

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

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

We respectfully submit the January 2018 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
January, 2018

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

January, 2018 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2018 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2018 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

- 1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
- 2. Investment management.
- 3. Continued improvement in financial reporting to the Tribe.
- 4. Analysis of the 2018 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

- 1. Completion of the 2017 audit and filing with the appropriate agencies.
- 2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
- 3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
- 4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
- 5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
- 6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2014. Work is in process on the 2015 – 2017 Indirect Cost Proposals.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2019 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2016 audit took place May 15 - 23, 2017. 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, 2016, has been issued to the Tribe with an Audit opinion date of August 18, 2017. The audit presentation took place Tuesday, August 29, at 1:00pm, 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 before the September 30, 2017, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI (10) Homes, Odeno - Fruitport Housing Project and Gathering Grounds. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of January.***
 - i. ***US 31 Sewer Extension Project: Complete- Waiting on As Build's***
 - ii. ***Odeno-Fruitport Housing- None***
 - iii. ***2017- AKI 10 - \$86,400.00***
 - iv. ***Gathering Grounds - None***
2. ***Cash Receipts; Daily cash receipts totaled for the month of January, were, \$319,814.44 the General Fund Operating Account had a total of (178) receipts. Yearend review and filing update.***
3. ***Lead Facilitator –: Working through transition, as position has changed ongoing updates and review of concerns working with current lead, as there were several items that were in active action being considered.***
4. ***Judgment Trust Account: Final stages of this program information, should be concluding. No Change. This should be final, as I have no information on the status.***
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. ***1099MISC. – 2017 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2017. Sent the 1099MISC for the Per Capita Company and the Vendors. Sent the vendor file to the IRS Fire web site.***
7. ***Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.***

8. ***BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.***
9. ***Tribal Financial Statement Requirements: Due by the 8th of the month.***
 1. *Cash Deposits*
 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
 3. *Utilities report – current payments – monthly report of payments.*

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Construction Task Force –Weekly Meeting - Thursday - review, US 31 Sewer Extension, Odeno – Fruitport Housing Project, AKI (10) Homes, Gathering Grounds.

Other Meetings

- ***Odeno–meeting w/CFO, Controller***
- ***Finance – Assets, LRH***
- ***Accounting – Audit Review***

Duties and Accomplishments –

1. Reconcile 14 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. AP including tax payments for Trading Post
6. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
7. Void Stale dated checks
8. Positive Pay
9. Warriors Society Banking

Meetings Held / Attended – Casino Meeting – Trading Post

Trainings Held / Attended –

Special Tasks / Activities Performed – W-2s, 1099s

Upcoming Projects / Tasks – Audit

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 Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received two modifications for the following grants: 2017 BIA Self Governance additional funding in the amount of \$444,459 and IHS TM Well & Septic additional funding in the amount of \$12,000. 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. *Tribe received two new grants: 2018 BIA Self Governance Compact for the time period of 1/1/18-12/31/18 in the amount of \$138,701 and 2018 IHS Self Governance Compact for the time period of 1/1/18-12/31/18 in the amount of \$802,754. Grant Program booklets were created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. The 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 copies of these new award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
13. *Changed the password in the following systems that needs to be done every 90 days: FPRS Food Commodities system, Payment Management system for the "G" and "B" accounts, SAM system and the LOCCS system.*
14. *Prepared and submitted the paperwork for a refund that needed to go to the Child & Development Foundation Kellogg Foundation that they advanced to the Tribe but we didn't spending it all so we had to refund back \$304.77.*

15. Prepared and submitted the paperwork for a refund that needed to go to the State for the 1st year of funding on the MDHHS Child Abuse & Neglect grant that they advanced to the Tribe but we didn't spending it all so we had to Refund \$1,312.00.
16. Prepared a payment request in the amount of \$101,434.35 on the HIHS TM Well & Septic project #BE-16-J72.
17. Steve filled out the annual subrecipient questionnaire that needed to be completed for egrams then I uploaded it into egrams.
18. Worked with the Grant Writer on the grant process that we have and answered questions on a number of things, helped with contacts internally and federal and state levels, gave him access to the shared grant folder so he could be aware of the grants we have and have had, guided him on the submission of two grants to Inter-Tribal Council.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Don MacDonald, Keith Jacque and Dale Magoon weekly.
4. Meet with Don MacDonald a few times each week.
5. Meet with Jason Cross a few time a week.
6. Attended Lead meetings with Jay, Bill, Larry and Mary on 1/2/18, 1/9/18, 1/16/18, 1/23/18 and 1/30/18.
7. Several times a day have conversations with Lyle Dorr (Grant Writer).
8. Met with Frank Beaver, Archie and Bill on 1/9/18.
9. Attended work sessions with TC, Keith, Don, Gina, Janice and Rebecca on 1/15/18 and 1/30/18.
10. Met with Keith, Don, Dale, Gina and Janice on 1/26/18.
11. Met with Larry, Don, Bill and Jay on 1/17/18.
12. Met with Larry, Jason and Jay on 1/17/18.
13. Attended work session with TC, Jason, Rebecca on 1/23/18.
14. Met with Larry, Don and Jay on 1/31/18.

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

*The Auditors will be here for a few days in February and will begin the audit Prep for 2017.

PAYROLL

Duties and Accomplishments –

1. Processed 420 payroll vouchers/checks trough ADP.
2. Verified 51 PAF's this month which included new 5 employee(s), and 8 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 1/5 and 1/19.
4. Verified 401k contribution file totals, uploaded to John Hancock online.

5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
7. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.

Meetings Held / Attended –

1. 1/8 – Call with Christina to discuss the year-end carryover adjustments for PTO that did not process with the first payroll of 2018.

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. Training of Payroll Clerk.
6. Processed PTO adjustments for employees who worked during the closure time granted by the Ogema.
7. Prepared and filed Annual form 945 and 945-A for withholding on 2017 per cap payments.
8. Created an import file and uploaded into ADP to update Health and Dental premiums for 2018.
9. Worked with Christina from ADP to get year-end carryover adjustments processed for PTO as they did not process as they should have.
10. Final review of 2017 W-2's and related data.

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. Updating quick reference guide for payroll as necessary.
4. Training payroll Clerk for ADP payroll processing.
5. Updating bi-annual certifications of personnel costs as necessary.

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
3. Create an import file to be uploaded into ADP for February with updated Health premiums effective 2/1/18.
4. Determine member eligibility for April 1st per capita distribution to be used for payment calculation.

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 –

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

2. Updating W9 info for accounting IRS audit TIN/name issues

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. 1/3 Met with Nichols Sales Rep.
2. 1/3-1/4 coordinated quote for roof and miscellaneous repairs needed to Gaming Building.
3. 1/8 Work session with Tribal Council. Updating Tribal Council's purchasing authorization levels.
4. 1/8 -1/15 put out RFP for refrigerated van for Commodities. Put together agenda packet.
5. 1/8 submitted billing dispute on three credit card transactions with MPS Outfitters. After confirming with CFO, order was canceled order with company and ordering department notified that we should no longer do business with company.
6. 1/9 updated travel forms to reflect 2018 per diem rate for the use of privately owned vehicles while on official business.
7. 1/9 reset password, researched mapping, and ran credit card statements for Gaming.
8. 1/18 meeting with AB Dick Rep.
9. 1/22 obtained quote for desk for Surveillance.
10. 1/22 obtained quotes for custom license plates for Veterans Department.
11. 1/22 scheduled/organized delivery of new vehicle for Public Safety.
12. 1/24 obtained additional two quotes to remove and replace membrane roof over Gaming Commission portion of building.
13. 1/29 put together spread sheet on copy machines, containing, model, serial number, id, location, purchase date and cost. Sheet used to compare the cost of purchase verses leasing machines.
14. 1/29-30 obtained quotes for copier that will be used for printing the Currents.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 253 packages.
2. Issued 134 receiving reports.
3. Returned 2 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) Completed and submitted FY2015 Indirect Cost Proposal

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Initiated work on FY2016 Indirect Cost Proposal.

Expenditures Update

Total year to date expenditures for the Finance Division for January, 2018, are \$104,273, compared to an annual budget of \$1,216,991. Total expenses for the Finance Division for year to date January, 2018, represented 8% of the total annual budget.

Commodities
Ken LaHaye

Department: Food Distribution Program

Ken LaHaye and Meanie Ceplina /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:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Submitted newsletter and department report

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye and Melanie filled food orders

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

Ken LaHaye ordered food for warehouse for December

Ken and Melanie cleaned and reorganized office

Melanie created a rights and responsibilities packet for clients

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken LaHaye attended QTR phone conference with USDA

Ken LaHaye and Melanie toured LTTB food distribution facility

Ken LaHaye attended work session to discuss delivery van

Ken LaHaye and Melanie re-structured warehouse

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

January 2018 Department Report

I. Department Overview

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

II. Department reporting section

- **Higher Education Scholarship: 43 Higher Education Scholarships were processed for January, 2018. Total awards were \$97687 providing assistance to 18 university students and 25 community college students. 28 students are women and 15 are men.**
- **College Book Stipend: 84 book stipends were awarded during the month of January totaling \$36,400. 6 for being enrolled in 1-3 credits, 19 for being enrolled in 4-8 credits, and 59 students received stipends for being enrolled in 9 or more credits.**
- **LRBOI Student Services- Preparation for mailing Student Services Registration for 403 students, including preparing and printing updated forms, instructions, self-addressed, stamped return envelopes for parents to return the forms, requesting labels and stuffing envelopes. Registration forms will go out in February with April deadline for all participants, for registration and 2017 receipts. 2 students have requested 12th grade computer totaling \$2000 and 1 student has requested senior expenses for senior pictures totaling \$188.34**
- **Vocational Assistance Award. 2 applications received and students qualify. One student will not begin his class until March and has requested the funding wait until then. The second application was processed and award check mailed, but student is possibly withdrawing from the program so the school has not cashed the check and will return it if the student withdraws, and will notify us if she proceeds**

Miscellaneous: This month has been busy. In addition to the normal calls and emails and requests regarding scholarships, book stipends, school receipts, wrong addresses, missing documentation submitted with applications, preparing for the Student Services Mailing and doing check requests, we have also been planning and preparing for

activities which are to be funded through Natural Resources grant funds. In February a shawl making class will be held in Muskegon, limited to 12 participants, currently 9 have registered. Will meet two Saturdays in February and one in March. Snowshoe weaving class is planned for March 16-17, Debra Davis, Santana Aker, and Yvonne Parsons will be instructing. In addition we are planning an Earth Day art activity and have begun collecting plastic water bottles for a multi-day art project and Earth Day temporary installation of the completed artwork for viewing. We have also begun the planning for one Indian Village Camp which will be held, tentatively in mid July, working with Courts and Natural Resources. We met with the Tribal Council members working on a Cultural group project and are assisting with Snowsnake and the Round Dance to be held in February. In addition to working on Student Services Registration, the Youth Assistant began working on data collection plans regarding tribal students in Michigan school districts, which schools have Title programs, and other funding, to help in building a database to be able to share with other Michigan tribes as well as Michigan Department of Education. Planning began in January. The Youth Assistant also provides continual assistance to tribal members who stop by the Muskegon office for a variety of tribal programs.

Meetings Attended:

Jan 10- Cultural Meeting Tribal Council Offices with Diane Lonn, Ron Pete, and Gary DiPiazza, Yvonne Parsons and Debra Davis attended from Education

Jan 17- Second Cultural Meeting Entrepreneur's Club Planning session, Yvonne Parsons and Debra Davis attended

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2018 Education Department budget

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

January Monthly Report - 2018

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

To assist all tribal members, as needed in terms of address changes, bereavement forms, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal 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

Duties Performed

- Mailed out: 10 Applications forms for people seeking membership
- Mailed out: 23 Address change forms
- Created 15 New and Replacement Ids from 01/01/2018 through 01/31/2018
- 665 Addresses changed from 01/01/2018 through 01/31/2018
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0

- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 8 Applications received since 01/01/2018
- List Request of membership: Tax Officer, Member's Assistance, Public Information, Education, Elder's Committee, Prosecutor
- Label Request of Membership: Public Information, Clinic, Education, Election Board-2
- Tribal Members Label/List or Statistical Request: 0
- Statistical Requests: 0
- Department Verifications:
 1. Prosecutor 26
 2. Members Assistance 51
 3. Purchased and Referred Care 66
 4. Family Services 9
 5. Casino 6
 6. Commodities 21
 7. Natural Resources 1
 8. Election Board 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 4 Members passed away for the Burial Fund Money
- Sent out 3 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 3 Tuition Waiver Verifications
- 414 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Meeting with Prosecutor's (ICWA)-January 15th
- Final Work Session with Tribal Council on the Enrollment Ordinance-January 22nd
- Staffing Issue-Ogema/HR/Lead/Unified Legal-January 25th
- Council Meeting –Enrollment Ordinance approval-January 31st

- Total Membership: 4,229
- Total number of Elders: 1,305
- Total number of Adults (18-54): 2,530
- Total number of Minors (0-17): 394
- Total Tribal Members living in:
 - 9 County Area: 1,755
 - Outside 9 County Area: 2,382
 - Michigan: 2,767
 - Outside Michigan: 1,370
 - Undeliverable Addresses: 92

Family Services
Jason Cross

Family Services Department

January 2018 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	1
Muskegon	1
Mason	0
Lake	1
Wexford	0
Kent	1
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	1
Total	5

Open Cases.....25

Total number of Tribal members served in open cases: 27

Total number of descendants served in open cases: 4

Total number of individuals served in open cases: 37

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.

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	2	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	0	0	0	0	1	0	0	0	0	0
Sandra DeVerney Open Cases	5	1	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	0	0	1	0	0	0	0	0	0	1
Stephanie Persenaire Intakes	0	0	1	1	0	0	0	0	0	1
Stephanie Persenaire Open Cases	1	3	0	0	0	0	0	0	0	4
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	1
Amanda McQueen Intakes	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Open Cases	0	0	0	0	0	0	0	0	0	0
Worker Monthly Totals	8	4	2	1	1	0	0	0	0	7

Sandra DeVerney - Case Management

Total number living in homes served	8	1	0	0	1	0	0	0	0	0
Total number of Tribal Citizens living in homes served	6	1	0	0	1	0	0	0	0	0
Total number of descendants living in homes served	1	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	1	0	0	0	0	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	0	0	0	0	0	0
Home Visits	0	0	0	0	0	0	0	0	0	0
Case Reviews	0	0	0	0	0	0	0	0	0	0
Binojeuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	5	2	0	0	3	0	0	0	0	0
Contacts with LRBOI departments	3	3	0	0	2	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	24	7	0	0	7	0	0	0	0	0

Stephanie Persenaire - Case Management

Total number living in homes served	3	10	0	0	0	0	0	0	0	6
Total number of Tribal Citizens living in homes served	1	3	0	0	0	0	0	0	0	4
Total number of descendants living in homes served	0	1	0	0	0	0	0	0	0	0
Total number of children living in homes served	1	3	0	0	0	0	0	0	0	4
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	4
Child Abuse/Neglect	1	3	0	0	0	0	0	0	0	4
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	1	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	4
Alternative placement	1	3	0	0	0	0	0	0	0	0
Court appearances	3	1	0	0	0	0	0	0	0	0
Home Visits	5	3	0	0	0	0	0	0	0	0
Case Reviews	3	0	0	0	0	0	0	0	0	0
Binojeuk	1	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	14	8	4	0	0	0	0	0	0	0
Contacts with LRBOI departments	6	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	40	35	4	0	0	0	0	0	0	26

Amanda McQueen - Case Management

Total number living in homes served	0	0	0	5	2	0	0	0	0	14
Total number of Tribal Citizens living in homes served	0	0	0	1	2	0	0	0	0	4
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	0	0	3	1	0	0	0	0	10
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	1	1	0	0	0	0	4
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	1	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	1	0	0	0	0	0	2
Alternative placement	0	0	0	0	0	0	0	0	0	2
Court appearances	0	0	0	0	1	0	0	0	0	1
Home Visits	0	0	0	1	0	0	0	0	0	2
Case Reviews	0	0	0	1	1	0	0	0	0	3
Binojeuk	0	0	0	1	1	0	0	0	0	2
Contacts with outside agencies	0	0	0	7	4	0	0	0	0	20
Contacts with LRBOI departments	0	0	0	4	2	0	0	0	0	10
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	0	0	0	25	16	0	0	0	0	74

**LRBOI Victim Services Program Jan. 2018
Monthly Summary**

➤ **Advocacy/Case Management**

- Current Open Cases: (2) New Intake(s), (2) Cases closed, (8) Current Open Cases (includes the new cases)
 - Provided: utilities, ed. material, transportation, legal assistance, judicial advocacy, referrals to community resources, and rental assistance.
- Attended (0) court hearing
- Had (5) client face to face meetings

➤ **Collaboration Efforts**

- Manistee DVSART meeting 1/8
- LRBOI VSP TF meeting 1/9
- Traverse City ALPACT meeting 1/19

➤ **Travel & Training**

- Broadening Our Perspective to Include the Native LGBTQ+/Two-Spirit Community into Victim Services Training 1/23-1/24

➤ **Outreach/Education**

- Resource table at Youth Armory (volunteer worked it) 1/19

➤ **Grants**

- Submitted VOCA #4280 Quarterly Report 1/11
- Submitted OVW 2014-TW-AX-0025 Semi-Annual Report 1/12
- Submitted OVW Transitional Housing Policy 1/29
- Submitted OVW Emergency Financial Assistance Policy 1/31
- Submitted OVW 2017-TW-AX-0078 Semi-Annual Report 1/31

- ❖ New Muskegon Victim Advocate started on 1/15

Next Generation Learning Center

Enrollment Statistics:

95 Children are currently enrolled and “active” within NGLC at either a full time or part time capacity.

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	17	8	10	3	2	4
Toddler Classroom (2-3 years old)	22	10	12	5	5	5
Maple Preschool	22	11	11	3	1	2
Cedar Preschool	18	14	4	2	2	2
School Age (5-12 years)	19	*0 School is in session	19	7	2	5
Totals	98					
Percentages		44%	57%	20%	12%	18%

5 Families have received full time employment since the opening of NGLC	22 Children are receiving Child Development and Care Subsidy (CDC) from MDE	2 children have received a Childcare scholarship from Great Start Collaborative of Manistee Co. 2 children are receiving a scholarship from an anonymous donor
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Current Center Happenings:

- Michigan Works will begin to be within the center on a weekly basis as a satellite location
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Monday morning
- MSU Extension works with Preschools on Tuesday and Thursdays to teach healthy eating habits-NWMHSI tooth fairy will be visiting 2 days in February for Oral Health Month
- Our Great Start to Readiness Program (GSRP) Program was awarded another 2 slots-which allows for another child to attend our program full time at a minimal cost to the family.
- Our Parent Advisory Committee is fully assembled and has started to plan events for the center
- Holly will begin to write weekly articles for the Manistee Advocate Newspaper to educate the community more about the philosophy of NGLC
- We were able to enroll children during the months of December-January and have decreased our wait list to 22 children.
- 8 children currently receive Early On (early intervention special education) or MISD special education services while attending NGLC-2 children receive ABA Therapy for Children with Autism.
- Our Great Start to Quality Early Childhood Consultant, Paris has started weekly visits within the center.
- 2 WSCC students have begun their practicum within the center, multiple students are in on a weekly basis to observe classrooms.

Departmental Monthly Events & Needs

Meetings:

HSCB – 1/2/2018

Tribal Social Service Directors meeting – 1/8/2018

Tribal State DHHS forum – 1/9/18

Tribal State Partnership meeting – 1/10/18

Betsie Valley Community meeting – 1/15/18

Michigan Works! – 1/24/2018

Travel and Trainings:

Court

LRBOI – 1

Mason County - 1

Washtenaw County – 1

Muskegon County - 1

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Lyle Dorr

Grants Department Monthly Report

January 2018

Lyle Dorr, Grant Writer

Department Grant Work

Week 1: Chuck Fischer took me around to the various departments and introduced me to the leaders throughout the Tribe in an effort to orient me to operations, governmental structure and keep people involved with garnering grants. He filled me in on the status of current applications pending and what funding opportunities to be looking for in the new future.

Week 2: I was getting established in my new office, now located on the first floor within the Accounting Dept. It became quickly apparent that the Chuck's computer needed to be updated to the newest versions of Windows, Office and Adobe Acrobat in order to more effectively access grant information (complete document conversions) and not duplicate work already done. Everyone was very helpful in making this happen fairly quickly from Purchasing to IT given the approval process required.

- At the end of the week, I was working with Be-Da-Bin on understanding the carryover funds for the Suicide Prevention program and the Opioid Prevention dollars for 2016-2017 that were not spent.
- Assisted with a policy for Be-Da-Bin transportation funds accountability required by the State to avoid elimination of the line item in the existing and future Tele-Psychiatric program. This was done with Sujean's help initially and then Don McDonald's when she was off and the State was requiring an immediate response for Thursday of that week.

Week 3: As my new computer and software was up and running, I began converting old PDFs into Word docs in order to apply them to revised language for both the Opioid and Tele-Psychiatric continuation grants (both due in early February to Inter-Tribal). I had some direction from Sujean and Dottie and was able to sit in on an Opioid grant project review for Dottie who had a family emergency to attend.

- Sat-in for Dottie (who was on bereavement leave) on the Go-to-Meeting call regarding the requirements for the Opioid Prevention project submission due in early February.
- Spoke with Bill Willis and later Jason Cross regarding exploring funding for replacement of the HVAC units at the Child Care Center.
- In coordination with Tammy, George and Heather of IT I began exploring the process to create a common grant repository (work space) where respective departments and the Grants Department can store and work together on grant applications. This is to reduce duplicate work and allow ease of access to assist one another in the grant application process. Currently, departments often work separately on submissions and the Grants Department is unaware of submissions that are not funded. Funded submission eventually show-up, but we would like to keep track of all funded and unfunded submissions. It is also hoped that this way, the Grants Department can be of greater assistance to everyone seeking funding. This should be fully accomplished by the end of February.

Week 4: Spent most of my time directly on grant related items. Coordinated with various staff to understand the Resolution, Agenda Request, Council Work Group and Council Meeting stages of the grant submission process. Everyone was very patient and helpful.

- Sujean on the Tele-Psychiatric continuation funds for both State fiscal years starting October 2018 and 2019.
- Dottie Opioid Prevention continuation funds for 2018-19. Dottie was on personal leave for the week, so I used information gained from sitting-in on a conference call for her last week to create a rough draft Plan, Budget & Narrative.
- I also received a request from Meredith of ITC to reconcile and submit the Budget & Budget Narrative for the 2017-18 Tele-Psych Modified Budget with 2016 carryover funds added to it.
- Met with Justice Center leaders to explore project funding needs (Robert and Deb).
- Met with a couple other Tribal Members who have specific interest for which they would like funding sought. Both have been in talks with other tribal entities and are leading the effort to address needs (Kenny Pheasant and Jonny Pabami).

Note: The Grants listed below reflect those worked on for the month and the potential value to the Tribe. These could appear in other monthly reports as work may occur over several weeks or months.

Legend:

No Color: Submitted and actual value
 Lght Gray: Pending and approximate value
 Dark Gray: Pending and Not to exceed value

Grants Worked On	Date Submitted	Value to Tribe
Tele-Psych 2017-18 Budget Modification w-Carryover	1/26/2018	\$ 182,575
Tele-Psych 2018-2020 (2 yr continuation) App (ITC)	Pending	\$ 298,455
Opioid Prevention 2018-19 (1 yr continuation) App (ITC)	Pending	\$ 60,000
2018 Special Injury Prevention Projects	Pending	\$ 10,000
	Total	\$ 551,030

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
Keith Jacque, Chief Pharmacist**

Date: February 9, 2018

Re: JANUARY 2018 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of January 2018. 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, Bedaubin Behavioral Health Chemical Dependency Counselor, and Keith Jacque, Chief Pharmacist.

January 9, 2018 – Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition Meeting. (SAPC)

January 9, 2018 – Don MacDonald, Director of Health Services, attended the MDHSS Tribal Forum in Lansing, to discuss issues relevant to the State and Michigan Tribes.

January 10, 2018 – Don MacDonald, Director of Health Services, the Michigan Health Directors Meeting in Mt. Pleasant to discuss and act on issues common to all member tribes.

January 15, 2018 – Don MacDonald, Director of Health Services, Keith Jacque, Chief Pharmacist, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Tammy Burmeister, Lead for Health Services participated in a work session with Tribal Council regarding the Pharmacy with a Power Point presentation by Keith.

January 17th and 31st, 2018 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, and Gina Dahlke, PRC/EHAP Supervisor participated in our bi-weekly calls with Forest County Potawatomi Insurance Department to discuss third party billing, Medicare Like Rates, and 506 Recovery.

January 26, 2018 – Don MacDonald, Director of Health Services, Keith Jacque, Chief Pharmacist, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, Tammy Bowen, Lead for Health Services, and Dale Magoon, Finance Department participated in a meeting to discuss our strategy for a work session scheduled with Tribal Council on January 30th.

January 30, 2018 – Don MacDonald, Director of Health Services, Keith Jacque, Chief Pharmacist, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, Tammy Bowen, Lead for Health Services, and Dale Magoon, Finance Department participated in a work session with Tribal Council to discuss Pharmacy Utilization.

Don MacDonald, Director of Health Services, Keith Jacques, Chief Pharmacist and Tammy Burmeister, Health and Human Services Lead continue to meet on a weekly basis to address ongoing pharmacy implementation needs.

Forest County Potawatomi Insurance Department filed 99 claims on behalf of Little River in the amount of \$19,476.82 for Third Party Revenue generation.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, has been working a lot on the Tribal Opioid Prevention Grant with planning trainings, billboards, and developing another grant for the coming year. Dottie is also working on the ATR IV closeout coming soon by April 2018. She has been attending meetings on the planning of the Regional Opioid Summit and other events. Sujean Drake, Mental Health Counselor, has been working with the Mental Health Block Grant (tele-psychiatry) and working on a continuation grant for this. Both Sujean and Dottie have been working with Lyle Dorr, Tribal Grant Writer. Krystal Davis, Intake Worker, is now part-time and also helps with patient registration as needed.

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

CLINIC OPERATIONS:

271 patients scheduled

25 patients NO-SHOW to scheduled appointments

7 patients provided SAME DAY appointments for emergent matters**

87 cancelled appointments

166 patients attending CLINIC PHYSICIAN appointments**

26 patients PHONE TRIAGE**

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

48 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JANUARY (Total Patient Volume): 632

Diabetic patients: 66

Flu Vaccines: 16

Injections: 7
Nursing Visits: 5 **
On-site Labs: 111

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,873

DIRECT CALLS TO CLINIC OPERATIONS: 477

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 685

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDENCY COUNSELOR:

18/8 INDIVIDUAL/RECOVERY CLIENTS

116 CLIENT CONTACTS FOR SERVICES

140 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 145

MENTAL HEALTH COUNSELOR:

21 INDIVIDUAL CLIENTS

72 CLIENT CONTACTS FOR SERVICES

122 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 72

INTAKE WORKER:

14 CLIENT CONTACT FOR SERVICES

98 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICES DELIVERY: 14

TRADITIONAL HEALING: ## INDIVIDUAL CLIENT CONTACTS

Did not have the Traditional Healer this month, had to finish contact.

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:

TRANSPORTS 18
TRAVEL HOURS: 40
SERVICE HOURS: 23
HOME VISITS: 5
HOME VISITS ATTEMPTED 5
HOME VISITS COMPLETED 5
HOME VISITS REFUSED 0
MEDICATION PICK-UP/DELIVERIES 2
TOTAL CLIENTS SERVED: 20

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$151,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2402

TOTAL PRC PAID IN JANUARY: \$ 119,543.23

PHARMACY/OTHER: \$ 41,049.32

DENTAL: \$ 17,744.40

TOTAL PATIENTS: 258 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 511

TOTAL CLAIMS ENTERED: 419

TOTAL PRC PAID 2018: \$ 119,543.23

TOTAL EHAP PAID IN JANUARY: \$ 31,535.10

TOTAL EHAP PAID 2018: \$ 31,535.10

TOTAL ENROLLED EHAP/LRBOI: 1288

MEDICARE LIKE RATE (MLR) Savings for JANUARY 2018

Claims submitted:	25	\$ 39,418.14 (total submitted)
		<u>-\$ 9,123.78 (what we paid)</u>
		\$ 30, 294.36 (total savings)

PATIENT BENEFIT COORDINATORS: JANUARY 2018

New Applications mailed or given:	21
Reassessments mailed or given:	10
Enrollment Verifications:	29
Certified Mailings:	34
Assisted with on-line applications:	2
Webinars/Trainings:	0
Phone calls:	248
Patient Registration:	Assisted with Registration 3 days per week.

PHARMACY

Active patients:	162
Prescriptions filled:	569
Insurance charges:	\$45,732.67
Insurance payments:	\$47,895.15
PRC-equivalent write offs:	
LRBOI:	\$13,450.28
Other Tribes:	<u>638.39</u>
Total:	\$14,088.67

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 2018

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

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.** The Housing Department performed a walk through with the Contractor on the last two (Aki 10) new Fair Market rentals on January 10, 2018. The walk through was originally scheduled for December 18, 2017 however it was cancelled by the contractor due to weather.
- B.** As of the end of December 2017 we had not received the Window Treatments as ordered through Home Depot. Upon return from the Holiday break we inquired as to the status of the window treatments (blinds) with Home Depot and learned our order had been lost by them and therefore no window treatments had been ordered. As a result we reordered the window treatments and had to seek another Tribal Council Resolution to fund their purchase as the funding could not be carried over from our 2017 budget. We received the window treatments on January 18, 2018 and started installing the same day.
- C.** The Department has been very busy filling the new units and inspecting those units where tenants are transferring to the new units.
- D.** We notified our tenants of their new monthly rental amounts as a result of the increases to begin February 1, 2018.
- E.** The Housing Department submitted our 2018 IHBG Environmental Assessment (EA) to HUD for the activities identified in our 2018 IHP. We received HUD's approval for the EA on 1-31-18. With this approval we are now able to make withdrawals from our 2018 IHBG when funded.

- F. On January 24, 2017 Tribal Council approved a resolution to transfer the Housing Departments five fair market and 2 short term income based rental units in the City of Manistee to the Economic Development Corporation (EDC). The transfer is to become effective February 2, 2018.
- G. During the month the Department performed the following activities.
 - Lease renewals due during the month: 6
 - Leases renewed: 8
 - New leases: 0 (see transfers)
 - Annual Inspections: 7
 - Move-out Inspections: 4
 - Move outs: 6
 - Transfers: 6
- H. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2018 in the amount of \$75,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$4,813.00
 - Total Number of Awards made during the Year: 1
 - Total Amount of Awards for the Year: \$4,813.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 2
- B. Termination Notice(s) issued: 2
- C. Notice(s) to Vacate or Renew: 4
- D. Court Filing(s): 1

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 74 rental units in total of which all 67 were rented giving us an occupancy rating of 91%. This value is misleading due to the fact many of the new vacancies were a result of transfers to the new units so when we filled a new unit a vacancy was created due to a transfer from an existing rental unit.

- A. Aki has 57 income based rental units of which 54 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low income family rental units and 25 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki also has 22 fair market rentals and 18 are rented.
- B. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- C. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

1. Construction completion of 10 new fair market rental units. The Housing Department is waiting for the delivery of the FF&E in order to finish for occupancy.

VI. Plans for the Future.

- A. Development of an Elders Apartment Complex at Aki maadiziwin. The development of the apartments is planned to be funded through Low Income Housing Tax Credits (LIHTC). Our consultant, Travois, informed us we should have a decision on our application in February 2018.

VII. Other Information

- A. None

End of Report
Frank Figgels, Housing Director
February 1, 2018

Attachment: January 2018 daily maintenance log

Cc: file

Housing 2018
Daily Worksheet

Date 1-1 Closed

Date 1-2 Plowed & Salted Lots & Walks, Cleaned Drives
Clean up Salt area, Mileage, Daily logg, EDM stuff
Cleaned off Roof @ 909 Davis

Date 1-3 Plowed lots salted lots & walks, Cleaned Drives
took Fridges to 2635, 2696, 2676 oc Adjusted mixing Valves on
tub controls @ 2590 oc, unplugged toilet @ 2723 OC
took washers & Dryers to 2635, 2696, 2675 OC contacted
Builder / Cabinet installer about Cabinets & Countertops pulling
away from wall in new units

Date 1-4 Plowed, Salted lots, walks, Cleaned Drives,
Filled totes with ice melt, Annual Insp 2720 IC,
Took Ranges to 3 new units 2635, 2690, 2676, Move out
Inspection @ 2646 IC

Date 1-5 Plowed driveways & lot, salted & shoveled
got the dehumidifier from in town
~~Swapped out~~ dropped off temp. Fridge (Christine Wilson)

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 1-8 Plowed lots, salted lots walks, Cleaned Drives
unplugged toilet @ 2677 OC, Checked skylight leak @ 2711 OC
Annual Inspection @ 2626 IC, Cleaned up + prepped salt
bay, cleaned truck mirrors, windows, shoveled garage doors + walks
Elders.

Date Filled lots with Ice Melt, salted walks,
2711 REMOVED ICE & SNOW AROUND SKYLITE
SNOW BLOWED VALLEY NEW LOTS & SHOVELED STEPS
Picked up trim @ Gillroy's, Checked Garage Doors + cleared
ice @ 2665 IC, 2596 IC
Took appliances to 3 new Units started unboxing

Date Cleaned shop lot, Cleaned Drives, Unboxed more appliances
Painted trim for 2644 OC, Removed old and installed new Dryer
@ 2658 IC, Proceeded install New appliances
Disposed of cardboard + Garbage from new appliances

Date Cleaned Bathroom @ Shop, Replaced heat reflectors on Range
replaced 3 bulbs @ 2714 OC, Replaced BiFold Door pins on
Closet Door @ 2726 OC, Loaded last of appliances into trailer,
Finished Appliance install @ 2576 OC Lot 59, Removed Dead cat
from Garage @ 2624 IC, Finished Dropping off appliances to new
units, tightened Fridge handle and looked @ Microwave @ 2605 OC
cleared Ditch for Drainage

Date Salted lots / walks / Drives, Installed appliances @ 2696 + 2671
Annual Inspection @ 2690 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 1-15 Plowed + Salted lots, Walks, Cleaned Drives, Intown Drive
Cleaned up + organized Salt Bay
Spoke with Brooks for Roof @ 909 Davis
Scheduled Move of Repairs @ 2644 OC for 1-16 9am

Date 1-16 Cleaned + Salted Lots, Walks, Cleaned truck windows
Mirrors, checked Fluids Grey truck, Completed Move of items
@ 2644 OC, Rekeyed 2624 IC, Turned Power + heat back
on @ 2714 OC Turned water Trickle off, Picked up receipts from
Sears

Date 1-17 Salted lots + Walks, Move out inspection @ 2624 IC
Replaced two GFCI outlets and repaired broken electrical Box @
2644 OC, Got Keys made for up coming move outs

Date 1-18 Cleaned Drives, sorted blinds started installing Blinds
and checking New units to verify Appliances hooked up + trash cans
present, Rekeyed 2665 IC, updated Maps

Date 1-19 INSTALL BLINDS, ON BOX APPLIANCES & INSTALL
SCAPE ROAD TO PAVEMENT FOTEL TRUCK FOR WEEKEND

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 1-22 Installed Blinds & Appliances @ Lots 35, 53 @ 2627 OC
2646 OC, Installed Appliances & Blinds Lot 16 @ 2693 OC
Adjusted water heater temp @ 2714 OC

Date 1-23 Installed new chain and sprocket (spacey) on blower
Flipped cutting Blade on Back Blade, Clean shop area and
Bath room shop, Salted Lot & walks

Date 1-24 Cleaned walks & Lots Salted walks & Lots
Walk thru @ 2624 IC, Rekey 2646 IC, Salted Drives
Elder & HC, Re hung Bathroom Door @ 2726 OC
Picked up Microwave from Sears for 2605 OC

Date 1-25 Picked up Paint for 2645 IC, Installed New Blinds @
2576 OC Lot # 59, Took Materials to 2645 IC, ~~cleaned~~ vacuumed
Carpets, Installed new Microwave @ 2605 OC, Replaced Door
on Microwave @ 2596 IC

Date 1-26 Inspected Insulation issue, scheduled for 1-29-18 to correct
Fog @ 2637 OC, Inspected baseboard heaters @ 230 1/2 9th st.
all units turned on except 2 Informed Chad of Findings and have him
Contact Electrician/Installer, ~~Continue~~ END OF MONTH Paperwork
Continued Prep work @ 2645 IC

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
Vacant a director

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
January 2018

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Moving SOPHOS End Point Protection Software to the Cloud to update mobile devices automatically.
2. Implementing Mobile Device Manager software.
3. Re-Configuration of Logging and Event Manager Software.
4. 294 new IT work orders were opened in January 2018 and 293 IT work orders were completed in January 2018.
5. Disk space project continues with analysis of quotes for the upgrade and replacement of the SAN.

Meetings Held / Attended –

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

Trainings Held / Attended –

3. Share point Training for two of the IT Staff continues.

Special Tasks / Activities Performed –

4. Started planning the upgrade of video surveillance at the Justice Center.

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 6, 2018
Re: January 2018 report of activities

Number of tribal members assisted on new issues 82

Number of referrals received 1

Number of continuing cases: 57

Types of legal issues:

Child support	Change of Custody
Probate Estate	Medicaid Planning
Divorce	Real Estate
Beneficiaries	Residential Lease
Service of Civil Documents	Driver Responsibility Fees
Wills	Parole
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Codicil of Will	Parenting Time
Trusts	General Civil
Adoption	Paternity
Real Estate Taxes	Supervised Parenting Time
Expulsion of School	Child Protective Services
Landlord – Tenant Issues	Guardian – Adult
Personal Protection Orders	Bankruptcy
Slander	Collections
Child Protection Services – Out of State	Federal Jury Duty
SSI	Employment
Child Support Arrearages	Small Claims
Real Estate Tax Exemption	Small Probate Estate

Garnishment
Per Cap Garnishment
Per Cap
SSI Representative Payee Accounting
Civil Discovery
Birth Certificate
Payment of Debt from Probate Estate
Adult Protective Services
Slayer Statute
Time Shares
ICWA
Landlord – Tenant Damages
Start a Business
LLC
Grand Parent Visitation
Employer Identification Number

Disability Insurance
Abuse – Neglect of Minors
Guardianship – Minor
Co Sign for Student Loan
Eviction
Funeral Designee
Tribal Flag
Trust Administration
Auto Insurance
Businesses
Domestic Violence
Change Custody – Out of State
Medical Marijuana Caregiver
Civil – Out of State
Conservator's Duties

Sample of Work Performed:

Assisted a tribal member who resided in another state when their landlord incorrectly tried to evict them because they were selling the rental home

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

Attended a mediation with a tribal member in a divorce case

Assisted a tribal member amend their estate planning documents after a divorce

Assisted a tribal member whose landlord sued them for damages that really were only normal wear and tear

Maintenance
Rusty Smith

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant III

January 2018

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 as well as maintain the life expectancy of our facilities

II. Department Reporting Section

This month 43 work orders were submitted and only 1 is still open, we are waiting for the weather to get a bit warmer to fix the entrance sign. We are still in our winter season and our main focus during this time is snow removal.

Took care of the safety hazard at NGLC, two massive ice sickles formed by the dental entrance. We patriotically check and take care of any ice sickles that formed around the building. The Facilities Management Department is still unclean on; if we are to maintain NGLC and the Dental Office. We are currently addressing any of the maintenance needs until this is all figured out.

Automotive

The mechanic worked on the Department's vehicles and plows. As well as various vehicles for Public Safety, Natural Resources, and Utilities.

III. Budget Expense Justification

Open standing purchase orders until December 31st.

IV. Travel and Trainings

Nothing to report at this time.

Members Assistance
Jason Cross (Interim)

Members Assistance Department

January 2018 Departmental Report

Jason Cross – Supervisor
Linda Wissner – Members Assistance Program Specialist
Raven Lewis – Members Assistance Program Specialist
Noelle Cross – Elder Meal Program Administrator
Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-16-J72 \$261,000
 - i. Total expensed \$161,257.89
 - ii. Budget remaining 38%
 - iii. 16 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	2	1	0	10	0	0	0	0	2

2. Food Assistance Program

- a. Budget \$45,000
- b. Carry over \$0
- c. Total budget \$45,000
- d. Total expensed YTD \$5,550.00
- e. 88% Remaining
- f. 32 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	4	3	1	3	2	0	0	0	9

3. Rental and Mortgage Assistance Program

- a. Total Budget \$35,000
- b. Total expensed YTD \$550.00
- c. 98% Remaining
- d. 4 Total households accessing this program to date

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

4. Low Income Energy Assistance Program

- a. Total Budget \$40,000
- b. Total expensed YTD \$3,621.14
- c. 91% Remaining
- d. 18 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
5	2	1	0	1	0	3	0	0	6

5. LIHEAP Reallotment – DHHS Grant Funded Program FY 2017

- a. Total Budget \$17,141
- b. Total expensed to date \$8,899.42
- c. 24 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
8	5	1	0	5	3	1	1	0

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$875.00
- c. 94% Remaining
- d. 8 Elders accessing this program to date

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

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$599.60
- c. 98% Remaining
- d. 3 Members accessing this program to date.

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

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$97,914.15
- c. 10% Remaining
- d. 29 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	2	0	14	0	1	0	0	9

9. Bereavement Program

- a. Total Budget \$453,000
- b. Total expensed YTD \$30,200
- c. 93% Remaining
- d. 4 members accessed this program

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

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
71	2	14	6

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
26	28	9	0	15	15	11	1	1	0

13. Office Visits

- a. 35 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
310 9th Street
Manistee, MI 49660
(231) 723-1594**

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

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
 - 4137 BIA GLRI
- Staff Management ADP
- Monthly Staff Activities Reporting
- Great Lakes fisheries data entry and management (Mike, Corey W., Barry)
- Lake Sturgeon Coordination meeting prep
- Annual Sturgeon report writing
- Arctic Grayling – RSI Field trials, final report review
- Inland Fisheries – Data entry
- Inland Fisheries – LRBOI harvest and permit reporting
- Inland Fisheries – Electro-fishing equipment repair / motor replacement
- Solar Field Project research and report (Corey W)

Equipment maintenance/Field Work/Lab Work:

- Initial process of installation of new SRF drum filter
- Lake Trout Maxilla preparation, processing, aging (Mike, Corey W.)
- Fish aging (Mike, Corey W., Barry)
- Equipment maintenance (Mike)

- Gear maintenance (Mike)
- Removal of ETEC Jet
- Jet Transom modification
- Transfer 40hp motor to jet
- Finish Work on mold for River Pump
- Cleaned and organized work area in Big-Blue

Meetings/Training/Travel/Conference Calls

- Arctic Grayling – Interview MyNorth magazine (Jan. 8)
- Arctic Grayling – Phone call with MDNR (Jan. 11)
- Lake Huron Tech Meeting Jan 16 – Lake Sturgeon rehabilitation (Corey J.)
- Professional Development - Statistics Workshop (Jan 20-21)
- Lake Huron Technical Committee meeting (1/16-1/18/18, Barry)
- Interviews for new Great Lakes Fisheries Technician (Frank, Archie, Barry)
- Lake Michigan Technical Committee meeting (1/23-1/25/18, Barry)
- Great Lakes Biological Committee of CORA meeting (1/30/18, Barry)
- Harvest Reporting Workgroup of Executive Council meeting (1/31/18, Barry, Archie)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Fisheries and Water Quality Budgets		
4223 EPA LAMP grant		
4018 Great Lakes Fisheries Assessment		
4137 BIA GLRI		

Wildlife Program

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

Tasks and Accomplishments

- Reviewing and commenting on DNR, USFS, NPS, and USFWS actions
- Grant/Project proposal preparation
- Work on hunting/fishing regulations
- Issued tags and permits to members
- Editing and commenting on Line 5 NRDA plan
- Coordinating wolf research, issues, and PR
- Coordination on CWD issues

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

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
- Snowshoe hare population monitoring and habitat research
- Servicing field equipment

Meetings/Training/Travel/Conference Calls

- Marten and hare coordination meetings and calls with partners
- NRC meeting
- NRDAR conference call
- CORA meeting
- Tribal biologist meeting
- Wildlife Technical Committee meeting
- Conservation Coach training
- Midwest Fish & Wildlife Society meeting

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Vacant - Water Quality Specialist

Josh Beaulaurier- Aquatic/Fisheries Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report to the Director
- Manage budgets for EPA Programs
- Staff Management - ADP
- Reviewed current work plans
- Reviewed Staff 2018 Work plans
- Added new properties to Property Database
- Reviewed Nestle Documents
- Continued working on mapping projects
- Reviewed most recent Enbridge line 5 documents
- Continued communication with partners on invasive species and wild rice
- Began review of the 2013 GAP Guidance for comments
- Coordinated with Project officer on staff changes
- Coordinated with USEPA on TEPM planning

Meeting/Training/Travel/Conference Calls

- Attended the Northern Michigan Area Committee Meeting – Jan 2
- Solar Power Project Plan meeting with Commerce Jan 8
- Attended the Lead/ Copper Rule webinar with USEPA – Jan 31
- Participated on the Tribal TEPM planning calls – Jan 10, Jan 17, Jan 24, Jan 31
- Participated in TEPM Water Track Calls – Jan 11, Jan 25

- Attended Michigan Tribal Environmental Group Meeting Jan 16-18
- Attended State Tribal Wild Rice meeting Jan 16
- Monthly Staff Meeting Jan 24
- RTOC call Jan 24
- Meetings with staff on programs Jan 26
- Wild Rice Meeting with GTB 1/30
- Calls with USEPA and MDEQ on 8 mile Oil Spill Jan 31

Brownfield Program

Administration /Reports/Data Entry

- Updated adjustments to Site Survey SOP and Site Inventory SOP (Jan 22)
- Submitted draft of East Lake "Blue" Water Testing results report (Jan 19) and added pictures (Jan 31)
- Technical assistance for NRD Staff with creation of new Fishing Licenses (Jan 16)
- Submitted samples of Tribal Public Records (Jan 19) and first draft of LRBOI Public Record design/layout (Jan 25)

Field Work and Equipment Maintenance

- Snowshoeing exploration of Custer Reservation property (Jan 11)
- Attained visual recording (pictures) of sampling sources at Blue for reporting (Jan 24)

Meeting/Training/Travel/Conference Calls

- Attended N.MI Area Committee meeting in Acme, MI (Jan 2)
- Attended 2018 No-Spills Conference in Acme, MI (Jan 3-5)
- Attended N.MI Tribal BF Workgroup in Acme, MI (Jan 5)
- Attended Volatilization of Indoor Air Pathways (VIAP) webinar (Jan 10)
- Attended quarterly MTEG meeting (Jan 17&18)
- Attended monthly EPA 128(a) Tribal call (Jan 18)
- Attended MTEG debrief with Env Staff (Jan 22)
- Attended NRD Staff meeting (Jan 23)
- Attended meeting with Supervisor to update 2018 tasks (Jan 25)
- Attended 2018 TEPM Planning call with Supervisor (Jan 31)

Water Program (106 and 319)

Administration/Reports/Data Entry

-

Field Work and Equipment Maintenance

- Hydrolabs were received in from annual maintenance
- Orders for field gear were completed

Meeting/Training/Travel/Conference Calls

- MTEG was attended by the Aquatic/Fisheries Biologist Jan 16-18

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Submitted Quarterly Report to Tammy Bowen – 1/12

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 1/8 and 1/26
- Completed PM 2.5, Monthly Maintenance & QC – 1/8 and 1/26
- Completed PM 2.5, Quarterly Maintenance & QC – 9/27/17, 12/4/17
- Completed PM 2.5, Semi-Annual Maintenance & QC – 12/6/17
- Completed PM 2.5, Annual Maintenance & QC – 12/6/17
- Installed new set of PM 2.5 filters – 1/1, 1/17 and 1/31
- Sent collected PM 2.5 filter samples to MDEQ – 1/2, 1/9, 1/22 and 1/30
- Last O3 Multipoint completed – 11/2/17

Meeting/Training/Travel/Conference Calls

- NRD Staff meeting – 1/24
- Program review with Environmental Coordinator – 1/26
- Participated in the Monthly State, Local, and Tribal Conference Call – 1/24
- Participated in the Monthly Region 5 Tribal Air Conference Call – 1/25
- Participated in the Monthly USEPA & NTAA Air Policy Update Conference Call – 1/25

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Finalizing the work plan for 2018
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Wild Rice literature Research
- Data review of the 2017 Wild Rice Fish data
- Development of Wild rice signs for the harbors
- Creating a database for all the Wild rice fish data in access
- Helped to create protocols for the Electrofishing operations

Field Work and Equipment Maintenance

- Ordered supplies for Wild Rice Fish Community surveys
- Research on future projects dealing with wild rice
- Field gear prep for 2018

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Doodle poll for Wild Rice Steering Committee
- Attended the Wild Rice Steering Committee meeting 16 Mt. Pleasant.
- Participated in Agenda planning team for the Wild Rice meeting MT Pleasant
- Wild Rice meeting with GTB
- Restoration meeting with Chris Riley (Forest Service)

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

January 2018

Meetings/Conferences/Trainings

- On January 17, 2018, I attended the House Manistee meeting held at the Manistee ISD. This initiative is being sponsored by Tamara Buswinka of the Alliance for Economic Success (AES). This group initially started back in 2014, but lost momentum. It is being re-established in 2018 with the goal of mobilizing various stakeholders in Manistee County to develop a plan to create more affordable housing. I have been asked to work on the subgroup that will examine current Planning and Zoning policies in Manistee County with the goal of overcoming any obstacles or barriers that could prevent or limit the further development of affordable housing. I will keep you posted on the group's progress as things develop.
- On January 19, 2017, I met with Ken Ockert of RCA, LLC to discuss the upcoming road projects for 2018. We will be working on a schedule for these projects, including any preliminary engineering or environmental assessments that are necessary before the projects can begin. Included in this discussion was the planning needed for the Tribal Cemetery Project, which is scheduled to begin this year. We have a meeting scheduled for February 5 to meet with Tribal Council to discuss the Cemetery Project.
- I attended meetings of the Construction Task Force on the following dates: December 4, 11, 18 & 25, 2018.

Activities/Accomplishments/Updates

- In the first week of January 2018 I applied for the Annual ROW Construction Permit from MDOT. We received the annual permit on January 4, 2018. This permit will allow the Tribe to work in the Right-of-Ways along US-31 and M-22 during 2018. This ROW permit is particularly important for the Utilities Department to provide maintenance and upkeep for the water and sewer lines that they are responsible for.
- During the month of January, I have been working on a Building Inspector Agreement between Mark Niesen (our current building inspector) and the Tribe. (The last agreement between Mark and the Tribe was approved in 2002.) Once a final version of the Tribal Building Ordinance has been approved by Tribal Council, I will submit the agreement for their approval. Since the agreement makes reference to the Tribal Building Ordinance as the guiding document for building inspections, I felt it was important to have the Building Ordinance in place before the agreement was submitted to Tribal Council for approval.
- As stated in previous reports, I am the Tribe's representative on the M22 Benzie-Manistee Pure Michigan Byway Corridor Management Plan. In early January, the final draft of the plan document was submitted to the various representatives for approval. I provided a copy of the document (via e-mail) to the Ogema and members of Tribal Council for their feedback and comment, with the Ogema and two Tribal Council members expressing support for the document. It appears that the general consensus of the committee members was in support of the plan. The plan has since been submitted to MDOT on behalf of Benzie and Manistee counties.
- As indicated in the November 2017 report, the Tribe will be participating in the LUCA program that is run by the U.S. Census Bureau. I will be attending a training session on the program to be held in Traverse City on February 13, 2018. I have also been in contact with the U.S. Census

Office in Chicago regarding specifically how the Tribe can participate in this program given that we do not have federally recognized reservation boundaries. My concern is that the LUCA program is based on geographical jurisdiction, which makes it unclear as to what geographical areas the Tribe would be able to administer. The Chicago office is currently researching the question, and I hope to have an answer soon, or be able to pursue the matter further during the upcoming training session in Traverse City.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	13
City Assist	5
County Assist	10
Medical Assist	1
MSP Assist	5
Other Calls for Service	7
Property Checks	1462
Suspicious Person	
Suspicious Situation	1
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	
Accidents	4
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	2
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	2
Towed Vehicle	
Traffic Stop	7
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

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

Criminal Offenses

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

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	402.5
Alarm	1
Attempt to Locate	1
Boat Dock Checks	
Casino Hours	311.5
Civil Standby	
Community Policing	4
Court Hours	8.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	75
Found Property	
Lost Property	
Meetings Attended	
Open Door	3
Open Window	
PBT	
Special Detail	
Suicidal Subject	
Total Complaints	54
Total Reports	54
Training Hours	18.25
Transport	1
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	5373
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	55
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	1
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	468.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	14
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	2
Vehicle Mileage	2478
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

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

Administrative Hours	261.25	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	3	
Assist Hours	1.5	
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints		
Contacts	35	
Court	1	
Court Hours	0.75	
Follow-up(s)		
Follow-up Hours		
Federal Citation(s)		
Hours Worked	273	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities	1	
PR Activities Hours	4.25	
Property Checks	46	
Snowmobile Patrol Hours		
Training(s)	14	
Training Hours	115.75	
Vehicle Mileage		
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

January 15, 2018 Cadet Gunderson started WSCC Police Academy.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: January 2018

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 2 Certificates of Exemption; one for a Resident Tribal Member purchasing a vehicle and one for tribal construction
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 5 Tribal member 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 Certificate of Exemption process for vehicles, RTM benefits, the Sales and Use Tax Credit Form 4013, Tax Agreement Area boundaries, Concessionaire's licenses, and tax preparation services
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, incorrect fuel discounts, duplicate entries, etc. for a total of 546 errors. A total of 2,418 receipts were 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 2017 Tribal tax returns from the Little River Casino Resort and the Trading Post
12. Issued 19 Tribal Concessionaire's Tax Licenses; four for entertainers, five for vendors selling merchandise on tribal property, and 10 blank emergency licenses to the Resort if needed during the year
13. Monitored outstanding tax assessments
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 2017 monthly department report
17. Processed 0 Tribal Michigan W-4 Withholding Exemption forms

18. Processed 88 address changes/reviews from Enrollment for RTM status updates
19. Processed 18 RTM status and/or address changes
20. Processed 10 RTM status and Proof of Residencies that were received in the month of January
21. Prepared and mailed 8 Proof of Residency letters to members
22. Issued 1 Annual Tribal Business License for the 2018 year
23. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
24. 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
25. Worked Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Concessionaire's Licenses are issued to entertainers selling merchandise
26. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
27. Processed 6 Venue Reports for the month of January
28. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
29. Updated motor fuel discount schedule for February 2018 and provided it to the Trading Post
30. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
31. Worked on reconciling cigarette vendor payments to the Trading Post, including the payments received that were held due to an audit from 2013
32. Worked with the Utilities Department to receive copies of their BP fuel card statements in order to better track their budget and expenses
33. Prepared and submitted last coupon redemption invoices for the Trading Post through the end of December 2017 while still under the management of the Tribe
34. Prepared and mailed 262 Annual Sales Tax Credit forms and verification letters to all Resident Tribal Members during the 2017 tax year
35. Assisted the Round Dance organization by fielding craft vendors and ensuring they are all licensed to sell merchandise on tribal property
36. Spoke with the State of Michigan Tribal Affairs office regarding Resident Tribal Member questions on residency and construction
37. Spoke with a Warrior Society member regarding tax exemption for merchandise they are planning to order; also, provided paperwork to get set up to collect tribal taxes on their sales
38. Worked with Resort staff as necessary regarding questions and procedures of the Trading Post, tax reports, compliance questions, tobacco accounts, vendor licensing, coupon redemption, surveillance footage reviews, etc. to help with the transition of the c-store and continued monitoring and service to the membership

Meetings attended this month:

1. Attended meetings on January 5 and 10, 2018 regarding cigarette buydown monies from the Trading Post and recording of them on the financial reports

2. Met with the Ogema and tribal Attorney on January 24, 2018 regarding proposed amendments to the Tax Regulations and Enforcement Ordinance in an effort to curtail Resident Tribal Members from cheating the system in order to gain benefits

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 19 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps.
2. Attended meetings with the Information Technologies and with Maintenance Departments (separately, regular monthly Departmental meetings) as Operational Support Lead.
3. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
4. Attended meetings called by the Ogema with other staff and Leads.

5. Participated in conference call meeting with the Michigan Anishinaabek Cultural Preservation and Repatriation Alliance Officers in regard to first quarterly meeting and weather cancellation.
 6. Gave a presentation to Foster Elementary School in Ludington. (3rd Grades)
 7. Administered the contracting and oversight of new website launch by Kenny Pheasant for language & cultural resources.
 8. Continued processing with Kenny Pheasant the contract to continue Facebook lessons by contracting with Brick House (J. Sundberg). Went to Council in 2018 for approval.
 9. Assisted Kenny Pheasant in ordering cups for all employees and others to reduce paper waste cups) for coffee, tea and other beverages.
 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.
 13. Approved ADP timecards and requests as lead for Maintenance and other OSG departments as needed.
- {Note - Office Closure for Holidays 12/25/17- 12/29/17}

The Language Coordinator accomplished the following during this month:

- 1) Working with Betsie River Campground on cultural programs for kids for the future.
- 2) Working with Noel Cross and staff on a recycling program for Elders meal program.
- 3) Joined Lynda.com to learn programs such power point, etc.
- 4) Corrected flyers' spelling for snow snake tournament and round dance.
- 5) Processed CD ROM orders.
- 6) Working with Brickhouse Interactive on websites and Face Book page.
- 7) Reposted videos on Face Page "Endaaying".
- 8) Attended two work sessions about contract with Brickhouse.
- 9) Coordinating this year's language camp.
- 10) Classes at Next Generation on Monday mornings.
- 11) Teachings with Elders at Aki Maadiziwin on Tuesdays.
- 12) Classes with LRB employees and community members on Friday mornings.
- 13) Produced lessons for all classes and age groups.
- 14) Responded to Emails and calls about language, culture, CD Rom's, & Camp.

The Audio-Videographer accomplished the following during the month:
Position vacant after 7/12/2017.

Tribal Historic Preservation Coordinator accomplished the following
Position vacant, not scheduled to be refilled as part of budget process.

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

Position vacant, not scheduled for refilling as part of budget process.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility 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.
- SBR Reactors were taken out of service for maintenance
- Routine Maintenance

Billing

Water	\$11,734.13
Sewer	\$16,520.61
Irrigation	\$1,576.09
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$14,887.21
Septage	\$2,174.10
Other	\$961.59
Month Total	\$55,197.73
Yr. to Date Water	\$11,734.13
Yr. to Date Sewer	\$16,520.61
Yr. to Date Fire Suppression	\$7,344.00
Yr. to Date Irrigation	\$1,576.09
Yr. to Date Manistee Township	\$14,887.21
Yr. to Date Septage	\$2,174.10
Other Revenue	\$961.59
Credit	\$0.00
Yr. to Date Total	\$55,197.73

1. Well House Pumping in Gallons

- 1. Total Flow Gallons 2,246,665**
 - a. Peak Flow 82,209**
 - b. Low Flow Gallons 67,097**
 - c. Ave Daily Flow Gallons 72,473**

2. Gallons of Treated Waste Water SBR – Out-of-service - Maintenance

1. Influent Gallons N/A

- a. Peak Flow Gallons N/A**
- b. Low Flow Gallons N/A**
- c. Daily Average Gallons N/A**

2. Effluent Gallons N/A

- a. Peak Flow N/A**
- b. Low Flow Gallons N/A**
- c. Daily Average Gallons N/A**
- e. Waste Sludge Gallons N/A**

3. Lagoon

- a. Influent 3,293,954**
- b. Peak Flow 150,329**
- c. Low Flow 89,906**
- b. Daily Average Gallons 106,256**

3. Septic Sewage

- a. Gallons 36,235**

III. Travel and Trainings

Who: Jonathon Robertson

When: Jan 16 – Jan 19

What: Supervisor 2 Training

Where: Waterford Township

Who: Clatus Clyne

When: Jan 31

What: Basic Electrical Training

Where: Whitehall