

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LB*
Naangwa: Date: September 11, 2018
Maanda Nji: Re: July, 2018 Operations Report

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

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

Larry B. Romanelli

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

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

July, 2018 Department Report

I. Department Overview

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

Finance/Accounting Management:

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

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2017 audit took place May 14 - 18, 2018. The audit firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continues to provide information for the auditors to complete the audit. It is anticipated that the final audit report will be issued in August, 2018.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; AKI (10) Homes, AKI (2) 2018, Elders (10) Complex 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. ***AKI (10) Housing- None***
 - ii. ***AKI (2) 2018 - Timber Run- \$46,980***
 - iii. ***Gathering Grounds – Change Order-\$8,385***
 - iv. ***Elders (10) Complex –***
2. ***Cash Receipts; Daily cash receipts totaled for the month of July, were, \$618,532.63 the General Fund Operating Account had a total of (370) receipts.***
3. ***NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.***
4. ***Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2017. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2017.***
6. ***Audit work for 2017 Asset – Ongoing working on Inventory with other Staff Accountant, asset control...***
7. ***1099MISC. – 2017 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2017. Sending out some of returned 1099MISC as corrected addresses come in.***
8. ***Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks, this is in the final stages of reconciliation as the Casino Resort has taken on the duties.***
9. ***BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.***
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 - AKI (2) - 2018 Homes, AKI (10), Elders Complex and Gathering Grounds.

Other Meetings

- ***Odeno review – CFO - Office –Closing Cost***
- ***EDC-Asset Transfer – CFO Office***
- ***I.H.S Well/Septic – CFO Office***

Duties and Accomplishments –

1. Reconcile 14 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay
7. Warriors Society Banking

Meetings Held / Attended – TERT

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of 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 Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *Sent Brandi Cook a notice reminding her that I need the monthly patrol activities report if there were reimbursements submitted to USDA Forest Services.*
12. *The Tribe received three modifications for the following grants: 2018 BIA Self Governance additional funding in the amount of \$176,782; Caregiver Support program yr. 2 additional funding in the amount of \$33,967 and 2017-2020 Elders Meals program yr. 2 additional funding in the amount of \$86,658. 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.*
13. *The Tribe received one new grant this month. 2018 IHBG funding in The amount of \$265,358 for the time period of 10/1/18-9/15/27. A grant program booklet was created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant file. The new funding amount was added to the monthly tracking spreadsheet and the federal programs administered by the tribe spreadsheet that lists all the grants ever awarded to the Tribe. The*

Budget Coordinator was given copies of the new award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

- 14. Worked on preparing and processing Sujean Drakes employee contract. Attended numerous work sessions, met with the Ogema, talked to Meredith Kennedy at ITC who oversees the ITC Adult Mental Health tele-site grant.*

that Sujean gets paid out of, worked with Angie in Payroll to calculate benefit costs. In this process, Jason Cross and I worked together because we were in the process of moving Be-Da-Bin department over to the Family Service department. This was done so that we all were on the same page.

- 15. Updated my password in the SAM system that needs to be done every 90 days.*
- 16. Updated my password in the GMS system that needs to be done every 90 days.*
- 17. Updated my password in the PMS system for the "B", "G" and "P" accounts that needs to be done every 90 days.*
- 18. Set myself up in the new ERA system for future grants that we have applied for.*

Meetings Held/Attended

- 1. Met with Steve Wheeler to discuss grant issues on different occasions.*
- 2. Met with Bill Willis to discuss grant issues on different occasions.*
- 3. Met with Jason Cross a few times each week.*
- 4. Converse daily with Lyle Dorr (Grant Writer).*
- 5. Met with Gina and Janice a few times each week.*
- 6. Attended Lead meetings with the Ogema, Mary, Jay and Bill on 7/10/18, 7/10/18, 7/24/18 and 7/31/18.*
- 7. Attended Tribal Council work sessions on 7/9/18, 7/17/18, and 7/23/18.*
- 8. Attended the Directors meeting on 7/12/18.*
- 9. Attended Tribal Council meeting on 7/25/18.*
- 10. Attended meeting with Lyle and Ogema on 7/25/18.*
- 11. Attended meeting with Bill and Ogema on 7/26/18.*

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

- 1. Processed 426 payroll vouchers/checks through ADP.*
- 2. Verified 16 PAF's this month which included new 2 employee(s), and 3 terminated employee(s).*
- 3. Processed payroll and completed payroll backup cover sheet for pay dates 7/6 and 7/20.*
- 4. Verified 401k contribution file totals, uploaded to John Hancock online.*

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

Meetings Held / Attended –

1. 7/26 – Call scheduled with Shelly from ADP regarding outstanding issues not being addressed.

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. Issued checks for returned direct deposits from the July 1st per capita payment.
6. Providing information as necessary for 2019 budget preparation.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. Updating quick reference guide for payroll as necessary.
4. Working with HR to establish a better/quicker process for payroll entries/changes.
5. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
6. Training payroll Clerk for ADP payroll processing.
7. Updating bi-annual certifications of personnel costs as necessary.

Upcoming Projects / Tasks –

1. Updating employer paid life insurance premiums in ADP as necessary.
2. HR module and EWS (Employee Web Services) training for future transition to MIP.
3. Completing the bi-annual certifications of personnel costs for period of 3/1/18 – 8/31/18.
4. Conference calls with MIP team working on data transfer/transition back to MIP.

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities 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. 7/02 US Bank GSA SmartPay 3 Purchase Card Implementation Kickoff meeting.
2. 7/09 Solicited RFP for site preparation and construction of pole barn for NRD.
3. 7/19-7/27 prepared and solicited RFP for Housing plow truck.
4. 7/11-7/27 worked on credit card discrepancy. Card was changed for an additional amount for a hotel stay that exceed one day's stay of the reservation amount. Determined, in error, hotel charged card for another individuals stay. Amount was credited.
5. 7/30 solicited RFP for Road Construction Project.
6. 7/31 review HR contracts.
7. 7/31 received Commodities Van.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 199 packages.
2. Issued 113 receiving reports.
3. Returned 8 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 FY2016 Indirect Cost Proposal
- 4) Facilitated FY2019 Budget Hearing

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

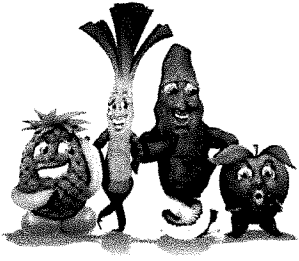
Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Continued work on FY2016 Indirect Cost Proposal.
- 4) Continue FY2019 Budget Development

Expenditures Update

Total year to date expenditures for the Finance Division for July, 2018, are \$694,693, compared to an annual budget of \$1,216,991. Total expenses for the Finance Division for year to date July, 2018, represent 57% of the total annual budget.

Commodities
Ken LaHaye



Food Distribution Program

July 2018 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

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

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Ken LaHaye submitted department report

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

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye and Melanie filled food orders

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

Ken LaHaye ordered food for warehouse for July

Ken and Melanie cleaned office

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken LaHaye attended QTR phone conference with USDA

Ken submitted new Plan of Operations for the department to USDA for review.

Ken ordered equipment and supplies for delivery van.

Ken submitted department budget for review to the USDA.

Took receipt of the delivery van.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

July 2018 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services 8 students requested and received LRBOI activities funding totaling \$894.70. 1 student requested Driver's Education totaling \$250, 2 students requested and received funding for 12th grade computers totaling \$2000
- July 12-15 Education Department held Indian Village Youth Camp for the first year under this department. Funds were provided from Natural Resources grant funding. 15 students participated during the four day camp. Krystal Davis presented a story and teaching with hands-on activity, Debra Davis held a hands-on demonstration/activity on hominy making, wherein students used wood ashes to cook the corn and remove the skins in several rinses, and got to eat mdaamnaabo one of the evenings. Dan Mays and Corey Wells from Natural Resources showed different species of fish to students- live fish which they had collected for the purpose, and the kids learned to identify them, and then watched a demonstration on making a fish spear from a hard wood sapling. Nikki Nelson and Dave Corey presented information about maple sugaring, including demonstrations, and cooking maple sap they had bottled from this spring to make maple sugar.
- College Book Stipend: 23 Book Stipends were issued this month; 5 for 1-3 credits, 5 for 4-8 credits, 13 for 9+ credits, totaling \$9000
- Higher Education Scholarships: 11 scholarship applications were awarded totaling \$23970. This included 3 university students and 8 community college students. Two were male, 9 were female.

Meetings Attended:

July 12- Director Meeting- Yvonne Parsons was unable to attend because of Indian Village Youth Camp, but submitted a brief update of program activities for the meeting

July 24- Michigan Department of Civil Rights Listening Session/CMTED quarterly meeting- Yvonne Parsons attended

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2018 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

July Monthly Report - 2018

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 4 Applications forms for people seeking membership
- Mailed out: 25 Address change forms
- Created 59 New and Replacement ID's from 07/01/2018 through 07/31/2018
- 168 Addresses changed from 07/01/2018 through 07/31/2018
- Final Rejection Letters: 1
- Final Acceptance Letters: 2
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 1
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0

- Extended Appeal Hearing Notice: 0
 - Notice of Blood Quantum Increase: 0
 - Reinstatement Notice: 0
 - Final Relinquishment: 0
 - Notice of Blood Quantum Determination: 0
 - Notice of Blood Quantum Breakdown change: 0
 - Denial of Blood Quantum Increase: 0
 - Denial letter: 0
 - 1 Applications received since 07/01/2018
 - List Request of membership: Tax Office, Member's Assistance, Purchased and Referred Care, Public Information, and Warrior Society
 - Label Request of Membership: Public Information
 - Tribal Members Label/List or Statistical Request: 0
 - Statistical Requests: Family Services-3, and Unified Legal
- Department Verifications:
 1. Prosecutor 19
 2. Members Assistance 28
 3. Purchased and Referred Care 128
 4. Family Services 4
 5. Casino 2
 6. Food Distribution 1
 7. Election Board 1
 8. Human Resources 1
 9. Gaming 1
- Ordering/ Correspondence
 - Enrollment Verifications to other tribes
 - Certifications of Blood Degrees
 - Certification for Spouses and Descendants for Tribal Preference
 - 1 Member passed away for the Burial Fund Money
 - Sent out 2 Tribal Flags
 - Sent out PerCap Earnings reports
 - Updated Citizen Validation folder
 - 9 Tuition Waiver Verifications
 - 390 Phone calls logged
 - Eagle Feather Permit Verifications
 - Requests for copy of Digital Copies

Meetings

- Director's Meeting – July 12th
- Lead Meeting – July 17th
- Notary Training in Grand Rapids – July 18th

- Enrollment Commission Meeting – July 24th

- Total Membership: 4,217
- Total number of Elders: 1,322
- Total number of Adults (18-54): 2,510
- Total number of Minors (0-17): 385
- Total Tribal Members living in:
 - 9 County Area: 1,742
 - Outside 9 County Area: 2,382
 - Michigan: 2,750
 - Outside Michigan: 1,374
 - Undeliverable Addresses: 93

Family Services
Jason Cross

Family Services Department

July 2018 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	3
Muskegon	1
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	1
Total	5

Open Cases.....57

Total number of Tribal members served in open cases: 60

Total number of descendants served in open cases: 11

Total number of individuals served in open cases: 110

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.

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	3	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	6	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	3	1	0	0	0	1	0	0	0	0
Stephanie Persenaire Intakes	2	0	0	1	2	0	0	0	0	0
Stephanie Persenaire Open Cases	0	0	0	0	0	0	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	0	2	0	0	0	0	0
Amanda McQueen Open Cases	0	0	0	0	5	0	1	1	0	3
Worker Monthly Totals	14	1	0	1	9	1	1	1	0	3

Sandra DeVerney - Case Management

Total number living in homes served	20	0	0	0	0	0	0	0	0	0
Total number of Tribal Citizens living in homes served	9	0	0	0	0	0	0	0	0	0
Total number of descendants living in homes served	2	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	3	0	0	0	0	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	0	0	0	0	0	0
Home Visits	3	0	0	0	0	0	0	0	0	0
Case Reviews	4	0	0	0	0	0	0	0	0	0
Binojocuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	10	0	0	0	0	0	0	0	0	0
Contacts with LRBOI departments	5	0	0	0	0	0	0	0	0	0
Tribal Elders	2	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	58	0	0	0	0	0	0	0	0	0

Stephanie Persenaire - Case Management

Total number living in homes served	9	11	0	0	0	0	0	0	0	12
Total number of Tribal Citizens living in homes served	6	3	0	0	0	0	0	0	0	9
Total number of descendants living in homes served	0	1	0	0	0	0	0	0	0	0
Total number of children living in homes served	5	3	0	0	0	0	0	0	0	2
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	1
Child Abuse/Neglect	4	3	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	1	0	0	0	0	0	0	0	0	1
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	2
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Home	5	3	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	2	1	0	0	0	0	0	0	0	0
Home Visits	4	2	0	0	0	0	0	0	0	2
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojocuk	1	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	23	10	0	0	0	0	0	0	0	0
Contacts with LRBOI departments	0	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	62	37	0	0	0	0	0	0	0	29

Amanda McQueen - Case Management

Total number living in homes served	0	0	0	0	14	0	0	3	0	10
Total number of Tribal Citizens living in homes served	0	0	0	0	6	0	0	1	0	3
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	0	0	0	8	0	0	1	0	8
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	2	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	1	0	3
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	1	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	1	0	0	1	0	1
Home	0	0	0	0	3	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	2
Court appearances	0	0	0	0	0	0	0	0	0	0
Home Visits	0	0	0	0	11	0	0	1	0	2
Case Reviews	0	0	0	0	5	0	0	1	0	3
Binojocuk	0	0	0	0	0	0	0	1	0	0
Contacts with outside agencies	0	0	0	0	24	0	0	7	0	11
Contacts with LRBOI departments	0	0	0	0	26	0	0	2	0	20
Tribal Elders	0	0	0	0	1	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	0	0	0	0	102	0	0	19	0	63

LRBOI Victim Services Program Monthly Report
July 2018

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Open Cases: (3) New Intake(s): (0) Cases closed (0) Open Cases
 - Provided: utilities, transportation, legal assistance, judicial advocacy, and transitional housing.
- Attended (1) court hearing
- Had (5) client face to face meetings; (1) transports

Collaboration Efforts

- 7/16 – Manistee Youth Involvement meeting
- 7/24 – Newaygo TrueNorth meeting

Travel & Training

- N/A

Outreach/Education

- N/A

Grants

- 7/17 – FVPSA FY2019 Grant solicitation was submitted
- 7/24 – VOCA Tribal Services FY2019 Grant was sent back for revisions which are to be completed by 8/6

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current Open Cases: (3) New Intake(s), (0) Cases closed, (0)
- Provided: Ed. Material, Transportation assistance, and Legal Assistance Services
- Attended (0) court hearing
- FTM (0)
- Had (8) client face to face meetings

Outreach

- 7/17 – Sober Living
- 7/20 – Hope Project
- 7/24 – TrueNorth
- 7/26 – Promote MCOLES Strangulation Training, visited several Muskegon Police Depts.

Training

- 7/13 – Case Practice Essentials for Child Welfare

Webinars

- 7/11 - Creating Accessible, Culture relevant domestic violence & Trauma-Informed services and Agency Self-Assessment tool and process part 1
- 7/11 - Children and DV
- 7/13 - Case Practice Essentials for Child Welfare professionals
- 7/17 - DV safety when meth is present
- 7/23 - Helping Sexual Assault Victims navigate the criminal Justice System
- 7/25 - Module I: Defining Intimate Partner Sexual Abuse and Assessing its Prevalence, Module II: Victims and Offenders, Module III: Risk Assessment, & Module IV: Statutory Constraints

- 7/26 - Module V: Why Victims Don't Report, Module VI: Institutional Responses, Module VII: Custody and Visitation Implications, Module VIII: Jury Selection, & Module IX: Evidentiary Issues
- 7/30 - Module X: Marital Privilege and Confidentiality of Victim Records, Module XI: Cultural Defenses and Cultural Evidence, Module XII: Orders of Protection, Pre-trial Release Determinations and Dispositions

Collaboration

- 7/9 – Meeting w/Every Women's Place
- 7/12 – Oceana's Home Partnership meeting

Charlotte Campbell (Manistee Victim Advocate)

Advocacy/Case Management

- Current Open Cases: (1) New Intake(s) (0) Cases closed (0)
- Provided: N/A
- (0) face to face; (0) transports

Collaborative Meetings

- N/A

Outreach

- N/A

Webinars

- 7/6 – Transforming Care in Tribal Communities for SA Survivors & Reviving the Movement: Voices of Advocates
- 7/9 – Windows 10: Organizing Files & Folders, Excel: Pivot Tables for Beginners, & Word 2016: Styles in Depth
- 7/10 – Word 2016 Essential Training
- 7/11 – Learning Word 2016
- 7/19 – Sovereignty of the Soul: Confronting Sexual Violence & DV & Housing Across Tribal Nations

7/20 – Outlook on the Web Essential Training & Outlook 2016: Tips and Tricks

Next Generation Learning Center-July 2018

Enrollment Statistics:

97 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)	13	6	7	2	3	4
Toddler Classroom (2-3 years old)	16	8	8	1	2	4
Maple Preschool	18	9	7	2	4	4
Cedar Preschool	21	8	13	3	0	2
School Age (5-12 years)	30	11	19	6	2	2
Totals	97	41	54	14	11	16
Percentages		44%	56%	14%	11%	16%

5 Families have received full time employment since the opening of NGLC	24 Children are receiving Child Development and Care Subsidy (CDC) from MDE	2 children have received a Childcare scholarship from Great Start Collaborative of Manistee Co. 2 children are receiving a scholarship from an anonymous donor	NLGC currently has a wait list of 51 children between the ages of 0-12.
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Current Center Happenings:

- NGLC has begun enrolling children in the three and four year old preschool programs. There are three options for families, two are free to those that qualify and one is tuition based. Interested applicants should call the center 231.398.6718 to schedule an appointment for enrollment.
- NGLC is in need of a Teacher’s Aide. We also have postings for our Head Start positions including a Lead Teacher, Bus Driver, and an additional Teacher’s Aide.
- Michigan Works continues to be within the center on Wednesdays as a satellite location; during the month of July Michigan Works used our spare office Monday-Friday while the DHHS office was temporarily closed.
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning.
- MSU Extension is now coming twice a week to our Preschool and School Aged classrooms to teach children about healthy food choices and participate in cooking lessons.
- Eight children currently receive Early On (early intervention special education) or MISD special education services while attending NGLC-2 children receive ABA Therapy for Children with Autism. Early On continue to hold their monthly playgroups at NGLC.
- Wexford-Missaukee ISD Adult Career Training is interested in working with NGLC on a Child Development Associate (CDA) course for students.

Upcoming Events:

- August 6-20: Preschool Enrollment Appointments with families
- August 8-10: Administrative Head Start Training in Sault Ste. Marie
- August 27: WSCC fall semester begins-NGLC will be receiving a new student teacher
- September 3: NGLC Closed for Labor Day
- September 13: NGLC Preschool Open House 5:00-7:00p
- September 17: NGLC Head Start and NGLC GSRP Preschool First Day

Departmental Monthly Events & Needs

Meetings:

HSCB – 7/3/18

Be-Da-Bin work session – 7/9/18

Elders Insurance work session – 7/10/18

Civil commitment work session – 7/23/18

True North meeting – 7/24/18

ISD meeting – 7/24/18

Meeting with Prosecutor – 7/25/18

Case intake meeting – 7/30/18

Travel and Trainings:

Case practice training – 7/13/18

Court

LRBOI – 2

Identified unmet needs:

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

Respectfully submitted,

**Jason Cross, MSW
Director of Family Services**

Grants
Lyle Dorr

Grants Department Monthly Report

July 2018

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

- ☀ Attended a grant writing training offered free of charge by the Office of Minority Health (July31-Aug2).
- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.
- ∞ Based on information from the GLIHA quarterly meeting (May 1 at Soaring Eagle) that Frank had me attend with Michelle and him, an upcoming competitive grant Recovery Act Development Process (RADP) in August or September. We received \$2M a few years ago when it came out. I will coordinate with the incoming Housing Director on this opportunity when it is released. Michelle is helping me watch for the posting.
- ∞ I am a member of the Tribal Emergency Response Team which meets the 1st Wed. of each month.

Court:

- **OVC Grant Application:** Worked with Shayne and Jason re: funding from the Office of Violence of Crime (OVC). Funding would be near \$200,000 a year for 3 years to fund a Rehabilitation Specialist to work with Tribal members in the justice system. It would also provide funding for other items not covered under existing grants.

EDC:

- ∅ Nothing currently, but coordinating with Tom from time to time on potential projects such as housing development and solar potential.

Family Services/ Be-Da-Bin:

- **Submitted with Jason Grant App:** The Resident Opportunity & Self Sufficiency Service Coordinator (ROSS-SC) program is designed to assist residents of Public and Indian Housing make progress towards economic self-sufficiency. There is a 25% Tribal match.

Food Distribution:

- Assisted Ken with completion of his annual budget.

Historic Preservation:

- ∅ Nothing new, but regularly meet with Jay for support on historical prospective when writing grants. Also, working with him on special project under his Lead title: Big Blue Electrical Upgrade and Big Brown trailer replacement at Public Safety.

Maintenance:

- ∞ Waiting on bids from Consumers Energy and subcontractors for the work and the Leads have decided to have the electrical converted to Secondary service from the current Primary service. This means that Consumers will be responsible for the equipment up to Big Blue building once the upgrades are made.

Natural Resources:

- ∞ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** Waiting on an estimate from Schultz Excavation who did our other modular removal work. The playground equipment was recently removed. Once Big Brown is removed, the site can be prepared and placement of the construction trailer can begin hopefully in August or September.

Public Safety:

No updates at this time

Water/Waste:

No updates at this time

Special Projects:

- ∞ **Big Blue electrical upgrade:** I am working with the Leads and Maintenance on quickly repairing/upgrading the electrical at Big Blue. If it goes down prior to us taking action, we will be without power for 3-4 months at significant more cost. We should have a decision on a vendor by the end of July.

Health
Vacant a director



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

From: Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Dottie Batchelder, BEDABIN Substance Abuse Counselor
Keith Jacque, Chief Pharmacist

Date: August 8, 2018

Re: JULY 2018 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of July 2018. This report will reflect aggregate supplemental information from lead staff members Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, Keith Jacque, Chief Pharmacist and Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor.

July 10, 2018 – Janice Grant, Clinic Supervisor, Gina Dahlke, PRC/EHAP Supervisor, and Linda Wissner, Members Assistance Department attended a work session with Tribal Council regarding the Elder's Insurance but it never took place as all parties invited did not show up.

July 10, 2018, Be Da Bin (Dottie Batchelder) hosted the Manistee County Suicide Awareness and Prevention coalition meeting.

July 12, 2018 – Janice Grant, Clinic Supervisor, Gina Dahlke, PRC/EHAP Supervisor, and Keith Jacque, Chief Pharmacist attended the Director's Meeting.

July 13, 2018 – Janice Grant, Clinic Supervisor and Gina Dahlke, PRC/EHAP Supervisor attended a FY2019 budget meeting with Bill Willis, Budget Coordinator and Health Services Lead Tammy Burmeister.

July 17, 2018 – Janice Grant, Clinic Supervisor, Julie Dixon D.O., Medical Director, Gina Dahlke, PRC/EHAP Supervisor, and Keith Jacque, Chief Pharmacist attended a Tribal

Council work session to discuss Pharmacy (mailing medications), clinic in Muskegon, as well as an Orthotics Store in Muskegon.

July 17, 2018 – The Traditional Healer was here to see clients through Be Da Bin (Krystal Davis helped with this).

July 24, 2018 – Janice Grant, Clinic Supervisor, Julie Dixon, D.O., Medical Director, Gina Dahlke, PRC/EHAP Supervisor, and Keith Jacque, Chief Pharmacist attended a Tribal Council work session to discuss a second Pharmacist.

July 25, 2018 – During the Tribal Council Meeting a resolution was passed to move the Be-Da-Bin Behavioral Health Department to the Family Services Department.

July 31, 2018 – Janice Grant, Clinic Supervisor, Julie Dixon, D.O., Medical Director, Gina Dahlke, PRC/EHAP Supervisor, and Keith Jacque, Chief Pharmacist attended a Tribal Council work session to discuss Pharmacy.

Teresa Johnson, CHR has spent several days this month with Shelbie Shelder, First Year Medical Student Intern taking her on home visits and introducing her to several Tribal Members to learn the history of our Tribe.

Forest County Potawatomi Insurance Department filed 118 claims on behalf of Little River in the amount of \$22,597.82 for third party reimbursement.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, has been very busy with upcoming event planning for overdose prevention (Tribal Opioid Prevention Grant) and suicide prevention trainings, presentations, and activities for August and September. The ATR IV is on it's closeout but the STR/OPR treatment and recovery portion continues and has been renewed for 2018-2019. This means treatment funding for only opioid abuse clientele, billing and inpatient. The Tribal Opioid Prevention Grant for next year has been approved waiting for the official letter. She has attended meetings for SEA (Substance Education & Awareness), Northern Michigan Recovery Residences, planning meetings for the Opioid collaboration group, and meeting to deal with program status change/moving. Sujean Drake, Mental Health Counselor, is now regular staff again, with a main focus on the Mental Health Block Grant (tele-psyc). She has been busy leading the grant and planning for the next focus group. This grant has also been approved another year.

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

CLINIC OPERATIONS:

271 patients scheduled

08 patients NO-SHOW to scheduled appointments

17 patients provided SAME DAY appointments for emergent matters**

78 cancelled appointments

202 patients attending CLINIC PHYSICIAN appointments**

33 patients PHONE TRIAGE**

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

58 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JULY (Total Patient Volume): 579

Diabetic patients: 92

Flu Vaccines: -0-

Injections: 09

Nursing Visits: 02 **

On-site Labs: 177

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,712

DIRECT CALLS TO CLINIC OPERATIONS: 477

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 720

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDENCY COUNSELOR:

19/8 INDIVIDUAL/RECOVERY CLIENTS

147 CLIENT CONTACTS FOR SERVICES

160 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 227

MENTAL HEALTH COUNSELOR:

28 INDIVIDUAL CLIENTS

73 CLIENT CONTACTS FOR SERVICES

94 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 84

TRADITIONAL HEALING: 9 INDIVIDUAL CLIENT CONTACTS

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 18

TRAVEL HOURS: 61

SERVICE HOURS: 26

NUMBER SERVED: 18

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 184 hours

COMMUNITY VISITS: 6 Activity Time: 2 hours

HOME VISITS: 12 Activity Time: 11 hours

TELEPHONE: 2 Activity Time: 1 hour

TRAVEL HOURS: 25

SERVICE HOURS: 17

NUMBER SERVED: 20

MEDICATION PICK-UP/DELIVERIES: 01 (included in number served & total clients served)

PHONE CONTACTS: 46

TOTAL CLIENTS SERVED: 38

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 127,930

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2136

TOTAL PRC PAID IN JULY: \$ 95,531.41

PHARMACY/OTHER: \$ 31,637.16

DENTAL: \$ 13,748.05

TOTAL PATIENTS: 207 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 554

TOTAL CLAIMS ENTERED: 401

TOTAL PRC PAID 2018: \$ 688,402.82
TOTAL EHAP PAID IN JULY: \$ 32,398.22
TOTAL EHAP PAID 2018: \$ 249,208.10
TOTAL ENROLLED EHAP/LRBOI: 1305

MEDICARE LIKE RATE (MLR) Savings for July 2018

Claims submitted: 56 \$ 102,071.77 (total submitted)
-\$ 29,920.61 (what we paid)
\$ 72,151.16 (total savings)

PATIENT BENEFIT COORDINATORS: July 2018

New Applications mailed or given: 28
Reassessments mailed or given: 273
Enrollment Verifications: 113
Certified Mailings: 208
Assisted with on-line applications: 4
Webinars/Trainings: 3
Phone calls: 417
Patient Registration: Daily duty for both physicians

PHARMACY

Active patients: 268
Prescriptions filled: 942

Insurance charges: \$93,175.17
Insurance payments received: \$91,707.87
Non-member cash/copays received: \$416.63

PRC-equivalent write offs:
LRBOI: \$18,528.28
Other Tribes: \$403.23
TOTAL: \$18,931.51

Housing
Vacant a director



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For July 2018

Staff

Michelle Pepera – Administrative Assistant

Chad Gehrke – Grants Clerk

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A.** The Construction of the two four-bedroom Fair Market rentals at Aki are moving along nicely. I spoke with Ron Stroup, from Timber Run Construction about the timeline and he stated the first home should be completed end of September (Lot 51) and the second home (Lot 52) should be completed by middle to end of October. Update on Lot 51 the drywall is hung, finished, and ready for paint, Lot 52 framing, sheathing and roofing are near completion.
- B.** Bids for the Elder Housing Project were due on July 3, 2018, three (3) proposals were received and reviewed. Interviews were scheduled by conference call on July 10, 2018, with two companies that were candidates for the contract. Tom St Dennis, Marcella Leusby, Travois Architects and myself had made a recommendation to Tribal Council based on the RFP criteria, Wieland proposal was complete. On July 18, 2018, Tribal Council passed by Resolution #18-0718-226, to go with Wieland.
- C.** I met with Bill Willis, Budget Coordinator on July 19, 2018, and presented to him our 2019 Draft Housing Department budget, along with a separate budget for Client Services for the Down Payment and Closing Cost Assistance Program.
- D.** I attended the monthly ERT Meeting at the Justice Center
- E.** Chad and I meet with Elise McGowan-Cuellar, Staff Attorney and Bill Willis, Members Services Lead twice this month.
- F.** During the month the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 8
 - New leases: 0
 - Annual Inspections: 3
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0

- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2018 in the amount of \$75,000.
Applications received this month: 2
Number of Awards made during the month: 0
Amount of Awards made for the Month: \$ 0.00
Total Number of Awards made during the Year: 9
Total Amount of Awards for the Year: \$41,980.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 6
- B. Termination Notice(s) issued: 6
- C. Notice(s) to Vacate or Renew: 5
- 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.

LRBOI Housing Department has 67 rental units in total of which all 67 were rented giving us an occupancy rating of **100%**.

- A. Aki has 45 income based rental units of which 45 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
- B. Aki has 22 Fair Market rentals and 22 are rented.

V. Significant Problems and Accomplishments.

- A. The landscaping for the Aki 10 and the 2 new Fair Market rental units is scheduled to start first of September.
- B. The Tribe has received a grant award from HUD - 2018 Indian Housing Block Grant for \$265,358.00

VI. Plans for the Future.

- A. Development of the Elders Apartment Complex at Aki maadiziwin.
- B. The development of two four-bedroom Fair Market rentals.

VII. Other Information

- A. None

End of Report
Michelle L. Pepera
Administrative Assistant
August 2, 2018

Attachments: July 2018 daily maintenance log
Photos of Lots 51 & 52

Cc: File

Housing 2018
Daily Worksheet

Date 7/2 Installed step with attached Handrail in Garage @
2596 IC Took dehumidifier to 2684 IC Egress window
leaking contacted Ron @ Stillwater
Started mowing Ditches & Fields

Date 7/3 Finished mowing Ditches, Mowed Elders & HC units
Finished Mowing Fields
Called Sears for warranty on fridge @ 2646 w IC

Date 7/4 Holiday

Date 7/5 Clean & Organize Shop area, researched tractor
parts

Date 7/6 Cleaned and organized wood shop area
Picked up materials for landing and handrail for 26050C
Dropped Grey truck off @ Roger for Brake leak
repair

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 7/9 Removed Concrete step and replaced with wooden steps and handrail @ 2605 OC
looked @ Fridge @ 2709 OC door may not be closing properly

Date 7/10 Checked + Cleaned Bathrooms @ pavilion
Knocked down ~~and~~ broken tree limb as it was caught in trees + close to road + walk path
Installed one time furnace filter @ 2646 OC

Date 7/11 Mowed + sprayed weeds in parking lot @ Community Center, Cleaned Korbata Deck and installed new Dust covers and Blades

Date 7/12 Checked (Rechecked) + Cleaned back/Bottom of Fridge @ 2709 OC needs to be repaired/replaced Adjusted anti° scald Valve and oiled Exhaust Fan motor in guest Bathroom @ 2645 IC, Tightened set screw and ensured Lockset working properly @ 2711 OC, assembled two new picnic tables placed one @ Pavilion, Checked Washer and set mouse trap @ 2716 OC washer needs to be placed

Date 7/13 Reset pressure and travel on garage Door stop placed second picnic Table @ Pavilion, Picked up Greg truck, Repaired screen for 2654 OC

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 7-16 Contacted Row @ Stillwater about window Leak @ 2684 OC, Clean up + organize e shop area, Check + Cleaned Pavilion, Repaired shingles, installed screen set dehumidifier in Basement @ installed 2 new toilet seats @ 2654 OC

Date 7-17 Weed whack ditches, trees, and around building + Light poles, Mowed Islands, Repaired Bell hatch on Red truck

Date 7-18 Mowed Ditches, Weed whacked ditches, mailboxes, signs, around Elders + Handicap units

Date 7-19 Cut Grass, cut weeds in sandy lots e back houses, Weed whacked,

Date 7-20 Mowed, repaired screen door @ 2690 OC
Checked + cleaned Bathrooms @ Pavilion, weed whacked

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 7-23 Mowed Fields
Checked + cleaned Bathrooms @ Pavilion

Date 7-24 Mowed Fields / Alleys
Researched cab. net Door Manufacturers and dealers to
Find Replacement Doors

Date 7-25 Mowed Alleys, still working on door replacement
checking Decks for possible decking replacement

Date 7-26 Went to Ludington to get a bid for the
72" zero turn, mowed fields, & put together a new mailbox with
4x4. Put a new Mortar on lock for the women's Bathroom at
the Pavilion, Also, cleaned Pavilion Area.

Date 7-27 Checked + Cleaned Pavilion, Repaired Water Faucets
Replaced Electrical Box for Ceiling Fan @ 2715 OC
Picked up supplies for Pavilion, cleaned out truck
and organized Tool Box

Thank you for filling out this Daily Worksheet

Human Resources
Vacant a director

HUMAN RESOURCES DEPARTMENT

July 2018 MONTHLY REPORT

Hiring/Recruiting July 2018:

In July, there were five (5) new hires during the month and we did a few have postings come down, interviews scheduled and offers being made for the following position updated: Surveillance Operator posting came down, the process result was that an offer was made and accepted. That employee (NA) started at the end of July. EVS Technician posting came down, the process resulted in an offer being made, accepted and the employee (TS) has started at the end of July as well.

Senior Wildlife Biologist posting came down; interview was conducted and is in the process of offering a qualified candidate (NP). With acceptance, the candidate will hopefully move into the position sometime in August. The Director of Health Services posting remains open until filled, the selection took place on the 31st of this month and in the early part of August, an interview is scheduled to take place.

An Intern-WFD started in the Health Services Department, being mentored by our Physicians and the rest of the staff. She is preference and currently pursuing a career in medicine. She will only be here until mid-August.

Teacher's Aide for NGLC posting is ongoing and remains open. Another offer was made and accepted. Waiting for prescreening to take place and have a mid-August start. A Lead Teacher for NGLC has resigned and interviews to fill that position in early August.

Background Investigator did start at the end of July, the search has finally ended after being up for over a year. Comptroller General, HR Director and Housing Director remain open.

One employee has given their resignation, making an opening in early August (Lead Teacher), leaving an opening at NGLC. Postings will be going up for new positions at NGLC, due to the Head Start program ready to begin in August/September. They are a Lead Teacher, Teacher's Aide and Bus Driver/Floater Aide.

All recruiting is in accordance with Ordinance #11-600-02. Recruiting is facilitated with electronic information on the Tribal Website, Michigan Works and organizations specific to the position. The tribe has utilized Indeed, MI Talent, Casino Careers, local newspaper and others coordinated with the Department Leaders.

Human Resources Statistical Reporting:

The tribal demographics is did not reflect much of a change in July due to four (4) new hires being processed, along with one transfer (about a 2% change). Look for new totals in the month of August when many of our Seasonal employees will be on their way back to college and others to pursue other interests. We will have a few employees starting in August.

Demographics information is given to the Bureau of Labor Statistics monthly, information given is usually limited to Total employees of organization, reasons for large changes in employees numbers (+ or -) and how many women are employed in the organization.

Training

Finally, HR was able to get certificates from Tribal First for trainings done in October 2107. The employees (10) who attended the Forklift trainings were able to complete their practical training to receive their full-certification. Employees are currently waiting for their completion wallet cards to be issued from the Casino. As mentioned in the May 2018 Report, I again contacted Lee Ivinson and then

tried to pinpoint when we can expect the wallet cards, still no definite answer and will resend the list again for our employees to receive those cards.

In July, I did reach out again to get an answer but did not receive one, might be due to the Casino hiring a new Risk Manager. Will keep on inquiring to see everyone gets his or her certification as promised.

New Hire Orientation

Orientation has been behind a bit for our summer season, due to the fact of the lack of a significant number of employees being on-boarded. August will be the catch-up month to welcome our recent hires to our and now their workplace. The New Hire Orientation has been implemented to provide the new employees with the tools needed to understand their role with the Tribal Government. The orientation begins at 8AM and concludes at after a pizza lunch at 1PM. The general set up was:

1. Introduction
2. Go over Employee Handbook policy, procedures, and answer questions.
3. Department Structure and contact information for their reports to.
4. Job Description and performance expectations.
5. Complete their benefits documentation (if still needed)
6. Tribal History
7. IT set up to begin their services

Salary.com

The Ogema and Leads did gain their access information with Salary.com. I took the tutorial and did a little comparison to some of our current positions as well. This seems to be an in-depth process, so time will be a factor in completing comparisons to any job descriptions we currently have.

Benefits:

401k Audit

At this time is still in progress, making sure everything is sent in, the process will then be selecting employees for individual auditing to make sure files have the right documentation. The extension we asked for this month is until mid-October when all should be finalized.

Reconciliation of benefits is still on-going, working to be caught up to current year and current month.

8. Short tour and meeting other department's staff.
9. Set up time keeping access and review attendance policy.

We look forward to providing the right information for the new hire to succeed.

Policy Updates

Unified Legal is still in the process of fine-tuning the HR forms to be in line with the policies in the new Manual. Many have already have replaced the old ones on the L-drive. HR has received back most of the receipts for the New Manuals. HR will be sending emails out when all the new forms are on the L-drive for use. Some forms have been finished while some are still in the process.

Salary.com

The Wage Structure is the current tool the tribe utilizes to gage compensation for positions. The ranking method of evaluating are arranged from highest to lowest in order of their value or merit to the tribe is based on judgement of skills, effort (physical and mental), responsibility (supervisory and fiscal), and working conditions. We are still trying getting this to move forward in hope to utilize soon. HR has just received contact information and will be contacting our company representative soon and give update in April Monthly Report – **Update-** HR was not able to contact, hope for contact to be made by June

Salary.com is a software system that evaluates the market compensation that can be tailored to specific geographic regions, attributes per position and size of an organization. The information would be utilized to compare the tribes current wage structure and provide factual comparison for salary negotiations based on applicant's skills.

Benefits

Benefit reconciliation is still ongoing; the hope is it will be caught up to the current month, quarter, year depending on the benefit and reports needed.

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
July 2018

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. The planning phase for the replacement of the disk storage array completed and we have multiple quotes. We will be proceeding with authorization for a budgeted expenditure in late August.
2. Implementing Mobile Device Manager Software. System testing is now continuing.
3. Fiber connection to interim casino building replacement is complete.
4. 173 new IT work orders were opened in July 2018 and 190 IT work orders were completed in July 2018.

Meetings Held / Attended –

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

Trainings Held / Attended –

3. Share point Training has been placed on hold due to IT Personnel reassignment.

Special Tasks / Activities Performed –

4. Upgrade of video surveillance at the Justice Center is on hold due to lack of IT Personnel to install and configure the equipment.
5. Wireless and security upgrades for NGLC are on hold due to the lack IT Personnel to work on it and lack of funding.

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: July 16, 2018
Re: June 2018 report of activities

Number of tribal members assisted on new issues 72

Number of referrals received 2

Number of continuing cases: 51

Types of legal issues:

Child support	Unemployment
Probate Estate	Tenant Associations
Divorce	Real Estate
Change of Custody	Residential Lease
Small Estate	Security Deposit
Wills	State ID Cards
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Codicil of Will	Parenting Time
Trusts	General Civil
Beneficiaries	Revocation of Power of Attorney
Divorce – out of state	Supervised Parenting Time
Repayment to SSA After Death	Objection to Adult Guardian
Landlord – Tenant Issues	Guardian – Adult
Real Estate Tax Exemption	Eviction
Corporations	Automobile Insurance
Personal Injury and House Insurance	Limited Power of Attorney - Minor
Cremated Ashes	Collections
Counseling	Temporary Restraining Order
Indian Child Welfare Act	Driver Responsibility Fees

Operating Vehicle Under Influence of Marijuana
Distribution of Assets After Death
Personal Protection Order
Per Capita
Adoption
Conservator – Adult
Grandparent Visitation
Power of Attorney Acceptance

Conservator – Adult
Land Contract Forfeiture
Land Contract
Abuse/Neglect Minor
Criminal
Retirement Benefits
Immigration
SSI and Inheritance

Attended Real Property conference

Sample of Work Performed:

Assisted a tribal member objection to a guardianship over themselves when they did not like their guardian

Assisted a tribal member prepare the necessary documents to get a portion of their ex-spouse's retirement

Assisted a tribal member file for supervised parenting time with the other parent was abusive to their child

Assisted a tribal member form a corporation

Assisted a tribal member obtain a Personal Protection Order against a neighbor who was threatening them

Maintenance
Rusty Smith
No Report Submitted

Members Assistance
Jason Cross (Interim)

Members Assistance Department

July 2018 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-16-J72 \$312,000
 - i. Total expensed \$205,532.38
 - ii. Budget remaining 25%
 - iii. 20 total households served with this program.

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

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

- a. MOA BE-18-K28 \$60,000
 - i. Total expensed \$0.00
 - ii. Budget remaining 100%
 - iii. 0 total households served with this program.

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

3. Food Assistance Program

- b. Budget \$45,000
- c. Total expensed YTD \$25,950
- d. 42% Remaining
- e. 126 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
44	9	5	2	21	3	1	6	2	33

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$19,280.46
- h. 45% Remaining
- i. 44 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
14	3	3	2	7	0	0	0	2	13

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$19,669.82
- l. 51% Remaining
- m. 98 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
31	5	4	2	18	1	3	3	0	31

6. LIHEAP – DHHS Grant Funded Program FY 2018

- a. Total Budget \$152,870
- b. Total expensed to date \$9,381.82
- c. 42 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
18	3	2	1	14	0	1	1	2

7. Elder Chore Program

- d. Total Budget \$15,000
- e. Total expensed YTD \$9,115.00
- f. 39% Remaining
- g. 45 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
19	2	2	2	4	0	2	1	0	13

8. Emergency Transportation

- h. Total Budget \$25,000
- i. Total expensed YTD \$10,129.38
- j. 59% Remaining
- k. 40 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	2	0	1	5	0	0	2	0	13

9. LRBOI Home Repair Program

- l. Total budget \$107,000
- m. Total expensed YTD \$44,756.44
- n. 58% Remaining
- o. 14 members accessed this program

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

10. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$226,500
- r. 50% Remaining
- s. 30 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	3	2	0	5	2	0	3	0	9

11. Elders Insurance

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

12. Department Ongoing Activities

- u. Mailing, receipt, follow up, and processing of program applications.

- v. Staff assisting with case management in collaboration with other departments.
- w. Maintaining program logs and expenditures.
- x. MMAP – Linda Wissner maintaining service delivery.

13. Applications

Mailed	Picked up	Emailed	Faxed
226	25	124	11

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
92	88	31	16	72	73		17		2

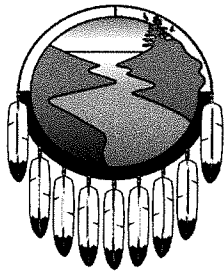
14. Office Visits

- y. 51 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



**Gaá Čhíng Ziíbi Daáwaá Aníshinaábek
LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

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

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Zach Prause – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA GLRI
- Staff Management ADP
- Monthly Staff Activities Reporting
- Inland Fisheries – Walleye harvest permitting
- Inland Fisheries – Member Services (communications with Tribal members regarding fishing opportunities / rights).
- Senior Wildlife Biologist Interview(s)
- Adult sturgeon data management
- Sturgeon Rearing Facility “SRF” building specifications and RFP development.
- Great Lakes fisheries data entry and management
- Data entry and analysis for the wild Rice fish community project
- Inland fisheries data entry/management
- Grant management and reporting
- Fish Distribution to members

Equipment maintenance/Field Work/Lab Work:

- Sturgeon Rearing Facility “SRF” operation and maintenance

- Manistee River Adult sturgeon weir preparation for installation
- Arctic Grayling – Little Cannon Creek Fisheries and Habitat Assessment
- Arctic Grayling – Equipment development & testing (Ram pumps)
- Inland Fisheries – Pine Creek, Fisheries and Water Quality Assessment
- Inland Fisheries – Walleye Protocol review and comment
- Boat and trailer maintenance
- Great Lakes gear prep and maintenance
- Manistee Lake wild rice fish community survey
- Assist with water quality sampling
- Great Lakes – Manistee and Ludington Fishery Independent Whitefish Survey

Meetings/Training/Travel/Conference Calls

- Tribal Council Work Session, Commercial Fishing (7/3/18)
- Inland Fishery Committee “IFC” meeting (7/16)
- Non-Game fish identification workshop (7/23-25)
- Inland Fisheries – Indian Village Presentation
- Lake Huron Technical Committee Meeting (7/10-12/18)
- Hosted Lake Michigan Technical Committee Meeting at LRRCR (7/17-19/18)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Fisheries and Water Quality Budgets		
4223 EPA LAMP grant		
4018 Great Lakes Fisheries Assessment		
4137 BIA Great Lakes Restoration Initiative		
4227 BIA Great Lakes Restoration Initiative		
4223 EPA Great Lakes Restoration Initiative		

Wildlife Program

Robert Sanders – Senior Wildlife Biologist
 Vacant – Wildlife Biologist
 John Grocholski – Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
- Completed monthly report
- Manage budget and review R&E's
- Scheduling for seasonal employees
- Issued tags and permits to members
- Elk and Bear Hunt correspondence and planning

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research

- Telemetry and habitat data collection
- Trapping to collect biological data and deploy radio tracking collars
- Snowshoe hare population monitoring and habitat research
 - Telemetry and habitat data collection
 - Trapping to collect biological data and deploy radio tracking collars
- Nesting success monitoring of loon platform on Olga Lake
- Investigate Pigeon complaint at LRBOI daycare

Meetings/Training/Travel/Conference Calls

- Tribal council work session (July 3rd)
- Bereavement leave (July 5th, 6th, 9th)
- Marten working group meeting, Ashland, WI (July 30th)

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Water Quality Specialist (7/30/18 Transfer Date)

Joshua Beaulaurier - Aquatic/Fisheries Biologist

EPA Programs under Performance Partnership Grant Funding (PPG-4224)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report to the Director
- Manage budgets for EPA Programs
- Worked with PPG Project Officer on Budget modification and rescission
- Staff Management – ADP
- Communicated with USEPA on approval for additional trainings for staff
- Reviewed Line 5 Documents
- Continued working on mapping projects
- Continued communication with partners on invasive species, wild rice, and non-point source pollution projects
- Communicated with USEPA Tribal Liaison on RTOC issues; Upcoming calls
- Coordinated with Project officer on staff changes
- Worked on SOPs for Environmental Staff
- Worked on Recycling Planning for LRBOI Government
- Reviewed EPA Requests for consultation on deregulations, grant changes
- Senior Wildlife Biologist Interviews

Meeting/Training/Travel/Conference Calls

- Meeting with MDEQ Tribal Liaison 7/3/18
- Guest Lecture at Westshore Community College 7/9/18
- Tour of new parcel with Tribal Council 7/10/18
- Meeting with USEPA Tribal Liaison 7/23/18
- EPA Air Quality Site visit 7/23/18
- Consultation call with USEPA on the GAP Guidance Evaluation 7/9/18
- Household Hazardous Waste Meeting 7/31/18

Brownfield Program

Administration /Reports/Data Entry

- Created Outreach items list for purchase
- Finalized SOP for Updating 128(a) Public Record
- Finalized Survey and Inventory SOP
- Submitted 128(a) Public Record Announcement Article to Little River Currents/RRN
- Finalized & distributed agenda for N.MI Tribal BF Workgroup
- Created list of potential priority Phase I sites for 2018
- Submitted quote requests for Phase I assessments
- accepted quote to begin Phase I assessments on two Tribal properties
- Began work on Educational materials

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

- Met w/ supervisor re: EPA Visits (July 2)
- Sat on LDF/KSU/EPA Planning Call (July 9)
- Met w/ supervisor re: Phase I sites (July 12)
- Attended ASTM Phase I and Phase II Training in Elk Grove Village, IL (July 17-19)
- Attended N.MI Tribal BF Workgroup Meeting (July 23)
- Met w/ supervisor re: Recent Trainings & Meetings (July 26)
- Sat on EPA Tribal GAP Consultation Call (July 26)
- Sat on LDF/KSU/EPA Planning Call (July 30)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Looked at upcoming work plan for the future.
- Data was entered in computer, last 2 months Hydrolab

Field Work and Equipment Maintenance

- July WQ sampling was completed with Nutrients
- Pine Creek Electrofishing fish survey completed
- Cleaned WQ boat

Meeting/Training/Travel/Conference Calls

- NRD Staffing meeting
- Introductory to WQ meeting
- Planning travel to TLEF

Air Quality Program (Funded by EPA CAA 103 Grant- 4228)

Administration Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station

- Reviewed MDEQ, US and Tribal subscriptions

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 7/12 and 7/24
- Completed PM 2.5, Monthly Maintenance & QC – 7/12 and 7/24
- Completed PM 2.5, Quarterly Maintenance & QC – 3/29/18, 6/22/18
- Completed PM 2.5, Semi-Annual Maintenance & QC – 12/6/17
- Completed PM 2.5, Annual Maintenance & QC – 12/6/17
- Installed new set of PM 2.5 filters – 7/6 and 7/26
- Sent collected PM 2.5 filter samples to MDEQ – 7/2, 7/11 and 7/24
- Completed O3 Multipoint – 7/12 and 7/24

Meeting/Training/Travel/Conference Calls

- Participated in the USEPA Flood Cleanup GoToWebinar – 7/16
- USEPA Site Visit – 7/23
- Participated in the Monthly State, Local, and Tribal Air Monitoring Conference Call – 7/25
- Participated in the USEPA Air Toxics 101 and Health Risk Assessment Webinar – 7/25
- Participated in ITEP's Why Conduct a Climate Change Vulnerability Assessment? GoToWebinar – 7/26
- Participated in the Monthly USEPA & NTAA Air Policy Update Conference Call – 7/26
- July's Monthly Region 5 Tribal Air Conference Call rescheduled to 8/2

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Implementing work plan of 2018
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Entering 2018 Wild Rice fish data
- Conducted Wild Rice fish community on Manistee with Fyke and Minnow traps
- Creating a database for all the Wild rice fish data in access
- Working with GTB on budget for GLRI Funds received from NPS
- Review the proposal of GTB and LRBOI collaboration on restoration of Wild rice in the 1836 ceded territories.

Field Work and Equipment Maintenance

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

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Wild Rice subcommittee call for monitoring and restoration
- Michigan Wild Rice initiative call

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Implementing work plan of 2018
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Entering 2018 Wild Rice fish data
- Creating a database for all the Wild rice fish data in access

Field Work and Equipment Maintenance

- Ordered supplies for Wild Rice Fish Community surveys
- Research on future projects dealing with wild rice
- Field gear prep for 2018
- Bed Density on Manistee River of Z. Aquatica
- Put Fyke nets away for the year

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Wild Rice subcommittee call for monitoring and restoration
- Michigan Wild Rice initiative call
- Meeting with Sunset Bluff resort owners and concerned citizens about Hamlin Rice 8/30

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

July 2018

Meetings/Conferences/Trainings

- On July 11, 2018, I attended a presentation by Red Tail Properties to the Little River Holdings, LLC Board of Directors regarding the proposed "Gateway to the North" project.
- On July 12, 2018, I attended the LRBOI Government Directors meeting held at The Lodge.
- On July 17, 2018, I attended the Executive Committee meeting of the Manistee County Community Foundation.
- On July 23, 2018, Bryan Hewitt and Dave O'Donahue from the BIA Great Lakes Office were here for a brief site visit to check on the progress of our road construction projects. Ken Ockert of Grand Traverse Engineering & Construction was also here for the site visit.
- On July 26, 2018, I participated in a walkthrough of the Casino Parcel Road & Parking Lot Construction Project to develop a punch list of items that would need additional follow-up by Elmer's Crane & Dozer. Ken Ockert of Grand Traverse Engineering & Construction and Nick Broad of Elmer's Crane & Dozer also participated in the walkthrough. The issues that were identified will be taken care of within the next few weeks.
- On July 26, 2018, I attended the bi-monthly Board meeting of the Manistee County Community Foundation.
- On July 30, 2018, I attended a meeting with Jason Cross, LRBOI Family Services Director and Holly Carlson, Next Generation Learning Center Director to discuss the upcoming road construction project for the Learning Center. Ken Ockert of Grand Traverse Engineering & Construction was also in attendance.
- On July 30, 2018, I attended the Agenda Review session with Tribal Council to go over an item scheduled for the August 4, 2018 Tribal Council Meeting. The item involves the Tribal Council authorizing (by resolution) the BIA to approve a Right-of-Way for the Next Generation Learning Center road construction project which is scheduled to take place during the second half of August 2018.
- On July 12 & 19, 2018, I attended meetings of the Construction Task Force.

Activities/Accomplishments/Updates

- During this year's Pow Wow on June 30 & July 1, 2018, we experience issues with the electrical power at the Gathering Grounds, in that the power was going out throughout the weekend. This resulted in an additional change order to the Gathering Grounds project budget for Advantage Electric to make a number of improvements to the electrical system. The main item was the installation of a new electric service panel on the Gathering Grounds area site near the pavilion. It appears these improvements were successful as we just completed our Anishinabe Language & Culture Camp (July 28 & 29, 2018) and experienced no problems with the electrical power.
- Here is an update for the planned BIA Roads projects for 2018:
 - Casino Parcel Road & Parking Lot Construction Project: This project is was essentially completed by June 27, 2016. (This construction project consists of two components: construction on the Casino Parcel Road and construction on the Parking Lot. The Casino

Parcel Road is contained in our BIA Roads Inventory and therefore eligible for BIA Roads funding. However, the Parking Lot is not. The Little River Casino Resort is covering the costs for the parking lot construction.)

- Daycare Drive/Parking Lot and Employee Access Drive Construction Project: There were delays in getting the Environmental Clearance and BIA Right-of-Way for this project, which has pushed the projected start date back to August 20, 2018. In order to save time and create other efficiencies, four smaller projects (Daycare Drive; Daycare Parking Lot; Casino Service Drive; Employee Access Drive) were combined into one project and will be bid out as such.
- Tribal Cemetery Road/Cemetery Project: We continue to work on this project, but have had setbacks and delays in obtaining Environmental Clearance and progressing on master plan development. We hope to have activity scheduled for this year, but will not be able to proceed further until all of the pre-engineering and design components are in place. As the construction year progresses, it appears more and more likely that this project will be moved into FY 2019. I will provide updates on the Tribal Cemetery development as more information becomes available.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	14
City Assist	9
County Assist	9
Medical Assist	2
MSP Assist	
Other Calls for Service	8
Property Checks	1355
Suspicious Person	
Suspicious Situation	9
Well-Being Check	7

Traffic/Vehicle

Abandoned Vehicle	
Accidents	7
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	1
OWI	3
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	9
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	2
Assault	
B&E	2
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	
Death	
Disorderly	
Domestic Disturbance	2
Drive-Off	1
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	4
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	2
Juvenile Runaway	1
Larceny	8
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	8
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	2
Unwanted Subject	2

Miscellaneous

Administrative Hours	506.5
Alarm	3
Attempt to Locate	3
Boat Dock Checks	
Casino Hours	129
Civil Standby	
Community Policing	17
Court Hours	12.75
Death Notification	
Drug Disposal	
Follow-Up Investigations	87
Found Property	2
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	3
Special Detail	
Suicidal Subject	1
Total Complaints	79
Total Reports	79
Training Hours	26.25
Transport	1
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	8152
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	19
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	424.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	4
Meeting Hours	14
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	3326
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

July 23-24, 2018 Sgt. Robles attended 2020 Consent Decree review meeting and CORA LEC Meeting in Sault Ste. Marie, MI.

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

Administrative Hours		245.5
Arrest(s)		1
Male		1
Female		
ATV Patrol Hours		
Assist(s)		4
Assist Hours		3.25
Citation(s)		1
Civil		
Misdemeanor		1
City Assist		1
City Assist Hours		0.25
City Original		
City Original Hours		
Complaints		11
Contacts		52
Court		1
Court Hours		0.75
Follow-up(s)		7
Follow-up Hours		2.5
Federal Citation(s)		
Hours Worked		455
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities		1
PR Activities Hours		1.5
Property Checks		141
Snowmobile Patrol Hours		
Training(s)		1
Training Hours		4
Vehicle Mileage		
Vehicle Stops		1
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: July 2018

Title: Tax Officer

Department Goals:

- Administer the collection of Tribal taxes on all business activity occurring within Tribal and Trust lands.
- Assist Tribal citizens 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 citizens.

Duties and accomplishments performed this month:

During the month of July, the Tax Officer performed the following:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 7 Certificates of Exemption; 1 for the Tribe for construction, 1 for the Burial Assistance program, and 5 for RTMs (4 for vehicles and 1 for construction)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 5 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, the Certificate of Exemption process, Tax Agreement Area boundaries, exemptions for new homes/property in the Tax Agreement Area, per cap issues/questions (which were referred to the proper staff), and Tax Assessments
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, incorrect fuel discounts, duplicate entries, etc. for a total of 816 errors. A total of 3,268 receipts were 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 2018 Tribal tax returns from the Little River Casino Resort which included Retail Sales Tax (Nectar Spa, Little River Trading Post, and Little River Casino Resort), Food & Beverage Tax, Admissions Tax, and Lodging & Occupancy Tax
12. Issued 0 Tribal Concessionaire's Tax Licenses
13. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
14. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
15. Monitored outstanding tax assessments; issued one motor fuel warning due to a Motor Fuel Regulation violation. Also collected and processed one outstanding assessment from 2011.

16. Recorded and tallied Blarney Castle invoices for tracking of tax-exempt fuel
17. Completed and submitted the Tax Office monthly department report for June
18. Processed 1 Tribal Michigan W-4 Withholding Exemption form
19. Processed 60 address changes/reviews from Enrollment for RTM status updates
20. Processed 9 RTM status and/or address changes
21. Processed 7 RTM status and Proof of Residencies that were received in the month of July as well as 1 partial Proof of Residency received
22. Mailed 17 Proof of Residency letters requesting members to submit proof of their residency to become or continue their Resident Tribal Member status
23. Scanned and filed documents such as Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
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. Processed and submitted 6 Venue Reports to the State of Michigan
26. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
27. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
28. Updated motor fuel discount schedule for August 2018 and provided it to the Trading Post
29. Updated the disabled Tribal Member list for motor fuel purchases at the Trading Post
30. Corresponded with Resort staff regarding the clarification of the tribal "discount" at the Trading Post and that it's not actually a "discount" but rather the purchase of fuel tax exempt. Questions arose about stacking employee discounts with the tribal "discount", but after the clarification of the tax exemption, the problem was resolved
31. Corresponded with Resort Compliance regarding questions on the Tribal Tax Ordinance, Tax Agreement, Tax Regulations, and Policies and Procedures
32. Worked with the Utilities Department to receive copies of their BP fuel card statements in order to better track their budget and expenses
33. Continued working a map of RTM addresses inside and just outside of the current Tax Agreement Area
34. Worked with Public Affairs office in proofreading the Currents and providing feedback
35. Corresponded with Resort staff regarding explanations of the monthly tax returns and what should and should not be included in the totals
36. Prepared and submitted a Certificate of Exemption for the food reimbursement program for the Next Generation Learning Center
37. Worked with Gaming Commission Director regarding the review of surveillance footage at the Trading Post from questionable fuel purchases that were possibly in violation of the Motor Fuel Regulations
38. Prepared and submitted the 2018 2nd Quarter Tax Sharing return to the State of Michigan
39. Prepared and submitted the 2019 Tax Department draft budget and narrative to the Budget Coordinator

40. Prepared and submitted the 2019 Projected Tax Revenue and narrative to the Budget Coordinator
41. Corresponded with a Contractor for the Tribe regarding questions about the Certificate of Exemption process for construction projects
42. Updated Tax Department files, binders, forms as necessary to incorporate new Resolutions, amendments, etc.
43. Prepared Tax Department update ahead of schedule for the Tax Department Lead for the Director's meeting on July 12, 2018 due to business travel to the Annual Tribe/State Tax Summit
44. Corresponded with the State Tribal Affairs office regarding tax exemption motor fuel for GSA leased vehicles
45. Continued working with Unified Legal staff regarding revisions to the Building Use Policy and amendments to the Rental Use Agreement
46. Continued working with Unified Legal staff regarding amendments to Tax Department Regulations and the creation of a new Regulation to address Resident Tribal Members and providing Proofs of Residency
47. Prepared and submitted the Travel Closeout and Report from the Annual Tribe/State Tax Summit

Meetings attended this month:

1. Met with Public Affairs on July 2 and 6, 2018 to update the Tax Department webpages on the Tribe's website
2. Met with Unified Legal staff member on July 6, 2018 regarding the proposed Cottage Food Vendor licensing Regulation
3. Attended a work session with Tribal Council on July 9, 2018 regarding the licensing of food vendors and cottage food vendors
4. Attended Leads meeting on July 10, 2018 regarding the proposed amendments to the Tax Regulations addressing food vendors and cottage food vendors
5. Traveled to Wilson, Michigan on July 11, 2018 to attend the Annual Tribe/State Tax Summit on July 12, 2018
6. Attended Agenda Review with Tribal Council on July 16, 2018 regarding the posting of the proposed amendments to the Tax Regulations for a 30-day comment period
7. Attended the Council Meeting on July 18, 2018 regarding the posting of the proposed amendments to the Tax Regulations for a 30-day comment period

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
- **GOALS:**
 - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
 - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
 - Management and maintenance of Tribal Archives and collections.
- **OBJECTIVES**
 - ❖ Respond to NHPA, NAGPRA and related requests and issues.
 - ❖ Inventory historic properties, items or collections and archives for preservation.
 - ❖ Hold events that support and preserve the culture and language of the Tribe.
 - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
 - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through 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 66 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended weekly meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Participated in site visit at the Muskegon Ottawa Cemetery with Ogema and others. Provided monitoring for excavation for project.
4. Held the Annual Jiingtamok second day. Closed out monetary report and provided to Finance.

5. Assisted in the 25th Anishinaabe Family Language & Culture Camp with assistance from both Maintenance and Natural Resources.
6. Attended the quarterly MACPRA meeting and a special meeting the day before the regular meeting. Special meeting to review an information system available to Tribe for free.
7. Participated in hiring interviews for three positions.
8. Met with Directors/Supervisors at a Director's meeting.
9. Attended regular weekly meetings of HR and Unified Legal.
10. Attended budget review meetings (5) during the month for areas of responsibility.
11. Attended meeting with IT and HR to discuss files and storage.
12. Reacted to an inadvertent discovery of a human skull at an ACOE permit worksite in Manistee by Consumers' Energy.
13. Continued limited work on Indiana FBI issue involving seized materials.
14. Administered, directed and supervised all departmental activities.
15. Approved ADP timecards and PTO requests as lead for the departments for which I am the Lead for as needed.

The Language Coordinator accomplished the following during this month:

- 1) Produced lesson for face book show "Endaaying"
- 2) Coordinated video shoot for the show and recorded the show.
- 3) Help coordinate Jiingtamok.
- 4) Coordinated language camp, deliveries, set up, recycling, giveaway, PA system, printing.
- 5) Processed CD ROM orders.
- 6) Continued to work on the Tribal Community Eagle Staff.
- 7) Meeting with a family about naming ceremony.
- 8) Coordinated two naming ceremonies one before camp and one after.
- 9) Teachings with Elders on Tuesdays.
- 10) Classes at NGLC on Wednesdays.
- 11) Classes with LRB employees and community members on Fridays.
- 12) Produced lessons for all classes.
- 13) Responded to calls, Emails about camp, language, culture.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Supervisor
July 2018, Department Report

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS
UTILITIES DEPARTMENT
MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Routine Maintenance
- Prorated flows due to new software, resolving issues with contractor

Billing

Water	\$13,942.85
Sewer	\$29,310.81
Irrigation	\$4,485.53
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$13,209.68
Septage	\$8,217.81
Other	\$50.00
Month Total	\$76,560.68
Yr. to Date Water	\$91,589.44
Yr. to Date Sewer	\$140,052.71
Yr. to Date Fire Suppression	\$20,274.57
Yr. to Date Irrigation	\$48,549.53
Yr. to Date Manistee Township	\$93,388.54
Yr. to Date Septage	\$46,832.24
Other Revenue	\$6,865.00
Credit	\$0.00
Yr. to Date Total	\$447,552.03

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 5,801,936**
 - b. Ave Daily Flow Gallons 187,159**

- 2. Gallons of Treated Waste Water SBR**
 - Influent Gallons**
 - a. 3,327,529**
 - b. Daily Average Gallons 107,339**

- Effluent Gallons**
 - a. 3,147,140**
 - b. Daily Average Gallons 101,521**
 - c. Waste Sludge Gallons 43,000**

- Lagoon**
 - a. Influent 232,591**
 - b. Daily Average Gallons 14,968**

- 3. Septic Sewage**
 - a. Gallons 138,200**

III. Travel and Trainings

Who: Diane Kerr, Clatus Clyne, Jonathon Robertson, Greg Walters, Gary Lewis

Training: 5 Sure fire ways to get a positive bacteriological sample.

Where: LRRCR

Presented by: Michigan Rural Water Association