

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

**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema *LBR*  
**Naangwa:** Date: September 14, 2021  
**Maanda Nji:** Re: August 2021 Operations Report

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We respectfully submit the August 2021 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

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**Little River Band of Ottawa Indians  
Departmental Monthly Reports  
August, 2021**

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Accounting  
Steve Wheeler

## Finance Division

**Steven Wheeler, Chief Financial Officer**

### August, 2021 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. **2021 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2021 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 2021 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 2020 audit and filing with the appropriate agencies.
- 2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
- 3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
- 4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
- 5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
- 6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2018. The 2019 proposal has been submitted and work on the 2020 proposal is in process.

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

## **Property Management:**

***Goal: Improvement of the Property Management function for the organization.***

**Objectives:**

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

## **Budgeting:**

***Goal: Improve the accuracy and usefulness of budget information.***

**Objective:**

1. Formulation and assembly of 2022 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. Update all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expand electronic requisition system.
5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.

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

## **II. Department Reporting Section**

### **AUDIT**

Audit field work for the 2019 audit took place May 11&12, and May18 - 22, 2020. 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 continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

### **STAFF ACCOUNTANTS**

#### ***Duties and Accomplishments –***

1. ***Projects: AKI 4 -2021 homes, Commodities Bldg., and Muskegon Health Center the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of August***
  - i. ***AKI 4 – 2021 Homes – \$26,442.00***
  - ii. ***Muskegon Health Center – \$96,023.45***
  - iii. ***Commodities Building Project – \$152,261.10***
2. ***Cash Receipts: Daily cash receipts totaled for the month of August, were, \$880,903.05 the General & Special Revenue Account had a total of (198) receipts.***
3. ***NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.***
4. ***Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.***
6. ***1099MISC. – 2020 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2020.***
7. ***Sending out 1099NEC/MISC, Member and Vendor.***
8. ***WEX Card- Monthly Report new fleet card, Reconciliation.***
9. ***Tribal Financial Statement Requirements: Due by the 8<sup>th</sup> of the month.***
  1. ***Cash Deposits***
  2. ***Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.***
  3. ***Utilities report – current payments – monthly report of payments.***

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***Construction Task Force –Weekly Meeting - Thursday – review - AKI 4 – 2021 homes, Commodities and Muskegon Health Center.***

***Other Meetings***

***Aug 11, Online conference call- Housing Software***

***Duties and Accomplishments –***

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

***Meetings Held / Attended –*** White House Update, Homeland Security Region 7, CERT, Dept of Homeland Security, Tribal Nations Focus Group, Leads meeting, DHS Homeland Security Tribal Summit, Housing Software, Employee Recognition Committee, FEMA, MSP EOC

***Trainings Held / Attended –*** Safety Day

***Special Tasks / Activities Performed –***

***Upcoming Projects / Tasks –*** Hazard Mitigation



## GRANTS MANAGEMENT ADMINISTRATOR

### ***Duties and Accomplishments***

- *I sent out September report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that will be ending.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge for indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *I sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *The Tribe received nine modifications in August for the following grant:*
  1. *EPA Air Quality added funding for \$89,000.*
  2. *2021 FVPSA ARPA added funding for \$74,595.*
  3. *Health Services Center 105(L) Development added funding for \$360,223.*
  4. *2021 BIA Self Governance Compact added funding for \$180,914 for HIP and Public Safety.*
  5. *2021 BIA Self Governance Compact added funding for \$1,155,022 for Rights Protection Implementation.*

6. 2021 BIA Self Governance added funding for \$152,000 for GLRI Wildlife.
  7. ARPA 2021 Coronavirus SLFRF added funding for \$13,387,115.34.
  8. 2021 IHS Self Governance Compact added funding for \$307,720.
  9. OVW SDVCJ grant no cost extension from 10/1/18-9/30/21 to 10/1/18-9/30/22.
- For the grant modification, I scanned the modification to the electronic grant folder for that grant. I place the original modification documents in the Grant Program Booklet and identify the modification # on a tab with the dollar amount of the modification. I entered the new funding amount on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. By email I forwarded the modification documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution.
  - When the modification is a no cost grant extension, I enter those additional reports due dates on the reporting calendar. On the Grant Program Facts Sheet that is in the Grant Program Booklet, I identify the additional report due dates on that form and then scan that document to replace the prior form in the electronic grant folder. I enter the new end date for that grant on the Federal Programs Administered by the Tribe and the monthly draw down program list. I enter the new end date of this grant in the Accounting system. I notify by email the Program Administrator of the grant, Purchasing, Comptroller, Accounts Payable, Ogema office of this extension.
  - The Tribe received no new grant awards in August.
  - I submitted four billing invoices in August for the following grants:
    1. 2020-2021 ITC Home Visiting Expansion grant for \$5,692.90.
    2. 2020-2021 ITC Behavioral Health Implementation for \$3,245.60.
    3. 2020-2021 ITC Head Start & Early Head Start for \$22,665.30.
    4. 2020-2021 ITC Native Connections grant for \$13,098.48.
  - I created cover letters for each of the billing invoices that went to ITC and had the Ogema sign. I scanned the billing invoices and sent electronically to the Project Officers. I entered the amounts on the July cash receipt journal and July grant spreadsheet. I entered the amounts separately for each grant on the draw down sheets that is in each Grant Program Booklet. I scanned the draw down sheets to the electronic grant folders and placed the documentation in the Grant Program Booklets.
  - I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of August.
  - Sandra Deverney is serving as the Interim Director for FS until a Director is hired. I met with her on numerous occasions to help her with questions she had regarding grants.
  - I worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.
  - Worked with the NGLC Administrator, ULD, Interim Family Services Director, newly hired Family Services Director and the Grant Writer on the grants administered by NGLC on the financial and programmatic guidelines on ending these grants.
  - Set up meetings for September with GSRP and ITC Head Start Program Managers to go over the specific process of ending these grants early. Tribal Council resolution passed on 8/18/21 that changes NGLC to service Tribal Member Children and first line generation descendants only.
  - Enquired by email to a few Federal agencies on questions that I had.

### **Meetings Held/Attended**

### **Trainings Held/Attendance**

## ***Specials Tasks/Activities Performed***

## ***Upcoming Projects/Task***

## **PAYROLL**

### ***Duties and Accomplishments –***

1. Processed 385 payroll vouchers/checks.
2. Verified 20 PAF's this month which included 3 new employee(s), and 7 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 8/13 and 8/27.
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 –***

- 8/9 – Employee Recognition Team meeting.
- 8/26 – Payroll/HR Coordination meeting.

### ***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 2020 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. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of August to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Continued Training of Payroll/Finance Clerk.
10. Prepared per capita eligibility for the October 1<sup>st</sup> distribution and provided to the CFO for payment calculation.

***Ongoing Projects / Tasks –***

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

***Upcoming Projects / Tasks –***

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Continued training of Payroll/Finance Clerk.
3. Biannual certification of Personnel Costs.
4. Processing of October 1<sup>st</sup> per capita distribution and necessary compliance reporting.

**ACCOUNTS PAYABLE**

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

- 10. Scan in all Housing and Utility payments to the right departments.*
- 11. Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
- 12. Provide management with Accounts Payable information as requested.*
- 13. Maintain court ordered per capita garnishments.*
- 14. Do liquidations and voids as needed.*
- 15. Scan all payments to appropriate vendor folder*
- 16. File original payments by check date in filing cabinets.*
- 17. Pick up mail and sort through it to give to right person in the Accounting department.*

## **Meetings Held / Attended -**

## **Special Tasks / Activities Performed –**

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

## **Upcoming Projects / Tasks**

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

## **PURCHASING/ TRAVEL OFFICE**

## **PURCHASING / MAIL ROOM CLERK**

### ***Duties and Accomplishments –***

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention

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

***Meetings Held / Attended –***

***Special Tasks / Activities Performed –***

1. Backup for the Tax Officer

***Upcoming Projects / Tasks –***

## **PURCHASING SUPERVISOR**

***Duties and Accomplishments –***

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.

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

### ***Special Tasks / Activities Performed – & Meetings Held / Attended***

1. 8/9 Employee recognition meeting.
2. 8/12 Employee In-Service Day.
3. 8/17 Updated Travel forms to reflect new 2022 Per Diam Rates.
4. 8/17 ISWMP bid ranking.
5. 8/18 ISWMP bid ranking.
6. 8/18 created backup for purchasing, travel, and Indian preference email templates.
7. 8/18-25 Created and made available recorded training on Chapter 2, Travel Regulation.

## **PROPERTY/RECEIVING OFFICE**

### ***Duties and Accomplishments –***

1. Received in 246 packages.
2. Issued 125 receiving reports.
3. Returned 4 items for credit
4. Made deliveries

### ***Meetings Held / Attended –***

### ***Trainings Held / Attended –***

### ***Special Tasks / Activities Performed –***

#### ***GSA billing***

#### ***Mileage of department's vehicles***

#### ***Upcoming Projects / Tasks –***

## **BUDGET COORDINATOR**

### ***Duties and Accomplishments***

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued to work on finalizing FY2020 Indirect Cost Proposal.
- 4) Initiation of FY2022 Budget Process



***Meetings Held / Attended –***

None

***Trainings Held / Attended –***

None

***1) Special Tasks / Activities Performed –***

***Upcoming Projects / Tasks –***

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

**Expenditures Update**

Total year to date expenditures for the Finance Division for August, 2021, are \$821,552, compared to an annual budget of \$1,477,242. Total expenses for the Finance Division for year to date August, 2021, represent 56% of the total annual budget.

Education  
Yvonne Parsons

## ***Education Department***

***Yvonne Parsons, Education Programs Coordinator***

### **August 2021 Department Report**

#### **I. Department Overview**

- Yvonne Parsons, Education Programs Coordinator
- Debra Davis, Education Department Office Assistant, Returned August 3, 2020 to full time status

#### **II. Department reporting section**

- LRBOI Student Services: 3 students received 12<sup>th</sup> grade computer awards totaling \$3000, 39 students received school clothing/activities funding for 2020, totaling \$19,500. 2 students received senior expenses totaling \$107.35, and 1 student received driver's training assistance totaling \$250
- Higher Education Scholarship: 12 Higher Education Scholarships were processed for August. Total awards were \$28,810, providing assistance to 5 community college students and 7 university students. 10 students were female, 2 were males. This compares to 20 students in 2019, and 13 students in 2020. This represents a little more than half the number of applicants for the past two years, possibly a reflection of issues relating to Covid.
- College Book Stipend: 23 book stipends were awarded during the month of August totaling \$11,500. 1 for being enrolled in 1-3 credits, 4 for being enrolled in 4-8 credits, and 23 students received stipends for being enrolled in 9 or more credits. This compares to 53 book stipends in August 2019, and 13 in 2020. With the exception of more students attending 9 or more credits, the numbers are nearly identical, and again assuming the results are related to Covid
- Miscellaneous Information: processed Michigan Indian Tuition Waivers, and took numerous phone calls and emails regarding student school clothing checks, book stipends and scholarships.
- 20<sup>th</sup> Anniversary Monarch Rearing and Release project – more than 100 people participated in raising Monarchs in our 20<sup>th</sup> anniversary project. Around 25 people attended the actual release, as many butterflies had not emerged from their chrysalis by that date. In honor of the anniversary the Education Department had Tshirts made for participants.
- Adult Craft Session at Community Center August 18, 10 participants in a bird craft and storytelling session

**Meetings attended:**

**August 2: Confederation of Michigan Tribal Education Departments/  
Michigan Department of Education “Conversation Science Teacher  
Prep Standards” via Zoom**

**August 4: Tribal Development Team Mtg**

**August 5: Staff Meeting viewed recording**

**August 12: In-Service**

**Justification**

- **Activities performed and services rendered fall within budgeted items for the 2021 fiscal year.**

Enrollment  
Jessica Wissner

## **ENROLLMENT DEPARTMENT REPORT**

**August Monthly Report - 2021**

**JESSICA WISSNER, ENROLLMENT COORDINATOR**

### **Department Goals**

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

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

### **Department Objectives are:**

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

### **Duties Performed**

- Mailed out: 12 Applications forms for people seeking membership
- Sent out: 58 Address change forms
- Created 62 New and Replacement Tribal ID's from 08/01/2021 through 08/31/2021
- 191 Addresses changed from 08/01/2021 through 08/31/2021
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0

- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received since 08/01/2021
- List request of Membership: Public Information, Tax & Warrior Society
- Label request of Membership: 0
- Tribal Members Label/List request: Kareen Lewis & William Willis
- Statistical request: Family Services, Elder's Committee, ULD, Ogema & Tribal Council-2

- **Department Verifications:**

1. Prosecutor 46
2. Family Services 4
3. Food Distribution 1
4. PRC/EHAP 22
5. Casino 1

- 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 Benefit
- Sent out 3 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 6 Tuition Waiver Verifications
- 546 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

### **Meetings**

- Enrollment Commission Meeting – August 31<sup>st</sup>
- Employee In-service – August 12<sup>th</sup>
- Employee Staff Meeting – August 5<sup>th</sup>

### **Enrollment Statistics**

- Total Membership: 4,069
- Total number of Elders: 1,454
- Total number of Adults (18-54): 2,309
- Total number of Minors (0-17): 306
- Total Tribal Members living in:
  - 9 County Area: 1,681
  - Outside 9 County Area: 2,342
  - Michigan: 2,670
  - Outside Michigan: 1,353
  - Undeliverable Addresses: 46

Facilities  
Rusty Smith



NO REPORT SUBMITTED

Family Services  
Kimberly Crampton

## **Family Services Department August 2021 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:**

<b>Manistee</b>	<b>4</b>
<b>Muskegon</b>	<b>4</b>
<b>Mason</b>	<b>0</b>
<b>Lake</b>	<b>0</b>
<b>Wexford</b>	<b>1</b>
<b>Kent</b>	<b>0</b>
<b>Ottawa</b>	<b>2</b>
<b>Oceana</b>	<b>0</b>
<b>Newaygo</b>	<b>0</b>
<b>Out Of Area</b>	<b>0</b>
<b>Total</b>	<b>11</b>

**Open Cases.....17**

#### **Case 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.

## LRBOI Be Da Bin Behavioral Health Program August 2021 Report

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


This was a very busy month. The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.

Angela was on maternity leave at this time. Dottie is working with Dr. Hawley on the tele-psy sessions while she is out which was 5.5 hours of telepsychiatry and also follow ups with a few of her clients (12) that are not seeing the contracted therapist. Some of Angela's clients are being seen by a contractual Mental Health Therapist. Dottie currently has 35 clients and 5 Recovery Support). She is tracking 15 clients of Angela's. Dottie had 56 sessions, 1 crisis calls, 1 referral for detox/treatment, 2 referrals for other services and 74 follow up calls. (I have 9 clients right now of mine not in the system at this time.) Currently moving some clients back to Angela.

Kimberly (Kim) Hinmon continues to meet with community partners and network to create ties to the community. She attended 22 webinars dealing with alcohol and drug prevention and utilizing Culture as prevention. Kim attended the SEA meeting on August 26; participated in the 4 local Coalition meetings, 3 statewide coalition meetings, 2 National and State online conferences/summits (Harm Reduction & Native Suicide Prevention), and 2 in person cultural based trainings with network opportunities. She is planning a Movie Night for the Muskegon Are in September and other events are in the planning stages.

Dottie attended the Manistee County Suicide Prevention Coalition on August 18, online. Dottie co-chairs the Suicide Prevention Coalition meetings and has been working on the administration of Be Da Bin grants. Dottie attended the State Harm Reduction Virtual training She had Tribal Council meeting on August 25 for a ITC grant/billboards. This month 17 naloxone kits given out. Dottie and Kim hosted/worked the Overdose Awareness Day Event on August 31 at the City Marina Building/Memorial and flower release event. Staff continues working on continued educational credits for certification needs with webinars, as able, and planning event and trainings for suicide prevention and awareness month in September, working with community partners.

Respectfully submitted,



Dottie Batchelder

[H[]

## \*\*\*\*\* CONFIDENTIAL PATIENT INFORMATION \*\*\*\*\*

DB

SEP 03, 2021Page 1

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: AUG 01, 2021 TO AUG 31, 2021

# PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED
-----				
AREA: BEMIDJI NON-IHS				
SERVICE UNIT: EASTERN MICHIGAN				
FACILITY: LITTLE RIVER OTTAWA ALC PROG				
PROVIDER: BATCHELDER,DOTTIE (ALCOHOLISM/SUB ABUSE COUNSELOR)				
11-SCREENING-PATIENT PRESENT	1	1.0	1	1
12-ASSESSMENT/EVALUATION-PATI	1	1.0	1	1
13-INDIVIDUAL TREATMENT/COUNS	30	21.0	19	30
30-FOLLOWUP/FOLLOWTHROUGH-PAT	47	12.8	32	47
34-OTHER SUPPORT SERVICES-PAT	15	22.8		36
36-COMMUNITY DEVELOPMENT	8	12.5		52
42-EDUCATION/TRAINING RECEIVE	3	7.0		11
53-PROGRAM MANAGEMENT	13	20.0		21
55-SUPERVISION	1	1.0		1
56-RECORDS/DOCUMENTATION	8	10.3		8
59-OTHER ADMINISTRATIVE	14	27.7		14
63-PROGRAM CONSULTATION	1	2.0		1
64-STAFF CONSULTATION	4	5.8		12
83-TRIBAL FUNCTIONS	1	6.0		1
=====	=====	=====	=====	=====
PROVIDER TOTAL:	147	150.7	53	236
PROVIDER: GIBSON,JAMES D JR (TRADITIONAL MEDICINE PRACT)				
34-OTHER SUPPORT SERVICES-PAT	1	1.0		1
83-TRIBAL FUNCTIONS	6	6.5	6	6
=====	=====	=====	=====	=====
PROVIDER TOTAL:	7	7.5	6	7
=====	=====	=====	=====	=====
FACILITY TOTAL:	154	158.2	59	243
=====	=====	=====	=====	=====
SU TOTAL:	154	158.2	59	243
=====	=====	=====	=====	=====
AREA TOTAL:	154	158.2	59	243

9 of Dottie's  
Client notes  
System got  
Actually this month -  
KPMs was fixed -  
had a technical  
issue.

RUN TIME (H.M.S): 0.0.0[H[]



## LRBOI Victim Services Program Monthly Report August 2021

### **Shanaviah Canales (Muskegon & Manistee)**

#### **Advocacy/Case Management**

- Current Cases (4); New Intake(s) (0); Cases closed (0);
  - Provided: advocacy, legal assistance, housing, safety planning, and judicial advocacy.
- Had (5) face2face; (23) client phone/text/email contacts; (0) transports; (1) court hearing(s)

#### **Staff Meetings**

- 8/5 – Staff meeting
- 8/18 – Case reviews

#### **Virtual Collaboration Meetings**

- 8/16 – Manistee DVSART monthly meeting
- 8/26 – Kent Co. CCRT meeting

#### **Travel & Training/Webinars**

- 8/5 – MCEDSV Evaluation 101 training
- 8/12 – MCEDSV Middle Management training
- 8/17 – ALC training meeting
- 8/17 & 8/18 – Gov – to – Gov Tribal Consultation Conference

#### **Grants**

- 8/11 – VOCA quarterly MTVAC meeting
- 8/27 – FVSPA Care Act meeting
- 8/31 – VAWA SDVCJ meeting

#### **Other Meetings**

- 8/18 - Virtual meeting w/Interior Finish Selection
- 8/25 – Meet w/Interior Finish Selection

### **Michol Ludwig (Manistee Outreach Specialist)**

#### **Advocacy/Case Management**

- Current (1); New Intake(s) (2); Cases closed (2)
- Had (4) client face to face meetings.
- Had (15) home visits.
- Had (114) telephone/email contacts.

#### **Virtual Collaboration Efforts/Meetings**

- 8/3/2021 – HSCB Meeting
- 8/16/2021 – MDVSART Meeting
- 8/17/2021 – MI ALC 1:1 Meeting
- 8/17/2021 – Healing Stories Collaboration Call
- 8/25/2021 – Muskegon Case Managers Meeting



## LRBOI Victim Services Program Monthly Report August 2021

### **Training/Webinars/Pod Casts**

- 8/4/2021 – How to Help Your Clients Use the Advanced Child Tax Credit Portal
- 8/5/2021 – Context is Key: Recognizing and Responding to Stalking
- 8/10/2021 – MI ALC Training & Practice Lab #9
- 8/10/2021 – Beyond Intimate Partner Stalking: Acquaintance, Stranger, and Family Offenders
- 8/12/2021 – Employee Inservice Training
- 8/16/2021 – Session One: Outreach & Marketing for Victim Service Programs
- 8/19/2021 – OVW Tribal Consultation
- 8/26/2021 – Session Two: Outreach & Marketing for Victim Service Programs

### **Outreach/Education**

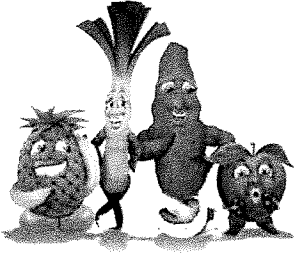
- Made some social media posts.
- Put together VSP information to be shared at the suicide awareness event on 8/31/21.

### **Other**

- Prepared and facilitated the MDVSART monthly meeting.
- Submitted an article about the VSP to Rebecca for the Currents.

Food Distribution  
Ken LaHaye





# Food Distribution Program

## August 2021 Monthly Report

Ken LaHaye, Meanie Ceplina, and Chad Gehrke

### 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.

Jamie Friedel started in department August 9.

Ken, Jamie, and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock.

Ken LaHaye, Jamie, and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye, Jamie, and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for August.

Ken, Jamie, and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken and Jamie conducted deliveries on 8/10, 7/12, 8/11, 8/13 and 8/17.

We conducted 27 deliveries.

We received deliveries on 8/5, and 8/9.

Food Distribution Office is open to the public by appointment.

Ken and Melanie mailed numerous applications out to potential clients.

### 3 Meetings

Ken attended DOD Fresh meeting 8/19.

Ken attended survey meeting 8/19.

Jamie attended FDPIR meeting 8/19.

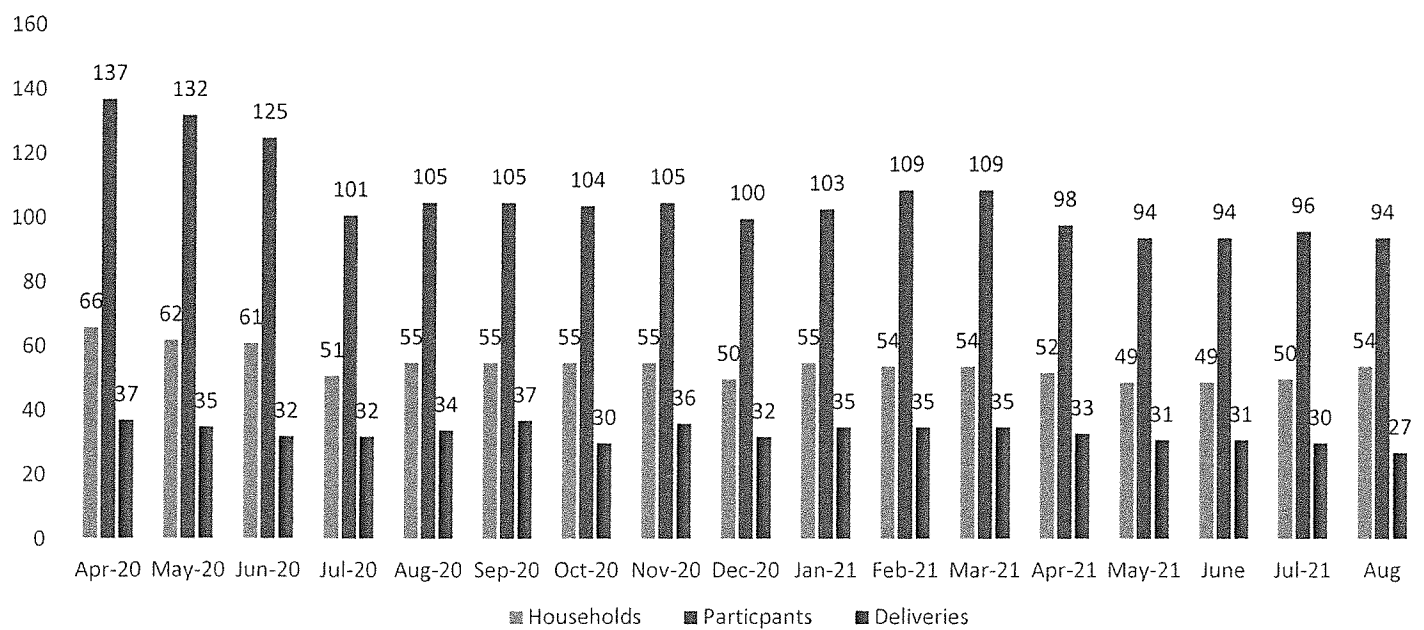
Ken, Jamie, and Melanie attended the In- Service Day.

Ken, Melanie, and Jamie attended the USDA Food Loss Meeting.

### 4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

## Food Distribution Program



Grants  
Lyle Dorr

# Grants Department Monthly Report

August 2021

Lyle Dorr, Grant Writer

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## Key:

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

**Note:** Updates to ongoing projects are usually underlined

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## Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- ∞ **Participate in Treasury and other CARES/ARP related Consults & Webinars:** Meetings have tapered off some with only one or so a week. It was the same for CARES when it first came out. Usually by September the weekly participation demand is way down, only 1/week or every other week.
- ∞ **Update 8/31/21 - Working with Departments to determine CARE/ARP fund eligible projects to present to Leadership and eventually Council. Focused on CARES fund expenditures which expires at the end of 2021.**

## Aki Maadiziwin

- **Reviewed new FY21 ICDBG NOFA due 10.25.21** As LRBOI received an ICDBG grant last year for new homes, we are placed in a Phase 2 funding category. Anyone not funded last year will be looked at first then Phase 2 for remaining funds.

## Clinic:

- ∞ **Update 8/31/21** - Attending various IHS & SMASHA webinars every month to gather information on funding opportunities and COVID-19 related information.
- **EGrams System Access:** Assisting Gabriel & Dr. Wever with EGrams system to respond to supplemental fund allocation MDHHS. Supplement funds have been allocated for COVID19 Immunization through the MDHHS.
- **Attended Saving Lives Project webinar**, which focused on an opioid abuse prevention. Currently we do not have the capacity to do more in this area according to Be-Da-Bin. Dr. Wever would prefer that Family Services run the program/grant as they have the other SLP grants. It is only 1 year funding.

## Court:

- **Reviewed CARES fund projects** - HVAC and Camera/media needs for court room to better work with Zoom.

### **Family Services/ Be-Da-Bin:**

- **Review GLITEC Save Lives Program RFP:** Viewed a webinar (8.18.21) on the program and this years focus of funding (opioid use reduction and overdose prevention). Currently neither the Clinic or Family Services believes they have the capacity to do a project.
- **Assisted Kim Crampton, Tammy B., and Sandra DeVerney** looked into the effects on grant funding of NextGen given the recent order to admit only Tribble children. Due to federal non-discrimination policies, all federal funding will need to cease being used once the other children are not being served. As staff are leaving to find other positions, it is questionable whether the Center will be able to remain open past October 1<sup>st</sup> (the time the new policy is to take effect).
- ∞ **Update 8/31/21 - Working with Sandra Deverney & Kim Crampton** with SolidCircle eForms project, which should be in place by the end of September/October 2021.

### **Food Distribution Center**

- ∞ Assist Ken with writing for an extension of his FDPIR CARES award, which he received this month.

### **Historic Preservation & Language:**

- ∞ **Update 8/31/21** – Funds (\$82,609) to begin work on the language web application will be released in September. The project will take about a year to complete, but once done, members will be able to access the language program resources from anywhere on any device. Both functionalities will be improved, and augmented training exercises will be available. This writer heard in a Treasury consultation that less than 50% of eligible tribes submitted a proposal (The Minimum we would receive is \$37,000 and the Maximum \$97,000). Per the resolution to apply for this grant, (\$11,331) of ARP funding will be used to cover the remaining cost of this \$93,940 project.

### **Maintenance:**

- ∅ **No current projects.**

### **Natural Resources:**

- ∅ **No current projects.** NR does most of their own grant writing work. I do speak with Frank Beaver monthly.
- **Met with Frank Beaver regarding exploring funding for a new NR building.**

### **NextGen Learning Center:**

- **Assisted Holly with observing her pack items in a van for leaving.** Holly reported increase disruption at work, including threats to her person (Kim Crampton reported it to LRBOI Public Safety, who began providing enhanced security during operational hours). Holly's last day was Wednesday, Aug. 25, 2021. Kim Crampton held a meeting with Tammy B., Sandy D. and me to review impact of childcare admittance policy established by Council on future grant funding. All eleven grants will stop funding the program once the policy takes effect Oct. 1. A couple have already stopped & equipment they funded was picked up.

### **Public Safety:**

- **Worked with Director Medacco to determine potential CARES fund eligible projects/items:** He has a software upgrade to their camera interview system they purchased that is eligible for retro pay (\$1,900). He also had to drop a project last year for Lexus policy making program due to COVID19 financial pressure. It would qualify for purchase (\$20,000).

### **Water/Waste/Renewable Energy:**

- ∞ **Update 8/31/21** – Two different energy audits are underway, one that is an actual usage that will provide recommendations to cut energy costs, which the saving can be used to justify improvement to energy systems through grants. The other is a renewable energy planning grant that will help LRBOI understand which renewable energy options are viable and allow us to submit for grant funding based on the developed plan. The audits are underway headed up by Gary Lewis. Without these audits, we would not be eligible for funding.
- ∞ **Working with Gary to identify CARES/ARP fund eligible water-waste projects:** Essentially anything related to water-waste is an eligible expense as COVID19 is known to travel through water systems. Once the newly approved redesign of water flow to pounds is complete, projects will be taken to Council for ARP funding approval, which covers any water-waste project.

### **Special Projects:**

- ∞ **Update 8/31/21 - CARES/ARP Expenditure Plan:** Provided Leadership and Council with feedback regarding Member Relief Payments. Collected and moved forward some ideas departments have regarding eligible programs/projects. It will become clear in August how much funding is available. No ARP funds have been spent other than for Member Assistance payments. Once we know the total available after the 2<sup>nd</sup> allocation, it is hoped that Leadership and Council can meet to review/develop a potential spending plan.
- ∞ **Update 8/31/21 - Treasury deposited the 2nd American Rescue Plan funds will be allocated to Tribes for Economic Development (\$13.3M).**
- **Organizing 2-1 Air Card deactivation:** to take place in September 2021. Directors will have the opportunity to keep cards activated utilizing their own respective budgets. George has provided a list of employees/staff that have 2-1s with active air cards and is sending out the notice. CARES/ARP funds have been used to support them to this point.
- **Coordinated with leadership the submission of a grant request for the Casino to utilize \$750,000 of CARES funds to reimburse for one of the Intelpack Roof Top Air Handlers (20yrs old).** It qualifies because it was not in the 2020 budget and was in a critical near failing state. Air at the Casino is better processed and exchange increasing the safety and health of patrons and staff during COVID19. This will take care of half the CARES funds remaining to be spent before the end of the year.

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 9th, 2021

**Re:** AUGUST 2021 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 2021. 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:**

368 patients scheduled

20 patients NO-SHOW to scheduled appointments

11 patients provided SAME DAY appointments for emergent matters\*\*

77 cancelled appointments

282 patients attending CLINIC PHYSICIAN appointments\*\*

278 - Clinic Physician Appointments

4 - FNP Home Visits

40 patients PHONE TRIAGE\*\*

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

52 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN AUGUST (Total Patient Volume): 753

Diabetic patients: 95

Flu Vaccines: 0

Injections: 21

Moderna Vaccines: 0

Pfizer Vaccines: 0

Nursing Visits: 3 \*\*

On-site Labs: 210

COVID-19 Tests: 33

\*\*Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,138

DIRECT CALLS TO CLINIC OPERATIONS: 502

**COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:****AUGUST 2021**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 15

TRAVEL HOURS: 50

SERVICE HOURS: 15

NUMBER SERVED: 15

**CHR ACTIVITY****LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 186 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 5 (included in number served &amp; clients served)

TRAVEL HOURS: 1

SERVICE HOURS: 1

NUMBER SERVED: 5

TOTAL TRAVEL HOURS: 51

TOTAL SERVICE HOURS: 16

TOTAL CLIENTS SERVED: 20

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$62,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1364

TOTAL PRC PAID IN AUGUST: \$37,470.30

PHARMACY/OTHER: \$27,913.30

DENTAL: \$9,557.00

TOTAL PATIENTS: 195 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 423

TOTAL CLAIMS ENTERED: 333

TOTAL PRC PAID 2021: \$446,545.58

TOTAL EHAP PAID IN AUGUST: \$24,385.16

TOTAL EHAP PAID 2021: \$263,993.12

TOTAL ENROLLED EHAP/LRBOI: 1358

NEW APPLICATIONS MAILED OR GIVEN: 15

REASSESSMENTS MAILED OR GIVEN: 22

**MEDICARE LIKE RATE (MLR) Savings for AUGUST 2021**

Claims submitted:	10	\$11,691.81 (total submitted)
		<u>-\$4,611.61 (what we paid)</u>
		<b>\$7,080.20 (total savings)</b>

**PHARMACY:****AUGUST 2021**

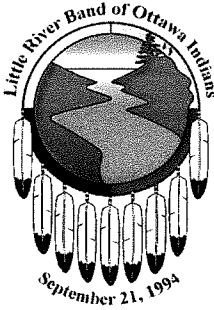
Active patients: 396  
Prescriptions filled: 1687

Insurance charges: \$133,988.89  
Insurance payments received: \$107,206.80  
Non-member cash/copays received: \$520.75

**PRC-equivalent write offs:**

LRBOI: \$31,235.64  
Other Tribes: \$1,808.21  
TOTAL: \$33,043.85

Housing  
Tara Bailey



## **Little River Band of Ottawa Indians**

### **Housing Department**

Mailing Address: 2608 Government Center Drive  
Physical Address: 2953 Shaw Be Quo ung  
Manistee, Michigan 49660  
231-723-8288

### **HOUSING DEPARTMENT**

#### **Report to the Ogema**

#### **For August 2021**

#### **Staff**

Tara Bailey – Housing Director  
Michelle Pepera – Administrative Assistant  
Amber Shepard – Housing Specialist  
Jim Stuck – Housing Maintenance Technician  
Stephen (Jake) Shepard - Housing Maintenance Technician  
Matthew Alexander – Housing Maintenance Technician

#### **Department Overview**

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

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

#### **I. Housing Activities.**

- A.** During the month, the Department performed the following activities.
  - Lease renewals due during the month: 6
  - Leases renewed: 6
  - New leases: 0
  - Annual Inspections: 0 (Annual inspections on hold still due to COVID)
  - Move-out Inspections: 1
  - Move outs: 1
  - Transfers: 0
- B.** Down Payment and Closing Cost assistance grant (HI 100).
  - Applications received this month: 3
  - Total Number of Awards made during the Year: 10
  - Total Amount of Awards for the Year: \$47,517
  - The Housing Department has assisted with \$2,471,600 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!
- C.** The Emergency Rental Assistance Program for LRBOI tribal membership is now open and the Housing Department is accepting applications. A total of \$27,266 has been processed in assisting tribal members with rental/utility assistance.
- D.** The vacant maintenance position has not been filled; the position has been reposted.
- E.** Housing Director attended the first in person meeting in over a year for the Great Lakes Indian Housing Association quarterly meeting held in Harris, MI on August 17-18<sup>th</sup>. These meetings provide training and updates on what is occurring in Indian Housing across our region.
- F.** Housing Director attend a virtual training through National American Indian Housing Association (NAIHC) on August 3-4<sup>th</sup>, regarding policy training and after the training provided a copy of the power point presentation to the Housing Commission to review. As we move forward on updating Housing Regulations, this may be beneficial in the process.

#### **II. Rental Payment Information for the Month.**

- A.** Notice of Delinquency issued: 10

- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

**III. Condition of Properties.**

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. The new mulch for the playground has been put down in the playground area.

**IV. Number of Units and Vacancies.**

LRBOI Housing Department has 81 rental units in total of which 78 were rented giving us an occupancy rating of 96%.

- A. Aki has 55 income based rental units of which 54 were rented during the month as follows:
  - 1. Aki has 9 low income elder designated rental units and 8 units are rented.
  - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  - 3. Aki has 28 low-income family rental units and 28 are rented.
  - 4. Aki has 6 low income family ADA rental units and 6 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

**V. Significant Problems and Accomplishments.**

- A. C&I Electric has begun the process of changing out the defective lights by the manufacturer and installing the new lights that have a new 10 year warranty.
- B. We did receive information that our the lights in the community were out; therefore, after looking into the situation we found it was just a breaker that was off. We have since put locks on all breaker boxes to prevent any tampering in the future.
- C. During the month of August we started the process of entering all data into the new housing cloud based software called Doorways that the department will be using for tenant and unit based information. The goal is to go live by September 1, 2021.
- D. We have seen a slow down in applications for the ERAP; therefore, Housing Specialist, went around to various locations and put up fliers for LRBOI members to see and know about the program.
- E. Although LRBOI provided up to \$5,000 in July for General Welfare assistance to the membership; the Housing Department still has a total of \$8,094 in rental arrearages.

**VI. Plans for the Future.**

- A. Working on RFP for maintenance garage addition to building
- B. Working on RFP for the replacement of 12 elders' homes roofs that need to be redone due to age.

**VII. Other Information.**

The Housing Department will be resuming the rental late fee in the month of September and issuing out delinquent and subsequent notices to individuals who have not paid rent.

**End of Report**  
**Tara Bailey, Housing Director**  
September 1, 2021

Human Resources  
Jeff Simpkins





**Little River Band of Ottawa Indians**  
**Human Resources Department**  
**2608 Government Center Drive**  
**Manistee, Michigan 49660**  
**(231) 398-6859**  
**Toll Free 1-888-723-8288**  
**Fax: (231) 398-9101**

**To:** Ogema Romanelli

**From:** J. Simpkins

**Subject:** August 2021 HR Department Report

**Date:** 9/10/21

**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 2020 Operational Plan**

- a) The 2021 Operational Plan started with 64 projects and major tasks. This number increased to 75 in August.
- b) YTD completed 22 projects/major tasks. YTD Completion Rate: 29%

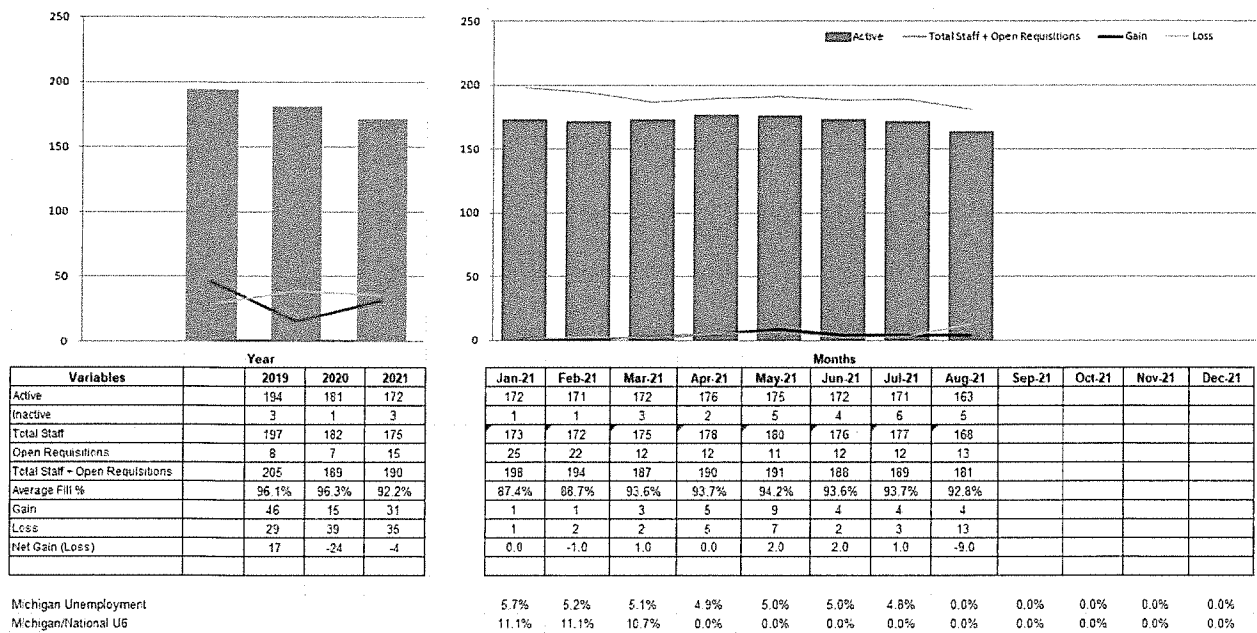
**2) Talent Acquisition**

a) Talent Acquisition

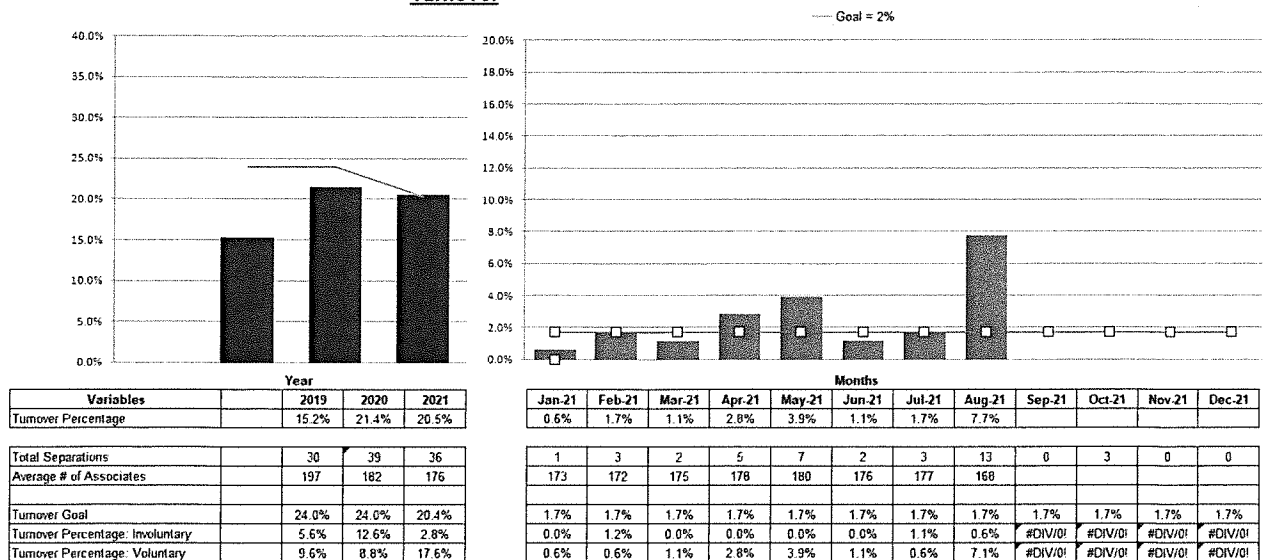
- i) Month Number of Gains: 4
- ii) Month Number of Tribal Preference Hires: 3
- iii) Number of Requisitions Filled Year to Date: 35
- iv) Number of Gains Year to Date: 31
- v) Number of Applicants Year to Date: 198
- vi) Number of Open Positions: 13
- vii) Turnover Year to Date: 36
- viii) August included continued prioritization of the talent acquisition process. At month's end there were 13 open full-time job requisitions. It's important to note that for 2021 year to date HR received 63 requisitions in total. This is the highest number on record since tracking began.
- ix) The HR team of Alicia Knapp and Brittney Drake conducted new hire orientations in 3 consecutive weeks for the third consecutive month. This, plus the back-office requirements necessary for each new hire and separation drives a significant amount of work. We also appreciate the help and collaboration from our teammates in Payroll, Angie Stone and Kari Stuck. Thanks to everyone for working successfully through another high-velocity month!

- x) We saw an increase in applications received for the first time in several months. In one example, Victim Advocate – Muskegon, we received 14 applicants for the position. We also received applications for several Natural Resource and Information Technology positions. Thanks to Alicia Knapp for her hard work and commitment to helping hiring managers!
- xi) Continued assisting Tribal Council with new hire support.
- xii) August was a significant month for turnover. The organization experienced 13 losses during the month, 6 of which were Tribal Preference employees. This drives significant back-office work as previously mentioned.
- xiii) SolidCircle work began on the electronic application project. Documents and process information was presented to their team to begin building our new system.

### Staffing



### Turnover



### 3) Talent Development and Relations

#### a) Leadership and Team Member Development.

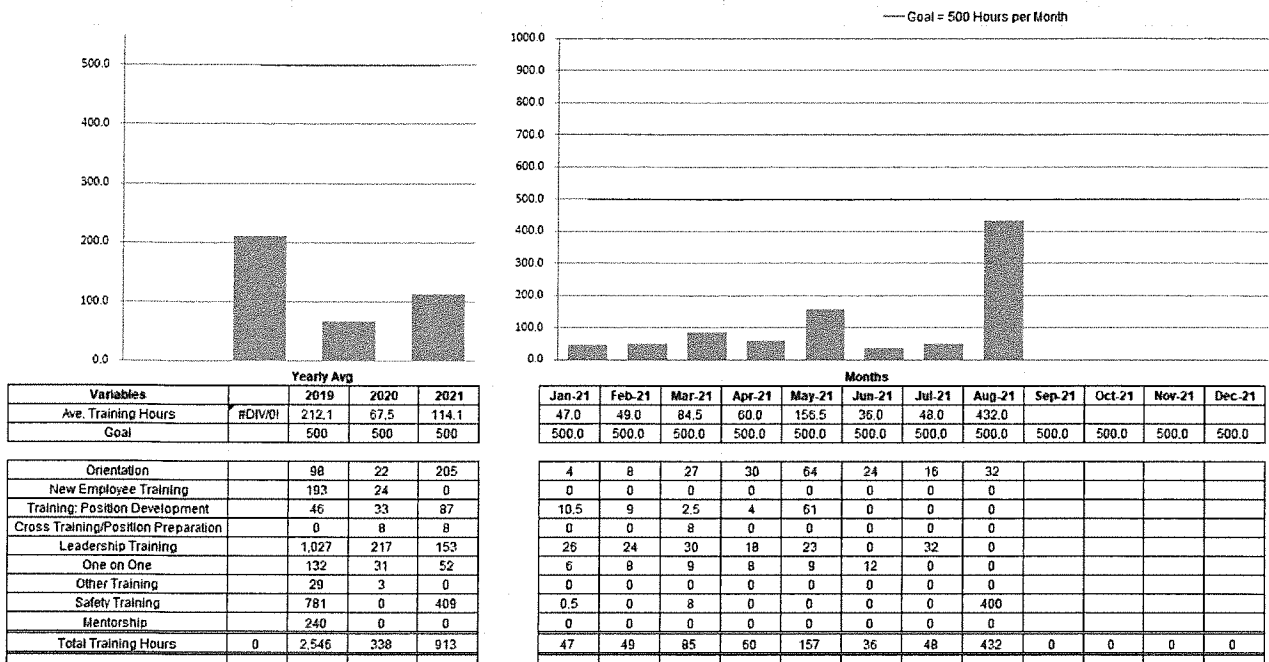
- i) HR assisted the organization and leaders through key issues, including employee relations events and communication. The Leadership Roundtable was cancelled in August due to the Employee Recognition Event.
- ii) Provided additional HR support to the leadership of various departments.
- iii) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
- iv) Continued working the 2020 HR Department review cycle in the SABA system. One 2020 performance review remains in-process.
- v) Continued "The River Resource" publication to help team members stay informed and connected. Thanks to Brittney Drake for her good work!
- vi) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
- vii) Assisted Leadership Roundtable participants in operating the Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Jonathon Robertson and Angie Stone for volunteering to help make a difference! August included re-launching employee service awards and an Employee Recognition Event on 8/12/21. Great job everyone!
- viii) The Employee Engagement Survey results were distributed and reviewed with department heads. Next step includes department head review and feedback on improvement opportunities.
- ix) Assisted the LRBOI Health Clinic in securing a Clinical Affiliation Agreement with Chamberlain University. This permits advanced degree nursing students to perform clinical learning at the LRBOI facility. Thanks to Dr. Wever for driving this project!
- x) A Tribal Citizen who recently earned a Bachelor's Degree was selected for a new position in the organization. Congratulations Mary Carpenter!
- xi) Resolved three significant employee relations issue in conjunction with leader teammates.
- xii) Assisted leaders with a significant unplanned project involving the transition of NGLC.

#### b) HR Department Development Initiatives:

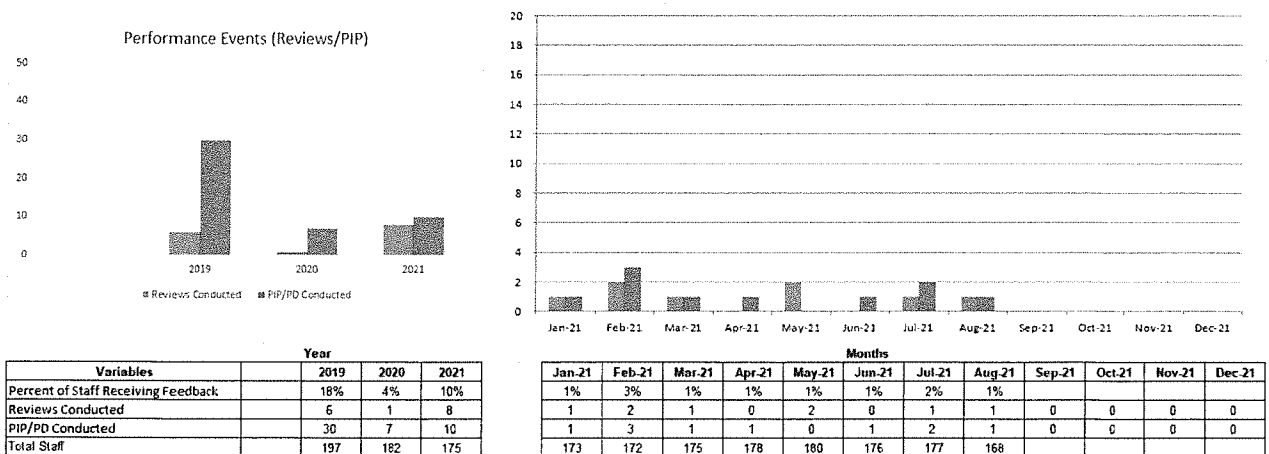
- i) HR Development Events: YTD 3
- ii) Continued file migration to O365 storage solutions.
- iii) Continued project to improve HR use of MIP data.
- iv) The team completed 29% of annual goals by the end of August. The team remains on-pace for all scheduled work in 2021 at 64%. Nice job Alicia, Mindi, Marcella and Brittney!
- v) Began integrating the Receptionist position into the HR team by developing projects and technology training. Marcella initiated a project to improve the HR filing system, and worked on cleaning the HR storage room. Thanks Marcella!

- vi) Brittney Drake, our HR Intern began work on key projects such as social media platform development and conducting exit interviews. She has also taken responsibility for publishing The River Resource. Brittney improved the newsletter to give it a fresh, new look. Thanks Brittney!

#### Training and Development Hours



#### Performance Events (Reviews/PIP)

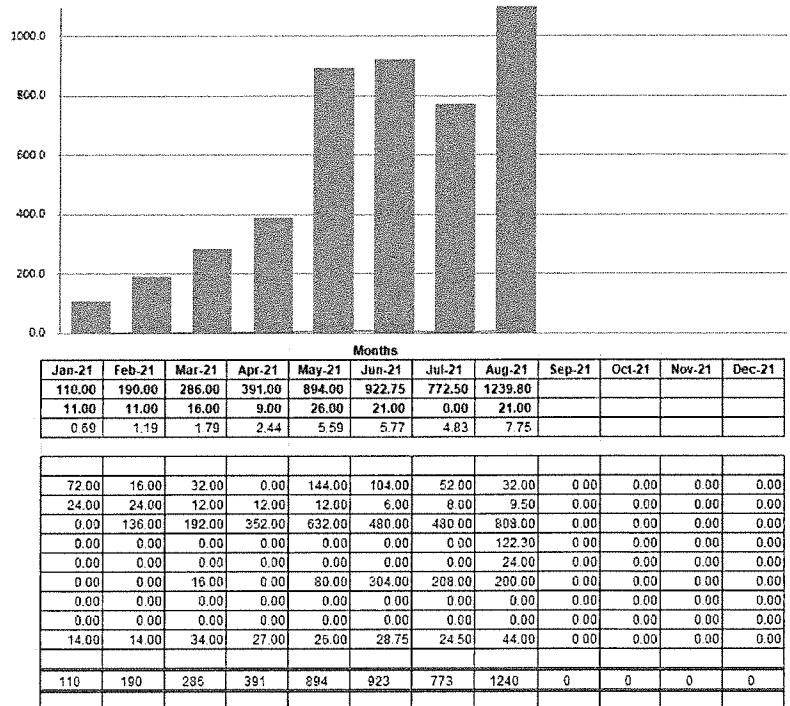
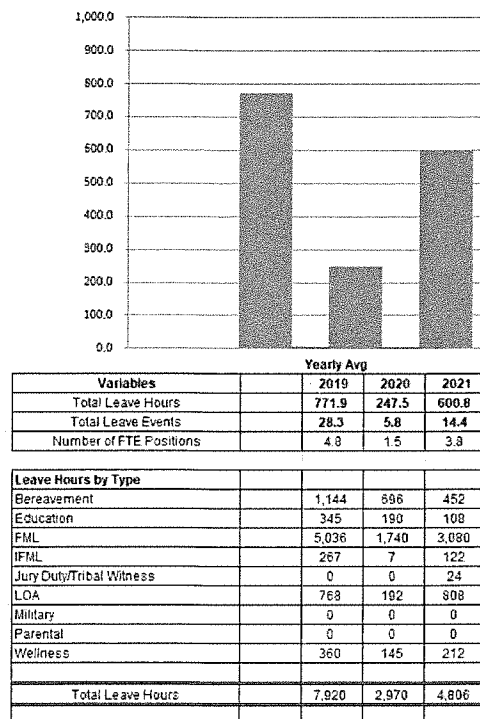


#### 4) Benefits and HR Administration

- Continued working to improve benefit processes.
- Benefits Work Priority: 1 – Health Insurance Conversion and Open Enrollment 2 - New Hire/Separation Process, 3 – 401k Audit, 4 - Assisting Team Members with Benefit and Leave Requests
- Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- Conducted FEHB TCC enrollments for former LRBOI employees.

- e) Completed the health insurance conversion open enrollment project. Thank you to all team members who participated and returned their enrollment forms. This prompt attention by the LRBOI team contributed to the project's success!
- f) Continued providing data for the 401k audit and responded to auditor questions.
- g) Continued the monthly Payroll/HR coordination meetings.
- h) Continued processing new hire insurance enrollments and separation disenrollment.
- i) Leave Notes
  - ii) Leave hours increased significantly in August. This month leave was again driven by FML and Leaves of Absence. This month was the highest on record in 2021. The equivalent of 7.5 Full-Time Equivalent employees were not available for work in August due to leave issues.

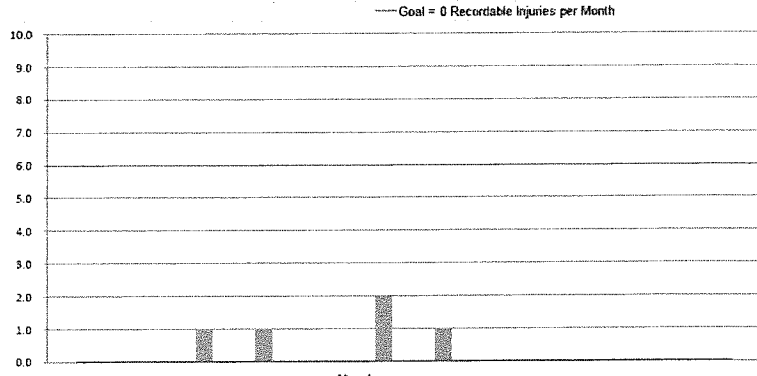
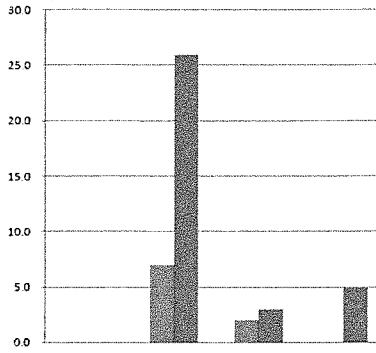
#### Leave (Excluding PTO and Holidays)



## 5) Safety

- i) Continued COVID-19 support and tracking.
- ii) Updated and re-launched COVID-19 SOP in preparation for any potential activity spikes in the area.
- iii) Initiated a project to review Government Center lobby security. Thanks to Marcella Leusby and Robert Medacco for their help with the project!
- iv) TERT and the Employee Recognition teams combined to present safety training to approximately 100 LRBOI team members on 8/12. Congratulations and thank you to Brandi Martin, Angie Stone, Michelle Lucas, Valerie Chandler and Jonathon Robertson!
- v) Recordable Injuries: 0
- vi) Near Miss/1<sup>st</sup> Aid: 0

### Safety (Recordable Injuries and Near-Miss Incidents)



Variables	2019	2020	2021
Total Recordable Injuries	7.0	2.0	0.0
Goal	0	0	0
Total Near-Miss Incidents	26.0	3.0	5.0

Strain/Sprain	4	0	0
Laceration	1	1	0
FBE	0	0	0
Fracture	1	1	0
Illness	1	0	0
Other	0	0	1
	0	7	2
			1

Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
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	0	0	0	0	0	0	0	0	0	0	0
0.0	0.0	1.0	1.0	0.0	2.0	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	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	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	0	0	0

### 6) Tribal Preference Report

## LRBOI TRIBAL GOVERNMENT

### EMPLOYMENT SUMMARY

### INDIAN PREFERENCE IN EMPLOYMENT

### ORDINANCE #15-600-02

### CURRENTLY EMPLOYED

### August 2021

EXECUTIVE  
GAMING  
LEGISLATIVE  
JUDICIAL  
TOTAL

TM	NA	D	S	NP	TOTAL
58	9	12	6	54	139
9	0	1	3	15	28
10	1	0	0	1	12
5	2	0	1	0	8
82	12	13	10	70	187

### Prior Month

EXECUTIVE  
GAMING  
LEGISLATIVE  
JUDICIAL  
TOTAL

59	10	12	7	59	147
9	0	1	3	16	29
10	1	0	0	1	12
5	2	0	1	0	8
83	13	13	11	76	196

## Notes on Tribal Preference:

1. August Tribal Preference Employment was 62.6% of total employment. The hiring of 3 Tribal preference candidates for a second consecutive month was offset by the separation of 6 Tribal preference employees.
2. Data since August 2019 shows the following:
  - a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
    - i. 2021 Tribal Preference Applications: 24.7%
    - ii. 2020 Tribal Preference Applications: 15.8%
    - iii. 2019 Tribal Preference Applications: 14.1%
  - b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference selections compared to all selections.
    - i. 2021 Tribal Preference Hires: 56.8% (Great job hiring managers!)
    - ii. 2020 Tribal Preference Hires: 33.3%
    - iii. 2019 Tribal Preference Hires: 26.7%

## 7) Workforce Development

- i) The Tribal Development Team continued operations in August. The team continued working to promote connections and develop an online application system. Thanks team!
- ii) The team formed a committee to launch social media spaces for connecting Tribal students and early career professionals with opportunities at both LRCCR and LRBOI. Thanks to Brittney Drake and Deidre Morel for their work on this key project!
- iii) The electronic application and database project moved from approval to launch and software development. Thanks again to Alicia Knapp and our software partners at SolidCircle for their work on this key project!
- iv) August New Requests for WFD Service: 3
- v) 2021 Total Requests: 25
- vi) 2021 Total Number in Adult Work Experience: 2

## Stephanie Persenaire - Case Management

Department Report : Family Services

Case Worker : Stephanie Persenaire

Month : August 2021

	***** Reporting Counties *****									
	Manistee	Mason	Lake	Ottawa	Mustkegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	2									
I&Rs	2			2			1			
Open Cases	2				1					6
<b>Monthly Totals</b>	6	0	0	2	1	0	1	0	0	6

	Case Management									
Total number living in homes served	11				6		4			6
Total number of Tribal Citizens living in homes served	7				2		2			4
Total number of descendants living in homes served	3				1		1			
Total number of children living in homes served	4				4					2
Total ICWA or ICWP where substance abuse is involved	1									
Child Abuse/Neglect										1
ICWA or ICWP referrals										
Sexual Abuse of a child										1
Substantiated or Unsubstantiated by DHS	1									
Case Pending with DHS										
Relative placement					1					1
Tribal Foster Home										
Non-Tribal Foster Home										
Alternative placement										
Court appearances	2									
Home Visits	5				2			1		2
Case Reviews	2									
Binojeeuk	2									
Contacts with outside agencies	39				9			1		6
Contacts with LRBOI departments	16									
Tribal Elders										
Other referrals	1									
<b>Monthly Totals</b>	83	0	0	0	19	0	3	2	0	17



## Amanda McQueen - Case Management

Department Report : Family Services

Case Worker : Amanda McQueen

Month : August 2021

	***** Reporting Counties *****									
	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
I & R's					3					
Intakes					1					
Open Cases		1		1	3					4
<b>Monthly Totals</b>		1	0	1	7	0	0	0	0	4
Total number living in homes served		4		3	12					9
Total number of Tribal Citizens living in homes served		3		3	5					6
Total number of descendants living in homes served										
Total number of children living in homes served		2			6					3
Total ICWA or ICWP where substance abuse is involved										1
Child Abuse/Neglect										
ICWA or ICWP referrals					2					
Sexual Abuse of a child										
Substantiated or Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement					1					
Tribal Foster Home										1
Non-Tribal Foster Home		1			1					1
Alternative placement										
Court appearances				1						1
Home Visits		1		4	8					4
Case Reviews		3		3	9					12
Binojeuk					1					1
Contacts with outside agencies		3		11	15					17
Contacts with LRBOI departments		1			3					2
Tribal Elders				1						
Other referrals					1			1		
<b>Monthly Totals</b>	0	18	0	26	64	0	0	1	0	58

Information Technology  
Andrew Jeurink (Interim)

Information Technology Department  
Monthly Report  
August 2021

**Interim IT DIRECTOR – Andrew-Trey Jeurink**

*Duties and Accomplishments –*

1. Configuration of the firewall and the router for the other remote sites continues. Next site is 9/15/21, 9/16/21
2. New Firewall VPN are now live and operating.
3. Server updates continue as needed every other weekend.
4. Switch replacement project continues.
5. **Mandatory IT Projects by order of priority:**
  - a. August 2021
    - i. Government EXSI Host needs a plan in place for replacement
6. 262 new IT work orders were opened in August 2021 and 303 IT work orders completed in August 2021.
7. Our current outstanding tickets are at 62
8. IT Remains severely understaffed and is working diligently to keep up with daily operational demands.

*Meetings Held / Attended –*

1. Held Departmental Staff Meetings.
2. Held Planning sessions with contractors upgrading network.
3. Held weekly Professional Development Staff Trainings

*Trainings Held / Attended –*

*Special Tasks / Activities Performed* – Assist in planning the One IT plan. Explore options to complete maintenance duties with limited staff.

Legal Assistance  
Mary Witkop

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: September 8, 2021  
Re: August 2021 report of activities

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Number of tribal members assisted on new issues 93

Number of referrals received 6

Number of continuing cases: 56

Types of legal issues:

Child support	Evictions – Out of State
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Child Support Arrearages	Conservator - Adult
Trusts	Parenting Time
Probate Estate – Out of State	SSI
Custody	Auctioneer
Adult Adoption	Unemployment
Vaccinations and Employment	Representative Payee - SSA
Medical Power of Attorney	Property Division in Divorce
Post-Divorce Matters	Tenants
Real Estate – Out of State	Senior Assistance
Amend Trust	Limited Power of Attorney - Minor
Power of Attorney	Guardian - Minor
Banks	Employment
Representative Payee Accounts	Land Division
Estate Planning – Amendments	Garnishment
Guardian - Adult	Transfer of Jurisdiction

Guardian - Minor	Landlord Tenant Issues
Collections	Evictions
Name Change – Minor	Driver's License
Civil	Stimulus
Holmes Youthful Training Act	Criminal Arraignment
Adult Guardian – Modify	Personal Representative
Make Up Parenting Time	Estate Administration
Sale of Real Estate	Prisoner Mail
High BAC OUIL	Acceptance of Trust
Unemployment Overpayment	Criminal Pretrial
Gun Possession	Adoption
No Contact Order	Change of Custody
Security Deposit Retention	PRE Audit
Housing	Personal Protection Order
Prisoner Funds	Real Estate Description
Transcripts	Damage to Rental Unit
Abuse – Neglect – Out of State	Refinance Mortgage

#### Sample of Work Performed:

Assisted a tribal member obtain a Limited Power of Attorney over a minor child so they could provide care for the child for a period of 6 months

Assisted a tribal member with an OUIL case that involved a High BAC

Assisted a trial member with an adoption for an adult

Assisted a tribal member change parenting time after a divorce was finalized

Assisted a tribal member by stopping their landlord from improperly harassing them

Assisted a tribal member with a bank that wrongfully deposited funds into a wrong account and withheld funds from them

Members Assistance  
Kimberly Crampton

# **Members Assistance Department**

## **August 2021 Departmental Report**

Sandra DeVerney – Interim Director

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

### **Department Overview:**

#### **Goals**

Meet the needs of the individual and/or family by providing programs for health and safety, continued utility service, and other services requested by tribal members that are identified as a need or crisis. Maintain a quality relationship with the members of the Tribal community. Utilize a centralized intake process for the Tribal community to contact for program information and to receive prompt services and/or referrals.

#### **Objectives**

- Promote health, safety, self-sufficiency, and personal growth in individuals and family members by providing confidential, consistent, effective, and timely services.
- Respond to all requests for family support and referral services to ensure the most assistance is provided to the eligible member and/or family.
- Advocate and/or provide funding for Indian specific programs to fill the needs of the local and at-large communities based on membership requests.
- Inform membership of existing local and Tribal resources and coordinate service assistance.
- Network with Tribal service departments and/or agencies to maximize utilization of services and information available to the members of the Tribal community.

### **Current Assistance Programs**

- Food Assistance Program – Available throughout continental U.S.
- Low Income Energy Assistance Program - Available throughout continental U.S.
- Rental and Mortgage Assistance Program - Available throughout continental U.S.
- Elder Chore Assistance Program - Available throughout continental U.S.
- LIHEAP Assistance Program – Available to nine county service area.
- I.H.S. Well and Septic Program - Available to nine county service area.
- Title IV Elder Meal Program – Available to Elders age 55 and older.



## Department Reporting Section

### 1. I.H.S. Well and Septic Program

- a. MOA BE-18-K28 \$364,000
  - i. Total expensed \$336,889.48
  - ii. Budget remaining 7%
  - iii. 18 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	2	2	0	5	1	0	0	0	0

### 2. Food Assistance Program

- b. Budget \$46,050
- c. Total expensed YTD \$20,500.00
- d. 55% Remaining
- e. 61 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
20	1	1	1	8	3	1	4	3	19

### 3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$17,319.89
- h. 65% Remaining
- i. 20 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

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

### 4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$8,822.41
- l. 78% Remaining
- m. 38 total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
15	1	0	0	5	4	2	3	0	8

### 5. LIHEAP – DHHS Grant Funded Program FY 2021

- a. Total Budget \$176,417
- b. Total expensed to date \$37,560.00
- c. 29 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
15	1	1	0	5	2	0	3	2

### 6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$2,046.00
- f. 80% Remaining
- g. 18 Elders accessing this program to date.

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

### 7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$4664.05
- j. 79% Remaining
- k. 20 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	1	0	0	2	0	0	1	1	5

#### 8. LRBOI Home Repair Program 2021

- l. Total budget \$100,000
- m. Total expensed YTD \$8,762.00
- n. 91% Remaining
- o. 5 members accessed this program to date.

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

#### 9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$218,950.00
- r. 52% Remaining (2 COVID Expensed)
- s. 31 members accessed this program.
- t. Average age at passing is 65.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
0	2	0	1	3	0	1	3	0	21

#### 10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 303 Elders enrolled in program.
- w. June invoice \$70,389.55

#### 11. Department Ongoing Activities

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

#### 12. Applications to date

Mailed	Picked up	Emailed	Faxed
165	22	81	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
95	72	43	6	47	56	25	25	12	0

#### 13. Office Visits

- bb. 0 visits for the month

Members Assistance submitted August 2021 report reflecting previous month data due to the current enormous project of handling the American Relief Funds for the purpose of distribution to each tribal citizen, during the month of August 2021.

Submitted by,  
Sandra DeVerney  
Interim FSD

Natural Resources  
Frank Beaver



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

**310 9<sup>th</sup> Street  
Manistee, MI 49660  
(231) 723-1594**

**August 2021 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**

#### *Vacant*

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

### **Fisheries Division:**

- Archie Martell - Senior Fisheries Biologist, Fisheries Division Manager
- Vacant – Fisheries Biologist, Sturgeon
- Vacant – Great Lakes Fisheries Biologist
- Vacant – Aquatic/Fisheries Biologist, Inland
- Mike Snyder – Great Lakes Fisheries Technician
- Alycia Peterson – Great Lakes Fisheries Technician
- Vacant - Fisheries Technician, Inland
- Vacant - Fisheries Technician, Inland
- Seasonal Fisheries Technicians – Brooke May, Kristine Gauthier

### **Administrative/Budget/Reports/Data Entry:**

- Managed budgets
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109/4227 BIA GLRI funding
  - 4018 Great Lakes Fisheries Assessment
  - 4097 BIA Great Lakes Restoration Initiative, Native Species
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
  - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Grant Management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Nmé / Sturgeon survey prep and communications with partners
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Implementation of Fisheries Division work plans
- PIT tag antenna installation preparation
- Communications / coordination with Sturgeon Documentary crew
- Coordinated with USFWS Green Bay office for field assistance.
- 2021 fishery assessments data management

Equipment maintenance/Field Work/Lab Work:

- Nmé / Sturgeon Streamside Rearing Facility operation
- Nmé / Sturgeon visual survey Manistee River
- NGLC sturgeon aquarium maintenance
- Vehicle maintenance GSA trucks repair maintenance
- Great Lakes equipment maintenance

Meetings/Training/Travel/Conference Calls

- 2020 Consent Decree Negotiations
- Tribal Council Agenda Review (8/2)
- Tribal Council Meeting (8/4)
- Conference call PIT antenna meeting (8/5)
- Nmé / Sturgeon Streamside Rearing Facility tour (8/6)
- Native American Fish and Wildlife Society Planning Meeting (8/9)
- NRD Leads Huddle (8/11)
- LRBOI Training Day (8/12)
- Native American Fish and Wildlife Society Planning Meeting (8/26)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
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1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon		

**Wildlife Program**

Bob Sanders – Wildlife Division Manager  
Angela Kujawa – Wildlife Biologist  
Vacant – Wildlife Technician  
Rob Larson – Seasonal Wildlife Technician  
Gena Leksche – Seasonal Wildlife Technician  
Caley Johnson – Seasonal Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
  - 4072 NRCS Project Budget
- Completed monthly report – August

- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2021 hunting permit planning – Ongoing
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations, etc.
- Ordered wildlife equipment needed for 2021 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten occupancy survey – On going
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Marten project data entry - on going
- Resources Selection Manuscript writing and model development
- SABA reporting – monthly occurrence
- NAFWS presentation
- Contract development for GLRI grant funding 2021
- Conducted seasonal exit interviews

#### Equipment Maintenance/Field Work/Lab Work

- Equipment maintenance (Tractors, Skid-steer)
- Vehicle maintenance – Dakota, Ram, Jeep
- Cleaned and service wildlife vehicles - monthly occurrence
- Camera deployment for American marten occupancy project
- Camera deployment for American marten exploratory project
- Turtle telemetry
- NLP marten survey picture ID
- Turtle Trapping (Blanding's, Box, Spotted, Wood)
- Cleaned and organized equipment at Big Blue
- Custer property maintenance
- Food plot preparation and mowing of Tribal properties - Custer property
- Custer property invasive species removal and invasive species spraying project (phase 1)

#### Meetings/Training/Travel/Conference Calls

- Weekly Team meeting – 8/2, 8/5, 8/9
- Exit interviews with seasonal staff – 8/23
- NRD Leads meeting – 8/11,
- Staff in-service day – 8/12
- WTC meeting wolf/bear discussion – 8/10
- Monthly Tribal Biologist meeting – 8/5
- NAFWS Conference Call – 8/9, 8/26
- Natural Resources Commission meeting – 8/9



- 1:1 meeting's – 8/9, 8/17, 8/23, 8/24,
- Elk Orientation presentation – 8/30
- Executive Council meeting in Traverse City, MI – 8/18,8/19

### **Environmental Division**

Allison Smart –Environmental Division Manager  
Corey Wells – Air Quality Specialist  
Zach Prause - Aquatic Biologist – Water Quality  
Alexis DeGabriele– Aquatic Biologist – Wetlands  
*Vacant – Great Lakes Policy Specialist*  
*Vacant – Brownfield Specialist*

### **Environmental Division Capacity Building (IGAP)**

#### **Administration/Budget/Reports/Data Entry**

- EWS Staff Management
- SABA work for 1:1s
- Staff Task List Management
- Team Leadership
- Budget review for PPG and CAA 103 Grants
- Review of Air TAS for 105 and 505
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- GAP Guidance Review
- GAP Funding Allocation Review
- EPA Rule Changes WQS in Indian Country Review
- EPA Rule Changes WQS in Reserved Areas Review
- Assist staff with Field work
- Michigan WQS Triennial Review
- Reviewed Budgets for environmental programs
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables

#### **Meeting/Training/Travel/Conference Call**

- Environmental Division Huddle: 8/2, 8/6
- 1:1 with Staff: 8/9 (x2), 8/10, 8/23(x3)
- 90 Day Review CW 8/13
- 1:1 with Supervisor: 8/17
- NRD Leadership Huddle: 8/11
- Enbridge Line 5 Meeting ACOE:
- Great Lakes Coastal Resilience Assessment NOAA – Intro Meeting 8/2
- Natural Resources Session Presentation on LRBOI Environmental Div 8/3
- GAP Funding Allocation Meeting 8/3
- LRBOI Staff Meeting 8/5
- EPA R5 EJ Meeting with Tina Davis 8/5
- GAP Guidance Revision Meeting w/ HQ- 8/5, 8/1, 8/8, 8/25
- Hazardous Materials Personal Protective Training 8/5
- NAFWS Planning Meeting 8/9
- Tribal Council Agenda Review/ Tribal Council Meeting 8/9, 8/11
- GAP Allocation Regions 1-5 Consultation and Coordination Webinar 8/10
- Planning Meeting EPA L&L Treaty Rights 8/10
- Taconite R5 Meeting 8/11
- Employee Inservice Day – 8/12
- NOAA Manoomin Project Call 8/16

- RTOC Caucus Call 8/17
- R5 EPA and Tribes Mining Meeting 8/19
- PPG Workgroup – GAP Guidance Revisions – 8/23, 8/30
- Tribal Water Division Call 8/24
- R5 GAP Guidance Revision Call – 8/26
- LH LAMP Meeting 8/26
- Meeting with CRA on Pine Riverbank Stabilization 8/30

**Budgets Managed:**

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

**Brownfield Program**

**Administration /Reports/Data Entry**

- Position is vacant any deliverables will be recorded under the GAP section

**Field Work and Equipment Maintenance**

•

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

**Water Program (106 and 319)**

**Administration/Reports/Data Entry**

- July Nutrient data received
- August Hydrolab data uploaded to WQX.
- Mailed Zooplankton samples
- Registered for Great Lakes NAFWS meeting
- Received confirmation of completion of Pine River project.

**Field Work and Equipment Maintenance**

- Completed water quality sampling.
- Calibrated sondes.
- Ordered new hose for WQ boat

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

- 8/5- LRBOI staff meeting
- 8/12- Employee in-service day
- 8/13- Attains check in
- 8/16-Attains monthly call
- 8/16-PLWF Education committee meeting
- 8/19- Revising the definition of “waters of the US” -Tribal consultation Kick-Off Webinar
- 8/24/21 EPA Water Division Call.
- 8/30- Pine River visit with CRA
- 8/30- PLWF Education committee meeting

## **Air Quality Program (Funded by EPA CAA 103)**

### **Administration /Reports/Data Entry**

- Met data Analysis for 2019 started
- Ozone data analysis for 2016-2013
- PM 2.5 data analysis for 2019-2009
- 90 Day Review
- Planning and requisitioning material for deck rebuild

### **Field Work and Equipment Maintenance**

- Ozone Weekly Audit x4 (missed one week due to O3 calibrator)
- PM 2.5 1-5 Audit x2
- AMS Site Checks x8
- Changed PM2.5 Filters x3
- Sent PM2.5 Filters to EGEL for analysis x3
- Wild Rice Sampling (Hamlin Lake) x2
- Lake Sturgeon Visual survey x1
- EGEL Lansing Trip for O3 Calibration x2

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

- T640 Training 8/16/21
- R5 Meeting on Taconite 8/5/21
- Region 5 Monthly Tribal Air Call, 7/26/
- NTAA/EPA Air Policy Update Call, 7/28/21

### **Additional Notes:**

Office and administration duties took a back seat for the month of August, as field work took the priority, in conjunction with the ozone calibrators certification running out.

## **Wetlands (Wild Rice) Program**

### **Administration Reports/Data Entry**

- Created additional wild rice AGOL maps for offline use with Field Maps Beta app.
- Created Hamlin Lake wild rice shapefiles, grid, and maps in ArcMap.
- Daily data download/backup.
- Compiled and uploaded previous years' wild rice data to GPS units.
- Completed updating Survey123 XLSForm for wetland relevé sampling.
- Continued updating the draft Invasive Species Spread Prevention protocol/manual for NRD.
- Continued reviewing old Wetland Management/Stewardship plan.

### **Field Work and Equipment Maintenance**

- Hamlin Lake: mapped wild rice bed area with GPS.
- Manistee River: scouted/mapped wild rice beds.
- Manistee River: assisted NOAA geospatial project data collection.
- Manistee Lake: assisted NOAA geospatial project data collection.
- Hamlin Lake: wild rice density surveys.
- Hamlin Lake: wild rice density surveys.
- Muskegon River: wild rice density surveys.
- Assist with Air Quality Deck Rebuild
- Manistee River: Sturgeon Night Visual Assist (2x)
- replaced ratchet strap on jet boat trailer

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

- 8/4/21 attended virtual NOAA wild rice geospatial project presentation.
- 8/5/21 LRBOI staff meeting.
- 8/10/21 interview for Freshwater Reporter article on wild rice.
- 8/12/21 Employee In-Service Day.
- 8/19/21 SWS webinar: integrating wetlands into planning projects.
- 8/20/21 meeting with Sam Griffin (GTRLC) to discuss and map wild rice at Arcadia Marsh.

**Great Lakes Policy Program**

Administration//Reports/Data Entry

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

Field Work and Equipment Maintenance

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

# Planning

## Steve Parsons

## **BIA ROADS/PLANNING DEPARTMENT REPORT**

**August 2021**

**Steve Parsons**

### **Meetings/Conferences/Trainings**

- On August 19, 2021, I made a site visit to the Tribal Cemetery road project site to check on their progress. Also there during the visit were Ken Ockert and Patrick McKay from GTEC.
- On August 24, 2021, I attended a work session with Tribal Council to give an update on the Tribal (Biimadiiziiwin) Cemetery road project. Also in attendance at the work session was Ken Ockert from GTEC.
- On August 25, 2021, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Little Traverse Bay Band and the Sault Ste. Marie Tribe of Chippewa Indians also participated in the meeting.
- On August 25, 2021, I participated in the virtual Board meeting of the Manistee County Community Foundation.
- On August 27, 2021, I participated in a virtual meeting held by the U.S. Census Bureau which included an initial review of the American Indian Alaska Native population (AIAN) data from the 2020 Census.
- On August 31, 2021, I participated in a meeting regarding BIA Roads Project Representation funding headed by Ken Ockert from GTEC. Also attending the meeting were members of the LBOI Finance Department: Steve Wheeler, Dale Magoon and Angela Rabb.

### **Activities/Accomplishments/Updates**

- **BIA Roads – 2021 Projects:** Most of our 2021 road projects are already underway. Here is the latest update on those projects.
  - **Cemetery Parcel Road Project:** Schultz Excavating is currently working on the construction of the road system on the cemetery parcel. The scheduled time for completion of the road system is the end of September 2021. Once the road system has been completed and as long as weather permits, we will work on the remaining landscaping and infrastructure features during the rest of 2021.
  - **Commodities Drive Road Project:** Schultz Excavating currently has the footprint for the road established. The road project is on the same timeline as the Food Distribution Center building project. Due to an anticipated delay in some of the building materials needed for the Food Distribution Center, it appears this project will not be completed until late October/early November 2021.
  - **Sugar Shack Road Repair:** Elmer's Crane & Dozer completed the work to replace the failed culvert on the Sugar Shack Road on August 13, 2021. The road is now once again open for regular use.
- **Roundabout Project:** There are no additional updates on the US-31 & M-22 Roundabout Project since my last report. The last project meeting with MDOT was on July 7, 2021, and no additional information has been forthcoming. Here is the latest information on the US-31 & M-22 Roundabout Project.

- Planning and design of the roundabout will take place during 2021, with the final plan set scheduled for approval by MDOT by November 12, 2021.
- The project will be bid out by MDOT on February 4, 2022.
- Although a tentative construction schedule has not been finalized, it is anticipated that construction will start as soon as weather permits in the late spring/early summer of 2022. The project is anticipated to last for around 2 months, with an advertised construction schedule contained in the bid documents that are sent out in February 2022.
- My goal is to have an informational meeting with Tribal leadership and appropriate casino staff sometime in September or October 2021 to go over the roundabout project and what to expect next year. I'm keeping the date open at this time as I want to make sure that the information we have is current and complete. I'm hoping to have the MDOT Traverse City office manager, Dan Wagner, and Ken Ockert from GTEC also attend the meeting to provide additional information and answer questions. I will keep everyone posted on the date of the meeting once it is scheduled.



Public Safety  
Robert Medacco

**Little River Band of Ottawa Indians**  
**Department of Public Safety Monthly Report**  
**August-21**

**General Patrol**

Assist Citizen	3
Assist Motorist	1
Assist Other Agency	11
City Assist	8
County Assist	18
Medical Assist	2
MSP Assist	4
Other Calls for Service	10
Property Checks	664
Suspicious Person	5
Suspicious Situation	6
Well-Being Check	6

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	7
Disobeying Stop Sign	
Driving License Suspended	3
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	3
Other Traffic Citation	2
OID	1
OUIL	
OWI	3
Parking Ticket	
Reckless Driver	1
Speeding Ticket	2
Stolen Vehicle	
Suspicious Vehicle	2
Towed Vehicle	
Traffic Stop	21
Unsecured Vehicle	
Verbal Warning	12
Warning Ticket	

**Processes**

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

**Criminal Offenses**

Animal Neglect	
Arrest	10
Assault	1
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	1
Disorderly	1
Domestic Disturbance	5
Drive-Off	1
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	1
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	
Intimidation	1
Intoxicated Person	
Juvenile Runaway	
Larceny	6
Liquor Violation	
Minor in Possession	
Missing Person	7
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	7
Public Peace	
Resisting	
Robbery	
Sex Offense	1

**Criminal Offenses Continued**

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

**Miscellaneous**

Administrative Hours	257
Alarm	3
Attempt to Locate	
Boat Dock Checks	
Casino Hours	105
Civil Standby	1
Community Policing	7
Court Hours	5.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	19
Found Property	3
Lost Property	2
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	
Suicidal Subject	3
Total Complaints	89
Total Reports	89
Training Hours	7
Transport	
Trespassing	2
Tribal Council Meetings	
Vehicle Mileage	5865
Voluntary Missing Adult	

**Training/Travel**

**Little River Band of Ottawa Indians  
Inland Conservation Enforcement Activities  
August-21**

Inland Conservation Enforcement Activities	
Administrative Hours	238
Arrest(s)	2
Male	
Female	
ATV Patrol Hours	
Assist(s)	23
Assist Hours	34.25
Citation(s)	5
Civil	5
Misdemeanor	
City Assist	2
City Assist Hours	7
City Original	
City Orgininal Hours	
Complaints	28
Contacts	341
Court	2
Court Hours	1.75
Follow-up(s)	4
Follow-up Hours	2.75
Federal Citation(s)	
Hours Worked	512
Joint Patrol(s)	1
Marine Time	2
Meeting(s)	3
Meeting Hours	3.5
Paper Service	
Possible Trespass	
PR Activities	6
PR Activities Hours	15.5
Property Checks	79
Snowmobile Patrol Hours	
Training(s)	9
Training Hours	29
Vehicle Mileage	3719
Vehicle Stops	17
Verbal Warning(s)	13
Written Warning(s)	4
<b>Training/Travel</b>	

**Little River Band of Ottawa Indians**  
**Great Lakes Conservation Enforcement Activities**  
**August-21**

Administrative Hours	40.5
Arrest(s)	
Male	
Female	
Assist(s)	2
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	1
Contacts	7
Court	1
Court Hours	1.5
Dock Checks	12
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	282.5
Joint Patrol(s)	1
Marine Time	1
Meeting(s)	5
Meeting Hours	26.5
Paper Service	1
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	7
Training Hours	27
Vehicle Mileage	3108
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	

Tax Office  
Valerie Chandler

## **Tax Department August 2021 Monthly Report**

**Staff:** Valerie Chandler, Tax Officer

Tax Department Administrative Assistant - Vacant

During the month of August 2021, the Tax Department performed the following:

### **Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
  - RTM statuses
  - Motor fuel registration
  - Certificates of Exemption
  - Proofs of Residency
  - RTM benefits provided by the Tribe/State Tax Agreement
  - Tax Agreement Area boundaries
  - Per cap issues/questions/1099 copies (which were referred to Enrollment)
  - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for July 2021.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 13 Certificates of Exemption:
  - Purchaser: 12 RTMs 1 Tribe/Entity
  - Purchase Type: 10 Vehicles 2 Construction 1 Burial Program
9. Reviewed 97 Tribal Member address and/or name changes; 3 required updating of the RTM list and database.
10. Mailed 14 Proof of Residency request letters; processed 2 Proofs of Residency and 3 partial Proofs of Residency.
11. Processed 3 Motor Fuel Registrations.

### **State of Michigan Department of Treasury Tribal Affairs Interactions:**

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
  - New and re-instated RTMs



- Deceased RTMs
- Address changes of RTMs
- RTMs no longer eligible for RTM status

*Little River Trading Post Interactions:*

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for September 2021 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,205 Trading Post Motor Fuel and Tobacco Receipts for tribal member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

*Little River Casino Resort Interactions:*

1. Calculated data, processed, and filed month-end tax reports for July, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed July 2021 Tribal tax returns which included:
  - Retail Sales Tax (Little River Trading Post and Little River Casino Resort)
  - Food & Beverage Tax (Little River Casino Resort and Sparks BBQ)
  - Lodging & Occupancy Tax

**Variable Duties and Accomplishments:**

1. Continued to review, redline, and comment on all Tax Department Ordinances and Regulations for draft amendments. Also researching and comparing other Tribes' tax documents for reference.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees, including the details for the Employee In-Service day.
3. Prepared, facilitated, and posted a video recording on Teams of the first virtual government employee staff meeting and the announcement of the July Employee of the Month.
4. Assisted in preparing and submitted a newspaper article for Currents regarding the recent recognition of employees' milestone achievements in years of service to the Tribe, our members, and our community.

5. Provided feedback on the New Hire Checklist sent out by Human Resources.
6. Completed new background paperwork and fingerprinting in order to renew Employee ID that was expiring.
7. Corresponded with four dealerships regarding Tribal Members' Certificates of Exemption so that the Members did not have to come into the offices to complete the paperwork; this saved on time and in-person contact.
8. Completed, submitted and filed the Tribe's 2<sup>nd</sup> quarter tax sharing report to the State of Michigan.

*State of Michigan Department of Treasury Tribal Affairs Interactions:*

1. Corresponded with State Treasury regarding the Annual Tax Summit meeting proposed Tax Agreement amendments.
2. Corresponded with State Treasury Tribal Affairs to join a new work group among the Michigan Tribes and the State regarding questions, experiences, and general information about the Tax Agreement.

*Little River Trading Post Interactions:*

1. Nothing out of the ordinary for the month.

*Little River Casino Resort Interactions:*

1. Corresponded with the Director of Finance regarding updating the Resort's authorized signers for Certificates of Exemption.
2. Corresponded with the Director of Finance and Purchasing Manager to schedule a meeting and training regarding Certificates of Exemption.

**Meetings / Trainings Attended During the Month:**

1. Tribal Council work sessions on August 3 and 26, 2021 regarding the proposed repeal of the Enforcement of the Tax Agreement Ordinance and amending the Tax Regulations.
2. Tribal Council meetings via Zoom on August 4, 11 and 25, 2021.
3. Employee staff meeting via Teams on August 5, 2021.
4. Met with Human Resources Director on August 5, 2021.
5. Met with ULD attorney on August 6, 2021 to discuss amendments to the Tax Regulations.
6. Employee Recognition Team meetings via Teams on August 9, 19 and 26, 2021.
7. Employee In-Service & Safety Training on August 12, 2021.
8. Met with Human Resources Director on August 13, 2021.
9. Leadership team meeting via Teams on August 19, 2021 regarding the results of the employee engagement survey.
10. Conference calls on August 24 and 26, 2021 regarding information on the new insurance plans available.

**Statistics:**

*Total Registered Resident Tribal Members (RTMs): 263*

- Manistee County: 252
- Mason County: 11

Monthly Tax Revenue\*:

\*July 2021 amounts received in August 2021

- Retail Sales Tax (Little River Trading Post) \$7,001.65
- Retail Sales Tax (Gift Shop) \$1,309.52
- Lodging & Occupancy Tax \$18,486.12
- Food & Beverage Tax (Little River Casino Resort) \$26,138.74
- Food & Beverage Tax (Sparks BBQ) \$2,410.81

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

- Gasoline (includes eligible Government & Resort vehicles): \$6,534.44
- Diesel (includes eligible Government & Resort vehicles): \$291.34
- Cigarettes: \$10,027.52
- Employee (Government & Resort) Discount on Fuel: \$413.60

Tribal Member Tax Exemption Rates ("Discounts") for September 2021\*:

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

- Gasoline: \$0.430/gallon
- Diesel: \$0.433/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products\*): 32% of wholesale price

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

Tribal Historic Preservation  
Jonnie J. Sam

***Department - Historic Preservation Department***  
***Department head and title – Jonnie Jay Sam II, Director***  
***August 2021 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 63 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Communicated with staff from departments about various items.
4. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.
6. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.

7. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
8. Attended MACPRA regular meeting which was postponed and moved from July.

**The Language Coordinator** accomplished the following during this month

1. Keeping close contact with Lyle and Jim about the schedule for the grant.
2. Found face book problem with their update, fixed by Jim.
3. Attended the LRB staff meeting.
4. Scheduled a video shoot for September.
5. Changed the Endaaying posting schedule because of content of videos.
6. Created language lessons and taught them on Friday AM to class at Pavilion.
7. Produced face book lessons and posted them.
8. Working with Interlochen Public radio, Delta Dental & Sleeping Bear Tour Co.
9. Could not take my vacation as planned because of Covid 19, changed plans.
10. Recycled for LRB Pharmacy.
11. Answered Emails & calls about language, culture, CD ROMs & camp.

**Travel, training and budget expenses**

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

WWTP  
Gary Lewis

***Utilities Department***  
***Gary M. Lewis, Utility Director***  
**August 2021, 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.
- DEMD Grant accepted funds by Council resolution
- C and I Electric started change out of monitoring probes, D.O. with compressors, pH
- Noresco On-Site doing Lighting Audit
- Gosling Czubak contract approved by resolution to design headworks to wwtp

**Billing**

Water	\$12,554.20
Sewer	\$19,544.94
Irrigation	\$3,821.18
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$28,221.44
Septage	\$7,642.35
Other	\$38.51
Month Total	\$79,891.95
Yr. to Date Water	\$82,913.04
Yr. to Date Sewer	\$111,317.15
Yr. to Date Irrigation	\$21,731.92
Yr. to Date Fire Suppression	\$64,554.64
Yr. to Date Manistee Township	\$135,135.29
Yr. to Date Septage	\$54,860.57
Other Revenue	\$1,005.67
Credit	\$0.00
Yr. to Date Total	\$471,518.28



**1. Well House Pumping in Gallons**

**Total Flow Gallons**

**a. 4,962,005**

**b. Ave Daily Flow Gallons 160,065**

**2. Gallons of Treated Wastewater SBR**

**Influent Gallons**

**a. 3,055,580**

**b. Daily Average Gallons 98,567**

**Effluent Gallons**

**a. 2,872,290**

**b. Daily Average Gallons 92,654**

**c. Waste Sludge Gallons 16,000**

**Lagoon**

**a. Influent 1,884,407**

**b. Daily Average Gallons 60,786**

**3. Septic Sewage**

**a. Gallons 146,684**

**III. Travel / Trainings / Meetings**

**What: MTERA Monthly Board Meeting**

**Who: Diane Kerr, Gary Lewis**

**Where: Zoom**

**Sponsored by: MTERA**

**What: Grant Kick-Off meeting**

**Who: Diane Kerr, Gary Lewis**

**Where: Zoom**

**Sponsored by: DEMD**

**What: Complete Distribution System**

**Who: Thomas Sutton**

**Where: Zoom**

**Sponsored by: EGLE**

**What: Noresco Energy Goals**

**Who: Diane Kerr, Gary Lewis**

**Where: Zoom**

**Sponsored by: DEMD**