

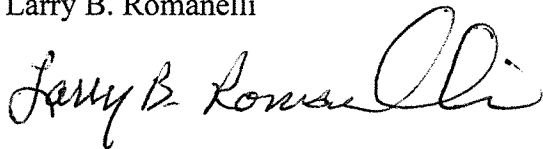
**Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
Manistee MI 49660**

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: March 16, 2017
Maanda Nji: Re: February, 2017 Operations Report

We respectfully submit the February, 2017 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli



Little River Band of Ottawa Indians
Departmental Monthly Reports
February, 2017

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

February, 2017 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2017 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2017 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

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

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2017 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 2015 audit took place June 20 - 28, 2016. The firm Dennis, Gartland & Niergarth, performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for year ended December 31, 2015, has been issued to the Tribe with an Audit opinion date of September 16, 2016. The audit presentation took place Monday, September 19, at 2:30pm, in the Tribal Council conference room, with the Ogema and Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report was filed with all appropriate federal agencies on September 28, 2016, before the September 30, 2016, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI 2/ Restroom/Pavilion Shelter, Pharmacy Renovation and Child & Family Development Center, Odeno-Fruitport Housing Project. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of February.***
 - i. ***US 31 Sewer Extension Project: None***
 - ii. ***2014 AKI-2 Homes/Pavilion Shelter- None***
 - iii. ***2016-Pharmacy – None***
 - iv. ***Child & Family Development – Purchase's - \$78,904.74***
 - v. ***Odeno-Fruitport Housing- \$24,050.00 -Contracts***
2. ***Cash Receipts; Daily cash receipts totaled for the month of February, were, \$293,325.15 the General Fund Operating Account had a total of (167) receipts, the Grant Funded Programs had a total of (15) receipts in the amount of***
3. ***Lead Facilitator – Health and Human Services Division: Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.***
4. ***Judgment Trust Account: Ongoing process, updates for renewal notice to the minors as Huntington Bank sends all bank statements related to the Tribal Children Judgment Trust Accounts to the attention of Tribal Accounting to open and verify that the member is a current member and has a updated address to forward the information on to the tribal member, there were several Pre-Renewal Notice(s) that went out to the members notifying them that the (CD) Certificate of Deposit was schedule to mature. Final stages of this program information, should be concluding.***

5. **Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.
6. **Payroll:** ADP system, currently review and approve at director level ongoing with weekly conference call meetings with ADP to resolve issues, have not been able to attend the meetings and very little involvement with the payroll clerk to get up to speed with cross training. This will be a future goal. No Activity
7. **1099-MISC.** – continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2016.
8. **Trading Post - Monthly reconciliation** – Bank statement, on a monthly basis reconcile payroll and A/P checks.
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 Aki 2/Pavilion Shelter Project, US 31 Sewer Extension and Pharmacy Renovation, Child & Family Day Care, Odeno – Fruitport Housing Project.

Other Meetings

- **Lead Facilitator Meeting** – Several throughout the month
- **Family Service – Meetings**
- **Clinic Meeting – Director – Meetings**
- **Pharmacy Meeting- Director**
- **Finance Meeting – HR Conference- Rent Receipts**
- **Commerce – Odeno – Fruitport Housing Project**
- **Commerce – Finance – Rental Payments / Tracking**

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Weekly payroll for Trading Post
6. AP including tax payments for Trading Post
7. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
8. Void Stale dated checks
9. Positive Pay
10. Warriors Society Banking

Meetings Held / Attended – Odeno, Edward Jones, Rent

Trainings Held / Attended –

Special Tasks / Activities Performed – SAS Food Show

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 March.*
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 Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received five modification for the following grants: 2017 BIA Self Governance additional funding in the amount of \$495,557; 2017 BIA Self Governance additional funding in the amount of \$22,142; 2016-2018 EPA PPG additional funding in the amount of \$26,740; 2017 BIA Self Governance additional funding in the amount of \$320,878 and a no cost extension was granted on the 2012 BIA AFA from 1/1/08-12/31/16 to 1/1/08-12/31/17. Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking*

spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

12. The Tribe received one new grant award: 2017 IHS Self Governance Compact in the amount of \$1,516,272 for the time period of 1/1/17-12/31/17. Documents were scanned in the electronic grant folders that were created for these new awards. The new grants 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 award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.
13. Worked with Allison Smart to get a statement for the in-kind expense for 2016 that needed to be posted to the 2015-2017 EPA Water Quality program.
14. Completed the financial information needed for the 2016 APR that has to be done annually on the IHBG grants and sent to HUD. Entered those expenses for each IHBG grant on the spreadsheet that I created and attached all the supporting documentation and forwarded to Frank Figgels. Made sure all information reconciled with the draws and fourth quarter financial that would need to be completed and submitted to HUD. This whole process took me 23 hours to complete.
15. Changed my password in the SAM system that needs to be done every 90 Days.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis on numerous occasions to discuss grant issues.
3. Attended meeting with the Leads, Ogema and Mary on 2/21/17.
4. Attended meeting with Leads on 2/2/17, 2/14/17 and 2/16/17.
5. Met with Bill and Frank Beaver on 2/2/17.
6. Met with the Housing Department on 2/13/17.
7. Met with Frank Figgels on 2/14/17.
8. Met with Yvonne Parsons, Jeannie, Ton St. Dennis and David Hawley On 2/15/17.
9. Met with HR and Nickie on 2/16/17.
10. Met with Diane Lonn on 2/21/17.
11. Met with HR on 2/21/17.
12. Attended Directors meeting on 2/23/17.
13. Met with Frank Figgels, Chad and Michelle on 2/27/17.
14. Met with Noelle on 2/27/17.

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

Working on setting up the SEFA and balancing the cash receipt journal with the SEFA.

PAYROLL

Duties and Accomplishments –

1. Processed 358 payroll checks through ADP.
2. Verified 29 PAF's this month which included 4 new employee(s), and 3 terminated employee(s).
3. Completed payroll and payroll backup cover sheet for pay dates 2/3 and 2/17.
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 spreadsheet biweekly.
7. Entered all Unum deductions onto spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.
10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
11. Requested/received the following month's invoice for Mutual of Omaha from HR for review.

Meetings Held / Attended –

1. 2/10 Canceled– Payroll/HR meeting.
2. 2/3, 2/10, 2/17 and 2/24 – ADP Status call regarding current/ongoing issues.
3. 2/8 – Payroll discussion with Steve and Lani.
4. 2/9 – Meeting with Ogema, Steve, and Lani regarding Legal Opinion.
5. 2/22 – Began benefit reconciliation with Kathy.

Trainings Held / Attended –

1. None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing the ADP system.
5. Registering for Social Security Number Verification Service with the SSA Business Services Online.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. ADP training for payroll processing.
4. Creating/updating a quick reference guide for payroll.
5. Mutual of Omaha corrections/changes.
6. Training payroll backup for ADP payroll processing.

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with Kathy on reconciling benefits for life, health, dental, and vision.
3. Processing April 1st per capita distribution.

ACCOUNTS PAYABLE

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

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Maintain purchase orders, certified, bulk and fed-ex files
2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail
4. Date and distribute invoices & checks
5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail
9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files
13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

Meetings Held / Attended –

Bi-Weekly Department Meetings

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

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. 2/1 sent out request for proposals for Tribe's 401K audit.
2. 2/2 follow-up on declined credit card transactions.
3. 2/6 researched credit card discrepancy. Lodging charged to card without proper authorization.
4. 2/7 meeting regarding Dylan Miner contract.
5. 2/7 sent out notice to all lrboi on new contract templates that are available. Placed templates on L drive.
6. Follow-up on complaint on towels that were received in poor condition from CLS by the Elders Program. Per company, no charge.
7. 2/9 researched Otwell Mawby invoice for NRD.
8. 2/13 Negotiate new SteriCycle contract.
9. 2/13 Overview class with BIA Property Management on navigation of GSA's Federal Disposal System. Emailed notice to all LRBOI on access to system.
10. 2/21 Procurement Card and Credit Cards: Overcoming Risk to Credit an Effective Program Webinar.
11. 2/22/23 Negotiated final terms of Blue Stone Contract. Sought legal review, put together agenda packet, and submitted to TC for approval.
12. 2/28 sought credit from Migali. Company charged additional \$328.80 over quoted amount.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 290 packages.
2. Issued 158 receiving reports.
3. Returned 1 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

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

Meetings Held / Attended –

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

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

Expenditures Update

Total year to date expenditures for the Finance Division for February, 2017, are \$194,750, compared to an annual budget of \$1,208,052. Total expenses for the Finance Division for year to date February, 2017, represented 16% of the total annual budget.

Commerce Department
Vacant

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/February 2017

1 Department Overviews:

Goals and objectives:

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

Providing families with nutritional commodity foods, using the food distribution program as directed by the USDA, we will obtain our goals by.

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

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

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

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

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

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

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

2 Department Report Section:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore & L. Jackson warehouse / rotated stock/ inventory stock

Y. Theodore received food order put in 152 AIS

Y. Theodore received fresh produce put in 152 AIS

Y. Theodore placed fresh produce order for March

Y. Theodore placed warehouse food for March

Y. Theodore & L. Jackson filled food orders

Y. Theodor & L. Jackson clean warehouse

Y. Theodore completed spring membership items done

Y. Theodore attend Agricultural Marketing Service (AMS) meeting 2-16-17

Y. Theodore attend Directors meeting February 23rd 2017

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

February 2017 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 3 students requested Activities totaling \$300. 1 received class ring assistance totaling \$100. 1 student received senior expenses totaling \$125. February the department worked on Student Services Registration forms- 411 were prepared to be mailed early March. Also plans worked on for a spring morel hunting trip, a summer youth cooking class, Earth Day activities and a gardening project. In February we held a Mid-Winter Craft Day, with 25 in attendance.
- **Higher Education Scholarship:** 13 Higher Education Scholarships were processed for February. Total awards were \$7,860. This month assistance went to 3 university students and 10 community college students. 6 students are women and 7 are men.
- **College Book Stipend:** 14 book stipends were awarded during the month of February totaling \$5600. 7 for being enrolled in 4-8 credits, and 7 students received stipends for being enrolled in 9 or more credits.

Meetings Attended:

2/15/17 Entrepreneur Club meeting with Commerce, Yvonne Parsons and Debra Davis attended

2/23/17 Director Meeting, Yvonne Parsons attended

III. Budget Expense Justification

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

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

February Monthly Report - 2017

DIANE A. LONN, ENROLLMENT OFFICER

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 11 Applications forms for people seeking membership
- Mailed out: 32 Address change forms
- Created 25 New and Replacement Ids from 02/01/2017 through 02/28/2017
- 219 Addresses changed from 02/01/2017 through 02/28/2017
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0

- Provisional Rejection Letter: 8
- 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: 44
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 1
- 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
- 4 Applications received since 02/01/2017
- List Request of membership: Tax Officer, Education, Commerce, Members Assistance, Public Information
- Label Request of membership: Public Information – 2, Education, Commerce
- Tribal Members Label/List – Jacob Kequom
- Statistical Request: Family Services, Grants
- Department Verifications:
 1. Prosecutor 24
 2. Natural Resource 4
 3. Members Assistance 48
 4. Casino-Human Resources 4
 5. Human Resource 1
 6. Contract Health 74
 7. Commodities 3
 8. Family Services 7
 9. Commerce 0
 10. Election Board 18
 11. Utilities 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 4 Members passed away for the Burial Fund Money
- Sent out 2 Tribal Flags

- Sent out Per Cap Earnings reports
- Updated Citizen Validation folder
- 3 Tuition Waiver Verifications
- 456 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies
- Encoding Tribal Ids for new system at Trading Post

Meetings

Enrollment Meeting

- Total Membership: 4,250
- Total number of Elders: 1,249
- Total number of Adults (18-54): 2,599
- Total number of Minors (0-17): 402
- Total Tribal Members living in:
 - 9 County Area: 1,775
 - Outside 9 County Area: 2,361
 - Michigan: 2,781
 - Outside Michigan: 1,355
 - Undeliverable Addresses: 144

Facilities
Vacant Director

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant

February 2017

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS FACILITIES DEPARTMENT

Goals & Objectives

Training for Facilities Personnel

Keep all mechanical aspects of our facilities in proper working condition through preventative maintenance practices

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

To reduce work related injuries

To maintain the life expectancy of our facilities

II. Department Reporting Section

The winter season is in full affect and the Technicians are busy with snow removal from parking lots and sidewalks at Aki, Commodities, Bank Building, East Lake, Foot & Ankle Clinic, Government Center, House of Flavors, Justice Center and Natural Resources. They took cardboard recycling to Catholic Central High School. Changed out furnace filters at the Tribal buildings, Commerce's commercial and rental properties. This month 71 work orders were submitted and 67 were closed.

Aki

Issues with the water heater after inspection, Facilities outsourced to Custom Sheet Metal. Shortly after their work was completed. A new issues arose and had them come back to address it.

Everything is currently in working order.

The blinds that were broken were taken down and currently working on getting replacements blinds.

Commerce

3335 Orchard; Continued with the remodel of the home, plumbed both bathrooms, installed new flooring throughout the house, put up more trim, painted doors, installed a couple windows. New screens will need to be purchased and a new storm door along with some appliances.

1131 Vine St; Rotor rooter basement drain.

375 River St; replaced ceiling tiles in the main area.

Fixed fire escape door, it now closes and locks properly.

Still need to compete the ceiling in the break room/storage area.

Reattached hand rail inside stairwell.

Met with C&I for them to install a new phone line for the emergency phone in the elevator.

Facilities Management Department Report

Government Center

Pharmacy; installed water filtration system and looked for lockers at NRD that could be installed for personal belongings. Installed hand soap dispenser and c-fold dispenser.

Members Assistance; Purchased and installed privacy frosted for it to become a lactate room. We now have a private location to accommodate all women returning from maternity leave and all moms that are currently pumping for their baby.

Set up for the special and primary election, cleaned room up after the elections were over.

Health Clinic; moved file cabinets, fixed faucet handle that come off the sink and changed ballasts

Women's restroom, replaced flush valve on toilet by cafeteria

Justice Center

Started interior painting, the common area, courtroom peacekeepers, lobby, and kitchen and will work onto the offices/ departments requesting the same color scheme. Painted Member Legal

Assistance office & the Deputy Court Clerks doors.

Changed batteries in thermostat and reprogrammed

Replaced toilet handle in men's room

Other

Placed banner up at the Community Daycare located at the old casino building.

Delivered wood to the ceremony lodge twice

Gaming's heat was shut off for the day, Technicians brought over heaters from the Clinic to help keep employees warm, while the construction company completed work at the Community Daycare.

Collected buckets, tanks other supplies and brought over to the sugar shack, replaced the venting tube and installed a fire extinguisher. Hooked water line up.

III. Budget Expense Justification

Open standing purchase order for the buildings and Facilities Department, which the term ends in June 2017.

IV. Travel and Trainings

Roger Shalifoe attended the Auto Value Auto Expo

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

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS
UTILITIES DEPARTMENT
MISSION STATEMENT

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

II. Department reporting section

- **Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.**
- **Routine Maintenance**
- **Rates approved by motion for 30 day posting, open meeting held January 16th, Rates are pending approval by council resolution.**

Billing

Water	\$12,505.28
Sewer	\$14,319.13
Irrigation	\$1,188.09
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$13,716.00
Septage	\$1,954.62
Month Total	\$51,027.12
Yr. to Date Water	\$24,524.16
Yr. to Date Sewer	\$25,221.48
Yr. to Date Fire Suppression	\$14,688.00
Yr. to Date Irrigation	\$2,763.93
Yr. to Date Manistee Township	\$25,366.50
Yr. to Date Septage	\$4,480.56
Credit	
Yr. to Date Total	\$97,044.63

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,323,171**
 - a. Peak Flow 151,866**
 - b. Low Flow Gallons 32,205**
 - c. Ave Daily Flow Gallons 82,970**
- 2. Gallons of Treated Waste Water**
 - 1. Influent Gallons 2,249,065**
 - a. Peak Flow Gallons 98,865**
 - b. Low Flow Gallons 58,851**
 - c. Daily Average Gallons 80,324**
 - 2. Effluent Gallons 2,752,111**
 - a. Peak Flow 130,515**
 - b. Low Flow Gallons 81,594**
 - c. Daily Average Gallons 98,290**
 - e. Waste Sludge Gallons 91,000**
 - 3. Lagoon**
 - a. Influent 58,729**
 - b. Peak Flow 25,076**
 - c. Low Flow 0**
 - b. Daily Average Gallons 2,097**
- 3. Septic Sewage**
 - a. Gallons 32,577**

III. Travel and Trainings

N/A

Family Services
Jason Cross

Family Services Department

February 2017 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee.....5
Ottawa.....1
Muskegon.....1
Total.....7

Open Cases.....52

Total number of Tribal members served in open cases: 87

Total number of descendants served in open cases: 14

Total number of individuals served in open cases: 139

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.

Jason Cross, MSW – Director **Total: 7**
Zoongaadiziwin (SO) 6 Juvenile Justice -1

Total number living in homes served	20
Total number of Tribal Members living in homes served	8
Total number of descendants living in homes served	7
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	6
Case reviews this month	3
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	7
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amanda McQueen, BA – Family Services Case Manager **Total: 15**
Indian Child Welfare: 15 Juvenile Justice: 0

Total number living in homes served	47
Total number of Tribal Members living in homes served	34
Total number of descendants living in homes served	0
Total number of children living in homes served	1
 Total ICWA or ICWP cases where substance abuse is involved	 0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	10
Case reviews this month	3
Binojeeuk reviews this month	3
Contacts with outside agencies	81
Contacts with LTBOI departments	16
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	1

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 10
Domestic Violence: 10

Total number living in homes served	25
Total number of Tribal Members living in homes served	9
Total number of descendants living in homes served	6
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	0
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amber Shepard, BS- Case Manager Total: 14
Zoongaadiziwin: 9 PaT: 5

Total number living in homes served	44
Total number of Tribal Members living in homes served	30
Total number of descendants living in homes served	0
Total number of children living in homes served	4
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	14
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	3
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 4**
I&R 4

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	6	Muskegon, Kent
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	102	
<i>Office Visits</i>	23	
<i>Phone Conferences</i>	0	
Meetings	Muskegon DV Task Force	Muskegon
Training	MCEDCVS Training	
Court		Muskegon

Muskegon Office Services: This section includes contacts made on behalf of the following departments. This may include assistance with accessing applications online, completing applications and/or making copies, faxing and general program information. This does not include the intake and referral process. This assistance is primarily done by the Family Services Intake worker.

Accounting.....	0
Commerce Department/Workforce Development.....	2
Commodities.....	0
Education.....	0
Election Board	0
Muskegon Office.....	3
Enrollment.....	8
Family Services/Bedabin.....	1
Health Services.....	2
Historic Preservation.....	0
Housing.....	0
Human Resources.....	0
Legal Assistance.....	1
LRCR.....	0
Members Assistance.....	14
MRS.....	0
Natural Resources.....	1
Public Information.....	0
Public Safety.....	0
Tribal Court, Peacemaking.....	0
Faxing.....	0
Copies:.....	13
Email	25
Mail.....	0
Notary Services	12
Assistance with forms.....	17
Warriors Society.....	0
Other	11
Total Tribal Citizens Assisted.....	37

Departmental Monthly Events & Needs

Meetings:

HSCB – 1/3/2017

Construction Task Force - Every Thursday

Meeting with MDHHS Director – 1/4/2017

Tribal State partnership – 1/18/2017 – 1/19/2017

MCOE 2020 – 1/17/2017

NMHSI – 1/24/2017

WSCC – 1/30/2017

Travel and Trainings:

WSCC – 3/2/2017

HSCB – 2/7/2017

Launch Manistee – 2/8/2017

Court

3 Hearings – 2 Manistee & 1 Tribal Court

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: February 2017

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

1. Secure grant funding that will employ Ogema & Tribal Council approved strategies in order to:
 - ♦ Advance the Tribe's efforts to build community;
 - ♦ Address the socioeconomic needs of Tribal members and families;
 - ♦ Strengthen the Tribe's governmental infrastructure;
 - ♦ Enhance Tribe's capacity to protect/preserve its cultural/natural/financial resources.
2. Promote effective and efficient systems, including staffing and training for the development and administration of grant-funded projects/programs.

II. Department Reporting Section

- A Grant Director is scheduled to be hired for the Department: also, a new Grant Writer is also expected to be hired later this year (2017). Currently unaware as to the status of the hiring process but its working somewhere in the background.
- In February, LRBOI received a notice that the Office of Head Start (OHS), Administration for Children and Families (ACF), Department of Health and Human Services (HHS), will be holding a tribal consultation in the month on March 14th for the American Indian and Alaska Native Early Head Start Grant program. This consultation will be followed by another in August (8/7/17). Plans to address this funding opportunity have been in place since the fall of 2016 but the NOFA was never released. The Family Services Department was notified this: it is hope that the Family Services Director and/or Director of the Next Generation Child and Family Development Center will be able to attend. The consultation may be an important step in laying the groundwork for this important program. There is no intention to attend on the part of the Grants Department.
- Also in the month of February, a considerable amount of time was spent addressing the FY 2017 USDOJ CTAS grant initiative. It was elected by the Tribe that only one purpose area would be addressed this year. The Grants Department worked with the Family Services Department to address Purpose Area 5 – OVW Violence against Women Tribal Governments Program. The deadline date was February 28, 2017.
- At this point, it appears that one of the next projects to be taken up by the Grants Department is going to be a car seat initiative. At this point, matters related to this possibility has not been flushed out. However, it is clear that the other departments involved will be as follows: Public Safety and Planning.
- Another consideration that is in its very early stages has to do with tax credits and their possible role in the future development of low income housing. The Grants Department participated in a preliminary tax credit discussion with the Commerce Department and an outside agency. Additional meetings are in the process of being

scheduled to further explore these possibilities. Will be spending time working to perform our due diligence in the month of March: status update will be included in next month's report.

- On the more immediate horizon, there is an upcoming funding opportunity with a deadline date of March 27th. Commerce and Family Services are preliminarily planning to address a USDA grant opportunity (unless a reason not to proceed materializes in the course of moving the initiative forward). This consideration would involve partnering with local Farmers Market representatives to address the FY2017 USDA "Farmers Market and Local Food Promotion Program". The Family Services Department brought this to the Grants Department: disposition is currently under review. Do not know if this is doable at the present time.
- Over the course of March, Historic Preservation and the Grants Department will also be putting together a small grant application to the Institute of Museum and Library Services (IMLS) for the Native American Library Services Basic Grants Program. This is due April 1, 2017 – the upper limit of the request is \$6K unless an assessment/evaluation component is included, in which case we could apply for \$7K (max).

IV. Other Duties and Activities performed during the month of February 2017:

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared grant submission approval packages for the tribal leaderships for those grant considerations expected to be addressed with a (grant) funding application.
- Worked variably with different tribal departments/representatives to develop grant applications that work for the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any and all mandatory meetings and/or any other meetings that I was invited to attend.
- As available, attended Language Classes (Educational Leave) - Friday schedule.
- Attended Warrior's Society meetings regularly scheduled and participated in other related activities.
- Participated in Enrollment Commission meetings as a Commission Member.
- Continued to pursue self-education efforts related to grants development as well as other related personal/professional development.

V. Budget Expense Justification: No budget related matters to report.

VI. Travel and Training: None scheduled at this time. It appears that there may be some VA training coming up (sometime this spring) that may be important to attend as a member of the Warrior's Society. There was a meeting scheduled in February to discuss details, but it had to be cancelled. Meeting is rescheduled in March.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

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

Date: March 08, 2017

Re: February 2017 Report of Activity – Tribal Health Services

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

February 1st and 15th, 2017, Don MacDonald, Health Services Director, Janice Grant, Clinic Supervisor, and Gina Dahlke, PRC/EHAP Supervisor participated in semi-monthly phone meetings with staff from FCPID to discuss billing and credentialing issues.

February 3, 2017, Don MacDonald, Health Services Director met with the Unified Legal Department to discuss employee disciplinary issue.

February 8, 2017, Pauline Meister, R.N. joined the Health Services Department as a Clinic Nurse.

February 9, 2017, Don MacDonald, Health Services Director met with Attorney Rebecca Liebing (Unified Legal) and Chief Pharmacist, Melissa Jackson, to discuss proposed vendor contracts related to Pharmacy drug purchases prior to presenting to Tribal Council for approval.

February 14, 2017, Don MacDonald, Health Services Director, Janice Grant, Clinic Supervisor, and Gina Dahlke, PRC/EHAP Supervisor met with Jason Cross, Director of Family Services, to discuss potential impact of FQHC providing services at the Child Development Center Building.

February 15, 2017, Don MacDonald, Health Services Director met with Kara Schurman, Great Lakes Area Tribal Health Board Director, to discuss how the Board can be of assistance to the Health Clinic.

February 15, 2017, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting. All staff attended.

February 21, 2017, Don MacDonald, Health Services Director participated with the Chief Pharmacist, Melissa Jackson, in State of Michigan Pharmacy Licensing inspection.

February 23, 2017, Don MacDonald, Health Services Director participated in Government Center Directors Meeting.

February 27 & 28, 2017, Be Da Bin staff hosted and all attended the ASIST (Applied Suicide Intervention Skills) Training at West Shore Educational Center (Suicide Prevention Training through grant from Indian Health Services Bemidji Area Office).

Forest County Potawatomi Insurance Department filed 34 claims on behalf of Little River in the amount of \$6825.49 for Third Party Revenue generation.

Be Da Bin Staff (other meetings/events): Dottie Batchelder, Chemical Dependency Counselor, organized and set up the ASIST Training; attended meetings for the Northern Michigan Recovery Residences; fixed the numerous errors on the RPMS Behavioral Health System; helped community with the Round Dance (as did Krystal Davis, Intake Worker) set up; and renewed my Certification through MCBAP for Certified Peer Recovery Mentor. Dottie was out ill and had to cancel many appointments with clients and this is why our no shows are high this month. Sujean Drake, Mental Health Counselor, set in her renewal for her Social Work License and attended webinars on Ethics/Counseling. Krystal Davis, Intake Worker, lead the Full Moon Ceremony on February 9, 2017.

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

CLINIC OPERATIONS:

178 patients scheduled

18 patients NO-SHOW to scheduled appointments

0 patients provided SAME DAY appointments for emergent matters**

45 cancelled appointments

115 patients attending CLINIC PHYSICIAN appointments**

18 patients PHONE TRIAGE**

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

34 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN FEBRUARY (Total Patient Volume): 238

Diabetic patients:	39
Flu Vaccines:	04
Injections:	03
Nursing Visits:	01 **
On-site Labs:	113

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,523

DIRECT CALLS TO CLINIC OPERATIONS: 197

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 588

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDANCY COUNSELING:

19 (12 RS) INDIVIDUAL/RECOVERY SUPPORT CLIENTS

141 CLIENT CONTACTS FOR SERVICES

153 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 202

MENTAL HEALTH COUNSELING:

23 INDIVIDUAL CLIENTS

66 CLIENTS CONTACT FOR SERVICES

132 COUNSELING/ADMINISTRATIVE HOURS

TOTAL CLIENT SERVICE DELIVERY: 87

INTAKE WORKER:

22 CLIENT CONTACT HOURS

130 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 66

TRADITIONAL HEALING: 8 INDIVIDUAL CLIENT CONTACTS

Program No shows 19

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 11

TRAVEL HOURS: 43

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 11

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$156,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2124

TOTAL PRC PAID IN FEBRUARY: \$121,000

PHARMACY/OTHER: \$41,000

DENTAL: \$21,000

TOTAL PATIENTS: 277 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 563

TOTAL CLAIMS ENTERED: 664

TOTAL PRC PAID 2017: \$225,000

TOTAL EHAP PAID IN FEBRUARY: \$35,000

TOTAL EHAP PAID 2017: \$61,000

TOTAL ENROLLED EHAP/LRBOI: 1263

MEDICARE LIKE RATE (MLR) Savings for FEBRUARY 2017

Claims submitted: 34 \$81,166.33 (total submitted)

-\$15,506.38 (what we paid)

\$65,659.95(total savings)

PATIENT BENEFIT COORDINATORS FEBRUARY 2017:

Webinars: 7

Applications/Reassessments mailed (PRC): 56

Online Insurance Applications (Medicaid): 6

Enrollment verifications: 12

Also assist with Patient Registration for clinic patients and phone coverage during lunch and breaks.

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive
Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For February 2017

Staff

Frank Figgels - Director of Housing
Michelle Pepera – Administrative Assistant
Chad Gehrke – Home Buyer Education Coordinator
Jim Stuck – Housing Maintenance Technician
Steven (Jake) Shepard - Housing Maintenance Technician
Nichole Daske – Housing Maintenance Technician
Tony Giltz – Work Force Development Trainee

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. On February 21, 2017 the Housing Department received a Draft Monitoring Report from EWONAP for the remote monitoring they were conducting on our Indian Housing Block Grant #55IT2636400.

The purpose of the review was to fulfill HUD's statutory obligation to review compliance with HUD and related requirements. The review included the following areas: 1) Financial and Fiscal Management, 2) Organization and Structure, 3) Procurement and Contract Administration, 4) Self-Monitoring.

The Housing Department, Accounting Department and Procurement all provided information on three different occasions as requested by EWONAP.

We are pleased to report EWONAP's Summary of Findings and Concerns indicated **No findings or concern for each of the areas reviewed.**

This is great news for all the Departments involved and a compliment to their professionalism.

- B. The development of more Fair Market housing at Aki is moving forward. During the month the contractor who has been working with the Commerce on the Odeno Development in Fruitport Township met with the Construction Task force and provided draft drawings and cost estimates on three different floor plans for Aki. The designs included a two bedroom one car garage floor plan, a three bedroom two car floor plan and a larger three bedroom 2 car garage floor plan.

The Housing Department is also preparing a resolution for Tribal Council to authorized the \$1,700,000 budget from the Housing Stock Reserve Fund and the Construction Task Force to provide oversight for the planning and construction.

- C. Over the last year the Housing Department has been working with the Housing Commission and the Unified Legal Department to update the Housing Regulations. We believe the process is going well and are clarifying and reducing the grey areas. During January Chapters 1 and 4 were posted for a 30 public comment period. Some of the changes should enable the Housing Department to update our waiting list so they are more accurate as to the needs of the applicants. In February Tribal Council approved the revisions to Chapters 1 and 4 of the Housing Regulations.
- D. During the month the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 4
 - New leases: 2
 - Annual Inspections: 3
 - Move-out Inspections: 1
 - Move outs: 3
 - Transfers: 1
- E. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 0
 - Amount of Awards made for the Month: 0
 - Total Number of Awards made during the Year: 0
 - Total Amount of Awards for the Year: 0

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 2
- B. Termination Notice(s) issued: 1
- 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.

- A.** LRBOI Housing has 64 rental units in total of which 58 are rented giving us an occupancy rating of 91%. Aki has 57 rental units of which 52 were rented during the month. It should be noted we filled three vacant units and had two move outs and one transfer so even though units are being filled others are being vacated so the occupancy rating remains the same as last month.

We are having difficulty filling vacant units as applicants are not responding to our requests for information in order to perform the suitability screening. We give them 10 business days to respond before we can move onto the next applicant if they do not respond. This ends up being time consuming which we believe the changes to the Housing Regulations will help us reduce these problems and resulting delays.

- B.** Aki has 9 low income elder designated rental units and 9 units are rented.
C. Aki has 2 low income elder ADA designated rental units and 2 are rented.
D. Aki has 28 low income family rental units and 26 are rented.
E. Aki has 6 low income family ADA rental units and 5 are rented.
F. Aki also has 12 fair market rentals and 10 are rented.
G. We have 5 fair market rentals in the City of Manistee and 5 are rented.
H. We also have 2 short-term rentals in the City of Manistee and 1 is rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

1. Revision completions for Housing Regulations Chapter 1 and 4.

VI. Plans for the Future.

- A.** Developing more Fair Market Rental units at Aki maadiziwin

VII. Other Information

- A.** None.

End of Report
Frank Figgels, Housing Director
March 1, 2017

Attachment: February 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 1-30 Plowed Salted Lots / Walks

Paper work, Clean organize SALT Bay
Applied wax to new Floor @ 2654 OC

Date 1-31 ~~Applied~~ Plowed / salted Lots cleaned Drives

Applied wax to new Flooring @ 2654 OC
Cleaned / snaked Drains @ 2711 OC Mileage
Painted trim for 2654 OC, Picked up Casing for 2654 OC

Date 2-1 Plowed Salted Lots / Walks cleaned Drives

Applied wax to new Floor @ 2654 OC
Checked Moisture issue @ 2596 IC, Wrapped water Lines in
Basement @ 2641 OC

Date 2-2 Continued @ 2654 OC

Installed, Caulked, Painted Trim

Date 2-3 Finished @ 2654 OC

opened up 2615 for new tenant

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 2-6

SNOW REMOVER, EMPTYED DEHUMIDIFIER
CLEAN SHOP, CLEAN TOOLS

Salt parking lots downstairs and top parking lot (Nick left early by 8 AM)

Date 2-7 Recreates, Dropped off Anti Rodent devices to Dan Glen (3)

Made list for materials cleaning, getting quote for Locksets / Deadbolts
Picked up yard @ 2654 OC, Went with Chnd to 2648 OC
Cleaned up wood shop area

Date 2-8 Salted Lot + walks, Repaired Closet Doors, cleaned and
tightened Blades on ceiling Fan @ 2695 OC, Removed all programming
and reprogrammed Garage Door opener with Remote @ 2648 OC
Repaired Ceiling Fan and disassembled Bed Frame @ 2648 OC

Date 2-9 Clean + organized Shop and wood shop

Prepped ~~eg~~ + cleaned equipment for next unit cleaning
Cleaned trucks

Date 2-10 Called ~~eg~~ for quote on locksets / Deadbolts

Loaded tools + materials for next vacant unit, Move out
Inspection @ 909 1/2 Davis

Due Every Friday

Thank you for filling out this Daily Worksheet

**Housing 2017
Daily Worksheet**

Date 2-13 Rekeyed 2714 OC per tenants Request

Startix @ 2648 OC

Move out inspection @ 148 1/2 Ford St.

~~Started @~~

Date 2-14 Snaked and cleared Drains @ 2698 OC

~~Started~~ Continued @ 2648 OC

Date 2-15 Replaced sprayer hold down & greased o rings in Kitchen
Faucet @ 2715 OC, Checked Furnace @ 2720 IC seen to be
working Fine, no codes, Continued @ 2648 OC, let Stanley Cleaner
in @ 2596 IC, met servepro @ 2647 @ mold issue,
Serve pro also @ 2648 OC mold issue

Date 2-16 Continued @ 2648 OC

Move out inspection @ 2605 OC

Date 2-17 Continued @ 2648 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 2-20 Continued @ 2648 OC
Took SNOWFLAKES DOWN

Date 2-21 Continued @ 2648 OC

Date 2-22 Continued @ 2648 OC
Annual inspection @ 2607 IC

Date 2-23 Completed @ 2648 OC, Receipts + Paperwork
Took Materials Back to shop, restocked, took materials to
2605 OC Started.

Date 2-24 Plowed Salted lots,
Continued @ 2605 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
No Director
No report submitted

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
February 2017

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Domain level system rebuilds project continues; Domain control server rebuild started with the elimination of controller number 4, controller 3 has replaced controller number 1. Controller 1 will be eliminated in March. This is a year-long project.
2. 256 new IT work orders were opened in February 2017 and 259 IT work orders were completed in February 2017.
3. New security policies and compliance reports for I.H.S. point to point.
4. Connecting Ayaa to government network, provide IT Technical support. Incorporating their backups to ours will still need a stable internet circuit.
5. Disk space project continues, the Tribal Government currently uses 38.2 TB of data storage. More is needed after an analysis of how the space is utilized.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Attended mandatory Directors Meeting.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Assist with Government Center Roofing Issues.

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: March 6, 2017
Re: February 2017 report of activities

Number of tribal members assisted on new issues 84

Number of referrals received 5

Number of continuing cases: 59

Types of legal issues:

Child support	Change of Custody
Probate Estate	Guardian – Adult - Modify
Divorce	Real Estate
Paternity	Driving Tickets – Out of State
Divorce – Out of State	Warranty
Wills	School Complaint
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Social Security Cards
Medical Power of Attorney	Amend Estate Planning Documents
Child Support Arrearages	Parenting Time
Trusts	General Civil
Land Contract	Department of Human Services
Juvenile Criminal	Add Father to Birth Certificate
Employment	Name Change - Adult
Landlord – Tenant Issues	Residential Leases
Certificate of Trust Existence and Authority	Driver's License
Conservator – Adult - Modify	DNA
Limited Power of Attorney – minor	Vehicle Lease
Qualified Domestic Relations Order	Dismissal of Civil Action
Income Taxes	Small Claims
Contracts	Contracts

Garnishment
Sexual Harassment
Disability
ICWA
Income Tax Exemptions
Homestead Exemption
Supervised Parenting Time
Child Protection Services
Vehicle Transfer
Security Deposits
Felony Warrant
Guardian – Minor – Amend

Criminal
Police Reports
Revocation of Power of Attorney
Pensions
Collections
Personal Protection Order
Inheritance
Cremated Ashes
Felony
Breach of Contract
Termination of Lease
Vehicle Titles

Attended victim services task force meeting

Prepared contract review for Tribal Court

Attended strategic planning quarterly review

Attended director's meeting

Sample of Work Performed:

Assisted a tribal member add their child's father to their birth certificate

Assisted a tribal member file a civil lawsuit

Assisted a tribal member give temporary power of attorney over their minor child to another person have legal authority to care for their minor child

Assisted a tribal member garnish their ex-spouse's pay for not paying them what was ordered in their divorce judgment

Assisted a tribal member prepare a contract for use in their newly formed business

Assisted a tribal member prepare the necessary documents to sell real estate owned by their Trust

Members Assistance
Jason Cross (Interim)

Members Assistance Department

February 2017 Departmental Report

Jason Cross – Interim Supervisor
Linda Wissner – Members Assistance Program Specialist
Krystyne Medawis – Members Assistance Program Specialist
Noelle Cross – Elder Meal Program Administrator
Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

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

i. Total expensed \$63,522.58

ii. Budget remaining 7%

iii. 16 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	0	1	6	2	0	0	0	2

b. MOA BE-16-J72 \$70,000

i. Total expensed \$62,171.59

ii. Budget remaining 11%

iii. 13 total households served with this program.

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

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

i. Total expensed \$130,496.93

ii. Budget remaining -4%

iii. 23 total households served with this program.

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

2. Food Assistance Program

a. Budget \$45,000

b. Carry over \$16,650

c. Total budget \$61,650

d. Total expensed YTD \$14,100

e. 106% Remaining

f. 71 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
25	3	3	1	13	3	2	7		14

3. Rental and Mortgage Assistance Program

a. Total Budget \$30,000

b. Total expensed YTD \$5,370

c. 82% Remaining

d. 19 total households accessing this program to date

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

4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$8,251.95
- c. 82% Remaining
- d. 49 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
13	2	4		8	2		5		15

5. LIHEAP – DHHS Grant Funded Program FY 2017

- a. Total Budget \$148,770
- b. Total expensed to date \$1,985.39
- c. 93% Remaining
- d. 39 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
13	5	3	1	13	2	1	1	

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$2,880
- c. 81% Remaining
- d. 11 Elders accessing this program to date

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

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$5,100.11
- c. 80% Remaining
- d. 19 Members accessing this program to date.

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

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$5,960.00
- c. 95% Remaining
- d. 17 members accessed this program

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

9. Bereavement Program

- a. Total Budget \$453,000
- b. Total expensed YTD \$105,700
- c. 77% Remaining
- d. 14 members accessed this program

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

10. Elders Insurance

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

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
102	3	42	3

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
72	51	16	0	32	31	12	10	1	0

13. Office Visits

- a. 44 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi Daáwaá Aníshinaábek
LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT
210 9th Street
Manistee, MI 49660
(231) 723-1594**

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
- Staff Management ADP
- 2016 January Monthly Staff Report
- Burbot – Manuscript review
- Lake Trout Sea lamprey wounding data exchange (Barry)
- EPA Lake Sturgeon Budget

Equipment maintenance/Field Work/Lab Work:

- Inland Consent Decree – Scale aging / fisheries data analysis
- Fish aging

- Fish aging data
- Net preparation
- Net tying
- Checked Manistee River Sturgeon site cameras
- Continued work on Manistee Adult sturgeon project
- Prep work towards sturgeon field season

Meetings/Training/Travel/Conference Calls

- Grayling Reintroduction Project, Stream Meeting, Gaylord (2-2-17)
- CPR Training (2-3-2017)
- Sturgeon Weir Conference Call with Cramer Fish Science (2-9-17)
- NRD Program Meeting, EPA Sturgeon Grant Budget Meeting (2-17-17)
- BIA Circle of Flight/Great Lakes Restoration Initiative Meeting, La Du Flambeau, WI (2-22/23-17)
- Grayling – Call with Montana FW&P (2-8-17)
- Grayling – Call with GVSU (2-17-17)
- Grayling – GVSU Contract, Tribal Council
- Ludington Pump Storage Plant call(s) (2/6/17, 2/16/17, 2/23/17)
- Scientific Advisory Team mtg (2/14/17)
- Biological Services Division annual mtg (2/17/17)
- February CORA mtg (2/24/17)
- Sturgeon Advisory Council meeting (2-16-17)
- Manistee Adult Sturgeon Call (2-9-17)

<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		

Wildlife Program

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

Tasks and Accomplishments

- Reviewing and commenting on USFS, NPS, and USFWS actions
- Grant preparation
- Work on hunting/fishing regulations

Administration/Budget/Reports/Data Entry

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

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Servicing field equipment
- Habitat management at Custer property
- Planning and implementation of habitat management on the Custer property

Meetings/Training/Travel/Conference Calls

- Meeting with NRCS
- CPR classes
- Marten and hare coordination meetings and calls with partners
- NRC meeting
- LCC conference calls

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Vacant – Brownfield Specialist

Shaughn Barnett- Water Quality Specialist

Josh Beaulaurier- Aquatic Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Reviewed current work plans
- Climate Change Planning
- Consulted with USEPA on multiple issues including air and water
- Reviewed Nestle Water withdraw documents
- Prepared comments on several local environmental issues
- Continued communication with partners on invasive species and wild rice

Meeting/Training/Travel/Conference Calls

- Nestle Water Consultation Feb 7th
- Call with Saginaw Chippewa and Red Cliff Environmental Coordinators on GAP issues 2/6
- Selection for Brownfield Specialist 2/14
- Water Division Call 2/21
- Brownfield Interviews 2/23
-

Brownfield Program

Brownfield Specialist position is currently vacant. It will be refilled as soon as possible.

Administration/Budget/Reports/Data Entry

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

Water Program (106 and 319)

Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.
- Completed draft of 106 Final Report for USEPA
- Drafted comment letter Statewide E.coli TMDL
- Completed Map with 303d listings for Big Manistee Watershed
- Analyzed precipitation and discharge effects on water quality data
- Began Discharge-rating curve protocol
- Acquired price quotes for new WQ flow meter
- Ordered SonTek flowmeter for WQ Sampling
- Edits on 2017 QAPP draft to USEPA

Field Work and Equipment Maintenance

- Completed February water quality sampling
- Delivered water samples to GLEC for processing
- Routine maintenance for Marsh-McBirney flow meters
- Routine maintenance for Hydrolab DS5

Meeting/Training/Travel/Conference Calls

- Feb. 3 – CPR Training @ Justice Center
- Feb. 16 – MDEQ E.coli TMDL Webinar
- Feb. 21 – Michigan Fruitbelt Collaborative Meeting @ TC
- Feb. 21 – EPA Water Division Conference Call (Region 5)
- Feb. 22 – EPA RBI Webinar
- Feb. 23 – MDEQ E. coli TMDL-Nonpoint Sources Webinar
- Feb. 28 – Meeting to discuss Comment Letter - Statewide E. coli TMDL @ NRD

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Managed Budget and Reviewed R&E
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Submitted Quarterly Flow Data to MDEQ – 2/9

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 2/13 and 2/22
- Completed PM 2.5, Monthly Maintenance & QC – 2/13 and 2/22
- Completed PM 2.5, Quarterly Maintenance & QC – NA
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – 11/14/16
- Installed new set of PM 2.5 filters – 2/8 and 2/24
- Sent collected PM 2.5 filter samples to MDEQ – 2/1, 2/13 and 2/20
- Completed first pre-season O3 Multipoint – 2/26

Meeting/Training/Travel/Conference Calls

- Attended MDEQ's Ozone Season kick-off Meeting – 2/15
- Participated in UMASS Lowell Toxic Use Reduction Institute GoToWebinar - Toxics Use Reduction - Using Planning Techniques to Improve Efficiency and

- Promote a Safer Work Environment – 2/16
- Participated in Monthly State, Local, and Tribal Conference Call – 2/22
- Participated in Monthly Region 5 Tribal Air Conference Call – 2/23
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 2/23
- Picked up 1 Ozone Calibrator, 1 Ozone Analyzer, and 1 Chinook from MDEQ in Lansing – 2/15

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Updated work plan for 2017
- Uploading data to AQWMS
- Research on restoration sites

Field Work and Equipment Maintenance

- Completed 2016 density and bed area sampling for Manistee area
- Toxicology lab will analysis seeds for metals
- Collected seeds to send for toxicity testing
- Counted seeds to figure out composition of ghost hull to hull rice
- Looked at the Arcadia marsh wild rice to see the production this year
- Membership survey about future wild Ricing projects
- Research on future projects dealing with wild rice
- Field gear prep for 2017

Meeting/Training/Travel/Conference Calls

None this month

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

February 2017

Meetings/Conferences/Trainings

- On February 3, 2017, I attended a Grade Inspection Meeting regarding the Kott-Siuda Road Resurfacing Project at the Manistee County Road Commission. The purpose of the meeting was an MDOT review of the plans and specifications for the project. In attendance, there were representatives from: the Manistee County Road Commission, K & M Engineering Firm, MDOT, and DTE Energy. A tentative project schedule was discussed, which included: MDOT Bid Letting by June 2, construction period from mid-July to mid-September, and a target construction end date of September 22.
- On February 13, 2017, I attended the Tribal Council Agenda Review to discuss the proposed MOA between the Tribe and the Manistee County Road Commission for the Kott-Siuda Road Resurfacing Project. This MOA was approved by Tribal Council at their meeting on February 15, 2017.
- On February 14, 2017, I attended an Executive Committee meeting and the full Board meeting of the Manistee County Community Foundation.
- On February 21, 2017, I attended the quarterly Strategic Planning Review meeting held by Tribal Council.
- On February 27, 2017, I attended the Tribal Council Agenda Review meeting to discuss the proposed contract with RCA, LLC to perform consulting and project management services to the BIA Roads program. The contract will appear on the Tribal Council meeting agenda for March 1, 2017.
- During the month of February 2017, I attended meetings of the Construction Task Force on the following dates: February 2, 9 & 23, 2017.

Activities/Accomplishments/Updates

- The planned road projects for 2017 are all progressing nicely, and I have the following updates:
 - Gathering Grounds Improvements-Phase 1: On February 17, 2017, we received a letter from the BIA Michigan Agency Office confirming receipt of a request for a Right-of-Way for the Gathering Grounds Road. The letter also informs us that the February 17 date begins the 60-day period to make a decision on whether the Right-of-Way is in the best interest of the Tribe, which is standard procedure.
On February 28, I was contacted via e-mail by Esther Johnson who is the Realty Officer for the BIA Michigan Agency. The original resolution approved by Tribal Council did not include a request to waive the insurance requirement now in place for granting ROWs. A new resolution requesting the insurance waiver will be submitted to Tribal Council for their approval at the March 8, 2017 meeting. We anticipate that the BIA will be able to approve the ROW request shortly thereafter.
 - US-31 & M-22 Intersection Safety Realignment Project: We are still on track to have all required permitting and approvals in place by mid-March, with construction bids in by early April. Actual construction should begin in April with completion by late June, prior to the Pow Wow. In the alternative, if we encounter significant delays, the beginning of construction could be moved to mid-July. We will keep you posted as things develop.

- Suida-Kott Road Project: The MOA between the Manistee County Road Commission and LRBOI was approved by Tribal Council on February 15 and signed by the Ogema on February 20. The Tribe's anticipated contribution to the project is \$150,000. On February 3, a Grade Inspection meeting was held with MDOT staff and other interested parties to review the plans and specifications of the project. MDOT Bid Letting is anticipated to occur by June 2. The construction period has been tentatively scheduled from mid-July to mid-September, with a target construction end date of September 22.
 - Harvey Street Reconstruction Project: There is no updated information on this project since the January monthly report. In January, we reported the following. The plans for the project have been completed and submitted to MDOT. The environmental clearance report has also been submitted to MDOT. All applicable permit applications are still pending, but approval is anticipated. The City of Norton Shores is still waiting to hear from MDOT regarding a bid letting and construction schedule. There is no timetable for that happening, but it is anticipated they will not have to wait too long. They are confident that construction will be completed by the end of summer 2017.
 - Service Drive for the Daycare/Early Childhood Development Center: The BIA Roads Inventory update, which was approved by Tribal Council on January 25, has been submitted to the BIA and is awaiting their approval. Once the road inventory update is completed, we will update our current Tribal Transportation Improvement Plan (TTIP) to include the construction of the service drive. Realistically, I do not anticipate the construction of the service drive to be completed by the projected start date of the center of April 1, 2017. I have informed Jason Cross of this situation and we will make plans accordingly.
- As an FYI to Tribal Council, I have been contacted by Consumers Energy regarding a possible request for an easement on Tribal property on the north side of Dontz Road. I haven't received the specific request or the legal description of the property involved, but have been told the easement should not be bigger than 8-12 feet. The easement would be necessary for Consumers to erect an electric pole with a riser that would be used to connect overhead equipment to the existing underground electrical line. Apparently this is necessary to service the additional electrical needs of the casino warehouse. Mike Burmeister, LRRC Facilities Director, is aware of the situation and put me in touch with the appropriate individual at Consumers Energy. I will keep Tribal Council posted accordingly as any easements would need to be approved by Tribal Council.

**Public Information
Vacant**

MONTLY REPORTS

During the month of February, the Public Affairs Administrative Assistant did the following:

1. Got Rapid River News put together and submitted online for each Monday
2. Got check to post office to mail Currents
3. Picked up bags from post office to mail Currents
4. Labeled 3134 Currents newsletters
5. Sorted by zip code and organized the 3134 newsletters
6. Filled out proper postage reports for Currents
7. Filled out proper purchase orders for postage and printing
8. Researched on-line for news articles, pow wows and activities
9. Sent and received several e mails concerning Currents and RRN
10. Worked on new items for March Currents
11. Worked on posting many flyers for Round Dance, Goonignebig, Maple tree tapping and Jiingtamok at different locations.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	8
City Assist	1
County Assist	5
Medical Assist	5
MSP Assist	
Other Calls for Service	2
Property Checks	1303
Suspicious Person	
Suspicious Situation	5
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	
Accidents	6
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	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	4
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

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

Criminal Offenses

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

Criminal Offenses Continued

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

Miscellaneous

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

468.5

1

302

13

3.5

2

81

2

1

1

2

37

37

48.25

6055

Training/Travel

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
February**

Administrative Hours	39
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	288.25
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	1079
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

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

Administrative Hours	157.25
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	
Assist Hours	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	1
Contacts	1
Court	
Court Hours	
Follow-up(s)	1
Follow-up Hours	1
Federal Citation(s)	
Hours Worked	129
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	5
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	8
Snowmobile Patrol Hours	
Training(s)	4
Training Hours	36
Vehicle Mileage	
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

February 13-16, 2017 Officer Brown and Sgt. Robles attended Advanced Migratory Waterfowl Identification training in Duluth, MN

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: February 2017

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 4 Certificates of Exemption for Resident Tribal Members (4 Vehicles)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 7 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, tax preparation services, Concessionaire's licenses, the Certificate of Exemption process for vehicles, RTM benefits, fundraisers on tribal land, and the Sales and Use Tax Credit Form 4013
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, erroneous discounts, incorrect fuel discounts, etc. for a total of 629 corrections and 2,414 receipts processed and completed by the Tax Office in February
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled January Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 10 Tribal Concessionaire's Tax Licenses; 1 qualified exempt fundraiser, 9 for vendors on Tribal property
13. Monitored outstanding tax assessments; no assessments or warnings were issued in January
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
16. Prepared January 2017 monthly department report

17. Processed 3 Tribal Michigan W-4 Withholding Exemption forms for employees; requested from Human Resources a 3rd and 4th quarter review of employees claiming state tax exemption for verification of RTM status
18. Processed 65 address changes/reviews from Enrollment for RTM status updates
19. Processed 14 RTM status and/or address changes
20. Processed and updated 6 RTM statuses and Proofs of Residency that were received
21. Prepared and mailed 14 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
25. Prepared month-end tax reports for January 2017
26. Processed 0 Venue Reports to the State of Michigan
27. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
28. Updated motor fuel discount schedule for March 2017 and provided it to the Trading Post
29. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
30. Worked with appropriate staff regarding the licensing of vendors for the Round Dance in February
31. Worked with Elders Committee member to issue Concessionaire's Licenses to individuals selling arts and crafts at the Casino Resort during the Michigan Indian Elders Association meeting being held in April
32. Spoke with State of Michigan Tribal Affairs regarding Certificates of Exemption for leased vehicles
33. Completed and filed the 4th Quarter 2016 Tax Sharing Return to the State of Michigan
34. Completed and submitted the 2016 Annual Tribal Tax Sharing Return to the State of Michigan

Meetings attended this month:

1. Attended Strategic Planning meeting on February 21, 2017
2. Attended Director's Meeting on February 23, 2017

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 19 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps.
2. Held a Departmental meeting to discuss upcoming events throughout the year.
3. Assisted with the first Directors' meeting.
4. Continued to care for remains of ancestors until reburial can be scheduled.
5. Continued work on revision of the Employee Manual (formerly Reg. 600).
6. Met with Unified Legal about the Dylan Minor contract.

7. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
8. Attended meetings of Lead Positions to carry forward the topics from the Ogema's meeting.
9. Continued work on the Rapid River News and Currents as the Public Affairs\Information person with T Tyler.
10. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
11. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
12. Administered, directed and supervised all departmental activities.

Tribal Historic Preservation Coordinator accomplished the following

- 1) Supplied Tribal members with CD's & Our People Our Journey
- 2) Continued preparations for the Spring fire
- 3) Continued preparations for the Language camp with Kenny
- 4) Successfully coordinated the Native Love Round Dance
- 5) Began Working on the 2017 Jiingtamok (vendors)

The Language Coordinator accomplished the following during this month:

- 1) Sent out the first call for presenters along with language camp announcement.
- 2) Attended meeting about LRB citizens eagle staff.
- 3) Updated site about camp and presenters call.
- 4) Attended meeting about Earth day presentation in Ludington.
- 5) Researched about recycling.
- 6) Trying to make contact with Archie Martell about a project on treaty fishing rights.
- 7) Researched on number of bilingual stop signs needed to finish the project.
- 8) Attended department meeting.
- 9) Produced, recorded and posted weekly language lessons for face book page.
- 10) Classes with LRB employees on Friday morning.
- 11) Produced and updated lessons for all classes.
- 12) Responded to Email/calls/notifications about language, culture, camp, CD ROM's.

The Audio-Videographer accomplished the following during the month:

1. Researched changes to Ustream and how old Endaaying online video language lessons can be integrated with the redesigned language website Anishinaabemdaa.com.
2. Researched LED Studio lighting solutions that would pose much less of a fire risk and consume much less electricity. My current tungsten and halogen lights consume 3300 watts. The current Lighting kit is also meant for temporary remote shoots.

3. Managed storage space on video work station in order to accommodate new footage and photographs
4. Researched a Sony RAW file (digital equivalent of a film photograph) because my current software does not support the format on any platform. An OS upgrade may obsolete other software.
5. Photographed the Elders Christmas Party
6. Edited and uploaded photographs from the Round Dance to be published in the Currents.
7. Remotely produced the One Chance Leadership motivational speaker at the Casino's three fires conference center.
8. Worked on pre-production and scripts for the Anishinaabemowin and culture video collaboration with the language coordinator.
9. Worked on a new tapeless workflow implementing a DSLR camera that has video capabilities that does not rely on cloud storage
10. Continued to practice shooting with the mirrorless camera and familiarize myself with the controls and different modes in different lighting situations
11. Started cross training the Historic preservation coordinator on taking photos with the professional camera for times I am not available.
12. Set up studio for recorded live Chroma key productions so I don't have to do it in post-production. We now record Endaaying with the background image or video all at once. I spent several productions dialing this in and continue to make it look better
13. Produced five Anishinaabemowin video lessons with the language coordinator. This is our distance learning program titled Endaaying
14. Remotely produced the State of the Tribe special meeting at the Casino's three fires conference center.

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

1. Position vacant.

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.