

**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 *LSR*
Naangwa: Date: March 12, 2024
Maanda Nji: Re: February 2024 Operations Report

We respectfully submit the February 2024 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 2024

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

February 2024 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. **2024 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2024 will be to continue to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2024 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources in reviewing/changing existing department job descriptions.

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

Objectives:

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2021. Kathleen Bowers and I attended training for Indirect Costs in August 2023. We learned that BIA has authorized submission of IDC proposals using audited financial statements from 3 years prior instead of 2 years prior to year in question. This should make it quicker to submit proposals and get them approved. We will be working on 2022 and 2023 IDC proposals in March 2024.

6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.
7. Upgrade MIP Accounting software to achieve more efficiencies in processing purchase orders and accounts payable.

Property Management:

Goal: Improvement of the Property Management function for the organization.

Objectives:

1. Continue tracking and management of all tribally owned vehicles.
2. Continue Construction in Progress system for all tribal and grant funded projects related to fixed assets.
3. Continue regular inventories of Program and Grant assets.

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2025 budget.
2. Publish standardized quarterly budget reports for the tribal membership –January – March 2024 is due April 30, 2024.
3. Improve tracking and handling of property tax issues for all tribal owned properties

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT 2023

Rehmann Robson has sent an engagement letter for the audit of the FY 2023 Financial Statements. The letter was approved by Tribal Council, signed by the Ogema and sent back to Rehmann. The field work for audit is scheduled to start April 29, 2024.

SENIOR STAFF ACCOUNTANT

Duties and Accomplishments –

1. **Projects: No Projects have been - assigned to:** *The Construction Task Force committee for approved purchases and payments February, no activity: at this time.*
 - i.
 - ii.
 - iii.
2. **Cash Receipts:** *Daily cash receipts totaled for the month of February were \$1,027,171.69 the General & Special Revenue Account had a total of (254) receipts.*
3. **NGLC:** *Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow-up to who is collecting the Balance.*
4. **Pharmacy:** *Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,*
5. **Fixed Assets Account Group:** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2023, with the ongoing Inventory there will be several updates as it relates to the assets being no longer in service, several disposals have been identified.*
6. **2023 - Single Audit – Audit Field Work – Audit, Organization financial statements and compliance with Federal awards – Prepping for 2023 Audit.**
7. **1099MISC/1099NEC.** – *2023 tax year was sent out in the week of Jan 22nd - 26th of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2023. Continued to send tax documents out to the membership / Vendors.*
8. **WEX Card- Monthly Report,** *removed the terminated employees, scheduled the payment, and reviewed and reconciled the report to the payment.*
9. **Tribal Financial Statement Requirements:** *Due by the 8th of the month.*
 1. *Cash Deposits – to the Bank Statement.*
 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
 3. *Utilities report – current payments – monthly report of payments.*

Construction Task Force –Weekly Meeting - Thursday – review - No Meetings

Other Meetings:

Audit Meeting – online meeting. CFO/Staff Accountant.

STAFF ACCOUNTANT

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. Run Bank Deposits

Meetings Held / Attended – Audit

Trainings Held / Attended –

Special Tasks / Activities Performed – Review and approve A/P check run

Upcoming Projects / Tasks – Audit prep

Payroll

Duties and Accomplishments –

1. Processed 386 payroll vouchers/checks.
2. Verified 207 PAF's this month which included 4 new employee(s), 1 Job Change/Transfer employee(s), and 1 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 2/9 and 2/23.
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 –

2/1, 2,15 & 2/29 – Payroll/HR Meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.

5. Prepared form 5080 - 2023 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in January and 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. Prepared member eligibility count for April 1st per capita payment.
10. Prepared and mailed annual reporting form for local taxes.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
4. Working through IRS notices received related to amended returns filed.

Upcoming Projects / Tasks –

1. Processing of April 1st per capita distribution and necessary compliance reporting.
2. Bi-annual certification of personnel costs.
3. Quarterly reporting for the 3rd quarter.
4. Discussion with Ogema and Leads regarding DOL Overtime Rule/salary threshold increase taking effect as early as April.

ACCOUNTS PAYABLE

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

Meetings Held / Attended

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.
- 25.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities 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. Credit card administrator
24. Handle invoice discrepancies.
25. Process travel requests.
26. Book flights and lodging accommodations.
27. Register travelers for training.
28. Process travel advance checks.
29. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
30. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
31. Supervise Mail Purchasing Clerk.

32. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. Worked with DocuSign on a 2024 contract. Attended work session, agenda review and council meeting to obtain approval for contract.
2. Worked on revisions to Chapter 1.

Receiving

Duties and Accomplishments –

1. Received in 272 packages.
2. Issued 136 receiving reports.
3. Returned 0 item for credit.
4. Made deliveries.

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

Budget Coordinator

Duties and Accomplishments

- 1) Prepared agenda items for Tribal Council meetings
- 2) Attended Tribal Council Meetings.
- 3) Set up new grants.
- 4) Weekly meetings with Amplifund
- 5) Entered new grants into Amplifund system
- 6) Prepared and submitted draw downs
- 7) Prepared and submitted financial status reports to agencies.
- 8) Attended monthly staff meeting.
- 9) Entered 2024 Budget modifications into the MIP system and sent R & E's to Department Directors

Grants

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ Coordinate and collaborate with Tribal grant writers and department heads.
- ∞ Complete Closeouts on grants that have completed their lifecycle.

- **Grant Management Software:** We are working with Amplifund representatives to implement the new software. We have had numerous meetings with Amplifund staff and are working on providing information on current grants in order for Amplifund to upload into the software. Implementation meetings continue and we are providing needed information for Amplifund to update the software for our use.

Expenditures Update

Total year-to-date expenditures for the Finance Division for February 2024 are \$185,054 compared to an annual budget of \$1,475,869. Total expenses for the Finance Division for year-to-date February 2024, represent 12.5% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

February 2024 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services: 1 students received funds for school clothing for 2024 totaling \$1000; 1 student received \$500 for school clothing**
- **Higher Education Scholarship: 6 Higher Education Scholarships were processed for February. Total awards were \$15,141.94 This month assistance went to 5 university students and 1 community college students. 2 students are male, and 4 are female.**
- **Vocational Assistance: 1 student totaling \$3450**
- **Educational Advancement Fund: 1 student received \$300**
- **College Book Stipend: -7 book stipends were awarded during the month of February totaling \$3200 3 in 4-8 credits, and 4 students received stipends for being enrolled in 9 or more credits.**
 - **Arts and Crafts activity at Aki February 22 was attended by 8people.**
 - **Planning and preparation for March and April activities, also firmed up dates and confirmed availability for some staffing for Indian Village Youth Camp tentatively scheduled for the last Thursday through Sunday of July. We are waiting to hear about the availability of grant funds from NRD, but it looks like it will be available. We have also been transferring student information to an Excel file to help with data collecting.**

Meetings:

February 8- Director's Meeting

III. Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2024 fiscal year.**

Elders Meal Program
Victoria Wells

Elder Meals February Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
161	453
Hackley Congregate Meals	Take out
12	12

Bingo At Aki	Bingo At Hackley
13	6
Activities At Aki	Activity at Hackley
63	5

PO #	Distribution Code	G/L	Starting	Ending
240087	4532	5204	\$2619	\$2095
240153	4531	5204	\$1030	\$31
240247	4523	5202	\$1828	\$1179
240379	4481	5204	\$4000	\$2004
240380	4481	5204	\$4000	\$3147

From grant account **4531 (g/l 5602)** we spent **\$380** on supplies such as printer ink, clipboards, and printer paper. From grant account **4523 (g/l 5601)** we spent **\$265.56** on filing cabinets and a printer stand as ours we're sticking/not opening/not functional. From grant account **4531 (g/l 5202)** we spent **\$214.26** on activity supplies and March activities ordered. From grant account **4510 (g/l 5202)** we spent **\$152.19** on things like scissors/paint/containers to hold crafting supplies.

Our program has had an increasing number of attendances for weekly activities. We will be increasing activities offered until we are up to almost daily over the course of the next few months. MSU extension office has been teaching a healthy cooking class once a month and had a small grant that allowed them to buy us equipment for chair exercising that will begin in April!

The program is working hard to ensure funds that were from the previous 3-year grant cycle are spent before the end of the Title VI fiscal year which is next month. We also gained approval to apply for an AARP grant that would allow us to pave a spot for a gazebo and more garden tanks for the elders.

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

February Monthly Report - 2024

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner.
- Entering new addresses
- Enter new individuals in the PerCap database.
- Enter and update direct deposit and check cancelation 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: 2 Applications forms for people seeking membership.
- Sent out: 8 Address change forms.
- Created 62 New and Replacement Tribal ID's from 02/01/2024 through 02/29/2024.
- 23 Addresses changed from 02/01/2024 through 02/29/2024.
- Final Rejection Letters: 2
- 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 Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 0 Applications received since 02/01/2024.
- Updated 2023 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Election Board. Ogema
- Label request of Membership: Election Board,
- Tribal Members Label/List request:
- Statistical request: Member's Assistance

Department Verifications

1. Prosecutor 91
2. Clinic 0
3. Human Resources 2
4. PRC/EHAP 77
5. Member's Assistance 1
6. Housing 0
7. Utilities 0
8. Food Distribution 0
9. Casino 1
10. Family Services 3
11. Tribal Council 0
12. Natural Resources 0
13. Gaming 0

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

Meetings

- Employee Staff Meeting – No meeting
- Enrollment Commission Meeting – February 14th

Enrollment Statistics

- Total Membership: 3,916
- Total number of Elders: 1,528
- Total number of Adults: (18-54): 2,131
- Total number of Minors: (0-17): 257
- Total Tribal Members living in:
 - 9 County Area: 1,622
 - Outside 9 County Area: 2,278
 - Inside Michigan: 2,560
 - Outside Michigan: 1,340
 - Undeliverable Addresses: 17

Facilities
Rusty Smith

2024 February Maintenance Department Report of Operations and Maintenance Activity

Submitted by De-Ahna Underwood, Maintenance Office Manager

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

I. Department Overview

Goals & Objectives

The Maintenance Department strives to provide quality services to ensure an aesthetically pleasing, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.

II. Department Reporting Section

Winter Operational Hours Nov 15th-March 15th

Winter Maintenance services are provided to the following locations: Eastlake, Government Center, Justice Center, Food Distribution, Gaming/VSP, Natural Resources, Area 51, Facilities Barn, East Lake.

Periodically: Sugar Shack and Shooting Range

Work Orders

- 38 Work orders submitted, 3 work in progress.
- 5 Vehicle work orders submitted and completed. Mechanic working on department vehicles and equipment.

Vendors (buildings overseen by Maintenance)

- 1/3 Pest control pm 1 location
- 2/14 Pest control pm 1 location



- 2/5 Elevator PM
- 2/15 Fire Safety PM at Aki
- 2/19 Vendor at Government Center
- 2/27 Vendor at Aki
- 2/27 HVAC at Aki

III. Budget Expense Justification

- | | |
|-------------------|----------|
| • Vehicles | \$256.00 |
| • Phones | \$90.00 |
| • Small Equipment | \$280.00 |
| • Supplies | \$76.00 |

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

End of Report



Family Services
Vacant Director

Department Report : Family Services
Case Worker : Rachel Kops
Month : February 24

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's					1	
Intakes					1	
Open Cases					12	
Monthly Totals					14	

Case Management

Total number living in homes served					43	
Total number of Tribal Citizens living in homes served					19	
Total number of descendants living in homes served					9	
Total number of children living in homes served					10	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					1	
ICWA or ICWP referrals					1	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					1	
Case Pending with DHS					1	
Relative placement					2	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					1	
Home Visits					25	
Case Reviews					1	
Binojeeuk					2	
Contacts with outside agencies					95	
Contacts with LRBOI departments					15	
Tribal Elders					2	
Other referrals					1	
Monthly Totals					229	

Department Report : Family Services
 Case Worker : Stephanie Pensenaire
 FS Reporting Period: February 2024

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes										1
I&Rs										
Open Cases	5				2					1
Monthly Totals	5	0	0	0	2	0	0	0	0	2

Case Management

Total number living in homes served										
Total number of Tribal Citizens living in homes served	7				9					8
Total number of descendants living in homes served	2				6					2
Total number of children living in homes served	2				7					3

Total ICWA or ICWP where substance abuse is involved	0				1								0
Child Abuse/ICWA or ICW	0				0								1
Sexual Abuse	0				0								0
Substantiated or Unsubstantiated by DHS	0				0								0
Case Pending	0				0								0
Relative placed	0				1								0
Tribal Foster	0				0								0
Non-Tribal Foster	0				0								1
Home	0				0								0
Alternative placement	0				0								0
Court appearances	0				0								0
Home Visits	28		1		4								2
Case Reviews	2				0								0
Binjoeuk	2				0								0
Contacts with Tribal Elders	32		5		20						17		47
Contacts with Tribal Elders	7												
Other referrals													
Monthly Total	82	6	2	0	48	0	0	17	0	0	64		



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
February - 2024**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	11
New Cases	1
Closed Cases	1
Referrals and Contacts Received	3
Client Face to Face Contacts	6
Client-related Phone, Email, and Text Contacts	89
Client-related Direct Service Units Provided by Advocates	58
Client-related Accompaniment Provided by Advocates	2

MEETINGS

Staff Meeting(s)	0
Program Case Reviews	0
Community Collaboration Meetings	1
Other Meetings	5

STAFF DEVELOPMENT/TRAINING

Virtual Training	4
In Person Training and Conferences	0
VSP Sponsored Training Events	0
Other Trainings	1

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	7
Event and Training Planning and Preparation	0
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	147
VSP Presentations	0
Networking Activities	0
VSP Website Updates	5
Other Efforts	0

Monthly Site Dashboard Report

Date Range of Report: Feb 01, 2024 - Feb 29, 2024

Date Report Generated: Mar 04, 2024

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	23	7	32

Total Unique Clients who received at least 1 visit between Feb 01, 2024 - Feb 29, 2024 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	6	0	5

Total New Clients enrolled between Feb 01, 2024 - Feb 29, 2024 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	0	0	0

Total Visits between Feb 01, 2024 - Feb 29, 2024 by staff person

Name	Total Visits	Form Type
-	7	Postpartum Visit/Encounter Form
-	6	Infant Visit/Encounter Form
Total	13	

Forms (assessment, enrollment, etc.) that do not have a Visit Encounter form for the same date

No data for this section

Open Referrals

No data for this section

Forms "in progress"

Client	Client Type	Form Type
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SCRIPT tab modified between Feb 01, 2024 - Feb 29, 2024

Client	Client Type	HSID
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LRBOI Be Da Bin Behavioral Health Program February 2024 Report

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

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

Angela Schwandt currently has 49 clients. Angela had 73 individual sessions, 59 follow up calls, 4 hours of telepsychiatry. She attended the SAPC (Suicide Awareness and Prevention Coalition) meeting, custody court case, and took the application for Fiscal Years 2025/2026 for the Tribal Behavioral Health Initiative to Tribal Council work session. She attended trainings: NOS Assessment; Child Development & Trauma; and How to identify a Covert Eating disorder.

Kimberly (Kim) Hinmon attended 2 Native Connection meetings, Snovsnake event (28 in attendance), Round Dance (250 in attendance), and cradleboard Summit Virtually through ITC (10 in attendance). This is all that was reported to me for the report.

Dottie Batchelder-Streeter currently has 22 clients and 9 Recovery Support clients. Dottie had 3 referrals to detox/inpatient treatment and 4 referrals to other outpatient services. Dottie had 42 individual sessions, 3 crisis interventions, and 67 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meeting. Tribal/MDHHS Consultation Meeting on Opioid Settlement Funding through State, Tribal Prevention coalition meeting, and the MDHHS/Community Mental Health training initiative meeting.

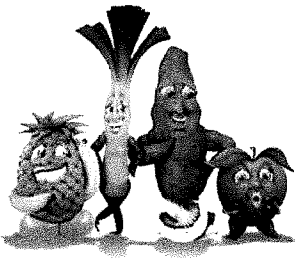
Kim and Dottie attended the Tribal consultation meeting held by the United Tribes and MDHHS held in Lansing, MI on February 14, 2024.

Staff continue to attend webinars as able for certification and continuing education credits. Planning for upcoming events staff is busy doing.

Respectfully submitted,

Dottie Batchelder-Streeter

Food Distribution
Jamie Friedel



Food Distribution Program

February 2024 Monthly Report

Jamie Friedel, Melanie Ceplina

1 Department Overviews:

Goals and objectives:

The goal of the Food Distribution Department is to serve income based Tribal households living on and off the reservation.

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

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

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

Jamie and Melanie rotated frozen food in the freezer.

Jamie and Melanie and filled food orders.

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

Jamie ordered March and April food for the warehouse.

Jamie and Melanie and cleaned the office.

Jamie and Melanie conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie and Melanie and conducted 44 Deliveries.

We received deliveries on January 1st, 5th, 8th, 15th,

The Food Distribution Office is open to the public.

Melanie sent out 1 applications.

Melanie sent 6 recertifications out.

Added 1 new Households.

We have a total of 73 households with 116 total people.

MEETINGS:

- Zoomed a Caucus meeting.
- Attended Directors meeting.
- Zoomed Sygnal training.
- Zoomed FDPIR/USDA Consultation.
- IHS Inspection.
- Zoomed Sygnal Wizard Training.
- Food Pantry Meeting.
- Executive meeting.
- Zoomed Technical working group meeting.

The Department has been working hard to get staffing new staffing trained. We have added 2 new employees. Christopher and Nicole. They are doing great. We also are working with HR to get our nutritionist hired. Maintenance is working with us to get desks in the main office for our new people. There is a new office being added into the storage closet. Maintenance is hooking up the electric and we will be putting in the computer lines as well. This will give the nutritionist a space to meet in private. I have been working diligently with the USDA to get funding for our new program vehicle. I have secured the funding and we are waiting for them to release it to purchase a new GMC Tahoe. This will give us the opportunity to start the Tail-Gating to the Muskegon area. We are also working with Elise on getting a 501C3 to be able to start our own pantry for the membership. This will help with food insecurities for those who need the little extra help. We have a lot happening and will continue doing everything we can to Feed our people.

Jamie Friedel Supervisor
Melanie Ceplina Program Assistant

Grants
Chuck Fisher/Mark Dougher

GRANTS OFFICE

MONTHLY REPRT – FEBRUARY 2024

Two grant submissions were set in motion in the latter part of January. One funding opportunity involved AARP and the Elders Meals Program. This was primarily a garden project involving x12 raised beds with accessible pathways, a small greenhouse, hand tools and storage accommodations, indoor hydroponic garden towers, a gazebo with a fire pit and ADA compliant tables/seating/or picnic tables.

Most of the month of February was taken up addressing this funding opportunity. Work hour numbers wet up. And they went up even more with the other funding opportunity also addressed, i.e., a Dept. of Justice Coordinated Tribal Assistance Solicitation (CTAS) Purpose Area 4 consideration. This effort was undertaken to plan the renovation/expansion of the Tribal Justice Center.

There were a variety of tribal council work sessions/informal meetings/discussions involved with each consideration. These went well with the exception of the public commenting that only seemed to look for ways to raise obstacles in one form or another. Of course, agenda reviews and Tribal Council meetings followed as per usual.

Attended the monthly Enrollment Commission meeting – there are only two Commissioners at this time. In a unrelated meeting, Elders Committee, may have recruited two tribal members who expressed an interest in participating.

Dealt on some Warriors' Society issues that need resolution. Recently informed (in March) that the matter is being taken up by the tribe – good news. Have had discussions re: Warriors' Society – appears there's a good way forward - anticipate an internal meeting prior to bringing the matter to the Tribal Council for final resolution.

As stated at the outset of this report – most of my time was spent putting together either the AARP gardening proposal or the Department of Justice's CTAS Purpose Area 4 application. The respective due dates are March 6 (AARP) and March 12 (CTAS). Would like to thank everyone who was involved, including but not necessarily limited to: Spring Medacco, Steve Parsons, Robert Medacco, Mark Dougher, the architect (Steve Feringa), the Council and others who have contributed to the process. LRBOI was a good position at the end of the month.

Please be advised that Mark is aware and approves of this submission.

Health
Daryl Weaver



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

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: March 4th, 2024

Re: February 2024 Report of Activity – Tribal Health Services

Forest County Pottawatomi Insurance Department filed 109 claims on behalf of Little River in the amount of \$20,595.57 for Third Party Revenue generation.

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

CLINIC OPERATIONS: MANISTEE LOCATION

222 patients scheduled

22 patients NO-SHOW to scheduled appointments

2 patients provided SAME DAY appointments for emergent matters**

59 cancelled appointments

143 patients attending CLINIC PHYSICIAN appointments**

45 patients PHONE TRIAGE**

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

87 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN FEBRUARY (Total Patient Volume): 465

Diabetic patients: 51

Flu Vaccines: 3

Injections: 19

Nursing Visits: 7 **

On-site Labs: 145

COVID-19 Tests: 3

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 1,208

DIRECT CALLS TO CLINIC OPERATIONS: 643

SENT FAXES: 161

RECEIVED FAXES: 642

TRANSPORTS - MANISTEE 9

FEBRUARY 2024

TRAVEL HOURS: 14

SERVICE HOURS: 8

NUMBER SERVED: 13

MEDICATION DELIVERIES: 7

TRAVEL HOURS: 2 ½

SERVICE HOURS: 1

NUMBER SERVED: 8

TOTAL TRAVEL HOURS: 16 ½

TOTAL SERVICE HOURS: 9

TOTAL NUMBER SERVED: 21

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

CLINIC OPERATIONS: MUSKEGON LOCATION

117 patients scheduled

8 patients NO-SHOW to scheduled appointment

1 patients provided SAME DAY appointments for emergent matters**

29 cancelled appointments

87 clinic referrals – requiring action by Providers and Staff

81 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 28

Flu Vaccines: 0

Injections: 5

Nursing Visits: 1

On-site Labs: 76

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: CALLS FORWARDED TO MANISTEE

TRANSPORTS - MUSKEGON: 3 FEBRUARY 2024

TRAVEL HOURS: 5

SERVICE HOURS: 3

NUMBER SERVED: 3

MEDICATION DELIVERIES: 4

TRAVEL HOURS: 1 ½

SERVICE HOURS: ½

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 6 ½

TOTAL SERVICE HOURS: 3 ½

TOTAL NUMBER SERVED: 7

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$62,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1614

TOTAL PRC PAID IN FEBRUARY: \$31,235.05

PHARMACY/OTHER: \$23,737.99

DENTAL: \$7,220.60

TOTAL PATIENTS: 186 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 378

TOTAL CLAIMS ENTERED: 346

TOTAL PRC PAID 2024: \$86,517.83

TOTAL EHAP PAID IN FEBRUARY: \$30,294.52

TOTAL EHAP PAID 2024: \$53,920.11

TOTAL ENROLLED EHAP/LRBOI: 1307

NEW APPLICATIONS MAILED OR GIVEN: 32

REASSESSMENTS MAILED OR GIVEN: 108

MEDICARE LIKE RATE (MLR) Savings for February 2024

Claims submitted: 121 \$6,213.66 (total submitted)

-\$1,340.70 (what we paid)

\$4,842.96 (total savings)

PHARMACY, MANISTEE: February 2024

Active Patients: 341
Prescriptions filled: 1,446
Receipts:
 Insurance payments received: \$ 257,367.42
 Non-member cash/copays received: \$ 879.25
Less acquisition cost of medications: \$ 54,996.36
Net profit: **\$ 203,250.31**
PRC-equivalent write offs:
 LRBOI: \$ 22,878.76
 Other Tribes: \$ 7,061.07
 TOTAL: **\$ 29,939.83**

PHARMACY, NORTON SHORES: February 2024

Active Patients: 157
Prescriptions filled: 733
Receipts:
 Insurance payments received: \$ 83,729.70
 Non-member cash/copays received: \$ 41.59
Less acquisition cost of medications: \$ 20,563.91
Net profit: **\$ 63,207.38**
PRC-equivalent write offs:
 LRBOI: \$ 10,391.44
 Other Tribes: \$ 130.48
 TOTAL: **\$ 10,391.44**

2024 Health Services Department - Manistee Location

Clinic Operations

2024	Total																				
	Patients Scheduled	No Show	Cancelled Appt.	Same-Day Appt.	Patients Seen**	Telephone Visit**	Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes	
January	230	18	77	6	141	47	513	319	62	49	5	17	6	134	1	1,216	610	5	117		
February	222	22	59	2	143	45	465	270	87	51	3	19	7	145	4	1,208	643	3	161	642	
March																					
April																					
May																					
June																					
July																					
August																					
September																					
October																					
November																					
December																					
Totals	452	40	136	8	284	92	978	589	149	100	8	36	13	279	5	2,424	1,253	8	278	642	

** Denotes total included in Total Patient Volume

NOTE: Telephone & Chart Reviews include both Manistee & Harvey Locations.

2024 Health Services Department - Harvey Location

2024	Clinic Operations																		
	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt	Patients Seen**	Telephone Visit**	Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	
January	132	6	56	-	70	47	436	319	62	23	-	2	-	51	-	-	-	-	-
February	117	8	29	1	81	45	465	270	87	28	-	5	1	76	-	-	-	-	-
March																			
April																			
May																			
June																			
July																			
August																			
September																			
October																			
November																			
December																			
Totals																			

** Denotes total included in Total Patient Volume

NOTE: Telephone, Chart Reviews, Referrals include both Manistee & Harvey Locations

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 2024

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Mike Pannill – Housing Maintenance Technician

Jim Stuck - 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: 8

Leases renewed: 8

New leases: 0

Annual Inspections: 8

Move-out Inspections: 0

Move outs: 0

Transfers: 0

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

Applications received this month: 0

Total Number of Awards made during the Year: 0

Total Amount of Awards for the Year: 0

C. The Homeowners Assistance Fund received one (0) new application this month, 0 denial. The program has provided \$166,832 in assistance since it began in 2022 and a remaining balance of \$60,492.

D. On February 15th, the Housing Department received notice that the court case #23-115 GC was dismissed with Prejudice for lack of subject matter jurisdiction.

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 8

B. Termination Notice(s) issued: 4

C. Notice(s) to Vacate or Renew: 0

D. Court Filing(s): 0

III. Condition of Properties.

- A. On the afternoon of January 26, 2024, there was a house fire at 2640 W. Maw gaw ne quong – UPDATE: the insurance adjuster was here on February 7th and on February 5th a fire inspector came to the unit. The fire inspector came to try and find out a cause of the fire for the insurance company, as of today, we have not received any information as to what caused the fire definitively. Since moving the resident to her new location, we have not heard from her; therefore, it is assumed, she is doing okay. The Housing Director is in the process of writing a request for bids for the demolition of the unit. This will be completed first part of March with a hopeful completion date of April 2024.
- B. Maintenance currently has 3 units to complete for a move in.
- C. The Housing Director had a meeting with Tribal Council on January 29th to request approval on a contract with Bath Works for \$9956.99 to demo the bathroom in Unit 108 at the elders complex to fix the drain issue that was a result of the original contractors that did not allow for a slope under the handicap shower. Not having a slope so the water drains properly is a slipping hazard for any resident residing in the unit and allows water to pool within the shower making it difficult to keep clean also. UPDATE: This received approval on 2/21/24. Just waiting on BathWorks to come and start the project at this time. When they start, it will take 2 days to complete.

IV. Number of Units and Vacancies.

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

- A. Aki has 60 income based rental units of which 56 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 33 low-income family rental units and 29 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. Purchase a new snowplow truck for maintenance
- B. Get approval to add cable and internet to the elders complex community area
- C. Start the RFP process for new roofs for the 12 original homes in AKI
- D. Start a calendar of events at the elders complex to assist the elders in getting together to socialize and enjoy events together as residents of the AKI community.

End of Report
Tara Bailey, Housing Director
March 6, 2024

Human Resources
Alicia Knapp



**Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288
Fax: (231) 331-1233**

To: Ogema Romanelli
From: Alicia Goff
Subject: February 2024 HR Department Report
Date: 3/11/2024

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 Operational Plan

- 1) What in in store for 2024. HR is currently preparing and finalizing for at least the first two quarters of 2024 Department Operational Plan, we are still down a HR team member, but we will work on moving forward in the process.
- 2) **Month Summary:** 401k Audit has started on the 2023 audit process beginning in January 2024 with gathering of information for the 5500 is complete, waiting for information on what other documents will be needed for completion. HR is still finalizing Job Descriptions on L: drive and some starting of updating to current wage updates for 2023 a couple of department holdouts still need to submit with signatures, HR is still waiting for a couple departments to submit updated job descriptions in to make this update complete. PAF's are being made for processing for the 2023 3% increase. Training are in the works for the HR Team. SOPs are still in the process of being reviewed/updated.

3) Talent Acquisition

a) Talent Acquisition for February:

- (1) Number of Hires During the Month: 0
- (2) Number of Open Positions: 8 postings up (seasonals 8 employees within that numbers); 4 + the seasonals positions in process of selection/interview and offers– more new employees should be onboarded by the end of March 2024. Some NRD seasonals should be starting end of March/April but the bulk of them will be starting in May. Prescreenings will start in March.
- (3) Postings Seasonal positions went up, 9 seasonal - new NRD positions and 1 FT positions posted for Wildlife Biologist selected, interview and offered position, due to start in late March. 1 NRD transfer/contract employee change will be coming at the start of March. Clinic has posted some positions for Manistee and Muskegon.
- (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection will go back to meeting in person and so far, it is going well.
- (5) Thank you, Hiring Managers, for your help.

(6) 2 terminations of 2 long-time employees 1 TS (retirement) and 1 TM (resignation) both being from Finance A/P. They will be missed.

(7) Updated Recruiting Work Priority: Gaming – Surveillance Operator is down one position and accepting applications currently and Internal Auditor Manager – transfer from Finance happened in February) Clinic– still looking for professional positions.

(7) Applications have increased by a few, but on-line usage of application has been consistent – averaging now around 8 per month, mainly because of the seasonal positions. Still experiencing problems with online submissions but process of updating. Postings going through Arctic are taking 3-5 days to be on our site – not ideal situation.

(8) Department employee outlook – changes slow but set for more in 2024!

- i) Approximately 4 (8 seasonal, 2 Reg FT positions are now in the selection/interview/offer steps of the process. We expect to see more new hires into the spring.
- ii) Applications are coming in and are picking up, averaging more than 4 per position posted. Utilized LinkedIn, Indeed, NNAHRA and other sites.
- iii) Conducted 1 transfer orientation/paperwork session transfer employees.

4) Talent Development and Relations

a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions are still to be scheduled and to continue. An uptick of PIP's grievances and whistleblowers has been noted.
- ii) Provided additional HR support to the leadership of various departments when asked.
- iii) The Employee Recognition Team continues but no employee recognition for the present but are providing information to employees. Mindi Smith HR Specialist providing updates from HR during at the monthly employee meetings for 2024.
- iv) Continued assisting leadership with sensitive employee relations issues when asked.
- v) Assisted departments with job description update – Moving forward to review job duties and further update of wages.
- vi) PAF's for 3% are being processed, along with pay range updates.
- vii) HR Answers... More instore for 2024.

b) HR Department Development Initiatives:

- i) HR Development Events: 6 – communication, conflict resolution, investigation, employee relations, MIP, THRP II Certification – February = 66 hours all in HR, none received from other departments.
- ii) Continued file migration to Office 365 storage solutions continuing. As is lifting to the cloud and SharePoint problems. Looking forward to SABA being renewed for use for training and performance management.
- iii) Continued project to improve HR use of MIP data, still on-going.
- iv) Further updates are needed on L:drive – forms and resolutions, policy/procedures, and our HR share drives to be recreated as well as the

HR SharePoint mysteriously went away. Arctic is working on continued issues with server and process issues.

Training and Development hours totaled: 12 hours reported hours in January.

5) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 1 IFML on-going, 1 M/L due back in March.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has increased – loan requests and payouts were processed.
- d) Continued processing new hire insurance enrollments and separation disenrollment and some COBRA inquiries.
- e) 401k financial adviser visit was scheduled for late February. HR has the 2024 calendar from the advisors.
- f) Meetings scheduled for getting the ball rolling for possibility of becoming Self-funded for our insurance needs. We have some of the paperwork/reports to start that process.
- g) Processed insurance benefit plan check requests. Waiting for a service contract to be approved – in review.

6) Safety

- i) Continued COVID-19 support and tracking. 2 reported.
- ii) Recordable Injuries: 0
- iii) Near Miss/1st Aid: 2 near misses.

7) Tribal Preference Report

Preference Report for February 2024–

Employee Count by Preference for February

108 Tribal Members	-1	54% (53.7%) of Tribal Government Workforce
10 Native American		5%+ (4.97%) of Tribal Government Workforce
12 Tribal Descendants		6%+ (5.97%) of Tribal Government Workforce
10 Tribal Spouses	-1	5%+ (4.97%) of Tribal Government Workforce
No data on Tribal Parent – found		0% of Tribal Government Workforce
Loss in preference for February - 2		
Total preference = 140		70% (69.61%)
61 non-preference		
	0 change	30% (30.0%)

Total of all employees 201 – 2 Overall loss to workforce in February 2024.

WFD Program

8) Workforce Development

- i) WFD has moved up to Ogema’s office (Tribal Manager) until Commerce Department is operating.

Regards,
Alicia Goff
HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
March 2024

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Drug Screening is ready for operation since final walk through 2/28/24. IT is waiting for the clinic to notify us when ink cartages are replaced so we can add the printer to intune.
2. Muskegon Pharmacy computers have been identified and is being corrected in the naming scheme. (Ongoing project)
3. Spectrum is working on a proposal to take ownership of the network. Sending separate bids for cameras and wireless project.
4. TKS is working on proposal to take ownership of the door and camera.
5. Arctic IT is working on a proposal to take ownership of the network.
6. Internal IT is working on posting vacant positions.

7. Mandatory IT Projects by order of priority:

1. 2024
 - Evaluate, plan, and implement wireless for DPS police car cameras. (Has been put on project management schedule)
 - Create Training videos and increase documentation/workflow
 - Business Continuation Planning
 - Internal IT Career training path
 - Review and update internal IT policy's
8. 198 new IT work orders were opened in February 2024 and 82 IT work orders completed in February 2024. Our current outstanding tickets are at 164. The increase was expected as most of the tickets seem to be duplicates from AIT.
9. Arctic IT data for February is not available until March 10th
10. AIT has had 300 tickets opened in the Month of January and closed 294 with 57 tickets remain open. February Departmental data not available until next month due to the Arctic IT data not available until the 10th of this month.

Meetings Held / Attended –

1. Held Staff Meetings with Elevate and ArticIT.

Trainings Held / Attended –

Special Tasks / Activities Performed –



ArcticCare 365 Monthly Report Summary

Prepared for:
Little River Band of Ottawa Indians
Feb 10, 2024

ArcticCare 365 Users

COMPANY_NAME	COMPANY_ID	FIRST_NAME	LAST_NAME
Little River Band of Ottawa Indians	LRB	Joanne	Green
Little River Band of Ottawa Indians	LRB	Kathryn	McLaughlin
Little River Band of Ottawa Indians	LRB	Jessica	Quist
Little River Band of Ottawa Indians	LRB	Mary	Carpenter
Little River Band of Ottawa Indians	LRB	Nicole	Ward
Little River Band of Ottawa Indians	LRB	Christina	VanDoornik
Little River Band of Ottawa Indians	LRB	Tammy	Burmeister
Little River Band of Ottawa Indians	LRB	Brittney	Drake
Little River Band of Ottawa Indians	LRB	Deborah	Miller
Little River Band of Ottawa Indians	LRB	Danielle	Montney
Little River Band of Ottawa Indians	LRB	Melinda	Smith
Little River Band of Ottawa Indians	LRB	Jessica	Steinberg
Little River Band of Ottawa Indians	LRB	Sydney	Thomas
Little River Band of Ottawa Indians	LRB	Larry	Romanelli
Little River Band of Ottawa Indians	LRB	Gina	Crotteau
Little River Band of Ottawa Indians	LRB	Laura	Medelez
Little River Band of Ottawa Indians	LRB	Suresh	Kumar
Little River Band of Ottawa Indians	LRB	Onsite IT	(forwarding address)
Little River Band of Ottawa Indians	LRB	Serinda	Locklear
Little River Band of Ottawa Indians	LRB	Andre	Neebnagezhick
Little River Band of Ottawa Indians	LRB	Kris	Steinberg
Little River Band of Ottawa Indians	LRB	Keegan	Bordeaux
Little River Band of Ottawa Indians	LRB	Alicia	Goff
Little River Band of Ottawa Indians	LRB	Jonathan	Aguilar
Little River Band of Ottawa Indians	LRB	Christopher	McClellan
Little River Band of Ottawa Indians	LRB	David	Valencia
Little River Band of Ottawa Indians	LRB	Melanie	Ceplina
Little River Band of Ottawa Indians	LRB	Drew	Jeurink
Little River Band of Ottawa Indians	LRB	Accounts	Payable

COMPANY_NAME	COMPANY_ID	FIRST_NAME	LAST_NAME
Little River Band of Ottawa Indians	LRB	William	Willis
Little River Band of Ottawa Indians	LRB	Grace	Hendler
Little River Band of Ottawa Indians	LRB	Michelle	Lucas
Little River Band of Ottawa Indians	LRB	Delete--Tara	Baily
Little River Band of Ottawa Indians	LRB	Frank	Beaver
Little River Band of Ottawa Indians	LRB	Sandy	Chandler
Little River Band of Ottawa Indians	LRB	Jonathon	Robertson
Little River Band of Ottawa Indians	LRB	Wilbur	Collingwood
Little River Band of Ottawa Indians	LRB	Russell	Hansen
Little River Band of Ottawa Indians	LRB	Richard	Cunningham
Little River Band of Ottawa Indians	LRB	Philip	Webber
Little River Band of Ottawa Indians	LRB	Michael	Vela
Little River Band of Ottawa Indians	LRB	Mark	Kline
Little River Band of Ottawa Indians	LRB	Karen	Schester
Little River Band of Ottawa Indians	LRB	Jessica	Weinert
Little River Band of Ottawa Indians	LRB	Jessica	Holland
Little River Band of Ottawa Indians	LRB	Jeremy	Paschka
Little River Band of Ottawa Indians	LRB	Jason	Weinert
Little River Band of Ottawa Indians	LRB	Douglas	Bronson
Little River Band of Ottawa Indians	LRB	Chris	Karash
Little River Band of Ottawa Indians	LRB	Brandon	Fields
Little River Band of Ottawa Indians	LRB	Deanna	Howe
Little River Band of Ottawa Indians	LRB	Thomas	Stout
Little River Band of Ottawa Indians	LRB	Charles	Shaw
Little River Band of Ottawa Indians	LRB	Sandra	Anderson
Little River Band of Ottawa Indians	LRB	Roger	Shalifoe
Little River Band of Ottawa Indians	LRB	James	Stuck
Little River Band of Ottawa Indians	LRB	Jacob	Smith
Little River Band of Ottawa Indians	LRB	Frances	Zamborowski

COMPANY_NAME	COMPANY_ID	FIRST_NAME	LAST_NAME
Little River Band of Ottawa Indians	LRB	Erin	Sarna
Little River Band of Ottawa Indians	LRB	Michael	Pannill
Little River Band of Ottawa Indians	LRB	Mark	Dougher
Little River Band of Ottawa Indians	LRB	Angela	Sherigan
Little River Band of Ottawa Indians	LRB	Ashley	Newcomb
Little River Band of Ottawa Indians	LRB	De-Ahna	Underwood
Little River Band of Ottawa Indians	LRB	Theresa	Davis
Little River Band of Ottawa Indians	LRB	David	Karst
Little River Band of Ottawa Indians	LRB	Alexis	DeGabriele
Little River Band of Ottawa Indians	LRB	Corey	Wells
Little River Band of Ottawa Indians	LRB	Zachary	Prause
Little River Band of Ottawa Indians	LRB	Conner	Johnson
Little River Band of Ottawa Indians	LRB	Andrew	Kaiser
Little River Band of Ottawa Indians	LRB	William	Beaver
Little River Band of Ottawa Indians	LRB	Alycia	Peterson
Little River Band of Ottawa Indians	LRB	Archie	Martell
Little River Band of Ottawa Indians	LRB	Corey	Jerome
Little River Band of Ottawa Indians	LRB	Alex	Ontkos
Little River Band of Ottawa Indians	LRB	Laurie	Willis
Little River Band of Ottawa Indians	LRB	Robert	Robles
Little River Band of Ottawa Indians	LRB	Jeffrey	Pefley
Little River Band of Ottawa Indians	LRB	Mary	Witkop
Little River Band of Ottawa Indians	LRB	Patrick	Wilson
Little River Band of Ottawa Indians	LRB	Marissa	Rivera
Little River Band of Ottawa Indians	LRB	Jonathon	Hauswirth
Little River Band of Ottawa Indians	LRB	Andrew	Hurford
Little River Band of Ottawa Indians	LRB	Kelly	Maser
Little River Band of Ottawa Indians	LRB	Erford	Edmondson
Little River Band of Ottawa Indians	LRB	Bradley	Compeau

COMPANY_NAME	COMPANY_ID	FIRST_NAME	LAST_NAME
Little River Band of Ottawa Indians	LRB	Joseph	Riley
Little River Band of Ottawa Indians	LRB	Sandra	DePoy
Little River Band of Ottawa Indians	LRB	Carmen	Baron
Little River Band of Ottawa Indians	LRB	Heather	Compeau
Little River Band of Ottawa Indians	LRB	Tonia	Reinhard
Little River Band of Ottawa Indians	LRB	Brooke	May
Little River Band of Ottawa Indians	LRB	Gary	Lewis
Little River Band of Ottawa Indians	LRB	Gregory	Walters
Little River Band of Ottawa Indians	LRB	Clatus	Clyne
Little River Band of Ottawa Indians	LRB	Diane	Kerr
Little River Band of Ottawa Indians	LRB	Rachel	Kops
Little River Band of Ottawa Indians	LRB	Spring	Medacco
Little River Band of Ottawa Indians	LRB	Alexander	Colopy
Little River Band of Ottawa Indians	LRB	Zachary	Trisch
Little River Band of Ottawa Indians	LRB	Thomas	Bruce
Little River Band of Ottawa Indians	LRB	Ryan	Szpliet
Little River Band of Ottawa Indians	LRB	Robert	Medacco
Little River Band of Ottawa Indians	LRB	Paul	Aksamitowski
Little River Band of Ottawa Indians	LRB	Patrick	Gilles
Little River Band of Ottawa Indians	LRB	Matthew	Umlauf
Little River Band of Ottawa Indians	LRB	Michael	Brown
Little River Band of Ottawa Indians	LRB	Kyle	Gunderson
Little River Band of Ottawa Indians	LRB	Ethan	Coppola
Little River Band of Ottawa Indians	LRB	David	Rodriguez
Little River Band of Ottawa Indians	LRB	Brandi	Johnson-Cook
Little River Band of Ottawa Indians	LRB	Alan	Snow
Little River Band of Ottawa Indians	LRB	Kimberly	Hinmon
Little River Band of Ottawa Indians	LRB	Connie	Lindsay
Little River Band of Ottawa Indians	LRB	Martin	Moore

COMPANY_NAME	COMPANY_ID	FIRST_NAME	LAST_NAME
Little River Band of Ottawa Indians	LRB	Mark	Pefley
Little River Band of Ottawa Indians	LRB	Teresa	Johnson
Little River Band of Ottawa Indians	LRB	Ronald	Graeser
Little River Band of Ottawa Indians	LRB	Renee	Dorr
Little River Band of Ottawa Indians	LRB	Debra	Najdowski
Little River Band of Ottawa Indians	LRB	Gina	Dahlke
Little River Band of Ottawa Indians	LRB	Janice	Grant
Little River Band of Ottawa Indians	LRB	Ronda	Koon
Little River Band of Ottawa Indians	LRB	Larry	Lamorandier
Little River Band of Ottawa Indians	LRB	Amy	Doering
Little River Band of Ottawa Indians	LRB	Michol	Ludwig
Little River Band of Ottawa Indians	LRB	Shanaviah	Canales
Little River Band of Ottawa Indians	LRB	Chantel	Gamelin
Little River Band of Ottawa Indians	LRB	Debra	Davis
Little River Band of Ottawa Indians	LRB	Holly	Lindsey
Little River Band of Ottawa Indians	LRB	Angela	Schwandt
Little River Band of Ottawa Indians	LRB	Yvonne	Parsons
Little River Band of Ottawa Indians	LRB	Melissa	Waitner
Little River Band of Ottawa Indians	LRB	Dorothy	Batchelder-Streeter
Little River Band of Ottawa Indians	LRB	Karl	Hoadley
Little River Band of Ottawa Indians	LRB	Rusty	Smith
Little River Band of Ottawa Indians	LRB	Robert "Jeff"	Smallwood
Little River Band of Ottawa Indians	LRB	David	Smith
Little River Band of Ottawa Indians	LRB	Gamelin	Chantel
Little River Band of Ottawa Indians	LRB	Stephen	Parsons
Little River Band of Ottawa Indians	LRB	Sky	Gonzalez
Little River Band of Ottawa Indians	LRB	Stephanie	Persenaire
Little River Band of Ottawa Indians	LRB	Kathleen	Bowers
Little River Band of Ottawa Indians	LRB	Cindy	Gamelin

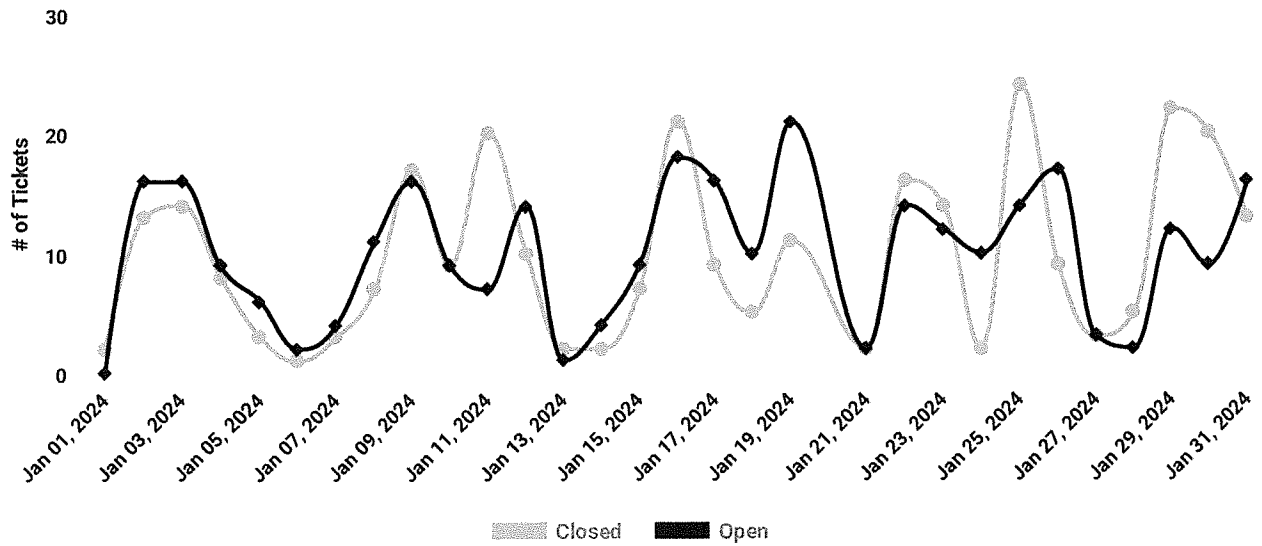
COMPANY_NAME	COMPANY_ID	FIRST_NAME	LAST_NAME
Little River Band of Ottawa Indians	LRB	Brandy	Martin
Little River Band of Ottawa Indians	LRB	Shirley	Wever
Little River Band of Ottawa Indians	LRB	Elise	McGowan-Cuellar
Little River Band of Ottawa Indians	LRB	Mary	Thomas
Little River Band of Ottawa Indians	LRB	Gary	DiPiazza
Little River Band of Ottawa Indians	LRB	Ronald	Wittenberg
Little River Band of Ottawa Indians	LRB	Angela	Stone
Little River Band of Ottawa Indians	LRB	Thomas	Guenthardt
Little River Band of Ottawa Indians	LRB	Julie	Wolfe
Little River Band of Ottawa Indians	LRB	Shannon	Crampton
Little River Band of Ottawa Indians	LRB	Pamela	Johnson
Little River Band of Ottawa Indians	LRB	Bradley	Pringle
Little River Band of Ottawa Indians	LRB	Cynthia	Champagne
Little River Band of Ottawa Indians	LRB	Sandra	McCaslin
Little River Band of Ottawa Indians	LRB	Rebecca	Groh
Little River Band of Ottawa Indians	LRB	Lyle	Dorr
Little River Band of Ottawa Indians	LRB	Angela	Rabb
Little River Band of Ottawa Indians	LRB	Venus	Torres
Little River Band of Ottawa Indians	LRB	Autumn	Myers
Little River Band of Ottawa Indians	LRB	Robert	Battice
Little River Band of Ottawa Indians	LRB	Daryl	Wever
Little River Band of Ottawa Indians	LRB	Peter	Dobrzelewski
Little River Band of Ottawa Indians	LRB	Keith	Jacque
Little River Band of Ottawa Indians	LRB	Garrett	Dixon
Little River Band of Ottawa Indians	LRB	Donald	Reinhard
Little River Band of Ottawa Indians	LRB	Kari	Stuck
Little River Band of Ottawa Indians	LRB	Dale	Magoon
Little River Band of Ottawa Indians	LRB	Sandra	Lewis
Little River Band of Ottawa Indians	LRB	Valerie	Chandler

COMPANY_NAME	COMPANY_ID	FIRST_NAME	LAST_NAME
Little River Band of Ottawa Indians	LRB	Michelle	Pepera
Little River Band of Ottawa Indians	LRB	Stephen	Shepard
Little River Band of Ottawa Indians	LRB	Matthew	Alexander
Little River Band of Ottawa Indians	LRB	Krystal	Davis
Little River Band of Ottawa Indians	LRB	Tara	Bailey
Little River Band of Ottawa Indians	LRB	Charles	Fisher
Little River Band of Ottawa Indians	LRB	Victoria	Wells
Little River Band of Ottawa Indians	LRB	Kenny	Pheasant
Little River Band of Ottawa Indians	LRB	Jamie	Friedel
Little River Band of Ottawa Indians	LRB	Shawn	Wabindato
Little River Band of Ottawa Indians	LRB	Shawnee	Damm-Hajdu
Little River Band of Ottawa Indians	LRB	Kristi	Fowler
Little River Band of Ottawa Indians	LRB	Karen	Love
Little River Band of Ottawa Indians	LRB	Ashley	Wiard
Little River Band of Ottawa Indians	LRB	Robert	Hornkohl
Little River Band of Ottawa Indians	LRB	Robert	Beck
Little River Band of Ottawa Indians	LRB	Megan	Carey
Little River Band of Ottawa Indians	LRB	Jonnie	Sam
Little River Band of Ottawa Indians	LRB	Megan	Van Sickle
Little River Band of Ottawa Indians	LRB	Helpdesk	LRB
Little River Band of Ottawa Indians	LRB	Rafael	Torres
Little River Band of Ottawa Indians	LRB	Caroline	LaPorte
Little River Band of Ottawa Indians	LRB	Aaron	Christenson
Little River Band of Ottawa Indians	LRB	Marie	Scheerer
Little River Band of Ottawa Indians	LRB	Nathan	Burkhart
Little River Band of Ottawa Indians	LRB	JoDee	Fisk

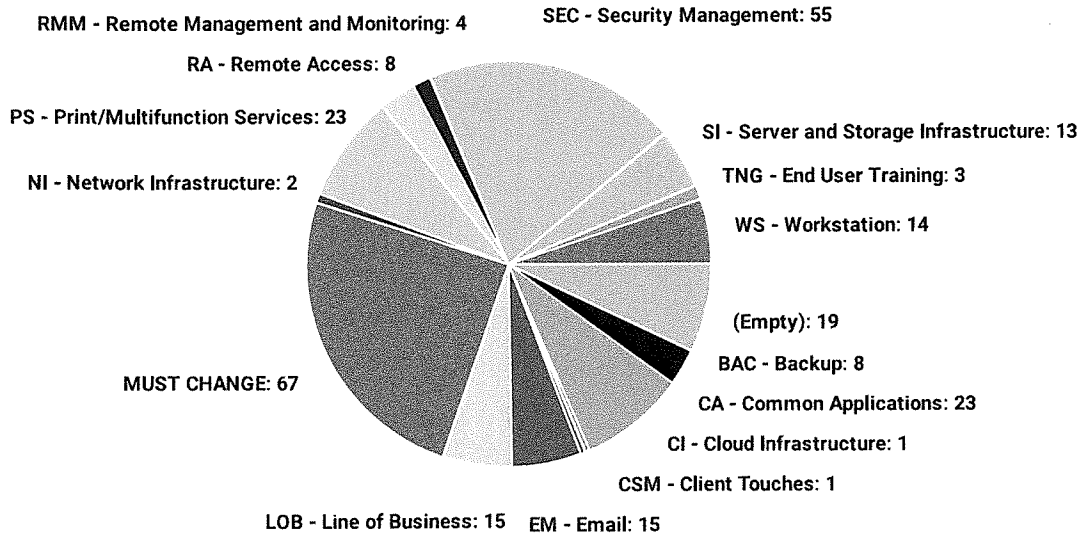
Service Summary

CLIENT	CURRENTLY OPEN	OPENED LAST MONTH	CLOSED LAST MONTH
Little River Band of Ottawa Indians	57	300	294

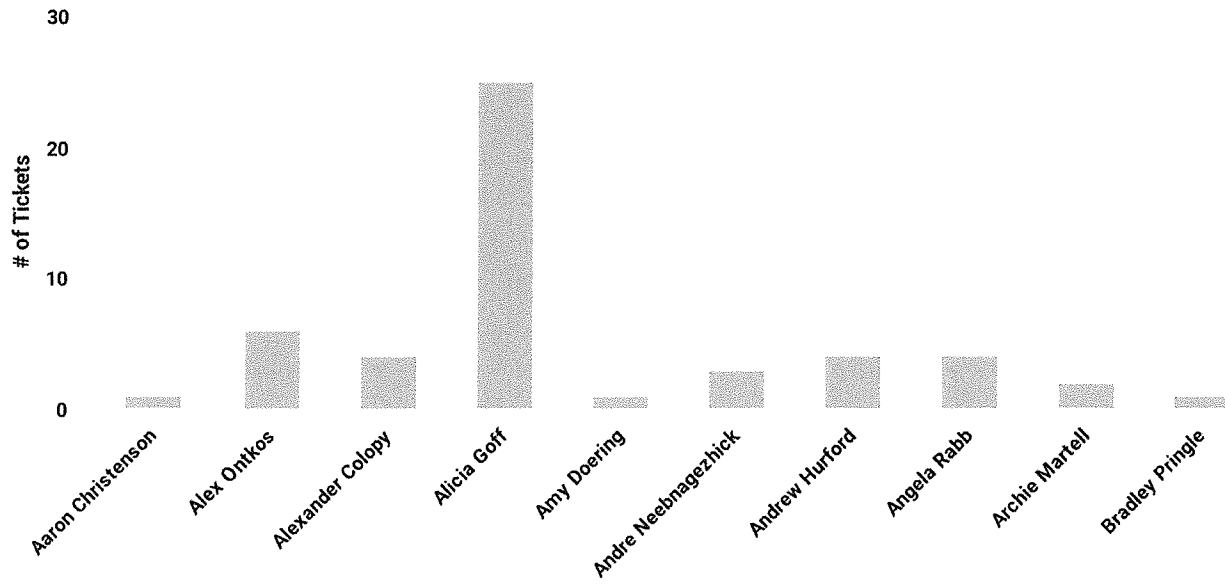
Opened vs Closed Tickets - Previous Month



Tickets Opened by Type - Previous Month



Top 10 Active Users - Previous Month



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 8, 2024
Re: February 2024 report of activities

Number of tribal members assisted on new issues	44
Number of referrals received	2
Number of continuing cases:	19

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Real Estate
Wills	Adoption
Trusts	Personal Protection Order
Estate Planning	Amendment to Power of Attorney
Medical Power of Attorney	Expungement
Civil Appeal	EEOC
Power of Attorney	Township Ordinance
Amend Estate Planning Documents	Conservator - Adult
Probate Estate	Claim Against Probate Estate
Name Change - Adult	Employment
Will Contest	Lady Bird Deed
Mortgage Insurance	Zoning
Termination of Spousal Support	QDRO
Personal Protection Order Objection	Contracts
Payment of Debt After Death	Evictions

Waiver of Immunity
Medical Malpractice
Housing After Prison

Limited Guardian – Minor
Cremation
SSA Survivor Benefits

Sample of Work Performed:

Assisted a tribal member obtain a QDRO to get their share of their ex-spouse's retirement

Assisted a tribal member successfully file an objection to a Personal Protection Order

Assisted a tribal member become a conservator over an adult

Assisted a tribal member file a claim against a Probate Estate

Members Assistance
Jessica Steinberg

Members Assistance Department
February 2024 Monthly Report
Submitted by Jessica Steinberg, Coordinator

Members Assistance Department Mission Statement

“The Mission of the Members Assistance Department is to strengthen and secure maximum independence for the individual and family members of the Little River Band of Ottawa Indians by providing assistance services that meet the needs of the membership.”

Department Overview: Established in 2003 to address direct service shortfalls and increase access to critical social service-based support for members residing in the service area, as well as those residing outside the service area. This occurs through a combination of grant funded programs made available throughout the 9-County service area, and Little River Band of Ottawa Indians (LRBOI) Tribal Government financial support, with benefits coordinated per regulatory requirements. This is a temporary assistance program for LRBOI families/individuals in need.

Departmental Staff:

Jessica Steinberg, Member’s Assistance Coordinator
Gina Crotteau, Program Specialist

PROGRAMS ADMINISTERED & FUNDING SOURCE:

Low Income Home Energy Assistance Program (LIHEAP): funded by a formula grant and supplemental awards throughout the year from the Administration of Children & Families (ACF), Office of Community Services (OCS), Low Income Home Energy Assistance Program (LIHEAP). This grant funds the following service needs, amounts established in the Formula/Model grant:

- *Heating* \$200 minimum benefit, \$1,200 maximum benefit
- *Cooling* \$200 minimum benefit, \$1,200 maximum benefit
- *Crisis Assistance* \$1,200 summer maximum, \$1,200 winter maximum
- *Weatherization* \$10,000 maximum

Eligibility for services is determined using an income-based needs formula by assistance type. Level of Need Funded (LNF) is determined using 150% of the federal poverty level (FPL) or 60% of the state median income (SMI), and all household income is counted for the LNF. Maximum assistance is determined by assistance type. Eligibility in 2024 is based on 150% FPL and LNF is determined by the percentage calculated in an income matrix, as approved in the LRBOI LIHEAP Model plan. This change is in effect as of the new grant fiscal year period, October 1, 2023.

LIHEAP – February 2024 Report [continued]

Of the resources made available to the Tribe under this program, the specific spending for each area is allocated as follows: (the total award changes as funds are added/appropriated)

**Amounts would be the total available for each program category under the Model Plan-2023.*

Total Award at time of Report FY 2024	\$174,556
○ Heating – 30% of total funds awarded	\$ 52,366*
○ Cooling – 10% of total funds awarded	\$ 17,456*
○ Crisis Assistance – 35% of total funds awarded	\$ 61,095*
○ Weatherization – 15% of total funds awarded	\$ 26,183*
Balance of Available Resources to date:	\$ 98,796
Percent of Budget Expended (as of report)	56%* (in total)

The Model Plan benefit ceilings set by the agency (ACF) for FY 2024 are \$200 (minimum assistance) and \$1,200.00 (maximum assistance) in the heating, cooling, and crisis assistance line items.

LIHEAP ACTIVITY – HOUSEHOLDS SERVED – February 2024

(*this is an average/median amount)

Assistance Type	Households Served	Ave. Benefit/Household*
<i>220 - Heating Assistance</i>	<i>17</i>	<i>\$1,200.00</i>
<i>221 - Crisis Assistance</i>	<i>11</i>	<i>\$1,200.00</i>
<i>222 - Cooling Assistance</i>	<i>0</i>	<i>0</i>
<i>223 - Weatherization Assistance</i>	<i>0</i>	<i>0</i>

The first quarter performance report for LIHEAP was submitted on February 28, 2024, for the period of October 1, 2023, to December 31, 2023, reporting the following information:

Total number of households assisted: 12

Number of Occurrences of households where LIHEAP prevented loss of home energy: 5

Number of Occurrences of households where LIHEAP restored home energy: 7

Amount of fund obligated (from granted resources): \$11,301.

Amount of funding reserved (10% required by grant): \$2,869.

MA SERVICES DELIVERED FISCAL YEAR 2024– February 2024 [continued]

Members Assistance Program: created by Tribal Ordinance #06-700-04 is funded by LRBOI revenue generated by proceeds from the Band’s Tribal gaming enterprise, unexpended prior year funds from Gross Gaming Tax assessments and the assessments made under the Tax and Revenue Administration Ordinance. These funds support the following service needs:

- *Home Repair Program* \$7,500 maximum benefit per year
- *Low Income Energy Assistance* \$300 maximum benefit per year
- *Rental Mortgage Assistance* \$1,000/year max benefit, **once every 2 years**
- *Food Assistance* \$300 maximum benefit per year
- *Elder Chore Assistance* \$400 maximum benefit per year
- *Emergency Transportation* \$400 maximum benefit per year

Eligibility for services is based on membership status at the time of the application for assistance deadlines, (program year), and income eligibility set forth in program regulations. Benefits are not retroactive based on membership status. Assistance is based on program resources and maximum benefits assigned by assistance type.

MEMBERS ASSISTANCE – HOUSEHOLDS SERVED (*this is an average/median amount)

Assistance Type	Households/Individuals Served	Ave. Benefit/Household*
Rental Mortgage Assistance	8	\$1,200.00
Applications:	8	
Low Income Energy Assistance	7	\$300.00
Applications:	9	
Food Assistance*	73	\$300.00
Applications:	83	
Total cards issued:	120 – of note: 02/28/24, 24 cards issued/14 HH.	
Emergency Transportation	11	\$400.00
Applications:	3	
Elder Chore Service	3	\$400.00
Applications:	4	
Home Repair Program	0	\$465.00
Applications:	1	
Bereavement	3	\$7,500.00

MA SERVICES DELIVERED FISCAL YEAR 2024 – February 2024 [continued]

INTERDEPARTMENTAL REFERRALS & DEPARTMENT(S)

<u>Date</u>	<u>Service Requested</u>	<u>Department</u>
5	Case Management/Crisis Assistance	Family Services
10	Clinic/Purchased and Referred Care	Clinic Services
3	Address Change/Address Correction	Enrollment
1	Food Assistance/Commodities	Nutrition Services
3	44 North/Acrisure	Elder's Insurance
1	Legal Advice/Assistance	Tribal Legal Service

Member's Assistance made 20 interdepartmental referrals in February 2024 as follows:

Phone contacts and inquiries: 354

The Program Coordinator logged two hundred twenty-three calls (192) for assistance, and the Program Specialist logged two hundred-eight (162) documented calls for assistance.

*Food Assistance inquiries and applications remain the most frequent request. Upon review of some receipts however, person meeting the regulatory income requirements may be abusing the benefit. The coordinator is looking at Supplemental Nutrition Assistance Program (SNAP) and Women, Infants & Children (WIC) nutritional program food lists to determine if establishing an 'approved food' list may be necessary for FY 2025. Additionally, it may be necessary to establish criteria requiring referral to the Nutrition Services department *before* food assistance is distributed, along with case management services. The Member's Assistance Department is aware that some of our beneficiaries receive SNAP (Bridge Card, food stamps) benefits that do not support the household need month-to-month. In those cases, dietary counseling through the Nutrition Program before assistance (food cards) would be useful.

The Department continues to see the impact of per capita payments on persons receiving SSI/SSD benefits. In some instances, we see that persons are penalized for under-reporting, or not reporting their per capita benefits, and now those seem to be 'catching up' over time, and those penalties greatly reduce monthly benefits.

The Department has been taking note of the costs of energy to our qualifying applicants. In some instances, applicants do not make payments for several months and avoid shut-off by coming to this department. It appears to be a combination of factors that affect the ability of the clients to pay, but one cost stands out: transmission costs, some exceeding 35% of the total electric bill.

MA FY 2024 February Report [continued]

MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:

The Department continues to be the first stop for all assistance within the LRBOI Health and Human Services structure—we are the primary source of referrals for other services. In the delivery of Human Services, this type of program, that is monetary assistance, should be the last step in service delivery. Ideally, it should look like this:

Client Intake/Triage of LNF=>Case Management Assignment=>Referral(s)=>Temporary Assistance Need Identified/Eligibility Determinations=>Client Follow-up/Monetary Assistance if determined necessary.

Member's Assistance is on the front end of this spectrum: MA Intake/Monetary Assistance=>Referral=>Case Management (Client Follow-Up/Client disengages with other services, no follow-up) =>Client returns for additional monetary support to MA=>Referrals (and the cycle begins again).

In an intake and case management structure, the factors creating crisis could be reduced, which addresses the root cause, poverty. This could be a multi-disciplinary approach, utilizing all available services including enterprise employment, education/training services, nutrition assistance, behavioral health/substance abuse intervention, human resources professional development services, family supports, and temporary assistance to address income shortfalls.

It is necessary to create a case managed environment to address the needs of our citizens, who are seeking services due to poverty level income. In FY 2024, LRBOI measures poverty level at 175% FPL for most of the programs managed through Member's Assistance: \$54,600 annual income for a household of four persons. LIHEAP uses a different FPL measurement based on 60% of state median income (SMI), and/or 150% FPL: \$61,861 SMI or \$46,800 FPL annual income for a household of four persons. Additionally, the costs of fair market rentals have increased 22% year-over-year within our 9-County service delivery area, making affordable living a challenge. The average cost of a two-bedroom/one bath apartment is \$1,036.

LRBOI should review these types of expenses and determine if a general welfare benefit payment could be made from an individual's per capita distribution, that would: would create a non-taxable benefit, reducing tax burden on our low-income per capita recipients, maintain SSI/SSD benefit distributions as there would be no penalty on the income, increase stability in costs of living, and reduce burdens on tribal gaming revenues that support programs like Member's Assistance. It is worth looking at the General Welfare Exclusion Act to explore these potentials.

Respectfully submitted - Jessica Steinberg, Coordinator

Social Security Administration
Supplemental Security Income
Notice of Planned Action

SOCIAL SECURITY
657 HASTINGS AVE
HOLLAND MI 49423

Date: July 29, 2023
BNC#: 23S1852E07387 DI

0047433 00047433 1 AB 0.537 SN6LNA T168 P5



004014C13P003477* SN6LNA 0047433 000000000



The SSI Payment Will Be Changed - If You Disagree With This Change, Appeal As Soon As Possible To Keep Getting The Same Payment

We plan to lower your monthly Supplemental Security Income (SSI) payment from \$914.00 to \$134.00 beginning September 2023. The amount will change because your other income increased. You will continue to get the new amount each month unless there is a change in the information we use to figure your payment.

We explain how we figured the monthly payment amount on the worksheet(s) at the end of this letter. The explanation shows how your income, other than any SSI payments, affects your SSI payment. We include explanations only for months where payment amounts change.

When You Will Receive Your Payments

You will receive your monthly payment of \$42.60 around September 1, 2023, and on the first of each month after that.

Information About Your SSI Payments

We show your new monthly payment above. That payment amount is the amount you would receive if you were not repaying an overpayment. We will continue to withhold \$91.40 each month from your new monthly payment amount until you have paid back your overpayment of \$10,113.14. You will receive \$42.60 each month beginning September 2023.

Information Used In Making The Decision

You had monthly income which must be considered in figuring your eligibility as follows:

RECEIVED



See Next Page



Need to talk to us? Visit ConsumersEnergy.com
 or call 800-477-5050
 Telecommunications Relay Services: Call 7-1-1

Service Address: [REDACTED]

[REDACTED]

Account Information

Bill Month: January
 Service Dates: 12/15/2023 - 01/16/2024
 Days Billed: 33
 Portion: 16 01/24

Programs: Winter Protection
 Peak Reward
Provisions: Income Assistance

A Home Heating Credit can help if you use electricity as your primary source of heat for your household. To complete the form, here are your 2023 heating costs for 12 months: \$5,535.13.

Appliance Service Plan

Coverage period 01/18/2024-02/17/2024
 ASP Premium Care ** \$35.99
 Coverage period 01/18/2024-02/17/2024
 ASP AlaCarte Furnace ** \$9.99
 Coverage period 01/18/2024-02/17/2024
 ASP Interior Gas Line ** \$4.99
 Total Appliance Service Plan \$50.97

Rate Information

Electric Residential Service
 Rate Code: 1001

Meter Information

Your next scheduled meter read date is on or around 02/14/2024

Electric Service: Smart Meter
 Meter Number: 61280590
 POD Number: 000000966931
 Beginning Read Date: 12-15
 Ending Read Date: 01-16
 Beginning Read: 19368
 Ending Read: 22754 (Actual)
 Usage: 3386.000 kWh
 Interval Usage: 3386.183 kWh

Your meter records electric energy use in hourly intervals. Your bill is the total of all hourly intervals recorded during your billing period.

End and start date kWh meter readings are provided for information purposes only. Please visit [Energy Use Details at ConsumersEnergy.com](http://EnergyUseDetails.com) to view your energy use data.

January Energy Bill

Winter Protection Plan and Other Charges Summary

Last Month's Amount Due in WPP	\$1,052.00
Payment on Dec 17, 2023	\$526.00-
Monthly WPP Amount	\$526.00
Other non-Energy Charges	\$50.97
Amount Due	\$1,102.97

Electric Charges

Non-Summer(Billed 12/15/2023 - 01/16/2024)		
✖	Electric Charges	3386.183@ 0.095195 \$322.34
	Other Charges	
	Peak Reward Credit	0.000@ 1.000000- \$0.00
	PSCR	3386.183@ 0.006480 \$21.94
	System Access	\$8.00
	Income Assistance Credit	\$8.00-
	Deferral Surcharge	3386.183@ 0.000309 \$1.05
	Refund	3386.183@ 0.000423- \$1.43-
✖	Distribution	3386.183@ 0.064152 \$217.23
	FCM Incentive	3386.183@ 0.000106 \$0.36
	Other Surcharges	3386.183@ 0.005720 \$19.37
	Power Plant Securitization	3386.183@ 0.001148 \$3.89
	Karn 1&2 Securitization Charge	3386.183@ 0.006557 \$22.20
	Karn 1&2 Bill Credit	3386.183@ 0.004043- \$13.69-
	Low-Income Assist Fund	\$0.88
	Total Electric	\$594.14
	State Sales Tax	\$23.73
	Total Energy Charges	\$617.87

Other Non-Energy Charges

Total Appliance Service Plan**	\$50.97
Total Other Charges	\$50.97

**These charges are not regulated by the MPSC.

Amount Due: \$1,102.97
 by February 08, 2024

If you pay after the due date, a 2% late payment charge will be added to your next bill.

Account Balance	
Last Month's Account Balance	\$1,606.20
Payment on December 17, 2023	\$526.00-
Other non-Energy Charges	\$50.97
Total Energy Charges	\$617.87
Current Account Balance	\$1,749.04

Payments applied after Jan 17, 2024 are not included.

Please make any inquiry or complaint about this bill before the due date listed on the front. Visit ConsumersEnergy.com/aboutmybill for details about the above charges.

02/28/2024

OLDC Home Form Selection Report Sections Report Report Form Status

Program Name: Low Income Home Energy Assistance
Grantee Name: Little River Band of Ottawa Indians - No. 01
Report Name: LIHEAP QTR Performance and Management
Report Period: 10/01/2023 - 12/31/2023
Report Status: Saved
Section Status: Saved

Report Progress

Initialized	Edit-Saved	Validated	Certified	Submitted	In Review	C/O Approved
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

View Attachments Next Section

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services (OCS)
Division of Energy Assistance (DEA)

OMB APPROVED
Control No: 0970-0589
Expires 10/31/2025

Low Income Home Energy Assistance Program (LIHEAP)
Quarterly Performance and Management Report

Recipient Information

Recipient Name: Little River Band of Ottawa Indians
Contact Name: Jessica Steinberg, Members Assistance Coordinator
Contact Phone Number: (231) 398-6739
Contact Email: jessicasteinberg@lrboi-nsn.gov

First Quarterly Performance and Management Report (October 1- Dec 31)

I. Total Households Assisted

1. Number of assisted households

A. Total Households Q1
12

II. Performance Management

1. Number of Occurrences of households where LIHEAP prevented the loss of home energy.

A. Total Occurrences Q1
5

2. Number of Occurrences of households where LIHEAP restored home energy.

7

III. Estimated Use of LIHEAP Funds

1. Amount of funds obligated

Obligations by LIHEAP Funding Source (if applicable)

A. LIHEAP FY 2024 Allotment
B. (Reserved, if applicable) Other Supplemental Allotment

\$11,301 \$2,869

IV. LIHEAP Program Implementation and Support

For questions 1-7, please select Yes or No in column B. If the answer is yes, please explain what changes were made, when they were made, and why they were made in the space provided below each question.

1. Since submitting your Grantee Plan, have you made any changes to your income eligibility requirements?

Yes No

Provide a brief explanation here:

2. Since submitting your Grantee Plan, have you made any changes to your income verification/documentation requirements?

Yes No

Provide a brief explanation here:

3. Since submitting your Grantee Plan, have you made any changes to your outreach strategies?

Yes No

Provide a brief explanation here:

4. Since submitting your Grantee Plan, have you made any changes to your benefit matrix and/or have you increased your crisis maximum amounts?

Yes No

Provide a brief explanation here:

5. Since submitting your Grantee Plan, have you made any changes to how you are prioritizing vulnerable populations (i.e., the elderly, disabled, and young children)?

Yes No

Provide a brief explanation here:

6. Since submitting your Grantee Plan, have you made any other changes to your policies on arrearage forgiveness?

Yes No

Provide a brief explanation here:

7. Since submitting your Grantee Plan, have you made any other changes to your LIHEAP policies?

Yes No

Provide a brief explanation here:

8. Are you collaborating or coordinating with other utility assistance programs (i.e., the Emergency Rental Assistance Program, Community Services Block Grant, Utility funded energy assisted programs, Homeowners Assistance Fund)? If so, please provide a brief explanation of your collaboration/coordination efforts. Our Housing Department was awarded Homeowners Assistance Funding, and we do interdepartmental referrals when there is an appropriate need for that assistance.

9. Do you have any challenges or training and/or technical assistance needs that you would like the Office of Community Services' Division of Energy Assistance to offer support for? If so, please list these in the response. Yes. LRBOI would like Data Collection Tools to enhance our ability to collect the necessary data for reporting.

10. Please provide a quote on the impact of LIHEAP from a member of a LIHEAP household.

Tribal citizen 1907: "I am thankful that my tribe has the LIHEAP program, as I am more comfortable receiving help from my tribe than I am DHHS. I have been able to keep my heating source as a result."

V. Remarks

1. Enter any explanation needed regarding the reliability and/or validity of the above-reported data.

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 2024 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

Monthly, the department prepares newsletter articles, staff reports, participates in Staff,

Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland

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
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Implementation of the Fisheries Division work plans.
- Planning and coordination for second PIT antenna installation.
- Adult Nmé sampling Manistee Lake.
- Manistee River, sturgeon habitat-use study proposal collaboration with USFWS.
- Manistee River and Muskegon River sturgeon closure draft proposal.
- Sturgeon data downloading and data management.
- Sturgeon Rearing Facility “SRF” planning for 2024 field season.

- Exchanged inland work plans as required by the 2007 Inland Consent Decree.
- Planning Arctic Grayling reintroduction outreach activities for Midwest Fly Fishing Expo (3/9-3/10, Warren, MI).
- Inland Fisheries Arctic Grayling reintroduction habitat and fish community data management and analysis.
- Review State Collector permits/Fisheries Orders.
- Inland Consent Decree harvest permitting and reporting management.
- Great Lakes and Inland fisheries data entry and management.
- Prepared harvest tracking materials for spring 2024 steelhead and walleye season
- Fisheries technician and seasonal interviews
- Feb 15: Great Lakes Sea Lamprey fish wounding Data submission

Equipment maintenance/Field Work/Lab Work:

- Manistee River Sturgeon PIT tag antenna monitoring, and data collection throughout the month.
- PIT tag antenna unknown tag determination (*steelhead from Ontario, Lk, Huron).
- Great Lakes fishery maxilla/otolith preparation and age assessment.
- Great Lakes assessment net and equipment maintenance, net tying.

Meetings/Training/Travel/Conference Calls

- Feb 1: MSC meeting (Virtual) (2/1)
- Manistee Tourism LRB Grayling presentation at flyfishing festival (2/6)
- US Forest Service project coordination call (2/7)
- Feb 7: Illinois Natural History Survey LRB Lake Michigan Camera Survey meeting (Virtual)
- Seasonal and GL Technician Application/Resume Reviews (2/9)
- Wildlife Biologist applicant review (2/9)
- Natural Resources Department Staff Meeting (2/9)
- Attended Michigan Arctic Grayling Initiative partnership meeting (2/12)
- Lake Michigan Technical Committee research priorities Meeting (Virtual)(2/13)
- Attended press event for Michigan Arctic Grayling Initiative fundraiser with Iron Fish Distillery and Manistee County Community Foundation (2/16)
- Attended press event for Michigan Arctic Grayling Initiative fundraiser with Iron Fish Distillery and Manistee County Community Foundation (2/16)
- Feb 19: Seasonal and GL Technician Interviews
- Great Lakes Fisheries Trust, Scientific Advisory Team Meeting, Lansing MI (2/20)
- Wildlife Biologist interviews (2/21)
- Seasonal position review and selection for interviews (2/23)
- 100% Great Lakes Fish virtual meeting (2/26)
- Arctic Grayling steering Committee meeting (Virtual) (2/27)
- MSU 34th annual Great Lakes Day Conference (Virtual) (2/27)
- GLATOS (Virtual) (2/27-28)
- Great Lakes Fishing Decree, Executive Council Meeting (Virtual) (2/29)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		

4086-760/4097/4109 BIA GLRI funding
4031 Natural Resources Department
4018 Great Lakes Fisheries Assessment
4097 BIA Great Lakes Restoration Initiative, Native Species
4137 BIA Great Lakes Restoration Initiative, Native Species
4227 BIA Great Lakes Restoration Initiative, Native Species
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon

Wildlife Program

Sean Hollowell – Wildlife Division Manager
Vacant – Wildlife Biologist
Andrew Kaiser – Wildlife Technician

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

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment
- Worked on Annual Work Plan
- Applied for GLRI grant funding
- Connected with partner organizations
- Selected Wildlife Biologist candidates to interview, conducted interviews, then made offer
- Posted seasonal wildlife technician position, selected seasonal wildlife technician candidates to interview
- Proposed changes to org chart
- Contacted USFWS Private Lands Office to discuss conducting restoration work

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Made monitoring plan with Forest Service to set up camera traps in habitat management areas near Olga Lake for marten and prey species, then implemented plan with ~30 cameras set up across 7 sites
- Continued surveying and assessing tribal lands to inform management actions
- Checked cameras at food plots
- Conducted weeklong mudpuppy surveys at Rainbow Bend, included Fisheries staff and Forest Service staff

- Conducted river otter surveys on Manistee River by Rainbow Bend with CJ
- Worked with Northwest Michigan ISN and Mason-Lake Conservation District to survey for hemlock woolly adelgid (HWA) at Griffith Rd and Custer properties. Detected HWA at Custer property.

Meetings/Training/Travel/Conference Calls

- Met with Scott Hughey of NRCS and Environmental Quality team to discuss plans at Custer property (2/14)
- Deer Management Initiative meeting with DNR, other Michigan tribes (2/26)
- Hosted virtual meeting to discuss analysis of marten occupancy camera trap data with DNR, LTBBOI, Sault tribe, GVSU, Minnesota-Duluth, and MNFI (2/26)
- Call with Bri Jasinski, Mason-Lake CD, to discuss HWA treatment options (2/28)

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

-

Meeting/Training/Travel/Conference Call

-

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Reviewed New HHW Steering Committee Brochures for events in August and made edits.
- Developed schedule for Phase I assessments using BIL Funds
- Compiled end of the year reports of Brownfield grants for submission to EPA project officer for region 5.
- Obtained new quotes for DJI products and researched alternative options for BIL related projects
- Verified current LRBOI parcel inventory for location and accuracy.
- Created basic property information sheets on Mason County Parcel for Phase I estimates, to ensure quality and understanding for contractor estimates.

Field Work and Equipment Maintenance

- Synchronized and verified point data with Garmin GPS devices
- Inventoried field gear for 2024 field operations and updated equipment for orders prior to 2024 projects
- Policed NRD parking lot.

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

- 1 on 1 with NRD director on February 1 and 23 as well as several informal interactions.
- Email and communication with region 5 Liaison about LRBOI Brownfield program including BIL projects for Spring 2024
- 4 phone calls and emails with Oneida Engineering Services regarding Mason County purchase/Phase I Assessment from February 22-28
- Obtained 5 bids for Mason County Phase I assessment and prepared Master Service Agreements for these contracts from February 26-28
- Emails with tribal attorney regarding Mason County purchase and MSA for Phase I assessment February 27-28
- Informal NRD meetings ongoing throughout the month
- Brownfield Curious: Unearthing Potential of Brownfields for Environmental Justice on February 1
- EPA Grants How to Develop a Budget Webinar Recording
- Finding the Right Data to Tell Your Story | Brownfield Redevelopment Webinar Series on February 8

Water Program (106 and 319)

Administration Reports/Data Entry

- Worked with other Environmental Division staff to get them up to speed prior to departure on various tasks including: data import, SOPs, file locations, status of projects, etc.
- Continued work on WQAR.
- Continued work updating QAPP and addressing EPA's comments.
- Organized files and transferred documents to Water Quality Sharepoint.
- Informed contacts of departure and extended introductions to other Environmental Division staff.
- Compiled list of contractor contact information and added to Sharepoint.

Field Work and Equipment Maintenance

- 2/8/24: calibrated Eureka Manta and trained other NRD staff in calibration procedures.

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

- 2/9/24: NRD staff meeting.
- 2/12/24: EPA QAPP Comments discussion.
- 2/12/24: Environmental Div- Wildlife Div meeting to discuss Custer culvert.
- 2/13/24: EPA-LRBOI QAPP Discussion.
- 2/14/24: meeting with Scott (USDA) re Custer culvert replacement.
- 2/16/24: WQS Zach Prause last day.
- 2/22/24 Claybank Creek Culvert Meeting

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Remote Sensor QAPP work
- Emissions Inventory QAPP Finished and submitted to EPA.
- 1836 Emission Inventory Completed
- New Ozone and PM Worksheets updated.
- MOA with State reviewed.

- Air Program SOP updates

Field Work and Equipment Maintenance

- AMS Site Checks x3
- T-640 Site Check
- Ozone Calibration drop off
- AMS Site Clean up
- EGLE AMS System update
- Ozone System Remodel
- Pre-Season Ozone Audit

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

- Region 5 Monthly Tribal Air Call, (2/28/24) 11:00AM till 12:00PM
- EPA/Tribal Monthly Air Call, (/29/24) 11:00AM-12:00PM
- CAA 103 Meeting (2/8/24) 11:00AM-12:00PM
- CAA 103 QAPP Meeting (2/12/24) 12:30PM-1:30PM
- Wild rice Teams Meeting 2/6/24 1:00PM-2:00PM
- Webinar: Air Monitoring Grants under IRA 2/28/24 1:00PM-2:30PM

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Data management: began organizing field photos and GIS files .
- Reviewed and commented on 1854 Treaty Authority- St. Croix Watershed Research Station's GLRI proposal for wild rice sediment DNA validation project.
- Drafted letter of support for 1854 Treaty Authority's GLRI application, sent to Director for signature, and submitted to 1854 TA.
- TWWG leadership tasks: communications with co-lead and NAWM, managing Teams site, updating email list, emailing new contacts asking if they'd like to be added, updating membership summary spreadsheet.
- CMU wild rice grad student tasks: coordinating grad student project, compiled and sent plant species list.
- Reviewed MWRI stewardship plan files.
- Researched/reviewed MI T&E species protections in regard to proposed wild rice regulations.
- Edited Maple River evaluation criteria document.
- Updated ArcGIS FieldMap so that popups contain repeating vegetation data.
- Created basic map of MI Tribes following request.
- Communications with MDNR re invasive treatment BMPs and incorporating wild rice protections.
- Updated 2024 Workplan for Inland Consent Decree with planned wild rice activities.
- Submitted partnership agreement for LRBOI signing onto ITC/MWRI's wild rice grant application.

Field Work and Equipment Maintenance

- 2/6/24: set up AGOL account through NTGISC
- 2/24/24: wetland tour with Oneida staff.
- 2/29/24: working on laptop migration with IT.

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

- 2/1/24: call with Onkema Twp Parks & Rec committee rep.
- 2/1/24: Director 1:1.
- 2/5/24: GLT wild rice genetics discussion.
- 2/6/24: MWRI Team meeting.
- 2/7/24: HAB webinar.
- 2/7/24: MRWA-LRBOI Maple River criteria discussion.
- 2/7/24: SCWRS-Tribal discussion of wild rice sediment DNA GLRI proposal.
- 2/7/24: NRD-Finance Dept discussion of prospective ITC subcontract.
- 2/9/24: NRD staff meeting.
- 2/13/24: meeting with Jennifer Kanine (Pokagon) to compare wild rice monitoring strategies.
- 2/13/24: MN Wild Rice monitoring webinar.
- 2/13/24: EPA WOTUS Listening Session.
- 2/14/24: Director 1:1.
- 2/15/24: Line 5 Cooperating Agency meeting.
- 2/16/24: TWWG-NAWM monthly check-in meeting.
- 2/20/24: travel to Wetland Science Conference and evening kickoff.
- 2/21/24: Wetland Science Conference day 1 (co-led Tribal Wetland work group session).
- 2/21/24: collaboration meeting with TWWG (Mike, Jessica) and Natural Resources Foundation of WI (Cait).
- 2/22/24: Wetland Science Conference day 2.
- 2/23/24: travel back from Wetland Science Conference.
- 2/26/24: NOAA Manoomin Geospatial work group meeting.
- 2/29/24: Director 1:1.

Great Lakes Policy Program

Administration//Reports/Data Entry

- LRBOI GLRI Tribal Capacity and LAMP Program grant - Submitted Feb. 1st.
- 2025 Lake Michigan CSMI project memo draft (multiple agencies)
- Reviewed LRBOI 1836 Emissions Inventory
- Reviewed LRBOI Level 4 EI QAPP

Field Work and Equipment Maintenance

- HWA Survey- Custer

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

- Michigan AFS Committee Webinar series (2/2/24)
- Muskegon Lake Watershed Partnership (2/6/24)
- MCD discussion (2/13/24)
- U.S. EPA and Department of the Army: "Waters of the United States" Listening Sessions for Tribes and States (2/13/24)
- NRD Director 1:1 meeting (2/14/23)
- Lake Michigan Partnership WG monthly call (2/14/24)
- Enbridge Line 5 Tunnel EIS (2/15/24)
- Lake Huron Partnership Working Group Meeting (2/22/24)
- Lake Huron Habitat Committee (2/23/24)
- Annual Great Lakes Day Conference (2/27/24)
- NRD Director 1:1 meeting (2/29/24)

- Developing Effective Monitoring Programs for Ecological Restoration (2/29/24)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

February 2024

Steve Parsons

Meetings/Conferences/Trainings

- On February 6, 2024, I participated in a virtual (Microsoft Teams) meeting to discuss a potential DOJ-CTAS (Coordinated Tribal Assistance Solicitation) grant submission for planning funding for proposed Tribal Justice Center renovation and expansion. Also in attendance were: Chuck Fisher (LRBOI Grant Writer), Robert Medacco (LRBOI Public Safety Director), Spring Medacco (LRBOI Tribal Court Administrator), and Steve Feringa (Architect-Stoney Point Studios).
- On February 8, 2024, I attended the LRBOI Director's Meeting.
- On February 9, 2024, I attended a Tribal Council work session to discuss the proposed grant submittal to CTAS for planning funding for proposed Justice Center renovation and expansion.
- On February 15, 2024, I attended a Tribal Council work session to discuss the proposed grant submittal to CTAS for planning funding for proposed Justice Center renovation and expansion.
- On February 20, 2024, I attended a Tribal Council work session regarding a future agenda item (February 28 meeting)—Addendum to the current Agreement with Grand Traverse Engineering and Construction.
- On February 22, 2024, I attended an MDOT-sponsored meeting at Manistee City Hall of the "Rebuilding US-31 Through the Manistee Area Stakeholders Group." This is the second meeting of this group. I go into more detail regarding this group in the next section of this report.
- On February 26, 2024, I attended Agenda Review, held by Tribal Council, to represent and answer questions regarding two agenda items on the February 28 Tribal Council meeting: "Addendum to Contract with Grand Traverse Engineering & Construction" and "Approval to Submit Part 1 of CTAS to grants.gov to Meet March 5, 2024 Deadline."
- On February 27, 2024, I attended a second Tribal Council work session regarding an agenda item for the February 28 Tribal Council Meeting—Addendum to the current Agreement with Grand Traverse Engineering and Construction. Ken Ockert from GTEC was also in attendance at the work session.
- On February 28, 2024, I attended the Tribal Council meeting to represent two items: "Addendum to Contract with Grand Traverse Engineering & Construction" and "Approval to Submit Part 1 of CTAS to grants.gov to Meet March 5, 2024 Deadline."

Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2024: We are currently in the process of preparing the schedule for this year's BIA Roads construction projects. These projects are as follows:
 1. Government Center Parking Lot #2 (Clinic parking area). This project involves the removal of the pervious concrete portion of the Government Center Parking Lot that primarily services the clinic. The removed pervious concrete sections will be replaced by solid concrete. This project will be financed by BIA Roads maintenance funding.
 2. Extension of Sugar Shack Road: This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring

Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.

3. Tribal Cemetery Road: This project will begin as soon as possible in the spring. Now that the gravel road for Phase 1 of the cemetery has been completed, we will be using BIA funding to include other features, such as irrigation and landscaping. We will also be adding electric power to the cemetery, through a primary electric line provided by Great Lakes Energy.
4. US-31 Roundabout Project: The construction portion of this project was finished in October 2022. This year's activity will include the repair or reinstallation of irrigation systems that were damaged during the initial road construction in 2022.
5. Loon Drive: This project will include a "mill and fill" which will consist of grinding the top 1.5 inches of asphalt and use that as filler while applying a new coat of asphalt on top.
6. Aki Maadiziwin Connector Road, Frost Road & US-31: This project (now in its second year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2023-2025), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

- **Additional Activities**

- At the request of MDOT, I am participating on the recently reestablished "M-22 Pure Michigan Byways Committee." The committee includes representatives from Manistee, Benzie, and Leelanau Counties.
- Also, at the request of MDOT, I am participating on the newly-formed "Rebuilding US-31 in Manistee Stakeholders Group." The purpose of this group is to provide input to MDOT regarding the US-31 rebuilding project which will start south of Stronach Road in Filer Township, continue north through the City of Manistee, and end at M-55 in Manistee Township. This stakeholders group will meet periodically throughout the design and planning phase of this project. Construction is tentatively scheduled to take place in 2027.
- I am also involved in the efforts to secure federal grant funding for the renovation and expansion of the LRBOI Justice Center. Also involved in these efforts are: Chuck Fisher (LRBOI Grant Writer), Spring Medacco (Tribal Court Administrator), and Robert Medacco (LRBOI Public Safety Director). Steve Feringa of Stoney Point Studios is providing architectural and planning input as well.
- We are still in the process of repairing a downed light pole at the US-31/M-22 Roundabout directly in front of the Little River Trading Post. The light was knocked over sometime during the latter part of December 2023. Countyline Power, the electrical contractor who installed the lighting system at the roundabout, is performing the work. Due to a delay in obtaining the parts necessary to make the repairs, work is not expected to commence until late March 2024. Our best estimate is that repairs will be completed by mid-April 2024.

Public Safety
Robert Medacco

**Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
February-24**

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	8
City Assist	7
County Assist	10
Medical Assist	1
MSP Assist	3
Other Calls for Service	
Property Checks	421
Suspicious Person	
Suspicious Situation	1
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	9
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	1
Hit and Run	2
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	1
Other Traffic Citation	
OID	
OUIL	1
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	16
Unsecured Vehicle	
Verbal Warning	10
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	2
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	10
Assault	
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	1
Death	
Disorderly	
Domestic Disturbance	6
Drive-Off	3
Drug Violation/VCSA	
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	1
Intimidation	3
Intoxicated Person	1
Juvenile Runaway	1
Larceny	2
Liquor Violation	1
Minor in Possession	
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	1
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	
Property Damage/PIA	9
Public Peace	
Resisting	
Robbery	
Sex Offense	1

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	1
Stalking	1
Stolen Property	
Threats	3
Unwanted Subject	1

Miscellaneous

Administrative Hours	237
Alarm	2
Attempt to Locate	
Boat Dock Checks	
Casino Hours	115
Civil Standby	1
Community Policing	4
Court Hours	2
Death Notification	
Drug Disposal	
Follow-Up Investigations	7
Found Property	1
Lost Property	1
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	
Total Complaints	54
Total Reports	54
Training Hours	2
Transport	
Trespassing	2
Tribal Council Meetings	
Vehicle Mileage	3988
Voluntary Missing Adult	

Training/Travel

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
February-24**

Administrative Hours	38
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	1
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	273.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	5
Vehicle Mileage	2169
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
February-24**

Administrative Hours	210.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	6
Assist Hours	4.25
Citation(s)	2
Civil	2
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	13
Contacts	303
Court	1
Court Hours	0.5
Follow-up(s)	6
Follow-up Hours	6.5
Federal Citation(s)	
Hours Worked	489
Joint Patrol(s)	
Marine Time	
Meeting(s)	5
Meeting Hours	8
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	78
Snowmobile Patrol Hours	
Training(s)	13
Training Hours	68.75
Vehicle Mileage	1801
Vehicle Stops	3
Verbal Warning(s)	2
Written Warning(s)	

Training/Travel

February 18-22, 2024 Sgt Robles, Officers Gunderson and Bruce attended the Conservation Chief Warden meeting and annual training in Duluth, MN.

**Little River Band of Ottawa Indians
Court Security Activities
February-24**

Administrative/Reports		
Hours		
Assist Other		
Hours		
Court Cases		
Hours		
Property Checks		11
Hours		11
Screenings		39
Hours		10
Contraband		
Weapons		
Denials		
Surveillance		122
Hours		135
Training		
Hours		
Transports		
Hours		
Training/Travel		

Tax Office
Valerie Chandler

Tax Department February 2024 Monthly Report

Staff: Valerie Chandler, Tax Officer
Deborah Miller, Tax Department Administrative Assistant

During the month of February 2024, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Copies of 1099s, which were referred to Enrollment
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for January 2024.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 5 Certificates of Exemption:
 - Purchaser: 5 RTMs 0 Tribe/Entity
 - Purchase Type: 5 Vehicles 0 Construction 0 Recreational Vehicle
9. Reviewed 29 Tribal Member address and/or name changes; 4 required updating of the RTM list and database.
10. Processed 4 Proofs of Residency.
11. Processed 18 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates include, but are not limited to:
 - New or re-instated RTMs

- Deceased RTMs
- Address changes for RTMs
- RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for March 2024 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,857 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed January 2024 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Processed and issued 6 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Corresponded with a couple of car dealerships regarding Certificates of Exemption for Tribal Members wanting to purchase a vehicle, including one that did not receive the Certificate that was sent in the mail. A new Certificate was issued and hand delivered to the dealership so that the vehicle could be registered with the Secretary of State in a timely manner.
3. Worked on proposed revisions to the Community Center Building Use Policy and Rental Agreement.

4. Continued to work with Resort staff and contracted vendor regarding the tax exemption requirements for the new swipe card system that is in the process to be installed at the Trading Post.
5. Continued to train the Tax Department Administrative Assistant with different duties and responsibilities within the department.
6. Worked with Family Services staff in providing copies of receipts from the Trading Post for client purchases.
7. Prepared and submitted departmental update and information to the Ogema's Office to be included in an informational mailing to the membership.
8. Prepared and submitted the Tribe's 4th Quarter Tax Sharing Return to the State Department of Treasury.
9. Prepared and submitted the Tribe's Annual Tax Sharing Return to the State Department of Treasury.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - FAQ Workgroup selection (Tax Officer was asked by Treasury to join workgroup to assist in creating and answering FAQs pertaining to the Tax Agreement, which will be categorized and posted to the Treasury's website)
 - Certificate of Exemption for a vehicle purchase outside of the State of Michigan

Little River Trading Post Interactions:

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

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.
3. Worked with staff regarding a minor error in one of the monthly tax returns; the amount due was not affected though.

Meetings / Trainings Attended During the Month:

1. Tax Officer attended a meeting with State Department of Treasury Tribal Affairs via Zoom regarding the start of the Tax Agreement Workgroup on February 7, 2024.
2. Tax Officer attended a Directors Meeting on February 8, 2024.
3. Tax Officer attended a free online Evaluations training with the Seminole Tribe on February 22, 2024.

Statistics:

Total Registered Resident Tribal Members (RTMs): 253

- Manistee County: 242
- Mason County: 11

Monthly Tax Revenue*:

*January 2024 amounts received in February 2024

- Retail Sales Tax (Gift Shop) \$973.45
- Retail Sales Tax (Nectar Spa) \$55.89
- Retail Sales Tax (Trading Post) \$2,785.45
- Service Tax \$718.14
- Admissions Tax \$0.00
- Lodging & Occupancy Tax \$5,559.83
- Food & Beverage Tax \$21,146.59

Tribal Member Tax Exemption Rates ("Discounts") for March 2024*:

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

- Gasoline: \$0.450/gallon
- Diesel: \$0.502/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
February 2024 Department Report

1. Department Overview

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

2. Department reporting section.

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

The Director accomplished the following during the month:

1. Responded as appropriate to 22 requests from outside agencies (G2, FCC, Geo-Trans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended an online BMIC Ethnographic study meeting.
3. Attended Directors' meeting offsite.
4. Met with a private citizen to discuss the Hamlin Lake area history.
5. Prepared the information for the MYFA amendment for 2024.
6. Attended several Endbridge Line 5 and Tunnel related meetings with USACOE and other Tribes/Agencies.
7. Continued meeting in reference to the Endbridge Line 5 Tunnel at various levels (Sect. 106, NAGPRA, Consulting party).

8. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
9. Administered, directed, and supervised all departmental activities.
10. Attended the regular monthly staff meeting.
11. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month:

1. Made contact with LRGR about language camp rooms for presenters and guests and for meal menu.
2. Ordered the tents, tables, chairs, lights, stage from G. J's for language camp.
3. Wrote a letter of support to Nookmis learning center in Lansing Mi.
4. Attempted to work on updates for LRBOI website.
5. Made all the arrangements for students and I to go to the Anishinaabemowin teg. Language conference in March.
6. Bought and advertisement ad. For language camp at the Anishinaabemowin teg conference program book.
7. Finished up the language camp flyer and presenters call for Endaaying.
8. Recorded the video for language camp invite and presenter's call.
9. Working with Michelle Wellman Teeple about a zoom program for different levels of learning Anishinaabemowin with Bay Mills.
10. Working with a group from Detroit about joining the Bay Mills Anishinaabemowin Pane program.

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 2024, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Continued work on Lead and Copper Inventory

Billing

Water	\$10,792.49
Sewer	\$16,244.77
Irrigation	\$1,810.94
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$18,987.98
Septage	\$3,702.96
Other	\$115.00
Month Total	\$59,723.47
Yr. to Date Water	\$21,486.19
Yr. to Date Sewer	\$31,875.82
Yr. to Date Irrigation	\$3,621.88
Yr. to Date Fire Suppression	\$16,138.66
Yr. to Date Manistee Township	\$36,393.17
Yr. to Date Septage	\$7,400.10
Other Revenue	\$541.67
Credit	\$0.00
Yr. to Date Total	\$117,457.49

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 1,791,006**
 - b. Ave Daily Flow Gallons 61,758**

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 2,875,580**
 - b. Daily Average Gallons 99,158**

 - Effluent Gallons**
 - a. 3,336,970**
 - b. Daily Average Gallons 115,068**

 - Lagoon**
 - a. Influent 107,054**
 - b. Daily Average Gallons 3,692**

- 3. Septic Sewage**
 - a. 61,716 Gallons**

III. Travel/Trainings/Meetings

What: TEDC TUA Study – Grantor Update Meeting
Who: Woven Energy, Gary Lewis
Where: ZOOM
Sponsored by: Woven Energy

What: MTERA Board Meeting
Who: Gary Lewis
Where: Zoom
Sponsored by: MTERA

What: Leads Meeting
Who: Larry Romanelli, Mary Thomas, William Willis, Tara Bailey, Gary Lewis
Where: Ogema Conference room

What: Council – Wolverine Power Contract Approval – Back Up Generator Maintenance
Who: Gary Lewis, Jon Robertson, Diane Kerr
Where: Council Chambers

What: Council Meeting CPRG Grant Application Approval
Who: Gary Lewis
Where: Council Chambers

What: Team Meetings
Who: Utility Team
Where: Utility Office
Sponsored by: LRBOI