

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 *ZBR*
Naangwa: Date: January 23, 2018
Maanda Nji: Re: December, 2017 Operations Report

We respectfully submit the December, 2017 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
December, 2017

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

December, 2017 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. **2017 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2017 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2017 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

1. Completion of the 2016 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2014. Work is in process on the 2015 Indirect Cost Proposal.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2018 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2016 audit took place May 15 - 23, 2017. The firm Dennis, Gartland & Niergarth, performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for year ended December 31, 2016, has been issued to the Tribe with an Audit opinion date of August 18, 2017. The audit presentation took place Tuesday, August 29, at 1:00pm, in the Tribal Council conference room, with the Ogema and Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report was filed with all appropriate federal agencies before the September 30, 2017, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI (10) Homes, Pharmacy Renovation, Child & Family Development Center, Odeno-Fruitport Housing Project and Gathering Grounds. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of December.***
 - i. ***US 31 Sewer Extension Project: Complete- Waiting on As Build's***
 - ii. ***Child & Family Development – none***
 - iii. ***Pharmacy Renovation-None***
 - iv. ***Odeno-Fruitport Housing- \$423,706.91***
 - v. ***2017- AKI 10 - \$110,000.00***
 - vi. ***Gathering Grounds (-\$68,624.67)-CO#2-Decrease***
2. ***Cash Receipts; Daily cash receipts totaled for the month of December, were, \$453,368.79 the General Fund Operating Account had a total of (228) receipts.***
3. ***Lead Facilitator –: Working through transition, as position has changed ongoing updates and review of concerns working with current lead.***
4. ***Judgment Trust Account: Final stages of this program information, should be concluding. No Change.***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.***
6. ***1099MISC. – continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2016.***
7. ***Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.***

8. Tribal Financial Statement Requirements: Due by the 8th of the month.

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

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Construction Task Force –Weekly Meeting - Thursday - review, US 31 Sewer Extension, Child & Family Day Care, Odeno – Fruitport Housing Project, AKI (10) Homes, Gathering Grounds.

Other Meetings

- Clinic – Director / Lead– Meeting
- Pharmacy Meeting- Director, Pharmacist
- Odeno–meeting w/CFO, Controller
- Finance – Assets
- Accounting – Staff Accountant – Job Description

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. Weekly payroll for Trading Post
6. AP including tax payments for Trading Post
7. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
8. Void Stale dated checks
9. Positive Pay
10. Warriors Society Banking

Meetings Held / Attended – Casino Meeting – Trading Post, Auditor

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of January.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received four modifications for the following grants: 2017-2019 EPA Air Quality additional funding in the amount of \$63,770; 2017 BIA Self Governance additional funding in the amount of \$3,212, 2017 BIA Self Governance additional funding in the amount of \$801 and Dept. of Justice OVW Purpose Area #5 modification to move funded budget line amounts around to fit the needs of what is necessary to run program. Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
12. *Tribe received two new grants: 2017 BIA Self Governance Climate Change for the time period of 1/1/17-12/31/17 in the amount of \$51,511.20 and 2018 USDA Food Commodities for the time period of 10/1/17-9/30/18 in the amount of \$93,569. Grant Program booklets were created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. The new funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given copies of these new award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*

Meetings Held/Attended

1. *Met with Steve Wheeler to discuss grant issues on different occasions.*

2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Don MacDonald, Keith Jacque and Dale Magoon weekly.
4. Met with Don MacDonald on a weekly basis.
5. Sat in on the Grant Writer interviews on 12/5/17.
6. Attended Staff breakfast on 12/15/17.
7. Met with Ken LaHaye on 12/18/17.
8. Met with Steve Wheeler and Larry on 12/19/17.
9. Met with Mary Thomas, Jay Sam and Larry on 12/19/17.
10. Met with Alisha Knapp on 12/21/17.

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 425 payroll vouchers/checks through ADP.
2. Verified 49 PAF's this month which included 2 new employee(s), and 2 terminated employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 12/8 and 12/22.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
7. Entered all Unum deductions onto reconciliation spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.

Meetings Held / Attended –

1. 12/1 – Call with Christina (ADP) regarding some setup items for the Committee, Commission, Board members.
2. 12/13, 12/14 & 12/19 – Call with Christina (ADP) to setup and process life insurance adjustments as well as the year to date adjustments for the Committee, Commission, Board members.
3. 12/20 – Call with Raquel from John Hancock to process contribution file for the Committee, Commission, Board member adjustments.

Trainings Held / Attended –

1. 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 the ADP system.
5. Training of Payroll Clerk.

6. Verified entry of Committee/Commission/Board members into ADP and began paying stipends through payroll.
7. Processed December 15th per capita payment and tax deposit. Issued checks for returned direct deposits.
8. Processed year end life insurance adjustments.
9. Processed year to date adjustments for Committee, Commission, Board members.
10. Reviewed first W-2 preview after the first payroll processed.
11. Provided information needed for VOCA grant audit.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. Updating quick reference guide for payroll as necessary.
4. Training payroll Clerk for ADP payroll processing.
5. Updating bi-annual certifications of personnel costs as necessary.

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
3. Creating import file to update health, Dental, and vision rates for 2018 as necessary.
4. Prepare and file Annual form 945 and 945-A for per cap.
5. PTO adjustments for employees who worked during closure time granted by the Ogema.

ACCOUNTS PAYABLE

- Generated checks twice weekly for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, and purchase orders
- A check register was printed and forwarded to Contract Health and Members Assistance
- Keyed in all information into the system for processing and printing checks.
- Ensured checks were then signed off and stuffed into envelopes for distribution.
- Check requests were organized with check stubs and given to the clerk to be filed away.
- Printed a check register after each check run so that the Staff Accountant can submit a report to the bank for Positive Pay immediately after checks are cut.
- Recorded payments received throughout the month for the cash receipt report.
- Voided stale dated checks.

Duties and Accomplishments –

1. *Keyed in all information into the system for processing and printing checks. Generated checks request for Cintas, AT&T, Pure water Works, and Utility bills. Generated checks for bills, stipends, travel advances, court orders, bereavements, Contract Health, purchase orders, etc. Printed a check register for Contract Health, Education and for Membership Assistance Department. Had checks signed and stuffed into envelopes for distribution. Afterwards, check request are organized with check stubs to be filed away. Check registers and their transactions are printed out and filed away. Recorded payments received for cash receipts reports.*

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

1. Continued to work with receiving on getting packing slips in order to pay off invoices that were unpaid. E-mailed the departments that have outstanding purchase orders.

Upcoming Projects / Tasks –

1. Still working on outstanding PO's to get them updated.
2. Keeping withholding from Per cap updated.

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Maintain purchase orders, certified, bulk and fed-ex files
2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail
4. Date and distribute invoices & checks
5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail
9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files

13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Cross-training in travel
2. Setting up Travel folders into shared drive
3. Merging vendors in MIP system
4. Manage and order mail supplies
5. Date stamp and log incoming checks & distribute to AP
6. Process bulk mail
7. Scan and distribute purchase orders and contracts
8. Distribute Tribal certificate of Exemption for sales and use tax certificates
9. Track copier meter readings and process payment requests
10. Enter W-9's into MIP
11. Entering new vendor ID's into MIP
12. Verifying and tracking travel closeouts throughout the month
13. Enter Purchase order item Cancellations
14. Consolidating RFP Packets
15. Backup for the tax officer

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system
2. Updating W9 info for accounting IRS audit TIN/name issues

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 12/4 meeting on NGLC fund codes and 2018 expenses.
2. 12/14-18th. Put together 2018 standing exemption certificates, prepared for mailing, and placed in MIP.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 253 packages.
2. Issued 134 receiving reports.
3. Returned 2 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2015 Indirect Cost Proposal

Meetings Held / Attended –

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Working on finalize FY2015 Indirect Cost Proposal.

Expenditures Update

Total year to date expenditures for the Finance Division for December, 2017, are \$1,229,690 compared to an annual budget of \$1,241,213. Total expenses for the Finance Division for year to date December, 2017, represented 99% of the total annual budget.

Commodities

Ken LaHaye

Department: Food Distribution Program

Ken LaHaye and Meanie Ceplina /December 2017

1 Department Overviews:

Goals and objectives:

The goal of commodity department is to serve low income Native American households living on and off the reservation.

Providing families with nutritional commodity 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.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Submitted newsletter and department report

Ken LaHaye and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye and Melanie filled food orders

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

Ken LaHaye ordered food for warehouse for December

Ken and Melanie cleaned and reorganized office

Melanie organized and updated files

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken LaHaye attended QTR phone conference with USDA

Melanie completed her online certification training

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

December 2017

Department Report

I. Department Overview

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

II. Department reporting section

LRBOI Student Services: 17 student received LRBOI activities funding totaling \$1,503.68 . 2 Driver's Training totaling \$500.00, 1 student received school clothing funds after address change and parental custody settlement, total of \$400, 1 student requested assistance for senior pictures totaling \$100. December 2nd students participated in a presentation for the Elders' Christmas Party- 15 children participated.

Educational Advancement Fund: 1 student totaling \$175 for college application fees

College Book Stipend: 1 student received a book stipend for \$300. The stipend was for a mix up over summer 2017, student is incarcerated so paperwork is delayed and sometimes incomplete with no fault to the student or department.

Meetings Attended:

December 5, 2017 met with Frank Beaver to discuss future grant funding from Natural Resources and Education functions which will help utilize that grant, including funding and organizing future Indian Village Camp activities. Yvonne Parsons and Debra Davis attending

December 15, 2017, Yvonne Parsons, Santana Aker, Debra Davis attending- met to begin discussions/planning for Indian Village Camp, which, in 2018, will consist of only 1 preliminary camp instead of the 2 normally held.

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2017 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

December Monthly Report - 2017

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

To assist all tribal members, as needed in terms of address changes, bereavement forms, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal I.D.s, Per Cap Information, Direct Deposits, Cancellations and performing any other duties that make the department run smoothly.

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

To continue to update the Per Cap data base.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses.
- Enter new individuals in the Per Cap Data Base
- Enter and update Direct Deposit and Cancellation Information into the Per Cap Data Base.
- Constantly updating the Tribal Members Files
- Continuously verifying Tuition Waivers, Certifications of Indian Blood
- Set up Regular meetings

Duties Performed

- Mailed out: 4 Applications forms for people seeking membership
- Mailed out: 31 Address change forms
- 11 Created New and Replacement Ids from 12/01/2017 through 12/31/2017
- 100 Addresses changed from 12/01/2017 through 12/31/2017
- Final Rejection Letters: 1
- Final Acceptance Letters: 5
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0

- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 0 Applications received since 12/01/2017
- List Request of membership: Tax Officer, Election Board, Tribal Council
- Label Request of membership: Public Information,
- Tribal Members Label/List or Statistical Request:
- Statistical Requests:
- Department Verifications:
 1. Prosecutor 6
 2. Members Assistance 14
 3. Purchased and Referred Care 45
 4. Family Services 2
 5. Casino 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 2 Members passed away for the Burial Fund Money
- Sent out 5 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 3 Tuition Waiver Verifications
- 412 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Work Session on Enrollment Regulations with Tribal Council December 4th
- Commission Meeting December 4th

- Total Membership: 4,234
- Total number of Elders: 1,306
- Total number of Adults (18-54): 2,533
- Total number of Minors (0-17): 395
- Total Tribal Members living in:
 - 9 County Area: 1,775
 - Outside 9 County Area: 2,392
 - Michigan: 2,791
 - Outside Michigan: 1,376
 - Undeliverable Addresses: 67

Maintenance
Rusty Smith

Facilities Management Department Report
De-Ahna K. Underwood, Administrative Assistant III
December 2017

I. Department Overview
LITTLE RIVER BAND OF OTTAWA INDIANS
FACILITIES DEPARTMENT

Goals & Objectives

Training for Facilities Personnel
Keep all mechanical aspects of our facilities in proper working condition through preventative maintenance practices
Maintain budget within LRBOI guidelines
Maintain current; future buildings & structures
Maintain department vehicles
Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

This month 44 work orders were submitted and only 2 still open and are works in progress. We are currently in our winter season and our main focus during this time is snow removal.

The Fire suppression at the Government Building, Justice Center and Natural Resources were finally inspected, they were due in October.

The GP-2 pump when down in the Government Building and needs to be rebuilt. Grand Valley is working on it.

We were able to finish up the Bank Building renovations for Wildlife, Fisheries.

Automotive

The mechanic worked on the Department's vehicles and plows. As well as various vehicles for Public Safety, Natural Resources, and Utilities.

III. Budget Expense Justification

Open standing purchase orders until December 31st.

IV. Travel and Trainings

Nothing to report at this time.

Family Services
Jason Cross

Family Services Department

December 2017 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

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

Open Cases.....22

Total number of Tribal members served in open cases: 24

Total number of descendants served in open cases: 4

Total number of individuals served in open cases: 32

Cases Management:

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

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

	Manitoba	Mason	Lake	Ottawa	Mustagon	Oreana	Wexford	Kent	Newargo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	1	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	1	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	3	1	0	0	1	0	0	0	0	0
Stephanie Persenaire Intakes	2	0	0	0	0	0	0	0	0	1
Stephanie Persenaire Open Cases	0	0	0	0	0	1	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	1	0	0	0	0	0	0	0	0	0
Amanda McQueen Open Cases	1	0	0	1	1	0	0	1	0	2
Worker Monthly Totals	9	1	0	1	2	1	0	1	0	3

Sandra DeVerney - Case Management

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

Stephanie Persenaire - Case Management

Total number living in homes served	5	4	0	0	0	2	0	0	0	6
Total number of Tribal Citizens living in homes served	0	3	0	0	0	2	0	0	0	6
Total number of descendants living in homes served	0	1	0	0	0	0	0	0	0	0
Total number of children living in homes served	1	3	0	0	0	1	0	0	0	4
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	1	1	0	0	0	1	0	0	0	4
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	1	0	0	0	0	1	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	1	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	4
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	1	0	0	0	0	0	0	0	0	0
Home Visits	3	2	0	0	0	0	0	0	0	1
Case Reviews	3	0	0	0	0	0	0	0	0	0
Binojeak	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	6	5	0	0	1	0	0	0	0	6
Contacts with LRBOI departments	4	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	25	20	0	0	1	7	0	0	0	31

Amanda McQueen - Case Management

Total number living in homes served	3	0	0	5	2	0	0	0	0	0
Total number of Tribal Citizens living in homes served	2	0	0	1	2	0	0	1	0	0
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	1	0	0	1	1	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	1	0	0	0	0	0
Child Abuse/Neglect	1	0	0	1	1	0	0	1	0	2
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	1	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	1	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	1	0	2
Court appearances	0	0	0	1	0	0	0	1	0	1
Home Visits	1	0	0	1	1	0	0	0	0	1
Case Reviews	0	0	0	1	0	0	0	1	0	1
Binojeak	0	0	0	1	0	0	0	0	0	0
Contacts with outside agencies	0	0	0	8	3	0	0	0	0	14
Contacts with LRBOI departments	0	0	0	2	0	0	0	12	0	4
Tribal Elders	0	0	0	0	0	0	0	1	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	8	0	0	23	12	0	0	18	0	25

**LRBOI Victim Services Program Dec. 2017
Monthly Summary**

➤ **Advocacy/Case Management**

- Current Open Cases: (1) New Intake(s), (2) Cases closed, (7) Current Open Cases
 - Provided: utilities, ed. material, transportation, daycare, legal assistance, judicial advocacy, referrals to community resources, and rental assistance.
- Attended (0) court hearing
- Had (4) client face to face meetings

➤ **Collaboration Efforts**

- Meet w/Manistee Sheriff Dept. on 12/1
- New MOU for Safe Haven (Kent Co.) 12/8

➤ **Travel & Training**

- Human Trafficking Forensic Training 12/5
- UCCJEA/interstate custody cases webinar 12/8

➤ **Outreach/Education**

- Resource table at Manistee Christmas Parade 12/2
- Presented on Healthy Relationships to Casman students 12/7

➤ **Grants**

- Submitted VOCA final FSR budget workbook 12/4
- Phone conference w/OVW grant manager on 12/13
- Submitted FVPSA final report on 12/21
- Submitted VOCA July 2017 salary audit report on 12/21

Next Generation Learning Center

Enrollment Statistics:

95 Children are currently enrolled and “active” within NGLC at either a full time or part time capacity.

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	17	7	10	3	2	4
Toddler Classroom (2-3 years old)	21	8	13	5	5	5
Maple Preschool	21	11	10	3	1	2
Cedar Preschool	17	13	4	2	2	2
School Age (5-12 years)	19	*0 School is in session	19	7	2	5
Totals	95	39	56	20	12	18
Percentages		41%	59%	21%	13%	19%

5 Families have received full time employment since the opening of NGLC	20 Children are receiving Child Development and Care Subsidy (CDC) from MDE	1 Child has received a Childcare scholarship from Great Start Collaborative of Manistee Co.
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Current Center Happenings:

- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Monday morning
- Our Great Start to Readiness Program (GSRP) Program is full, 16 children are able to attend NGLC Preschool Programming at no cost Monday-Thursday 8:00-3:25p. Our full status will guarantee full funding for the 2017-2018 School Year.
- A wait list of 32 children is currently being evaluated to have more children attend the center; we were able to enroll 14 more children to start the beginning of the New Year.
- The Manistee County 2-1-1 Community Events Calendar is published available for purchase in the community and features all artwork done by NGLC children
- The Parent Advisory has formed and has elected their Chair, Vice Chair, Secretary
- 6 children currently receive Early On (early intervention special education) while attending NGLC-2 children receive ABA Therapy for Children with Autism.
- Teachers have full access to COR-which is an assessment tool used with the curriculum
- Our Great Start to Quality Early Childhood Consultant will start to visit our center on a regular basis to continue our practice to reach a five star status.

Upcoming Events:

- Parent Advisory Meeting January 11
- Parent Teacher Conferences will take place the week of January 22

Departmental Monthly Events & Needs

Meetings:

HSCB – 12/5/2017

Chamber of Commerce – 12/6/17

Community Foundation Recreation Plan – 12/11/17

Strategic Planning – 12/12/17

Truancy – 12/14/17

Michigan Works – 12/15/17

Travel and Trainings:

Human Trafficking Training – 12/5/17

Court

LRBOI – 2

Washtenaw County - 1

Identified unmet needs:

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

Respectfully submitted,

**Jason Cross, MSW
Director of Family Services**

Grants
Vacant a director

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

From: Don MacDonald, Director of Health Services
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Dottie Batchelder, BEDABIN Substance Abuse Counselor

Date: January 11, 2017

Re: DECEMBER 2017 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of December 2017. This report will reflect aggregate supplemental information from lead staff members Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor.

December 5, 2017 – Dottie Batchelder, Chemical Dependency Counselor, attended the Manistee County Human Services Collaborative Board (HSCB) Annual meeting and was one of the presenters on the Opioid Panel.

December 6, 2017 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, and Gina Dahlke, PRC/EHAP Supervisor participated in Community Health Representative interviews along with Alica Knapp, H.R. Generalist.

December 7, 2017 – Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, Keith Jacque, Pharmacist, and Dr. Julie Dixon participated in a meeting to formulize a presentation/plan for pharmacy implementation.

December 8, 2017 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, and Gina Dahlke, PRC/EHAP Supervisor participated in Administrative Assistant II interviews along with Alicia Knapp, H.R. Generalist.

December 12, 2017 – Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting. (SAPC)

December 19, 2017 – the Traditional Healer seen clients through Be Da Bin Behavioral Health.

Don MacDonald, Director of Health Services, Keith Jacques, Chief Pharmacist and Tammy Burmeister, Health and Human Services Lead continue to meet on a weekly basis to address ongoing pharmacy implementation needs.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, worked a lot on the Tribal Opioid Prevention Grant with planning of upcoming trainings and events (including biweekly reports). She attended meetings for Northern Michigan Recovery Residences, SEA of Manistee County, SAPC, and phone conferences for the Tribal Opioid Grants (prevention and treatment). Sujean Drake, Mental Health Counselor, is now contractual and mainly works with the Mental Health Block Grant (tele-psychiatry). She works with Dr. Hawley, through Pine Rest. Sujean also attended the Suicide Awareness and Prevention Coalition meeting, as well as Krystal Davis, Intake Worker. Krystal works with the Traditional Healer and is also doing patient registration as needed in the Health Clinic.

Forest County Potawatomi Insurance Department filed 191 claims on behalf of Little River in the amount of \$38,008.95.

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

CLINIC OPERATIONS:

194 patients scheduled

28 patients NO-SHOW to scheduled appointments

16 patients provided SAME DAY appointments for emergent matters**

51 cancelled appointments

131 patients attending CLINIC PHYSICIAN appointments**

20 patients PHONE TRIAGE**

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

38 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN DECEMBER (Total Patient Volume): 468

Diabetic patients: 38

Flu Vaccines: 39

Injections: 3

Nursing Visits: 3 **

On-site Labs: 97

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,230

DIRECT CALLS TO CLINIC OPERATIONS: 328

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 580

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDENCY COUNSELOR:

16/9 INDIVIDUAL/RECOVERY CLIENTS

105 CLIENT CONTACTS FOR SERVICES

127 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 145

MENTAL HEALTH COUNSELOR:

18 INDIVIDUAL CLIENTS

44 CLIENT CONTACTS FOR SERVICES

62 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 44

INTAKE WORKER:

23 CLIENT CONTACTS FOR SERVICES

93 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 23

TRADITIONAL HEALING: 8 INDIVIDUAL CLIENT CONTACTS

TOTAL 23 NO SHOWS FOR MONTH FOR STAFF

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 8

TRAVEL HOURS: 34

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 8

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 87,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1609

TOTAL PRC PAID IN DECEMBER: \$ 51,019.94

PHARMACY/OTHER: \$ 24,833.26

DENTAL: \$ 13,589.85

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

TOTAL CLAIMS RECEIVED: 311

TOTAL CLAIMS ENTERED: 403

TOTAL PRC PAID 2017: \$ 1,117,117.69

TOTAL EHAP PAID IN DECEMBER: \$ 36,300.08

TOTAL EHAP PAID 2017: \$ 447,771.57

TOTAL ENROLLED EHAP/LRBOI: 1285

MEDICARE LIKE RATE (MLR) Savings for DECEMBER 2017

Claims submitted:	47	\$ 56,350.34 (total submitted)
		<u>-\$ 17,210.99 (what we paid)</u>
		\$ 39,139.35 (total savings)

PHARMACY

Active patients:	149
Prescriptions filled:	373
Insurance charges:	\$32,786.44
Insurance payments:	\$24,622.46
PRC-equivalent write offs:	
LRBOI:	\$9,161.93
Other Tribes:	\$101.78
Total:	\$9,263.71

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For December 2017

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nicholas Berentsen – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities

- A.** The Housing Department measured and ordered FF&E (window treatments, appliances and mail boxes) for the three fair market units turned over to us October 27, 2017. We received the window treatments November 21, 2017 approximately one month after they were ordered from Home Depot, and they were installed by the Housing Department on 11-22-17.

We have received 2 of the 3 sets of appliances from Home Depot which were installed upon receipt. Both units have been rented.

The third set of appliances was not received until December 20, 2017. They have now been installed and that unit is rented as well.

The first set of three houses FF&E was purchased from the Housing Departments budget and unfortunately we did not have enough funds in our budget to purchase the rest. Therefore Tribal Council replenished the Housing Stock Reserve Fund and on March 6, 2017 they approved a resolution to purchase the FF&E for the remaining 7 Fair Market Rental Units. The Housing Department then ordered the FF&E from Home Depot.

On December 20, 2017 the appliances were delivered to the Housing Department, however as of the end of December we have not received the Window Treatments.

The Housing Department has been pursuing commitments from the list of applicants in anticipation of receiving the window treatments for installation and rental in January 2018.

The Housing Department had scheduled the final inspection for the last two new rental units with the contractor the week of December 18 however due to the weather it had to be rescheduled to January 2018.

- B. On December 11, 2017 the Housing Department participated in a meeting with Manistee County to discuss collaboration on Recreation Grant opportunities. I gave the county information on the Master Recreation Plan that the Housing Commission and Department developed for Aki maadiziwin.
- C. During the month the Department performed the following activities.
 - Lease renewals due during the month: 1
 - Leases renewed: 3
 - New leases: 1
 - Annual Inspections: 1
 - Move-out Inspections: 0
 - Move outs: 1
 - Transfers: 1
- D. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 0
 - Amount of Awards made for the Month: \$0
 - Total Number of Awards made during the Year: 17
 - Total Amount of Awards for the Year: \$73,112.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 3
- B. Termination Notice(s) issued: 2
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 67 rental units in total of which all 66 were rented giving us an occupancy rating of 99%. Note the appliances for the third unit were not received until December 20, 2017. Also the remaining 7 new fair market rentals have not been included in our count as they still have FF&E to be installed and therefore are not finished.

- A. Aki has 57 income based rental units of which 57 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low income family rental units and 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki also has 15 fair market rentals and 14 are rented.
- B. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- C. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

1. Construction completion of 10 new fair market rental units. The Housing Department is waiting for the delivery of the FF&E in order to finish for occupancy.

VI. Plans for the Future.

- A. Development of an Elders Apartment Complex at Aki maadiziwin. The development of the apartments is planned to be funded through Low Income Housing Tax Credits (LIHTC). Our consultant, Travois, informed us we should have a decision on our application in February 2018.

VII. Other Information

- A. None

End of Report
Frank Figgels, Housing Director
January 5, 2018

Attachment: December 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 12-4 Repaired Garage Door track hangers @ 2629 OC reinstalled
Fridge Seal @ 2629 OC, Receipts, Daily logs, EOM paperwork
Tenant called said Garage Door / Remote working again @ 2685 IC

Date 12-5 Checked Fluids in trucks, welded slide feet
guides for snow blower on tractor, back ups for winter
Cleaned + organized shop area wood shop

Date 12-6
MOVED CABINETS IN SHOP, REHANG CABINET DOOR
ORGANIZED WOOD SHOP, MADE NEW STAND FOR 6" GRINDER

Date 12-7 Plowed and Salted lots walks, Cleaned Drives
Got Quote From Advance Auto for heater resistor for Grey truck
Built Shelves in wood shop area, Cleaned and organized
Wood shop area, Installed new heater resistor in Grey
Truck

Date 12-8 Cleaned Walks + Lots, salted Walks + lots,
Cleaned Drives MADE HOLDER FOR SPADE BITS
Brought trailer in to ~~thaw~~ thaw for appliance move,
Checked in town Drive @ 230 9th street

Due Every Friday
Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 12-11 Cleaned Lots / Walks Salted, Cleaned Drives
Swapped appliances from 26350C to 2590 OC
Replaced GFCI outlet @ 2680 OC in Garage 15 Amp
Painted woodshop shelves started getting christmas decorations
ready

Date 12-12 snow removal & salting, Receipts, organize
Salt area clean-up salt area, Cut Christmas Decorations
and Tree Down Took Townstairs, Picked up Three trash
cans for New Houses, ordered 7 more

Date 12-13 Cleaned walks Lots (ADA) Salted, Cleaned intown
Drive, Cleaned Drives + Elder Row

Plowed lots, walks, Salted, Cleaned Drives + Inner Circle
Cleaned Drives and made path to BLDs

Date 12-14 Plowed and Salted Lots, Salted Walks, shoveled
Door areas, Snow Removal Drives Elders, ADA, 62 +
Cleaned & oiled Exhaust fan @ Shop, Installed shelves in
wood shop, Thawed & Cleaned Gray truck, walk thru two new
units Lots 53, 59, Reinstalled Facia @ 2724 OC
Web o Mar Rodent

Date 12-15 Plowed salted lots / walks, Cleaned Drives,
Cleaned Shop Floor from trucks thawing, Cleaned Vacant
Drives and shoveled walks, Cleaned up lots & walks
Staff Breakfast

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 12-18 Salt walks, Move out Inspection Work @ 2644 OC
Unplugged toilet @ 2698 OC, Adjusted Temp on showers @
2638 OC leak in Basement Informed Ron @ Stillwater (New House)

Date 12-19 Continued Move out Items @ 2644 OC, Let Plumber
in @ 2638 OC, let Builder in @ 2590 OC Countertop + Cabinets
separating from wall, Received 7 Ranges to shop
updated Maps, Made room for Next delivery of Appliances
dropped off 1 trash can @ 2590 OC + 2638 OC, Picked up Cans
for New units

Date 12-20 Receipts, Move out Report #'s to Cheryl, Clean up
and organize shop area, Started Quote for water heater change out (4)
Picked up supplies from Gilroy, Ordered Casing 120', Received
25 Appliances for New units 8 Frid, 8 Washer 8, Dryers, 1 stove

Date 12-21 No Take

Date 12-22 No Take

Due Every Friday

Thank you for filling out this Daily Worksheet

**Housing 2017
Daily Worksheet**

Date 12-25 Closed

Date 12-26 Closed

Date 12-27 Closed

Date 12-28 Closed

Date 12-29 Closed

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
Vacant a director

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
December 2017

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Windows server software upgrades installed and activated.
2. Help Desk request ticketing system upgraded.
3. Sophos End Point appliance updated.
4. 166 new IT work orders were opened in December 2017 and 160 IT work orders were completed in December 2017.
5. Disk space project continues with vendor conference calls to discuss the upgrade and replacement of the SAN.

Meetings Held / Attended –

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

Trainings Held / Attended –

3. Share point Training for two of the IT Staff continues.

Special Tasks / Activities Performed –

4. Relocated the communications equipment in the Muskegon Office.

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: January 11, 2018
Re: December 2017 report of activities

Number of tribal members assisted on new issues 75

Number of referrals received 1

Number of continuing cases: 37

Types of legal issues:

Child support	Change of Custody
Probate Estate	Release from Hospital
Divorce	Real Estate
Beneficiaries	Vehicle Title
Revocation of Power of Attorney	Driver Responsibility Fees
Wills	Real Estate Divison/Split
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Cremation	Parenting Time
Trusts	General Civil
Schools	Ordinances
Real Estate Taxes	Eviction – Out of State
Cemetery Plot	Child Protective Services
Landlord – Tenant Issues	Guardian – Minor - Limited
Personal Protection Orders	Bankruptcy
Class Action Lawsuit	Collections
DHS	Personal Injury
SSI	Escrow of Rent
Child Support Amendment	Small Claims
Real Estate Tax Exemption	Small Probate Estate

Garnishment
Per Cap Garnishment
Per Cap
Hit and Run
Foreclosure
Landlord – Tenant – Out of State
Change Child Tax Exemption – Divorce
Temporary Restraining Order
Payment of Debt from Probate Estate
Discovery in Civil Action
Funerals

Criminal
Abuse – Neglect of Minors
Guardianship – Adult
Unemployment
Eviction
Business Loan
Nursing Home
Birth Certificate
Land Contract
Court Jurisdiction

Sample of Work Performed:

Assisted a tribal member obtain an ex-parte order for their spouse to immediately return their minor child when the child was wrongfully taken

Assisted a tribal member access a relatives funds in a bank account after the relative passed away

Assisted a tribal member withhold rent when their landlord refused to make repairs

Assisted a tribal member amend a divorce judgment to change parenting time

Assisted a tribal member terminate a power of attorney and notify the agent that they were no longer to act as that person's agent

Members Assistance
Jason Cross (Interim)

Members Assistance Department

December 2017 Departmental Report

Jason Cross – Supervisor
Linda Wissner – Members Assistance Program Specialist
Raven Lewis – Members Assistance Program Specialist
Noelle Cross – Elder Meal Program Administrator
Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

a. MOA BE-11-G62 \$68,000

i. Total expensed \$63,522.58

ii. Budget remaining 7%

iii. 18 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	2	1	0	10	0	0	0	0	2

b. MOA BE-16-J72 \$261,000

i. Total expensed \$111,207.89

ii. Budget remaining 57%

iii. 16 total households served with this program.

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

c. MOA BE-14-J33 \$126,000

i. Total expensed \$130,496.93

ii. Budget remaining -4%

iii. 23 total households served with this program.

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

2. Food Assistance Program

a. Budget \$45,000

b. Carry over \$16,650

c. Total budget \$61,650

d. Total expensed YTD \$43,050

e. 41% Remaining

f. 198 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
50	9	7	3	42	7	4	18	3	55

3. Rental and Mortgage Assistance Program

a. Total Budget \$35,000

b. Total expensed YTD \$31,660.62

c. 10% Remaining

d. 83 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
16	2	0	1	14	1	2	7	1	39

4. Low Income Energy Assistance Program

- a. Total Budget \$40,000
- b. Total expensed YTD \$28,906.49
- c. 28% Remaining
- d. 135 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
32	3	6	1	23	5	3	9	1	52

5. LIHEAP Reallotment – DHHS Grant Funded Program FY 2017

- a. Total Budget \$17,141
- b. Total expensed to date \$4,066.69
- c. 10 total households accessing this program to date.

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

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$11,435
- c. 23% Remaining
- d. 45 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
14	2	2	1	11	1	1	2	0	11

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$21,085.78
- c. 16% Remaining
- d. 85 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
28	4	1	3	14	2	1	6	0	26

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$95,633.15
- c. 12% Remaining
- d. 29 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	2	0	14	0	1	0	0	9

9. Bereavement Program

- a. Total Budget \$453,000
- b. Total expensed YTD \$347,000
- c. 23% Remaining
- d. 46 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	4	0	0	9	0	0	1	2	23

10. Elders Insurance

- a. Cost per Elder \$240.00 Medical and \$225.00 benefit per month.

11. Department Ongoing Activities

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.
- d. MMAP – Linda Wissner maintaining service delivery.

12. Applications

Mailed	Picked up	Emailed	Faxed
352	33	164	9

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
198	141	50	37	116	134	50	38	8	0

13. Office Visits

- a. 16 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

**December 2017 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

- Assisted with biologists paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
- Staff Management ADP
- 2017 Monthly Staff Reporting
- Great Lakes fisheries data entry and management
- Inland Fisheries – LRBOI Bays De Noc Walleye Consent Decree harvest data exchange
- Inland Fisheries – Data entry and scale aging
- Entered field data into computer databases
- Draft Annual Sturgeon Program Report
- Grant writing for SRF maintenance grant funding
- Inland fisheries data entry and management
- Lake sturgeon Manistee River adult project communication with Cramer Fish Science

Equipment maintenance/Field Work/Lab Work:

- Received Manistee River Adult lake sturgeon monitoring weir components from Cramer Fish Science
- Initial process of installation of new SRF filter

- GL vessel maintenance and winterization (Mike)
- Lake trout heads preparation for USFWS (Mike, Barry)
- Great Lakes gear winterization (Mike)
- Great lakes gear organization/clean-up (Mike, Barry)
- Inland fisheries equipment maintenance/winterization
- Cleaned and organized work area in Big-Blue
- Grayling – Remote site incubator construction/modification

Meetings/Training/Travel/Conference Calls

- Arctic Grayling – Phone call with GVSU (Dec. 13)
- Arctic Grayling – Final report discussion with GVSU (Dec. 19)
- Arctic Grayling – Site visit with GVSU (Dec. 21)
- Inland Fisheries – Phone call with GTB (Dec. 13)
- Worked on implementing sturgeon in the class room with local teacher and black lake sturgeon for tomorrow
- December CORA meeting (Dec. 7)
- Lake trout aging workshop, East Lansing (Dec. 12-13)

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

Wildlife Program

Ari Cornman - Senior Wildlife Biologist
 Robert Sanders - Wildlife Biologist
 John Grocholski - Wildlife Technician

Tasks and Accomplishments

- Reviewing and commenting on DNR, USFS, NPS, and USFWS actions
- Grant/Project proposal preparation
- Work on hunting/fishing regulations
- Issued tags and permits to members
- Editing and commenting on Line 5 NRDA plan
- Bear and CITES sealing
- Coordinating wolf research, issues, and PR
- Coordination on CWD issues
- Support letters for MISIN and other organizations

Administration/Budget/Reports/Data Entry

- Completed monthly reports
- Manage budget and review R&E's
- Research items to order, create requisitions and follow through
- ICD reporting
- Vehicle management

- Timesheets

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Snowshoe hare population monitoring and research
- Servicing field equipment
- Setting camera traps for marten and hare
- Airport tree cutting coordination

Meetings/Training/Travel/Conference Calls

- Marten and hare coordination meetings and calls with partners
- NRC meeting
- NRDAR conference call
- Line 5 Alternatives Report meeting
- Public black bear forum
- CORA meeting

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Shaughn Barnett- Water Quality Specialist

Josh Beaulaurier- Aquatic/Fisheries Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Staff Management - ADP
- Reviewed current work plans
- Reviewed Staff 2018 Work plans
- Worked on TAS application for CAA 105, 505 – Submitted for Legal Review
- Added new properties to Property Database
- Reviewed Nestle Documents
- Reviewed most recent Enbridge line 5 documents
- Continued communication with partners on invasive species and wild rice
- Began review of the 2013 GAP Guidance for comments
- Coordinated with Project officer on all comments of the semi annual report

Meeting/Training/Travel/Conference Calls

- Region 5 Tribal Operations Committee (RTOC) Caucus Call Dec 6
- Region 5 TEPM Planning Call Dec 12
- Protecting Place Conference Dec 11- Dec15
- Region 5 TEPM Water Planning Call Dec 19

Brownfield Program

Administration /Reports/Data Entry

- Work on Site Survey SOP and Site Inventory SOP
- Work on draft of East Lake "Blue" Water Testing results report
- Submitted additional changes to supervisor for FY19 Budget (Dec 1)

Field Work and Equipment Maintenance

- Assisted Great Lakes/Fisheries Staff with unloading of River Weir (Dec 14)

Meeting/Training/Travel/Conference Calls

- Meeting with supervisor (Dec 1) regarding Site Survey SOP & FY19 Budget
- Attended the EPA National Brownfields Conference in Pittsburgh, PA (Dec 5-7)
- Environmental Staff Meeting (Dec 18)
- LRBOI Governmental Staff Holiday Breakfast (Dec 15)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed monthly report for LRBOI.
- Reviewed MDEQ MiWaters for upcoming permits
- Updated chemical and physical WQ graphs for FY 17-18
- Uploaded HOBO temperature data and Flowtracker data to database
- Uploaded nutrient parameters to WQX
- Submitted Water Quality Assessment Report (WAR)
- Assessed Fall 2017 macroinvertebrate data and uploaded to database
- Submitted New Zealand Mudsnail article to Currents/Rapid River News
- Began list of potential WQ site additions
- Created yearly maintenance schedule and log for Hydrolabs, flow meters
- Started correlation analyses on agricultural watersheds and nutrients
- Drafted chemical inventory sheet

Field Work and Equipment Maintenance

- Shipped off 2017 Zooplankton samples

Meeting/Training/Travel/Conference Calls

- 12/6/17 – Meeting w/Kevin Hughes (Portage Lake Steering Committee)
- 12/8/17 Meeting w/Gary Lewis (Source Water Protection Plan)
- 12/13/17 – Region 5 Lake RMN Webinar
- 12/14/17- Meeting w/Kevin Hughes (Portage Lake Steering Committee)

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Revised LRBOI's entry in the 2017 Tribal Air Resources Journal – 12/1

Field Work and Equipment Maintenance

- Received recertified Chinooks – 12/20
- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 12/4 and 12/21
- Completed PM 2.5, Monthly Maintenance & QC – 12/4 and 12/21
- Completed PM 2.5, Quarterly Maintenance & QC – 9/27, 12/4
- Completed PM 2.5, Semi-Annual Maintenance & QC – 12/6/17
- Completed PM 2.5, Annual Maintenance & QC – 12/6/17
- Installed new set of PM 2.5 filters – 12/7
- Sent collected PM 2.5 filter samples to MDEQ – 12/11 and 12/18
- Last O3 Multipoint completed – 11/2

Meeting/Training/Travel/Conference Calls

- Participated in ITEP Introductory Webinar to the VW Settlement for Tribes – 12/7
- Employee meeting – 12/15
- Environmental Staff meeting – 12/18
- Monthly USEPA & NTAA Air Policy Update Conference Call for 12/21 was cancelled
- Monthly State, Local, and Tribal Conference Call for 12/27 was cancelled
- Monthly Region 5 Tribal Air Conference Call for 12/28 was cancelled

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Finalizing the work plan for 2018
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Wild Rice literature Research
- Data review of the 2017 Wild Rice Fish data
- Development of Wild rice signs for the harbors
- Creating a database for all the Wild rice fish data in access
- Helped to create protocols for the Electrofishing operations

Field Work and Equipment Maintenance

- Ordered supplies for Wild Rice Fish Community surveys
- Research on future projects dealing with wild rice
- Field gear prep for 2018

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Doodle poll for Wild Rice Steering Committee
- Wild Rice Steering Committee
- Participated in Agenda planning team for the Wild Rice meeting MT Pleasant
- Respecting places conference in NM

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

November 2017

Meetings/Conferences/Trainings

- On December 4, 2017, I attended a meeting of the Executive Committee of the Manistee County Community Foundation to discuss formulating regulations concerning their new recreation grant endowment.
- On December 4, 2017, I attended Tribal Council Agenda Review to review our application for the Tribal Transportation Safety Fund Program, which would appear on the December 6, 2017 agenda.
- On December 11, 2017, I attended a Tribal Council work session to review the new recreation grant endowment program offered through the Manistee Community Foundation. Laura Heintzelman and Steve DeBrabander were in attendance to represent the foundation. Other Little River Band Tribal Government employees were also in attendance as well.
- On December 12, 2017, I attended the quarterly meeting to review the Tribal Council's Strategic Plan.
- On December 12, 2017, I attended the monthly meeting of the Manistee County Community Foundation.
- I attended meetings of the Construction Task Force on the following dates: December 7 & 14, 2017.

Activities/Accomplishments/Updates

- Here are the final updates on the 2017 road construction projects:
 - Gathering Grounds Improvements-Phase 1: This project concluded on June 23, 2017. The only outstanding item that remains for the project is the BIA Easement for Consumers Energy. Tribal Council approved a resolution authorizing the BIA to grant the easement on October 18, 2017. Unfortunately, the BIA is holding off on the easement due to their concerns with an attachment to the resolution that outlines Consumers Energy's Terms and Conditions for easements. The BIA does not want the attachment included and Consumers is checking to see if this is possible on their end. If Consumers insists on the attachment being included, the BIA has notified us that the easement request will need to be approved by the BIA Solicitor's Office. Unfortunately, there has been no resolution to this issue. We are hopeful that installation and still take place in the spring of 2018.
 - US-31 & M-22 Intersection Safety Realignment Project: This project was completed on October 27, 2017. We are still waiting for a final pay application from Elmer's Crane & Dozer in order to close out the project. BIA Safety Road funds have been encumbered to 2018 in order to cover the final contact costs.
 - Suida-Kott Road Project: This project concluded on August 23, 2017. A final project inspection was completed on October 3, 2017. A final invoice was received from the Manistee County Road Commission for our cost share for the project and was paid to them in December 2017. Our final cost share was \$87,819.94 which is significantly lower than our anticipated cost share of \$150,000.00.

- Harvey Street Reconstruction Project: The project concluded on August 8, 2017. Harvey Street has been open to normal traffic since that time. We were invoiced for our share of the costs by the City of Norton Shores in late November 2017. We are still waiting for additional documentation from the City that is necessary for our BIA project records. I have been informed by Jim Murphy, the DPW Director that this could take some time. We are waiting to receive that documentation before the final payment is processed. The good news is that our cost share for the project is \$352,028.21, which is significantly lower than the anticipated cost share of \$414,795 that was contained in the project MOA.
- We were successful in submitting all required on-line reports to the BIA Roads program prior to the December 31, 2017 deadline. This is the second year for this reporting procedure and the process was a lot smoother with fewer problems than the previous year. I submitted the reports for each of our FY 2017 road projects, while Tammy Bowen submitted our FY 2017 financial report.
- At their December 6, 2017 meeting, Tribal Council authorized the Tribe to submit an application for a grant through the Tribal Transportation Safety Fund Program. The Tribe submitted an application for a \$1.8 million dollar grant to construct a pedestrian walkway under US-31 between the Little River Trading Post and the Little River Casino Resort. Chuck Fisher submitted the online grant application on December 11, 2017. There has been no indication on when Tribes will be notified as to their grant request. However, we are hopeful to hear something by the Spring of 2018. I will keep you posted as this situation develops.

Public Information
Vacant

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
December

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	6
City Assist	3
County Assist	7
Medical Assist	
MSP Assist	
Other Calls for Service	3
Property Checks	1511
Suspicious Person	2
Suspicious Situation	2
Well-Being Check	2

Traffic/Vehicle

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

Processes

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

Criminal Offenses

Animal Neglect

Arrest

Assault

B&E

Bond Revocation

Child Abuse

Child Custody

Child Neglect

Contempt of Court

Counterfeiting/Forgery

1

CSC

Death

Disorderly

Domestic Disturbance

Drive-Off

Drug Violation/VCSA

8

Elder Abuse

Embezzlement

Extortion/Conspiracy

False ID

Family Problems

Felony with a Gun

Fight in Progress

Fraud

Furnishing Alcohol to Minor

Harassment

1

Health & Safety

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

1

Possession Stolen Property

PPO Violation

Probation Violation

Property Damage/PIA

10

Public Peace

Resisting

Robbery

Sex Offense

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	385
Alarm	1
Attempt to Locate	
Boat Dock Checks	
Casino Hours	276.25
Civil Standby	
Community Policing	5
Court Hours	1
Death Notification	
Drug Disposal	
Follow-Up Investigations	23
Found Property	1
Lost Property	
Meetings Attended	
Open Door	5
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	43
Total Reports	43
Training Hours	3.25
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	3155
Voluntary Missing Adult	

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
December

Administrative Hours	6.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	1
Contacts	
Court	
Court Hours	
Dock Checks	1
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	275.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2231
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
December**

Administrative Hours	222.25	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)		
Assist Hours		
Citation(s)	1	
Civil	1	
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	4	
Contacts	55	
Court		
Court Hours		
Follow-up(s)	3	
Follow-up Hours	1.5	
Federal Citation(s)		
Hours Worked	122.25	
Joint Patrol(s)		
Marine Time		
Meeting(s)	2	
Meeting Hours	1.75	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	47	
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage		
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		

Training/Travel

December 9-10, 2017, Cadet Gunderson and Johnson attended Pre-Physical Fitness Testing in Livonia, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: December 2017

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

During the month of December, the Staff Accountant / Tax Officer performed the following:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 1 Certificate of Exemption for a Resident Tribal Member purchasing a vehicle
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 1 Tribal member for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, the Certificate of Exemption process for vehicles, RTM benefits, the Sales and Use Tax Credit Form 4013, Tax Agreement Area boundaries, and Concessionaire's licenses
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, incorrect fuel discounts, duplicate entries, etc. for a total of 1,100 errors. A total of 2,525 receipts were processed and completed by the Tax Office in December
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled November Tribal tax returns from the Little River Casino Resort and the Trading Post
12. Issued 5 Tribal Concessionaire's Tax Licenses; two for entertainers and three for Qualified Fundraising Events on tribal property
13. Monitored outstanding tax assessments
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
16. Prepared November 2017 monthly department report
17. Processed 1 Tribal Michigan W-4 Withholding Exemption form for an employee

18. Processed 36 address changes/reviews from Enrollment for RTM status updates
19. Processed 7 RTM status and/or address changes
20. Processed 3 RTM status and Proof of Residencies that were received in the month of December
21. Prepared and mailed 10 Proof of Residency letters to members
22. Issued 6 Annual Tribal Business Licenses for the 2018 year
23. Issued 2018 Certificates of Exemption to contractors with work to be continued and completed in the new year
24. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
25. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
26. Worked Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Concessionaire's Licenses are issued to entertainers selling merchandise
27. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
28. Processed 11 Venue Reports for the month of December
29. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
30. Updated motor fuel discount schedule for January 2018 and provided it to the Trading Post
31. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
32. Tracked and submitted weekly totals to the Ogema's office for the Two for the Road coupons that are being given to Resort hotel guests in hopes of increasing sales at the Trading Post
33. Worked with the Benefits Coordinator to ensure that all Michigan income tax exempt employees are correct and if any changes are required
34. Continued to work with the Commerce Department on sorting out and attempting to fix Trading Post contracts, payments, profitability, and reports
35. Continued to periodically meet with and update Tom St. Dennis regarding the Trading Post profitability, continued financial questions for Accounting, contracts, staffing, rep contacts, waste reports, prepaid sales tax, operations transfer, and audit progress
36. Worked on reconciling cigarette vendor payments to the Trading Post, including the payments received that were held due to an audit from 2013
37. Worked with the Utilities Department to receive copies of their BP fuel card statements in order to better track their budget and expenses
38. Monitored the tobacco and fuel quotas to account for an adjustment in the month of December; did increase the limit as necessary
39. Worked with Public Safety and an outside auditor in reviewing possible discrepancies in Trading Post daily reports
40. Worked with Resort staff as necessary regarding questions and procedures of the Trading Post, tax reports, etc. to help with the transition of the c-store

Meetings attended this month:

1. Attended Strategic Planning meeting on December 12, 2017
2. Met with Tom St. Dennis on December 19, 2017 and periodically throughout the month regarding updates to ongoing issues and the transfer of the Trading Post
3. Attended meeting on December 21, 2017 with the Ogema, Tom St. Dennis, Public Safety, and Accounting staff regarding any findings and conclusion of the audit company that reviewed Trading Post discrepancies

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
December 2017 Department Report

1. Department Overview

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
- **GOALS:**
 - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
 - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
 - Management and maintenance of Tribal Archives and collections.
- **OBJECTIVES**
 - ❖ Respond to NHPA, NAGPRA and related requests and issues.
 - ❖ Inventory historic properties, items or collections and archives for preservation.
 - ❖ Hold events that support and preserve the culture and language of the Tribe.
 - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
 - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through staffing, 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 11 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.
2. Attended meetings with the Information Technologies and with Maintenance Departments (separately, regular monthly Departmental meetings) as Operational Support Lead.
3. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.

4. Arranged and picked up food for the Employee Christmas Breakfast. Also worked on the Fleece order from Bay Supply with the Ogema, Leads and Mary Thomas.
 5. Participated in two conference call meeting with the Michigan Anishinaabek Cultural Preservation and Repatriation Alliance in regard to MSU's inventory et al.
 6. Administered the contracting and oversight of new website launch by Kenny Pheasant for language & cultural resources.
 7. Prepared with Kenny Pheasant contract to continue Facebook lessons by contracting with Brick House (J. Sundberg). Will go to Council in 20108 for approval.
 8. Assisted Kenny Pheasant in ordering cups for all employees and others to reduce paper waste cups) for coffee, tea and other beverages.
 9. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
 10. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
 11. Administered, directed and supervised all departmental activities.
 12. Approved ADP timecards and requests as lead for Maintenance and other OSG departments as needed.
- {Note - Office Closure for Holidays 12/25/17- 12/29/17}

The Language Coordinator accomplished the following during this month:

- 1) Worked with Brickhouse Interactive on website and face book show "Endaaying".
- 2) Worked with GJ Rentals on 2018 camp schedule.
- 3) Ordered recycle cups for LRBOI.
- 4) Confirmed order for trees to plant on Earth Day.
- 5) Researched more about residential schools.
- 6) Worked on library grant.
- 7) Reposted video language lessons on Face Book page.
- 8) Classes at Next Generation on Monday mornings.
- 9) Shared teachings at Aki Maadiziwin with quests and elders on Tuesdays.
- 10) Classes at Kennedy school on Wednesdays and Thursdays.
- 11) Classes at LRB with employees and community members on Fridays.
- 12) Produced lessons for all classes.
- 13) Responded to Emails and calls about language, culture, history, camp, CD ROM's.

The Audio-Videographer accomplished the following during the month:
Position vacant after 7/12/2017.

Tribal Historic Preservation Coordinator accomplished the following
Position vacant, not scheduled to be refilled as part of budget process.

The Historic Preservation Administrative Assistant accomplished the following during the month:

Position vacant, not scheduled for refilling as part of budget process.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Supervisor
December 2017, Department Report

I. Department Overview
LITTLE RIVER BAND OF OTTAWA INDIANS
UTILITIES DEPARTMENT
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.
- Routine Maintenance

Billing

Water	\$12,355.86
Sewer	\$20,431.32
Irrigation	\$1,575.84
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$16,573.73
Septage	\$1,581.74
Month Total	\$59,862.49
Yr. to Date Water	\$153,003.68
Yr. to Date Sewer	\$241,348.47
Yr. to Date Fire Suppression	\$88,128.00
Yr. to Date Irrigation	\$36,050.28
Yr. to Date Manistee Township	\$168,359.17
Yr. to Date Septage	\$69,684.17
Other Revenue	\$40,992.44
Credit	
Yr. to Date Total	\$797,566.21

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,393,102**
 - a. Peak Flow 102,489**
 - b. Low Flow Gallons 64,692**
 - c. Ave Daily Flow Gallons 77,196**
- 2. Gallons of Treated Waste Water SBR**
 - 1. Influent Gallons 41,031**
 - a. Peak Flow Gallons 8,512**
 - b. Low Flow Gallons 0**
 - c. Daily Average Gallons 1,324**
 - 2. Effluent Gallons 56,486**
 - a. Peak Flow 8,827**
 - b. Low Flow Gallons 0**
 - c. Daily Average Gallons 1,822**
 - e. Waste Sludge Gallons 21,000**
 - 3. Lagoon**
 - a. Influent 3,215,124**
 - b. Peak Flow 147,400**
 - c. Low Flow 92,773**
 - b. Daily Average Gallons 103,714**
- 3. Septic Sewage**
 - a. Gallons 38,377**

III. Travel and Trainings