residency Processed: 7
 - Proof of Residency Letters Mailed: 16
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 2 (LRCCR)
 - Motor Fuel Registrations Processed: 5
 - Temporary Tribal Business Tax Licenses Issued: 4
2 (Entertainers) 1 (Vendors) 1 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 5
 - Little River Casino Resort Venue Reports Processed: 20
 - Tax Warnings Issued: 1 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Tax Assessments Issued: 2 (Fuel) 2 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Trading Post Motor Fuel and Tobacco Receipts Processed: 2,847
 - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 503
1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
 2. Responded to inquiries from Tribal members and employees regarding, but were not limited to:
 - RTM statuses
 - Tax-exempt utilities
 - Motor fuel registration

- Certificate of Exemption process
 - Per cap issues/questions (which were referred to the proper staff)
 - Proofs of Residency
 - Tax benefits available to Tribal members
 - Tax Agreement Area boundaries
 - Reservations for Aki Maadiziwin Community Center
 - Claiming per capita payments on taxes
3. Collected, reconciled, and filed daily tax-exempt cigarette 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, recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
 7. Received, reconciled, recorded, and filed OTP (other tobacco products) logs from the Trading Post.
 8. Received, reconciled, recorded, and filed July 2019 Tribal tax returns from the Little River Casino Resort which included:
 - Retail Sales Tax (Nectar Spa, Little River Trading Post, and Little River Casino Resort)
 - Food & Beverage Tax
 - Admissions Tax
 - Lodging & Occupancy Tax
 - Service Tax
 9. Reconciled and monitored motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
 10. Continued work on creating quick reference guides pertaining to the Tax Department policies, procedures, Ordinances, Agreements, and Regulations.
 11. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
 12. Completed and submitted the Tax Department monthly department report for July.
 13. Processed Aki Maadiziwin Community Center reservations and Rental Agreements as necessary, including receiving deposits. Prepared and submitted check requests for deposit refunds as applicable.
 14. Calculated data, processed, and filed month-end tax reports for July, including providing Tribal Member fuel and tobacco purchases to the Casino Resort.
 15. Scanned and filed Tax Department documents such as Proofs of Residency, Temporary Tribal Business Tax Licenses, Certificates of Exemption, financial and tax reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments.
 16. Worked with Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Temporary Tribal Business Tax Licenses are issued to entertainers selling merchandise.
 17. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax exemptions on utilities.

18. Worked with the Trading Post Manager on preparing new OTP log sheets, pricing, and inventory list so that more tax exemption benefits can be utilized by Tribal Members purchasing "other tobacco products".
19. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
20. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
21. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for September 2019 and provided it to the Trading Post.
22. Reviewed and filed BP monthly invoice and statement for any errors and/or questionable purchases.
23. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
24. Prepared and submitted scheduled mandatory departmental article for the Currents.
25. Worked with Public Affairs Office in proofreading the Currents.
26. Worked with the Tax Department Lead and Human Resources to approve, post the job description for the Tax Department Administrative Assistant position.
27. Reviewed and selected applicants to interview for the Tax Department Administrative Assistant position.
28. Prepared and submitted interview questions to Human Resources Generalist.
29. Worked with the Utilities Director to identify tribal property addresses, parcel numbers and descriptions for a survey and report that is in the process of being completed.
30. Updated the list of Disabled Members registrations and provided a copy to the Trading Post to have on file for verification.
31. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, Housing staff, and Public Safety Director on a weekly basis regarding Community Center reservations to ensure the building is clean and stocked for events, inspected after events, repairs are completed, as well as patrolled and secured at all times.

Meetings attended this month:

1. Met with the EDC Attorney on August 8, 2019 regarding tax benefits available for Tribal Entities.
2. Met with Comptroller General on August 15, 2019 regarding an escalated tax assessment.
3. Was part of the interview group conducting the Tax Department Administrative Assistant interviews on August 20 and 22, 2019.
4. Met with the Human Resources Director and Tax Department Lead on August 20, 2019 regarding interview process concerns.
5. Met with EDC Attorney and Assistant Director on August 23, 2019 regarding possible tax benefits and the processes in some potential business ventures.
6. Attended Leads meeting with the Ogema's Office on August 27, 2019.
7. Attended an Emergency Action Plan meeting on August 29, 2019 regarding evacuation routes, plans, and what to do in an emergency.

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
August 2019 Department Report

1. Department Overview

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
- **GOALS:**
 - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
 - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
 - Management and maintenance of Tribal Archives and collections.
- **OBJECTIVES**
 - ❖ Respond to NHPA, NAGPRA and related requests and issues.
 - ❖ Inventory historic properties, items or collections and archives for preservation.
 - ❖ Hold events that support and preserve the culture and language of the Tribe.
 - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
 - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through policy, procedure and facilities development and appropriate training.
 - ❖ Seek Grant funding where and when appropriate.
 - ❖ Coordinate cultural, historical and traditional events of Tribal entities.

2. Department reporting section

- Departmental staff completed the following tasks during the report month:

The Director accomplished the following during the month:

1. Responded 83 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Met with members of Finance to review a proposed Finance Wage Grid and Table of Organization.
4. Assisted staff of NRD with arrangements for the Annual Sturgeon Release (especially as I was not able to attend).

5. Attended the regular TERT meeting at the justice Center.
6. Attended a work session of Tribal Council in reference to possibly joining all maintenance departments into one (Housing, Facilities at LRCR and Maintenance here).
7. Gave a presentation to the Oak Tree Academy in Ludington about Tribal culture and history.
8. Assisted with the Anishinaabe Family Language & Culture Camp by review of evaluations and discussion of them.
9. Attended several work session with Council in re: budgets for 2020 of Departments that I either submitted or are their Lead.
10. Attended meeting about Emergency Action plan with Incident Commander Brandy of TERT.
11. Continued efforts with ACE, Consumers Energy in regard to the Manistee Gas Plant site inadvertent discoveries of which there have been 4 to date.
12. Participated in a conference call with MSU and MACPRA Tribes in regard to MSU NAGPRA compliance.
13. Gave a history presentation to the GTA Seniors' Center during their lunch in Interlochen.
14. Met with the Ogema and staff that had concerns about interview process.
15. Attended meeting of the Compensation Plan Team.
16. Met with Directors and Supervisors of departments in my Lead Group.
17. Administered, directed and supervised all departmental activities.
18. Approved ADP timecards and PTO requests for the departments for which I am the Lead or approver, as needed.

The Language Coordinator accomplished the following during this month:

- 1) Closed up Language Camp, Perishable food to employees, unplugged upright cooler.
- 2) Edited video's for Endaaying.
- 3) *Went on vacation for two weeks.*
- 4) Coordinated a recycle meeting for a survey form for LRB Employees.
- 5) Read the currents for errors on spelling of Anishinaabemowin.
- 6) Created a support letter for one of the language camp presenters.
- 7) Researched more on Muskegon class.
- 8) Helped with a prayer for Nme release program.
- 9) Coordinated the Endaaying shows to show while on vacation.
- 10) Produced a language book for LRB citizens to steal at magazine areas.
- 11) Processed CD ROM orders.
- 12) Produced lessons for all classes and Face Book lessons.
- 13) Classes at NGLC, Elders, LRB Employees and citizens.
- 14) Responded to Emails, calls, about language, culture, CD Rom's.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Supervisor
July 2019, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Total Coliform / E Coli tested, Absence of Presence also tested for Nitrates waiting for results – Bear Lake Highlands Golf Course
- Other Routine Maintenance

Billing

Water	\$14,729.06
Sewer	\$29,155.10
Irrigation	\$4,077.56
Fire Suppression	\$8,069.93
Manistee Township Sewer	\$13,043.27
Septage	\$8,793.13
Other	\$72.50
Month Total	\$77,940.55
Yr. to Date Water	\$101,128.19
Yr. to Date Sewer	\$169,784.34
Yr. to Date Irrigation	\$20,819.88
Yr. to Date Fire Suppression	\$59,477.93
Yr. to Date Manistee Township	\$102,518.72
Yr. to Date Septage	\$49,740.84
Other Revenue	\$78,052.87
Credit	\$0.00
Yr. to Date Total	\$581,522.77

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 6,483,234**
 - b. Ave Daily Flow Gallons 209,143**
- 2. Gallons of Treated Waste Water SBR**
 - Influent Gallons**
 - a. 2,811,993**
 - b. Daily Average Gallons 90,709**
 - Effluent Gallons**
 - a. 2,648,271**
 - b. Daily Average Gallons 85,428**
 - c. Waste Sludge Gallons 79,000**
 - Lagoon**
 - a. Influent 1,292,846**
 - b. Daily Average Gallons 41,705**
- 3. Septic Sewage**
 - a. Gallons 164,771**

III. Travel and Trainings

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