

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema 
Naangwa: Date: January 22, 2019
Maanda Nji: Re: December, 2018 Operations Report

We respectfully submit the December, 2018 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, 2018

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

December, 2018 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. **2018 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2018 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 2018 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 2017 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2015. Indirect Cost Proposals for years 2016

through 2018 have been submitted to the Interior Business Center. Work on the 2019 proposal is underway.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2019 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 2017 audit took place May 14 - 18, 2018. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for year ended December 31, 2017, has been issued to the Tribe with an Audit opinion date of September 28, 2018. The audit presentation took place Tuesday, October 9, at 3:30pm, in the Tribal Council conference room, with the 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, 2018, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; Elders (10) Complex.*** The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of ***December.***
 - i. ***Elders (10) Complex – Travois - \$4,500.00***
2. ***Cash Receipts;*** Daily cash receipts totaled for the month of ***December,*** were, \$417,449.11 the General Fund Operating Account had a total of (196) receipts.
3. ***NGLC;*** Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.
4. ***Pharmacy;*** Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,
5. ***Fixed Assets Account Group;*** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2018. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2018.
6. ***Audit work for 2018 Asset – Ongoing working on updating current year purchases, asset control...***
7. ***1099MISC. – 2017 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2017. Sending out some of returned 1099MISC as corrected addresses come in.***
8. ***BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.***
9. ***Tribal Financial Statement Requirements: Due by the 8th of the month.***
 1. ***Cash Deposits***

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

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Construction Task Force –Weekly Meeting - Thursday – review - Elders Complex.

Other Meetings -None

Duties and Accomplishments –

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

Meetings Held / Attended –

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 two modifications for the following grants: 2017 BIA Self Governance additional funding in the amount of \$50 and 2018 Family Violence Prevention Services additional funding in the amount of \$16,484. Documents were scanned and placed in 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. *The Tribe received one new grant this month: 2019 USDA Food Distribution Program in the amount of \$138,897 for the period of 10/1/18-9/30/19. A Grant Program Booklet was created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant file. A fund number was assigned to the new grant award and the new funding amount was added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The new grant information was given to the Staff Accountant so that she could set this program up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution. Once the acceptance resolutions were received they were scanned and placed in the electronic folders and originals were placed in the Grant Program Booklet. A notice was sent to Purchasing, Ogema office and Controller letting them know the new grant Information. A Grant Program Booklet was created for the person who will be administering this grant.*

13. Submitted numerous journal entries to Brandy Martin that needed to be made to move expenses to correct grants.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Jason Cross a few times each week.
4. Met with Valerie Chandler on different occasions.
5. Met with Lyle Dorr on different occasions.
6. Attended monthly Lead meetings with Jay, Bill,
7. Met with Janice Grant and Gina Dahlke on different occasions.
8. Attended meeting with Ogema, Jay and Staff from Northwest MI Health on 12/19/18.
9. Attended meeting with Ogema, Jay, Jason, Ken and Jason on 12/19/18.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 426 payroll vouchers/checks through ADP. Processed 206 payroll vouchers for year-end life insurance adjustments.
2. Verified 5 PAF's this month which included new 2 employee(s), and 0 terminated employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 12/7 and 12/21.
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 Aflac deductions onto reconciliation spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

1. 12/3 – Payroll/HR meeting to discuss documents to make available to staff in EWS.
2. 12/3 – Call with JMT for EWS/HR testing.
3. 12/6 - Call with JMT for EWS/HR testing.
4. 12/12 – Call with JMT to go over/address additional EWS/HR questions.
5. 12/12 – Call with JMT to discuss leave plan changes.
6. 12/13 - Call with Christina from ADP to process year-end life insurance adjustments.
7. 12/27 – Call with PNC Treasury Management for training on ACH bulk load services within the PINACLE platform.

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Processed December per capita distribution and necessary tax reporting.
6. Processed year-end life insurance adjustments.
7. Ensured flexible spending deductions effective 1/1/19 were entered into MIP by HR.
8. Completed two parallel payrolls to ensure data import and entries into MIP are correct.
9. Setup new leave and deductions codes as necessary. Deactivated codes not being used or needed.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Working with ADP on system corrections and/or changes.
3. Updating quick reference guide for payroll as necessary.
4. Updating/reviewing employer paid life insurance premiums in ADP as necessary.
5. Ongoing training of payroll Clerk for ADP payroll processing.
6. Payroll/HR conversion to MIP.

Upcoming Projects / Tasks –

1. HR module and EWS (Employee Web Services) setup completion for transition to MIP.
2. Calls with JMT to complete EWS/HR testing.
3. Year-end processing of W-2's for 2018 with ADP.
4. First payroll processing with MIP/EWS to be 1/4/19.
5. Obtain necessary forms for state and local tax remittance.
6. Update MIP payroll procedures to include processing payroll using the HR and EWS modules.
7. Complete new hire entry instructions for HR to use in entering new hires into MIP.
8. Update health, Dental and Vision rates in MIP for 2019.
9. Year-end leave adjustments for employees over the carryover limit.

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 12/10 placed updated procedures on L drive.
2. Revised contract templates.
3. Generated 2019 standing tax exemption certificates.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 217 packages.
2. Issued 129 receiving reports.
3. Returned 3 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2019 Indirect Cost Proposal.
- 4) Compiled 2018 Winter Property Taxes for Payment in January 2019.

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

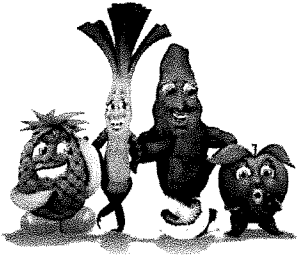
- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2019 Indirect Cost Proposal.
- 4) Disseminate FY2019 Budget R&E's
- 5) Payment of 2018 Winter Property Taxes

Expenditures Update

Total year to date expenditures for the Finance Division for December, 2018, are \$1,207,701, compared to an annual budget of \$1,228,930. Total expenses for the Finance Division for year to date December, 2018, represent 98% of the total annual budget.

Commodities

Ken LaHaye



Food Distribution Program

December 2018 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Ken LaHaye submitted department report

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

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 office.

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken submitted Urban Waivers for review to the USDA.

Ken and Melanie conducted deliveries 12-4-2018 and 12-5-2018.

Ken is working on Urban Waivers which is an ongoing project.

Ken attended Warehouse operations conference call.

GT Refrigeration came and checked the freezer.

Ken had meeting with council 11/3/2018

Ken had agenda review 11/7/2018

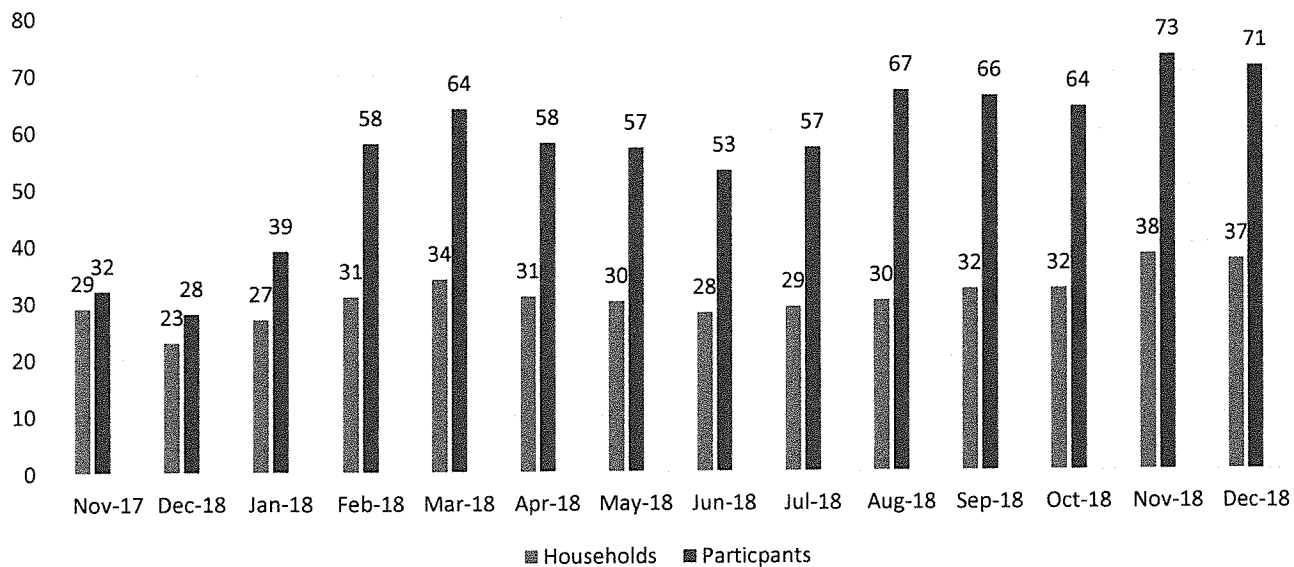
Had numerous meetings with Lyle Dorr about new warehouse

Ken had meeting with Lyle and Michael B.

Ken and Melanie attended council meeting
Meeting with Casino GM, Designer, and employees
Staff breakfast
Melanie went on Vacation 12/19/2019 till 1/2/2019
Holiday 12/24/2018 till 1/2/2019

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

December 2018

Department Report

I. Department Overview

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

II. Department reporting section

LRBOI Student Services: 12 students requested activities funds totaling \$1790; 2 students completed and received funding for driver's training totaling \$250; 1 student received funding of \$100 for a class ring, and 1 received senior expenses totaling \$325

Higher Education Scholarship: 1 scholarship was awarded for \$2500 for a male university student. Application was delayed by the college financial aid office

Educational Advancement Fund: 1 student totaling \$300

Family Movie Night, December 21. This was a last-minute trial run for having a monthly movie night each month of 2019. Despite inclement weather, 23 people attended, about 17 children. We did not have a sign in, which we will do for future. We are also trying to get a volunteer or possibly a temp program worker under WFD to assist Santana in the Muskegon office to do a movie night once per month there too.

Meetings Attended:

Meeting with Ogema/Leads regarding staff concerns, December 18

Budget Expense Justification

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

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

December Monthly Report - 2018

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

To assist all Tribal members, as needed in terms of address changes, bereavement forms, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal ID's, Per Cap Information, Direct Deposits, 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: 8 Applications forms for people seeking membership
- Mailed out: 19 Address change forms
- Created 29 New and Replacement ID's from 12/01/2018 through 12/31/2018
- 126 Addresses changed from 12/01/2018 through 12/31/2018
- Final Rejection Letters: 2
- Final Acceptance Letters: 1
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 4
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0

- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 12/01/2018
- List Request of membership: Tax Office, Member's Assistance, Clinic, Public Information
- Label Request of Membership: Housing
- Tribal Members Label/List/Statistical Request: 0
- Statistical Requests: 0

- Department Verifications:
 1. Prosecutor 37
 2. Members Assistance 20
 3. Purchased and Referred Care/EHAP 58
 4. Family Services 2
 5. Casino 2

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 1 Member passed away for the Bereavement Fund
- Sent out 1 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 471 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Enrollment Commission Meeting – December 10th

- Total Membership: 4,213
- Total number of Elders: 1,348
- Total number of Adults (18-54): 2,480
- Total number of Minors (0-17): 385
- Total Tribal Members living in:
 - 9 County Area: 1,7556
 - Outside 9 County Area: 2,385
 - Michigan: 2,758
 - Outside Michigan: 1,383
 - Undeliverable Addresses: 72

Family Services
Jason Cross

Family Services Department

December 2018 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.

I. 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	0
Muskegon	4
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	4

Open Cases.....51

Total number of Tribal members served in open cases: 52

Total number of descendants served in open cases: 13

Total number of individuals served in open cases: 101

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.

	Manitowish	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Nowaygo	Other
Sandra DeVerney I & R's	2	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	2	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	7	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	0	0	0	0	0	0	0	0	0	0
Stephanie Persenaire Intakes	9	0	0	0	1	1	0	2	1	0
Stephanie Persenaire Open Cases	9	0	0	0	0	0	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	0	1	0	0	0	0	0
Amanda McQueen Open Cases	2	0	0	0	6	0	1	1	0	3
Worker Monthly Totals	31	0	0	0	8	1	1	3	1	3

Sandra DeVerney - Case Management

Total number living in homes served	13	0	0	0	0	0	0	0	0	0
Total number of Tribal Citizens living in homes served	9	0	0	0	0	0	0	0	0	0
Total number of descendants living in homes served	1	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	9	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	4	0	0	0	0	0	0	0	0	0
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojocuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	12	0	0	0	0	0	0	0	0	0
Contacts with LRBOI departments	8	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	60	0	0	0	0	0	0	0	0	0

Stephanie Persenaire - Case Management

Total number living in homes served	6	0	0	5	0	0	0	0	0	6
Total number of Tribal Citizens living in homes served	5	0	0	2	0	0	0	0	0	6
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	4	0	0	4	0	0	0	0	0	4
Total ICWA or ICWP where substance abuse is involved	1	0	0	0	0	0	0	0	0	1
Child Abuse/Neglect	1	0	0	1	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	1	0	0	0	0	0	1
Substantiated or Unsubstantiated by DHS	1	0	0	0	0	0	0	0	0	0
Case Pending with DHS	1	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	1	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	1	0	0	0	0	0	0	0	0	2
Court appearances	0	0	0	0	0	0	0	0	0	0
Home Visits	3	0	0	2	0	0	0	0	0	1
Case Reviews	1	0	0	0	0	0	0	0	0	0
Binojocuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	24	0	0	5	0	0	0	0	0	10
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	55	0	0	21	0	0	0	0	0	32

Amanda McQueen - Case Management

Total number living in homes served	7	0	0	0	22	0	5	3	0	9
Total number of Tribal Citizens living in homes served	0	0	0	0	7	0	1	1	0	3
Total number of descendants living in homes served	2	0	0	0	2	0	0	0	0	0
Total number of children living in homes served	3	0	0	0	11	0	3	1	0	3
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	2	0	0	0	0	2
Child Abuse/Neglect	1	0	0	0	0	0	1	1	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	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	1	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	0	1	0	1	1	0	1
Alternative placement	0	0	0	0	1	0	0	0	0	0
Court appearances	1	0	0	0	3	0	1	1	0	1
Home Visits	3	0	0	0	15	0	1	1	0	2
Case Reviews	2	0	0	0	6	0	1	1	0	3
Binojocuk	1	0	0	0	2	0	1	1	0	1
Contacts with outside agencies	12	0	0	0	20	0	17	3	0	14
Contacts with LRBOI departments	7	0	0	0	16	0	3	1	0	2
Tribal Elders	0	0	0	0	1	0	0	0	0	0
Other referrals	0	0	0	0	2	0	0	0	0	0
Monthly Totals	40	0	0	0	112	0	35	15	0	44

LRBOI Victim Services Program Monthly Report
December 2018

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (3); New Intake(s) (0); Cases closed (0)
 - Provided: transportation, legal assistance, and judicial advocacy.
- Attended (1) court hearing
- Had (4) client face to face meetings; (1) transports

Collaboration Efforts

- 12/21 – Meet w/Victim Specialist at US Attorney's Office

Travel & Training

- 12/4-12/7 – 16th National Indian Nations Conference

Outreach/Education

- N/A

Grants

- 12/19 – FVPSA 2017-2018 Final PPR report was completed and submitted

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (3); New Intake(s) (0); Cases closed (1)
- Provided: Ed. Material, Transportation assistance, and Legal Assistance Services
- Attended (0) court hearing
- Face to face meetings w/clients (3)

Outreach

- 12/13 - Community engagement w/Ottawa Co. promoting Non-fatal strangulation training

Training/Webinars

- 12/3-12/7 – PAAM Victims Basic Rights Training
- 12/10 – Treatment in Tribal Comm. Dealing w/Elder Abuse (webinar)
- 12/10 - Impact of HT in Native Comm. (webinar)
- 12/11 – Preventing SA w/Students (webinar)
- 12/13 – Intimate Partnership Violence Among LGBTQ community (webinar)
- 12/13 – Two-Spirit people Then and now (webinar)
- 12/17 – Responding to Mental Health Crisis (webinar)
- 12/17 – Power over to Power w/Applying a Trauma-Informed Approach to Our Work
- 12/18 – Succession Planning w/DV & SA Organizations (webinar)
- 12/19 – Differences in Sexual Development Varying Perspectives (webinar)
- 12/19 – Coming In/Out Process & Identify Formation (webinar)
- 12/19 – Suicide & Bullying (webinar)

Collaboration

- N/A

Charlotte Campbell (Manistee Victim Advocate)

Advocacy/Case Management

- Current: Open Cases (0); New Intake(s) (1); Cases closed (0)
- (4) face to face; (1) court hearing

Collaborative Meetings

- 12/4 – HSCB meeting

Outreach

- N/A

Trainings/Webinars

- 12/6 – SA Adjudicating Hidden Dimension DV cases (webinar)
- 12/6 – Protecting Our Women (webinar)
- 12/6 – SA Against Native Elders (webinar)
- 12/7 – Victims of Crime Intersection of Stalking & SA (webinar)
- 12/7 – Dangerous Intersection of Suicide & Homicide as it Related to DV (webinar)
- 12/10 – Indigenous Presence Decolonizing our Minds & Cultivations (webinar)
- 12/10 – VOC Trauma Informed Approaches for Supporting HT (webinar)
- 12/11 Women are Sacred & the Movement for Bring Safety to Native Nations (webinar)
- 12/11 – Supporting Survivors of Human Trafficking (webinar)
- 12/12 – What is Trauma Informed Work & Why Should We Care? (webinar)
- 12/12 – Operation Firefly: Bringing Our Relatives Home (webinar)
- 12/13 - Protecting the 7th Generation IPV (webinar)
- 12/13 – Survivor Centered Series (webinar)
- 12/17 – Seeing the Wendigo Sex Trafficking part 2 (webinar)

Next Generation Learning Center-December 2018

Enrollment Statistics:

111 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)	12	6	6	4	3	4
Toddler Classroom (2-3 years old)	14	7	7	3	2	4
Maple Preschool (GSRP)	16	16	0	5	0	2
Poplar Preschool (Head Start)	17	17	0	8	3	4
Cedar Preschool (Head Start/Tuition)	24	18	6	2	4	2
School Age (5-12 years)	28	0 School in Session	28	3	3	5
Totals	109	62	47	22	14	20
Percentages		57%	43%	20%	13%	18%

Current Center Happenings:

- NGLC has 57 children attending one of our preschool programs. We now offer three different preschool programs for families-two of these programs are free to families that qualify. Three children are currently on a wait list for Head Start.
- West Shore Community College interviewed one of our Lead Teachers-Emily Howard- and shot footage of our classrooms and materials as part of their Early Childhood Education commercial.
- Cherie, a NGLC Teacher's Aide has passed all written and the driving test for her CDL. She will attend a 3 day class in Ludington and then the bus will provide transportation to our preschool children.
- Michigan Works continues to be within the center on Wednesdays as a satellite location.
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning.
- Inter-Tribal Council held their quarterly administration meeting at LRRCR and toured NGLC for ideas to take back to their centers.
- Ten children currently receive Early On (early intervention special education) or MISD special education services while attending NGLC-2 children receive ABA Therapy for Children with Autism. Early On continue to hold their monthly playgroups at NGLC.
- NGLC has a wait list of 63 children.
- One WSCC student, one CMU Master's student, and EMU student will be completing their practicum with NGLC

Upcoming Events:

- January 1: NGLC Closed
- January 7: State and Federally Funded Preschools (Head Start and GSRP) return from Winter Break
- January 9-11: NGLC Parent Representatives Janel and David McGaffigan will be traveling to Sault St. Marie to represent NGLC at the Head Start Parent Advisory Meeting
- January 15-16: Robert Filmore from Inter-Tribal Head Start will be visiting
- January 16: Manistee Early ON playgroup
- January 21: Manistee Parent Coalition Meeting
- January 22: Meeting with WSCC Nursing Department for collaboration with Nursing students

LRBOI Be Da Bin Behavioral Health December 2018 Report

This is the report for Be Da Bin Behavioral Health Program. Staff for Be Da Bin include: Dottie Batchelder, Chemical Dependency Counselor; Sujean Drake, Mental Health Counselor/Tele-psych; Angela Schwandt, Mental Health Counselor; and James Gibson, Traditional Healer, contractual.

Angela Schwandt came back from maternal leave this month. The Government Center closed down from December 24 at 12 noon to January 2, 2019. Staff also was using up time they needed to before the end of the year which will make the number smaller than normal.

December 4, 2018. Dottie Batchelder attended the Manistee HSCB Annual Meeting.

December 11, 2018, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

December 18, 2018, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

Government Center was closed December 24, 2018 - January 2, 2019.

Be Da Bin Staff: Dottie Batchelder has been busy with the STR/TOTR and Tribal Prevention Grants. This month she has attended the Northern Michigan Recovery Residences Board meetings, planning meetings for the events with opioid epidemic community partners, HSCB, and doing final ordering/planning for the end of the year.. Sujean Drake has been busy with the Mental Health Block Grant (tele-psych) and seeing clients. Dottie & Angela assisted with the Traditional Healer.

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor:

18/7 Individual/Recovery Clients

106 Client Contacts for Services

114 Counseling/Administration Hours Delivered

Total Client Service Delivery: 184

Mental Health Counselor/Tele-psychiatry:

35 Individual Clients (49 sessions)

Client Contacts for Services

Counseling/Administration Hours Delivered

Total Client Service Delivery:

Mental Health Counselor: on maternity leave (back for about 1 week)

12 Individual Clients

To get on the RPMS system soon.

Traditional Healing: 8 Individual Client Contacts (& 2 no shows)

Many no shows this month for all staff

Grants Department Monthly Report

December 2018

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.
- ∞ **As of 1/10/2019 this grant has not be posted (Michelle P. has heard from the persons who announced this that it has been pushed back into early 2019):** Based on information from the GLIHA quarterly meeting (May 1 at Soaring Eagle) that Frank had me attend with Michelle and him, an upcoming competitive grant Recovery Act Development Process (RADP) in August or September. We received \$2M a few years ago when it came out. It will be important to have a Housing Director in place when going for this grant as these grants ask for credentials of management personnel.

Court:

- ∅ No Active applications or projects

EDC:

- ∞ **Met with Tom, Council, the casino management and others (Nov 13th) to discuss solar energy investment for the Casino and potentially the entire tribe.** They decided to shorten the meeting and have me with two Council members, Jamie and Ron W. attend the 2nd Annual Seminole Renewable Energy Conference in February 2019. After attending this event, we will reconvene and explore if there is potential for either commerce or the government to take advantage of grants for renewable energy development. In talking with Tammy, I will not be writing grants for EDC as they are separate from government operations, but can collaborate and share information.

Note: I have signed-up and made arrangements to attend this conference.

Family Services/ Be-Da-Bin:

- ∅ No current applications being sought and none pending.

Food Distribution:

- ∞ Waiting now for a response back on the HUD ICDBG, which is scheduled for April.
- HUD has a \$700,000 matching grant available for Tribe infrastructure development due Jan 7, 2019.

Historic Preservation:

- ∅ Nothing new, but regularly meet with Jay for support on historical prospective when writing grants. Also, working with him on special project under his Lead title: Big Blue Electrical Upgrade and Big Brown trailer replacement at Public Safety.

Maintenance:

- ∞ **Consumers Energy Contract and subcontractors are signed work will begin in October:** No work has been done on the Blue electrical. Will have to appropriate monies in the 2019 budget cycle to see the work completed.

Natural Resources:

- ∞ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The temporary trailer is set and hooked-up to electrical. We are currently working with a contractor to move key electronic wiring over to the temp trailer. Also, Maintenance will have to help with the running of a fiber optic cable to the Justice Center. The work should be done by the end of February. **Note: this will open the site up for installation of a pole barn garage for the Public Safety vehicles (funding is already secured for the garage).**

Public Safety:

- ∞ **New Car Garage for 2019:** We have found unspent carryover funds near \$500,000. Robert would like garages for his vehicles. The new structure may go where the Brown modular is currently that we are removing. I will be assisting in the process to get this project initiated.

Update: We will be soliciting design/build bids for the project by the end of January. The hopes is to start the project in late March or April. We would like to be complete with the project by June 1st.

Water/Waste:

- ∅ No updates at this time

Special Projects:

- ∞ Exploring with IT the acquisition of a Document Management System: **In-person demo with key personnel affected by it will be held here January 23, 2019 at 10:30am. (A planned December demo was cancelled due to congestion with ADP transition and other commitments of invited attendees).** This will allow easy conversion of our much older documents into a PDF searchable format. Benefits to this will extend across all departments of government, but especially member searches of archived resolutions and policies, Unified Legal searches and clean-up of laws that conflict, Family Services developing an effective central intake system.
- ∞ **Continue** on the TERT committee: **The is a March 2019 Tribal oriented training that members of the committee are considering attending.**

Health Vacant a Director



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

From: Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Keith Jacque, Chief Pharmacist

Date: January 11, 2019

Re: December 2018 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 2018. This report will reflect aggregate supplemental information from lead staff members Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

December 14, 2018 – Tribal Health Services Staff attended the breakfast buffet at LRRCR provided to staff by Tribal Leadership, Thank You!! Breakfast times were staggered to ensure departmental coverage.

December 17, 2018 – Gina Dahlke, PRC/EHAP Supervisor attended a conference call with Councilors Lewis and Crampton for a member having many difficult questions regarding healthcare, insurance, and PRC coverage for medical bills and prescriptions.

December 18, 2018 – Gina Dahlke, PRC/EHAP Supervisor participated in a webinar with CMS regarding Affordable Care Act (ACA).

December 24, 2018 – Tribal Government Offices closed at Noon and re-opened on January 2, 2019 for the Holiday Office Closure per the Office of the Ogema.

Forrest County Potawatomi Insurance Department submitted 17 claims on behalf of Little River in the amount of \$3,418.75 for Third Party Reimbursement.

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

CLINIC OPERATIONS:

175 patients scheduled

11 patients NO-SHOW to scheduled appointments

22 patients provided SAME DAY appointments for emergent matters**

57 cancelled appointments

129 patients attending CLINIC PHYSICIAN appointments**

31 patients PHONE TRIAGE**

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

51 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN DECEMBER (Total Patient Volume): 547

Diabetic patients: 56

Flu Vaccines: 9

Injections: 24

Nursing Visits: 7 **

On-site Labs: 122

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,160

DIRECT CALLS TO CLINIC OPERATIONS: 269

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 947

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 20

TRAVEL HOURS: 36

SERVICE HOURS: 21

NUMBER SERVED: 20

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 105 hours

COMMUNITY VISITS: 9

TRAVEL HOURS: 4

SERVICE HOURS: 4

NUMBER SERVED: 9

HOME VISITS: 18

TRAVEL HOURS: 20

SERVICE HOURS: 13

NUMBER SERVED: 18

GOV'T BUILDING VISITS: 6

SERVICE HOURS: 1 ½

NUMBER SERVED: 3

PHONE CALLS: 254

CALLS – UNABLE TO CONTACT: 173

HOME VISITS SCHEDULED: 14

HOME VISITS REFUSED: 46

HOME VISITS CANCELLED BY PATIENT: 3

HOME VISITS RESCHEDULED: 4

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 4

MEDICATION PICK-UP/DELIVERIES: 2 (included in number served & clients served)

TRAVEL HOURS: 1

SERVICE HOURS: ½

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 61

TOTAL SERVICE HOURS: 101

TOTAL CLIENTS SERVED: 52

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$153,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1482

TOTAL PRC PAID IN DECEMBER: \$127,121.07

PHARMACY/OTHER: \$27,149.40

DENTAL: \$8,254.80

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

TOTAL CLAIMS RECEIVED: 403

TOTAL CLAIMS ENTERED: 276

TOTAL PRC PAID 2018: \$1,005,244.11

TOTAL EHAP PAID IN DECEMBER: \$26,338.69

TOTAL EHAP PAID 2018: \$387,734.56

TOTAL ENROLLED EHAP/LRBOI: 1326

NEW APPLICATIONS MAILED OR GIVEN: 31

REASSESSMENTS MAILED OR GIVEN: 267

MEDICARE LIKE RATE (MLR) Savings for DECEMBER 2018

Claims submitted: 22 \$23,488.33 (total submitted)

-\$ 5,364.26(what we paid)

\$18,124.07 (total savings)

PATIENT BENEFIT COORDINATORS: DECEMBER 2018

Assisted with on-line applications: 3

Webinars/Trainings: 0

Phone calls: 286

New Patient Registration: 40

Established Patient Registration: 157

Referrals to Other Departments: 0

****Both Teresa Callis and Roberta Davis perform the daily Patient Registration duties
For the clinic patients.**

PHARMACY

Active patients: 273

Prescriptions filled: 1023

Insurance charges: \$87,339.71

Insurance payments received: \$106,346.31

Non-member cash/copays received: \$417.89

PRC-equivalent write offs:

 LRBOI: \$16,944.05

 Other Tribes: \$596.89

 TOTAL: \$17,540.94

Housing
Vacant a director



Little River Band of Ottawa Indians

Housing Department

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

HOUSING DEPARTMENT

Report to the Ogema

For December 2018

Staff

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

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.** Construction continues on the Elders Apartment Complex at Aki maadiziwin, building framing and sheathing are going up, the construction schedule is on time.
- B.** The department met once this month with Elise McGowan-Cuellan Staff Attorney's and Bill Willis, Members Services Lead.
- C.** During the month the Department performed the following activities.
 - Lease renewals due during the month: 9
 - Leases renewed: 5
 - New leases: 0
 - Annual Inspections: 6
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- D.** Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2018 in the amount of \$75,000, with additional funding of \$15,000.00 by Housing Department budget modification.
 - Applications received this month: 1
 - Number of Awards made during the month: 0
 - Amount of Awards made for the Month: \$0.00
 - Total Number of Awards made during the Year: 16
 - Total Amount of Awards for the Year: \$73,611.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 4
- B. Termination Notice(s) issued: 0
- 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 69 rental units in total of which 67 were rented giving us an occupancy rating of 98%.

- A. Aki has 45 income based rental units of which 45 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.
- B. Aki has 24 Fair Market rentals and 22 are rented.

V. Significant Problems and Accomplishments.

- A. None

VI. Plans for the Future.

- E. Continue construction of the Elders Apartment Complex at Aki maadiziwin.

VII. Other Information

- A. None

**End of Report
Michelle L. Pepera
Administrative Assistant
January 9, 2019**

Attachments: December 2018 daily maintenance log, attachment
December Construction photos of the Elder's Complex

Cc: File





Housing 2018
Daily Worksheet

Date 12-17 - got quote for replacement microwave for 2589 move out
Picked up Paint for 2589, cleaned shop, sweep & cleaned bathroom
No Take

Date 12-18 installed cabinet drawer for 2723 ER, repaired garage
door opener for 2641, Fixed Receipt issues with Gilroy's, Took care of
receipts for the week, Placed order for locksets & Deadbolts, Made
Support for Michelle's Monitor, Estimate cost for repairs on 2589
E. Maw Gaw Ne-Quong, No Take

Date 12-19 ordered dryer for 2678 TC, Diagnosed Old Washer
(Old & worn), Filled giant Sinkhole next to Aki Exterior lamps across
from Aki Kitchen; Whenever the numbers for 2589 (Adjusted Accordingly)
No Take.

Date 12-20 Half day for Matt, Picked up Washer for 2678 & installed
Picked up tools for Shop from Gilroy's
No Take

Date 12-21 Picked up Drain Cleaning tool; cleaned
Main Drain out at 12695 Elders Row Also, cleaned there
Fan.

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 12-10 took Plow/salter off Grey truck and took to Roger for tires, oil, Trans Fluid change, Opened 2589 OC for Stanley Quote Duct cleaning, Annual Inspection @ 2590 OC reinstalled handles on locksets @ 2590 OC Rekeyed Locksets/Deadbolts @ 2613 OC, Replaced light bulb in kitchen checked Dryer @ 2644 OC

Date 12-11 Replaced Dryer with used repaired from Shop @ 2644 OC Picked up gloves from Callings, got Quote for more smartkey locksets Ordered Replacement Dryer, Got Quote from Carter for Vanity top/shower unit gave to C.G., MP, Checked Locksets for Rekey @ 2640 OC

Date 12-12 Rekeyed Deadbolts and install 2 new smart Key Locksets @ 2640 OC Need to install TWO more Lockset in Garage passage doors Annual inspection @ 2714 OC, Cleaned Bathroom @ Shop Repaired Electrical Cord for tractor glow plug, cleaned side walks, Repaired Lockset @ 2605 OC

Date 12-13 Took out Garbage - Matt took half day/ Changed out 2627 Toilet Plunger. ordered paint for 2589 along with Baseboard from Carter. Changed Toilethandle in 2615 OC

Date 12-14 No Jake ☹ - Did Home inspection of recent move out 2589 OC (Buffet 1 1/2 hr) Picked up Dryer to replace Shop extra we used in 2644 OC from Sears

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 12-3 Salted lots/Walks, took Christmas Tree and totes to MP Picked up Cabinet Drawer for repair @ 2723 OC
Repaired Drawer

Date 12-4 Salted Shop lot/Walk
reglued and assembled Drawer for 2723 OC
Rekeyed Locksets and Deadbolts for 2589 OC as original
Lockset are not smart key style, Spoke to Greg about lights

Date 12-5 Salted lots/Walks, installed new locksets and
dead bolts @ 2589 OC as original were not smart key, got
Quote for paint, researched shower repair/replacement for 2589 OC
Picked up damaged Attic Access panel for replacement @ 2603 OC
Made new pannel and painted to match damaged pannel

Date 12-6 Cleaned + Salted lots + Walks Cleaned Drives
Put 2nd coat on new panel for Attic @ 2603 OC
Put new seal on 2637 OC Back door, Repaired curtain fixture
on Slider

Date 12-7 Cleaned and salted walks, Cleaned Drives
Installed Attic Pannel @ 2603 OC, Quote from Mr. Natural
for hardwood floor repair @ 2589 OC, Got quote for base trim
from Carter, Emailed Carter for quote on tub unit and
Vanity top for 2589 OC
Annual Inspection @ 2696 OC

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 12-24 1/2 Day Holiday

Date 12-25 Holiday

Date 12-26 Closed

Date 12-27 Closed

Date 12-28 Closed thru January 1st

12-29 - Closed

12-30 - Closed

12-31 - Holiday

1-1 - Holiday

Thank you for filling out this Daily Worksheet

Human Resources

Vacant a director

HUMAN RESOURCES DEPARTMENT

December 2018 MONTHLY

REPORT

Hiring/Recruiting December 2018:

In December, HR has a few postings on going, NGLC has two (2) until filled opening due to termination (Intake Specialist) and resignation (Teacher's Aide), and postings will be up at the beginning of 2019 to fill those positions. The Systems Administration position in IT remains open.

HR Director Position is finally filled and all pre-hire processing concluded in the month of December. The new director will be starting on 01-02-2019. Jeffrey Simpkins is his name.

Health Services posting position of Staff Physician, Health Services Director and a Staff Pharmacist. Staff Pharmacist has been offered and the candidate is to start 1-07-2019. The Staff Physician and Health Services Director both have had a candidate interviewed and there is some excitement about future offers.

Housing Director remains open. The new recruiter has not offered no candidates for the Housing Director and to HR's knowledge any interviews took place. News from the recruiter is that they are still looking for candidates but salary seems to be a problem.

Many postings will be going up in the first few weeks of 2019. Directors/Supervisors posting new positions in the new budget year. It will be a busy time in HR for Talent Acquisition.

All hiring/recruiting is in accordance (Tribal Preference) with Ordinance #15-600-02. Recruiting is facilitated with electronic information on the Tribal Website, Michigan Works and organizations specific to the position. The tribe has utilized Indeed, MI Talent, Casino Careers, local newspaper and others coordinated with the Department Leaders.

Human Resources Statistical Reporting:

The tribal demographics is did not reflect much of a change in December due to no (0) new hires being processed to the government employee list, one (1) termination and one (1) resignation were processed.

Demographics information is given to the Bureau of Labor Statistics monthly, information given is usually limited to Total employees of organization, reasons for large changes in employees numbers (+ or -) and how many women are employed in the organization.

Training

Training for MIP will took place on into December with multiple repeat sessions done.

ADP to MIP

Trainings will be set up for the conversion from ADP to MIP; those are took place in late November. HR is working with accounting/payroll to make sure all data needed is in ADP for a smoother upload

conversion to MIP. George (IT) is took registration for this mandatory training, offer more sessions for repeats and will offer refreshers until our dual payroll starting the week of December 17.

MVR Updates

Yearly update processing of MVR's were concluded mid-December.

Other Things in the Here and Now - others on the Horizon

New HR Director will be coming onboard starting 01-02-2019, will prove to be an exciting and busy time for HR and the Governmental departments as well.

Benefits:

Policy Updates

Policy updates are still on going. Unified Legal is still in the process of fine-tuning the HR forms to be in line with the policies in the new Manual. Many have already have replaced the old ones on the L-drive. HR has received back most of the receipts for the New Manuals. HR will be sending emails out when all the new forms are on the L-drive for use. Some forms have been finished while some are still in the process. Updates/corrections for the new manual are still being considered and changes made. The new and improved manual should be modified after the 30-day review is up on 01-11-2019.

Benefits

Benefit reconciliation is still ongoing; the hope is that they will be brought up to the current month, quarter, year depending on the benefit and reports needed. Health/Medical benefit reconciliation remains behind but help is on the horizon with the new HR Director coming and taking control.

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
December 2018

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. The new disk storage array now installed and in use. Project complete.
2. Training for new payroll, time and attendance system completed in December.
3. 125 new IT work orders opened in December 2018 and 131 IT work orders completed in December 2018.

Meetings Held / Attended –

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

Trainings Held / Attended –

1. Share point Training has been placed on hold due to IT Personnel reassignment.

Special Tasks / Activities Performed –

1. Upgrade of video surveillance at the Justice Center is on hold due to lack of IT Personnel to install and configure the equipment.
2. Security upgrades for NGLC are on hold due to the lack IT Personnel to work on it and lack of funding.

Maintenance
Rusty Smith

Facilities Management Department Report

De-Ahna Underwood

December 2018

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS FACILITIES MANAGEMENT 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 as well as maintain the life expectancy of our facilities.

II. Department Reporting Section

The EVS Techs stay very active in their daily routine of keeping the Government Center and the other office buildings clean and sanitized. Now this with being the winter season, we have the lobby matts to keep clean of side walk salt. 27 work orders were submitted and completed for the month of December The maintenance work order requests included, but not limited to installing lights, handing wall decorations, repairing walls, delivering kitchen supplies, to completed work for NGLC and NMHSI

Automotive

The mechanic worked on the Department's vehicles, plows and salters. 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.

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 8, 2019
Re: December 2018 report of activities

Number of tribal members assisted on new issues 54

Number of referrals received 3

Number of continuing cases: 37

Types of legal issues:

Child support	Collections
Probate Estate	Amend Medical Power of Attorney
Divorce	Real Estate
Small Claims	Residential Lease
Garnishment	Security Deposit
Wills	Ex-Parte Order
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Agreements	Parenting Time
Trusts	Fraud
Contracts	Conservator - Adult
Power of Attorney – Out of State	Small Claims
Guardian – Minor	Disability
Landlord – Tenant Issues	Guardian – Adult
Adoption	Eviction
Objection to Personal Protection Order	Alimony
Temporary Citizen of Canada	Employment
Medicaid	Personal Injury
Change of Custody	Holiday Parenting Time
Amend Power of Attorney	Per Capita

Income Taxes
Medical Power of Attorney – Out of State
Social Security
Legal Separation
Rental Ordinances

Abuse/Neglect Minor
Victim of Crime
Discrimination
Paternity

Attended Conference for Women

Sample of Work Performed:

Assisted a tribal member object to a personal protection order that was issued against them

Assisted a tribal member file for custody of their minor child

Assisted a tribal member file a small claims action

Assisted a tribal member settle debts when the creditors recorded liens on their real estate

Assisted a tribal member obtain a conservatorship and guardianship over their parent who was in a nursing home

Members Assistance
Jason Cross (Interim)

Members Assistance Department

December 2018 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – 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-16-J72 \$312,000
 - i. Total expensed \$249,769.68
 - ii. Budget remaining 9%
 - iii. 23 total households served with this program.

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

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

- a. MOA BE-18-K28 \$60,000
 - i. Total expensed \$0.00
 - ii. Budget remaining 100%
 - iii. 0 total households served with this program.

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

3. Food Assistance Program

- b. Budget \$45,000
- c. Total expensed YTD \$36,600
- d. 19% Remaining
- e. 176 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
58	10	6	2	37	4	1	8	4	46

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$27,100.03
- h. 23% Remaining
- i. 60 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
19	3	3	3	9	0	0	3.	2	18

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$28,628.71
- l. 28% Remaining
- m. 138 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
42	5	5	2	25	2	4	5	1	47

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

- a. Total Budget \$43,694
- b. Total expensed to date \$20,791.03
- c. 19 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
6	2	2	0	5	2	1	0	

7. Elder Chore Program

- d. Total Budget \$15,000
- e. Total expensed YTD \$12,465
- f. 17% Remaining
- g. 54 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	2	2	2	10	0	2	1	2	12

8. Emergency Transportation

- h. Total Budget \$25,000
- i. Total expensed YTD \$17,876.16
- j. 28% Remaining
- k. 74 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
35	3	0	1	9	1	0	3	2	21

9. LRBOI Home Repair Program

- l. Total budget \$107,000
- m. Total expensed YTD \$69,236.44
- n. 35% Remaining
- o. 14 members accessed this program

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

10. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$324,650
- r. 28% Remaining
- s. 43 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	3	2	0	7	3	0	3	0	18

11. Elders Insurance

- t. Cost per Elder \$210.02 Medical and \$108.00 prescription benefit per month.
- u. 300 Elders enrolled in program.

12. Department Ongoing Activities

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

13. Applications

Mailed	Picked up	Emailed	Faxed
334	31	169	52

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
127	119	44	18	105	111	54	30	4	2

14. Office Visits

- z. 17 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources

Frank Beaver



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

**December 2018 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

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

Alycia Peterson – 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
 - 4137 BIA GLRI
- Staff Management ADP/ EWS
- Monthly Staff Activities Reporting
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Adult sturgeon data management
- Sturgeon Rearing Facility “SRF” building contractor coordination.
- Great Lakes set data preparation (Alycia, Barry)
- Great Lakes fisheries data entry and management
- Sturgeon data management
- Data entry and analysis for the wild Rice fish community project
- Inland fisheries data entry/management
- BIA FY2019 grant application drafting
- SRF backup generator quotes
- Multiple SRF site visits for progress of new building
- Research on rearing facility upgrades tanks/filtering/operational layout

- Arctic Grayling – Submittal of Tribal Statement on Chemical Treatment (12-4)
- Discussion with Ontario Streams – Grayling Incubators
- LRBOI, USGS, MSU Submission of Burbot Research Pre-Proposal
- 2019 work plan preparation draft
- BIA grant drafting
- Grant management and submitted semi-annual reports
- Fish Distribution to members

Equipment maintenance/Field Work/Lab Work:

- Next Generation Learning Center sturgeon measurements
- Aging lake trout maxilla for data/modeling
- Lake whitefish otolith preparation for aging for data/modeling purposes
- Burbot otolith preparation for aging for data/modeling purposes
- Walleye spine preparation in Blue
- Walleye spine preparation for aging for data/modeling purposes
- Returned MDNR sturgeon nets
- Inland fisheries scale imaging and data entry
- Net maintenance/Net packing Net tying
- Great Lakes fish aging structure imaging
- Inland Fisheries scale imaging
- Great Lakes gear and work area clean-up
- Great Lakes Truck/Boat maintenance
- Great Lakes Fisheries Assessment Program Gear prep/Gear maintenance
- Boat winterization/ equipment maintenance
- Boat Maintenance
- Winterization of equipment
- Repair and fabrication of broken and worn survey equipment
- Blue work area Clean Up

Meetings/Training/Travel/Conference Calls

- Preyfish Aging Workshop (Traverse City, 12-4 & 5)
- December CORA meeting (Petoskey, 12-6)
- 2020 Consent Decree negotiations meeting (Traverse City, 12-10)
- Conference call with great lakes sturgeon streamside rearing facilities (12-17)
- Conference call with MIDNR, USFWS, WIDNR for collaborative streamside monitoring grant (12-21)
- Meeting with USFS – Tribal Walleye Harvest (12-4)
- Phone Call with GTB – GLRI Grant (12-5)
- Phone Call with GVSU – 2019 Field Season Planning (12-7)
- Phone Call with MSU – Arctic Grayling Laboratory Study (12-19)
- Meeting with Dani Knoph LLC – Arctic Grayling Stewardship Plan (12-20)
- LRBOI-EWS Timeclock Training

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

4018 Great Lakes Fisheries Assessment
4137 BIA Great Lakes Restoration Initiative
4227 BIA Great Lakes Restoration Initiative
4223 EPA Great Lakes Restoration Initiative

Wildlife Program

Robert Sanders – Senior Wildlife Biologist

Vacant – Wildlife Biologist

John Grocholski – Wildlife Technician

Cory Highway – Seasonal Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
- Completed monthly report - December
- Staff management APD and EWS
- Manage budget and review R&E's
- Scheduling of employees
- Issued tags and permits to members
- Elk Hunt correspondence and hunt management
- Coordination on CWD issues with MDNR, Tribal Counterparts
- Coordination and staffing Tribal deer check station
- Answered questions/requests from Tribal membership regarding wildlife issues

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry
 - Trapping to collect biological data and deploy radio tracking collars
 - Data Analysis and manuscript preparation
- Snowshoe hare population monitoring and habitat research
 - Telemetry
 - Trapping to collect biological data and deploy radio tracking collars
- Serviced and organized field equipment
- Snowmobile preparation and maintenance
- Organized wildlife area in Big Blue

Meetings/Training/Travel/Conference Calls

- Conference call with GVSU – NRD 12/4/18
- Annual WTC Black Bear meeting – Grayling 12/11/18
- Elk orientation for the December hunt – NRD 12/14/18

Environmental Program

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

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

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report to the Director
- Manage budgets for EPA Programs
- Staff Management – ADP/EWS
- Reviewed Line 5 Documents
- Continued working on mapping projects
- Continued communication with partners on invasive species, wild rice, and non-point source pollution projects
- Communicated with USEPA Tribal Liaison on RTOC issues; Upcoming calls
- Worked on Recycling Planning for LRBOI Government
- Closeout of 4224 PPG Grant
- Reviewed EPA/MDEQ Requests for consultation on deregulations, grant changes
- Final Grant Report turned into PPG Project officer for 4224
- Prepped for federal government shutdown

Meeting/Training/Travel/Conference Calls

- MTEG 12/3-12/6
- Consultation with the State of Michigan on Enbridge agreements 12/3
- Call with BMIC Staff on wild rice and Enbridge Line 5 12/11
- Call with Red Cliff Band Environmental Director on EPA issues and program questions 12/12
- LMAC Webinar 12/18

Brownfield Program

Administration /Reports/Data Entry

- Obtained info on trees planted @ Kettlehole, per Elder request, & provided that info to Elder (Dec 12)
- Updated Community Involvement Plan(Dec 14)
- Submitted requested PPG Documents for Final Semi-Annual Report (Dec 14)

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

- Sat on EPA 104k/MAC Grants webinar (Dec 11)
- Sat on EPA R5 128(a) Tribal Call (Dec 12)
- Sat on LMAC Webinar (Dec 18)
- Attended Manistee Brownfield Redevelopment Authority meeting @ City Hall (Dec 18)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Received zooplankton data
- Acquired quotes for ATVs
- Acquired quotes for ATV trailers

- Updated SWPP with Draft watermark

Field Work and Equipment Maintenance

- Received boat motor oil
- Calibrated hydrolabs

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

- 12/12- Participated in USGS Webinar
- 12/17- Participated in RMN protocols webinar
- 12/19- Participated in Great Lakes Coastal Lakes Webinar

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

Administration Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Submitted Quarterly report to USEPA

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 12/7 and 12/18
- Completed PM 2.5, Monthly Maintenance & QC – 12/7 and 12/18
- Installed new set of PM 2.5 filters – 12/13
- Sent collected PM 2.5 filter samples to MDEQ – 12/10 and 12/17
- Two Chinook Pressure, Temperature and Airflow devices recertified – 12/13
- Remounted Solar Radiation measuring device calibrated by RM Young – 12/21

Meeting/Training/Travel/Conference Calls

- Attended MTEG meeting in Baraga, MI – 12/2, 12/3
- Participated in the Monthly State, Local, and Tribal Air Monitoring Conference Call – 12/12
- NRD Staff meeting – 12/14
- TEPM 2019 Air Track Planning Call – 12/18
- Participated in the Monthly R5 Tribal Air Conference Call – 12/20

Wild Rice Program

Administration//Reports/Data Entry

- Entered all the fish community data for the fall
- Working on imaging of the fish scales from fish community surveys for age composition
- Research on Potential restoration sites
- Start to working on work plan for 2019

Field Work and Equipment Maintenance

- Cleaning equipment and putting them away for the season
- Thoroughly going through data to figure out if any equipment needs to be repaired
- Worked on developing the airboat outfit plan

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

- Restoration and monitoring subcommittee call 12/7

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

December 2018

Meetings/Conferences/Trainings

- On December 7 & 18, 2018, I attended meetings of the Manistee County Community Foundation Board of Directors
- On December 11, 2018, I attended the monthly meeting of the Northwest Michigan Rural Housing Partnership Board. As a newly-formed working board, we are still busy working on our bylaws, organizational structure, and the hiring of key staff positions.
- On December 12, 2018, I met with Ken Ockert (GTEC) and Frank Beaver (NRD Director) regarding necessary pre-construction work for environmental clearance and BIA ROW acquisition for the Cemetery Project. This pre-construction work is scheduled to commence in the spring of 2019.
- On December 13, 2018, I met with Nick Broad of Elmer's Crane & Dozer to review the BIA Road Construction Projects that were completed this year.
- On December 13, 2018, I attended the House Manistee meeting held at the AES Office in Manistee.
- On December 14, 2018, I attended a meeting with a representative of Enbridge, Inc. to discuss solar energy opportunities for the Tribe. Others who attended the meeting were Tom St. Dennis, Tyler Leppanen (EDC), Allison Smart (NRD), & Gary Lewis (Utilities). After a brief, general discussion, we agreed to keep in touch regarding solar energy opportunities.

Activities/Accomplishments/Updates

- Our 2018 BIA Road Construction projects have all been successfully completed this year. We are now beginning the pre-construction/design phase for projects scheduled for 2019. Here is an update on progress made on some of those projects.
 - Cemetery Road Project: We will be bringing in the University of Illinois Department of Anthropology early next year (2019) to put the finishing touches on our environmental clearance for the project. This was recommended by the BIA as they have worked with this group in the past. The University of Illinois staff will be working under the direction of Grand Traverse Engineering & Construction (Ken Ockert) who will be providing our pre-construction and project management services as well. It is our plan to receive environmental clearance from the BIA by early summer 2019, so that construction can commence shortly thereafter.
 - Other Projects for 2019—M-22 Town Center Project, Elder's Complex Drive & Parking Lot, Public Safety Parking Lot & Commodities Road: We have begun gathering existing survey (including topo) and property description data for the remaining 2019 projects. For those project sites that do not have current survey data, Grand Traverse Engineering & Construction is conducting those surveys and hope to have that work completed by the end of 2018.
 - We were successful in submitting all required on-line reports for FY 2018 to the BIA Roads program prior to the December 31, 2018 deadline. This is the third year for this online reporting procedure. I submitted the reports for each of our FY 2018 road projects, while Tammy Bowen submitted our FY 2018 financial report.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
December-18

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	3
City Assist	11
County Assist	10
Medical Assist	1
MSP Assist	
Other Calls for Service	6
Property Checks	851
Suspicious Person	1
Suspicious Situation	1
Well-Being Check	3

Traffic/Vehicle

Abandoned Vehicle	
Accidents	9
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	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	2
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	3
Assault	
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	1
Disorderly	1
Domestic Disturbance	2
Drive-Off	2
Drug Violation/VCSA	6
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	4
Juvenile Runaway	
Larceny	
Liquor Violation	
Minor in Possession	2
Missing Person	2
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	
Property Damage/PIA	9
Public Peace	1
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

1

Unwanted Subject

1

Miscellaneous

Administrative Hours

423.25

Alarm

2

Attempt to Locate

4

Boat Dock Checks

Casino Hours

144.25

Civil Standby

Community Policing

6

Court Hours

8

Death Notification

Drug Disposal

Follow-Up Investigations

13

Found Property

3

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

3

Total Complaints

69

Total Reports

69

Training Hours

18

Transport

2

Trespassing

1

Tribal Council Meetings

Vehicle Mileage

6508

Voluntary Missing Adult

Training/Travel

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
December-18

Administrative Hours	186.5	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	2	
Assist Hours	1	
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	4	
Contacts	85	
Court	3	
Court Hours	1.5	
Follow-up(s)	4	
Follow-up Hours	2	
Federal Citation(s)		
Hours Worked	267	
Joint Patrol(s)		
Marine Time		
Meeting(s)	5	
Meeting Hours	4.5	
Paper Service		
Possible Trespass		
PR Activities	1	
PR Activities Hours	2	
Property Checks	90	
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage	1146	
Vehicle Stops	1	
Verbal Warning(s)		
Written Warning(s)		

Training/Travel

December 14-16,2018, Sgt. Robles and Officer Gunderson attended Elk patrol in Gaylord,MI.
December 18-20,2018, Officer Brown attended Elk Patrol in Gaylord, MI.

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
December-18

Administrative Hours	34.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	291.5
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	2674
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

December 6, 2018 Sgt. Robles attended CORA board meeting in Petoskey, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: December 2018

Title: Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

- Certificates of Exemption Issued: 4 (RTM) 3 (Tribe/Entity)
 - Type: 3 Vehicle
 - 0 Recreational vehicle / watercraft
 - 3 Construction
 - 0 Mobile / Modular Home
 - 0 Treaty Fishing
 - 1 Bereavement/Burial Program
 - Address / Status Changes Reviewed: 50
 - Address / Status Changes Processed in RTM database: 5
 - Proofs of Residency Processed: 2
 - Proof of Residency Letters Mailed: 15
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 0 (LRCR)
 - Motor Fuel Registrations Processed: 1
 - Tribal Business Tax Licenses Issued: 7 Annual Renewals
 - 0 (Entertainers) 0 (Vendors) 0 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 16
 - Little River Casino Resort Venue Reports Processed: 0
 - Tax Warnings Issued: 0 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Tax Assessments Issued: 0 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Trading Post Motor Fuel and Tobacco Receipts Processed: 2,951
 - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 437
1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
 2. Responded to inquiries from Tribal members and employees regarding RTM statuses, tax-exempt utilities, motor fuel registration, the Certificate of Exemption process, per cap issues/questions (which were referred to the proper staff), Proofs of Residency, tax preparation services, tax benefits available to Tribal members, Tax Agreement Area boundaries, and reservations for Aki Maadiziwin.

3. Picked up, reconciled, and filed tax-exempt motor fuel and cigarette logs from the Trading Post on a daily basis.
4. Continued reporting Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales and inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed, recorded, and filed daily motor fuel logs and receipts from the Trading Post in to the Tax Department database.
7. Received, reconciled, recorded, and filed OTP (other tobacco products) logs from the Trading Post.
8. Received, reconciled, recorded, and filed November 2018 Tribal tax returns from the Little River Casino Resort which included:
 - a. Retail Sales Tax (Nectar Spa, Little River Trading Post, and Little River Casino Resort)
 - b. Food & Beverage Tax
 - c. Admissions Tax
 - d. Lodging & Occupancy Tax
9. Reconciled and monitored motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
10. Continued work on creating quick reference guides pertaining to the Tax Department policies, procedures, Ordinances, Agreements, and Regulations.
11. Monitored outstanding tax assessments.
12. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
13. Completed and submitted the Tax Department monthly department report for November.
14. Processed Aki Maadiziwin Community Center reservations and Rental Agreements as necessary, including receiving deposits. Prepared and submitted check requests for deposit refunds as applicable.
15. Calculated data, processed, and filed month-end tax reports for November, including providing Tribal Member fuel and tobacco purchases to the Casino Resort.
16. Scanned and filed Tax Department documents such as Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, financial and tax reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments.
17. Worked with Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Tribal Business Tax Licenses are issued to entertainers selling merchandise.
18. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities.
19. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
20. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for January 2019 and provided it to the Trading Post Manager.

21. Monitored motor fuel gallons and tobacco purchases at the Trading Post to ensure tax exempt sales do not exceed the Tribe's annual quota amounts.
22. Reviewed and filed BP monthly invoice and statement for any errors. Also updated Leads and the Ogema's Office of more charges on the BP credit cards for high-risk credit and the lack of card rewards. In October, I met with the Leads and Ogema to suggest a new government fleet fuel credit card company with less fees and higher rewards. Directive was given by the Ogema and Leads to one of the Staff Accountants for follow up in order to save monies for the Tribe, but no changes have been implemented.
23. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
24. Worked with Public Affairs Office in proofreading the Currents and providing feedback.
25. Updated Tax Department files, binders, forms as necessary to incorporate new Resolutions, amendments, etc.
26. Provided the 2019 Certificate of Exemption and Letter of Authorization from the State to the Tribal Government's and Casino Resort's Purchasing Departments.
27. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, and Housing staff regarding Community Center reservations to ensure the building is clean and stocked for events as well as inspected afterward.
28. Worked with Utilities and Public Safety for the implementation of Lodging and Occupancy tax on camping fees and Service tax on applicable services provided.
29. Worked with the Casino Resort Compliance Director regarding Trading Post reports for review to ensure compliance with Resort policies and procedures. The Director is currently working on updating their structure and cross-referencing.
30. Continued working with Unified Legal staff regarding amendments to Tax Department Regulations, the creation of a new Regulation to address Resident Tribal Members and providing Proofs of Residency, and reviewing other departmental Regulations and Ordinances for any updates and/or corrections.

Meetings attended this month:

1. Attended staff Holiday Breakfast at the Casino Resort on December 14, 2018.

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
December 2018 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 22 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Continuing effort to mitigate for NA remains discovered in Manistee by Consumers Energy (with Army Corps of Engineers). Included meeting and second site visit on MOA and plan for remains.
4. Appeared in a teleconference unemployment hearing.

5. Met with staff and others to discuss NMHSI issues.
6. Assisted in preparations and planning for Staff Christmas Breakfast with Ogema's Office and Leads.
7. Administered, directed and supervised all departmental activities.
8. Approved ADP timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
9. Continued limited work on Indiana FBI issue involving seized materials.

The Language Coordinator accomplished the following during this month:

- 1) Processed CD ROM orders.
- 2) Working with Rebeca Groh on language for currents.
- 3) Researching on technology of CD ROM for a Mac computer.
- 4) Wrote scripts for video shoot.
- 5) Video shoot for face book show Endaaying.
- 6) Classes at Kennedy school with 5th graders.
- 7) Classes at NGLC, Elders, and LRB employees and community members.
- 8) Responded to calls and Emails about language, culture, CD ROMs, camp.
- 9) Including a special yearend report from NGLC ,Video & CD ROM update.

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.

.Addendum to report –

Total Language related sales

CD ROM sales 2018 T's & Hoody's

1 st Quarter	312.00	
2 nd Quarter	78.00	
3 rd Quarter	320.00	1700.00
4 th Quarter	78.00	
	866.00	1700.00 = 2566.00

2018 NGLC Year Review

- From January 2018-Current there have been 94 children within NGLC that have received language lessons on a weekly basis. The majority of the children are between the ages of 3-5 (preschool) with some school age children (5-12)
- Mr. Pheasant presented at NGLC's first birthday party in April 2018 to a group of 32 children and their families
- A presentation in November 2018 was completed for the Manistee Area Chamber of Commerce Leadership Class
- Photos and Videos of Mr. Pheasant have been shared on NGLC's social media site that have reached 214 views and hundreds of family members and members of our social media site.

WWTP

Gary Lewis

Utilities Department
Gary M. Lewis, Utility Supervisor
December 2018, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Routine Maintenance

Billing

Water	\$11,336.18
Sewer	\$14,276.02
Irrigation	\$1,810.94
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$15,405.85
Septage	\$3,137.66
Other	\$25.00
Month Total	\$53,335.65
Yr. to Date Water	\$156,220.60
Yr. to Date Sewer	\$250,489.27
Yr. to Date Fire Suppression	\$88,128.00
Yr. to Date Irrigation	\$35,072.49
Yr. to Date Manistee Township	\$169,585.16
Yr. to Date Septage	\$86,984.05
Other Revenue	\$7,120.51
Credit	\$0.00
Yr. to Date Total	\$793,600.08

1. Well House Pumping in Gallons

Total Flow Gallons

a. 2,301,803

b. Ave Daily Flow Gallons 74,252

2. Gallons of Treated Waste Water SBR

Influent Gallons

a. 2,910,364

b. Daily Average Gallons 93,883

Effluent Gallons

a. 2,513,455

b. Daily Average Gallons 81,079

c. Waste Sludge Gallons 81,000

Lagoon

a. Influent 424,419

b. Daily Average Gallons 13,691

3. Septic Sewage

a. Gallons 69,207

III. Travel and Trainings

N/A