


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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema 
Naangwa: Date: September 20, 2023
Maanda Nji: Re: August 2023 Operations Report

We respectfully submit the August 2023 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 2023

TABLE OF CONTENTS

Accounting	Angela Rabb
Education	Yvonne Parsons
Enrollment	Mary Carpenter
Elders Meal Program	Victoria Wells
Facilities	Rusty Smith
Family Services	Vacant Director
Food Distribution	Jamie Friedel
Grants	Chuck Fisher/Mark Dougher
Health	Daryl Wever
Housing	Tara Bailey
Human Resources	Alicia Knapp
Information Technologies	Andrew Jeurink (Interim)
Legal Assistance	Mary Witkop
Members Assistance	No Director
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

August 2023 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. **2023 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2023 will be to continue to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2023 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources in reviewing/changing existing department job descriptions.
6. RFP for Audit Services

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

Objectives:

1. Improve the 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.
2. 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.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. 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 2021. Kathleen Bowers and I attended training for Indirect Costs in August. We learned that BIA has authorized submission of IDC proposals using audited financial statements from 3 years prior instead of 2 years prior to year in question. This should make it quicker to submit proposals and

get them approved. We will be working on 2022 and 2023 IDC proposals and want to have approved IDC rates for these years before the end of 2023.

6. 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. Continue tracking and management of all tribally owned vehicles.
2. Continue Construction in Progress system for all tribal and grant funded projects related to fixed assets.
3. Continue 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 2024 budget. The 2024 budget process has started. On May 19, 2023, the Budget Coordinator sent out 2024 budget templates and instructions to the departments with a due date of June 30, 2023. A budget public hearing was held on August 5, 2023. The draft 2024 budget was sent to Tribal Council before the September 1, 2023 deadline and we are waiting for feedback from Tribal Council which is due by September 15, 2023.
2. Publish standardized quarterly budget reports for the tribal membership – first report will be for July 1 – September 30, 2023 and will be available October 1, 2023.
3. Improve tracking and handling of property tax issues for all tribal owned properties

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. Expanding 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 2022

We had a preliminary meeting with DGN in January 2023. Shortly after, we provided DGN with accounts payable, payroll, and cash receipts information. The auditors chose samples for which we provided backup documentation. The auditors tested these samples to determine that all of the transactions have been processed properly – this work took place in March 2023. The auditors base their field work on this testing. Field work was conducted May 1-5, 2023. Our goal was to have draft and final financial statements available in July, however DGN was not ready for this deadline. Financial statements will be presented to Tribal Council in the near future. The final audited financial statements will be filed with the Federal Clearinghouse on or before the deadline of September 30, 2023.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects: No Projects have been - assigned to: The Construction Task Force committee for approved purchases and payments August, no activity: at this time.**
2. **Cash Receipts: Daily cash receipts totaled for the month of August were \$1,095,477.14 the General & Special Revenue Account had a total of (277) receipts.**
3. **NGLC: Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow-up to who is collecting the 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 2023, with the ongoing Inventory there will be several updates as it relates to the assets being no longer in service, several disposals have been identified.**
6. **2022 - Single Audit – Audit Field Work – Audit, Organization financial statements and compliance with Federal awards – Ongoing reconciliation of accounts, working with the Audit team of DGN, final stages of the field work. No change**
7. **1099MISC/1099NEC. – 2022 tax year was sent out in the week of Jan 23rd - 27th of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2022. Continued to send tax documents out to the membership / Vendors. On going.**
8. **WEX Card- Monthly Report, removed the terminated employees, scheduled the payment, ordered additional card for the clinic, and reviewed and reconciled the report to the payment.**
9. **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 - No Meetings

Other Meetings: BIA Roads – Steve Parsons

Accounting – Finance Monthly End Reporting meeting-Aug

1. ACH Positive Pay Payroll

Staff – Teams Meeting – Overview and Discussion-

Other Items:

Department – Inventory – working with the departments, reconciliation. Ongoing, hope to finish by the end of September. Working NRD to finalize. Final stages.

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 – Tribal Consultation, Region 7 homeland security meeting, White House update, Tribal Emergency Management Conference, Month End, Positive Pay, Public Safety

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

Payroll

Duties and Accomplishments –

- 1. Processed 380 payroll vouchers/checks.***
- 2. Verified 21 PAF's this month which included 5 new employee(s), 0 Job Change/Transfer employee(s), and 7 termed employee(s).***
- 3. Processed payroll and completed payroll backup cover sheet for pay dates 8/11 and 8/25.***
- 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 – August Staff Meeting

8/3 & 8/10 – Employee Recognition Team meeting

8/22 – Meeting with CFO regarding ACH Positive Pay.

8/31 – Payroll/HR 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. Finalized 2021 outstanding check list for per cap to provide to Controller and Enrollment.

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 IRS notices received related to amended returns filed.

Upcoming Projects / Tasks –

1. Processing of October 1st per capita payment and necessary compliance reporting.
2. Quarterly reporting for 3rd quarter.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into 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 POs 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 the 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 the report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations, and address changes.*
6. *Continued processing of ARPA Members Assistance Checks*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.

23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

Duties and Accomplishments –

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

29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 8/3/23 Employee recognition meeting.
2. 8/3/23 submission of agenda packet authorizing amendment to Chapter 3. Mileage Reimbursement Regulation.
3. 8/3/23 Meeting with Amazon.
4. 8/24/23 work session with Tribal Council on Mileage Reimbursement Regulation.
5. 8/21-30 updated power point presentation for directors training on purchasing regulations.
6. 8/31 presented purchasing regulation, forms and policy and procedures training to Directors and Leads.

Receiving

Duties and Accomplishments –

1. Received in 263 packages.
2. Issued 131 receiving reports.
3. Returned 1 item for credit.
4. Made deliveries.

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

Grants

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ **Coordinate and collaborate with Tribal grant writers and department heads.**
- ∞ **Complete and submit monthly, quarterly, annual, and final SF-425 reports for existing grants.**
- ∞ **Setup new grant award files.**
- ∞ **Complete Closeouts on grants that have completed their lifecycle.**
- ∞ **Complete draw down of funds from various portals.**
- ∞ **Standing Note 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.**

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 4/30/23:** We receive notice that the WIFI portion of the grant is in questions and either needs to be revised or changed. Treasury staff have reached out to provide guidance on the application. This staff will work with the CFO, who has sole access to that portal to update the application in early May. Update May 31, 2023: This application was updated per the instructions of Treasury staff and has been resubmitted. Update: August 31, 2023. Just received feedback on May 2023 application updates. Meeting with representative from Department of Treasury on September 13, 2023 to finalize application.
- **Grant Management Software:** Council approved the purchase of Grant Management software by Amplifund. It is software specifically designed to work with federal grant applications and awards. We are working with Amplifund representatives to implement the new software. We have had numerous meetings with Amplifund staff and are working on providing information on current grants in order for Amplifund to upload into the software. Implementation meetings continue and we are providing needed information for Amplifund to update the software for our use.

Expenditures Update

Total year-to-date expenditures for the Finance Division for July 2023 are \$838,575 compared to an annual budget of \$1,357,018. Total expenses for the Finance Division for year-to-date August 2023, represent 62 % of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

August 2023 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 59 students received school clothing/activities funding for 2023, totaling \$29,500. 1 student received driver's training assistance totaling \$250
- **Higher Education Scholarship:** 10 Higher Education Scholarships were processed for August. Total awards were \$22,789, providing assistance to 4 community college students and 6 university students. 8 students were female, 2 were males.
- **College Book Stipend:** 22 book stipends were awarded during the month of August totaling \$9500. 1 for being enrolled in 1-3 credits, 6 for being enrolled in 4-8 credits, and 15 students received stipends for being enrolled in 9 or more credits.
- **Miscellaneous Information:** August 2023 was an extremely busy month for Education. In addition to the normal busy August tasks of processing Michigan Indian Tuition Waivers, and taking numerous phone calls and emails regarding student school clothing checks, book stipends and scholarships, we were busy with activities during this month.
- **Indian Village Youth Camp August 24-27, 8 students participated.** This is the first IVCY since Covid. Thanks to assistance from Maintenance, and Purchasing for the extensive assistance they provided to help make the camp happen. This is quite a busy activity for such a small department, and the additional help was quite appreciated.
- **Adult Craft Session at Community Center August 23, 12 participants in paper marbeling class**
- **August 2, 9, 16- Hoop Dance class with between 6 and 10 participants.** This was an extension of earlier classes at the request of participants who really enjoyed the program and wanted to continue lessons and practice.

Meetings attended:

August 11 Staff Meeting via Zoom
August 17 Employee Appreciation Picnic
August 31 Director Meeting

Justification

- **Activities performed and services rendered fall within budgeted items for the 2023 fiscal year.**

Elders Meal Program
Victoria Wells

Elder Meals August Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
98	424

For Muskegon we had:

Dine in at Hackley	Take Out
8	16

Bingo At Aki	Bingo At Hackely
9	8

PO #	Distribution Code	G/L	Starting	Ending
230905	4510	5202	\$1471	\$900
2311235	4532	5204	\$3078.88	\$533
231376	4531	5204	\$400	\$3561
231416	4532	5204	\$1996	\$136
231536	4510	5204	\$2604	\$1535

NSIP funds can only be used to purchase approved healthy foods. Thus, why I have a different PO for said funds. Our attendance is staying the same and even more show up for weekly meals than usual. Our average was 7 and now we are averaging between 7-9. I am continuing to spend down old accounts before utilizing newer budgets and am happy to report 4510 is almost closed as out as is 4370! These are some of the last of the accounts that we had an extension on. After these are expended then we will be utilizing only new funds. Which will be easier to keep track of and organized.

With the left stove going down modifications were made by bringing in an induction burner, so meals continued as per usual. A technician from Vulcan through Hobart was contacted and talked me through problem solving the stove issues via the phone. The left stove on 8/30 kept having pilots go out and smelling like gas in which, I was instructed to not use that until he can come out. The current estimate on a technician getting out here is the 2nd week in September. I will be problem solving the 2nd stove and hopefully that one will pass so we have at least one.

We have hired in 2 new hires and they begin this first week in September! This is exciting news as this will allow the program to do so much for with and for the elders as well as create even better menus!

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

August Monthly Report - 2023

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: 8 Applications forms for people seeking membership
- Sent out: 5 Address change forms
- Created 62 New and Replacement Tribal ID's from 08/01/2023 through 08/31/2023
- 42 Addresses changed from 08/01/2023 through 08/31/2023
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter:
- 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
- 1 Applications received since 08/01/2023
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Election Board
- Label request of Membership:
- Tribal Members Label/List request: Ogema, Elders Committee
- Statistical request:

Department Verifications

1. Prosecutor 26
2. Clinic 0
3. Human Resources 0
4. PRC/EHAP 13
5. Member's Assistance 0
6. Housing 0
7. Utilities 2
8. Food Distribution 0
9. Casino 1
10. Family Services 3
11. Tribal Council 0
12. Natural Resources 1
13. Gaming 0

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

Meetings

- Employee Staff Meeting – August 3rd
- Enrollment Commission Meeting – Cancelled

Enrollment Statistics

- Total Membership: 3,942
- Total number of Elders: 1,520
- Total number of Adults (18-54): 2,161
- Total number of Minors (0-17): 261
- Total Tribal Members living in:
 - 9 County Area: 1,618
 - Outside 9 County Area: 2,269
 - Inside Michigan: 2,586
 - Outside Michigan: 1,346
 - Undeliverable Addresses: 11

Facilities
Rusty Smith

***2023 August Maintenance Department Report of Operations and
Maintenance Activity***

Submitted by De-Ahna Underwood, Maintenance Office Manager

The mission of the Maintenance Department is to provide the best possible service to LRBOI employees, visitors, and the community with the resources we have available.

I. Department Overview

Maintenance Technician Hours of Service: Monday-Friday 6:00 AM-2:30 PM

Clinic EVS Technician Hours of Service: Monday-Friday 6:00 AM-2:30 PM

Mobile Unit EVS Technician Hours of Service: Monday-Friday 8:00 AM-4:30 PM

Office Hours: Monday-Friday 8:00 AM-4:30 PM (no remote work)

Main EVS Location: Government Center

Main Office: Government Center

Maintenance Technician Locations: Facilities Barn, East Lake, and Area 51

Auto Mechanic Location: "Big Blue" East Lake

Goals & Objectives

The Maintenance Department strives to provide quality services to ensure an aesthetically pleasing, 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

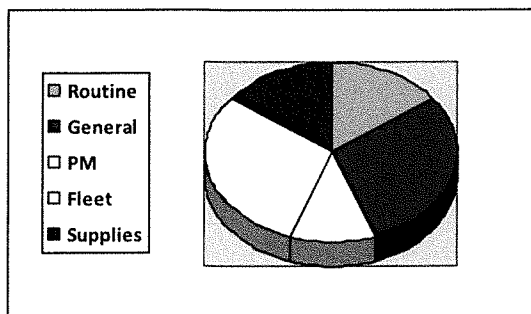
2 EVS Technicians clean, disinfect, and sterilize the Health Clinic from 6:00 AM-8:00 AM Monday-Friday and provide janitorial services to the remaining interior and exterior areas at the Government Center.

2 EVS Technicians provide janitorial services to Aki: lobby, offices restrooms, and dining room, Natural Resources, Justice Center, Gaming, Food Distribution Center, and the Gathering Grounds Bathhouse.

2 Maintenance Technicians & Supervisor perform their daily maintenance tasks and have begun their spring routine. Performing landscaping tasks and weekly mowing at the Government Center, Gathering Grounds, Justice Center, Food Distribution Center, Natural Resources, Area 51, Facilities Barn, East Lake, Sugar Shack.

Twice monthly at the Muskegon Hackley Office.

Once a month or upon request, the Shooting Range, Cemetery, and Indian Village.



- 37 work orders were created in the month of August.
- 8 created for vehicle maintenance and mechanic completed his repairs.

Vendors (buildings overseen by Maintenance)

- Pest control: 1 on-site visit, 4 locations & twice per month 1 location
- Mat service: 4 on-site visits, 5 locations

III. Budget Expense Justification

- Maintenance Vehicles \$885.00
- Maintenance Phones \$120.00
- Maintenance Supplies \$ 37.00

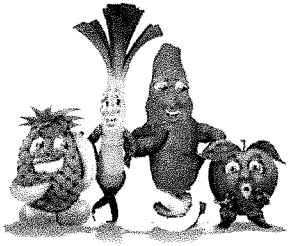
IV. Travel and Trainings

N/A: Written out of budget 2008/2009

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

End of Report
De-Ahna Underwood
Maintenance Office Manager

Food Distribution
Jamie Friedel



Food Distribution Program

August 2023 Monthly Report

Jamie Friedel, Melanie Ceplina

1 Department Overviews:

Goals and objectives:

The goal of the 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 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 in the.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie submitted the department report.

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

Jamie, Melanie, cleaned warehouse / rotated stock/ inventory stock.

Jamie and Melanie rotated frozen food in the freezer.

Jamie and Melanie and filled food orders.

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

Jamie ordered September food for the warehouse.

Jamie and Melanie cleaned the office.

Jamie and Melanie conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie and Melanie conducted 39 Deliveries.

We received deliveries on June 3rd, 7th and 10th.

The Food Distribution Office is open to the public.

Melanie sent out 3 applications.

Melanie sent 5 recertifications out.

Added 2 new Households.

We have a total of 64 households with 104 total people.

MEETINGS:

- National Conference with NAFDPIR
- IFMS monthly call
- Midwest regional conference call.
- USDA update call
- Phone conference with Sygnal
- GTR onsite 3 times for Freezer door problems
- Custom Sheet metal onsite to close Dampers on Heating and cooling system
- Finally got the humidity under control.
- One way and do not enter signs installed on side road.
- Employee Picnic
- Phone conference with USDA for ME questions
- Zoom with CNCT for training classes taken in Grand Rapids

The Department is working on getting our ME audit findings finished up. I have worked with Chuck Fisher and have completed our new State Plan of Operations. I have sent it off for the Ogema to sign and I will get the ME sent back into USDA. We worked all month getting our orders out and everything cleaned and in order. I have been working on budget with travelers and such Will finish it up the first of September. Will need to get it on council agenda to get it signed and off to USDA.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

**Family Services
Vacant Director**

Department Report : Family Services
Case Worker: Stephanie Persenaire
FS reporting August 2023

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
Intakes	1				1	
I&Rs						
Open Cases	6				3	
Monthly Totals	7	0	0	0	4	0

Case Management

Total number living in homes served	12				15	
Total number of Tribal Citizens living in homes served	7				5	
Total number of descendants living in homes served	4				10	
Total number of children living in homes served	4				11	
Total ICWA or ICWP where substance abuse is involved	0				1	
Child Abuse/Neglect	0				0	
ICWA or ICWP referrals	0				0	
Sexual Abuse of a child Substantiated or Unsubstantiated by DHS	0				0	
Case Pending with DHS	0				0	
Relative placement	0				1	
Tribal Foster Home	0				0	
Non-Tribal Foster Home	0				0	
Alternative placement	0				0	
Court appearances	0				0	
Home Visits	26	3			6	
Case Reviews	2					
Binojeeuk	2					
Contacts with outside agencies	50	5			4	
Contacts with LRBOI departments	7					
Tribal Elders						
Other referrals						
Monthly Totals	102	8	0	0	38	0

es *****

	Wexford	Kent	Newaygo	Other
				2
	0	0	0	2

				7
				6
				0
				6
				0
				0
				0
				0
				0
				0
				0
				0
				1
				0
				0
				1
				2
		4		31
	0	4	0	47

Department Report : Family Services
 Case Worker : Rachel Kops
 Month : AUGUST 23

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					2	
Open Cases					9	
Monthly Totals					11	

Case Management

Total number living in homes served					15	
Total number of Tribal Citizens living in homes served					11	
Total number of descendants living in homes served					3	
Total number of children living in homes served					3	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					0	
ICWA or ICWP referrals					0	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					0	
Case Pending with DHS					1	
Relative placement					6	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					0	
Home Visits					0	
Case Reviews					22	
Binojeeuk					0	
Contacts with outside agencies					21	
Contacts with LRBOI departments					25	
Tribal Elders					2	
Other referrals					2	
Monthly Totals					86	

LRBOI Be Da Bin Behavioral Health Program August 2023 Report

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

Be Da Bin has a new hire, Felice Kelley, will be part time Mental Health Counselor for us. She is setting up her office and getting oriented to the community and job. She has 6 clients at this time.

The Traditional Healer did have sessions this month and talked/had sessions with 10 clients.

Angela Schwandt currently has 41 clients. Angela had 76 individual sessions, 41 follow up calls, 8 hours of telepsychiatry. She attended meetings for the Suicide Awareness and Prevention Coalition for Manistee County and MICal/988 workgroup. She attended a 2 day course on anxiety Certification. Both Angela and Dottie are working to orientate the new staff.

Kimberly (Kim) Hinmon attended 3 Native Connections TA meetings dealing with the budget, the Tribal Prevention Coalition meeting, and the 3 day family GONA hosted by AIHFS in Detroit. Kim is working the process/planning for SAMHSA regarding the GONA TTA request and planning the event to happen in October 2023. She is working with the Manistee County Library on reads initiative and attended the Regional learning meeting for Native Connections over Zoom.

Dottie Batchelder currently has 19 clients and 10 Recovery Support clients. Dottie had 2 referrals to detox/inpatient treatment and 2 referrals to other outpatient services/halfway houses. Dottie had 32 individual sessions, and 35 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. She attended the Manistee County Suicide Awareness and Prevention Coalition meeting; Muskegon County Suicide Prevention Coalition; and the Northern Michigan United Suicide Prevention Coalition meeting, and met with sunrise native Recovery Treatment Center by Zoom. She is planning on an event to have in September for suicide prevention month with community partners for September 12, 2023. She also took vacation time this month.

This month 4 naloxone kits were given out. Staff continue to attend webinars as able for certification and continuing education credits. Staff is planning a GONA in the fall (Kim is the lead). All staff attended the Staff Appreciation and Team Building Day.

Respectfully submitted,

Dottie Batchelder-Streeter



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
AUGUST - 2023**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	11
Partial Intakes	3
New Cases	0
Closed Cases	2
Client Face to Face Meetings in Office	3
Client Home or Out of Office Visits	2
Client-related Telephone and Email Contacts	140
Client-related Resource Research and Referrals	13
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	6

MEETINGS

Victim Service Program Staff Meetings	2
Victim Service Program Supervision/Case Reviews	1
Family Services Department Meetings	0
Community Collaboration Meetings	4
Other Meetings	9

STAFF DEVELOPMENT/TRAINING

Virtual Training	23
In Person Training and Conferences	4
Self-Paced Training Modules	50
Other Training	5

OUTREACH, NETWORKING, AND EDUCATION EFFORTS

Creation of Program and Outreach Materials	4
Event and Training Planning and Preparation	2
Community Table Events	1
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	24
Networking Activities	3
VSP Presentations	0
Other Activities	1

RESEARCH AND RESOURCE EFFORTS

VSP Website Updates	13
VSP Resource File Efforts	18

Grants
Chuck Fisher/Mark Dougher

Grants Office Monthly Report

August 2023

Perhaps the most important Grants Office event of the month occurred at the end of the month, i.e., at the Directors' Meeting, wherein the Grant Strategy was presented to those in attendance, all of whom had a role in its development. I took time to prepare for the meeting, but Mark took the lead, and it went smoothly. It was noted in the meeting that the 2023 Grant Strategy had been approved by the Ogema, and that the next step is to get it to the Tribal Council, which Mark Dougher is also working on. There is also the Tribal Strategic Plan that was recently approved by the Tribal Council: the goal will be to try to bring these two documents together.

Also, in addition to reviewing the LRBOI 2023 Grant Strategy and the 2023 Strategic Plan as recently approved by LRBOI Tribal Council, I revised (edited) the following Grant Strategy related documents:

- Project Director's Handbook (Guide for Grant Management).
- Grant Approval Form (subsequently re-edited by Mark).
- Grant Development and Administration Manual (work is still in progress).

Additionally prepared for meeting with Tribal Council re: TC plans for the 100% Membership Audit. However, did not actually attend the tribal council work session due to a mix-up in the time that the meeting was scheduled. Also met with Jamie Fridel re: FDPIR response to the tribal program's "audit findings".

Also reviewed the limited notices of funding opportunities that came my way, the most promising of which is as follows: the U.S. Department of Energy opened applications for States and tribes to apply for the Home Energy Rebate Programs: this program is designed to save money on energy bills, improve energy efficiency, and reduce indoor and outdoor air pollution. Passed this information along to Gary Lewis (Lead) and was informed that he was aware of this and that a program specific to Michigan tribes was in the process of being developed. The program is not yet available, but it is coming.

Health
Daryl Weaver



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

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: Sept 8th, 2023

Re: AUGUST Report of Activity – Tribal Health Services

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

CLINIC OPERATIONS: MANISTEE LOCATION

306 patients scheduled

19 patients NO-SHOW to scheduled appointments

6 patients provided SAME DAY appointments for emergent matters**

104 cancelled appointments

189 patients attending CLINIC PHYSICIAN appointments**

36 patients PHONE TRIAGE**

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

74 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN AUGUST (Total Patient Volume): 639

Diabetic patients: 66

Flu Vaccines: 0

Injections: 31

Nursing Visits: 4 **

On-site Labs: 179

COVID-19 Tests: 0

**Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews & PhoneTriage include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 880

DIRECT CALLS TO CLINIC OPERATIONS: 552

OUTGOING FAXES: 148

TRANSPORTS - MANISTEE 10

AUGUST 2023

TRAVEL HOURS: 9

SERVICE HOURS: 10

NUMBER SERVED: 10

MEDICATION DELIVERIES: 8

TRAVEL HOURS: 4

SERVICE HOURS: 2

NUMBER SERVED: #8

TOTAL TRAVEL HOURS: 13

TOTAL SERVICE HOURS: 12

TOTAL NUMBER SERVED: 18

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

CLINIC OPERATIONS: MUSKEGON LOCATION

105 patients scheduled

7 patients NO-SHOW to scheduled appointment

3 patients provided SAME DAY appointments for emergent matters**

18 cancelled appointments

15 clinic referrals – requiring action by Providers and Staff

83 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 15

Flu Vaccines: 0

Injections: 1

Nursing Visits: 0

On-site Labs: 27

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 214

TRANSPORTS - MUSKEGON: 6 AUGUST 2023

TRAVEL HOURS: 9 ½

SERVICE HOURS: 4 ¾

NUMBER SERVED: 6

MEDICATION DELIVERIES: 1

TRAVEL HOURS: ½

SERVICE HOURS: ¼

NUMBER SERVED: 1

TOTAL TRAVEL HOURS: 10

TOTAL SERVICE HOURS: 5

TOTAL NUMBER SERVED: 7

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$49,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1474

TOTAL PRC PAID IN AUGUST: \$23,534.44

PHARMACY/OTHER: \$16,866.78

DENTAL: \$6,290.00

TOTAL PATIENTS: 160 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 362

TOTAL CLAIMS ENTERED: 254

TOTAL PRC PAID 2023: \$369,676.01

TOTAL EHAP PAID IN AUGUST: \$25,125.10

TOTAL EHAP PAID 2023: \$328,088.41

TOTAL ENROLLED EHAP/LRBOI: 1317

NEW APPLICATIONS MAILED OR GIVEN: 22

REASSESSMENTS MAILED OR GIVEN: 125

MEDICARE LIKE RATE (MLR) Savings for August 2023

Claims submitted: 10 \$15,530.75 (total submitted)

-\$4,099.33 (what we paid)

\$11,431.42 (total savings)

PHARMACY, MANISTEE: AUGUST 2023

Active Patients: 339

Prescriptions filled: 1,577

Receipts:

 Insurance payments received: \$ 287,381.77

 Non-member cash/copays received: \$ 593.92

Less acquisition cost of medications: \$ 58,568.05

Net profit: **\$229,407.64**

PRC-equivalent write offs:

 LRBOI: \$ 27,223.75

 Other Tribes: \$ 4,206.42

 TOTAL: **\$ 31,430.17**

PHARMACY, NORTON SHORES: AUGUST 2023

Active Patients: 107

Prescriptions filled: 546

Receipts:

 Insurance payments received: \$ 81,123.48

 Non-member cash/copays received: \$ 32.35

Less acquisition cost of medications: \$ 19,385.89

Net profit: **\$ 61,769.94**

PRC-equivalent write offs:

 LRBOI: \$ 8,037.57

 Other Tribes: \$ 125.85

 TOTAL: **\$ 8,163.42**

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 2023

Staff

Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Krystal Davis – Housing Specialist
Stephen (Jake) Shepard - Housing Maintenance Technician
Matthew Alexander – Housing Maintenance Technician
Mike Pannill – 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: 6
New leases: 1
Annual Inspections: 5
Move-out Inspections: 2
Move outs: 1
Transfers: 1
- B.** Down Payment and Closing Cost assistance grant (HI 100).
Applications received this month: 0
Total Number of Awards made during the Year: 5
Total Amount of Awards for the Year: \$22127
- C.** The Homeowners Assistance Fund received one (2) new application this month, 0 denial. The program has provided \$84250.96 in assistance since it began in 2022.
- D.** The Housing Commission held their annual resident meeting on August 3 and it was attended by approximately 6 residents.
- E.** The Housing Director and the Administrative Assistant went to a Kanso Housing Summit held in Denver, CO for the software the housing department uses for resident accounting. The summit provided classes on various components of the program and what was new and upcoming with the software.
- F.** The Housing Director attended the Monthly Directors meeting on August 31st that was held in The Lodge and the purchasing department did a presentation on the proper use of the purchase and requisition procedures.
- G.** August 17th was a staff in-service day for all staff and this year the theme was team work and various activities were set up that incorporated team work to get accomplished. The day seemed to be a hit with staff members.
- H.** August 15-16th, the Director did an online HUD training regarding Program Income for IHBG programs.

- I. Information notice was sent out to residents on 8/28 for the resealing of the AKI community roads and AKI community building. The work was to begin on August 30th and be completed by Sept. 2nd.
- J. A job requisition was completed in July for an additional maintenance technician, so in August we will have another maintenance tech available to assist in completing unit turn overs. UPDATE: The maintenance technician is to begin on September 4th.
- K. The Housing Director/Executive Lead has spent most of the month of August working with the Members Assistance department due to turnover in staff and issues within the department.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 10
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 2
- D. Court Filing(s): There is 2 pending as the information has been sent to the legal department.

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 5 units to complete for a move in. We have 4 units that will need to be completely repainted, flooring redone and minor damage repaired then final cleaning.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 86 rental units in total of which 79 were rented giving us an occupancy rating of 92%.

- A. Aki has 60 income based rental units of which 55 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 33 low-income family rental units and 30 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 8 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blueprints for the maintenance garage expansion
- E. September 26-28th onsite training with NAIHC regarding Environmental Reviews for the Housing Director.
- F. September 20-22nd the Housing Director will be attending via Zoom training regarding Structuring Rents. This will assist in deciding whether our current rent structure needs to be evaluated and changed.

End of Report
Tara Bailey, Housing Director
September 11, 2023

Human Resources
Alicia Knapp



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

To: Ogema Romanelli
From: Alicia Goff
Subject: August 2023 HR Department Report
Date: 09/11/23

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 2023 Operational Plan

- 1) The 2023 Operational Plan is partially in revision state and currently still working on moving forward.
- 2) **Month Summary:** August continued with talent acquisition – different ways of posting – posting on the NNAHRA website and use of a temporary online application, work force development, project work, 401k Audit, finalizing Job Descriptions on L: drive and some starting of updating to current wage updates for 2023. Preparing for 2024 budget and budget was sent to Budget Coordinator – Work session in September to discuss.

3) Talent Acquisition

a) Talent Acquisition for August:

- (1) Number of Hires During the Month: 3 – 1- RFT NP and 2 – Temp. TM
- (2) Number of Open Positions: 8 positions (9 employees needed). 9 in process of offers/screening for September starts – 4 w/selection-interviewing and offers being made/accepted. Waiting for news on a previously posted position.
- (3) Terminations – 5 for August – 3 RFT (1 – TM), 1 WFD TM and 1 Seasonal NP
- (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
- (5) Thank you, Hiring Managers, for your help and your continued patience!
- (6) Updated Recruiting Work Priority: Gaming – (1) Surveillance Operator and Internal Auditor Manager (selection), Clinic– Reposted Staff Physician(s) Family Services – (1) Victim Advocate - Muskegon, NRD – Wildlife – due to start in September and Environmental Division Managers (selection – September interviews)
- (7) Website was changed and deleted HR/WFD information. Layout was changed without notice and from April through the end of June, this still has not been addressed. Review, but on-line usage of application has been consistent – averaging around 6+ per month. Still experiencing problems with online submissions.
- (8) Look for some departments losing employees and some gaining employees in September.

- i) Approximately 4 positions are now in the selection/interview/offer steps of the process. We expect to see more new hires in August. At present positions Be da bin (1) and Elder Meals (2) have been offered. With selections, selections, interviews being scheduled for the end of August, there is a possibility for 3 other departments to be adding new hires by the end of September.
- ii) Applications are coming in and are picking up, averaging more than 3 per position posted. Utilized LinkedIn, Indeed, NNAHRA and other sites.
- iii) Conducted 3 orientation/new hire paperwork sessions for 3 new employees.

4) 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 trainings are still to be scheduled and to continue.
 - ii) Provided additional HR support to the leadership of various departments.
 - iii) The Employee Recognition Team continued their monthly report on employee of the month. Don Reinhard HR Generalist providing updates from HR during at the monthly employee meetings
 - iv) Continued assisting leadership with sensitive employee relations issues.
 - v) Assisted departments with job description update – Moving forward to review job duties and further update of wages.
 - vi) HR Answers... More in September.
- b) HR Department Development Initiatives:
 - i) HR Development Events: 2
 - ii) Continued file migration to O365 storage solutions continuing.
 - iii) Continued project to improve HR use of MIP data, still on-going.
 - iv) Further update needed on L:drive – forms.
 - v) Autumn - Receptionist is continually getting updates to our organizational system, getting to know all employee names/department to make directing calls more streamline. Working on Directory information update is ongoing with departments but can be found on the L:drive. Monthly additions are ongoing with new hires being added.

Training and Development hours totaled: 6 hours reported hours in July.

5) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 2 ongoing, 3 New, 3 – Assisting Team Members with Benefit and Leave Requests. STD, FMLA and IFML issues have been addressed and completed for redetermination, 1 returned in August. requests for FML still on going, 2 requests for FML/STD to be started in August and continue into September, 2 LOA approved, and 1 WC claims – still continuing since 2/2023. 3 bereavement leaves taken.

- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has been ramping up – loan requests processed.
- d) Some previous employees (2) either rolling over or cashing out.
- e) Continued processing new hire insurance enrollments and separation disenrollment and some COBRA inquiries.
- f) 401k financial adviser visit was scheduled for the last week of August moved to early September visit.
- g) Meetings scheduled as needed with BCBS team for addressing employee questions and concerns and asked them for usage numbers for the first year plus under them. Report should be here in July. Gallagher has also set up a meeting to discuss benefit increases and different offerings.
- h) Processed insurance benefit plan check requests.

6) Safety

- i) Continued COVID-19 support and tracking. None reported
- ii) Recordable Injuries: 1 resulted in WC claim- One ongoing from 2/2023
- iii) Near Miss/1st Aid: 0 near misses.

7) Tribal Preference Report

Preference Report for August 2023 – Preference Hires in August 2023

Employee Count by Preference for July

105 Tribal Members	+02 and 2 loss	53% (53%) of Tribal Government Workforce
10 Native American		5%+ (5.05%) of Tribal Government Workforce
11 Tribal Descendants		6%+ (5.5%)of Tribal Government Workforce
10 Tribal Spouses		5%+ (5.05%)of Tribal Government Workforce
No data on Tribal Parent – found		0% of Tribal Workforce
2 loss in preference for August – overall gain = 0		
Total preference = 136		69% (68.6%)
 62 non-preference		
	Gain of 1 Loss of 3= 1 overall loss 2	31% (31.3%)

Total of all employees 198

WFD Program

8) Workforce Development

- i) New Requests for WFD Service: 3 to be processed for August/September distribution.
- ii) Inquiries for WFD programming 2 for Career Voucher. 2 inquiries (Tr/Dev and applications for next month.
- iii) No AWE in to start in September 2023 – 1 from July left in August for school.

Regards,

Alicia Goff
HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
August 2023

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Decommission Government EXSI Host has been turned off and has data from 2017 to 2023 as an emergency recovery
2. Next-IT Contract has been placed on hold. Unknown timeframe at the moment for amendment and start date.

Mandatory IT Projects by order of priority:

2023

1. Finalize CJIS framework and documentation. Deadline must be completed before October 1st, 2023
2. Prepare NGLC Suites for Clinic and Victim Services
3. Evaluate, plan, and implement wireless for DPS police car cameras.
4. Create Training videos and increase documentation/workflow

Monthly Operation Status –

- 142 new LRBOI IT work orders were opened in August 2023 and 263 LRBOI IT work orders completed in August 2023. We are showing 51 tickets in que. A dramatic decrease since the past four months. Arctic IT had 224 tickets opened with 221 tickets closed with 22 tickets remaining in que.

Meetings Held / Attended –

Held Staff Meetings with Elevate.

Trainings Held / Attended –

Special Tasks / Activities Performed –

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 8, 2023
Re: August 2023 report of activities

Number of tribal members assisted on new issues	74
Number of referrals received	1
Number of continuing cases:	42

Types of legal issues:

Child support	Paternity
Probate Estate	Small Estates
Divorce	Real Estate
Wills	Parental Kidnapping
Account of Fiduciary	Real Estate – Out of State
Trusts	Harassment
Supervised Estate	Landlord – Tenant Issues
QDRO	Codicil to Will
Estate Planning	Amend Medical Power of Attorney
Conservator - Adult	Abuse-Neglect of Minors
Medical Power of Attorney	Injunctions
Post-Divorce Matters	Affidavit of Small Estate
Parenting Time	Civil
Membership	Amend Power of Attorney
Power of Attorney	Waiver of Fees
UCCIJEJA	Banishment
Amend Estate Planning Documents	Trust Administration
Default	Revocation of Powe of Attorney

Trust Amendment
Custody
Name Change – Adult
Custody – Out of State
Domestic Violence
Mediation
Electric Easement
Beneficiary
Termination of Parental Rights
IRA
Change School for Children
Cremation
Child Protective Services

Small Claims
Lady Bird Deed
Guardian - Minor
Personal Protection Order
Conservator Account
Kelly Blue Book
Agreement
EIN
Land Division
Magazines
Zoning
Re-open Probate Estate

Sample of Work Performed:

Assisted a tribal member to change their last name

Assisted a tribal member administer a Trust

Assisted a tribal member divide their real estate

Assisted a tribal member obtain a court order to allow their child to go to a different school after a divorce when the other parent did not agree

Assisted a tribal member file an Account in a conservator file

Attended Director's Meeting

Members Assistance
No Director

No Report submitted

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi
Daáwaá
Aniřhinaábek**

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

**August 2023 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,

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 Commercial and Subsistence fishing 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
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Amber Maldag – Seasonal Fisheries Technician
- Megan Baird – Seasonal Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- **Managed budgets**
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 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
- Great Lakes Restoration Initiative grant management.
- Great Lakes Fishery Trust grant management and report submitted.
- 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
- Implementation of the 2023 LRBOI inland work plans and collaboration with MDNR and tribal partners in fulfillment of 2007 Consent Decree requirements.
- 2020 Great Lakes Consent Decree negotiations.
- Review State Collector permits/Fisheries Orders.
- Monthly Fisheries Division Reports Completed
- Sturgeon Data entry and database management

- 2023 Manistee River, sea lamprey treatment discussion, SOS (Save Our Sturgeon) coordination and preparation.
- 20th Annual Sturgeon release ceremony preparations.

Equipment maintenance/Field Work/Lab Work:

- Sturgeon Streamside Rearing Facility SRF daily operation
- Save-Our-Sturgeon sampling Aug 14-21, Coordinating sampling with Michigan DNR, US Forest Service, US Fish and Wildlife Service, Sea Lamprey Control. Collected 11 – 1 year old sturgeon and 186 – young of year sturgeon removed and placed in SRF trailer until conclusion of the sea lamprey treatment. The sturgeon were placed back into the river Aug 25th
- Checked a few reports of sturgeon washed up on beaches of Lake Michigan for tags and obvious signs of mortality.
- Sturgeon PIT tag antenna monitoring and troubleshooting with Biomark throughout the month. First tag detections on array from SOS released fish.
- Sturgeon Release preparations, tagged fish Aug 29 & 30.
- Manistee Lake Sturgeon Assessment/Acoustic tagging receiver monitoring.
- Conducted habitat surveys for Arctic Grayling reintroduction with Zac Locklear (University of Wisconsin) in Goose Creek, North Branch Manistee River, and Upper Manistee River
- Conducted habitat surveys for Arctic Grayling reintroduction with Zac Locklear (University of Wisconsin) in Goose Creek, North Branch Manistee River, and Upper Manistee River
- Assisted MDNR partners with fish community surveys in Bear Creek and Upper Manistee River
- Lake Michigan FIWS fish community sampling (Pentwater), WFM07/MM6 Lake Michigan.
- Great Lakes assessment net and equipment maintenance

Meetings/Training/Travel/Conference Calls

- Great Lakes Fishery Trust Scientific Advisory Team / Board Meeting, Ludington MI (8/7-8)
- Inland Fisheries committee meeting – (8/8)
- AuSable Institute SRF tour – (8/9)
- National American Fisheries Society conference in Grand Rapids, Michigan (8/21-24)
- North American Sturgeon and Paddlefish symposium as part of the Annual American Fisheries Society meeting, Grand Rapids (8/22-24).
- Great Lakes Fisheries Commission sea lamprey & sturgeon interviews and discussions.
- SRF tour with MI EGLE staff in coordination with sea lamprey treatment.
- Inland Fisheries Commission meeting with partner Tribal fisheries units and MDNR
- Chippewa Ottawa Resource Authority-CORA Meeting, Grand Traverse Resort (8/23)
- Executive Council Meeting, Grand Traverse Resort (8/24)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		

4031 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

Please note: there is less activity in the Wildlife Division than normal due to a shortage of staff. NRD is working with HR to fill these vacancies.

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

- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2023 hunting season, permits, regulations, etc.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Habitat work on tribal properties
- Treat invasive plant species on Tribal property

Meetings/Training/Travel/Conference Calls

-

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

-

Meeting/Training/Travel/Conference Call

-

Budgets Managed:

- 4512 -- EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Brownfield Program

Administration /Reports/Data Entry

- Prepared Master Service Agreement for QAPP revisions and moving forward.
- Organized point data for removal and proper disposal of scrap tires that were abandoned on Tribal Property (High Bridge Road).
- Updated inventory list of hazardous spill/response trailer
- Researched battery recycling boxes and computer software/hardware for future recycling and UAV projects

Field Work and Equipment Maintenance

- Documented oil spill nearby 5th Avenue Beach
- Updated Samsung Galaxy with help from IT department at Gov Center.
- RR Grade 2 site survey.

Meeting/Training/Travel/Conference Calls

- NRD environmental Huddles on August 14, 21, and 28.
- Staff meeting on August 3.
- Region 5 Tribal Lands call with EPA and Region 5 representatives on August 2.
- National Brownfields Conference in Detroit from August 7-11.
- All government required meeting on August 17.

- Dropped off batteries collected from NRD at the HHW event, on August 19, for reuse.
- Getting Your Infrastructure Project Funded: Funding 101 for EJ Communities on August 22.
- Leveraging GIS for Multi-agency Response to Significant Incidents ESRI webinar on August 22.
- Planners Gathering: Office to Residential Conversions -The Troy Experience webinar on August 30.
- Webinar Today: Data.census.gov News and Updates on August 30

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered Eureka data into AWQMS and WQX
- Received a bid for construction of Custer culvert
- Completed travel closeout for annual AFS meeting
- Entered nutrient data to AWQMS and WQX
- Paid spring zooplankton invoice
- Paid GLEC invoice

Field Work and Equipment Maintenance

- 8/4/23: calibrated Eureka Manta sonde with Seasonal.
- 8/7/23: WQ monitoring lakes.
- Completed August WQ sampling
- Mailed zooplankton samples

Meeting/Training/Travel/Conference Calls

- 8/2- ATTAINS overview with Kayla from gold systems
- 8/9- Claybanks Creek road stream crossing updates
- 8/21- 8/24- National AFS meeting
- 8/30- Virtual tribal funding workshop

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Reviewed Title v Permitting for Region 5
- T-640 Purchase Application package finished and submitted.
- MSU Tribal Day Air/Environmental synopsis
- 2019 Wind Direction and Speed Data Analysis
- Reviewed PPG Semi Annual Report
- MOA EGLE/LRBOI NRD draft

Field Work and Equipment Maintenance

- AMS Site Checks x4
- Ozone Audits X4
- T-640 Shelter Installation
- T-640 Setup and Installation
- Colocation Shelter Installation
- Remote Sensor Station Builds (x4)
- Remote Weather Station software updates
- Water Quality Field Work

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

- SLT March Meeting, (8-23-23) 11:00AM-12:00 PM
- Region 5 Monthly Tribal Air Call, (8-31-23) 11:00AM till 12:00PM
- EGLE/LRBOI MOA Council Work Session (8/7/23) 12:30PM-2:30PM
- EGLE/LRBOI MOA Council Meeting (8/7/23) 10:00AM-12:00PM
- Wild Rice Initiative Teams Meeting 8/1/23 1:00PM-2:00PM
- EPA Final Report Discussion 8/16/23 10:00AM-11:00AM
- Wild Rice Camp Planning Meeting 8/14/23 3:00PM-4:30PM

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Completed budget mod for 4137.
- Tested & shared NOAA hyperspectral data download link with grad student.
- Drafted and sent Indirect Cost reduction request letter to CMU.
- Directed Seasonal in updating wild rice density monitoring layers and Field Map.
- Assisted Seasonal submitting travel requisition to assist with Grayling fieldwork.
- Directed Seasonal in creation of wetland polygon.
- Generated random plot in ArcMap for releve plots & uploaded plot locations to FieldMaps.
- Coordinated Maple River field day with CMU & MRWA partners.
- Weekly/daily coordination of Env Seasonal Tech's schedule & updating task list.
- MWRI Stewardship Plan summit planning: sent invitations to LRBOI members and partners, sent invitation to field day presenter, etc.
- Created rice camp flyer.
- TWWG Leadership tasks (coordinating scheduling, communications with NAWM, etc.).
- Completed/submitted POs for rice camp food & supplies.
- Responded to rice camp RSVPs and questions via email.
- Read LRBOI-CMU wild rice genetics thesis & journal article.
- Drafted & sent rice camp scope of work to USFS.
- Read and edited MWRI Stewardship Plan draft.
- Recorded notes at MWRI Stewardship Plan summit "Stewardship" breakout room.

Field Work and Equipment Maintenance

- 8/2/23: Manistee Marsh wild rice scouting and area mapping.
- 8/4/23: Custer- completed MiRAM, tested access route for releve plot locations.
- 8/3/23: Custer parcel- completed USACE delineation forms & continued mapping.
- 8/8/23: Custer parcel- completed 2/5 releve plots.
- 8/9/23: Tubbs Lake- met GLT to observe sediment sampling, completed initial mapping/density plots.
- 8/10/23: met CMU & MRWA at Maple River, visited wild rice beds near MSGA, Bayne Rd, and upstream of Mill Iron Boat Launch, mapped/scouted beds.
- 8/21/23: LRBOI-GTRLC-ISN Arcadia Marsh Field Day to scout wild rice (priority to check areas with proposed phragmites treatments).
- 8/22/23: picked up canoes from Dunhams.
- 8/23/23: Manistee Lake/Marsh wild rice scouting/mapping.

- 8/24/23: Hamlin Lake- wild rice scouting, collected sample for sedaDNA analysis.
- 8/25/23: Manistee Marsh/River- wild rice scouting/mapping, collected sample for sedaDNA analysis.
- 8/28/23: mailed sedaDNA samples to lab.

Meeting/Training/Travel/Conference Calls

- 8/1/23: MWRI Team meeting.
- 8/2/23: LRBOI-SMM meeting to plan sedaDNA field collection.
- 8/2/23: NRD lunch.
- 8/8/23: MWRI Stewardship Plan summit planning meeting.
- 8/14/23: rice camp planning meeting with GLT.
- 8/14/23: travel to Line 5 Re-Delineation Observation.
- 8/15-17/23: Line 5 Re-Delineation Observation.
- 8/18/23: travel back from Line 5 Re-Delineation Observation.
- 8/21/23: call with Kerryann (EPA) to discuss TWWG.
- 8/23/23: MWRI Stewardship Plan summit planning meeting.
- 8/23/23: ISN seed collection partner meeting.
- 8/23/23: GLRI Engagement Session.
- 8/26/23: wild rice education/outreach talk to ~10 Tribal youth at Indian Village summer camp.
- 8/28/23: Muskegon River- wild rice scouting/mapping, collected sample for sedaDNA analysis.
- 8/28/23: MWRI Stewardship Plan summit planning meeting.
- 8/29/23: travel to MWRI Stewardship Plan summit, planning/collaboration with planning team.
- 8/30-31: MWRI Stewardship Plan summit.

Great Lakes Policy Program

Administration//Reports/Data Entry

- LRBOI invasive Spp. identification guide

Field Work and Equipment Maintenance

- Assisted Water Quality Specialist with an e-fishing survey.

Meeting/Training/Travel/Conference Calls

-

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

August 2023

Steve Parsons

Meetings/Conferences/Trainings

- On August 1 & 15, 2023, I attended Tribal Council work sessions on the proposed Biimaadiiziiwin Cemetery Ordinance.
- On August 3, 2023, I attended the monthly Tribal Government employee staff meeting via Microsoft Teams.
- On August 8, 2023, I attended a meeting along with Ken Ockert (GTEC) and Dale Magoon (LRBOI Finance Department) to discuss Project Representation of BIA Roads funding. This is a potential way to leverage BIA Roads funding to pay for items/costs of that would normally not be allowed to be covered under the BIA Roads funding rules.
- On August 10, 2023, I attended a Tribal work session regarding an agenda item for an upcoming meeting. The agenda item was: Acceptance of Funds from BIA- Self Governance Roads Maintenance.
- On August 11, 2023, I attended a virtual preconstruction meeting for the Aki Maadziwin Sealcoating Project. Also attending the meeting was Ken Ockert (GTEC), Tara Bailey (LRBOI Housing Director), and representatives from Wolverine Sealcoating.
- On August 15, 2023, I participated in a site visit from Scott Hewitt, our BIA Roads representative from the Great Lakes office.
- On August 15, 2023, I attended the MDOT Manistee Road Safety Audit Kickoff Meeting, that was held virtually via Microsoft Teams. The Road Safety Audit (RSA) is a formal safety performance examination of a portion of US-31 from the junction with M-55 to the intersection with Stronach Road.
- On August 17, 2023, I attended the Employee Inservice Appreciation Day for Tribal Government employees.
- On August 28, 2023, I attended a virtual meeting with Ken Ockert (GTEC) and Shawn Carroll (Wolverine Sealcoating) to discuss the rescheduling of the Aki Maadziwin Sealcoating Project. The project was scheduled to begin on August 26. However due to weather delays on the previous project involving Wolverine Sealcoating, the project start date was moved to August 30, 2023, with a scheduled completion date on September 2, 2023.
- On August 29, 2023, I attended the MDOT Manistee Road Safety Audit Findings Meeting, that was held virtually via Microsoft Teams. Preliminary findings were presented, with the opportunity for feedback and questions from the community departments, agencies and individuals on the call. It is expected that a final report will be issued by MDOT at the end of September 2023.

Activities/Accomplishments/Updates

- 2023 BIA Roads Projects: Here is a brief review of BIA Roads Projects that are scheduled to take place this year. Please note that due to unpredictable weather patterns during the months of March and April, most of our road construction projects have been delayed or rescheduled to begin later in the construction season.

- Aki Madiiziiwin Roads: The reconstruction of the entry road and the repair work on the remaining roads in the circle/residential area have been completed. The entire road system (including the Community Center parking lot) will be seal coated beginning in late August/early September.
- Aki Madiiziiwin Sealcoating Project: As noted earlier in this report, the project was rescheduled due to the contractor being unable to meet the original start date. In the revised schedule, the project began on August 30, 2023 and was scheduled for completion on September 2, 2023.
- Public Safety Parking Lot: The remaining item for this project was the construction of a small (20 spaces) parking lot on the north side of the Justice Center Building. However, given the need for occupants of the Tribal Justice Center building (primarily Tribal Court and Public Safety) to expand their work area and services, this project will not be continued this year and will be closed out with the BIA and FHWA offices. Any additional work to the parking lot can be added to a future Tribal Transportation Improvement Plan (TTIP) and scheduled for a future year.
- Tribal Cemetery Road: The road network for Phase I was completed in 2022. The remaining components were scheduled to be completed in 2023. However, due to a lack of funding, many of the remaining components will not happen this year. These include: a fresh/drinkable water source (water well), septic system, facilities/maintenance building, and landscaping (including laying out burial plots). We did make progress on one component this summer—Great Lakes Energy did approve our application to run a primary electrical line from the existing Custer Cemetery to our cemetery. An easement was granted by the Custer Township Board to make this connection happen.
We believe that we have found a viable means to fund the existing project components thorough our BIA Road funding (called Project Representation). The plan is to work on the remaining project components in 2024 once the project representation is in place.
- US31/M-22 Roundabout (Sidewalk Extension): One of the remaining items left over from the roundabout construction was the completion of a sidewalk from the roundabout to the main entrance of the Litte River Casino Resort. Tribal Council approved a contract with Elmer’s Crane & Dozer to construct the sidewalk. The project is scheduled to start on August 21 and take roughly two weeks to complete.
- Government Center Parking Lot #2 (Primarily used by the LRBOI Clinic): This involves the replacement of the porous concrete sections of the parking lot by solid concrete sections—much like what was done with the Government Center front parking lot. We anticipate this project being completed in 2-3 weeks, and plan to have the project bid out sometime in early September 2023.
- Loon Drive Resurfacing/Reconstruction: This project will involve the resurfacing and/or reconstruction of Loon Drive from the general area where it connects with the roundabout to the area just beyond the existing Gathering Grounds parking lot. The goal of this project is to remedy road defects and drainage issues. A specific schedule for this project has not been established, but we hope to have this bid out sometime in early September 2023 with construction occurring shortly thereafter.
- Aki Madziwiin Connector Road: This project was put back on the TTIP for 2023 as a planning/development project. This is a proposed road that will extend from the southwest corner of the Aki Madiiziiwin Housing Development (near the pump house) along an existing railroad grade and will terminate at Frost Road just north of US-31 (across from the Marathon Gas Station). This proposed road will serve as an alternate

route to enter and exit Aki Madiiwiwin (particularly in an emergency situation when the main entry road is not accessible). GTEC will develop a plan for design and construction of the road and provide a cost estimate sometime later this summer. Depending on the cost involved and anticipated scheduling, we may add this to our list of TTIP construction projects for 2024.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
August-23

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	5
City Assist	7
County Assist	14
Medical Assist	
MSP Assist	5
Other Calls for Service	
Property Checks	743
Suspicious Person	1
Suspicious Situation	5
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	
Accidents	7
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	1
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	2
OUID	1
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	10
Unsecured Vehicle	
Verbal Warning	4
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	5
PPO Served	
Federal Docket Ticket	

Criminal Offenses

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

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	257.75
Alarm	5
Attempt to Locate	
Boat Dock Checks	
Casino Hours	126.5
Civil Standby	
Community Policing	3
Court Hours	2.75
Death Notification	
Drug Disposal	
Follow-Up Investigations	12
Found Property	2
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	3
Total Complaints	52
Total Reports	52
Training Hours	4
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	4046
Voluntary Missing Adult	

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
August-23

Administrative Hours	35
Arrest(s)	
Male	
Female	
Assist(s)	1
Boardings	
Catch Inspections	2
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	8
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	2
Hours Worked	277
Joint Patrol(s)	
Marine Time	11
Meeting(s)	1
Meeting Hours	4
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	3
Training Hours	6
Vehicle Mileage	2356
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

August 15-19, 2023 Sgt Robles attended National Tribal Emergency Management Conference in Tulalip, WA.

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
August-23**

Administrative Hours	220.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	12
Assist Hours	10.5
Citation(s)	6
Civil	6
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	32
Contacts	533
Court	
Court Hours	
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	480.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	4
Meeting Hours	3.5
Paper Service	
Possible Trespass	
PR Activities	1
PR Activities Hours	1.5
Property Checks	113
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	7.25
Vehicle Mileage	3565
Vehicle Stops	13
Verbal Warning(s)	7
Written Warning(s)	1
Training/Travel	

Tax Office
Valerie Chandler

Tax Department August 2023 Monthly Report

Staff: Valerie Chandler, Tax Officer
Nathan Burkhart, Tax Department Administrative Assistant (Temp)

During the month of August 2023, 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
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for July 2023.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 3 Certificates of Exemption:
 - Purchaser: 1 RTMs 2 Tribe/Entity
 - Purchase Type: 1 Vehicles 2 Construction 0 Recreational Vehicle
9. Reviewed 37 Tribal Member address and/or name changes; 5 required updating of the RTM list and database.
10. Processed 4 Proofs of Residency.
11. Processed 5 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 include, but are not limited to:
 - New or re-instated RTMs
 - Deceased RTMs
 - Address changes for 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 into 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 2023 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,182 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, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed July 2023 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Prepared the announcement of the July Employees of the Month which included printing and displaying the certificates in the lobby.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition for the government employees including, but not limited to facilitating the monthly virtual staff meeting and seeking agenda items.
3. Facilitated one of the team building breakout sessions for the Employee In-Service Day.
4. Corresponded with staff to try to stay updated on the progress of the Community Center remodeling so that it has little to no interruption or inconvenience to current reservations.
5. Processed, issued and mailed 2 Temporary Tribal Business Tax Licenses to vendors and/or performers selling merchandise on Tribal/Trust land.

6. Corresponded with a couple of car dealerships regarding Certificates of Exemption for Tribal Members wanting to purchase a vehicle.
7. Began shredding department files that have already been successfully audited and scanned for electronic storage.
8. Prepared and mailed 7 Proof of Residency letters requesting the members to submit documentation of the residency within the Tax Agreement Area.
9. Prepared and submitted the Tribe's 2nd quarter tax sharing return to the State of Michigan Department of Treasury.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - The Tribe's utility accounts still being charged State sales tax despite all required paperwork being filed with each company and a great amount of time spent corresponding with the companies to correct the issues. Ideas are being discussed to ensure compliance by the utility companies.

Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices fluctuate.
2. Worked with the new c-store Manager to review tribal member tax exemptions, logging of purchases, policies and procedures and answering any questions.

Little River Casino Resort Interactions:

1. 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.

Meetings / Trainings Attended During the Month:

1. Monthly Employee Staff meeting via Teams on August 3, 2023
2. Attended Employee Recognition meetings on August 3 and 10, 2023
3. Attended Employee In-Service and Appreciation Picnic on August 17, 2023
4. Attended Directors' Meeting on August 31, 2023

Statistics:

Total Registered Resident Tribal Members (RTMs): 250

- Manistee County: 239
- Mason County: 11

Monthly Tax Revenue*:

*July 2023 amounts received in August 2023

- Retail Sales Tax (Gift Shop) \$1,390.52
- Retail Sales Tax (Nectar Spa) \$58.44
- Retail Sales Tax (Trading Post) \$4,862.55
- Service Tax \$666.33
- Admissions Tax \$2,082.09
- Lodging & Occupancy Tax \$27,288.70

- Food & Beverage Tax \$39,528.54

Tribal Member Tax Exemption Rates ("Discounts") for September 2023*:

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

- Gasoline: \$0.470/gallon
- Diesel: \$0.488/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price
*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
August 2023 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 82 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. Met with WSCC to discuss WSCC\LRBOI partnership involving museum displays.
3. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
4. Administered, directed, and supervised all departmental activities.
5. Attended 4 remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE, on differing topics/focus.
6. Attended the regular monthly staff meeting.

7. Continued meetings with MACPRA. Continued work on MSU NAGPRA related files.
8. Met to discuss GVSU return of remains in September.
9. Attended the DIA-MACPRA planning meeting (online).

The Language Coordinator accomplished the following during this month

1. Conducted a naming ceremony after language camp was over at language camp.
2. Coordinated things that needed to be done after camp was over, like Dumpster.
3. Participated in more interviews after camp was over.
4. Posted and re-posted language videos in Endaaying.
5. Developed language video lessons for a video shoot coming up.
6. Produced language lessons and taught them.
7. Recycled for Manistee and Muskegon pharmacy.
8. Consultant to IPR, Delta Dental, GRPM, Mi. nature association.
9. Answered Emails, messages, and calls about language camp, culture.

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 2023, 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

Billing

Water	\$14,680.66
Sewer	\$30,554.14
Irrigation	\$3,543.43
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$17,645.44
Septage	\$10,971.20
Other	\$145.00
Month Total	\$85,609.20
Yr. to Date Water	\$104,288.16
Yr. to Date Sewer	\$174,341.86
Yr. to Date Irrigation	\$21,341.46
Yr. to Date Fire Suppression	\$64,554.64
Yr. to Date Manistee Township	\$129,795.89
Yr. to Date Septage	\$62,059.89
Other Revenue	\$1,281.97
Credit	\$0.00
Yr. to Date Total	\$557,663.87

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 5,927,457
 - b. Ave Daily Flow Gallons 191,208

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 2,376,375
 - b. Daily Average Gallons 76,657

 - Effluent Gallons**
 - a. 2,847,268
 - b. Daily Average Gallons 91,912

 - Lagoon**
 - a. Influent 656,117
 - b. Daily Average Gallons 21,165

- 3. Septic Sewage**
 - a. 202,537 Gallons

III. Travel/Trainings/Meetings

What: MTERA Conference
Who: MTERA
Where: Online

What: Budget Meeting
Who: Tara Bailey, William Willis, Angela Rabb, Kathleen Bowers, Gary Lewis
Where: Aki Conference Room

What: Planning Meeting WWTP
Who: Bryan Beamer - I.H.S., Glenna Woods-Gosling Czubak, Diane Kerr, Gary Lewis
Where: WWTP Zoom

What: Directors Meeting
Who: Gary Lewis
Where: Powwow grounds
Sponsored by: Ogema / Tribal Manager

What: Leads Meetings
Who: Gary Lewis
Where: Ogema office

What: Council Work Session / Council Meeting
Wolverine Power Contract Generator Maintenance
Who: Diane Kerr, Gary Lewis
Where: Council Chambers/Zoom

What: Interviews Various Departments
Who: Gary Lewis
Where: Human Resources Conference room