

**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 13, 2022
Maanda Nji: Re: August 2022 Operations Report

We respectfully submit the August 2022 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
August, 2022

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

August, 2022 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2022 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. The department will also be hiring a new Controller and Grants Administrator very soon.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2022 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli in reviewing/changing existing department job descriptions.

Accounting:

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

Objectives:

1. Completion of the 2021 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our

Indirect Cost Rates for all years through 2019. Work on the 2020 and 2021 proposals is in progress.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2023 budget. We are in the process of reviewing the budget requests and will have the budget turned over to tribal council by the September deadline.
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 regulations.
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 2021 audit took place May 4 through May 7, 2021. The firm Dennis, Gartland & Niergarth performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continues to provide information for the auditors to complete the audit. The final audit report is due to the Federal Clearinghouse on September 30, 2022 and we are on track to meet that deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of August*
 - i. AKI 5 – 2021 Homes – \$85,139.23*
 - ii. Muskegon Health Center – None*
 - iii. Commodities Building Project – \$183,129.27*
- 2. Cash Receipts: Daily cash receipts totaled for the month of August, were, \$1,322,282.63 the General & Special Revenue Account had a total of (218) receipts.*
- 3. NGLC: Ongoing working through the closeout as the business has been closed, accounts receivable balance.*
- 4. Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,*
- 5. Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.*
- 6. 1099MISC. – 2021 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2021. Continued to send tax documents out to the membership.*
- 7. WEX Card- Monthly Report, removed the terminated employees, schedule the payment, and reviewed and reconciled the report to the payment.*
- 8. Tribal Financial Statement Requirements: Due by the 8th of the month.*
 - 1. Cash Deposits*
 - 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
 - 3. Utilities report – current payments – monthly report of payments.*

Construction Task Force – Weekly Meeting - Thursday – review - AKI 5 – 2021 Homes, Commodities and Muskegon Health Center.

Other Meetings:

Accounting Meeting- Audit Update - Weekly

Survey Group – Weekly Meeting

Progress Meeting – Food Distribution-Biweekly

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

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, Audit, Manistee County LEPC, Hazard Mitigation

Trainings Held / Attended – You're the help until help arrives, So there's been a disaster, Emergency preparedness for the community, FEMA grants,

Special Tasks / Activities Performed – Tribal CERT Meeting, Safety Day

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- Working on master chart for grants with reporting due dates, federal grant agency, etc.
- Filed monthly/quarterly reports with various federal agencies and Inter-Tribal Council.
- Gained access to ASAP, Just Grants reporting websites
- Currently have four (4) staff members working on grants until new Grants Administrator is Hired.

PAYROLL

Duties and Accomplishments –

1. Processed 352 payroll vouchers/checks.
2. Verified 27 PAF's this month which included 4 new employee(s), and 7 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 8/12 and 8/26.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.

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

Meetings Held / Attended –

- 8/3 – 401K Audit meeting regarding information needed
- 8/4 – August Staff Meeting
- 8/8 – Employee picnic meeting with employee recognition team
- 8/17 – 401K Audit meeting regarding status of provided information
- 8/18 – Employee Recognition 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 - 2021 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. Prepared Member eligibility for the October 1st per capita payment and provided to CFO for payment calculation to be prepared.
10. Provided information as requested for 401k audit.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Working through processes with MIP Cloud transition.
6. Training of Payroll/Finance Clerk with per cap payment processing and reissuing of per capita checks as well as quarterly reporting.
7. Working to resolve issue with Aflac premiums being returned and not applied to our account.
8. Working through IRS notices received related to amended returns filed.

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
Prepare biannual Certification of Personnel costs for grant programs

ACCOUNTS PAYABLE

- 1. Enter and match invoices with purchase orders and receiving reports.*
- 2. Keyed in all information in to the system for processing and printing checks.*
- 3. Verify the budgets and have the check request signed for approval.*
- 4. Generated checks 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 of purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

12. Oversee the Purchasing, Travel, and Mail activities an staff
13. Process purchase requisitions
14. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
15. Responsible for the supply of products and services essential for the Tribe's Operations.
16. Conduct annual training to all staff on department procedures and policies.
17. Provide technical assistance to program directors.
18. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
19. Lead contact with outside vendors.

20. Prepare credit applications.
21. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
22. Process W-9 information.
23. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
24. Maintain well-organized files.
25. Process and place orders.
26. Verify budget availability.
27. Obtain price quotes.
28. Create, solicit, monitor request for proposals.
29. Negotiate and oversee the Tribe's Master Contracts.
30. Seek and partner with reliable vendors and suppliers.
31. Maintain a vendor file.
32. Maintain that local vendors are aware of Tribal Procurement Policies.
33. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
34. Handle invoice discrepancies.
35. Process travel requests.
36. Book flights and lodging accommodations.
37. Register travelers for training.
38. Process travel advance checks.
39. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
40. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
41. Supervise Mail Purchasing Clerk.
42. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 8/4 Survey Work Group meeting.
2. 8/9-8/16 initiated set up with resort to take tribe's recycle paper.
3. Put out RFP for 2023 Election.
4. 8/18 Work session/Gaming copier.

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) Continued work on the FY2021 Indirect Cost Proposal
- 5) Initiation of FY2023 Budget

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) Continue work on FY2021 Indirect Cost Proposal
- 5) Work on submission of Draft #1 of FY2023 Budget

Expenditures Update

Total year to date expenditures for the Finance Division for August, 2022, are \$810,441 compared to an annual budget of \$1,451,797. Total expenses for the Finance Division for year-to-date August, 2022, represent 56% of the total annual budget.

Education
Yvonne Parsons

Education Department
Yvonne Parsons, Education Programs Coordinator
August 2022 Department Report

I. Department Overview

- Yvonne Parsons, Education Programs Coordinator
Debra Davis, Education Department Office Assistant **Department reporting section**
- **LRBOI Student Services:** 3 students received 12th grade computer awards totaling \$3000, 59 students received school clothing/activities funding for 2022 totaling \$29,500. 2 students received senior expenses funding totaling \$350
- **Higher Education Scholarship:** 6 Higher Education Scholarships were processed for August. Total awards were \$15,000, providing assistance to 3 community college students and 3 university students. 125 students were female, 1 male.
- **College Book Stipend:** 21 book stipends were awarded during the month of August totaling \$7900. 2 for being enrolled in 1-3 credits, 10 for being enrolled in 4-8 credits, and 9 students received stipends for being enrolled in 9 or more credits.
- **Educational Advancement Fund-** \$60, one request
- **Vocational Assistance,** one student received \$1060

- **Miscellaneous Information:** because of exceptional participation in the Monarch project in late July this year, we had a second go of caterpillars in the month of August

Meetings attended:

Aug 4: Staff Meeting

Aug 11: Inservice trainings and Employee Picnic

Justification

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

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

August Monthly Report - 2022

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check 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: 4 Applications forms for people seeking membership
- Sent out: 20 Address change forms
- Created 23 New and Replacement Tribal ID's from 08/01/2022 through 08/31/2022
- 47 Addresses changed from 08/01/2022 through 08/31/2022
- Final Rejection Letters: 8
- 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 Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 0 Applications received since 08/01/2022
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax
- Label request of Membership: Ogema,
- Tribal Members Label/List request: 0
- Statistical request: 0

Department Verifications

1. Prosecutor 64
2. Clinic 0
3. Human Resources 2
4. PRC/EHAP 11
5. Member's Assistance 16
6. Housing 0
7. Food Distribution 2
8. Casino 0
9. Family Services 4
10. Tribal Council 0
11. Natural Resources 0

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

Meetings

- Employee Staff Meeting – August 4th
- Enrollment Commission Meeting August 23rd

Enrollment Statistics

- Total Membership: 4,007
- Total number of Elders: 1,487
- Total number of Adults (18-54): 2,238
- Total number of Minors (0-17): 282
- Total Tribal Members living in:
 - 9 County Area: 1,664
 - Outside 9 County Area: 2,317
 - Michigan: 2,625
 - Outside Michigan: 1,358
 - Undeliverable Addresses: 24

Facilities
Rusty Smith

Facilities Management Department Report

August 2022

Submitted by De-Ahna Underwood, Administrative Assistant III

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

I. Department Overview

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

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

Current employees

3. EVS Technicians
1. Automotive Mechanic
3. Maintenance Technician
1. Administrative Assistant III

Vacant positions

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

Goals & Objectives

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

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

II. Department Reporting Section

Four EVS Technicians clean, disinfect, and sterilize the Health Clinic Monday through Friday and provide janitorial services to Aki, Natural Resources, Justice Center, Government Center, Gaming, and the Gathering Grounds Bathhouse.

EVS has stated there have been numerous issues with campers using the shower facilities improperly and trashing the restrooms daily.

Three Maintenance Technicians worked efficiently as possible to address urgent issues, closing out twenty-five (25) work orders submitted for the month of August, all while completing daily tasks and projects.

The Maintenance Technicians started remodeling the lobby at the Justice Center for the new potential security guard.

Special Requests: electrostatic machined used at Gaming and the Government Center.

Automotive mechanic completed all assigned work orders. Obtained quotes, scheduled repairs, addressed urgent repairs, and submitted completed mechanic repair forms for work order closeouts.

Muskegon

It was reported that there were issues with the AC at the Hackley location and the HVAC vendor and the capacitor was replaced on the AC unit.

The Maintenance Technicians also installed items for IT at 3 locations in Muskegon.

Vendors

Government Center building temperature was extremely warm, and the HVAC vendor was contacted, repairs are required to RTU1. Parts were ordered and repairs are expected to be completed in early September.

Pest Control: 1 visit at 5 locations.

III. Budget Expense Justification

All expenses are within the budget guidelines.

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

End of Report
De-Ahna Underwood
Administrative Assistant III

Family Services
Vacant Director

Department Report : Family Services

Case Worker: Stephanie Persenaire

Month: August 2022

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent
Intakes								
I&Rs								
Open Cases	9				1			
Monthly Total	0	0	0	0	1	0	0	0

Case Management

Total number	26				5			
Total number of Tribal Citizens living in homes served	15				2			
Total number of descendants living in homes served	6				4			
Total number of children living in homes served	10				5			
Total ICWA or ICWP where substance abuse is involved	2				1			
Child Abuse/ICWA or ICWP Sexual Abuse	0				0			
	0				0			
	0				0			
Substantiated or Unsubstantiated by DHS	0				0			
Case Pending	0				0			

Relative place	0				1			
Tribal Foster	0				0			
Non-Tribal Fo	0				0			
Home	0				0			
Alternative pl	0				0			
Court appeara	2							
Home Visits	16				2			
Case Reviews	1							
Binojeeuk	2							
Contacts with	30				15			
Contacts with	11				4			
Tribal Elders								
Other referrals								
onthly Tot	95	0	0	0	34	0	0	0



Newaygo

Other

	1
0	0

	3
	1
	2
	2
	0
	0
	0
	0
	0
	0

	0
	0
	0
	0
	0
	1
	5
0	11

Monthly Site Dashboard Report

Date Range of Report: Aug 01, 2022 - Aug 31, 2022

Date Report Generated: Sep 09, 2022

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
3	14	5	30

Total Unique Clients who received at least 1 visit between Aug 01, 2022 - Aug 31, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
2	12	0	11

Total New Clients enrolled between Aug 01, 2022 - Aug 31, 2022 by type

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

Total Visits between Aug 01, 2022 - Aug 31, 2022 by staff person

Name	Total Visits	Form Type
	3	Prenatal Visit/Encounter Form
	15	Postpartum Visit/Encounter Form
	12	Infant Visit/Encounter Form
	5	Fathers and Others Visit/Encounter
Total	35	

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

No data for this section

Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	Infant/Child	LR22-0030-01	Jul 02, 2022	dentist
	Infant/Child	LR22-0032-01	Jul 27, 2022	Dentist
	Infant/Child	LR22-0032-02	Jul 27, 2022	dentist
	Infant/Child	LR20-0017-03	Jul 29, 2022	dentist

Forms "in progress"

Client	Client Type	Form Type
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SCRIPT tab modified between Aug 01, 2022 - Aug 31, 2022

Client	Client Type	HSID
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LRBOI Be Da Bin Behavioral Health Program August 2022 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 6 clients (one client worked with numerous times for support).

Angela Schwandt currently has 34 clients. Angela had 59 individual sessions, 41 follow up calls, 6 hours of telepsychiatry. She attended trainings on ethical & Professional Issues in Addiction Counseling and Implicit Bias Training. Angela attended 1 TF-CBT consultation call; and the Manistee County Suicide Awareness and Prevention Coalition Meeting. She continued to work with the Grant Writer on the Tribal Behavioral Health Implementation Grant (TBHI) for our telepsych grant/contract with Pine Rest.

Kimberly (Kim) Hinmon attended a Native Connections meeting and attended the Tribal Harm Reduction Virtual Summit (2 days); Positive Indian Parenting Virtual Training (4 days); and the Walking in Balance Tribal Behavioral Health Conference (3 days) in Sault Ste Marie. Kim is working on Native Connections budget.

Dottie Batchelder currently has 24 clients and 10 Recovery Support clients. Dottie had 38 individual sessions, 2 referrals for other outpatient services, and 47 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. Dottie attended the Suicide Awareness & Prevention Coalition meeting on August 10 2022; and the 3 planning meetings for the next "Opioid Symposium", scheduled for October 20, 2022. She is assisting in planning the Suicide Prevention Event for September 13 with Community Partners. She attended the ITC/Tribal Grant Writing Training (1 day.) She was out of the office on PTO the end of the month.

Staff continues working on continued educational credits for certification needs with webinars, as able and budgets of the current grants. All staff attended the Safety Day and picnic on August 11. This month 6 naloxone kits given out.

Respectfully submitted,



Dottie Batchelder-Streeter



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
AUGUST - 2022**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	10
Partial Intakes	3
New Cases	3
Closed Cases	1
Client Face to Face Meetings in Office	5
Client Home or Out of Office Visits	1
Client-related Telephone and Email Contacts	224
Client-related Resource Research and Referrals	37
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	2

MEETINGS

Victim Service Program Staff Meetings	2
Victim Service Program Supervision/Case Reviews	2
Family Services Department Meetings	0
Community Collaboration Meetings	3
Other Meetings	21

STAFF DEVELOPMENT/TRAINING

Virtual Training	6
In Person Training and Conferences	1
Self-Paced Training Modules	0
Other Training	0

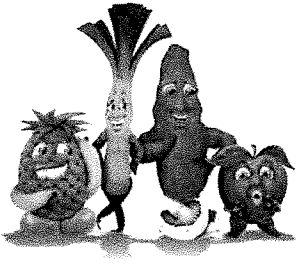
OUTREACH, NETWORKING, AND EDUCATION EFFORTS

Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	2
Community Table Events	0
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	8
Networking Activities	1
VSP Presentations	0
Other Activities	0

RESEARCH AND RESOURCE EFFORTS

VSP Website Updates	0
VSP Resource File Efforts	12

Food Distribution
Jamie Friedel



Food Distribution Program

August 2022 Monthly Report

Jamie Friedel and Melanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Jamie submitted 152 inventory reports to USDA on warehouse.

Jamie submitted Snap checklist to State of Michigan.

Jamie will be submitting department report.

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

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

Jamie and Melanie Ceplina rotated frozen food in freezer.

Jamie and Melanie filled food orders.

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

Jamie ordered food for warehouse for September.

Jamie and Melanie cleaned office.

Jamie and Melanie conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie conducted 42 Deliveries.

We received deliveries on 8/1-8/4-8/11.

Food Distribution Office is open to the public.

Melanie sent out 4 applications.

Melanie sent 2 recertifications out.

Added 1 new Households.

We gave out 42 Cares Act bonus boxes.

We have a total of 55 households with 95 total people

Called GTR about moving Cooler and freezer and have them coming the week of 9/1

12 MEETINGS:

1. 8/2 Virtual Tribal Leadership Meeting
2. 8/3 Van to Watsons Benzie for Air Conditioning
3. 8/10 Shelving arrived Monthly Meetings with USDA
4. 8/11 Employee Picnic
5. 8/12 Talked to Sean from Mercer about finishing touches/ Shultz came to mow and reseed
6. 8/15 Met with Dale, Lyle, Ken O and Steve about building
7. 8/16 Patrick from GTECH did walk through and pictures to send to Mercer for Final touches.
8. 8/24 Reached out to GTR for Penciling in the work to set coolers
9. 8/25 Met with Drew about Fiber optics walk thru with Syncwave
10. 8/29 Advantage Electric was here finishing up items
11. 8/30 National Midwest conference planning meeting/ Teams meeting with NESCO for free food/ Steve Parsons stopped in.
12. 8/31 Talked with Lyle about Fiber optics, Called Ken about Flooring to be finished

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Grants
Lyle Dorr

Grants Department Monthly Report

August 2022

Lyle Dorr, Grant Writer

Key:

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

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- **Attended Local Assistance Tribal Consistency Fund (LATCF) Rollout webinar 7/29/22:** The information was on the allocation formula used, application process and eligible use presentation.
- **Attended a FEMA Preparedness Grant Consultation 6/22/22:** consultation on DHS and FEMA preparedness grant programs, including the Emergency Management Performance Grant (EMPG) and the Tribal Homeland Security Grant Program (THSGP).
- ∞ **Standing Note (12/23/21) until ARPA funds are expended** - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.
 - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
 - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
 - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
 - 55. Q: When do tribes have to spend ARP Act money by?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.

Aki Maadiziwin

- ∅ No current projects.

Clinic:

∅ No current projects.

Family Services/ Be-Da-Bin:

- **Assisted Angela Schwandt** : Submitting her MDHHS Tribal Community Mental Health application.
- **Assisted Bill W.** : Submit financial reports for a couple different grants

Food Distribution Center

- ∞ **Assisting Jamie Friedel (new Food Distribution Center Supervisor) Managing the USDA supplemental grant: Update 8/31/22:** Jamie was able to locate a fiber optic install provider that came in under budget and \$10,000 better than the only other bidder, we have been negotiating scope and Prevailing Wage language.
- ∞ Working with Steve Parsons, Bill Willis, Jamie Friedel to coordinate final steps to getting the Food Distribution Center Open. Coordinating final spend down of grants for various aspects of the project. **Update 8/31/22:** Discovered that the CARES grant runs through Sept., 2023, so we have some time to complete the project.

Historic Preservation & Language:

- ∞ Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding. **Update 8/31/22:** The project is on schedule and will be completed and operational in September 2022. Kenny shared that he will be working directly with Brickhouse after the Labor Day holiday weekend to finalize features of the application.

IT Department

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. **Update 8/31/22:** Angela Rabb has been out on PTO delaying the submission of the application. The application will occur by the end of the second week in August. It was due August 15th, but extended a third time to October 15. LRBOI should hear something by September?

Maintenance:

∅ No current projects.

Natural Resources:

∅ NR does most of their own grant writing work. I do speak with Frank Beaver monthly.

Public Safety:

∅ **No current projects.** I communicate with Robert regularly on funding opportunities that arise.

Water/Waste/Renewable Energy:

- ∞ **Working with Gary on a 2022 TEDC grant for evaluating feasibility of the Tribe operating its own substation.** **Update 8/31/22:** The application was submitted 4/27/22; we have not heard anything.
- ∞ **Participated in WS on the final report for the 2020 TEDC:** Reviewed with Council and Tribal Departments the results from a 2020 TEDC planning grant. It revealed potential options for renewable energy development. The most likely option being development of a 30-acre solar field behind the Casino to off-set electric cost. **Update 8/31/22:** A final presentation will take place on September 13, 2022 at which time a renewable energy strategy will be selected. Funding will be sought after this.

Special Projects:

- ∞ **Update 8/31/22 - CARES/ARP Expenditure Plan:** I assist all departments with CARES/ARP resolution language for audit purposes. **Update 8/31/22:** A planned member assistance payment referencing the 2020 payment that was authorized by Council will not take place as the expense needs to be reflected only through December of 2021.
- **Participated on Employee Recognition Committee meetings:** Preparing for and putting on the employee picnic.
- **Assisting with many responses by agencies for financial reports due for the 3rd quarter fiscal year 2022.** There are many challenges with this as the reports are in various portals of which I have no experience. Working with accounting staff to appropriately respond.

Health
Daryl Weaver



**Little River Band of Ottawa Indians
HEALTH OPERATIONS REPORT**

To: Larry Romanelli, Ogema

CC: William Willis, Health Services Lead

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

Date: 9/9/2022

Re: AUGUST 2022 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of August 2022. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Forrest County Pottawatommi Insurance Department filed 138 claims on behalf of Little River in the amount of \$24,469.02 for third party revenue generation.

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

CLINIC OPERATIONS:

344 patients scheduled

41 patients NO-SHOW to scheduled appointments

11 patients provided SAME DAY appointments for emergent matters**

105 cancelled appointments

220 patients attending CLINIC PHYSICIAN appointments**

Clinic Physician Appointments

211 Manistee Location

8 Muskegon Location

1 - FNP Home Visit

40 patients PHONE TRIAGE**

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

56 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN AUGUST (Total Patient Volume): 664

Diabetic patients: 72

Flu Vaccines: 0

Injections: 10

Moderna Vaccines: 0

Pfizer Vaccines: 0

Nursing Visits: 1 **

On-site Labs: 168

COVID-19 Tests: 21

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,136

DIRECT CALLS TO CLINIC OPERATIONS: 669

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

AUGUST 2022

TRANSPORTS (INCLUDES CHR TRANSPORTS): 9

TRAVEL HOURS: 15

SERVICE HOURS: 13

NUMBER SERVED: 9

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 231 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 3 (included in number served & clients served)

TRAVEL HOURS: 1 1/2

SERVICE HOURS: 3/4

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 16 1/2

TOTAL SERVICE HOURS: 13 3/4

TOTAL CLIENTS SERVED: 12

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$99,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1788

TOTAL PRC PAID IN AUGUST: \$71,764.06

PHARMACY/OTHER: \$37,217.40

DENTAL: \$16,640.70

TOTAL PATIENTS: 184 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 445

TOTAL CLAIMS ENTERED: 320

TOTAL PRC PAID 2022: \$412,531.87

TOTAL EHAP PAID IN AUGUST: \$27,298.74

TOTAL EHAP PAID 2022: \$269,663.95

TOTAL ENROLLED EHAP/LRBOI: 1353

NEW APPLICATIONS MAILED OR GIVEN: 34

REASSESSMENTS MAILED OR GIVEN: 27

MEDICARE LIKE RATE (MLR) Savings for August 2022

Claims submitted: 51 \$106,001.78 (total submitted)

-\$29,622.82 (what we paid)

\$76,378.96 (total savings)

PHARMACY: AUGUST 2022

Active patients: 413
Prescriptions filled: 1914

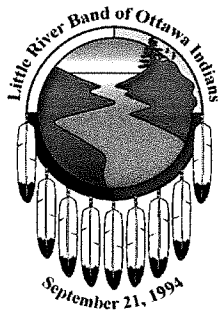
Receipts:
 Insurance payments received: \$311,231.24
 Non-member cash/copays received: \$983.17

Less acquisition cost of medications: \$56,788.43

Net profit: \$255,425.98

PRC-equivalent write offs:
 LRBOI: \$25,200.11
 Other Tribes: \$1,086.46
 TOTAL: \$26,286.57

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 2022

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

A. During the month, the Department performed the following activities.

Lease renewals due during the month: 5

Leases renewed: 5

New leases: 1

Annual Inspections: 9 (3 Annual inspections and 6 Past Annual Inspections)

Move-out Inspections: 1

Move outs: 0

Transfers: 1

B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 1

Total Number of Awards made during the Year: 7

Total Amount of Awards for the Year: \$28192

C. The vacant maintenance position had an applicant for the part time position and an interview was completed but the applicant has not accepted as of this date.

D. The Housing Director attended the quarterly GLIHA meeting which was held at the Leelanau Sands Casino in Peshawbestown, MI. The meeting was very information with representatives from MSHDA, HUD, USDA, EPA, Seven Generations architectural firm, RT Hawk Alliance LLC, and Big Water Consulting out of WA. The meeting was August 2-3rd.

E. The Emergency Rental Assistance program has received 7 new applications in the month of August and has assisted with \$42,278 in assistance in August. There was two denials for the month due to over income. The program ends on September 30.

F. The 5-home project in AKI has been granted an extension from HUD until September 30, 2022. All 5 homes have now been delivered. The five homes are moving readily along towards a Sept 30th completion date. All 5 garages and porches are on. There are a few warranty issues already that Champion, the manufacture will be out to address.

G. The Housing Director is working on a few new policies that will be presented to the Housing Commission in October regarding maintenance policy, updating a few areas within Chapter 2 and 3. And once completed with them, they will come to TC for consideration and approval.

H. The Housing Director attended Indian Housing Plan and Annual Performance Report training through HUD on August 18-19th via Zoom. This is helpful to ensure we are in compliance and assists in knowing what HUD is expecting in these two reports.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 3
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0 (There was an eviction hearing held on August 1st which resulted in not an actual eviction but the resident agreeing to move out by September 30th. This was a result of non-payment of rent)

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. Annual inspections of units have commenced and currently we are having to do follow up on two units due to excessive amounts of stuff within the home.

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 97%.

- 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 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. On October 3, 2022 the road up to AKI community will be getting a face lift. The road will be repaved and improved for water drainage. Information will be provided to the community members of AKI beforehand.
- B. The Housing Director will be working on the 2023 Indian Housing Plan in September as it is due to HUD 75 days before the end of the fiscal year.

VII. Other Information.

The Emergency Rental Assistance Program is scheduled to be complete by September 30, 2022. The Housing Department can only provide assistance through the end of September from the ERA program. There is plenty of funds still available so if anyone knows of anyone needing Rental Assistance, please have them contact the Housing Department.

October 17th and 18th will be the next Fall Clean up dates for clean up within the community.

End of Report
Tara Bailey, Housing Director
September 1, 2022

Human Resources
Vacant Director

To: Ogema Romanelli

From: Alicia Knapp

Subject: August 2022 HR Department Report

Date: 09/09/22

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

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

1) HR 2022 Operational Plan

1) The 2022 Operational Plan – Day by day, file retention, Job description updates and Talent acquisition.

2) Talent Acquisition

a) Talent Acquisition

i) Monthly Number of Gains: 5

ii) Month Number of Tribal Preference Hires: 2 TM, with 1 TM WFD and 2 NP

iii) Number of Requisitions Filled Year to Date: 22 (30 employees)

iv) Turnover Year to Date: 16

v) Number of Open Positions: 18

vi) included continued prioritization of the talent acquisition process. At the month's end there were 18 open full-time job requisitions.

vii) Thank you hiring managers for your help and patience!

viii) August positions yielded 1 TM – Utilities, NRD 1 - NP, Health Services added 1 employee – NP, 1 TM – transfer in HR and 1 TM WFD – Adult work experience. HR Talent Acquisition was busy with interviews/setting up, selections/setting up, new hires, replacing expired postings and new postings. Completed 7 backgrounds for future employment, drug screenings some for future starts. Completed 2 Orientation days and other on-boarding tasks, scheduled many interviews, starting dates as well for September. Changes in where to post and other changes have started.

ix) Approximately 9 positions are now in the selection/interview/offer steps of the process. We expect to see more new hires in September at present 1 new Surveillance Operator - NP, along with NRD Great Lakes Policy Specialist, NRD Wildlife technician and 1 Helpdesk Technician- TD

- x) Applications are coming in again at a slow pace, averaging 3 per position =posted.
- xi) Conducted 2 orientation sessions for 4 new employees – one WFD
- xii) Turnover – 6 left employment - 1 NP (resignation), 1 NP (seasonal), 2 – TM (resignations), TS (resignation) and 1 TD (resigned)

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 are still to be scheduled and to continue.
- ii) Provided additional HR support to the leadership of various departments.
- iii) The Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Lyle Dorr and Angie Stone for volunteering.
- iv) Continued assisting leadership with sensitive employee relations issues.
- v) Assisted departments with job description update and wage analysis support for future postings and for updates for employee files and updates on L;drive

b) HR Department Development Initiatives:

- i) HR Development Events: YTD 7
- ii) Continued file migration to O365 storage solutions.
- iii) Continued project to improve HR use of MIP data.
- iv) The team printed its first new badge during the month following last month's training. We appreciate IT's help with the badge printing process!
Training is still needed for HR and as of now it is still needed
- v) Marcella continued directing calls.

Training and Development hours totaled: Less than 12 hours reported hours in August.

4) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 1 ongoing, 3 New, 8 – Assisting Team Members with Benefit and Leave Requests. STD, FMLA and IFML issues have been addressed and completed for redetermination, 2 new and 2 RTW.

- c) Continued processing 401(k) loans and distributions with our third-party administrator, KDP. Loan activity has been ramping up – 5 loan requests processed.
- d) Continued processing new hire insurance enrollments and separation disenrollment.
- e) 401k financial adviser visit was scheduled for the last week of August.
- f) Met with Beene Garter to prepare for 401K audit – Scheduled, moved to September.
- g) 2 meetings with BCBS team for addressing employee questions and concerns.
- h) Processed insurance benefit plan check requests.

5) Safety

- i) Continued COVID-19 support and tracking. Assisted the organization with 5 events during the month.
- ii) Continued supporting preparation for the OSHA Vaccination and Testing Emergency Temporary Standard. This included a weekly review of process status.
- iii) Recordable Injuries: 1 resulted in WC claim.
- iv) Near Miss/1st Aid: 1.

6) Tribal Preference Report

Notes on Tribal Preference: No new stats are available, old numbers provided for reference. June report follows.

1. August had provided our organization with a chance to bump up the preference hires. 1 position interviews had had a total of preference candidates 2 TM, all selected for interview, 1 was offered and accepted and one was referred to WFD.

2. Data from December 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 is the percentage of tribal preference applicants compared to all applicants for the past few years.

i. 2021 Tribal Preference Applications: 26.4%

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 for the past few years.

i. 2021 Tribal Preference Hires: 53.5% (Great job hiring managers!)

ii. 2020 Tribal Preference Hires: 33.3%

iii. 2019 Tribal Preference Hires: 26.7%

c. Bottom line, when preference applications increase, preference selection

increases. Seems there may be a change in numbers 3 preference hired in August

3– TM, 2 - NP these changes resulted in a small gain for preference totals and small loss in NP totals but brought the overall employee total decreased by 3.

Preference Report – Preference Hires in August 2022 - 3

Employee Count by Preference for August 2022

85 Tribal Members +3, -2 = +1 in August 2022 49% (49.7) of Tribal Government Workforce

10 Native American 6% (5.8%) of Tribal Government Workforce

08 Tribal Descendants -1 in August 5% (4.7%) of Tribal Government Workforce

09 Tribal Spouses -1 in August 5%+ (5.3) of Tribal Government Workforce

No data on Tribal Parent – found

Total preference = 112 65% (65.5%)

59 non-preference

Loss of 2 in August 2022

Gain of 2 - NP

Overall loss/gain 0

(34.5%) Non-preference

Total of all employees 171

7) Workforce Development

i) New Requests for WFD Service: 2 to be processed for August distribution.

ii) Inquiries for WFD programming 7 for Career Voucher to authorize.

iii) 2022 Total Number in Adult Work Experience: 1 in August.

iv) The Tribal Development team has not met in months, outside members are not interested in attending meetings. The Education and HR are meeting to discuss issues and work on new plans for 2023.

Regards,

Alicia Knapp

HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
August 2022

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Connection between Gov and satellite sites needs to be tested to verify that if a government site went down, other sites will still function.
2. NGLC DMark Equipment has arrived, it is scheduled to be installed in September.
3. Quote from ThrivePop for block hours have been reordered and has been submitted for a work session with TC.
4. Government Center Wireless is scheduled to be replaced in September.
5. **Mandatory IT Projects by order of priority:**
 1. 2022
 - i. Configure a redundancy line at NGLC to prevent outage at other sites.
 - ii. Resolve Food Distribution fiber install vendor issues.
 - iii. Fix the website problems requested by the Ogema
 - iv. Increase documentation and workflow for the IT department.
 - v. Increase security for lower IT staff and increasing reporting
 - vi. Locate and install automated outlet controller to handle satellite sites that are two hours away.
 2. 2023
 - i. Government EXSI Host needs a plan in place for replacement
 - ii. Intrusion detection software needs to be added to our tool list.
6. 238 new IT work orders were opened in August 2022 and 240 IT work orders completed in August 2022. Our current outstanding tickets are at 69.
7. We saw an increase of 8 tickets this month. With a increase of 17 tickets closed from last month
8. We only had seven voicemails during our office hours 8am-5pm. Most of them is between our lunch hour 12pm-2pm
9. We have had a major outage at the Hackley building. We lost all door controller communications. We are looking at resolutions to reboot

Information Technology Department
Monthly Report
August 2022

door controllers without staff spending four hours away from the main office locations.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held weekly Professional Development Staff Trainings
3. Held meeting with Elevate to discuss progress on our phase planning

Trainings Held / Attended –

Special Tasks / Activities Performed

- Explore options to automate duties with limited staff.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: September 15, 2022
Re: August 2022 report of activities

Number of tribal members assisted on new issues	103
Number of referrals received	5
Number of continuing cases:	72

Types of legal issues:

Child support	Earnest Money
Probate Estate	Housing
Divorce	Real Estate
Wills	Estate Planning
Unemployment	COVID Testing
Trusts	Debt Collection
BIA Trusts	Conservator Accounting - Adult
Civil	Legal Custody
Change of Custody	Land Combination
Evictions	Personal Protection Order
Medical Power of Attorney	Child Support - Deviation
Post-Divorce Matters	Amend Power of Attorney
Custody	Funeral Arrangements
Conservator – Adult - Terminate	Land Division
Power of Attorney	Guardian - Adult
Amendment of Trust	Criminal
Adoption Records	Trust Administration
Estate Planning – Amendments	Guardian – Minor - Limited

Change of Custody – Out of State
Medicare
SSI and Per Capita
Quiet Title
Class Action Lawsuit
Remove Conservator for Adult
Eviction – Out of State
SSI Overpayment
Landlord – Tenant Issues
Adult Conservator – Terminate
Move More Than 100 Miles with Kids
Adult Conservator
Competency With Power of Attorney
Purchase Real Estate at Tax Sale
Restraining Order
Driver’s License
Child Support Modification
Enrollment Records
Change of Custody – Out of State
Partition of Real Estate
US Census Survey
Limited Guardian – Minor – Terminate

Parenting Time
Waiver SSA Overpayment
Mobile Home Title
Petition and Order For Assignment
SSI
Social Security Disability
Operating Agreement
Name Change – Adult
Car Dealer
Divorce – Out of State
Per Capita
Notice of Lis Pendens
Adult Adoption
Trailer Park Rules
Criminal Fines and Costs
EIN
Mortgage
Abandoned Vehicles
Elder Abuse
Paternity
Adult Guardian – Termination
Garnishment

Sample of Work Performed:

Assisted tribal member file to become guardian of their spouse who was unable to make their own medical decisions

Assisted a tribal member change their last name

Assisted a tribal member who was having issues with their landlord

Assisted a tribal member with their SSI overpayment

Assisted a tribal member with a change of legal custody

Members Assistance
Vacant Director

Members Assistance Department

August 2022 Departmental Report

William Willis - Lead

Linda Wissner – Members Assistance Program Specialist

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

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

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	4	2	0	6	3	0	0	0	0

2. Food Assistance Program

- b. Budget \$45000
- c. Total expensed YTD \$30,250
- d. 36% Remaining
- e. 72 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	4	3	1	12	0	3	7	2	21

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$8,265.72
- h. 83% Remaining
- i. 24 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
11	2	1	1	3	0	0	1	0	5

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$9,141.32
- l. 77% Remaining
- m. 51 total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	3	2	2	9	3	2	2	0	18

5. LIHEAP – DHHS Grant Funded Program FY 2021-2022

- a. Total Budget \$257,505
- b. Total expensed to date \$91,775.88
- c. 63 total households accessing this program to date.

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
Heat	9	0	1	0	6	1	0	4	1
Cooling	12	0	1	0	8	2	1	5	3
Weatherization	1	0	0	1	2	0	0	1	0

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$4,976.00
- f. 50% Remaining
- g. 23 Elders accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
11	1	1	0	3	0	1	1	0	5

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$6,443.13
- j. 71% Remaining
- k. 27 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	3	0	1	4	0	1	2	0	7

8. LRBOI Home Repair Program 2022

- l. Total budget \$100,000
- m. Total expensed YTD \$25,810.00
- n. 74% Remaining
- o. 8 members are in process with this program to date. (Rolled over from 2021)

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$362,400.00
- r. 20% Remaining (0 COVID Expensed)
- s. 48 members accessing this program to present (several pending).
- t. Average age at passing is 64.5

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	0	1	1	6	0	0	0	0	31

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 314 Elders enrolled in program.
- w. August invoice \$72,448.93 YTD \$569,543.50

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
342	55	183	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
118	85	83	57	73	73	40	35	10	1

13. Office Visits

bb. 4 visits for the month

Natural Resources
Frank Beaver



Gaá Čhíng Ziíbi
Daáwaá
Aníshinaábek

**LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

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

**August 2022 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

1. Protecting the fisheries within the 1836 Ceded Territory through:
 - The collection of essential information for the management of commercial, ceremonial and subsistence fishing;
 - Promoting stability of desired fish populations through continual assessment, monitoring and restoration when necessary;
 - Obtain relative abundance and population characteristics of fish stocks;
 - Collaborate with other management agencies in monitoring and assessing Great Lakes and Inland fisheries;
 - Participated 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,
Little River Band of Ottawa Indians – Natural Resource Department August Monthly Report 2022

Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Alycia Peterson – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Vacant - Fisheries Technician, Inland

- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Grant Management
- Great Lakes Fishery Trust grant reporting
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Consent Decree(s) information reporting
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Data entry/ management, Great Lakes fisheries
- Catch report data entry
- Grant Management, Resolution and contract development.
- Fisheries Division Position postings/ interviews

Equipment maintenance/Field Work/Lab Work:

- Sturgeon Rearing Facility (SRF) operation, care of juvenile lake sturgeon
- Sturgeon Rearing Facility maintenance/ repair for operation
- Bacterial/ fungal treatment for sturgeon at SRF
- Sturgeon Trailer retrofit for Muskegon SOS
- Manistee River sturgeon visual survey, Aug. 8-12.
- Muskegon Save Our Sturgeon (SOS), visual survey, Aug. 15-25.

Meetings/Training/Travel/Conference Calls

- NRD Leads Meeting, 8/4
- Great Lakes Fishery Trust Scientific Advisory Team Meeting, Sault Ste Marie, Aug. 8-9.
- LRBOI Employee Appreciation Day, 8/11
- Tribal Council Work Session, Sturgeon PIT tag antenna array installation contract, 8/16.
- Tribal Council Meeting, Sturgeon PIT tag antenna array installation contract, 8/17.
- CORA Catch Reporting system meeting, 8/23.
- NRD Leads Meeting 8/29

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

Wildlife Program

Vacant – Wildlife Division Manager
 Vacant – Wildlife Biologist
 Andrew Kaiser – 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
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2022 harvest permits, USFS stickers, etc.

- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence.
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.
- Ordered wildlife equipment needed for 2022-2023 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Northern Lower Peninsula American marten occupancy project – ongoing
- Grand Valley State University and University of Minnesota Duluth collaboration and communication: phone calls and emails – monthly occurrence
- American marten diet identification using DNA barcoding, ongoing collaboration with GVSU – monthly occurrence
- Connectivity assessment of four rare turtle species, ongoing collaboration with GVSU – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Eagle repository reporting, citizen requests and pickup
- Data entry and management
- Review 2022 wolf management plan draft
- Grant reporting

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Habitat work on tribal properties
- Treat invasive plant species at waste water treatment plant
- Live trapped turtles to fit with radio transmitters to gather habitat and movement data. Track turtles previously fitted with transmitters.
- Exploratory cameras
- Live trap American marten to remove radio collars with dead batteries

Meetings/Training/Travel/Conference Calls

- LRBOI staff Meeting – 8/4
- NRD leads meeting – 8/4
- Meetings with Director – 8/3, 8/10
- MITWS Meetings – 8/1, 8/2, 8/4
- Host MITWS Workshop – 8/10
- Leadership Institute meetings – 8/5, 8/9
- Elk hunt orientation – 8/26

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- 1:1 Prep
- Staff Task List Management
- Budget review for PPG, IHS, GLRI, CAA 103 Grants
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Worked on ISWMP with Contractor
- Complete EPA PPG Workplan and Budget edits for grant renewal
- Division SOPs
- Completed EPA Budget Modification
- Submitted contracts to ULD for legal review
- Line 5 review in collaboration with CORA Tribes
- Line 5 EIS Evaluations and readings
- RTOC Deliverables
- Review Staff Documents
- TAS Application
- Finalized ISWMP information
- GAP Comment Letters

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 8/1, 8/4, 8/15, 8/19
- 1:1 with Staff: 8/2, 8/1, 8/3(x2) 8/15(x3), 8/14
- GAP Guidance Call 8/2
- TC Work Session: 8/2, 8/15, 8/16, 8/22
- Resume Review 8/3
- NRD Leadership Huddle 8/4, 8/29
- LRBOI Staff Meeting 8/4
- 1:1 with Director: 8/4, 8/26
- Tribal Lands and Environmental Forum: 8/7-8/12
- Tribal Cooperating Agency Call 8/17
- ACOE Call 8/18
- Manoomin Restoration WS 8/18
- RTC Bylaws/Charter Call 8/19, 8/23
- Team Building 8/22
- Tribal Council Meeting 8/24
- RTC /TMPO Call 8/23
- OES Project Update 8/25
- EPA Drinking Water Meeting (presented keynote) 8/29-9/1
- Line 5 Meeting 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

- Created some new layers for the project with the Oneida Nation and updated excel tables to reflect properties that were developed or exchanged.
- Completed drafts for the new public record along with corresponding maps for publishing after review
- Completed field work reports for the parcels listed below.
- Looked through old Phase I and II reports in filing cabinets for relevant information on soil and water quality testing that was previously conducted
- Attempted to track down old reports and testing from contractors, much of this was done during the 1990s and 2000s.

Field Work and Equipment Maintenance

- 2 days at Hamlin Lake assisting in wild rice delineation, point collection, and health
- Site surveys at Old House Road, Tippy Dam including photos and point collection.
- Wetland work on Hamlin Lake on 2 separate days
- Meeting/Training/Travel/Conference Calls (Include Dates)
- Environmental Division Huddles 1,5,15,19,22,26, and 29.
- Tribal Lands and Environmental Forum in Milwaukee from August 7-12.
- Household Hazardous Waste Steering committee in Ludington on August 2
- EPA webinar on August 4- remote sensing
- Superfund Essential webinars on August 22-24
- Drones-Practical Applications for Planners, on August 24.
- On August 17 I EPA PFAS Webinar

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered physical data to database and AWQMS/WQX
- Received nutrient data from GLEC
- Completed travel for Stream simulation training
- Received zooplankton data work up
- Sent zooplankton work up check requests
- Recorded notes during Onekama Twp Invasive Committee meeting and distributed to committee members.
- Coordinating PLWf CLMP data entry.

Field Work and Equipment Maintenance

- Calibrated eureka
- Completed August WQ sampling
- Shipped zooplankton samples

- Shipped macroinvertebrate samples
- Renewed quote and ordered NX10 multiprobe interface
- Renewed quote and ordered eureka manta

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

- 8/2- plwf WQEM meeting
- 8/10-Managing Northern Riparian Forest for Trout Stream Habitat webinar
- 8/30- EPA water division tribal call
- 8/2/22: PLWf WQEM Subcommittee meeting.
- 8/18/22: Onekama Twp Invasive Committee meeting.

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Remote Sensor Platform QAPP continued

Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x4
- Digi Wireless network needed to be rewired
- Ozone Audits X4
- PM2.5 vacuum gaskets needed replaced

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

- EPA Ambient Air Conference 8/23/22-8/26/22
- Region 5 Monthly Tribal Air Call, (7-28-22)
- Food Sovereignty/Wild Rice Gun Lake Tribal Council Work Session 8/30/22
- Tribal Council Work Session Hunting/Inland Regulations 8/22/22
- EGLE Trip for Ozone Calibrator Drop off 8/18/22
- EGLE Trip for Ozone Calibrator Pick up 8/31/22

Additional Notes:

PM 2.5 needed to have the vacuum gaskets for the filters removed and replaced. PM2.5 failed the initial audit but passed the audit after the gaskets were replaced. Ozone calibrator certification was to expire on 8/22/22 so it was taken to EGLE in Lansing for recertification. Digi wireless network failed to due to a firmware issued, EGLE sent me the flash instructions and walked me through the instillation. After the firmware was installed digi was back in service.

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Submitted MWRI Stewardship Plan flyer for posting on LRBOI Facebook.
- Began creating Relevé plot polygons based on delineation boundaries and uploading to AGOL.
- Created new Wild_Rice_2022_Offline Field Map with data collection layers for density and area.
- Weekly field data and photo download/backup.
- Reviewed and edited MWRI Stewardship Plan interview transcript.
- Reviewed sedaDNA project proposal and sent requested changes to contractors.

- Updated Density_Plot feature class for in-field data collection (found work-around for pop-up ordering glitch).
- Downloaded new FieldMaps "Offline Areas" to phone and tablet following each update.
- Created new Access_Notes for recording access routes or impediments & shared with LRBOI AGOL group to assist fieldwork.
- Created grid for Tubbs Lake density monitoring and uploaded to GPS units/Field Maps.
- Digitized Hamlin wild rice bed boundary, generated grid, uploaded to GPS units/Field Maps, and printed map for density monitoring.

Field Work and Equipment Maintenance

- Oldhouse Central- completed wetland mapping.
- Oldhouse West- completed delineation forms.
- Oldhouse Central- completed delineation forms.
- updated Survey123 Wetland data form and fixed glitch.
- Devoe- assisted ISN invasive treatment contractors in the field.
- Houghton Lake- wild rice density monitoring.
- Hamlin Lake- began wild rice bed area mapping.
- Hamlin Lake- completed wild rice bed area mapping.
- Muskegon River- wild rice density monitoring and scouting.
- Tubbs Lake- wild rice bed area mapping and density monitoring.
- Arcadia Marsh- wild rice scouting, mapping, and density plots.
- Hamlin Lake- wild rice density monitoring.
- Hamlin Lake- wild rice density monitoring.
- Hamlin Lake- wild rice density monitoring.

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

- 8/2/22: MWRI Team meeting.
- 8/2/22: 1:1 with Allison.
- 8/6/22: Onekama pollinator garden grand opening.
- 8/11/22: All-Staff safety training day.
- 8/18/22: Tribal Council wild rice Work Session.
- 8/19/22: phone call with citizen to discuss MWRI Stewardship Plan and facilitate interview scheduling.
- 8/22/22: Environmental Division teambuilding.
- 8/23/22: MWRI Restoration & Monitoring subcommittee.
- 8/25/22: Pentwater River working group.
- 8/25/22: MWA rare wetland community webinar.

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 2022
Steve Parsons

Meetings/Conferences/Trainings

- On August 1, 2022, I attended the Tribal Council Agenda Review meeting to provide information on an item I had on the August 3 agenda—Approval of the revised Tribal Transportation Program Agreement with the BIA.
- On August 2, 2022, I attended a Tribal Council work session that covered the August 3 agenda item—Approval of the revised Tribal Transportation Program Agreement with the BIA.
- On August 2, 2022, I attended a Tribal Council work session on the DEMD Solar Energy Grant Report.
- On August 3, 2022, I attended the weekly Tribal Council meeting where I represented the agenda item regarding the revised Tribal Transportation Program Agreement with the BIA.
- On August 4, 2022, I participated in an on-site meeting at the roundabout construction site. MDOT staff conducted the meeting to provide a progress and status report for the project. Also attending the meeting were Ken Ockert (GTEC) and representatives from the LRCR—Michael Burmiester and James Henderson.
- On August 15, 2022, I attended a meeting to discuss the budget for the Food Distribution Center building construction project. Also attending the meeting were Dale Magoon (LRBOI Finance), Lyle Door (LRBOI Grants), Jamie Friedel (LRBOI Food Distribution), and Ken Ockert (GTEC).
- On August 16, 2022, I attended a Tribal Council work session that covered the August 24 agenda item—Contract with Elmer’s for the Aki Maadiziwin Road Construction Project.
- On August 16, 2022, I attended the Tribal Council work session regarding the Biimadiiziwin Cemetery Ordinance.
- On August 22, 2022, I attended the Tribal Council Agenda Review representing an item on the August 24 agenda—Contract with Elmer’s for the Aki Maadiziwin Road Construction Project.
- On August 24, 2022, I attended the weekly Tribal Council meeting where I represented the agenda item regarding the Contract with Elmer’s for the Aki Maadiziwin Road Construction Project.
- On August 29, 2022, I attended the preconstruction meeting for the Aki Maadiziwin Road Construction Project via Zoom. Also attending the meeting were Nick Broad (Elmer’s), Ken Ockert (GTEC), and Tara Bailey (LRBOI Housing). The agreed upon start date for the project is October 3, 2022.
- On August 31, 2022, I attended the Hazard Mitigation meeting to review and provide input on the Hazard Mitigation Plan draft. The meeting was facilitated by staff from Networks Northwest, and a number of LRBOI Department staff were in attendance.
- On July 20, 2022, I participated in a walkthrough of the Cemetery Roads project with Brian Schultz of Schultz Excavating. Ken Ockert (GTEC) was also there for the walkthrough.

Activities/Accomplishments/Updates

- BIA Roads – 2021 Projects: Work on two of our 2021 road projects had been suspended in 2021 (due to weather) and were extended into 2022. Here is the latest update on those projects.

- Cemetery Parcel Road Project: Schultz Excavating was working on the construction of the road system on the cemetery parcel through most of November 2021. During November, they finished grading the road and began to install the road base. Work on the project was stopped in late November due to the arrival of inclement weather (snow) and the inability to continue work. Final work on installing the gravel road began in early May 2022, and was completed by mid-June 2022. Now that the road system has been completed, we will work on the remaining landscaping and other infrastructure (water, power) features during the fall of 2022 and the spring/summer of 2023. The landscaping and infrastructure projects will be bid out separately and will be paid for with BIA Roads funding.
 - Commodities Drive Road Project: Schultz Excavating completed the remaining work on the Commodities Drive in mid-June 2022. This completes their involvement in this project.
- Roundabout Project: The project started on July 12, 2022, as originally planned. The contractor has made significant progress in a shorter time period, and was roughly two-weeks ahead of schedule by the end of July. We have been informed, however, that the subcontractors for both the concrete and asphalt work will not be able begin until mid-August, when they were originally scheduled to do the work. Paving of the roundabout is scheduled to begin on September 6 and should take about a week. Sometime around mid-September, work should begin on the final portion of the roundabout that connects with Loon Drive. The possibility remains that the project may be completed by the end of September or early October.
- Additional 2022 Road Projects
 - Aki Maadiziwin Roads Project: This project will involve a total reconstruction (including the installation of spillways and culverts for improved drainage) of the entry road to Aki Maadiziwin (Saw Be Quo Ung), as well as the repair and resurfacing of the remaining roads in the Aki Maadiziwin housing project. On August 24, Tribal Council approved a contract with Elmer's Crane & Dozer, Inc. to perform the work on the Aki Maadiziwin entry road. The preconstruction meeting was held on August 29, and a tentative start date of October 3 has been set.
 - Public Safety Parking Lot: This project involves the construction of a smaller staff parking facility between the north side of the Tribal Justice Center and the existing water tower. However, as previously noted in the June report, this project has been suspended indefinitely pending the outcome of the funding and possible construction of the proposed victim's shelter which has been tentatively planned for that site.
 - Reconstruction and Repair of the Government Center/Tribal Clinic Parking Lot: This project will involve the repair and resurfacing of the parking lot that primarily services the Tribal Clinic. Most of the previous concrete areas will be taken out and replaced with standard concrete. This project has been tentatively planned for Fall 2022.
- Food Distribution Center Project: With the resignation of Ken LaHaye as Commodities Program Director in April 2022, the Ogema assigned to me the responsibility of Owner's Representative for the construction of the Food Distribution Center for the remainder of the project. I am currently fulfilling that responsibility. The remaining outstanding items for the project include: applying a final gray coat to seal the concrete floor, running a fiber optic line to the building, installing electronic door locks and

surveillance cameras, and installing the refrigeration units once they are delivered here on September 19, 2022.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	5
City Assist	3
County Assist	11
Medical Assist	2
MSP Assist	1
Other Calls for Service	3
Property Checks	606
Suspicious Person	1
Suspicious Situation	1
Well-Being Check	4

Traffic/Vehicle

Abandoned Vehicle	
Accidents	10
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	1
Hit and Run	1
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	1
OID	
OUIL	
OWI	4
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	41
Unsecured Vehicle	
Verbal Warning	37
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	7
PPO Served	2
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	1
Arrest	5
Assault	4
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
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	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	1
Intimidation	
Intoxicated Person	
Juvenile Runaway	1
Larceny	
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	
Property Damage/PIA	10
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	191
Alarm	
Attempt to Locate	2
Boat Dock Checks	
Casino Hours	163
Civil Standby	2
Community Policing	4
Court Hours	
Death Notification	
Drug Disposal	
Follow-Up Investigations	3
Found Property	
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	1
Special Detail	1
Suicidal Subject	1
Total Complaints	58
Total Reports	58
Training Hours	7.25
Transport	
Trespassing	1
Tribal Council Meetings	
Vehicle Mileage	3242
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	51.75
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	1
Court Hours	5
Dock Checks	2
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	257.5
Joint Patrol(s)	1
Marine Time	
Meeting(s)	2
Meeting Hours	14
Paper Service	
PR Activities	1
PR Activities Hours	1
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2119
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

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

Administrative Hours	222.25
Arrest(s)	2
Male	
Female	
ATV Patrol Hours	
Assist(s)	6
Assist Hours	4.75
Citation(s)	3
Civil	3
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	23
Contacts	592
Court	1
Court Hours	0.75
Follow-up(s)	3
Follow-up Hours	2.75
Federal Citation(s)	
Hours Worked	474.5
Joint Patrol(s)	2
Marine Time	
Meeting(s)	7
Meeting Hours	13.5
Paper Service	1
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	120
Snowmobile Patrol Hours	
Training(s)	4
Training Hours	6
Vehicle Mileage	3462
Vehicle Stops	17
Verbal Warning(s)	19
Written Warning(s)	
Training/Travel	

Tax Office
Valerie Chandler

Tax Department August 2022 Monthly Report

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

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

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Assistant to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for July 2022.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent communication updates to ULD with any legal questions, issues, etc. as necessary.
8. 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.
9. Issued 2 Certificates of Exemption:
 - Purchaser: 2 RTMs 0 Tribe/Entity
 - Purchase Type: 2 Vehicle 0 Recreational Vehicle 0 Construction
10. Reviewed 43 Tribal Member address and/or name changes; 12 required updating of the RTM list and database.
11. Processed 2 Proofs of Residency.
12. 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 2022 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,682 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 2022 Tribal tax returns which included:
 - Retail Sales Tax (Little River Trading Post, Little River Casino Resort, and Nectar Spa)
 - Food & Beverage Tax (Little River Casino Resort and Sparks BBQ)
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Corresponded with the Da J Wok's accountant regarding questions on their Food & Beverage tax returns.
2. Prepared the announcement of the July Employees of the Month which included printing and displaying the certificates in the lobby.
3. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees

including, but not limited to: facilitating the monthly virtual staff meeting and seeking agenda items, assisting with the preparations for the Employee In-Service Day and Appreciation Picnic, assisting with the employees' years of service recognition.

4. Continued to correspond and work with the State of Michigan Department of Treasury staff conducting the Tax Agreement audit. Retrieved, scanned, prepared, and sent all records and reports that were requested and responded to any questions as necessary.
5. Issued 4 Temporary Tribal Business Tax Licenses; one to a vendor and three to performers, all selling merchandise on tribal property.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities.

Little River Trading Post Interactions:

1. Worked with the Trading Post Manager regarding areas of training needed for the new and temporary cashiers.

Little River Casino Resort Interactions:

1. Corresponded with Audit staff to obtain copies of receipts that were missing from tribal tax-exempt fuel and tobacco logs throughout the month.
2. Corresponded with Director of Finance regarding records needed for the State Treasury Tax Agreement audit.
3. Corresponded with Director of Compliance regarding the licensing of a food truck vendor.
4. Corresponded with Marketing staff regarding the submission of venue reports.
5. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax exempt purchases and the need for verification of the purchases.
6. Corresponded with an I.T. staff member to update the tribal tax exemption rates on fuel for the month because the staff at the Trading Post were unable to login to make the updates.

Meetings / Trainings Attended During the Month:

1. Monthly Employee Staff meeting via Teams on August 4, 2022.
2. Employee Survey Work Group meeting on August 4, 2022.
3. Employee In-Service Day and Appreciation Picnic on August 11, 2022.
4. Employee Recognition Team meeting on August 18, 2022.

Statistics:

Total Registered Resident Tribal Members (RTMs): 254

- Manistee County: 243
- Mason County: 11

Monthly Tax Revenue*:

*July 2022 amounts received in August 2022

- Retail Sales Tax (Gift Shop) \$1,516.60
- Retail Sales Tax (Nectar Spa) \$57.13
- Retail Sales Tax (Trading Post) \$5,426.62
- Service Tax \$563.76
- Admissions Tax \$5,017.13
- Lodging & Occupancy Tax \$30,160.62
- Food & Beverage Tax (Little River Casino Resort) \$29,651.05
- Food & Beverage Tax (Sparks BBQ) \$1,318.81

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

- Gasoline (includes eligible Government & Resort vehicles): \$6,041.34
- Diesel (includes eligible Government & Resort vehicles): \$87.56
- Cigarettes: \$6,930.64
- Employee (Government & Resort) Discount on Fuel: \$301.65

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

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

- Gasoline: \$0.519/gallon
- Diesel: \$0.583/gallon
- Cigarette Pack: \$2.00/pack (\$1.12 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 2022 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded as appropriate to 186 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in regular meetings with the Ogema and other members of the Lead Group.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.

6. Approved timecards and PTO requests for the departments for which I am the Lead, as needed.
7. Assisted with a personnel issues with directors, other Lead and HR.
8. Reviewed the regular monthly staff meeting.
9. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month

1. Received a request to do Odawa translations for a movie Co.
2. I requested that we merge with LRRCR on recycling for all employees at LRB.
3. Coordinated the face book posts with my vacation.
4. Studied an emersion day care program at Wiikwemikoong 1st nation.
5. Participated with the election process at Wiikwemikoong 1st nation.
6. Visual editing for web/app from the two audio CD's.
7. Finished the peace pole project for a community.
8. Working with Marty Holdren on Grand Rapids project.
9. Recycled for LRB Pharmacy.
10. Produced lessons for language class and taught them.
11. Produced lesson for Face book show Endaaying and posted them.
12. Answered Emails and calls about camp, language, culture and history.

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 2022, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- SOC, TTHAM and HAA5, dioxin samples taken and submitted to EPA Region 5
- O and M Survey, I.H.S., annual inspection survey

Billing

Water	TBD
Sewer	TBD
Irrigation	TBD
Fire Suppression	TBD
Manistee Township Sewer	TBD
Septage	TBD
Other	TBD
Month Total	\$0.00
Yr. to Date Water	\$87,416.08
Yr. to Date Sewer	\$134,478.40
Yr. to Date Irrigation	\$17,431.21
Yr. to Date Fire Suppression	\$56,485.31
Yr. to Date Manistee Township	\$111,650.25
Yr. to Date Septage	\$57,132.57
Other Revenue	\$3,413.35
Credit	\$0.00
Yr. to Date Total	\$468,007.17

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 4,726,069
 - b. Ave Daily Flow Gallons 152,454

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 1,590,757
 - b. Daily Average Gallons 51,315

 - Effluent Gallons**
 - a. 2,090,062
 - b. Daily Average Gallons 67,647

 - Lagoon**
 - a. Influent 902,579
 - b. Daily Average Gallons 29,115

- 3. Septic Sewage**
 - a. Gallons TBD

III. Travel and Trainings

What: Work Session Woven Energy LLC, Solar Capacity grant
Who: Gary Lewis
Where: Council Chambers
Sponsored by: LRBOI/MTERA

What: Tribal Energy Opportunities, Pillar Thomas
Who: Gary Lewis
Where: Zoom
Sponsored by: MTERA

What: Board Meeting
Who: Gary Lewis
Where: Zoom
Sponsored by: MTERA

What: Hazard mitigation Planning
Who: Gary Lewis
Where: Zoom

Sponsored by: LRBOI