

**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 23, 2021
Maanda Nji: Re: February 2021 Operations Report

We respectfully submit the February 2021 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, 2021

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

February, 2021 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. **2021 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2021 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 2021 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 2020 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 2018. The 2019 proposal has been submitted and work on the 2020 proposal is in process.

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 2022 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. Update all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expand electronic requisition system.
5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.

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

II. Department Reporting Section

AUDIT

Audit field work for the 2019 audit took place May 11&12, and May18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. Projects; AKI 5 -2020-2021 homes, Gaming Commission Entryway, Public Safety Building, Commodities Bldg.** The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of **February**.
 - i. AKI 5 – 2020-21 Homes –No Movement – Back out to bid.**
 - ii. Gaming Commission Entryway – GT Construction- N/A**
 - iii. Public Safety Building – Grand Traverse EC- N/A**
 - iv. Commodities Building Project- N/A**
- 2. Cash Receipts:** Daily cash receipts totaled for the month of **February**, were, **\$638,151.58** the General & Special Revenue Account had a total of (191) receipts.
- 3. NGLC:** Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.
- 4. Pharmacy:** Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,
- 5. Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2020.
- 6. Audit work for 2020-2021 – Ongoing- Fixed Asset control.**
- 7. 1099MISC. – 2020 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2020.**
- 8. Sending out 1099NEC/MISC, Member and Vendor.**
- 9. BP Card – gas card access – Continued updates and changes as it relates to new hires and departures. Working on processes of the next phase to close account.**
- 10. WEX Card- new fleet card, rollout to all departments.**
- 11. 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 5 – 2020-21 homes, Gaming Commission Entryway, Public Safety Building, Commodities.

Other Meetings

February – MIP – Cloud Orientation

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay
7. Warriors Society Banking

Meetings Held / Attended – Directors meeting, White House Update, Homeland Security Region 7, COVID Vaccine Planning, Leads, Health Department, Directors, CERT, Michigan COVID update, TERT, FEMA Region 5, Clinic

Trainings Held / Attended – MIP Cloud

Special Tasks / Activities Performed – COVID Townhall

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *I sent out March report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that will be ending.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *I sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *The Tribe received one modification in February for the following grant:*
 1. *2020-2023 Child Care & Development Discretionary grant added funding for \$359.*
- *For the grant modification, I scanned the modification to the electronic grant folder for that grant. I place the original modification documents in the Grant Program Booklet and identify the modification # on a tab with the dollar amount of the modification. I entered the new funding amount on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. By email I forwarded the modification documents*

to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution.

- If the modification is a no cost grant extension, I enter those additional reports due dates on the reporting calendar. On the Grant Program Facts Sheet that is in the Grant Program Booklet, I identify the additional report due dates on that form and then scan that document to replace the prior form in the electronic grant folder. I enter the new end date for that grant on the Federal Programs Administered by the Tribe and the monthly draw down program list. I enter the new end date of this grant in the Accounting system. I notify by email the Program Administrator of the grant, Purchasing, Comptroller, Accounts Payable, Ogema office of this extension.
- The Tribe received five new grants in February for the following:
 1. 2021 IHS Self Governance Compact for \$899,961 for the period of 1/1/2021-12/31/2021.
 2. 2021-2022 ROSS yr. 3 for \$72,000 for the period of 3/18/21-3/17/22.
 3. GLITC Epidemiology Cooperative Agreement for \$20,000 for the period of 12/15/20-9/29/21.
 4. OAA Title VI- A&B for \$26,830 for the period of 12/27/20-9/30/22.
 5. 2020-2023 CCDB Discretionary grant for \$40,171 for the period of 12/27/20-9/30/23.
- I set up new Grant Program Booklets and created electronic folders. I scanned the documents and placed those documents in the scanned electronic folders. I placed the original documents in the Grant Program Booklets. I entered the new grant awards on the Monthly Tracking Spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. I sent the new grant information to the Staff Accountant so that she could set the program up in the Accounting System. I forwarded copies of the new award documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once Tribal Council accepted the grants into the operating budget and signed the resolutions of support, the Budget Coordinator forwarded me copies of the resolutions passed and the new budgets entered into our Accounting system. I scanned all documents and resolutions into the electronic folders and placed originals in the Grant Program Booklets. I sent a notice of the new grants awarded to the following departments: Purchasing, Ogema office, Controller, Payroll and Accounts Payable letting them know the new grant information. I created Grant Program Booklets for the person administering the grant. On the reporting calendar, I entered all the program federal & narrative reports due for the life of the grant.
- I Submitted six billing invoices on the following grants:
 1. District Health Department #10 MOA for \$2,500.
 2. Revised invoice for 2020-2021 GSRP grant for \$2,721.39.
 3. 2020-2021 ITC Tribal Behavioral Health Implementation grant for \$4,001.55.
 4. 2020-2021 ITC Head Start & Early Head Start grant for \$34,164.06.
 5. 2020-2021 ITC Home Visiting Expansion grant for \$5,631.43.
- I created cover letters for each of the billing invoices that went to ITC, GSRP and State of MI. and had the Ogema sign. I scanned the billing invoices and sent electronically to the Project Officers. I entered the amounts on the February cash receipt journal and February grant spreadsheet. I entered the amounts separately for each grant on the draw down sheets that is in each Grant Program Booklet. I scanned the draw down sheets to the electronic grant folders and placed the documentation in the Grant Program Booklets.
- I prepared a notice to the Staff Accountant on each grant that ended so that she could deactivate the grant in the Accounting System.
- I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of January.
- I worked with the Grant Program Administrators on any questions they have related to the grant they are administering.

- Filled out the document that was needed to modified the FDPIR user access request form adding the USDA FDPIR Nutrition Education grant so that I will be able to file the quarterly SF425 federal financials electronic reports in FDPIR. Sent this user access form to Edward Carrean at USDA for approval.
- Annually the 340B drugs recertification has to be filed electronically so I completed this and let Keith Jacque in the Pharmacy. I'm the authorizing official to complete this since I'm a Lead over the Health Services.
- Annually the Housing Department has to submit the Annual Performance Report (APR) to HUD. This report submission is due to HUD by the end of March of each year. In preparation of this APR report for 2020, I have to reconcile all the open IHBG grant expenses, draw downs and the SF425 federal financial for the 4th quarter to the Dept. of HHS LOCCS system. I enter all this information on a spreadsheet that I created and send to the Housing Director so she can use to complete the APR and submit to HUD.
- Created the USDA Food Distribution report required by the auditors for the food shipments/fresh produce shipments for 2020.
- Created the 2020 SEFA Schedule for the upcoming audit. Entered all the following grant information (fund numbers, grant names, funding periods, CFDA #'s, award amounts, deferrals/accruals from 2019, draws from 2020). In preparing this SEFA Schedule, the Grant Program Booklets were used as a guide to enter the above information. On each grant, the 2020 revenue was tallied and then entered on the SEFA.
- Balanced the 2020 SEFA Schedule revenue with the 2020 Grants Cash Receipt Journal revenue. The grant revenue received in 2020 = \$22,866,049 which was \$12,887,337.19 more than the prior year 2019 = \$9,978,711.81.
- At the end of 2020, there were 91 grants that I administered which was an increase of 31 more grants than the prior year 2019 which were 60.

Meetings Held/Attended

- I participated in many conference calls due to social distancing. Worked with the different Directors to process new grant awards, modifications and any questions that they may have.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

- Continue working on Audit information for 2020.

PAYROLL

Duties and Accomplishments –

1. Processed 389 payroll vouchers/checks.
2. Verified 24 PAF's this month which included new 2 employee(s), and 2 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 2/12 and 2/26.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

None

Trainings Held / Attended –

2/19 – MIP Cloud Orientation & Training.

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in February as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in February as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of February to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Completed form MW-3 for local tax withholding and mailed.
10. Selected candidate for Payroll/Finance Clerk position.
11. Prepared April 1st per capita payment eligibility worksheet for use in calculation of payment amounts.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Revising quick reference guide for payroll processing and procedures, as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Updating MIP payroll procedures to include processing payroll using the HR and EWS modules.

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Complete form MW-3 for local tax withholding prior to due date.

3. Training of Payroll/Finance clerk.
4. Processing of April 1st per capita distribution.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information in to the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *After checks are printed put them with the right documentation and have them signed by Council.*
6. *Check stubs are attached to check request and PO's for scanning and stuffed into envelopes for distribution.*
7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
9. *Provide receipts as necessary for rent, utilities and all other payments.*
10. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
12. *Provide management with Accounts Payable information as requested.*
13. *Maintain court ordered per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folder*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and sort through it to give to right person in the Accounting department.*

Meetings Held / Attended -

Special Tasks / Activities Performed –

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations and address changes.*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

Meetings Held / Attended –

1. ***2-19-21 MIP Zoom Training***

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities and 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. Creating an electronic file for all open contracts.
2. Revised mail procedures to current processes.
3. Researched document signing platform that can be used for digital authorization for purchasing and travel documents. Obtained quotes and submitted to tribal council for approval.
4. 2/22-2/23 solicited Aki Modular Homes Construction RFO.
5. 2/23 created RFP for IT Cargo Van.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 257 packages.
2. Issued 91 receiving reports.
3. Returned 9 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 FY2020 Indirect Cost Proposal.

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2020 Indirect Cost Proposal.

Expenditures Update

Total year to date expenditures for the Finance Division for February, 2021, are \$221,211, compared to an annual budget of \$1,477,242. Total expenses for the Finance Division for year to date February, 2021, represent 15% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

February 2021 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 3 students received funds for Covid 19 BIA funding because of a problem with receipts and address during the 2020 program, so received funds later totaling \$1200. 1 student received funding for Driver's Training totaling \$250. 1 student received funding for 12th grade computer totaling \$1000. 1 student requested and received \$500 in tutoring assistance during the month of February. Program plans for youth activities via Zoom is on hold until IT has time to set up the new equipment for the department.
- **Higher Education Scholarship:** 6 Higher Education Scholarships were processed for February. Total awards were \$15000. This month assistance went to 4 university students and 2 community college students. 2 students are men and 6 are women.
- **College Book Stipend:** 12 book stipends were awarded during the month of February totaling \$4700. 4 for being enrolled in 4-8 credits, and 7 students received stipends for being enrolled in 9 or more credits.
- Our department is currently operating on the adjusted Covid 19 schedule with remote work Monday and Tuesday for Education Programs Coordinator, and remote work for Thursday and Friday for Education Office Assistant

Meetings:

February 3-Tribal Development Meeting

February 11- Leadership Round Table Meeting

III. Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2021 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

February Monthly Report - 2021

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals

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

To continue to 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 PerCap database.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check cancellation information into the PerCap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

Duties Performed

- Mailed out: 6 Applications forms for people seeking membership
- Sent out: 28 Address change forms
- Created 34 New and Replacement Tribal ID's from 02/01/2021 through 02/28/2021
- 111 Addresses changed from 02/01/2021 through 02/28/2021
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0

- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 02/01/2021
- List request of Membership: Public Information, Family Services-2, Election Board-2, TERT & Tribal Council
- Label request of Membership: Election Board
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: Elder's Committee, Election Board & TERT-2
- Department Verifications:
 1. Prosecutor 47
 2. Member's Assistance 17
 3. Family Services 8
 4. Human Resources 4
 5. PRC/EHAP 11
 6. Natural Resources 1
 7. Casino 1
 8. Clinic 3
 9. Food Distribution 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 7 Members passed away for the Bereavement Benefit
- Sent out 7 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 1 Tuition Waiver Verifications
- 345 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Leadership Roundtable – February 11th
- Enrollment Commission Meeting – Cancelled
- Director's Meeting – February 1st

Enrollment Statistics

- Total Membership: 4,092
- Total number of Elders: 1,430
- Total number of Adults (18-54): 2,341
- Total number of Minors (0-17): 321
- Total Tribal Members living in:
 - 9 County Area: 1,684

- Outside 9 County Area: 2,357
- Michigan: 2,674
- Outside Michigan: 1,367
- Undeliverable Addresses: 51

Facilities
Rusty Smith

FACILITIES MANAGEMENT DEPARTMENT

Monthly Report: February 2021

De-Ahna Underwood, Administrative Assistant

I. Department Overview

Goals & Objectives

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

Maintain the department's budget within LRBOI guidelines.

Maintain buildings and structures.

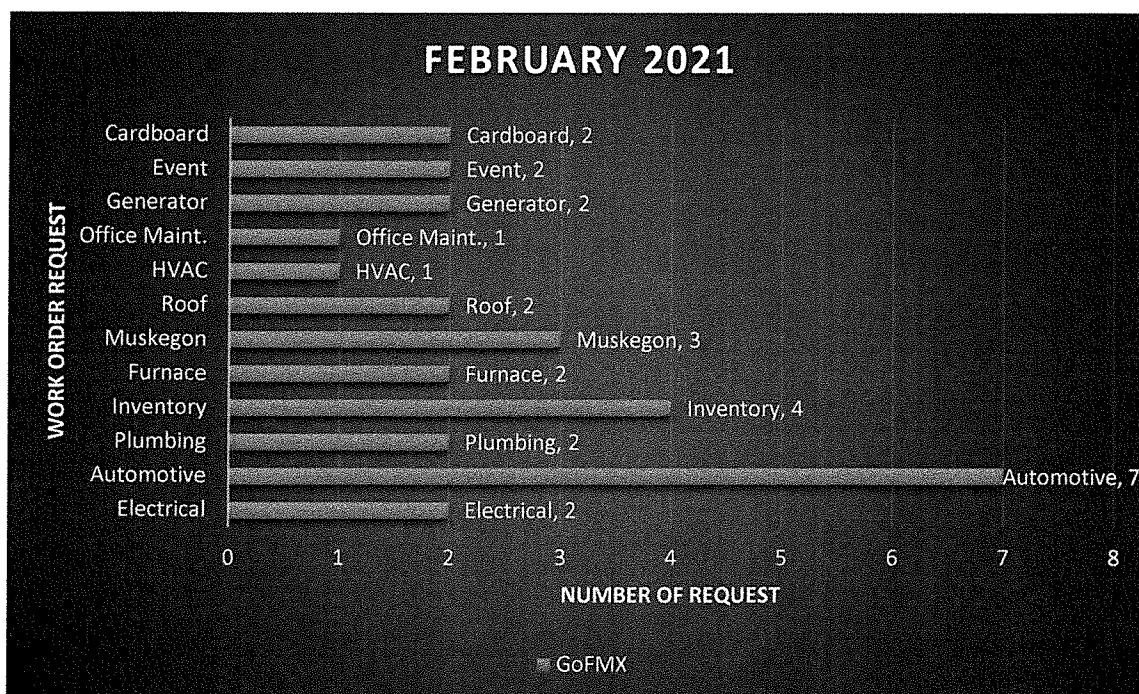
To provide and maintain a safe and clean work environment.

Objective.

Provide quality services to ensure the health, safety and wellbeing of employees, guests and maintain the life expectancy of our facilities.

II. Department Reporting Section

This report is a summary of information the Administrative Assistant records for the Facilities Management Department (FMD), which consists of 3 Maintenance Technicians, 3 EVS Technicians, 1 Mechanic and 1 Administrative Assistant. This report includes statistical data, narrative description of activities, events, and issues that FMD feels are important to record and document.



Technicians worked diligently to keep roads and sidewalks open during the eleven snow events that happened in the month of February. They even put in a 10-hour day snow removing at the request of a Lead.

Gaming Commission: All the toilets in their section of the building backed up and overflowed. FMD inspected the branch lines and could not locate the source of the obstruction. The contractor that holds the current master service agreement, felt they could not do anything more than our Technicians had already done. Forbes was then contacted, and they found that the main line had frozen. Forbes brought in a steamer to thaw the main line to the sewer main. The Utilities Department went above and beyond to assist us with this issue.

A week later Gaming reported a leak in a couple of their offices. FMD technicians inspected the offices and located a small puncture in the roof. The roof is still within the 5-year workmanship warranty with Bob's Roofing. They were contacted to seal the puncture, when they showed up for the job, they were informed that the NGLC Technician has already sealed the roof. They inspected the roof and found no leaks.

A few hours after the roof leak was reported, I was informed that ice had fallen and a couple of the glass roof panels on the greenhouse were damaged. Bob's Roofing was contacted again, to inspect and asked for the recommendations on protecting the greenhouse roof. I've contacted Bob's Roofing for an update; they are waiting for a response from NGLC on information regarding the greenhouse.

Justice Center: There has been a chronic issue with the furnace shutting down over night and part of the building being too cold in the mornings. The FMD Technicians would have to check the furnace daily to make sure it was running. Custom Sheet Metal was contacted and they made repairs to the furnace. So far, there hasn't been any complaints about the heat.

The generator had an alarm sounding off and Cummins was contacted to service it. The generator is running properly again.

Muskegon: FMD spent a total of 6 days in Muskegon. They delivered a freezer and refrigerator to store vaccinations. Delivered tables, chairs, dividers and set up for the Health Clinics Vaccination event. Cleared and cleaned both Ellis and Harvey locations. Removed old carpet and kitchen at the Harvey location. Painted the Ellis location and replaced bulbs at both locations.

Government Center: The morning of February 23rd a FMD Technician arrived to clean the Clinic and discover that nurse's station was covered with water. This is not the first time this has happened. It is the first time it was caused by the VDM tank on the second floor. Van Dyken was contacted prior to this incident and unfortunately hadn't yet installed a kill switch to the VDM, to prevent the tank from draining. As an extra precaution Johnson and Wood were also contacted and they are going to replace the sagging section of drain pipe and add struts clamps. These precautions along with RCI resealing the roof and drain, should prevent any further water leaks above the nurse station.

III. Budget Expense Justification

Standing Purchase Orders are open until 12-31-2021.

IV. Travel and Trainings

Budget N/A: Since 2008/2009.

Family Services
Jason Cross

Family Services Department

February 2021 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	1
Muskegon	2
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	2
Total	5

Open Cases.....47

Total number of Tribal members served in open cases: 44

Total number of descendants served in open cases: 11

Total number of individuals served in open cases: 86

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.



Staff Meeting 2/16

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Cases (5); New Intake(s) (0); Cases closed (0)
 - Provided: advocacy, legal assistance, housing, transportation, safety planning, and judicial advocacy.
- Had (1) face2face/zoom meetings; (17) client phone/text/email contacts; (0) transports; (0) court hearing(s)

Virtual Collaboration Meetings

- 2/11 – UTFAV MI Tribal Advocate meeting
- 2/15 – Tribal Council
- 2/17 – Tribal Council
- 2/18 – Manistee CAC Expansion Grant meeting

Travel & Training/Webinars

- 2/26 – Beyond “No Means No” Teaching Families about Body Safety & Consent (MSU)

Grants

- 2/2 – 2/4 – OVW Tribal Affairs Division New Grantee Orientation training
- 2/22 – Submitted OVW 2017-TW-AX-0078 semi-annual report
- 2/22 – Submitted OVW 2020-TW-AX-0031 semi-annual report
- 2/23 – Attended the Mandatory VOCA quarterly MTVAC meeting
- 2/24 – Assisted Tribal Prosecutor w/submitting 2018-SD-AX-K005

Michol Ludwig (Manistee Outreach Specialist)

Advocacy/Case Management

- (4) Current; New Intake(s) (1); Cases closed (0)
- Had (2) client face to face meetings.
- Had (2) home visits.
- Had (86) telephone/email contacts.

Supervision/Case Reviews

- 2/1 – Supervision
- 2/8 – Supervision
- 2/15 - Supervision
- 1/27 – Case Reviews

Virtual Collaboration Efforts/Meetings

- 2/2 – HSCB Meeting
- 2/10 – Manistee Peer Navigator Forum

Training/Webinars/Pod Casts

- 2/15 – Empowerment Education Series: Conflict Resolution

Outreach/Education

- Made social media posts for Teen Dating Violence Awareness Month.
- Monitored social media for any incoming communication.

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current (3), New Intake(s) (1); Cases closed (0)
- Had (2) face to face meeting
- Had (33) telephone contacts

Supervision/Case Reviews

- 2/8 – Supervision
- 2/10 – Case Reviews
- 2/16 – Supervision
- 2/22 – Supervision
- 2/23 – Case Reviews

Virtual Collaboration Meetings

- 2/8 – Oceana COVID Leadership Meeting
- 2/11 – Lake Co. IST meeting
- 2/25 – Muskegon Case Managers Meeting
- 2/26 – Wexford Co. Oasis DV Task Force Meeting

Training/Webinars

- 2/4 - NIWRC article: Report: Missing and Murdered Indigenous People Statewide Report Wyoming, page 1-14
- 2/5 - MIVAN articles: How Can Victim Advocates Utilize Self-Assessment Tools as an Empowerment Strategy in Practice? (<https://vawnet.org/news/how-can-victim-advocates-utilize-self-assessment-tools-empowerment-strategy-practice>)
- 2/5 - NIWRC webinar ‘Women are Sacred’ and ‘Providing Safety for DV survivors’
- 2/8 - MCEDSV webinar “AntiBlackness Racism and Slavery in America”
- 2/10-2/11 - USAO, National Indian Country Training Initiative Online Training, Title: Strategies for Developing a Coordinated Response to the Issue of Missing or Murdered Indigenous Persons
- 2/12 - MIVAN, Trauma across the lifespan courses
- 2/18 - PAAM, Treating Victims with Dignity and Respect
- 2/26 -NIHCM webinar, COVID-19 and Mental Health in the Workplace: Solutions for Employers and Employees

Next Generation Learning Center-February 2021

Times of Care: Monday-Friday 5:30a-9:00p

12 Staff members currently on the payroll

Enrollment Statistics:

Due to Child Care Licensing, CDC, American Academy of Pediatrics, and state of Michigan COVID guidelines for Child Care, NGLC is only enrolling at 50% capacity to maintain safety for children and staff.

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribal Affiliation	Government Employee	Casino Employee
Infant Classroom 0-2 years old	3	3	0	0	1	0
Toddler Classroom 2-3 years old	8	8	0	3	4	1
Preschool Poplar-Three Years Old	10	10	0	5	0	3
Preschool Cedar-Four Years Old	10	10	0	3	2	2
Preschool Maple-Three/Four Years Old	10	10	0	0	1	0
Preschool Oak-Four Year Old GSRP	6	6	0	1	0	1
School Age 5-12 years	13	0 *school in session	13	1	2	0
Totals	59	48	13	13	10	7
Percentages		78%	22%	22%	18%	12%

***Children that have affiliation with LRBOI get first priority on wait list when occurs that fits within the schedule the family has requested. Not all siblings are guaranteed enrollment at the same time**

Current Wait List

- 117 children between the ages of 0-12

LRBOI Collaborations (Sub Committees)

- Leadership Round Table
- Tribal Emergency Response Team
- MHBG Summative Focus Group

Center Happenings:

- Ashley and Holly are working on new processes and procedures for the family handbook for the center. There will be changes in payment process, due dates, ratio, and pandemic procedures to maintain changing CDC guidelines and LRBOI POS policies.
- NGLC administrator is part of a panel discussion for maintaining funding for early childhood programs in the Manistee region, realigning the state quality rating system, market survey research, and GSRP requirements in a classroom
- Preschool Recruitment has begun for the 2021-2022 school year
- GSRP (state funded preschool classroom) for four years old children has openings.
- All preschool and infant/toddler rooms are running and at full capacity regarding COVID ratio rules.

COVID closures:

- n/a

NGLC Closure:

- n/a

LRBOI Be Da Bin Behavioral Health Program – February 2021 Report

Staff for Be Da Bin includes: Dottie Batchelder, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; and James Gibson “JD”, contractual Traditional Healer.

Because of the Covid 19 virus, Angela and Dottie are working with clients by phone/not in person. The Traditional Healer did have sessions this month by the phone and talked/had sessions with 8 clients.

Angela is doing the telepsychiatry services with Dr. Hawley and Dottie is assisting with some clients as needed. Dottie has been updating/adding to the RPMS system for Indian Health Services for staff. Angela has 49 clients at this time. Angela had 61 sessions this month, 53 Follow ups, and 8 hours of telepsychiatry. Dottie currently has 38 clients (with 8 being Recovery Support) and 4 referrals to other services. Dottie had 48 sessions, 4 crisis call (referral for detox or inpatient treatment), 2 wellness checks called in, and 73 follow up calls. Angela and Dottie are continuing to talk with clients by phone or texting, fixing charts, along with continuing webinars and home study books for continuing education.

Angela and Dottie attended the Manistee County Suicide Prevention Coalition on February 17, 2021, all online. Dottie co-chairs the Suicide Prevention Coalition meeting, Tribal Prevention Coalition Call (ITC) (2/18), and the SEA (Substance Education and Awareness group) on 2/25. She also attends the TERT(Safety) meetings (2/3 and 2/19). On February 22, Jason Cross, Family Services Director, and Dottie attended the Tribal Behavioral Health Programs and LARA (State of Michigan) call.

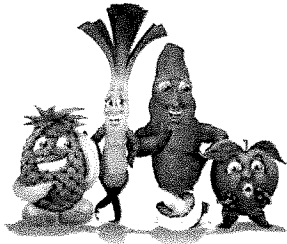
Stephanie Persenaire - Case Management

Total number living in homes served	8	0	2	0	1	0	0	0	0	3
Total number of Tribal Citizens living in homes served	9	0	1	0	0	0	0	0	0	0
Total number of descendants living in homes served	11	0	3	0	1	0	0	0	0	2
Total number of children living in homes served	0	0	0	0	0	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	1	0	0	0	0	0	0	1
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	1	0	0	0	0	1
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	2	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	10	0	2	0	1	0	0	0	0	2
Home Visits	4	0	0	0	0	0	0	0	0	0
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojeeuk	22	0	0	0	15	0	0	0	0	4
Contacts with outside agencies	0	0	0	0	0	0	0	0	0	0
Contacts with LRBOI departments	0	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	66	0	11	0	19	0	0	0	0	14

Amanda McQueen - Case Management

Total number living in homes served	0	0	0	0	10	0	0	2	0	29
Total number of Tribal Citizens living in homes served	0	0	0	0	3	0	0	1	0	20
Total number of descendants living in homes served	0	0	0	0	0	0	0	1	0	1
Total number of children living in homes served	0	0	0	0	6	0	0	1	0	15
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	2
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	1	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	1
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	2
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	1
Alternative placement	0	0	0	0	0	0	0	0	0	3
Court appearances	0	0	0	0	1	0	0	0	0	0
Home Visits	0	0	0	0	1	0	0	0	0	7
Case Reviews	0	0	0	0	3	0	0	0	0	4
Binojeeuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	0	0	0	0	7	0	0	0	0	47
Contacts with LRBOI departments	0	0	0	0	0	0	0	0	0	7
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	1	0	1
Monthly Totals	0	0	0	0	32	0	0	6	0	141

Food Distribution
Ken LaHaye



Food Distribution Program

February 2021 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for February.

Ken and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken conducted deliveries on 2/19, 2/10, 2/11, 2/12, and 2/16.

We conducted 35 deliveries.

We received deliveries on 2/4, 2/8, and 2/11.

Food Distribution Office is open to the public by appointment only.

Ken and Melanie mailed numerous applications out to potential clients.

Began giving additional bonus packages to participants.

Began transition to new USDA inventory system 2/1/22021.

Ken submitted data to IMFS Team.

3 Meetings

Ken attended monthly FDPIR call 2/18.

Ken attended Round table meeting 2/11.

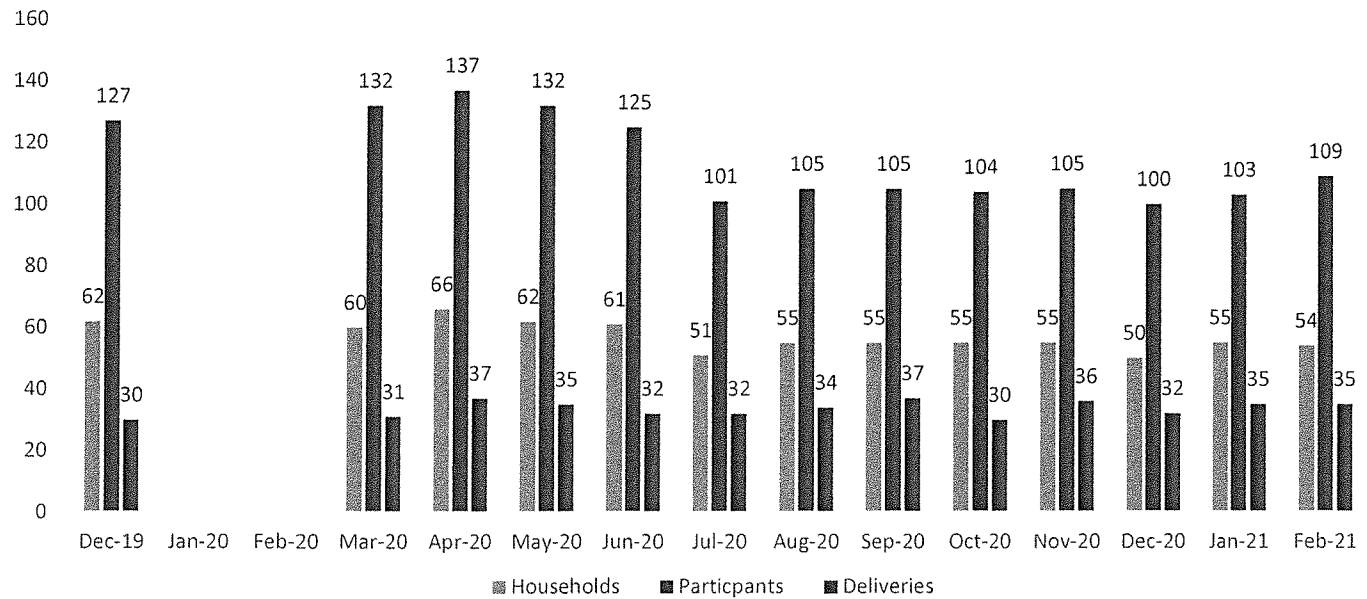
Ken and Melanie attended IFMS calls 2/1, 2/8, and 2/19.

Ken had phone call with Steve Feringa regarding new building on 2/10 and 2/25.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants
Lyle Dorr

Grants Department Monthly Report

February 2021

Lyle Dorr, Grant Writer

Key:

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

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.

Aki Maadiziwin

- ∞ **ICDBG COVID19 Supplemental Funding – Modular Home Project - Update 2/26/21:** Tara is taking responsibility for rebidding the COVID19 Modular Home project. I assisted by developing a new Request for Offer, which went out to bid 2/23/21. Bid should return March 23, 2021 on a project not to exceed \$950,000.

Additional Notes:

The scope of the project may need to be adjusted in order to cover any cost increases, for example, instead of (4) two-bedroom and (1) three-bedroom homes, it may need to reflect (5) two-bedroom homes.

- **US Dept of Treasury - Emergency Rental Assistance Program - Update 2/26/21:** Passed through Council a resolution to participate in the program and Tara received notice of award \$365,299.91. She was originally told it was 10% of our IHBG, which was only \$29K. She has coordinated with Jason and will be running that program through the Housing Department.

Clinic:

- Attending various IHS & SMASHA webinars every month to gather information on funding opportunities and COVID-19 related information.

Court:

- ∅ No current projects.

Family Services/ Be-Da-Bin:

- **Found funding for an AED at NextGen & Muskegon Clinic:** I was approached by Officer Kyle Gunderson regarding the need for an AED to be installed at NextGen. With Lane's help and coordination with Dr. Wever, we were able to access an equipment fund from 2017 that needed to be spent to secure (1) for NextGen and (3) for the Muskegon Clinic.

Food Distribution:

- ∞ **Update 2/26/21:** Food Distribution Construction Project – went out to bid and came back December 9, 2020. The low bid was out of Jackson, MI at \$1.3M. We are still in the process doing value added engineering to get the cost down to the \$945,000 available for the project. Some suggestions are to eliminate the Food Distribution Van Garage and address it in the future through other funding, shorten the height of the building by 2' (14' ceilings to 12' ceilings), and reducing the length from 120' to 110'.

Note: Ken is still working with the Architect who is coordinating with the Contractor to provide value engineering and get the project priced right.

Historic Preservation & Language:

- ∞ **Purposed Project:** This grant writer has review with the Director and Language instructor the potential to use CARES Act funding (\$96,000) to renovate the online access of language materials providing an effective language tool for the members to access remotely. This project should go the Council in March sometime.

Maintenance:

- ∅ **No current projects.**

Natural Resources:

- ∅ **No current projects.** NR does most of their own grant writing work. I do speak with Frank Beaver monthly.

Public Safety:

- ∅ **No current projects.**

Water/Waste/Renewable Energy:

- ∞ **Update 2/26/21:** Applied for a Tribal Energy Development Grant that was due Sept 1. It was for \$ 98,300: (We did not receive the TEDC grant. We were told that the project was worthy, but the competition was significant with only 1 in 3 projects being funded.) With the help of Woven Energy Consultants, LRBOI led by Gary Lewis, Utilities Director, will 1) Establish a comprehensive baseline of LRBOI's current energy usage; 2) Define LRBOI's energy vision and roadmap to prioritize our energy investments; 3) Build LRBOI's energy development capacity by drafting a business plan with organizational formational documents and applicable policies. The total cost of this three-phase project is \$98,300. We anticipate hearing whether we have received it or not in October.
- ∞ **Note:** Gary and I looked into applying for a similar grant in January hearing the news that the TEDC grant would not likely be funded. It was a Rural Energy for America Program, but the timeline for submission was too tight for us to be able to submit. We will continue to explore funding options for a feasibility study.
- ∞ **Gary has submitted to Council (March 3rd) Disc Filter component replacement using CARES Act funding, which is the last of the critical projects he identified – Update 2/26/21:** These water-waste projects are critical to the functioning of the system. Replacing them insures that the system will not go down leaving the Casino and area customer including members at Aki without water. CARES Act funding can be used for system upgrades, repairs or improvements due to COVID19 traveling through wastewater. Most of the projects identified by Gary to maintain the wastewater system have been addressed. There are a couple

relatively small upgrades/repairs remaining, but the total will be just short of \$400,000.

Special Projects:

- ∞ **Update 2/26/21: COVID19 Expenditure Plan:** Compiled a department by department COVID19 spending plan for leadership to review and advance.

Currently there is approximately \$2.4M unspent CARES funds. Most of the \$400,000 in critical water-waste infrastructure projects have been addressed. Leadership has been notified of this status and will need to make decisions regarding a spending plan.

Summary of Recommended CARES Act fund Appropriate Projects

Department	Project	Importance	Cost
Casino	Warehouse - excess slot mach.	Important	\$ 500,000
Casino	Pinnacle Software	Important	\$ 25,000
Casino	Trading Post Drive Thru Window	Important	\$ 50,000
IT	IT Network Eng.	Important	\$ 40,000
Historic Preservation	Web-based Language	Important	\$ 93,940
Utilities	Expand Office	Important	\$ 180,000
Utilities	Add Truck Garage	Important	\$ 310,000
Utilities	Redo Road & Parking	Important ***	\$ -
		Total	\$ 1,198,940

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Lary Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: March, 2021

Re: FEBRUARY 2021 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 2021. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

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

CLINIC OPERATIONS:

1,006 patients scheduled

4 patients NO-SHOW to scheduled appointments

2 patients provided SAME DAY appointments for emergent matters**

163 cancelled appointments

841 patients attending CLINIC PHYSICIAN appointments**

- 74 Physician appointments
- 767 COVID Vaccination appointments

17 patients PHONE TRIAGE**

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

18 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN FEBRUARY (Total Patient Volume): 1,850

Diabetic patients:	110
Flu Vaccines:	0
Injections:	773
Moderna Vaccines:	767
Pfizer Vaccines:	0
Nursing Visits:	766 **
On-site Labs:	76
COVID-19 Tests:	16

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,339

DIRECT CALLS TO CLINIC OPERATIONS: 639

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:**FEBRUARY 2021**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 16

TRAVEL HOURS: 35

SERVICE HOURS: 20

NUMBER SERVED: 16

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 120 hours

COMMUNITY VISITS: 0
TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

HOME VISITS: 0
TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

PHONE CALLS: 0
CALLS – UNABLE TO CONTACT: 0
HOME VISITS SCHEDULED: 0
HOME VISITS REFUSED: 0
HOME VISITS CANCELLED BY PATIENT: 0
HOME VISITS RESCHEDULED: 0
HOME VISITS CANCELLED BY CHR: 0
DUE TO TRANSPORT: 0
DUE TO ILLNESS: 0
HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 0 (included in number served & clients served)
TRAVEL HOURS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 35

TOTAL SERVICE HOURS: 20

TOTAL CLIENTS SERVED: 16

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$97,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1543
PRC PAID IN FEBRUARY: \$64,010.21

TOTAL

PHARMACY/OTHER: \$49,692.61

DENTAL: \$14,317.60

TOTAL PATIENTS: 203 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 487

TOTAL CLAIMS ENTERED: 399

TOTAL PRC PAID 2021: \$131,219.26

TOTAL EHAP PAID IN FEBRUARY: \$32,571.47

TOTAL EHAP PAID 2021: \$67,103.68

TOTAL ENROLLED EHAP/LRBOI: 1355

NEW APPLICATIONS MAILED OR GIVEN: 21

REASSESSMENTS MAILED OR GIVEN: 10

MEDICARE LIKE RATE (MLR) Savings for FEBRUARY 2021

Claims submitted: 39 \$46,623.39 (total submitted)

-\$12,590.05 (what we paid)

\$34,033.34(total savings)

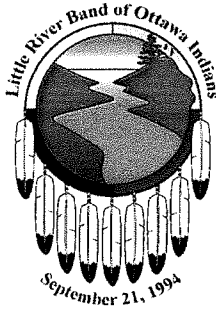
PHARMACY: FEBRUARY 2021

Active patients: 326
Prescriptions filled: 1228

Insurance charges: \$111,130.84
Insurance payments received: \$96,930.08
Non-member cash/copays received: \$358.61

PRC-equivalent write offs:
 LRBOI: \$26,711.46
 Other Tribes: \$644.11
 TOTAL: \$27,355.57

Housing
Tara Bailey



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For February 2021

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

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

Lease renewals due during the month: 9

Leases renewed: 7

New leases: 1

Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)

Move-out Inspections: 1

Move outs: 0

Transfers: 0

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

Applications received this month: 2

Total Number of Awards made during the Year: 2

Total Amount of Awards for the Year: \$10,000

The Housing Department has assisted with \$615,000 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!

- C.** Received notice that the Department of Treasury had funds allocated to them for an Emergency Rental Assistance Program to assist families that are struggling due to the COVID-19 pandemic. LRB0I applied for the funds and received notice on 1/28 that we are receiving \$365,299.91 in funding! It was determined that the Housing Department would be providing this service to membership and are currently in the process of finalizing the policy for the program before implementation.
- D.** The RFP for the 5 new homes in Aki from the ICDBG grant has gone out and is due back on March 16.
- E.** Chapters 2/4/6/7 are currently out for public comment and the 30-day comment period will end on 3/10. Once complete, can then go back to TC for final approval.

II. Rental Payment Information for the Month.

- A.** Notice of Delinquency issued: 0

- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0
- E. Due to the Executive Order regarding COVID-19 and the hold on lease terminations for non-payment of rent, we currently have \$22,273 in arrearages from 10 residents. 1 resident has not paid since April and 1 since July. We have contacted via phone, sent letters and still no response.

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 3 units to complete for a move in at this time, this allows maintenance staff to work independently from each other.
- C. All maintenance on HVAC systems has been completed and there is a few follow up items that need to be completed by Housing maintenance. Only 1 follow up is required at this time for HVAC inspection.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 75 were rented giving us an occupancy rating of 93%.

- A. Aki has 55 income based rental units of which 51 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 7 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. The elder's complex new laundry area is near completion, the electrical and plumbing has been completed. The new commercial washer and dryer and laundry carts have been purchased and are waiting to be installed. Maintenance staff has to complete the drywall repairs and install the equipment.

VI. Plans for the Future.

Will start working with Housing Commission on Chapters 1/3/5/8 of Housing Regulations to update as needed.

VII. Other Information

End of Report
Tara Bailey, Housing Director
February 4, 2021

Cc: File

Human Resources

Jeff Simpkins

To: Ogema Romanelli

From: J. Simpkins

Subject: February 2021 HR Department Report

Date: 3/12/21

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

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

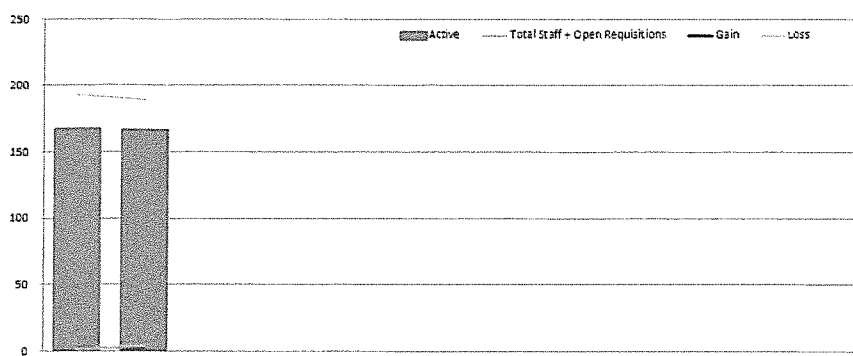
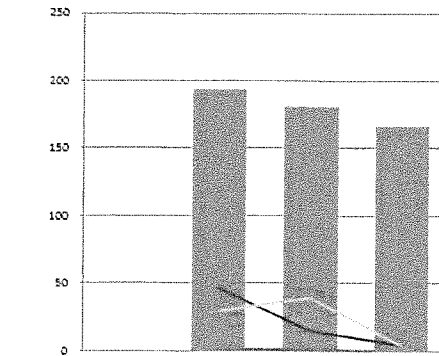
1) HR 2020 Operational Plan

- a) The 2021 Operational Plan started with 64 projects and major tasks and increased to 67 in February.
- b) February Summary:
 - i) Continued high-volume of talent acquisition tasks.
 - ii) Continued benefit portal auditing and process training.
 - iii) Focused on internal process improvements and adjustments.
 - iv) Continued working the 2021 HR Project and Major Task Plan.
 - v) Completed 3 projects/major tasks.
 - vi) Coordinated moving the MichiganWorks co-location office to the Government Center.
 - vii) Initiated development of two non-traditional apprenticeship programs in IT and Natural Resources in partnership with MichiganWorks.
 - viii) Assisted the Health Clinic Muskegon Vaccination Clinic with phone calls to all southern county Tribal members. Thank you to Melinda Smith!

2) Talent Acquisition

- a) Talent Acquisition
 - i) Month Number of Hires: 2
 - ii) Number of Hires Year to Date: 4
 - iii) Number of Applicants Year to Date: 23
 - iv) Number of Open Positions: 25
 - v) Updated Recruiting Work Priority: 1-Health Clinic, 2-NRD, 3-All Others
 - vi) Turnover Year to Date: 4
 - vii) February included a stabilization of the number of job requisitions, two requisitions cancelled, and other put on-hold for various reasons. At month's end there were 22 open job requisitions. Please note that 10 of these are seasonal requisitions for summer work only.
 - viii) The velocity of talent acquisition work increased significantly in February due to the new requisitions received in January. Thanks to Alicia Knapp for her hard work and focus on talent acquisition!

Staffing



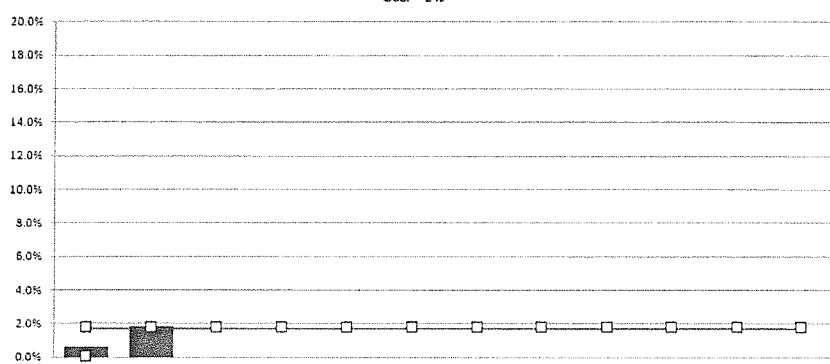
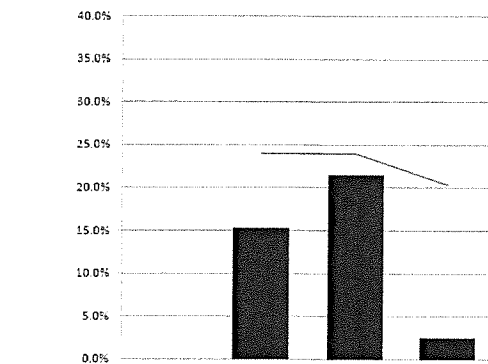
Variables	2019	2020	2021
Active	194	181	167
Inactive	3	1	1
Total Staff	197	182	168
Open Requisitions	8	7	24
Total Staff + Open Requisitions	205	189	191
Average Fill %	96.1%	96.3%	87.7%
Gain	46	15	4
Loss	29	33	4
Net Gain (Loss)	17	-24	0

Months	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Active	167	166	167	167	167	167	167	167	167	167	167	167
Total Staff + Open Requisitions	168	167	168	168	168	168	168	168	168	168	168	168
Gain	25	22	23	23	23	23	23	23	23	23	23	23
Loss	193	183	183	183	183	183	183	183	183	183	183	183
Net Gain (Loss)	87.0%	88.4%	87.0%	87.0%	87.0%	87.0%	87.0%	87.0%	87.0%	87.0%	87.0%	87.0%

Michigan Unemployment
Michigan/National U6

0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

Turnover



Variables	2019	2020	2021
Turnover Percentage	15.2%	21.4%	2.4%
Total Separations	30	39	4
Average # of Associates	197	182	168
Turnover Goal	24.0%	24.0%	20.4%
Turnover Percentage: Involuntary	5.6%	12.6%	1.2%
Turnover Percentage: Voluntary	9.6%	8.8%	1.2%
Reasons for Separation			

Months	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Turnover Percentage	0.6%	1.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total Separations	1	3	0	0	0	0	0	0	0	3	0	0
Average # of Associates	168	167	167	167	167	167	167	167	167	167	167	167
Turnover Percentage: Involuntary	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%
Turnover Percentage: Voluntary	0.0%	1.2%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Reasons for Separation	0.6%	0.6%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

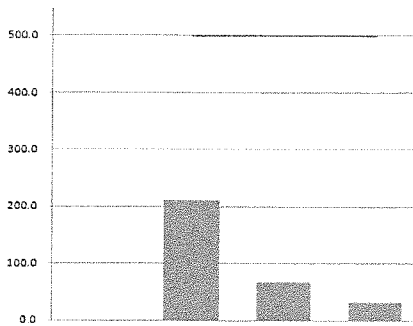
3) Talent Development and Relations

a) Leadership and Team Member Development.

- HR assisted the organization and leaders through key issues, including employee communication. We continued the Leadership Roundtable series, with 12 leaders in attendance for a second consecutive month.
- Provided additional HR support to the leadership of various departments. This included continued job description update support, team member relations events and One-on-One process coaching.
- Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.

- iv) Continued the regular meeting of Operational Support Directors, with the objective of improving collaboration among the departments and services to others.
 - v) Conducted to prepare for re-launch of the Performance Management system. Continued working the 2020 HR Department review cycle in the SABA system.
 - vi) Continued “The River Resource” publication to help team members stay informed and connected.
 - vii) The Compensation Plan Team completed its tasks and submitted information to LRBOI for consideration.
- b) HR Department Development Initiatives:
- i) HR Development Events: 2
 - ii) Focused on 1st Quarter HR 2021 Plan objectives.
 - iii) Continued file migration to O365 storage solutions.
 - iv) Utilize SABA to track 2021 individual goals.
 - v) Each team member completed their 2020 Self-Evaluation in SABA.
 - vi) Initiated SOP updates for the On-Boarding process.

Training and Development Hours

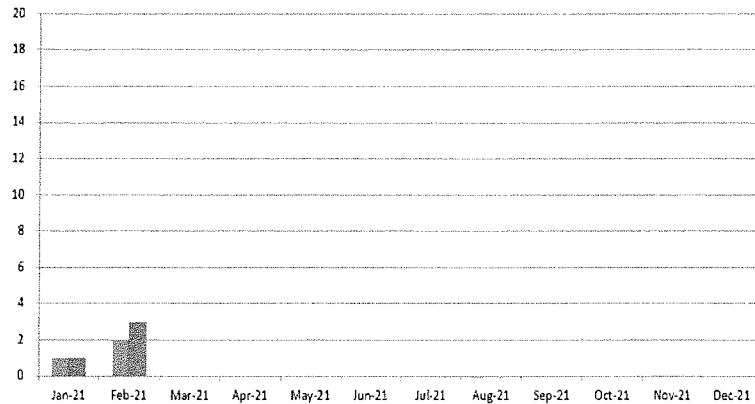
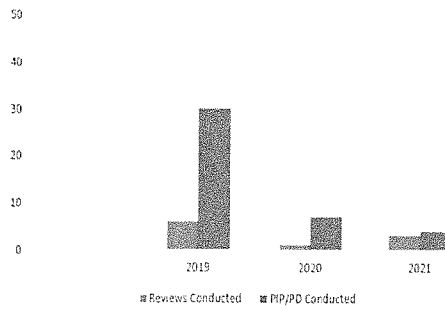


		Yearly Avg		
Variables		2019	2020	2021
Ave. Training Hours	#DIV/0!	212.1	67.5	32.0
Goal		500	500	500

Orientation	98	22	12
New Employee Training	193	24	0
Training: Position Development	46	33	20
Cross Training/Position Preparation	0	8	0
Leadership Training	1,027	217	50
One on One	132	31	14
Other Training	29	3	0
Safety Training	781	0	1
Mentorship	240	0	0
Total Training Hours	0	2,546	338
		96	

Performance Events (Reviews/PIP)

Performance Events (Reviews/PIP)



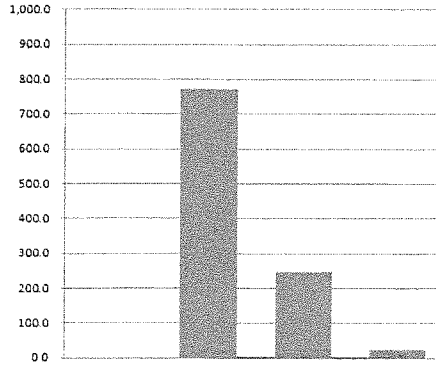
Variables	Year		
	2019	2020	2021
Percent of Staff Receiving Feedback	18%	4%	4%
Reviews Conducted	6	1	3
PIP/PD Conducted	30	7	4
Total Staff	197	182	188

Months											
Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
1%	3%										
1	2	0	0	0	0	0	0	0	0	0	0
1	3	0	0	0	0	0	0	0	0	0	0
168	167										

4) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Actions Taken:
 - (1) Benefits Work Priority: 1 – Auditing Benefit Portal Information, 2 – Benefit Reconciliation Process, 3 - Assisting Team Members with Benefit Requests
- c) Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- d) Completed benefit reconciliation training with Melinda Smith. Thanks Mindi! Completed January benefits invoice reconciliation.
- e) Continued auditing insurance provider online portals and completed 50% of the audits. This is time consuming work and appreciate Melinda Smith's hard work in working to ensure accurate portal information. Thanks again Mindi!
- f) Addressed a communication issue between FEHB and Insurance Carriers.
- g) Published RFP for the 401k audit to prospective vendors.
- h) Leave Notes
 - i) Leave hours increased in February, due primarily to traditional FML events.

Leave (Excluding PTO and Holidays)



Variables	Yearly Avg		
	2019	2020	2021
Total Leave Hours	771.9	247.5	25.0
Total Leave Events	28.3	5.8	1.8
Number of FTE Positions	4.8	1.5	0.2

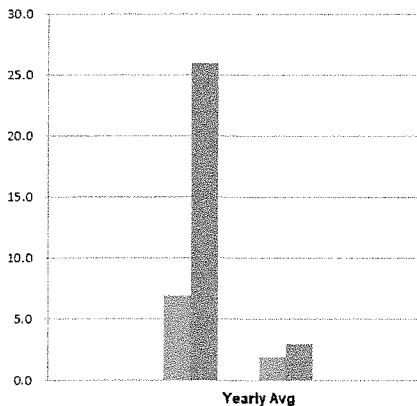
Leave Hours by Type			
Servicemembers	1,144	696	88
Education	345	190	48
FML	5,036	1,740	136
FML	267	7	0
Jury Duty/Tribal Witness	0	0	0
JOA	768	192	0
Military	0	0	0
Parental	0	0	0
Wellness	360	145	29
Total Leave Hours	7,920	2,970	300

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5) Safety

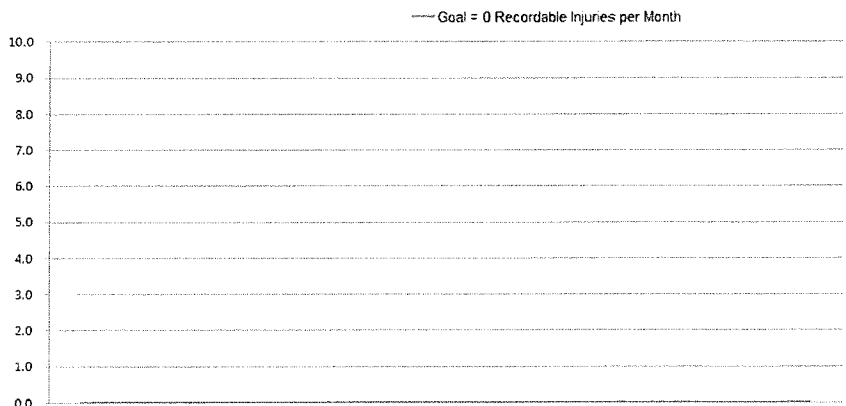
- i) Continued COVID-19 support and tracking.
- ii) Recordable Injuries: 0
- iii) Near Miss/1st Aid: 0
- iv) Congratulations LRBOI team on a 0- safety incident month in February. That's two months in a row!

Safety (Recordable Injuries and Near-Miss Incidents)



Variables	2019	2020	2021
Total Recordable Injuries	7.0	2.0	0.0
Goal			0
Total Near-Miss Incidents	26.0	3.0	0.0

Strain/Sprain	4	0	0
Laceration	1	1	0
FBE	0	0	0
Fracture	1	1	0
Illness	1	0	0
Other	0	0	0
	0	7	0

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6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY

INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

CURRENTLY EMPLOYED						
February 2021						
	TM	NA	D	S	NP	TOTAL
EXECUTIVE	60	9	10	6	55	140
GAMING	10	0	1	3	16	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	4	2	0	1	1	8
TOTAL	85	13	11	10	73	192
Prior Month						
EXECUTIVE	61	9	10	6	56	142
GAMING	10	0	1	3	15	29
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	4	2	0	1	1	8
TOTAL	86	13	11	10	73	193

Notes on Tribal Preference:

- February Tribal Preference Employment was 62.0% of total employment, a slight decrease from last month due to new hires and turnover.
- Data since February 2019 shows the following:
 - The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
 - 2021 Tribal Preference Applications: 14.3%
 - 2020 Tribal Preference Applications: 15.8%
 - 2019 Tribal Preference Applications: 14.1%
 - Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference hires compared to all hires.
 - 2021 Tribal Preference Hires: 50.0% (Great job hiring managers!)
 - 2020 Tribal Preference Hires: 33.3%
 - 2019 Tribal Preference Hires: 26.7%

7) Workforce Development

- The Tribal Development Team continued operations in February. The team published a list of Tribal Students to leaders for potential internship connections. Thanks to Yvonne Parsons!
- Continued teaming with MichiganWorks on the development of non-traditional apprenticeships. We specifically identified, with the help of our partner departments IT and NRD, two positions; Natural Resource Technician and Help-Desk Technician
- Coordinated the move of MichiganWorks/LRBOI co-location office to the Government Center.
- Conducted an initial group meeting exploring the development of a General Motors/LRBOI Workforce Development and professional partnership.

- v) Continued development of a DTE/LRBOI Workforce Development partnership.
- vi) Development of the Work Experience program continued in February. A second Work Experience Program participant started work in February, with a path to a full-time opportunity in Maintenance. Thanks to Alicia Knapp for her work on this project!
- vii) Reached out to LRCCR to explore their participation in the program to enhance opportunities in their operation for Tribal members. Agreed to monthly collaboration meetings. Thanks to Maria Maddox and Israel Stone!
- viii) Continued Work Experience participant training in job search and performance management skills.
- ix) Initiated work on a memo of understanding with MichiganWorks.
- x) Completed the first service request for daycare reimbursement in recent history.
- xi) February New Requests for WFD Service: 4
- xii) 2021 Total Requests: 9
- xiii) 2021 Total Number in Adult Work Experience: 3

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
February 2021

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. New router and firewall configuration and install has started. Contractor has begun the configuration of the firewall.
2. VMWARE System cleanup has completed. Contract for updating VMWARE to the newest release is pending.
3. Virtual system errors have been corrected and server updates continue as needed every other weekend.

4. Mandatory IT Projects by order of priority:

- a. February 2021
 - i. Government remains open by appointment only due to pandemic.
 - ii. New laptops with mobile access for all critical employees are deployed.
 - iii. Many departments still replacing equipment and deployment of the new equipment is overwhelming the IT Staff.
 - iv. Training users of how to use the remote work devices has proven to be a challenge for the IT Staff due to time constraints.
 - v. Support All Operations
5. 387 new IT work orders were opened in February 2020 and 399 IT work orders completed in February 2021.
6. IT Remains severely understaffed and is unable to keep up with daily operational demands.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions for 2021 IT Projects.

Trainings Held / Attended –

Special Tasks / Activities Performed –Set up Live Stream and Zoom and other interactive sessions for various employees and groups.

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 10, 2021
Re: February 2021 report of activities

Number of tribal members assisted on new issues 88

Number of referrals received 8

Number of continuing cases: 57

Types of legal issues:

Child support	Land Contract - Forfeiture
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Appeal of Tax Assessment	Conservator - Adult
Trusts	Parenting Time
Minor Guardian Out of State	Social Security Disability
Custody	Codicil
Name Change – Minor	Prescription Drugs
Adoption	Appeal of Criminal Conviction
Medical Power of Attorney	Income Taxes
Alternate Service of Civil Documents	LLC
Bench Warrant	Lemon Law
Amend Trust	Limited Power of Attorney - Minor
Power of Attorney	Methadone
Return of Personal Property	Debts
Vehicle Title	

Estate Planning – Amendments	Supervised Parenting Time
Minor Guardian – Modify – Out of State	Adult Guardian
Methadone	Landlord Tenant Issues
Lady Bird Deed	Waiver
Unemployment	Evictions
Small Claims	Paternity
Grandparent visitation	Stepparent Adoption
Residential Lease	Scams
Move out of State with Minor Children	Driver's License
Estate Recovery	Civil
Remove Conservator for Adult	Garnishment
Minor Guardian	Post Divorce
Redirection of Child Support	Personal Injury
Guardian and Conservator Accountings	Section 8 Certification
Personal Protection Order – Out of State	Sale of Real Estate
Criminal Investigation	401K
Damage to Rental Property	Police Report
Domestic Violence Arrest	Bond
Warranty	DOT Number

Sample of Work Performed:

Assisted a tribal member with a stepparent adoption

Assisted a tribal member modify a guardianship for a minor

Assisted a tribal member establish paternity of their child

Assisted a tribal member obtain an order for supervised parenting time between their child and the other parent

Assisted a tribal member with an automobile title issue

Members Assistance
Jason Cross (Interim)

Members Assistance Department

February 2021 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – 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-18-K28 \$364,000
 - i. Total expensed \$336,889.48
 - ii. Budget remaining 7%
 - iii. 14 total households served with this program.

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

2. Food Assistance Program

- b. Budget \$46,050
- c. Total expensed YTD \$8,500
- d. 82% Remaining
- e. 24 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	0	0	0	3	2	1	2	0	8

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$15,496.89
- h. 69% Remaining
- i. 12 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	0	0	1	0	0	0	0	8

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$3,776.32
- l. 91% Remaining
- m. 18 total households accessing this program to date.

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

5. LIHEAP – DHHS Grant Funded Program FY 2021

- a. Total Budget \$176,417
- b. Total expensed to date \$6,000
- c. 5 total households accessing this program to date.

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

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$1,480.00
- f. 92% Remaining
- g. 5 Elders accessing this program to date

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

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$1,918.95
- j. 91% Remaining
- k. 9 Members accessing this program to date.

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

8. LRBOI Home Repair Program 2020

- l. Total budget \$100,000
- m. Total expensed YTD \$8,422.50
- n. 92% Remaining
- o. 1 members accessed this program

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$75,500
- r. 98% Remaining
- s. 10 members accessed this program
- t. Average age at passing is 65.

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

10. Elders Insurance

- u. Cost per Elder \$175.71 Medical and \$112.00 prescription benefit per month.
- v. 310 Elders enrolled in program.
- w. September invoice \$6,501.21

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
84	16	46	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
55	41	27	0	26	28	17	12	5	0

13. Office Visits

bb. 0 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Director

Natural Resources
Frank Beaver



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

**February 2021 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

Vacant

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

Fisheries Division:

Archie Martell - Senior Fisheries Biologist, Fisheries Division Manager

Barry Weldon – Great Lakes Fisheries Biologist

Alycia Peterson – Great Lakes Fisheries Technician

Mike Snyder – Great Lakes Fisheries Technician

Corey Jerome – Fisheries Biologist, Sturgeon

Dana Castle – Aquatic/Fisheries Biologist, Inland

Corey Wells - Fisheries Technician, Inland

Administrative/Budget/Reports/Data Entry:

- Managed budgets
- 1050 Sturgeon Program/ Habitat Restoration Program
- 4031 Fisheries and Water Quality Budgets
- 4068 BIA Inland Natural Resources
- 4086-760/4097/4109/4227 BIA GLRI funding
- 4018 Great Lakes Fisheries Assessment
- 4097 BIA Great Lakes Restoration Initiative, Native Species
- 4137 BIA Great Lakes Restoration Initiative, Native Species
- 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Division work plans
- Grant Management
- Review State Collector permits/Fisheries Orders.
- Commercial and Subsistence fishing licenses
- BIA GLRI Grant writing
- BIA GLRI FY2023 planning worksheet submitted
- Submitted annual Inland Fisheries Workplan to tribal and state partners (February 1st)
- Coordinated with USFWS Green Bay with field plans and graduate student
- Prepared and submitted abstract for annual Michigan AFS meeting.
- Coordinated calls for upcoming Walleye Survey preparation.
- Finalized award winners for MIAFS Awards Committee.
- Preparation for presentation for MIAFS on Arctic Grayling.

- Finalizing field plans for Arctic Grayling and habitat work on Upper Manistee.
- Review Walleye Sampling Protocol (IFC 2018).
- Set up meeting with Manistee Watershed EGLE representative.
- Began reviewing and providing comments on states Inland Walleye Management Plan.
- Coordination with Nicole Watson on Grayling eggs.
- Lake Michigan Technical Committee, Chairman, Lake Trout fish aging reconciliation
- 2020 fishery assessments data management
- 2020 fishery assessments data exchange
- Great Lakes fishery data management
- Scientific literature review.
- Presentation prep for BIA GLRI Grant submission
- Preparing for upcoming field season and work plans.
- Continued work on the MIAFS Awards Committee

Equipment maintenance/Field Work/Lab Work:

- NGLC sturgeon aquarium maintenance
- Fish aging and structure imaging.
- Vehicle maintenance GSA trucks repair maintenance
- Organized and compiled 2020 scale data
- Reimaged and aged 2018-19 Imaging Scales for age data
- Great Lakes, processing structures for fish aging
- 2021 field season and streamside rearing facility reconfigure preparation for field season
- Assisted Water Quality operations (February 15th)
- Field gear inventory and preparation for upcoming Walleye survey
- Great Lakes Program, yellow perch scale image preparation, processing, and aging
- Great Lakes fish stomach content processing
- Assisted Water Quality sampling Feb 16

Meetings/Training/Travel/Conference Calls

- Pere Marquette River issue meeting NRD (2/1)
- 2020 Consent Decree negotiations internal calls (2/1)
- Midwest Fish and Wildlife Conference, Virtual (2/1-4)
- Call with Troy Zorn about egg incubators (2/2)
- NRD LEADS Meeting (2/4)
- Fisheries Projects Update Meeting (2/4)
- 2020 Consent Decree negotiations internal calls (2/8)
- Interview with Carol Thompson from Lansing State Journal to discuss Arctic Grayling Restoration (2/9)
- Great Lakes Fish Trust Scientific Advisory Team meeting (2/9)
- NRD LEADS Meeting (2/10)
- 2020 Consent Decree negotiations external call (2/10)
- Conservation Resource Alliance, Kalkaska Road Commission Meeting (2/12)
- Inland Fisheries Committee IFC Meeting (2/11)
- Kalkaska Road Commission, CRA, and LRBOI meeting – culverts (2/12)
- 2020 Consent Decree negotiations internal calls (2/15)

- MDOT, lake sturgeon migration, M55 Bridge meeting (2/17)
- NRD Leads Meeting (2/17)
- Resume Review, Aquatic wetlands Biologist (2/17)
- 2020 Consent Decree negotiations external call (2/17)
- NRD Web Page Group internal meeting (2/18)
- Black Lake/River Sturgeon Advisory Council meeting (2/18)
- MIAFS Awards discussion (2/19)
- GLATOS Coordination meeting, Acoustic tracking of fishes (sturgeon) (2/22-24)
- 2020 Consent Decree negotiations internal calls (2/22)
- Baldwin Dam and Sea Lamprey Control Discussion, meeting (2/22)
- 2020 Consent Decree negotiations external call (2/25)
- Lake Michigan Technical Committee call (2/26)
- 2020 Consent Decree negotiations external call (2/26)
- Great Lakes stocking database conference call (2/26)

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

Wildlife Program

Bob Sanders – Wildlife Division Manager

Angela Kujawa – Wildlife Biologist

John Grocholski – Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Forestry Budget
- Completed monthly report – February
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits (hunting tags), applications, regulations
- 2021 hunting permits planning – Ongoing

- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations
- Ordered wildlife equipment needed for 2021 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Develop Newsletter articles for February/March currents
- Develop article/content for new NRD web page – Ongoing project
- Resource selection function manuscript
- GLRI grant development and submission
- IRP radio interview regarding American marten
- Marten project data entry
- Graduate Assistance application review and selection

Equipment Maintenance/Field Work/Lab Work

- Invasive species removal work on Tribal properties (Bull Orchard property)
- General Tractor, Bobcat, snowmobile maintenance
- Cleaned and service wildlife vehicles
- Camera deployment for American marten detection project
- Marten Telemetry
- Cleaned and organized equipment at Big Blue

Meetings/Training/Travel/Conference Calls

- Weekly Team meeting – 2/8, 2/15,
- NRD Leads meeting – 2/4, 2/10/, 2/18,
- WTC elk expansion conference call – 2/8
- Council work session – 2/9
- 1:1 meeting's – 2/2, 2/3, 2/5, 2/12, 2/16
- Hunting Regulation meeting – 2/2, 2/12
- USFS conference call – 2/11
- WTC Black Bear conference – 2/8
- Leadership roundtable meeting – 2/11
- MDNR conference call – 2/11
- Off trail snowmobile and survival training class – 2/21 - 2/24

Environmental Division

Allison Smart –Environmental Division Manager

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Aquatic Biologist – Water Quality

Vacant – Aquatic Biologist – Wetlands

Environmental Division Capacity Building (IGAP)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA work for 1:1s
- Staff Task List Management
- Finalized Air Quality Grant
- Review of Air TAS for 105 and 505
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- New Staff guidebook
- Resume Review for Wetland Bio
- Position plan for Great Lakes Policy Specialist
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- CY2021 Planning

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 2/1, 2/8, 2/15
- NRD Lead Huddle: 2/10, 2/17
- 1:1 Meetings w/staff: 2/1 (x2), 2/2, 2/15 (x2), 2/16
- 1:1 w/Supervisor: 2/4, 2/12
- NRD Leadership Meetings: 2/4
- CORA/GLIFWC Line 5 Call: 2/10
- R5 WETG Training Workgroup (USEPA): 2/2, 2/3, 2/16, 2/17
- PM RR Project Discussion with Fisheries 2/1
- Mackinac Straits Corridor Authority 2/3
- TERT 2/3
- RTOC Caucus Call: 2/4, 2/16
- EPA CAA 103 Follow up meeting 2/4
- Staff Project Meeting: 2/8, 2/10, 2/11
- ATTAINS 2/9
- Call with Cadillac EGLE on Permits 2/10
- Lake Michigan LAMP WG Call 2/10
- Leadership Rd Table 2/11
- Water Monitoring Collaboration Meeting w/ EGLE 2/16
- Tribal Council Agenda Review 2/16
- Tribal Council Meeting 2/17
- NRD Web Page Meeting 2/18
- EGLE/Tribes District Meeting (Cadillac/Gaylord) 2/19
- Tribal CERCLA 128a working group – 4 elements training

Budgets Managed:

- 4291- EPA PPG
- 4148 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Brownfield Program

Administration /Reports/Data Entry

- Continued work on 2020 Field Work Data Analyses
- Continued work on SOP for Annual Data Analyses
- Bound 2 final copies of HMRP
- Began researching and emailing for Achievement of Element 4
- Element 4 Correspondence from three Tribes received and summarized
- Literature review (6) of non-agency Soil Sampling paradigms
- Began work on NRD website update role
- Compiled FY18, FY19, and FY20 site maps into respective collective PDFs

Field Work and Equipment Maintenance

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

- Environmental staff weekly huddles (Feb 1, 8, 15)
- 1:1 meetings with supervisor (Feb 1, 15)
- Met with supervisor re: binding HMRP (Feb 14)
- Sat on monthly Tribal NRDAR Call (Feb 2)
- Met with supervisor re: QAPP (Feb 11)
- Met with NRD staff re: web page updates (Feb 18)
- Attended quarterly virtual NMAC meeting (Feb 25)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Nutrient data to sigmaplot
- Nutrient data into WQAR
- Aged WQ fish scales.
- Entered secchi disk data into master file and WQAR
- Cleaned up S drive files.
- Added limit table to Fish Tissue QAPP
- February eureka data input

Field Work and Equipment Maintenance

- Completed February WQ data collection.
- Transported Nutrient data samples to GLEC
- Calibrated hydrolab

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

- 2/4, 2/11- Tribal consultation webinar CWA 106 Tribal Guidance Revision
- 2/9- ATTAINS Discussion
- 2/10- ATTAINS Discussion about parameter limits
- 2/17- Resume Review
- 2/22- ATTAINS Training

- 2/23- Claybanks AOP Discussion with TU and USFS
- 2/23- PLWF monthly meeting.
- 2/25- EPA Region5 WQ Monitoring- Sampling During Covid, Lessons learned

Air Quality Program (Funded by EPA CAA 103)

Administration/Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions
- Submitted 4th Qtr Precision reports to MDEGLE

Field Work and Equipment Maintenance

- Powered up the Ozone Calibrator and one Ozone analyzer – 2/19
- Completed a Preseason Ozone Multipoint – 2/24
- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 2/3 and 2/19
- Completed PM 2.5, Monthly Maintenance & QC – 2/3 and 2/19
- Installed a new set of PM 2.5 filters – 2/1
- Sent collected PM 2.5 filter samples to MDEGLE – 2/1, 2/11 and 2/25
- Received Recertified Chinook form MDEGLE's Eric Hansen – 2/23

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

- Attended weekly Environmental Division Huddle – 2/1 and 2/15
- Communicated w/supervisor – 2/2 and 2/16
- Attended CAA 103 Follow Up Meeting with USEPA's Camden Ogletree – 2/4
- Delivered R.M. Young ambient temperature device to R.M. Young in Traverse City – 2/17
- Drove to Lansing to pick up one O3 Calibrator and two O3 Analyzers, and to leave one Chinook for recertification and have PM 2.5 Sampler serviced to correct pump problem – 2/18
- Attended NREL's GoToWebinar - The Energy Impacts of COVID-19 HVAC Mitigation Strategies – 2/22
- Attended GoToWebinar - Let's Get Serious About Radon – 2/25
- Attended Monthly State, Local, and Tribal Air Monitoring Conference Call – 2/24
- Attended Monthly R5 Tribal Air Conference Call – 2/25
- Attended Monthly USEPA & NTAA Air Policy Update Conference Call – 2/25

Wetlands (Wild Rice) Program

Administration/Reports/Data Entry

- Program is Delayed due to 2020 Hiring Freeze all deliverables listed in the GAP section.

Field Work and Equipment Maintenance

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

Great Lakes Policy Program

Administration//Reports/Data Entry

- Program is Delayed due to 2020 Hiring Freeze all deliverables listed in the GAP section.

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

February 2021

Steve Parsons

Meetings/Conferences/Trainings

- On February 10 & 24, 2021, I participated in the virtual meeting between MDOT and Michigan Tribes to discuss the renewal of the Section 106 Programmatic Agreement. Jay Sam (Historic Preservation Director) is the Tribal lead representative on this issue. This group will continue to meet during the months of March and April.
- On February 11, 2021, I participated in the virtual Executive Committee meeting of the Manistee County Community Foundation.
- On February 17, 2021, I participated in a meeting with representatives from MDOT (Traverse City TSC) and the LRBOI Natural Resources Department. The purpose of the meeting was to discuss environmental concerns regarding the current MDOT project to replace the bridge across the Manistee River on M-55.
- On February 18, 2021, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Little Traverse Bay Band, the Gun Lake Tribe and the Sault Ste. Marie Tribe of Chippewa Indians also participated in the meeting.
- On February 23, 2021, I participated in a virtual meeting of the Manistee County Community Foundation Board of Directors.

Activities/Accomplishments/Updates

- As of February 2021, I finished the Boundary and Annexation Survey (BAS) sponsored by the U.S. Census Bureau. Through the BAS survey, we were able to update our information with the U.S. Census database and online maps to include 11 additional trust parcels (through the year 2019). These updates will likely not take effect until the end of 2021.
- BIA Roads – 2021 Projects: In the next few months, some of our 2021 road projects will be moving forward. Here is the latest update on those projects.
 - We have been told by the BIA area office that we have obtained environmental clearance for the Cemetery Road project. We still have not received written confirmation but have been informed that it is coming. Our plan is to bid out the construction portion of the project in the month of February with a tentative spring start date for construction.
 - We will also be bidding out the Commodities Drive construction project in March as well. We plan to start construction in April (depending on weather conditions) at approximately the same time that construction begins on the new Food Distribution (Commodities) building.
 - The Sugar Shack Road repair (replacing failed culvert) is also scheduled for this spring as soon as weather permits. We are in the process of applying for an EPA wetlands permit (which is needed before construction can begin) and should be receiving that sometime in March.

- We are seriously considering making some modifications/additions to the Public Safety Parking Lot (to include additional parking and carports near the water tower location) sometime in 2021. The initial construction project was completed in the fall of 2020, but we have not closed out the project with the BIA and could make additions. Ken Ockert and I will be meeting with Robert Medacco (Public Safety Director) in March to discuss the scope of the additional work requested and whether to move forward with the project.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
February-21

General Patrol

Assist Citizen	3
Assist Motorist	
Assist Other Agency	7
City Assist	4
County Assist	6
Medical Assist	1
MSP Assist	2
Other Calls for Service	
Property Checks	541
Suspicious Person	
Suspicious Situation	4
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	1
Accidents	2
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	1
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	5
Unsecured Vehicle	
Verbal Warning	4
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	5
PPO Served	1
Federal Docket Ticket	

Criminal Offenses

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

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

Unwanted Subject

2

Miscellaneous

Administrative Hours

378.5

Alarm

2

Attempt to Locate

Boat Dock Checks

Casino Hours

215.5

Civil Standby

1

Community Policing

1

Court Hours

Death Notification

Drug Disposal

Follow-Up Investigations

13

Found Property

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

2

Total Complaints

32

Total Reports

32

Training Hours

6.5

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage

3170

Voluntary Missing Adult

Training/Travel

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
February-21**

Administrative Hours	196.25
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	1
Assist Hours	3.5
Citation(s)	
Civil	
Misdemeanor	
City Assist	1
City Assist Hours	1
City Original	
City Orgininal Hours	
Complaints	4
Contacts	56
Court	
Court Hours	
Follow-up(s)	1
Follow-up Hours	0.75
Federal Citation(s)	
Hours Worked	350.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	2
Paper Service	
Possible Trespass	
PR Activities	2
PR Activities Hours	1
Property Checks	47
Snowmobile Patrol Hours	96
Training(s)	4
Training Hours	94
Vehicle Mileage	493
Vehicle Stops	3
Verbal Warning(s)	3
Written Warning(s)	

Training/Travel

February 21-23. 2021 Sgt Robles, Officers Brown, Gunderson, and Bruce attended snowmobile and winter survival training in Munising, MI.

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
February-21

Administrative Hours	22
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	228
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	1
PR Activities Hours	1
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1642
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Tax Department February 2021 Monthly Report

Staff: Valerie Chandler, Tax Officer
Arianne Gray, Tax Department Administrative Assistant

During the month of February 2021, the Tax Department performed the following:

Recurring Duties and Accomplishments:

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Copies of tax forms and RTM verification letters
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment)
2. Scanned and filed Tax Department documents such as Proofs of Residency, Tribal Business Tax Licenses, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for January 2021.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
7. Issued 9 Certificates of Exemption:
 - Purchaser: 3 RTMs 6 Tribe/Entity
 - Purchase Type: 8 Vehicles 1 Bereavement / Burial Program
8. Reviewed 41 Tribal Member address and/or name changes; 10 required updating of the RTM list and database.
9. Mailed 27 Proof of Residency request letters; processed 2 Proofs of Residency that were received.
10. Processed 4 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interaction:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
 - New and re-instated RTMs
 - Deceased RTMs
 - Address changes of RTMs

- RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for March 2021 and provided it to the Trading Post.
8. Reviewed and processed 1,820 Trading Post Motor Fuel and Tobacco Receipts; flagged and corrected cashier errors.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for January, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed January 2021 Tribal tax returns from the Little River Casino Resort which included:
 - Retail Sales Tax (Little River Trading Post and Little River Casino Resort)
 - Food & Beverage Tax
 - Lodging & Occupancy Tax

Variable Duties and Accomplishments:

1. Reviewing, editing, and commenting on all Tax Department Ordinances and Regulations for future amendments. Also researching and comparing other Tribes' tax documents for reference.
2. Creating and compiling a tax reference guide incorporating all of the tribal tax laws for easier reference.
3. Received and transferred a large amount of calls and emails from members needing copies of their 1099s because they never received theirs or lost it.
4. Sent copies of several RTMs Annual Sales Tax Credit letters of verification and forms to them and/or their tax preparers.
5. Worked with TERT to assist in creating flyers for the vaccine town hall meeting and drive in Muskegon.
6. Worked with ULD staff member regarding a food vendor on tribal property.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Tribal Affairs office regarding clarification of a section of the Tax Agreement.
2. Corresponded with Treasury regarding States sales tax being charged to some of the RTM's and Tribe's utility accounts.

Little River Trading Post Interactions:

None out of the normal for the month.

Little River Casino Resort Interactions:

1. Corresponded with staff regarding a notice from the Michigan Department of Treasury.

Meetings / Trainings Attended During the Month:

1. Directors meeting via Zoom on February 1, 2021.
2. Met with two ULD staff on February 10, 2021 regarding Tax Agreement questions.
3. Leadership Roundtable meeting on February 11, 2021.
4. Tribal Council meetings via Zoom on February 3, 10, 17, and 24, 2021.

Statistics:

Total Registered Resident Tribal Members (RTMs): 270

- Manistee County: 259
- Mason County: 11

Monthly Tax Revenue*:

*January 2021 amounts received in February 2021

- Retail Sales Tax (Little River Trading Post) \$3,336.22
- Retail Sales Tax (Gift Shop) \$719.83
- Lodging & Occupancy Tax \$2,737.79
- Food & Beverage Tax \$18,981.36

Tribal Member Tax Exemption Rates ("Discounts") for March 2021*:

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

- Gasoline: \$0.378/gallon
 - Diesel: \$0.396/gallon
 - Cigarette Pack: \$2.00/pack
 - Cigarette Carton: \$20.00/carton
 - OTP (Other tobacco products*): 32% of wholesale price
- *Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
February 2021 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 61 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Participated in Tribal Council meetings via teleconference.
4. Communicated with staff from departments about various items.
5. Followed up on the meeting via phone conferences regarding NHPA /section 106 Programmatic Agreement MDOT/Tribes/FHWA.

6. Met with Tribal Council in reference to a Line 5 Resolution to restate opposition.
7. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
8. Administered, directed, and supervised all departmental activities.
9. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
10. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month

1. Developed advanced zoom language lessons for class and sent them out to students.
2. Taught the advanced zoom language lessons on Friday morning at 10:30.
3. Developed Face book language lessons for "Endaaying".
4. Schedule a video shoot for the lessons then edit each video.
5. Scheduled a help desk, PC was having WiFi issues.
6. Informed our IT department about the anishinaabemdaa site being off site.
7. Attended the zoom tribal council meeting about Brickhouse contract.
8. Replied to the "Biskaabiiyang" committee, no reply back. The name is exclusive term.
9. Scheduled a video shoot for March.
10. Still working with Delta Dental on language.
11. Working with Interlochen Public Radio on language.
12. Ordered a printer and sent out CD ROM orders, Recycled for the LRB Pharmacy.
13. Responded to calls & Emails about language, culture, camp, CD ROMs.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
February 2021, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Alpha Tran Engineering approved to install new wellhouse control panel.
- Hired new employee
- Completed sampling for Covid-19 in wastewater

Billing

Water	\$10,655.66
Sewer	\$9,651.61
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,382.78
Septage	\$2,965.14
Other	\$754.49
Month Total	\$48,289.94
Yr. to Date Water	\$21,089.99
Yr. to Date Sewer	\$18,164.96
Yr. to Date Irrigation	\$3,621.86
Yr. to Date Fire Suppression	\$16,138.66
Yr. to Date Manistee Township	\$29,195.91
Yr. to Date Septage	\$7,348.86
Other Revenue	\$754.49
Credit	\$0.00
Yr. to Date Total	\$96,314.73

- 1. Well House Pumping in Gallons**
Total Flow Gallons
 - a. 1,415,258**
 - b. Ave Daily Flow Gallons 50,545**
- 2. Gallons of Treated Wastewater SBR**
Influent Gallons
 - a. 2,2449,856**
 - b. Daily Average Gallons 80,173**
Effluent Gallons
 - a. 1,993,603**
 - b. Daily Average Gallons 71,200**
 - c. Waste Sludge Gallons 31,000**
Lagoon
 - a. Influent 558,584**
 - b. Daily Average Gallons 19,949**
- 3. Septic Sewage**
 - a. Gallons 49,419**

III. Travel and Trainings

What: MTERA Board Meeting
Who: Diane Kerr, Gary Lewis
Where: Phone Conference
Sponsored by: MTERA

What: ATEA Arizona Tribal Energy Association
Who: Gary Lewis
Where: Webinar
Sponsored by: ATEA

What: Hydrant and Valve Operation Maintenance
Who: Clatus Clyne, Gregory Walters, Gary Lewis
Where: Webinar
Sponsored by: MRWA

What: CDC Covid for essential workers
Who: Diane Kerr, Jonathon Robertson, Gary Lewis
Where: Webinar
Sponsored by: AWWA

What: Wegowise
Who: Diane Kerr, Gary Lewis
Where: Webinar
Sponsored by: MTERA