

Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
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Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LB*
Naangwa: Date: August 24, 2017
Maanda Nji: Re: July, 2017 Operations Report

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

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

Larry B. Romanelli

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

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

July, 2017 Department Report

I. Department Overview

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

Finance/Accounting Management:

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

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2018 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

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

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI (10) Homes, Pharmacy Renovation, Child & Family Development Center, 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 July.***
 - i. ***US 31 Sewer Extension Project: None***
 - ii. ***Child & Family Development – Approvals /Purchase's - \$270,661.99***
 - iii. ***Pharmacy Renovation - None***
 - iv. ***Odeno-Fruitport Housing- \$190,075.24***
 - v. ***2017- AKI 10 - \$241,500***
 - vi. ***Gathering Grounds -\$485,401.84***
2. ***Cash Receipts; Daily cash receipts totaled for the month of July, were, \$501,295.41 the General Fund Operating Account had a total of (227) receipts in the amount of \$487,500.01. The Grant Funded Programs had a total of (38) receipts in the amount of \$13,795.40.***
3. ***Lead Facilitator – Health and Human Services Division: Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.***
4. ***Judgment Trust Account: Final stages of this program information, should be concluding.***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.***
6. ***Audit: 2016 – reconciliation of G/L accounts, Capital additions to FAS, ongoing follow up. Ongoing account analysis with the auditors and CFO.***

7. **Payroll: ADP system, currently review and approve at director level ongoing.**
 8. **1099MISC. – continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2016.**
 9. **Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.**
 10. **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 and Pharmacy Renovation, Child & Family Day Care, Odeno – Fruitport Housing Project, AKI (10) Homes, Gathering Grounds.

Other Meetings

- **Lead Facilitator Meeting – Several throughout the month**
- **Budget – Brain Storming Meeting**
- **Family Service – Meetings**
- **Clinic / Budget Meeting – Director / Clinic Staff– Meetings**
- **Pharmacy Meeting- Director, Pharmacist, CFO**
- **Employee Manual – Project**
- **Finance – Audit, Special Payout Project – CFO Office**
- **Child & Family – Hallmark Meeting**

Duties and Accomplishments –

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

Meetings Held / Attended – BS&A Software Demonstration

Trainings Held / Attended –

Special Tasks / Activities Performed –

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 August.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *Changed the password in the SAM system that has to be done every 90 days.*
11. *The Tribe received eleven modifications for the following grants: NRCS added funding in the amount of \$6,382; 2017-2020 Caregiver Support added funding in the amount of \$16,950; 2017-2020 Elders Meals added funding in the amount of \$54,100; 2017 BIA Self Governance added funding in the amount of \$190,763; 2017 LIHEAP added funding in the amount of \$19,445; 2017 IHS Self Governance added funding in the amount of \$13,555; 2017 BIA Self Governance added funding in the amount of \$380,061; 2017 CWSS Title IV-B subpart #1 added funding in the amount of \$623; TM Well & Septic added funding in the amount \$140,000; 2017 IHS Self Governance added funding the amount of \$13,682 and 2017 BIA Self Governance added funding in the amount of \$204,113. 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. *There were no new grants for this month.*

13. A Release of Claims was signed by the Ogema to close-out the BIA IRR Roads Maintenance program with the Dept. of Interior.

Meetings Held/Attended

- 1. Met with Steve Wheeler to discuss grant issues on different occasions.*
- 2. Met with Bill Willis on numerous occasions to discuss grant issues.*
- 3. Met with Steve Wheeler, Bob Sanders and Frank Beaver on 7/6/17.*
- 4. Attended brain storming session at casino on 7/11/17.*
- 5. Met with Jessica Wissner, Steve Wheeler and Angie Stone on 7/13/17.*
- 6. Met with Frank Figgels and Bill Willis on 7/13/17.*
- 7. Met with Yvonne Parsons and Bill Willis on 7/13/17.*
- 8. Met with Alicia Knapp, Nikki Daske and Frank Figgels on 7/18/17.*
- 9. Met with Jessica Wissner and Bill Willis on 7/18/17.*
- 10. Met with Larry, Mary and the Leads on 7/18/17.*
- 11. Met with Larry, Mary, Leads, Steve and Nancy on 7/25/17.*
- 12. Met with Jessica Wissner (Enrollment) to discuss issues.*
- 13. Met with Frank Figgels (Housing) to discuss issues.*
- 14. Met with Yvonne Parsons (Education) to discuss issues.*

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

Will be purging grant files in the basement that are old and have ended to make sure all documents have been scanned then will shred.

PAYROLL

Duties and Accomplishments –

- 1. Processed 411 payroll checks through ADP.*
- 2. Verified 24 PAF's this month which included 3 new employee(s), and 5 terminated employee(s).*
- 3. Completed payroll and payroll backup cover sheet for pay dates 7/7 and 7/21.*
- 4. Verified 401k contribution file totals, uploaded to John Hancock online.*
- 5. Printed and/or saved all reports needed for payroll biweekly.*
- 6. Entered all Adlife deductions onto spreadsheet biweekly.*
- 7. Entered all Unum deductions onto spreadsheet biweekly.*
- 8. Reconciled the amounts withheld for Adlife to what was billed for the month.*
- 9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.*
- 10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.*
- 11. Requested/received the following month's invoice for Mutual of Omaha from HR for review.*

Meetings Held / Attended –

- 1. 7/7, 7/11, 7/12, 7/14, 7/25, 7/26, & 7/28 – Benefit reconciliation with Kathy.*
- 2. 7/13 - Meeting with enrollment regarding per cap payment dates.*

3. 7/26 – BS&A presentation for payroll.

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. Completed Final Workers' Compensation Payroll Reporting.

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. Creating/updating a quick reference guide for payroll.
4. Mutual of Omaha corrections/changes.
5. Training payroll backup for ADP payroll processing.
6. Working with Kathy on reconciling benefits for life, health, dental, and vision.

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. Reconciliation of benefits for the months of July and August.
4. Putting together an import file for health insurance to change the rates in ADP due to the suspension of the administration fee for the period of June – September.
5. Determine member eligibility for the October 1st per cap payment to be made on September 29th.

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

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. 7/5 Applied for FedEx drop box for Government Center.
Request number 071743856.
2. 7/5 remedied carpet removal issue at Muskegon Office.
3. 7/5 updated QuickBooks contacts and users.
4. 7/5 negotiated price on Wonderware Software.
5. 7/5 met with Pepsi Service Tech on machine located in Government Center.
Requested new machine due down time.
6. 7/5 sent out bid invitation on the M-22 Project to Indian Preference Vendors.
7. 7/5 distributed items from HR that could be used in other areas of the Tribe.

8. 7/6 put together agenda packets for addendums to the Office Supply and Muskegon Office cleaning service contracts.
9. 7/10 created three new credit card accounts for Gaming. Mapped cards into Managed Account.
10. 7/17 represented addendums to Jackpine and Professional Cleaning contracts during agenda review.
11. 7/19 obtained bids from newspapers to run rfp to assist with the development and maintenance of an accounting structure/system for EDC.
12. 7/20 emailed out request for bids from local CPA firms.
13. 7/27 updated Small Procurement Flow Chart on Ldrive with new approved \$25,000.00 limit.
14. 7/27 updated contract procedure flow chart on Ldrive with new adoption of master service agreement and master agreement for tribal events.
15. 7/28 provided purchasing and travel training to new HR Director.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 276 packages.
2. Issued 131 receiving reports.
3. Returned 1 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.

- 3) Continued work on FY2015 Indirect Cost Proposal

Meetings Held / Attended –

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

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

Expenditures Update

Total year to date expenditures for the Finance Division for July, 2017, are \$682,543, compared to an annual budget of \$1,208,052. Total expenses for the Finance Division for year to date July, 2017, represented 56% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ July 2017

1 Department Overviews:

Goals and objectives:

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

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

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

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

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

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

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

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

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

2 Department Report Section:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore warehouse / rotated stock/ inventory stock

Y. Theodore rotated frozen food in freezer

Y. Theodore received fresh produce put in 152 AIS

Y. Theodore filled food orders

L. Jackson filled frozen goods and fresh produce

Y. Theodore & L. Jackson waited on clients & loaded food in their vehicles

Y. Theodore clean warehouse

y. Theodore cut up all recycled card board was picked up by Rusty

Y. Theodore got boxes from casino stacked up for use in commodities

L. Jackson certified client's applications

Y. Theodore attend FDPIR MWR Qtly call

Y. Theodore attend FDPIR Operation meeting call

Y. Theodore got with USDA on generator it is to be utilities to another LRBOI program

Still being worked on

Y. Theodore ordered food for warehouse for August

Y. Theodore got stuff ready for fall membership meeting

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

July 2017 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services students requested and received LRBOI Driver's Education funding totaling \$250. Santana Aker began processing student services school clothing check requests. July 17-28 Deb Davis and Yvonne Parsons held a Kids' Cooking Class at Aki Maadiziwin Community Center with 5 students participating in the two-week afternoon program
- College Book Stipend: 13 Book Stipends were issued this month; 3 for 1-3 credits, 5 for 4-8 credits, and 5 for 9+ credits, totaling \$4600
- Higher Education Scholarships: 3 scholarship applications were awarded totaling \$7500. This included 2 university student2 and 1 community college student. Two were female, one was male.

Meetings Attended:

July 13- budget meeting with Bill Willis, Tammy Bowen, Steve Wheeler, Yvonne Parsons attended.

July 28- LRBOI Language Camp, Yvonne Parsons and Debra Davis attended presenting on Monarch Butterfly project

Budget Expense Justification

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

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

July 2017

Jessica Wissner, Enrollment Assistant

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 complete new applications in a timely manner.

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 and Audit meetings with Enrollment Commission

Duties Performed

- Mailed out: 10 Applications forms for people seeking membership
- Mailed out: 36 Address change forms
- Created New 30 and Replacement Ids from 07/01/2017 through 07/31/2017
- 174 Addresses changed from 07/01/2017 through 07/31/2017
- 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
- 3 Applications received since 07/01/2017
- List Request of membership: Tax Officer, Warrior's Society, Members Assistance, Family Services
- Label Request of membership: 0
- Tribal Members Label/List or Statistical Request: 0
- Statistical Requests: Family Services
- Department Verifications:
 1. Prosecutor 39
 2. Natural Resource 1
 3. Members Assistance 28
 4. Purchasing and Referred Care 80
 5. Family Services 4
 6. Casino 1
 7. Utilities 2
 8. Election Board 3
 9. Human Resources 6
- 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 4 Tribal Flags
- Sent out PerCap Earnings reports

- Updated Citizen Validation folder
- 7 Tuition Waiver Verifications
- 389 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Per Cap Meeting-July 13th
- Budget Meeting-July 20th

- Total Membership: 4,244
- Total number of Elders: 1,279
- Total number of Adults (18-54): 2,568
- Total number of Minors (0-17): 397
- Total Tribal Members living in:
 - 9 County Area: 1,784
 - Outside 9 County Area: 2,377
 - Michigan: 2,797
 - Outside Michigan: 1,364
 - Undeliverable Addresses: 83

Facilities
Vacant Director

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant

July 2017

I. Department Overview

**LITTLE RIVER BAND OF OTTAWA INDIANS
FACILITIES DEPARTMENT**

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

To reduce work related injuries

To maintain the life expectancy of our facilities

II. Department Reporting Section

This month 62 work orders were submitted and 61 were completed. Facilities started painting the exterior of the Justice Center. We also helping Commerce with some renovations and repairs at the Bank Building. There is currently 1 open request. With minimal time due to the upgrades taking place this summer. Facilities managed to get the Gathering Grounds in order before the Pow-wow started. We have a couple major projects we are currently planning for and hope to begin in August. The Facilities Technicians are continuing their summer routines of lawn care at all of the buildings.

Automotive

The mechanic worked on various vehicles for Public Safety, Natural Resources, Utilities and Facilities.

III. Budget Expense Justification

Nothing to report at this time.

IV. Travel and Trainings

De-Ahna attended Skill Path, Fundamentals of Successful Project Management in Grand Rapids MI on July 27th & 28th. The conference was beneficial to day to day work. And helped to get a better understanding of more detailed planning for bigger projects.

Utilities Department
Gary M. Lewis, Utility Supervisor
July 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.
- Calibration of lab equipment Dr. Lab Services
- I.H.S. Sanitation Deficiency Inspection scheduled for August 8th
- Routine Maintenance

Billing

Water	\$13,100.90
Sewer	\$24,493.81
Irrigation	\$3,679.77
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$13,232.97
Septage	\$6,228.28
Month Total	\$68,079.73
Yr. to Date Water	\$86,331.54
Yr. to Date Sewer	\$126,872.82
Yr. to Date Fire Suppression	\$51,408.00
Yr. to Date Irrigation	\$15,360.87
Yr. to Date Manistee Township	\$94,906.13
Yr. to Date Septage	\$41,935.42
Credit	
Yr. to Date Total	\$416,814.78

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 6,441,162**
 - a. Peak Flow 234,392**
 - b. Low Flow Gallons 195,392**
 - c. Ave Daily Flow Gallons 207,779**
- 2. Gallons of Treated Waste Water SBR**
 - 1. Influent Gallons 2,182,535**
 - a. Peak Flow Gallons 76,546**
 - b. Low Flow Gallons 65,141**
 - c. Daily Average Gallons 70,404**
 - 2. Effluent Gallons 2,076,618**
 - a. Peak Flow 86,595**
 - b. Low Flow Gallons 59,578**
 - c. Daily Average Gallons 66,988**
 - e. Waste Sludge Gallons 193,000**
 - 3. Lagoon**
 - a. Influent 1,891,934**
 - b. Peak Flow 65,763**
 - c. Low Flow 53,533**
 - b. Daily Average Gallons 61,030**
- 3. Septic Sewage**
 - a. Gallons 1167,998**

III. Travel and Trainings

N/A

Family Services
Jason Cross

Family Services Department

July 2017 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Kent.....1
Manistee.....1
Muskegon.....3
Total.....5

Open Cases.....48

Total number of Tribal members served in open cases: 63

Total number of descendants served in open cases: 14

Total number of individuals served in open cases: 122

Cases Management:

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

Jason Cross, MSW – Director Total: 5
Zoongaadiziwin (SO) 5

Total number living in homes served	8
Total number of Tribal Members living in homes served	5
Total number of descendants living in homes served	3
Total number of children living in homes served	3
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	6
Case reviews this month	4
Binojeeuk reviews this month	0
Contacts with outside agencies	11
Contacts with LTBOI departments	5
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amanda McQueen, BA – Family Services Case Manager **Total: 13**
Indian Child Welfare: 13 Juvenile Justice: 0

Total number living in homes served	52
Total number of Tribal Members living in homes served	29
Total number of descendants living in homes served	0
Total number of children living in homes served	2
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	7
Case reviews this month	5
Binojeeuk reviews this month	3
Contacts with outside agencies	174
Contacts with LTBOI departments	28
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 17
Domestic Violence: 17

Total number living in homes served	33
Total number of Tribal Members living in homes served	12
Total number of descendants living in homes served	9
Total number of children living in homes served	5
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	3
Home visits this month	33
Case reviews this month	8
Binojeeuk reviews this month	0
Contacts with outside agencies	12
Contacts with LTBOI departments	9
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amber Shepard, BS- Case Manager Total: 6
Zoongaadiziwin: 4 PaT: 2

Total number living in homes served	29
Total number of Tribal Members living in homes served	17
Total number of descendants living in homes served	2
Total number of children living in homes served	4
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	16
Case reviews this month	6
Binojeeuk reviews this month	0
Contacts with outside agencies	15
Contacts with LTBOI departments	7
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 6**

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	6	Muskegon
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	81	
6	18	
<i>Phone Conferences</i>	0	
Meetings	Lakeshore Human Trafficking Taskforce LAADSV Newaygo DV Task Force	Muskegon Holland White Cloud
Training	6 VAT sessions PPO Training	Online Manistee
Court	1	Ottawa

Next Generation Learning Center

Enrollment Statistics:

118 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	7	10	2	4	3
Toddler Classroom (2-3 years old)	20	5	15	2	5	5
Preschool (4 years old)	29	13	16	4	2	1
School Age (5-12 years)	45	5	40	5	4 1 Trading Post	5
Totals	118	30	81	13	16	14
Percentages		25%	75%	11%	14%	12%

5 Families have received full time employment since the opening of NGLC	10 families are currently enrolled in CDC funding
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Current Center Happenings:

- Kenny Pheasant continues Monday Language Classes with our School Age and Preschool children
- NGCL has partnered with MSU Extension on a healthy eating class for children that occurs weekly within the classroom. Children prepare different snacks and learning about healthy choices
- NGLC was awarded 32 slots/16 children for the Great Start Readiness Preschool Program (GSRP) this will allow the attendance of 16 children for 30 hours per week at no cost to the family. Families must meet qualifications to be accepted into the GSRP program.
- NGLC has been accepted into the Child and Adult Food Program (CACFP) and will begin getting reimbursements for food that is purchased for children.
- We’ve received our first payment from MDE/CDC for child care subsidy
- We are currently hiring 2 more Teacher’s Aides
- Jason Cross, Lisa Morley, and Holly Karlsen met with Dr. Nkechye Ezech from the Early Learning Neighborhood Collaborative Kent County to discuss community collaboration in Early Childhood and inquire about funding for 3-year-old preschool aged children.
- NGLC held preschool round up on the evening of Tuesday, August 8th for new families to view the center and inquire about programming. Ten families attended.
- Great Start Collaborative has started weekly playgroups for children 0-12 at the center. They have been well attended-last week over 20 children attended. Starting in September Onekama, Bear Lake, Brethren/Kavala playgroups will be held at NGLC on the second Friday of the month.
- Holly is in collaboration with Manistee ISD Early On program (0-3years) to hold the monthly playgroup meeting at NGLC for the school year.
- Manistee ISD continues to see children with developmental delays and do therapy within classrooms.

Upcoming Events:

- August 16-Resource Fair at NGLC parking lot.
- August 17-Presentation for the Democratic Party of Manistee County
- August 21-Benzie County Great Start Collaborative, 5toOne Project, Betsie Valley tour and Q/A session
- August 25-25-NGLC Teachers attending the Early Childhood Summit at West Shore Community College. Professional development will be presented by Lisa Murphy-an international speaker, author, and advocate for early childhood.
- September 11-Official first day of GSRP Preschool Programming

Departmental Monthly Events & Needs

Meetings:

HSCB – 7/4/2017

Mayor Sims – Muskegon – 7/7/2017

Budget brainstorm – 7/11/2017

Digital storytelling – 7/13/2017

Budget submission meeting – 7/17/2017

Gillespie Group – Lansing – 7/21/2017

Tribal State Partnership – Battle Creek - 7/26/17 – 7/27/2017

Construction Task Force - Every Thursday

Travel and Trainings:

None

Court

None

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
Vacant a director

Grants Department Monthly Report: July 2017

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

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

II. Department Reporting Section

- In late June, LRBOI was informed through Be-Da-Bin that the Inter-Tribal Council of Michigan (ITC) was in the process of developing a grant application to a state (Michigan) program that involved a set-aside for Native American in Michigan. This is a SAMHSA (Substance Abuse and Mental Health Service Administration) program. ITC will be including all Michigan tribes in their application and will act as the fiduciary in the event an award is made. Enough of what was necessary to build the tribe into this consideration was accomplished and the work of finalizing everything involved ensued in the month of July. The Tribal Council did approve LRBOI participation and the related MOU is now in the process of being finalized.
- During the course of the discussions regarding the program above, it was expressed by the group that (perhaps) LRBOI should re-consider joining ITC. At this time, LRBOI is the only tribe in Michigan that does not belong. In July, a written case was worked up that discussed the pros and cons. This package was made available to the Tribal Council in advance of the meeting (the first of which was cancelled and rescheduled). At this time, a work session has been held with another meeting scheduled. It appears that, barring anything unforeseen, LRBOI will likely re-join the Inter-Tribal Council of Michigan (although this is not yet certain).
- There were a number of tribal functions over the course of July that I ended up being involved with. I participated in both the Pow-Wow (at the beginning of the month) and the Language Camp (at the end of the month). In between, there was the annual Charity Golf Outing sponsored by the Little River Casino Resort that I also played in. This was also the month of Bike Time Week (which I didn't attend, although I wanted to). The July meeting of the Enrollment Commission needed to be cancelled: it was rescheduled for August.
- Also did have a budget meeting in July at which time the subject of retirement also came up. In a meeting w/Bill Willis and Steve Wheeler, we covered both subjects. The department budget was taken to the bare bones. It was written in anticipation of having one grant writer in the department. It is very likely that the department budget will need to be reconsidered as the budget as a whole moves to finalization.

IV. Other duties and activities performed during the month of June 2017:

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared grant submission approval packages for the tribal leaderships for those grant considerations expected to be addressed with a (grant) funding application.
- Worked variably with different tribal departments/representatives to develop grant applications that work for the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any/all mandatory meetings/other meetings that I was invited to attend.
- As possible, attended Language Classes on the regular Friday schedule.
- Attended Warrior's Society meetings regularly scheduled and participated in other related activities.
- In July, took on additional taken on Warrior Society-related responsibilities due to the pow-wow.
- Enrollment Commission meeting in the month of July was rescheduled to August.
- Participated as the Elder in several interviews in the month of July.
- Continued to pursue self-education efforts related to grants development and/or personal/professional development.
- Made initial effort to enroll in the Entrepreneurial Course being sponsored by the tribe.

V. Budget Expense Justification and FY2017 budget introduction: There are no current year grant department budget matters/issues/justifications to report regarding FY2016 budget. The Department budget meeting in July reflects a modest increase in the wages for the new grant writer being brought on as my replacement. The FY2017 budget as presented does not anticipate any fees for consultants and/or other contracted services that have been reserved in past department budgets. Part of the reason for this was to take the budget out of my hands –the Grant Department has been able to rather substantially reduce its budget request for the upcoming year - there is certainly a need to for more attention of the Grant Department's final budget for next year.

VI. Travel and Training:

- I did not attend the Veteran's related services training as sponsored through the Veteran's Administration (in the month of July). Thanks to Mark Plower, who did attend, I did receive the training workbook and related CD ROM that digitally provided the training materials: these will be provided to the Warrior's Society.
- There will be a Grant Professionals Association Annual Meeting November 8-11, 2017 (in San Diego) that I will plan to attend if I am still working for LRBOI at that time: this subject was discussed in the July budget meeting. I have not made any of the necessary arrangements as I am not yet sure what the future holds.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

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

Date: August 8, 2017

Re: July 2017 Report of Activity – Tribal Health Services

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

July 1, 2017 – BeDaBin Staff hosted the Annual Wellness Walk before the 2017 LRBOI Pow Wow (134+ in attendance).

July 12, 2017 – Don MacDonald, Director of Health Services, and Janice Grant, Clinic Supervisor participated in our biweekly call with personnel from Forest County Potawatomi Insurance Department to discuss third party billing, Medicare Like Rates, and 506 Recovery.

July 14, 2017 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, and Keith Jacques, Chief Pharmacist attended a FY2018 Budget Meeting with Bill Willis, Budget Coordinator and Dale Magoon, Lead for Health Services.

July 18, 2017 – Amy Doering, MA/acting CAC, and IT staff participated in a site visit with Bemidji Area Indian Health Service Staff regarding RPMS/EHR issues.

July 18, 2017, the Traditional Healer seen patients/clients through Be Da Bin Behavioral Health.

July 19, 2017 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, Julie Dixon, D.O., Medical Director, and Maxine Lipon, D.O., Clinic Physician participated in the Clinic Nurse Selection process for the vacant Clinic Nurse position along with Human Resource personnel and an Elder.

July 19, 2017 – Don MacDonald, Director of Health Services; Sujean Drake, Mental Health Counselor; Dr. Julie Dixon, D. O., Medical Director; Dr. Maxine Lipon, D.O., Clinic Physician; and Dottie Batchelder, Chemical Dependency Counselor, attended a telehealth conference call (tele-psychiatry) through the Pine Rest Agency with the psychiatrist that we are working on for the Mental Health Grant.

July 26, 2017, Be Da Bin Behavioral Health had a surprise visit/inspection from the State of Michigan Department of Licensing & Regulatory Affairs (LARA). Be Da Bin passed.

July 26, 2017-Dottie Batchelder, Chemical Dependency Counselor, attended the Tribal Council meeting to obtain approval on our Memorandum of Agreement for the Tribal Opioid Treatment & Recovery Initiative (TOTR) through the Michigan Department of Health and Human Services (MDHHS) and Inter-Tribal Council of Michigan (ITC).

July 26, 2017 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, and Maxine Lipon, D.O., Clinic Physician participated in Clinic Nurse interviews along with Human Resource personnel and an Elder.

July 27, 2017, Don MacDonald, Director of Health Services; Sujean Drake, Mental Health Counselor; Dottie Batchelder, Chemical Dependency Counselor; Gina Dahlke, PRC/EHAP Supervisor; and many other Tribal Departments and community members, attended a Focus Group for the Mental Health/tele-psychiatrist grant.

Teresa Johnson, CHR, assisted in direct patient care in the clinic due to the vacant clinic nurse position.

Forest County Potawatomi Insurance Department filed 73 claims on behalf of Little River in the amount of \$13,226.55 for third party revenue generation.

Be Da Bin staff: Dottie Batchelder, Chemical Dependency Counselor, was working on Tribal Opioid Treatment & Recovery Grant –planning and how this will go with the current ATR IV Grant and working on the work plan for the Tribal Opioid Prevention Plan. She has attended meetings for Northern Michigan Recovery Residences (NMRR), Suicide Awareness and Prevention Coalition planning, Manistee County Substance Abuse Education & Awareness (SEA) committee, and Indian Health Services (Bemidji Area) conference calls. Sujean Drake, Mental Health Counselor, has been working on developing the Mental Health tele-psychiatry grant again through ITC and the State of Michigan and the needed focus group and policies. Krystal Davis, Intake Worker, works with the Traditional Healer and took the group of Tribal members to the Michigan Indian Family Olympics. She is also doing patient registration as needed in the Health Clinic. Staff is working on the planning of the Suicide Prevention Walk to be the end of August.

Don MacDonald, Director of Health Services, continues to participate in weekly calls with Pharmacy Consultant, Jennifer Turner and Chief Pharmacist, Keith Jacques. The purpose of the regular calls is to address any issues related to opening of the LRBOI Pharmacy.

Don MacDonald, Director of Health Services, continues to meet with Chief Pharmacist, Keith Jacques, Health & Family Services Lead, Dale Magoon and CFO, Steve Wheeler on a weekly basis to address internal logistical issues related to opening and ongoing development of the LRBOI Pharmacy.

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

CLINIC OPERATIONS:

234 patients scheduled

19 patients NO-SHOW to scheduled appointments

05 patients provided SAME DAY appointments for emergent matters**

60 cancelled appointments

160 patients attending CLINIC PHYSICIAN appointments**

22 patients PHONE TRIAGE**

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

51 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JULY (Total Patient Volume): 592

Diabetic patients: 47

Flu Vaccines: -0-

Injections: 05

Nursing Visits: 01 **

On-site Lab draws: 112

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,680

DIRECT CALLS TO CLINIC OPERATIONS: 384

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 742

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDANCY COUNSELOR:

20/9 INDIVIDUAL/RECOVERY SUPPORT CLIENTS

140 CLIENT CONTACTS FOR SERVICES

172 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 244

MENTAL HEALTH COUNSELOR:

26 INDIVIDUAL CLIENTS

45 CLIENT CONTACTS FOR SERVICES

112 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 145

INTAKE WORKER:

36 CLIENT CONTACTS FOR SERVICES

136 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 136

TRADITIONAL HEALING: 9 INDIVIDUAL CLIENT CONTACTS

NO SHOWS 19

COMMUNITY HEALTH SERVICES/CHRS:

TRANSPORTS: 14

TRAVEL HOURS: 66

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 22

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$99,308

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2396

TOTAL PRC PAID IN JULY: \$68,370.89

PHARMACY/OTHER: \$37,879.38

DENTAL: \$16,153.70

TOTAL PATIENTS: 230 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 495

TOTAL CLAIMS ENTERED: 442

TOTAL PRC PAID 2017: \$720,089.60

TOTAL EHAP PAID IN JULY: \$30,936.64

TOTAL EHAP PAID 2017: \$266,892.73

TOTAL ENROLLED EHAP/LRBOI: 1290

MEDICARE LIKE RATE (MLR) Savings for JULY 2017

Claims submitted:	35	\$111,684.32 (total submitted)
		<u>-\$18,917.21 (what we paid)</u>
		\$92,767.11 (total savings)

PATIENT BENEFIT COORDINATORS: JULY 2017

Applications/Reassessments mailed or given: 302

Follow-up mailings: 114

Enrollment Verifications: 100

Assisted with online applications: 2

Webinars/Trainings: 1

Patient Registration for Clinic: Roberta assisted on M-W-F this month

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 July 2017

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

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 development of 10 more Fair Market housing units at Aki continues to move forward. The Department has been advised two units will be completed in September and ready for occupancy, two more in October and the balance by the end of December 2017.
- B.** IHS has advised they will approve funding for the connection of the water and sewer lines as well as the tap fees and costs for the water meters. This could be in the range of \$40,000 for the 10 Fair Market Rentals under construction.
- C.** We continue working with Travois by providing information and input for the Low Income Housing Tax Credit (LIHTC) application. We have been phone conferencing with them each week.
- D.** Michelle and I met with the Accounting Department on July 13, 2017 and presented to them our Department Budget for 2018 with the following comments.

“Attached is our proposed 2018 Housing Department Budget.

We have tried to keep our budget at last year’s budget level as requested, however we are growing and I have postponed for one more year budgeting for another housing maintenance position and a Housing Occupancy Specialist to that end. However, as you know we will have 10 more fair market rental units at Aki to manage and care for next year in addition to the additional two income based units and Pavilion with restrooms

added this year. Current planning is to add 20 more elder rental units next year so I doubt I can put off the additional labor another year.

Please note additions to the Labor cost area.

1. I have increased [REDACTED] hourly rate from \$12/hr. to \$15/hr. which is the lowest rate we pay our other maintenance technicians. [REDACTED] performs the same work as the [REDACTED] and should be compensated at the same level.
2. I have also added an allowance of \$100/week for one maintenance technician to be on call for the 6 winter months out of the year. It is important to note they are actually on call year round, but should at least receive compensation during the winter months when they are most likely to be called in. Other Departments provide on call pay and Housing Maintenance should be compensated for us expecting them to be fit and available to come into work when on their own time.
3. I have also added an allowance for overtime necessary for emergency call in's. I do not know if this is an adequate value as overtime pay is not reported to the Department as a budget line item so I cannot track it.

You also will find attached a separate budget for Client Services for the Down Payment and Closing Cost Assistance program.”

- E. The Housing Department and Commission met in a work session on July 25, 2017 with Tribal Council to discuss the use of ORV's on Tribal land including the Aki maadiziwin residential development.
- F. During the month the Department performed the following activities.
Lease renewals due during the month: 4
Leases renewed: 6
New leases: 0
Annual Inspections: 4
Move-out Inspections: 1
Move outs: 1
Transfers: 1
- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
Applications received this month: 2
Number of Awards made during the month: 1
Amount of Awards made for the Month: \$5,000
Total Number of Awards made during the Year: 11
Total Amount of Awards for the Year: \$47,330.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 10
- B. Termination Notice(s) issued: 3
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

- A. LRBOI Housing has 64 rental units in total of which 61 are rented giving us an occupancy rating of 95%. Aki has 57 rental units of which 54 were rented during the month.
- B. Aki has 9 low income elder designated rental units and 8 units are rented.
- C. Aki has 2 low income elder ADA designated rental units and 2 are rented.
- D. Aki has 28 low income family rental units and 27 are rented.
- E. Aki has 6 low income family ADA rental units and 6 are rented.
- F. Aki also has 12 fair market rentals and 11 are rented.
- G. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- H. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

- A. **Accomplishments:**
 - 1. Business as usual this month.

VI. Plans for the Future.

- A. Complete construction of the 10 Fair Market Rental units at Aki maadiziwin in December 2017.
- B. 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) and our application is to be submitted in October 2017.

VII. Other Information

- A. None.

End of Report
Frank Figgels, Housing Director
August 4, 2017

Attachment: July 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 7-3 No Jake
No Nickie

Date 7-4 Holiday

Date 7-5 Cleaned Pavilion, Primed / Painted stairs on
bathroom ceiling @ 2721 IC Repaired Cart for matts
@ Community Center / Picked up Door for 2695 OC
~~Strained~~ Mixed & strained old paint for touch up put
in to Quart Cans labeled Muchison old paint wall / Ceiling / trim

Date 7-6 Installed New Door in garage @ 2695 OC
Looked at and got info for Washer @ 2695 OC
Looked at and got info for Dryer @ 2716 OC
Looked at and got info for Side X Side Fridge @ 2678 IC

Date 7-7 Installed Threshold support for New Door @ 2695 OC
Looked at and got info for Fridge @ 148 1/2 Ford
Went to Sears Found Floor Model replacement to be delivered today
Fridge Delivered and old one removed (Sears) @ 148 1/2 Ford

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 7-10 Sprayed all weeds in downstairs parking lot, all elders driveway, Vacants, and intersection. 2648 took measurements for spindles to be fixed/replaced for egress window.

Date 7-11 Replaced spindles for egress window at 2648, Replaced fence at 9th Street,

Date 7-12 Repaired garage door at 2615 put new wheels on zero turn, installed dryer at 2716 Elders didn't fit so new one is ordered should be here 7-13-17

Date 7-13 Had home inspection 2716, put new wheels on zero turn (Finished) Fixed kitchen sink at 2677 also checked toilet for leak none found, cleaned shop area garbage out

Date 7-14 Ordered New Fridge for 2711 other was too small Ordered new dryer for 2716 other was too large bi-folds wouldn't close, mowed, ~~fixed~~ lowered flag elder passed

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 7-17 Cleaned shop swept, wipe down, bathroom, began to mow elders, leveled out backyard at 2648, had more out inspection at 2665, fixed corner roof on front porch at 2716, got everything ready to start 2724

Date 7-18 Cleaned out trash from grey truck
Receipts check fluids in trucks

Date 7-19 Installed new Garage Door opener @ 261500
Submitted w/10 for Anti-Freeze leak on grey truck 2500

Date 7-20 Mowed, cleaned out trash @ Shop

Date 7-21 Mowed Ditches ect

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 7-24 Installed new Dryer @ 2716 OC
Fixed leak @ Dishwasher @ 2678 IC

Date 7-25 Cleaned Pavilion repaired exterior outlet box
on Bathrooms @ Pavilion,

Date 7-26 ReKeyed 2724 OC
Installed light Bulb in Basement and dropped off
4 Gals Drylock @ 148 Ford

Date 7-27 Picked up two fridges (spares) from 2711 OC
Repaired trailer & Cleaned Deck on trailer cut grass

Date 7-28 Clean Shop area Organize Shop area
CUT GRASS

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
Nancy Malory

HUMAN RESOURCES DEPARTMENT

JULY 2017 MONTHLY REPORT

Hiring/Recruiting July 2017:

During the month of July the HR Department recruited for 10 positions. Four positions (highlighted in Blue) were reposting to gain qualified applicants.

RECRUITING SUMMARY						
INDIAN PREFERENCE IN EMPLOYMENT						
ORDINANCE #15-600-02						
Jul-17						
POSTED	TM	NA	TD	TS	NP	TOTAL
Security System Adm		1				1
Victim Advocate						0
Dir of Public Affairs					1	1
Nurse Practitioner						0
Comptroller General						0
HR Generalist	1					1
Case Mgr Generalist						0
TP Manager						0
System Adm	1	1			3	5
IT Tech			1		1	2
Total	2	2	1	0	5	10

Applicant Tracking	TM	NA	TD	TS	NP	TOTAL	Date Closed
Registered Nurse	1				2	3	7/13/2017
System Administrator	1	1			3	5	7/20/2017
IT Tech			1		1	2	7/20/2017
Total	2	1	1	0	6	10	

Offers Made

Registered Nurse	TM
System Administrator	NP
IT Technician	TD

New Hires

	TM	NA	TD	TS	NP
Teachers Aide					1
HR Director					1

Terminations

Maintenance
System Security
Adm

Audio Visual Historic
Preservation

Victim Advocate

IT Tech

Maintenance
Housing

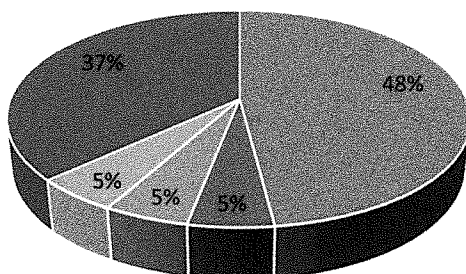
TM	NA	TD	TS	NP
				1
				1
1				
				1
			1	
1				

Human Resources Statistical Reporting:

It is important to note that there are variables that influence the reporting of the department. For example, Elected Official positions are counted in the preference statistics, however, they are not technically employees, yet the employer pays salary and benefit costs associated with those positions. An example is the Legislative Branch, as 9 council members who are all tribal members are included in the numbers. So while the Legislative Branch may have a 90.0% (10/11) preference rate, the actual employment by the Legislative Branch is a 50% (1/2)

Employment Statistics for July: * Count includes Legislative members

EMPLOYMENT SUMMARY*							
INDIAN PREFERENCE IN EMPLOYMENT							
ORDINANCE #15-600-02							
Jul-17							
	TM	NA	TD	TS	NP	TOTAL	
EXECUTIVE	75	10	9	7	58	159	77%
GAMING	11	0	1	2	15	29	14%
LEGISLATIVE	9	0	0	0	1	10	5%
JUDICIAL	4	0	0	1	3	8	4%
TOTAL	99	10	10	10	77	206	
	48%	5%	5%	5%	37%		

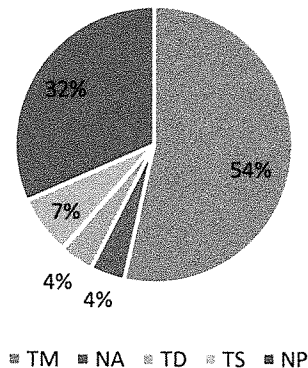
STAFFING MATRIX

■ TM ■ NA ■ TD ■ TS ■ NP

LEADERSHIP

	TM	NA	TD	TS	NP	TOTAL
Supervisor	4	1	1	1		7
Leader	2				1	3
Director	9			1	8	18
TOTAL	15	1	1	2	9	28
	54%	4%	4%	7%	32%	

LEADERSHIP MATRIX



Special Projects: Job Analysis/ Job Description

Human Resources is coordinating with Valliant to:

1. Complete the wage analysis review of remaining Job Descriptions.
2. Update Wage Analysis Chart

Once the job analysis is completed, HR will meet with department directors to determine any additional responsibilities by job. The job analysis project will result in updated job descriptions (if needed) for every position in Tribal Government. Following the job description update, the next step will lead into the final phase of salary administration repair and evaluation under FLSA regulations. HR staff will meet with employees that were not included in the first roll out. The HR goal is to complete the Job Analysis/ Job Description process by October 1, 2017.

Benefits Review

The Benefits Administrator continues to audit benefit invoices for accuracy in billing and removing terminated employees. For the month of July the Benefits Administrator recovered \$132,986 in FEHB billing and \$432 in Delta Dental. She has begun creating an invite for benefit providers to attend Open Enrollment later this year.

Hiring Process

Currently there are ten (10) positions we are recruiting for. Each position is posted on the tribal website.

Alicia coordinated interviews for three positions in July. The new hires, Registered Nurse, IT Tech and System Administrator will begin in August.

The colleges in the United States have created a national database to post positions. The database, named Handshake, will allow the employer to select individual colleges to post the position. The traffic on the college website include current students, alums, and professors. HR has posted positions requiring college degrees on 2 and 4 year degree colleges in Michigan, Ohio, Indiana, Illinois, Wisconsin and Minnesota. On Friday, July 28th, Nancy Mallory and George LeVasseur met with Ferris University IT Professor. Outcome from the meeting: set up George to meet with students, the tribe will attend the Internship Career Fair, and the Professor will inform the department students and staff of the System Security Administrator position with LRBOI.

HR also posted the positions on Pure Michigan Talent Connect.

Employee Updated Manual

HR continues to coordinate information with Legal to update the Employee Manual. The manual will be printed and distributed at the Employee Meeting scheduled for August 10th. HR staff will be available to answer questions during and after the meeting.

Training

Alicia and Kathy will be attending FEHB training August 8th and 9th in Washington DC.

National Native American Human Resources Association (NNAHRA) will host an annual convention in North Carolina September 24th – 28th. Kathy and Alicia will be attending.

HR will be scheduling Tribal First for onsite Safety training for Natural Resources, Maintenance, Housekeeping and Commodities. An email will be sent out to departments announcing the time and location.

Required training for HIPAA and Harassment will be scheduled by the end of November.

Beginning the month of August HR will host a monthly birthday party for employees in the employee breakroom.

Information Technology

George LeVasseur

Information Technology Department
Monthly Report
July 2017

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Domain level system rebuilds project continues. VMSphere software upgrades installed.
2. 207 new IT work orders were opened in July 2017 and 218 IT work orders were completed in July 2017.
3. Ayaa has decided to contract IT Support, the transition is being planned.
4. Disk space project continues with vendor conference calls to discuss the upgrade or replacement of the SAN.
5. Rx-30 Pharmacy Management Software and POS system implementation began in July and will continue through August.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Assist with remodeling in the Muskegon Office.

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: August 15, 2017
Re: July 2017 report of activities

Number of tribal members assisted on new issues 66

Number of referrals received 4

Number of continuing cases: 48

Types of legal issues:

Child support	Funeral Designee
Probate Estate	Child Support Arrearages
Divorce	Real Estate
Alimony	Guardian – Adult
Amend Power of Attorneys	Conservator - Adult
Wills	Supervised Parenting Time
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Contract
Medical Power of Attorney	Amend Estate Planning Documents
Move with Minor Child	Parenting Time
Trusts	General Civil
401 (k) beneficiary	Lease
Civil Discovery	Construction Loan
Employment	Change of Custody
Landlord – Tenant Issues	Legal Separation
Personal Protection Orders	Wrongful Termination
Contracts	Trustee
Limited Power of Attorney – minor	SSI and Per Capita
Evictions	Harassment
Income Taxes	Expunge Criminal Record
Medical	SSI and Assets

Garnishment
Breach of Contract
Department of Human Services
Trust Administration
Certificate of Trust Existence and Authority
Psychological Evaluations in Divorce
Poverty Real Estate Tax Exemption
Change Schools for Minor After Divorce
Violation of Personal Protection Order
Transfer Jurisdiction
Transfer of Vehicle Title After Death

Criminal
Boat Title
Codicil to Will
Abuse-Neglect - Minors
House Insurance
Adult Protection Services
Driver's License
Slander
Parenting Time – Out of State
Contractors

Prepared Contract Review for Indian Village Youth Camp

Attended training on Personal Protection Orders put on by the Domestic Violence Program

Attended Victim Service Taskforce meeting

Sample of Work Performed:

Assisted a tribal member who needed to amend their divorce judgment because their ex-spouse lied about their pension.

Assisted a tribal member transfer title to a vehicle after the vehicle owner's death

Assisted a tribal member make a payment plan for payment of unpaid taxes

Assisted a tribal member when a co-worker was harassing them at work

Assisted a tribal member an agent in a Power of Attorney to handle their affairs while they were incarcerated

Assisted a tribal member negotiate a resolution when a contractor was not performing home repairs in an acceptable manner

Members Assistance
Jason Cross (Interim)

Members Assistance Department

July 2017 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-11-G62 \$68,000

i. Total expensed \$63,522.58

ii. Budget remaining 7%

iii. 16 total households served with this program.

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

b. MOA BE-16-J72 \$139,000

i. Total expensed \$97,446.09

ii. Budget remaining 30%

iii. 15 total households served with this program.

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

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

i. Total expensed \$130,496.93

ii. Budget remaining -4%

iii. 23 total households served with this program.

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

2. Food Assistance Program

a. Budget \$45,000

b. Carry over \$16,650

c. Total budget \$61,650

d. Total expensed YTD \$31,800

e. 75% Remaining

f. 144 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
38	3	4	3	33	5	3	14	1	40

3. Rental and Mortgage Assistance Program

a. Total Budget \$30,000

b. Total expensed YTD \$20,230.62

c. 33% Remaining

d. 58 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	1	0	1	10	1	2	6	1	26

4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$22,619.97
- c. 50% Remaining
- d. 109 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
27	3	5	1	18	5	3	9	1	37

5. LIHEAP – DHHS Grant Funded Program FY 2017

- a. Total Budget \$148,770
- b. Total expensed to date \$25,083.17
- c. 82 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
30	8	5	4	25	3	2	4	1

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$6,900
- c. 54% Remaining
- d. 33 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
12	2	1	0	7	0	1	1	0	9

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$13,758.77
- c. 45% Remaining
- d. 62 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	1	0	2	12	2	1	4	0	19

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$36,502.59
- c. 67% Remaining
- d. 24 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
2	0	2	0	12	0	1	0	0	7

9. Bereavement Program

- a. Total Budget \$453,000
- b. Total expensed YTD \$203,850
- c. 55% Remaining
- d. 27 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	0	0	0	4	0	0	1	1	15

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
238	20	110	6

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
145	107	37	27	77	89	37	30	6	0

13. Office Visits

- a. 24 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**

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- **Managed budgets**
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
- Staff Management ADP
- 2017 Monthly Staff Reporting
- Inland and Great Lakes Fisheries Data entry and processing
- Inland Consent Decree – Inland fisheries permitting
- LRBOI/MSU Burbot publication review
- Inland Consent Decree Reporting - Bays De Noc Walleye Harvest

Equipment maintenance/Field Work/Lab Work:

- Gear prep, maintenance, break down (Ken, Mike)
- Boat prep, cleanup and maintenance (Ken, Mike)
- Muskegon Fishery Independent Whitefish Surveys (Ken, Mike, Barry)
- Conducted Lakewide Fisheries Assessment Plan (LWAP) fishery assessments in Ludington
- Ludington Fishery Independent Whitefish Biodata collection (Ken, Mike, Barry)
- Net repair and replacement (Ken, Mike)
- Boat maintenance and repair Ken, Mike)
- Manistee Fishery Independent Whitefish sets and lifts (Ken, Mike, Barry)
- Gear maintenance (Ken, Mike)

- Hamlin Lake Wild Rice Fish Community survey (Barry)
- Beach seining, whitefish recruitment assessment (Ken, Mike, Barry)
- Beach seining sample processing (Barry, Seasonal Staff)
- Boat trailer maintenance (Ken, Mike)
- Manistee Lake Wild Rice Fish Community Survey (Barry)
- Muskegon river Wild Rice assessment (Ken)
- Electrofishing boat maintenance
- Fabrication and assembly of sturgeon egg mat frames
- Grayling surveys – Upper Manistee River watershed (Adams Creek, Buttermilk Creek, Little Cannon Creek, Manistee River)
- Oldhouse Creek Status and Trends Fisheries Survey
- Sturgeon Streamside Rearing Facility operation and maintenance
- Muskegon/Manistee River Visual survey prep
- Cleaned and organized work area in Big-Blue.
- Equipment and tool inventory

Meetings/Training/Travel/Conference Calls

- Benzie Audubond Presentation (July 6)
- Scientific Advisory Committee meeting (Barry, July 11)
- Inland Fisheries Committee Meeting (July 25)
- Muskegon Lake Sturgeon site visit/Meeting with Muskegon Watershed for Lake Sturgeon (Save Our Sturgeon), Sea Lamprey Treatment of Muskegon River. (July 27)
- Chippewa Ottawa Resource Authority meeting (July 27)
- Lake Michigan Technical Committee meeting (July 17-20)
- Ludington Pump Storage Project Technical Advisory Group conference call (July 31)
- Meeting with Cognition Discovery Center about LAS educational display

<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		

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
- Working on wolf publication
- Advancing Custer and Kettle Hole habitat restoration

- Bear and elk drawing, regulations, and permitting

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
- Servicing field equipment
- Planning and implementation of habitat management on the Kettle Hole property
- Controlling invasives on the Custer property
- Surveying loons, monitoring loon platforms and buoys
- Managing timber at Oldhouse/Highbridge property
- Turtle surveys and conservation

Meetings/Training/Travel/Conference Calls

- Marten and hare coordination meetings and calls with partners
- NRC meeting
- NRD staff meetings
- Sault St. Marie climate change study coordination
- LCC conference calls
- ORV consultation with DNR
- Feral swine control meeting
- Wolf workshop coordination

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Shaughn Barnett- Water Quality Specialist

Josh Beaulaurier- Aquatic Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Staff Management - ADP
- Reviewed current work plans
- Worked on TAS application for CAA 105, 505
- Collaborated with Commerce and Tax Departments on Map Updates
- Submitted USEPA CWA Final Report
- Reviewed Nestle Water withdraw documents

- Reviewed Enbridge Line 5 Documents
- Reviewed Michigan Potash Documents
 - E-mails with USEPA staff on permits
- Prepared comments on several local environmental issues
- Continued communication with partners on invasive species and wild rice

Meeting/Training/Travel/Conference Calls

- Meeting with staff on 319 projects and progress 7/7/17
- Attended MTEG 7-10-17-7-12-17
- Conference call with USEPA on TLEF Presentation 7/13
- Consultation in Lansing with the SOM on Enbridge Line 5 Reports and Permits 7/14/17
- Household Hazardous waste committee meeting 7/18/17
- NRD Staff meeting 7/28
-

Brownfield Program

Brownfield Specialist is current out on leave. Starting 6/28/17

Administration/Budget/Reports/Data Entry

- Continuing compilation of Master Property Database for all Tribally-owned properties
- Worked with Environmental Coordinator on a list of trainings to attend when returning from leave

Field Work and Equipment Maintenance

- None this Month

Meeting/Training/Travel/Conference Calls

- None this month

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed monthly report for LRBOI.
- Updated 2017 Water Quality Monitoring QAPP
- Began editing Fish Contaminant Monitoring QAPP
- Reviewed USFS SOPA Report
- Reviewed MDEQ MiWaters for upcoming permits
- Updated chemical and physical WQ graphs for FY 17-18
- Drafted 2015-2016 WQ Report Card for membership
- Published 2015-2016 WQ Report Card in Currents and printed copies for membership
- Uploaded HOBO temperature data and Flowtracker data to database
- Continued researching EPA's pre-publication of the rescission of the Clean Water Rule
- Uploaded physical/chemical parameters to WQX
- Analyzed Chl a vs nutrient trends

Field Work and Equipment Maintenance

- Completed July water quality sampling
- Calibration of Hydrolab sondes
- Oldhouse E-fishing survey
- Delivered July water quality samples to GLEC

Meeting/Training/Travel/Conference Calls

- July 7 – Fruitbelt Meeting w/ Allison and Frank (NRD)
- 7/28 NRD Staff Meeting

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
- Draft Quarterly Report submitted internally – 7/12
- Official Quarterly Report submitted to USEPA – 7/25

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 7/13 and 7/26
- Completed PM 2.5, Monthly Maintenance & QC – 7/13 and 7/26
- Completed PM 2.5, Quarterly Maintenance & QC – 4/25
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Installed new set of PM 2.5 filters – 7/21
- Sent collected PM 2.5 filter samples to MDEQ – 7/10 and 7/24
- Completed O3 Multipoint – 7/13 and 7/26

Meeting/Training/Travel/Conference Calls

- Attended USEPA Webinar - Getting Started With Energy Savings Plus Health: How to Integrate Energy Efficiency With Health & Safety Outcomes in Your School – 7/11
- LR Gov't Employees meeting – 7/14
- Participated in Monthly State, Local, and Tribal Conference Call – 7/26
- Participated in Monthly Region 5 Tribal Air Conference Call – 7/27
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 7/27
- LR NRD Staff meeting – 7/28

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Updated work plan for 2017
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Wild Rice literature Research
- Data entry on potential wild rice sites
- Development of Wild rice signs for the harbors

Field Work and Equipment Maintenance

- Conducted Wild Rice Fish community on Manistee Lake
- Ordered supplies for those Wild Rice Fish Community surveys
- Checked the hobo on Hamlin Lake
- Research on future projects dealing with wild rice
- Field gear prep for 2017
- Deployed Wild rice fish community minnow traps on Hamlin Lake
- Site visit of Muskegon River beds to see how they are doing this

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Field work Scheduling meeting
- Manistee Harbor commission meeting

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

July 2017

Meetings/Conferences/Trainings

- On July 10, 2017, I met with Bill Willis, Budget Coordinator, to review my budget proposal for FY 2018. The budget proved to be satisfactory and Bill will recommend the budget be adopted by the Ogema's Office.
- On July 13, 2017, I met with Ken Ockert to review the bid proposal received for the M-22 Road Realignment Project. Only one bid was received from Elmer's Crane & Dozer. Ken reviewed the bid proposal for accuracy and consistency, and it was agreed that the proposal would be submitted to Tribal Council for their consideration at their July 19, 2017 meeting.
- On July 18-20, 2017, I attended the BIA Partner's in Action Conference at the Mystic Lake Casino & Resort in Prior Lake, Minnesota. I primarily attended the sessions concerning the BIA Roads program. During the sessions, updated and new information was presented. I was interested in the changes to how the BIA Roads Inventory would be maintained and also any changes to the Tribal Transportation Safety Grant Program. We anticipate applying for a safety grant again this year.
- On July 26, 2017, I participated in a walkthrough of the Gathering Grounds Project with Bryan Hewitt, our BIA Roads representative at the Great Lakes Agency. Bryan was very impressed with the work that was done. Bryan again brought up the issue of the bilingual stop signs, indicating that, due to federal highway safety laws, we may have to change some of the signs back to their original condition so that they only say "STOP." I requested that he put his concerns in writing, stating the reasons that the signs need to be changed. He said he would send me an e-mail outlining his concerns. I will be addressing this issue with Tribal Council once I receive Bryan's e-mail.
- I attended meetings of the Construction Task Force on the following dates: July 6, 13, 20 & 27, 2017.

Activities/Accomplishments/Updates

- The planned road projects for 2017 are still moving forward, and I have the following updates:
 - Gathering Grounds Improvements-Phase 1: This project concluded on June 23, 2017. All parts of this project have been completed except for the hookup of the new electrical system (including some parking/street lights and electric outlets for most of the new campsites). Dealing with Consumers Energy regarding this issue has been quite frustrating—including a number of delays and additional requirements. At this time, Consumers has requested an easement from the Tribe before they will proceed with the work. I have received the paperwork from Consumers requesting the easement. Since the Gathering Grounds is on Tribal Trust land, the BIA will also have to be involved in granting the easement. This will require an authorizing resolution by Tribal Council and execution by the Ogema. I hope to get this Right-of-Way/Easement issue resolved by the end of August 2017.

- US-31 & M-22 Intersection Safety Realignment Project: Due to the delays in getting environmental clearance from the BIA and all applicable Rights-of-Way approved, this project has been delayed. The bid process has been concluded and the construction contract was awarded to Elmer's Crane & Dozer and approved by Tribal Council on July 19, 2017. We were planning on having the project begin work on July 31, 2017. However, due to scheduling issues, Elmer's has requested that the project begin on August 14, 2017. That is the current start date that we are working with. The project is scheduled to last six weeks, which would result in an ending date of September 15, 2017. Once the construction schedule has been finalized and approved we will get advance notice out to the affected communities (Tribe, Casino, Townships, and County) as soon as possible.
- Suida-Kott Road Project: All the approvals and agreements regarding this project are in place. The preconstruction meeting was held on June 28, 2017. The Manistee County Road Commission (MCRC), which is managing the project, has selected Elmer's Crane & Dozer as the contractor. Construction began on July 31, 2017 with a target construction end date of September 22, 2017. The MCRC issued a media release to the local community. This release has been included in the online version of the Currents, the Rapid River News, and has also been shared with the residents at Aki Maadiziwin. According to the MCRC, one lane of traffic will remain open during construction and access to residential and commercial drives will be maintained. Both lanes of traffic will be open at night and at other times when construction is not being performed.
- Harvey Street Reconstruction Project: The City of Norton Shores is in charge of this project and selected Brenner Excavating of Hopkins, Michigan as the contractor. The project began on June 14, 2017 and is currently on schedule. This project was originally scheduled for completion by mid-September 2017. However, the project manager reports that all work should be completed by August 9, 2017. I will provide more detailed information in next month's report.
- Service Drive for the Next Generations Learning Center: We received an update on this proposed project from Bryan Hewitt when he was here for a site visit on July 26, 2017. (See previous section above.) Bryan indicated that the road will be added to the national road inventory and that, even though this project is not on our Transportation Improvement Plan (TIP) for this year, we can still make plans to have the road constructed later in 2017, if we still wanted to do that. Since the area office has been aware of our wish to do this project for quite a while now, they would approve the project without it needing to be on the TIP. Although this is fantastic news, I will need to confirm with Jason Cross, the Ogema, and the Tribal Council that they are okay with moving forward, and begin the design/engineering process. In the alternative, we could tee up this project to occur in the early spring of 2018.

Public Information
Vacant
No report submitted

Public Safety
Robert Medacco

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

July

General Patrol

Assist Citizen	2
Assist Motorist	1
Assist Other Agency	8
City Assist	11
County Assist	16
Medical Assist	1
MSP Assist	1
Other Calls for Service	10
Property Checks	2223
Suspicious Person	
Suspicious Situation	3
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	
Accidents	6
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	1
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	4
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	
Assault	1
B&E	
Bond Revocation	
Child Abuse	1
Child Custody	
Child Neglect	1
Contempt of Court	
Counterfeiting/Forgery	2
CSC	
Death	
Disorderly	2
Domestic Disturbance	5
Drive-Off	2
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	1
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	1
Juvenile Runaway	
Larceny	3
Liquor Violation	1
Minor in Possession	2
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	6
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

1

SOR Violation

Stalking

Stolen Property

Threats

1

Unwanted Subject

Miscellaneous

Administrative Hours

418.25

Alarm

1

Attempt to Locate

2

Boat Dock Checks

Casino Hours

302.75

Civil Standby

1

Community Policing

23

Court Hours

8.5

Death Notification

Drug Disposal

2

Follow-Up Investigations

68

Found Property

2

Lost Property

Meetings Attended

Open Door

2

Open Window

PBT

Special Detail

Suicidal Subject

2

Total Complaints

64

Total Reports

64

Training Hours

90

Transport

2

Trespassing

Tribal Council Meetings

Vehicle Mileage

6120

Voluntary Missing Adult

Training/Travel

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

Administrative Hours		151.25
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)		3
Assist Hours		4
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints		3
Contacts		40
Court		
Court Hours		
Follow-up(s)		
Follow-up Hours		
Federal Citation(s)		
Hours Worked		144.75
Joint Patrol(s)		
Marine Time		
Meeting(s)		1
Meeting Hours		1
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks		17
Snowmobile Patrol Hours		
Training(s)		2
Training Hours		10.5
Vehicle Mileage		
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		

Training/Travel

July 17, 2017 Officer Johnson-Cook attended PPO Training at the Justice Center Conference Room.
 July 18, 2017 Officer Johnson-Cook attended Human Trafficking at the Justice Center Conference Room.

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

Administrative Hours	52
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	132
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	4
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	16
Vehicle Mileage	
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

July 18, 2017 Sgt. Robles and Officer Brown attended Human Trafficking at the Justice Center Conference Room.

July 31-August 1, 2017 Sgt. Robles attended 2020 Consent Decree Review and CORA LEC meeting at Brimley, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: July 2017

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

During the month of July, 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 6 Certificates of Exemption for Resident Tribal Members and the Tribe (4 Vehicles, 1 Recreational vehicle/watercraft, and 1 burial program)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 4 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, the Certificate of Exemption process for vehicles, RTM benefits, the Sales and Use Tax Credit Form 4013, Tax Agreement Area boundaries, Concessionaire's licenses, exemptions for construction materials and building within the Agreement Area.
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, etc. for a total of 703 errors. A total of 2,985 receipts processed and completed by the Tax Office in July
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 June Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 0 Tribal Concessionaire's Tax Licenses
13. Monitored outstanding tax assessments; 1 motor fuel assessment was issued in July
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 June 2017 monthly department report
17. Processed 2 Tribal Michigan W-4 Withholding Exemption forms for employees
18. Processed 79 address changes/reviews from Enrollment for RTM status updates

19. Processed 13 RTM status and/or address changes
20. Processed 2 RTM statuses and Proofs of Residency were received in the month of July
21. Prepared and mailed 15 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. 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
25. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
26. Prepared month-end tax reports for June 2017
27. Processed 8 Venue Reports and submitted them to the State of Michigan for the month of July
28. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
29. Updated motor fuel discount schedule for August 2017 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 revising motor fuel and tobacco enforcement procedures
32. Worked with Tribal Attorney regarding amendment proposals to the Tribal Tax and Revenue Ordinance
33. Prepared draft 2018 department budget and submitted it to the Budget Coordinator
34. Worked with Human Resources regarding two employees who moved out of the Tax Agreement Area and no longer qualify for Michigan Income Tax exemption
35. Completed and submitted a Federal Excise Tax Exemption Certificate for the Trading Post to Blarney Castle
36. Worked on 2nd Quarter Tax Sharing return and report
37. Discussed current tribal fishing licenses with Natural Resources Director because a member submitted paperwork for exempt fuel for commercial fishing
38. Discussed possible Service Tax on utility services with the Utilities Director, such as sewage dumping and irrigation
39. Set up online account access with ITG Brands for the Trading Post so that our contracts, buydowns, and promotional reimbursements can be viewed and tracked
40. Tracked and submitted weekly totals to the Ogema's office for the Two for the Road coupons that are being given to Resort hotel guests in hopes of increasing sales at the Trading Post

Meetings attended this month:

1. Attended meetings on July 3, 18, and 25, 2017 with Tom St. Dennis regarding the Trading Post profitability, continued financial questions for Accounting, contracts, staffing, rep contacts

2. Attended Trading Post staff meeting along with Tom St. Dennis and Mary Thomas on July 10, 2017; reviewed the motor fuel and tobacco discounts with staff
3. Attended meeting on July 11, 2017 with Tom St. Dennis, acting Trading Post Manager, and SAS to discuss a store reset and pricing adjustments
4. Traveled and attended Annual State/Tribal Tax Summit on July 13, 2017 in Okemos, Michigan
5. Met with Tribal Attorney on July 17, 2017 to discuss updates and amendments to the Tax Ordinance
6. Attended meeting on July 19, 2017 with Tom St. Dennis and Natural Resource staff regarding land updates and which should be proposed to Tribal Council to apply for trust status
7. Met with Budget Coordinator on July 19, 2017 to discuss draft 2018 department budget
8. Attended Agenda Review with Tribal Council on July 24, 2017 regarding the proposed amendments to the Tax Ordinance
9. Attended Tribal Council meeting on July 26, 2017 and represented the item of posting for public comment, the proposed amendments to the Tax Ordinance
10. Attended meeting on July 27, 2017 with SAS to discuss the contracts the Trading Post has with them, particularly regarding the cigarette and tobacco products

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 77 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 and participated in a "Budget Brainstorming" meetings called by the Ogema.
3. Attended meetings about the 2018 budget for HP, PA, NRD, et al.
4. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
5. Oversaw the Jiingtamok doing odd jobs and other tasks as they came up.

6. Attended the quarterly Michigan Anishinaabek Cultural Preservation & Repatriation Alliance meeting hosted by Saginaw Chippewa at Ziibiwing Center.
7. Assisted Coordinator with holding the Anishinaabe Family Language & Culture Camp, pre-camp set up, food transportation and meals and other tasks as needed.
8. Reviewed the revised Employee Manual with the Ogema, new HR Director, Unified Legal and Leads.
9. Attended meetings of Lead Positions to carry forward the topics from the Ogema's meeting.
10. Continued work as the Public Affairs\Information person with T Tyler.
11. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
12. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
13. Administered, directed and supervised all departmental activities.

The Language Coordinator accomplished the following during this month:

- 1) Sold 100% of left over sweats and hoody's and T shirts from Pow wow's past.
- 2) Coordinated 100% of bilingual stop sign for all government, housing, and LRRCR, which LRRCR has not installed yet.
- 3) Coordinated PA repairs. I would like to coordinate a training on this.
- 4) Translation for museum the words 'Get Curious'. (Get hungry, get sleepy)???
- 5) Worked with Robin Clark for Sault Tribe on Fish App. (Corrected spelling)
- 6) Processed CD Rom sales.
- 7) Coordinated and re-coordinated Language Camp. (What a great camp)
- 8) Provided left over perishable food to LRB Employees in the Cafeteria.
- 9) Donated left over perishable food to Elders program, Women Resource Center, Armory Youth.
- 10) Classes at Next Generation on Mondays.
- 11) Produced, recorded and posted weekly lesson on Anishinaabemdaa face book page.
- 12) Classes with LRB employees on Fridays.
- 13) Responded to Email, calls, notifications about camp, CD Rom's, language, culture.

The Audio-Videographer accomplished the following during the month:

Position vacant after 7/12/2017

- 1) Produced four Anishinaabemowin video lessons with the language coordinator. This is our distance learning program titled Endaaying published on Facebook.
- 2) Photographed Pre-Pow Wow youth dance hosted by the Tribal Council
- 3) Gathered and tested all necessary audio equipment needed for the Jiingtamok weekend activities.
- 4) Tested and set up public address system for the 2017 Jiingtamok

Tribal Historic Preservation Coordinator accomplished the following
VACANT

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

Travel, training and budget expenses

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