

Office of the Ogema
Little River Band of Ottawa Indians
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Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: February 20, 2017
Maanda Nji: Re: January, 2017 Operations Report

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

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

Larry B. Romanelli

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

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

January, 2017 Department Report

I. Department Overview

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

Finance/Accounting Management:

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

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2017 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

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

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI 2/ Restroom/Pavilion Shelter, Pharmacy Renovation and Child & Family Development Center-*** *The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these project's in the month of January.*
 - i. ***US 31 Sewer Extension Project: None***
 - ii. ***2014 AKI-2 Homes/Pavilion Shelter-\$79,547.17-Arch./M.Neisen-RCA***
 - iii. ***2016-Pharmacy – None***
 - iv. ***Child & Family Development – Hallmark - \$100,020.78***
2. ***Cash Receipts;*** *Daily cash receipts totaled for the month of January, were, \$468,480.89 the General Fund Operating Account had a total of (194) receipts, the Grant Funded Programs had a total of (44) receipts in the amount of*
3. ***Lead Facilitator – Health and Human Services Division:*** *Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversite without the ability to directly supervise at the director level.*
4. ***Judgment Trust Account:*** *Ongoing process, updates for renewal notice to the minors as Huntington Bank sends all bank statements related to the Tribal Children Judgment Trust Accounts to the attention of Tribal Accounting to open and verify that the member is a current member and has a updated address to forward the information on to the tribal member, there were several Pre-Renewal Notice(s) that went out to the members notifying them that the (CD) Certificate of Deposit was schedule to mature. Final stages of this program information, should be concluding.*

5. **Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.
6. **Payroll:** ADP system, currently review and approve at director level ongoing with weekly conference call meetings with ADP to resolve issues, have not been able to attend the meetings and very little involvement with the payroll clerk to get up to speed with cross training. This will be a future goal. No Activity
7. **1099-MISC. – 2015-** continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates. Sent the 1099MISC forms for Tax Year 2016 out to the membership. Also sent the file for the vendors to the IRS website.
8. **Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.**
9. **Tribal Financial Statement Requirements:** Due by the 8th of the month.
 1. Cash Deposits
 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.
 3. Utilities report – current payments – monthly report of payments.

Construction Task Force –Weekly Meeting - Thursday - review Aki 2/Pavilion Shelter Project, US 31 Sewer Extension and Pharmacy Renovation, Child & Family Day Care.

Other Meetings

- **Lead Facilitator Meeting – Several throughout the month**
- **Family Service – Meetings**
- **Clinic Meeting – Director – Meetings**
- **Pharmacy Meeting- Director**
- **Commerce Meeting – West Shore Medical – Utilities Cost**
- **Commerce – Conference Call – Chance Rush**
- **Budget Coordinators Office – CFDC**
- **Commerce – Finance – Rental Payments**

Duties and Accomplishments –

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

Meetings Held / Attended – Trading Post, Ogema-Trading Post

Trainings Held / Attended –

Special Tasks / Activities Performed – 1099, W-2

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. Sent out one notices to Program Administrators to let them know of reports due to me for the month of February.
2. Sent out notices to Program Administrators to let them know of grants that will be ending.
3. Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.
4. Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.
5. Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.
6. Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.
7. Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.
8. Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.
9. Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.
10. Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.
11. The Tribe received two modification for the following grant: MEDC grant extension from 5/1/15-11/30/16 to 5/1/15-8/31/17 and EPA PPG 2016-2018 added funding in the amount of \$26,740 for indirect cost. Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy

of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

- 12. The Tribe received three new grant awards: Consumers Energy Foundation in the amount of \$25,000 for the time period of 1/1/7-12/31/17, Community Service Block grant in the amount of \$44,500 for the time period of 3/1/17-2/28/20 and 2017 BIA Self Governance Compact in the amount of 321,557 for the time period of 1/1/17-12/31/17. Documents were scanned in the electronic grant folders that were created for these new awards. The new grants were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
- 13. Prepared check request for the refund that needed to be issued to EPA On the EPA PPG grant in the amount of \$1,022.78. Prepared the cover letter From the Ogema and had him review and sign off and mailed to EPA.*
- 14. Worked with the Staff Accountant to post the indirect cost expense to the IHS Tribal Member Well & Septic project BE-11-G62 that was for the administration cost to support the program.*
- 15. Prepared the payment request on the MEDC program in the amount of \$23,750.77. Prepared a cover letter from the Ogema and had him review the paperwork and submitted to MEDC for reimbursement.*
- 16. Worked on becoming registered in the MI-TRAIN system so that I'm able To do webinars. Signed up to do the VOCA training on 1/30/17.*

Meetings Held/Attended

- 1. Met with Steve Wheeler to discuss grant issues on different occasions.*
- 2. Met with Bill Willis on numerous occasions to discuss grant issues.*
- 3. Attended meeting with the Leads and Ogema on 1/3/17, 1/10/17, 1/17/17 and 1/24/17.*
- 4. Attended meeting with Steve, Bob Sanders and Frank Beaver on 1/6/17.*
- 5. Attended meeting with Leads, Kathy and Alisha on 1/17/17.*
- 6. Attended meeting with Leads, Mary, Katlyn and Rebecca on 1/31/17.*

Trainings Held/Attended

Attended VOCA Webcast training on 1/30/17.

Specials Tasks/Activities Performed

Upcoming Projects/Task

Will begin working in February on reconciling cash receipt journal for 2016 to be used in Audit and setting up SEFA schedule.

PAYROLL

Duties and Accomplishments –

1. Processed 368 payroll checks through ADP.
2. Verified 23 PAF's this month which included 2 new employee(s), and 7 terminated employee(s).
3. Completed payroll and payroll backup cover sheet for pay dates 1/6 and 1/20.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto spreadsheet biweekly.
7. Entered all Unum deductions onto spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.
10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
11. Requested/received the following month's invoice for Mutual of Omaha from HR for review.

Meetings Held / Attended –

1. 1/13 Canceled– Payroll/HR meeting.
2. 1/27 Canceled, 1/6, 1/13 and 1/20 – ADP Status call regarding current/ongoing issues.

Trainings Held / Attended –

1. None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing the ADP system.
5. Imported 2017 Insurance code/rate changes into ADP.
6. Completed Semi-Annual Workers' Compensation Payroll Reporting Form.
7. Completed the form 945 annual reporting along with form 945-A for withholding taxes on per cap.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with Kathy on reconciling benefits for life, health, dental, and vision.
3. Training payroll backup for ADP payroll processing.
4. Preparing per cap eligibility for April 1st per cap distribution.

ACCOUNTS PAYABLE

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

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

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

Meetings Held / Attended –

Bi-Weekly Department Meetings

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. Coordinated information and delivery of goods that are not being used, that are available for use in other work areas.
2. Shared information with Resort on Tribe's Travel Policy and Procedures.
3. 1/5 Finalized contract procedure. Forwarded to CFO and Ogema for approval.
4. 1/5 Submitted comments to the Office of the Ogema on the draft of the employee manual.
5. 1/11 obtained quotes for pharmacy mats.
6. 1/13 Purchasing Contract Administration Webinar.
7. 1/16 mail van broke down. Picked up Robert at WWTP and finished up mail route. Put in a work order to have repair done. Set up another vehicle for use until van could be repaired.
8. 1/16-1/19 AP brought down 2016 PO for Pitney Bowes. Have not received an invoice for the last two quarters. Contacted Account Manager, said they changed over to a new system that has caused some glitches that resulted in some invoices not going out. He emailed invoices for the last two quarters and the January 2017 invoice. Went through payments made in 2016 to ensure they were not paid. They were not, so forwarded to AP for payment. Contact Pitney Bowes Client Services. Reviewed customer information to ensure only hard copy invoices were sent.
9. 1/23 followed up on open purchase orders on credit cards.
10. 1/23 Updated contract draft with Legal's recommendations. Forwarded to CFO and Ogema for final approval.
11. Contract policy approved.
12. 1/31 working with legal in creation of master agreement that would accommodate both non-grant and grant funded programs. Draft forwarded to CFO for final review.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 221 packages.
2. Issued 113 receiving reports.
3. Returned 17 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2015 Indirect Cost Proposal
- 4) Entered approved FY2017 Operations Budget into accounting system
- 5) Disseminated 2017 Budgets to departments

Meetings Held / Attended –

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

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

Expenditures Update

Total year to date expenditures for the Finance Division for January, 2017, are \$143,533, compared to an annual budget of \$1,208,052. Total expenses for the Finance Division for year to date January, 2017, represented 12% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/January 2017

1 Department Overviews:

Goals and objectives:

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

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

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

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

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

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

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

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

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

2 Department Report Section:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore placed food order for warehouse \$ 3,162.96

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

Y. Theodore AIS food orders for clients

Y. Theodore & L. Jackson filled food orders

Y. Theodor & L. Jackson clean warehouse

L. Jackson placed fresh produce order \$975.15

Y. Theodore attend phone conference FDPIR

Commodity Department sent out several applications

Y. Theodore working on spring membership items

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

January 2017 Department Report

I. Department Overview

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

II. Department reporting section

- **Higher Education Scholarship:** 48 Higher Education Scholarships were processed for January, 2017. Total awards were \$107,144.50 providing assistance to 21 university students and 27 community college students. 34 students are women and 14 are men.
- **College Book Stipend:** 94 book stipends were awarded during the month of January totaling \$39,500. 7 for being enrolled in 1-3 credits, 27 for being enrolled in 4-8 credits, and 60 students received stipends for being enrolled in 9 or more credits.
- **LRBOI Student Services-** registrations are delayed until February, but 1 students received assistance with senior expenses totaling \$121.85, and two for activities totaling \$200. Began planning a midwinter craft fun day for kids to be held in February
- **Educational Advancement Fund-** 1 awards totaling \$300

Meetings Attended:

Jan 12- Entrepreneur's Club Planning session, Yvonne Parsons and Debra Davis attended

Jan 30 Confederation of Michigan Tribal Education Directors (CMTED) Meeting Part 1, Yvonne Parsons attended

Jan 30 Michigan Department of Education Consultation with Tribes regarding the state's Every Student Succeeds Act plan, Yvonne Parsons attended

Jan 31 CMTED Meeting Part 2

Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2017 fiscal year's first quarter.**

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

December Monthly Report - 2016

DIANE A. LONN, ENROLLMENT OFFICER

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 12 Applications forms for people seeking membership
- Mailed out: 26 Address change forms
- Created 20 New and Replacement Ids from 12/01/2016 through 12/31/2016
- 186 Addresses changed from 12/01/2016 through 12/31/2016
- Final Rejection Letters: 0
- Final Acceptance Letters: 3
- Final Disenrollment Certification: 0

- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received since 12/01/2016
- List Request of membership: Tax Officer, Election Board -2, Commerce, Ogema
- Label Request of membership: Public Information, Commerce, Ogema, Tribal Council
- Tribal Members Label/List – Cynthia Champagne
- Statistical Request: 0

- Department Verifications:
 1. Prosecutor 30
 2. Natural Resource 2
 3. Members Assistance 24
 4. Casino-Human Resources 1
 5. Human Resource 8
 6. Contract Health 10
 7. Commodities 0
 8. Family Services 2
 9. Commerce 0
 10. Election Board 23

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 5 Members passed away for the Burial Fund Money
- Sent out 2 Tribal Flags
- Sent out Per Cap Earnings reports

- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 402 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies
- Encoding Tribal Ids for new system at Trading Post

Meetings

Enrollment Meeting

- Total Membership: 4,258
- Total number of Elders: 1,248
- Total number of Adults (18-54): 2,610
- Total number of Minors (0-17): 400
- Total Tribal Members living in:
 - 9 County Area: 1,797
 - Outside 9 County Area: 2,364
 - Michigan: 2,804
 - Outside Michigan: 1,357
 - Undeliverable Addresses: 97

Facilities
Vacant Director

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant

January 2017

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS FACILITIES DEPARTMENT

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

To reduce work related injuries

To maintain the life expectancy of our facilities

II. Department Reporting Section

The winter season is in full affect and the Technicians are busy with snow removal from parking lots and sidewalks at Aki, Commodities, Bank Building, East Lake, Foot & Ankle Clinic, Government Center, House of Flavors, Justice Center and Natural Resources. They took cardboard recycling to Catholic Central High School. Changed out furnace filters at the Tribal buildings, Commerce's commercial and rental properties. This month 59 work orders were submitted and 54 closed. With the loss of two temp EVS employees mid-December, the Maintenance Technicians have had to cover janitorial tasks. This is taking away from their daily routines/projects and are in need of two full time EVS personnel.

Aki

Johnson controls service call in December, reconnected the remote controls, unfortunately we lost power on night and now the remote access is no longer working. Johnson Controls need to come out again and diagnose and repair this connection. For now we are going to the building and manually adjusting the heat when we receive a work order. Johnson Controls will most likely be contacted in February to come back out to diagnose and repair this issue.

Commerce

3335 Orchard; Continued with repairs and remodel of this house. Finished trim in closets, replaced light globes, outlet covers. Installed new light in the bathroom, few windows throughout the house, cabinets, counter tops. Painting walls, laid new flooring, electrical wiring in the kitchen and bathroom.

1131 Vine St; issue with plumbing, replaced a toilet ring. Rotor rooted drain due to roots from tress on property. Preventative maintenance is order.

3424 Orchard- Bull house. Hot water heater not working, inspected and repaired issue.

Facilities Management Department Report

375 River St; Continue to deal with heating issues, CSM was contacted to inspect the entire system in order to complete address our tenants concerns. They were unable to find any major issue with the system, they did replace a couple parts to enhance the efficiency of the system. The third floor door wasn't closing and adjusted the door to shut and lock properly. Replaced a few lights on the same floor. Opened up the basement for George and At&t to install new phone line for elevator emergency line. Removed awning from catwalk that was damages and blowing in the wind.

604 Fairview: checked to make sure furnace was on and working.

294 River; inspected leak and tarred a small section of the roof.

Government Center

Commerce personnel moved to new location. Ongoing roof leaks throughout the building.

Waiting for roofer to fix, until then temporary solutions are in place.

Changed light bulbs at the Clinic, installed blinds in the dental bay area now BeDaBin.

Moved table from Member Assistant to the basement. Moved table in Fitness Center to Members Assistance.

Changed the osmosis water filters in sinks.

Justice Center

Worked on repairing two ballasts and met with two of three carpet venders. Two Techs assembles and placed furniture in MLA office. Moved old shelves from MLA and placed them in DSP office. Replaced light bulbs in Peacemaking office.

Natural Recourses

Installed parking lot lights to replace the two that were broken. Adjusted lights after neighbor complained of the lights shinning into his living room window.

Other

Loaded and delivered wood for the sacred lodge. Picked up crate of playing cards from the Casino.

III. Budget Expense Justification

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

IV. Travel and Trainings

Nothing to report at this time. Unofficial

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

I. Department Overview
LITTLE RIVER BAND OF OTTAWA INDIANS
UTILITIES DEPARTMENT
MISSION STATEMENT

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

II. Department reporting section

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

Billing

Water	\$12,018.88
Sewer	\$22,040.66
Irrigation	\$1,575.84
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$11,650.50
Septage	\$2,525.94
Month Total	\$57,155.82
Yr. to Date Water	\$12,018.88
Yr. to Date Sewer	\$22,040.66
Yr. to Date Fire Suppression	\$7,344.00
Yr. to Date Irrigation	\$1,575.84
Yr. to Date Manistee Township	\$11,650.50
Yr. to Date Septage	\$2,525.94
Credit	
Yr. to Date Total	\$57,155.82

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,469,164**
 - a. Peak Flow 135,421**
 - b. Low Flow Gallons 57,125**
 - c. Ave Daily Flow Gallons 79,650**
- 2. Gallons of Treated Waste**
 - 1. Influent Gallons 2,451,157**
 - a. Peak Flow Gallons 95,501**
 - b. Low Flow Gallons 61,427**
 - c. Daily Average Gallons 79,069**
 - 2. Effluent Gallons 2,662,917**
 - a. Peak Flow 111,256**
 - b. Low Flow Gallons 61,678**
 - c. Daily Average Gallons 85,900**
 - e. Waste Sludge Gallons 81,000**
 - 3. Lagoon**
 - a. Influent 83,029**
 - b. Peak Flow 19,241**
 - c. Low Flow 0**
 - b. Daily Average Gallons 2,594**
- 3. Septic Sewage**
 - a. Gallons 42,099**

III. Travel and Trainings

N/A

Family Services
Jason Cross

Family Services Department

January 2017 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee.....4

Muskegon.....1

Total.....5

Open Cases.....48

Total number of Tribal members served in open cases: 84

Total number of descendants served in open cases: 13

Total number of individuals served in open cases: 134

Cases Management:

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

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

Total number living in homes served	20
Total number of Tribal Members living in homes served	8
Total number of descendants living in homes served	7
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	4
Case reviews this month	5
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	5
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amanda McQueen, BA – Family Services Case Manager **Total: 14**
Indian Child Welfare: 14 Juvenile Justice: 0

Total number living in homes served	46
Total number of Tribal Members living in homes served	34
Total number of descendants living in homes served	0
Total number of children living in homes served	1
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	10
Case reviews this month	3
Binojeeuk reviews this month	3
Contacts with outside agencies	77
Contacts with LTBOI departments	13
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	1

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

Total number living in homes served	24
Total number of Tribal Members living in homes served	9
Total number of descendants living in homes served	6
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	0
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amber Shepard, BS- Case Manager Total: 13
Zoongaadiziwin: 8 PaT: 5

Total number living in homes served	40
Total number of Tribal Members living in homes served	29
Total number of descendants living in homes served	0
Total number of children living in homes served	4
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	10
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	1
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	5	Muskegon, Kent
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	117	
<i>Office Visits</i>	50	
<i>Phone Conferences</i>	0	
Meetings	LAADSV Muskegon DV Task Force VS Program Meeting Resiliency Event	Holland Muskegon Muskegon Muskegon
Training	Assessing victim needs	Online

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

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

Departmental Monthly Events & Needs

Meetings:

HSCB – 1/3/2017

Construction Task Force - Every Thursday

Meeting with MDHHS Director – 1/4/2017

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

MCOE 2020 – 1/17/2017

NMHSI – 1/24/2017

WSCC – 1/30/2017

Travel and Trainings:

All staff CPR Training – 1/16/2017

Court

None

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: January 2017

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

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

II. Department Reporting Section

- The Grants Department is expected to undergo a number of changes in 2017. A Grant Director is scheduled to be hired and a new grant writer will be brought on board after the current grant writer retires (still expected to occur in June of 2017). The hiring process is actually moving forward although there are no projections as yet when this will be completed. In addition to the hiring of a Director, it is also anticipated that the Tribe will also bring on another grant writer in FY 2017.
- The Grants Department and Family Services Department still anticipate a grant submission to American Indian and Alaska Native Early Head Start Expansion Program. The NOFA has not yet been issued even though it has been forecasted for a number of months now – this will be an important grant for the new Child and Family Development Center.
- The USDOJ CTAS grant initiative NOFA is out and it was determined that Purpose Area 5 would be addressed (by Family Services). Worked in this direction (off and on) during the month. The title of this initiative is as follows: Violence against Women Discretionary Grants for Indian Tribal Governments. The deadline date is February 28, 2017.
- We received approval for another 3 years of operation of the Elders Meals Program (Title VI). This funding, "Grants for Native Americans and Native American Caregiver Support Program, through the U.S. Administration for Community Living, has a 3-year funding cycle, will begin in April, assuming its award.
- Family Services received the Community Services Block Grant through the Michigan Department of Health and Family Services. This is also for 3 years. This application was more focused on children (in support of the Child and Family Development Center) than it has been in the past.
- LRBOI was also funded by the Michigan Department of Health and Human Services for their "2017 Adult Mental Health Block Grant. This is the initiative whereupon the Inter-Tribal Council of Michigan will act as the fiduciary. This

award will add new “Tele-Psychiatric” services to our existing healthcare delivery system. The Health Department will be administering this program.

- Also in January, had a number of meetings regarding two grant opportunities that were not pursued: one through Be Da Bin and another through Family Services.

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

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

V. Budget Expense Justification: It can be noted that the Grants Department finished FY 2016 well within established budget.

VI. Travel and Training: None scheduled at this time. It appears that there may be some VA training coming up (early spring) that may be important to attend; however this will not be clarified until the related meeting in February. The VA will actually be coming the LRBOI to discuss these particulars.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

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

Date: January 10, 2017

Re: January 2017 Report of Activity – Tribal Health Services

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

January 16, 2017 – Julie Dixon, D.O., Maxine Lipon, D.O., and Don MacDonald, Director of Health Services participated in the Clinic Nurse Selection with the Human Resources Department and an Elder.

January 16, 2017 - Be Da Bin Staff and Chuck Fisher, Grants Writer, met on a Special Project Funding Grant from Indian Health Services, but was not able to pursue this grant at this time.

January 17, 2017 - Don MacDonald, Director of Health Services, and Melissa Jackson, Chief Pharmacist, met with Engineers Todd Scofield and Brian Willoughby from Indian Health Services (Bemidji) to discuss progress on the Pharmacy Project. There was also some general discussion on future Clinic building needs.

January 18, 2017- Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition Meeting.

January 18, 2017 – Don MacDonald, Director of Health Services, and Melissa Jackson, Chief Pharmacist, met with representatives from drug wholesale company McKesson Drugs and Drug Buying Group Epic Pharmacies to explore developing a contract for purchasing pharmaceuticals for the LRBOI Pharmacy.

January 23, 2017 – Julie Dixon, D.O., Maxine Lipon, D.O., and Don MacDonald, Director of Health Services participated in the Clinic Nurse Interviews with the Human Resources Department and an Elder.

January 24, 2017, Dottie Batchelder, Chemical Dependency Counselor, Sujean Drake, Mental Health Counselor, Chuck Fisher, Grants Writer, and Don MacDonald, Tribal Health Director, attended a conference call on possible grant from the State of Michigan through Inter-Tribal Council of Michigan depending with the opioid epidemic.

January 25, 2017-Be Da Bin hosted the QPR Training (Question, Persuade, and Refer) for suicide prevention.

January 30, 2017 – Don MacDonald, Director of Health Services, Melissa Jackson, Chief Pharmacist, Jennifer Turner, Pharmacy Project Consultant participated in a conference call with Hannahville Pottawatomini Leadership to gain seek feedback and ask questions related to their pharmacy development. Hannahville has recently opened a pharmacy for their tribal community and non-native employees (and their families) which is similar to the model LRBOI is pursuing. Hannahville was very helpful and is very willing to provide what assistance that they can.

January 31, 2017 - Don MacDonald, Director of Health Services, Melissa Jackson, Chief Pharmacist, met with representatives from drug wholesale company Cardinal Health and Drug Buying Group Pharmacy Management Partners to explore developing a contract for purchasing pharmaceuticals for the LRBOI Pharmacy.

Teresa Johnson, CHR, assisted with direct patient care in clinic operations due to nursing shortage.

Forest County Potawatomi Insurance Department filed 270 claims on behalf of Little River in the amount of \$58,986.41 for Third Party Revenue generation.

Be Da Bin has been awarded a Mental Health Block Grant from the State of Michigan for the purpose of developing Telehealth psychiatric services to begin on April 1, 2017. Sujean Drake, Mental Health Counselor; Dottie Batchelder, Chemical Dependency Counselor; and Don MacDonald, Tribal Health Director, are in the process of developing this.

Be Da Bin Staff (other meetings/events): Dottie Batchelder, Chemical Dependency Counselor, attended meetings for the Northern Michigan Recovery Residences, Centra Wellness, and Manistee County Substance Education and Awareness (SEA) Committee. Julie Wolfe, Youth Prevention Counselor, lead the Full Moon Ceremony.

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

CLINIC OPERATIONS:

196 patients scheduled

23 patients NO-SHOW to scheduled appointments

-0- patients provided SAME DAY appointments for emergent matters**
47 cancelled appointments
126 patients attending CLINIC PHYSICIAN appointments**
26 patients PHONE TRIAGE**
150 Chart Reviews – notifications to providers requiring action by providers and staff**
51 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JANUARY (Total Patient Volume): 305

Diabetic patients:	40
Flu Vaccines:	13
Injections:	1
Nursing Visits:	3 **
On-site Labs:	99
Off-site Labs:	4

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,883

DIRECT CALLS TO CLINIC OPERATIONS: 436

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 585

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDENCY COUNSELOR:

26 (16) INDIVIDUAL/RECOVERY SUPPORT (10)

175 CLIENT CONTACTS FOR SERVICES

197 COUNSELING HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 208

MENTAL HEALTH COUNSELOR:

20 INDIVIDUAL CLIENTS

61 CLIENT CONTACTS FOR SERVICES

118 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 62

INTAKE WORKER:

10 CLIENT CONTACT HOURS

61 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 10

TRADITIONAL HEALING: 8 INDIVIDUAL CLIENT CONTACTS

No Shows this month: 23

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 10

TRAVEL HOURS: 40

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 10

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$115,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2745

TOTAL PRC PAID IN JANUARY: \$88,661.10

PHARMACY/OTHER: \$44,643.92

DENTAL: \$18,702.50

TOTAL PATIENTS: 262 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 628

TOTAL CLAIMS ENTERED: 431

TOTAL PRC PAID 2017: \$88,661.10

TOTAL EHAP PAID IN JANUARY: \$26,731.66

TOTAL EHAP PAID 2017: \$26,731.66

TOTAL ENROLLED EHAP/LRBOI: 1258

MEDICARE LIKE RATE (MLR) Savings for JANUARY 2017

Claims submitted:	10	\$24,642.36 (total submitted)
		<u>-\$5,430.72 (what we paid)</u>
		\$19,211.64 (total savings)

PATIENT BENEFIT'S COORDINATORS (PBC) JANUARY 2017

Training Webinars for January 2017 – 3

Assisted with benefit applications – 3

Assisted the clinic with Patient Registration – Daily

Spoke with members in person or phone for assistance/questions – 17

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For January 2017

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nichole Daske – Housing Maintenance Technician

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. It has now been approximately two months since EWONAP advised they had completed their Remote Audit. We still have heard from them regarding the results. Yesterday, 2-2-17, they requested a copy of our Conflict of Interest Policy. Michelle Lucas provided me with a copy of it and I forwarded it to them the same day. Hopefully this will complete their monitoring.
- B. On Monday, 1-30-17, I met with Council in a work session to discuss loan information I had received from two of the lending institutions I have been in contact with. After discussion regarding the interest cost and the interest rate Council decided for us to use \$1,700,000 from the Housing Stock Reserve Fund to finance the construction of fair market housing at Aki. We are to develop as many as we can with those funds up to 10 units. Floor plans will be provided by the Commerce Department which are plans they are developing for the Fruitport, MI housing development.
- C. Over the last year the Housing Department has been working with the Housing Commission and the Unified Legal Department to update the Housing Regulations. We believe the process is going well and are clarifying and reducing the grey areas. During January Chapters 1 and 4 were posted for a 30 public comment period. Some of the changes should enable the Housing Department to update our waiting list so they are more accurate as to the needs of the applicants.

- D. During the month the Department performed the following activities.
 - Lease renewals due during the month: 4
 - Leases renewed: 2
 - New leases: 2
 - Annual Inspections: 4
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- E. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 0
 - Amount of Awards made for the Month: 0
 - Total Number of Awards made during the Year: 0
 - Total Amount of Awards for the Year: 0

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 6
- B. Termination Notice(s) issued: 1
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 2

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

- A. LRBOI Housing has 64 rental units in total of which 58 are rented giving us an occupancy rating of 91%. Aki has 57 rental units of which 50 were rented during the month.

We are having difficulty filling three vacant units as applicants are not responding to our requests for information in order to perform the suitability screening. We give them 10 business days to respond before we can move to the next applicant if they do not respond. This ends up being time consuming which we believe proposed changes to the Housing Regulations, if authorized, will help us reduce these problems and resulting delays. If the applicant does not respond we move the applicant to the bottom that list and then move to the next applicant on the list. We have even gone as far as to make inquiries of more than one household at a time in an effort to reduce the time involvement. We are now finding ourselves at the bottom of the list where we have just moved applicants to the bottom that did not respond initially.

We have two vacant ADA rental units with no qualified applicants.

We also are waiting for an appeal hearing on the denial of one household for the short term rental that is vacant.

- B. Aki has 9 low income elder designated rental units and 9 units are rented.
- C. Aki has 2 low income elder ADA designated rental units and 2 are rented.
- D. Aki has 28 low income family rental units and 26 are rented.
- E. Aki has 6 low income family ADA rental units and 4 are rented.
- F. Aki also has 12 fair market rentals and 11 are rented.
- G. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- H. We also have 2 short-term rentals in the City of Manistee and 1 is rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

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

VI. Plans for the Future.

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

VII. Other Information

- A. None.

End of Report
Frank Figgels, Housing Director
February 3, 2017

Attachment: January 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 1-2 Holiday

Date 1-3 Paper work, Time sheets, Deck @ 2690 OC Replaced
Door seal and plunger on Front entrance, Mokege, UNlocked
Door for tenant @ 909 Davis

Date 1-4 Cleaned shop area, organized salt area, cut and painted
Luan for sink Cabinet Base for 2724 OC, Adjusted striker plate and
changed deadbolt hardware @ 2690 OC, cleaned and oiled vent fan
Motor Looked @ Dishwasher, Fridge, washer Called Michele to Call
Appliance Repair tech, @ 2647 OC Continued washing walls @
2654 OC

Date 1-5 Continued wash down + prep @ 2654 OC

Date 1-6 Plowed, salted lots + walks, shoveled and salted
Hndi Cap units Ramps, Continued wash Down + prep @ 2654 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 1-9 Plowed + Salted Lower lot, Plowed upper lot
- Cleaned Drives, Shoveled + Salted HC units
Annual Inspection @ 2690 OC Cleaned Drive in town

Date 1-10 Plowed and Salted Lower Lot, Plowed upper lot
Cleaned Drives, salted walks Cleaned Intown Drive
Continued @ 2654 OC

Date 1-11 2 hr Delay Salted Lots + Drives, checked intown
Drive
Continued @ 2654
Oiled Garage Door Rollers and snaked Plumbing from Washer
to main Drain @ 2695 OC

Date 1-12 Salted Lot and walks, checked intown Drive, fueled
Crew truck, Took ladder + christmas back to shop,
Continued Cleaning / Prep @ 2654 OC

Date 1-13 Salted Lots + walks, took trash out from shop area
Continued @ 2654, Went over Paperwork for 2654 with Chad
for report Picked up paint + Materials for 2654 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 1-16 Continued @ 2654
Started Cuttin Ceiling

Date 1-17 Salted lots and walks + Drives
Continued Painting/Cuttin @ 2654 OC
Move out inspection @ 2648 OC

Date 1-18 Continued cuttin + prep work @ 2654 OC
Rekey 2648 OC

Date 1-19 Continued Cuttin/Paint @ 2654 OC

Date 1-20 Continued Cuttin/Paint @ 2654 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 1-23 Continued @ 2654 OC

Picked up paint + Materials for tenant @ 2694 IC

Date 1-24 Continued @ 2654 OC

Installed Blinds @ 2621 + 2629 OC

Receipts, Went over Work Orders with Michelle

Date 1-25 Continued @ 2654 OC

Picked up Trash cans for new units

Washed Blinds For 2654 OC

Date 1-26 Continued @ 2654 OC

Checked 2665 IC, cleaned Buss out of light, tightened Cabinet Doors
gave Keys + remote to michelle (TWBG) ready to rent

Washed Blinds For 2654 OC

Contacted Lerays Lock for Pavilion Keys

Dropped off Trash Containers, picked up materials @ 2698 + 2621 new units

Date 1-27 Clean + Organize shop area, took trash out

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
No Director
No report submitted

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
January 2017

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Domain level system rebuilds project has commenced begins with EMAIL Server. Domain control server will commence shortly. This is a year-long project.
2. 373 new IT work orders were opened in January 2017 and 359 IT work orders were completed in January 2017.
3. New security policies and compliance reports for I.H.S. point to point.
4. Connect Ayaa Company to government network, provide IT Technical support.
5. Disk space project started with analysis of utilization.

Meetings Held / Attended –

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

Trainings Held / Attended –

Special Tasks / Activities Performed –

Email extraction reports sent to unified legal.

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: February 8, 2017
Re: January 2017 report of activities

Number of tribal members assisted on new issues 97

Number of referrals received 6

Number of continuing cases: 84

Types of legal issues:

Child support	Change of Custody
Probate Estate	Guardian - Adult
Divorce	Real Estate
Paternity	Probate Estate – Out of State
Divorce – Out of State	Adoption
Wills	Beneficiaries
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Intervention into Civil Action
Medical Power of Attorney	Amend Estate Planning Documents
Child Support Arrearages	Parenting Time
Trusts	General Civil
Land Contract	Objection to Ex-Parte Order
Ex-Parte Orders	Landlord –Tenant Issues
Employment	Automobile Insurance
Evictions	Residential Leases
Bankruptcy	Driver's License
Conservator – Adult	Ex-Parte Custody Order
Limited Power of Attorney – minor	Property Tax Foreclosure
Qualified Domestic Relations Order	Harassment
Mortgages	Prescriptions
Transfer of Assets Upon Death	Parental Rights

Garnishment
SSI
Life Insurance
Dissolve LLC
Affidavit of Parentage
Pensions
Tax Exemptions
SSA and Part D
Estate Recovery
Substance Abuse
Jury Trial
Medicaid
Temporary Restraining Order
Agreements
School Transcripts
Reverse Mortgage
Per Capita Payments

Criminal
Conservator – Adult
Disability
Ex-Parte Parenting Time Order
ICWA
Insurance
Separate Maintenance
Unemployment
Abuse – Neglect – Minors
Lady Bird Deeds
Collections
Homestead Exemption
Quit Claim Deed
Amend Power of Attorney
Resignation as Power of Attorney
Change Custody – Out of State

Sample of Work Performed:

Assisted a tribal member obtain an ex-parte order to stop all parenting time between their ex and their minor child when the other parent was unfit to be alone with the minor child

Assisted a tribal member with an adoption of a relative's child

Assisted a tribal member evict a tenant from their rental unit

Assisted a tribal member dissolve their LLC

Assisted a tribal member prepare for a divorce trial where property division was at issue

Assisted a tribal member file a Motion for their ex-spouse to comply with the terms of a Judgment of Divorce

Assisted a tribal member file an Objection to an Ex-Parte Order where the other parent obtained custody of their minor child by lying to the court and refused to allow them to see or even talk to the child

Members Assistance
Jason Cross (Interim)

Members Assistance Department

January 2017 Departmental Report

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

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

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

i. Total expensed \$63,522.58

ii. Budget remaining 7%

iii. 16 total households served with this program.

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

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

i. Total expensed \$55,927.19

ii. Budget remaining 20%

iii. 12 total households served with this program.

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

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

i. Total expensed \$130,496.93

ii. Budget remaining -4%

iii. 23 total households served with this program.

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

2. Food Assistance Program

a. Budget \$45,000

b. Carry over \$16,650

c. Total budget \$61,650

d. Total expensed YTD \$9,600

e. 107% Remaining

f. 52 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
17	3	2	1	11	2	2	5	0	9

3. Rental and Mortgage Assistance Program

a. Total Budget \$30,000

b. Total expensed YTD \$2,121

c. 95% Remaining

d. 11 total households accessing this program to date

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

4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$4,108.61
- c. % Remaining
- d. 28 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	2	2		8			2		7

5. LIHEAP – DHHS Grant Funded Program FY 2017

- a. Total Budget \$148,770
- b. Total expensed to date \$1,985.39
- c. 96% Remaining
- d. 26 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
9	4	1		10	1	1		

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$1,125
- c. 92% Remaining
- d. 8 Elders accessing this program to date

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

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$2,153.87
- c. 91% Remaining
- d. 14 Members accessing this program to date.

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

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$37,046.39
- c. 66% Remaining
- d. 17 members accessed this program

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

9. Bereavement Program

- a. Total Budget \$75,500
- b. Total expensed YTD \$453,000
- c. 83% Remaining
- d. 10 members accessed this program

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

10. Elders Insurance

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

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
73	1	28	2

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
50	33	9	0	20	24	10	8	1	0

13. Office Visits

- a. 52 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- **Managed budgets**
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
- 2016 annual report writing
- Data analysis and data management
- LAS weir research/prep work
- Grant reporting/writing
- Ludington Pump Storage Plant Settlement work (Barry)
- Great Lakes Data entry/work (Ken, Mike)
- Sea Lamprey data exchange preparation (Barry)
- Great Lakes Fisheries Database management (Barry)
- Burbot - Submitted pre-proposal to GLFC (1-12-17)
- Grayling – Submitted pre-proposal to GLFT (1-13-17)
- Inland Consent Decree – Scale aging / fisheries data analysis
- Great Lakes fish data entry and aging assignments

Equipment maintenance/Field Work/Lab Work:

- Lake Trout and Lake Whitefish aging (Ken, Mike, Barry)

- Net tying (Ken, Mike)
- Net preparation (Ken, Mike)
- Cisco net tying and preparation (Ken, Mike)

Meetings/Training/Travel/Conference Calls

- Burbot – Call with MSU (1-5-17)
- Climate Change Grant Meeting (1/6/17)
- NRD Lead Staff Meeting (1/6/17)
- Meeting with Jason about Daycare Facility Aquariums (1/6/17)
- NRD Lead Staff Meeting; SOGL Green Infrastructure Grant Opportunity (1/13/17)
- Manistee LAS Ultrasound training (1/24/2017)
- BIA GLRI Grant Application (1/20/17)
- NRD Lead Staff Meeting; Dept. Hiring and Staffing (1/20/17)
- Fishing Regulations Meeting with Tribal Council (1/24/17)
- Monthly CORA meeting (Barry, Archie) (1/26/17)
- NRD Lead Staff Meeting (1/27/17)
- Meeting with US Forest Service, Sturgeon Weir Project, USFS scoping documents (1/30/17)
- GLFT/SAT Ludington Pump Storage Plant Settlement meeting in Lansing (Barry)
- Lake Michigan Technical Committee Winter meetings (Barry)
- Grayling – Call with GVSU (1-19-17)
- Grayling – Call with MDNR (1-26-17)
- Grayling – Contract and budget review with GVSU
- Inland Consent Decree, Walleye correction factor conference call (1-30-17)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		

Wildlife Program

Ari Cornman - Senior Wildlife Biologist

Robert Sanders - Wildlife Researcher

John Grocholski - Wildlife Technician

Tasks and Accomplishments

- Reviewing and commenting on USFS, NPS, and USFWS actions
- Grant preparation

Administration/Budget/Reports/Data Entry

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

Equipment Maintenance/Field Work/Lab Work

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

Meetings/Training/Travel/Conference Calls

- Planning meetings/calls with GVSU
- Planning for wild rice surveys
- Marten and hare coordination meetings and calls with partners
- NRC meeting
- LCC conference calls
- TWS plenary session planning
- Forestry webinar

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Vacant – Brownfield Specialist

Shaughn Barnett- Water Quality Specialist

Josh Beaulaurier- Aquatic Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Reviewed current work plans
- Climate Change Planning
- Consulted with USEPA on multiple issues including air and water
- Communicated with EPA liaison and PPG Project officer on potential funding issues after Jan 20th
- Reviewed Nestle Water withdraw documents
- Prepared comments on several local environmental issues
- Continued communication with partners on invasive species and wild rice

Meeting/Training/Travel/Conference Calls

- Attended the Northern Michigan Area Committee Meeting on Jan 3, 2017 in TC
- Attended discussions on aquarium and climate change funding
- Phone Consultation with USEPA on Michigan's 303d list on Jan 9th, 2017
- Sustain our Great Lakes Funding Opportunity Webinar on Jan 10, 2017
- Hinton Creek road stream crossing discussion meeting in Cadillac on 1/18
- ISB conference call on 1/19
- TAS for Air 105 on 1/19
- 1/24 call with Air division of USEPA on Air Funding for FY17/FY18

Brownfield Program

*Little River Band of Ottawa Indians – Natural Resource Department January
Monthly Report 2017*

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

Administration/Budget/Reports/Data Entry

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

Water Program (106 and 319)

Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.
- Completed draft of 106 Final Report for USEPA
- Completed Road-Stream Crossing ArcGIS Maps for Pine Creek Watersheds
- Reviewed USFS 1st Quarter SOPA Report
- Installed seat covers in EPA Jeep
- Completed Agricultural Maps for Big Manistee Watershed and Subwatersheds
- Drafted comment letter for proposed ruling on Great Lakes CSOs
- Acquired price quotes on flow meters for water quality sampling
- Submission of 2017 QAPP draft to USEPA

Field Work and Equipment Maintenance

- Ordered bottles for February water quality sampling
- Sent Marsh-McBirney flow meters to HACH for routine maintenance
- Sent Hydrolab 4a to HACH for routine maintenance
- Ordered calibration fluids for Hydrolabs 4a and 5.

Meeting/Training/Travel/Conference Calls

- Jan. 9: Phone consultation with USEPA on 303d list - NRD
- Jan. 17: Discussion on Hinton Creek RSX - NRD
- Jan. 18: Hinton Creek RSX Meeting – Wexford Road Commission Office-Boon, MI
- Jan 18: Environmental Staff Meeting - NRD
- Jan. 26: Phone consultation with USEPA on Great Lakes Combined Sewage Overflows (NRD)
- Jan. 30: Pine River Watershed Meeting – Cadillac, MI

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Managed Budget and Reviewed R&E
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Submitted Quarterly Report to USEPA – 1/11
- Received Notification of Selection to Apply for FY 2017 Tribal Air Funding – 1/19
- CAA 103 Funding negotiation call with USEPA – 1/24

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 1/9 and 1/20
- Completed PM 2.5, Monthly Maintenance & QC – 1/9 and 1/20
- Completed PM 2.5, Quarterly Maintenance & QC – NA
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – 11/14/16
- Installed new set of PM 2.5 filters – 1/13
- Sent collected PM 2.5 filter samples to MDEQ – 1/3, 1/9 and 1/23

Meeting/Training/Travel/Conference Calls

- Attended USEPA NAAQS 101 Webinar – 1/19
- Participated in Monthly State, Local, and Tribal Conference Call – 1/25
- Participated in Monthly Region 5 Tribal Air Conference Call – 1/26
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 1/26
- Delivered and picked up air monitoring equipment in Lansing – 1/31

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Completed database entry for 2016 field data
- Updated work plan for 2017

Field Work and Equipment Maintenance

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

Meeting/Training/Travel/Conference Calls

Attended State-Tribes Wild Rice Meeting on January 31, 2017 in Roscommon MI.

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

January 2017

Meetings/Conferences/Trainings

- On January 5, 2017, I attended a progress meeting on the Early Childhood Development Day Care Center. The meeting was conducted by Dennis Fedorinchik of Hallmark Construction. Construction is proceeding on schedule with most outstanding issues addressed by Steve Feringa of Stoney Pointe Studios—the project architect.
- On January 23, 2017, I attended the Agenda Review meeting of Tribal Council to discuss the request for a resolution approving an addition to our BIA Road Inventory by adding an entrance drive and parking lot for the new Early Childhood Development Day Care Center. Tribal Council approved the resolution at their January 25 meeting and the resolution and updates were subsequently submitted to the BIA Roads Program.
- On January 24, 2017, I attended an Executive Committee meeting of the Manistee County Community Foundation.
- On January 30, I attended the Agenda Review meeting of the Tribal Council to discuss two items scheduled for the February 1, 2017 meeting. The first was an appropriation of Tribal funding for Phase 1 of the Gathering Grounds improvements scheduled for the spring/summer of 2017. The second was a request for a resolution granting an easement and right-of-way to the Bureau of Indian Affairs for the Gathering Grounds roads and parking lot. This is necessary because the entire parcel for the Gathering Grounds is held in trust by the Federal government. The BIA will, in turn, grant an easement and right-of-way back to the Tribal Roads Department (me) so that work can be done on the Gathering Grounds improvements this year.
- During the month of January 2017, I attended meetings of the Construction Task Force on the following dates: January 5, 12 & 19, 2017.

Activities/Accomplishments/Updates

- On January 4, 2017, I applied for and received the MDOT Annual Construction Permit for necessary work in the state highway right-of-way. The permit is good for all of 2017 and allows us to perform work in the state right-of-way that borders Tribal property. This is necessary primarily for any maintenance and operational work that needs to be performed on the water line along M-22.
- The planned road projects for 2017 are all progressing nicely, and I have the following updates:
 - Gathering Grounds Improvements-Phase 1: Easement and right-of-way will be applied for from the BIA once approved by Tribal Council on February 1. Tribal Council will also be approving the non-BIA-funded portion of the budget with an appropriation on February 1. We will be bidding out the work to contractors in February/March and hope to begin work in April. The goal will be to have construction completed by late June. If that is not possible, the project may be delayed until late August/early September to avoid conflicting with scheduled summer activities.
 - US-31 & M-22 Intersection Safety Realignment Project: A kickoff meeting was held via Skype on January 12 with MDOT and other parties to discuss the various aspects of the project. The design and construction plans have been submitted for review and approval. The goal is to have all required permitting and approvals in place by mid-

March, with construction bids in by early April. Actual construction should begin in April with the goal for construction being complete by late June, prior to the Pow Wow.

- Suida-Kott Road Project: Draft MOA between the Manistee County Road Commission and LRBOI has been drafted with a final version scheduled to be approved by both the Road Commission and LRBOI Tribal Council on February 8, 2017. The Tribe's anticipated contribution to the project is \$150,000. The Road Commission anticipates construction will begin in June or July of this year—subject to approval by MDOT.
- Harvey Street Reconstruction Project: The plans for the project have been completed and submitted to MDOT. The environmental clearance report has also been submitted to MDOT. All applicable permit applications are still pending, but approval is anticipated. The City of Norton Shores is still waiting to hear from MDOT regarding a bid letting and construction schedule. There is no timetable for that happening, but it is anticipated they will not have to wait too long. They are confident that construction will be completed by the end of summer 2017.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	3
Assist Motorist	
Assist Other Agency	7
City Assist	4
County Assist	6
Medical Assist	4
MSP Assist	1
Other Calls for Service	2
Property Checks	1196
Suspicious Person	
Suspicious Situation	6
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	
Accidents	7
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	5
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	2
Civil Process (Paper Service)	9
PPO Served	1
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	2
Assault	
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	1
Disorderly	1
Domestic Disturbance	2
Drive-Off	
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	4
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	7
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

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

479

304

1

7

19.5

100

2

3

51

51

5044

Training/Travel

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

Administrative Hours	69
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	2
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	268
Joint Patrol(s)	
Marine Time	
Meeting(s)	4
Meeting Hours	11
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1670
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

January 12, 2017 Sgt Robles attended CORA LEC meeting in Harbor Springs, MI
January 26, 2017 Sgt Robles attended CORA board meeting in Gaylord, MI

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
January

Administrative Hours	176	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	2	
Assist Hours	0.75	
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Orgininal Hours		
Complaints		
Contacts	6	
Court		
Court Hours		
Follow-up(s)	1	
Follow-up Hours	1	
Federal Citation(s)		
Hours Worked	171.5	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	36	
Snowmobile Patrol Hours		
Training(s)	1	
Training Hours	8	
Vehicle Mileage		
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

January 24, 2017 Officer Johnson-Cook attended TAC training in Kalamazoo, MI.

Education Department

Yvonne Parsons, Education Programs Coordinator

January 2017 Department Report

I. Department Overview

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

II. Department reporting section

- **Higher Education Scholarship:** 48 Higher Education Scholarships were processed for January, 2017. Total awards were \$107,144.50 providing assistance to 21 university students and 27 community college students. 34 students are women and 14 are men.
- **College Book Stipend:** 94 book stipends were awarded during the month of January totaling \$39,500. 7 for being enrolled in 1-3 credits, 27 for being enrolled in 4-8 credits, and 60 students received stipends for being enrolled in 9 or more credits.
- **LRBOI Student Services-** registrations are delayed until February, but 1 students received assistance with senior expenses totaling \$121.85, and two for activities totaling \$200. Began planning a midwinter craft fun day for kids to be held in February
- **Educational Advancement Fund-** 1 awards totaling \$300

Meetings Attended:

Jan 12- Entrepreneur's Club Planning session, Yvonne Parsons and Debra Davis attended

Jan 30 Confederation of Michigan Tribal Education Directors (CMTED) Meeting Part 1, Yvonne Parsons attended

Jan 30 Michigan Department of Education Consultation with Tribes regarding the state's Every Student Succeeds Act plan, Yvonne Parsons attended

Jan 31 CMTED Meeting Part 2

Budget Expense Justification

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

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: January 2017

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 5 Certificates of Exemption for Resident Tribal Members (5 Vehicles)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 4 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, the Tax Agreement boundary lines, tax preparation services, Concessionaire's licenses, the Certificate of Exemption process for vehicles, motor fuel tax increase by the State of Michigan, tribal member discount at the Little River Trading Post, and the Sales and Use Tax Credit Form 4013
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, erroneous discounts, incorrect fuel discounts, etc. for a total of 480 corrections and 2,430 receipts processed and completed by the Tax Office in January
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled December Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 17 Tribal Concessionaire's Tax Licenses; 3 for entertainers at the Little River Casino Resort, 2 qualified exempt fundraisers, 2 for vendors on Tribal property, and 10 blank licenses to the Casino Resort for emergencies involving vendors onsite needing a license and the Tax Office is closed due to the weekend
13. Monitored outstanding tax assessments; issued 1 Motor Fuel Tax warning and 4 cigarette over-limit warnings
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories

15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
16. Prepared December 2016 monthly department report
17. Processed 0 Tribal Michigan W-4 Withholding Exemption forms for employees; requested from Human Resources a 3rd and 4th quarter review of employees claiming state tax exemption for verification of RTM status
18. Processed 88 address changes/reviews from Enrollment for RTM status updates
19. Processed 15 RTM status and/or address changes
20. Processed and updated 7 RTM statuses and Proofs of Residency that were received
21. Prepared and mailed 10 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
25. Prepared month-end tax reports for December 2016
26. Processed 2 Venue Reports to the State of Michigan
27. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
28. Updated motor fuel discount schedule for February 2017 and provided it to the Trading Post
29. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
30. Issued 2 annual Tax Licenses for 2017
31. Prepared and mailed 276 Resident Tribal Member Sales and Use Tax Credit forms and letters for tax purposes
32. Reviewed and provided feedback on the revised Employee Manual
33. Packed up and put the 3rd and 4th quarters of 2016 motor fuel logs and cigarette logs into storage.
34. Worked with the Little River Casino Resort to update the Certificates of Exemption and Letter of Authorization for 2017
35. Followed up with Public Safety and Natural Resources department regarding marina motor fuel used in order to claim Federal Excise Tax refund, but no marina fuel was used in 2016
36. Reviewed cigarette logs for purchases by a tribal member claiming they did not get their discount, but did not find any non-discounted purchases
37. Contacted Blarney Castle regarding a discrepancy in invoices and gallons of motor fuel delivered to the Trading Post
38. Worked with appropriate staff regarding the licensing of vendors for the Round Dance in February
39. Prepared an explanation of the motor fuel tax increase by the State of Michigan along with how the tribal discount is calculated so that it could be posted for tribal members to understand that they are receiving a higher discount due to the fuel tax increase

40. Researched tax exemptions for tribal members regarding healthcare and financial hardships
41. Calculated and completed the motor fuel inventory report for the State of Michigan regarding the Trading Post fuel inventory and the increase and motor fuel tax

Meetings attended this month:

1. Met with the Tribal Council and Controller on January 16, 2017 for a work session to discuss the motor fuel tax increase by the State of Michigan and the process of how tribal members receive the discount.

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 16 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps.
2. Gave presentations at Foster Elementary School in Ludington.
3. Met with the Election Board regarding the Newsletter.
4. Continued to care for remains of ancestors until reburial can be scheduled.
5. Continued work on revision of the Employee Manual (Reg. 600).
6. Attended the quarterly meeting of the Michigan Anishinaabek Cultural Preservation & Repatriation Alliance in Sault Ste. Marie.

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

Tribal Historic Preservation Coordinator accomplished the following

- 1) Supplied Tribal members with CD's & Our People Our Journey
- 2) Began preparations for the Spring fire
- 3) Began preparations for the Language camp with Kenny
- 4) Became the point man for the Native Love Round Dance
- 5) Created flyers for both the language camp and the spring fire
- 6) Coordinated with De-Ahna Lewis to put the Native Luv round dance back on

The Language Coordinator accomplished the following during this month:

1. Helped Ogema Romanelli on project where language was needed "Gdinimikaagoom" "We greet you (p) in a good way".
2. Wrote an article for currents and RRN about results of Anishinaabemdaa" Face Book page.
Researched more about stop sign project.
3. Attended QPR training about suicide prevention.
4. Attended the monthly suicide coalition meeting.
5. Produced, recorded and posted lessons for the face book page every week.
6. Began to coordinate presentations for this year's language camp.
7. Classes with Elders on Mondays at noon.
8. Classes with LRB employees on Tuesday mornings.
9. Classes with LRB employees on Friday mornings.
10. Produced and updated lessons for all classes.
11. Responded to calls/ Emails/notifications about language, culture, camp, CD ROM's, website, face book page.

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

1. Position vacant.

The Audio-Videographer accomplished the following during the month:

1. Transferred from archival tapes and hard drives for posterity and convenience of accessing footage should it be needed in the future.
2. Researched changes to Ustream and how old Endaaying online video language lessons can be integrated with the redesigned language website Anishinaabemdaa.com.

3. Managed storage space on video work station in order to accommodate new footage and photographs
4. Researched a Sony RAW file (digital equivalent of a film photograph) because my current software does not support the format on any platform. An OS upgrade may obsolete other software.
5. Photographed the Elders Christmas Party
6. Edited and uploaded photographs from the Elders Christmas party / election to be published in the Currents.
7. Duplicated video from Bedabin's nDigiDreams workshop.
8. Worked on pre-production and scripts for the Anishinaabemowin and culture video collaboration with the language coordinator.
9. Worked on a new tapeless workflow implementing a DSLR camera that has video capabilities that does not rely on cloud storage
10. Continued to practice shooting with the mirrorless camera and familiarize myself with the controls and different modes in different lighting situations
11. Started cross training the Historic preservation coordinator on taking photos with the professional camera for times I am not available.
12. Created a new lighting scene in the studio for new chroma key productions.
13. Produced three Anishinaabemowin video lessons with the language coordinator.
14. Edited one of the fore mentioned videos for publishing before the holiday break and forwarded it to the Language Coordinator.

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.