

**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
Naangwa: Date: August 24, 2021
Maanda Nji: Re: July 2021 Operations Report

JB R

We respectfully submit the July 2021 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

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Little River Band of Ottawa Indians
Departmental Monthly Reports
July, 2021

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

July, 2021 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. **2021 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2021 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 2021 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 2020 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 2018. The 2019 proposal has been submitted and work on the 2020 proposal is in process.

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

Property Management:

Goal: Improvement 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 2022 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. Update all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. 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 2019 audit took place May 11&12, and May 18 - 22, 2020. The 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 continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. Projects: AKI 4 -2021 homes, Commodities Bldg., and Muskegon Health Center the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of July**
 - i. AKI 4 – 2021 Homes – Meeting’s Cancelled**
 - ii. Muskegon Health Center – Meeting’s Cancelled**
 - iii. Commodities Building Project – Meeting’s Cancelled**
- 2. Cash Receipts: Daily cash receipts totaled for the month of July, were, \$1,168,878.33 the General & Special Revenue Account had a total of (267) 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. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.**
- 6. 1099MISC. – 2020 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2020.**
- 7. Sending out 1099NEC/MISC, Member and Vendor.**
- 8. WEX Card- new fleet card, rollout to all departments, Reconciliation.**
- 9. Tribal Financial Statement Requirements: Due by the 8th of the month.**
 - 1. Cash Deposits**
 - 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**
 - 3. Utilities report – current payments – monthly report of payments.**

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Construction Task Force –Weekly Meeting - Thursday – review - AKI 4 – 2021 homes, Commodities and Muskegon Health Center.

Other Meetings

July 19, Online conference call- Lobby Guard- Kisok

July 21, Zoom meeting – Food Distribution / Change Orders

July 23, CFO Office – Muskegon Health Center – Budget Review

July 27, Clinic Directors office – conference call – GTEC-Muskegon Health Center

Duties and Accomplishments –

- 1. Reconcile 13 bank statements***
- 2. Payroll, Bank, Grants and misc. journal entries***
- 3. Account Analysis***
- 4. Schedule of Cash for financials***
- 5. Void Stale dated checks***
- 6. Positive Pay***
- 7. Warriors Society Banking***

Meetings Held / Attended – White House Update, Homeland Security Region 7, Health Department, CERT, Dept of Homeland Security, TERT, Tribal Nations Focus Group, IHS

Trainings Held / Attended –

Special Tasks / Activities Performed – Front Desk

Upcoming Projects / Tasks – Hazard Mitigation

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *I sent out August report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that will be ending.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge for indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *I sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *The Tribe received five modifications in July for the following grant:*
 1. *2021 IHS Self Governance Compact added funding for \$317,514.*
 2. *BIA Government to Government IRR Roads added funding for \$642,553.46.*
 3. *2021 Title IV-B subpart #1 added funding for \$1,139.*
 4. *2020-2021 ITC Head Start & Early Head Start added funding for \$3,031.*
 5. *USDA FDPIR Nutrition Education no cost extension from 8/18/20-9/30/21 to 8/18/20-9/30/22.*

For the grant modification, I scanned the modification to the electronic grant folder for that grant. I place the original modification documents in the Grant Program Booklet and identify the modification # on a tab with the dollar amount of the modification. I entered the new funding amount on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. By email I forwarded the modification documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution.

- When the modification is a no cost grant extension, I enter those additional reports due dates on the reporting calendar. On the Grant Program Facts Sheet that is in the Grant Program Booklet, I identify the additional report due dates on that form and then scan that document to replace the prior form in the electronic grant folder. I enter the new end date for that grant on the Federal Programs Administered by the Tribe and the monthly draw down program list. I enter the new end date of this grant in the Accounting system. I notify by email the Program Administrator of the grant, Purchasing, Comptroller, Accounts Payable, Ogema office of this extension.
- The Tribe received no new grant awards in July.
- I submitted four billing invoices in July for the following grants:
 1. 2020-2021 ITC Home Visiting Expansion grant for \$4,427.56.
 2. 2020-2021 ITC Behavioral Health Implementation for \$3,552.65.
 3. 2020-2021 ITC Head Start & Early Head Start for \$46,267.82.
 4. 2020-2021 ITC Native Connections grant for \$5,106.75.
- I created cover letters for each of the billing invoices that went to ITC and had the Ogema sign. I scanned the billing invoices and sent electronically to the Project Officers. I entered the amounts on the July cash receipt journal and July grant spreadsheet. I entered the amounts separately for each grant on the draw down sheets that is in each Grant Program Booklet. I scanned the draw down sheets to the electronic grant folders and placed the documentation in the Grant Program Booklets.
- I prepared a notice to the Staff Accountant on each grant that ended so that she could deactivate the grant in the Accounting System.
- I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of July.
- Sandra Deverney is serving as the Interim Director for FS until a Director is hired. I met with her on numerous occasions to help her with questions she had regarding grants.
- I worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.
- I created a spreadsheet for Administrator at NGLC outlying all the grants that Center administers. This outline identified grant name, grant amount, and funding period, grant expenses through the end of the second quarter and how many Staff are coming out of each program.
- Enquired by email to a few Federal agencies on questions that I had.

Meetings Held/Attended

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 575 payroll vouchers/checks.
2. Verified 181 PAF's this month which included 7 new employee(s), and 7 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 7/2, 7/16 and 7/30.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

7/1, 7/15, 7/22 & 7/29 – Employee Recognition Team meeting.
7/29 – Payroll/HR Coordination meeting.

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in July as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in July as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of July to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.

9. Continued Training of Payroll/Finance Clerk.
10. Provided documents/items requested for annual 401k audit.
11. Completed processing of 2nd quarter reporting.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Revising quick reference guide for payroll processing and procedures, as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Keeping MIP payroll procedures updated to include processing payroll using the HR and EWS modules.
6. Working through processes with MIP Cloud transition.

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Continued training of Payroll/Finance Clerk.
3. Biannual certification of Personnel Costs.

ACCOUNTS PAYABLE

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

17. Pick up mail and sort through it to give to right person in the Accounting department.

Meetings Held / Attended -

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks

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

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 or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.

15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

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. 7/14 ISWMP bid opening.
2. 7/15 Employee recognition meeting.
3. 7/15-7/19 worked on cleaning up equipment and furniture in the mechanic room.
4. 7/16 solicited bids for Housing Truck.
5. 7/22 Employee recognition meeting.
6. 7/22 Rehmann RFP inquiry meeting on Rehmann's proposal and scope.
7. 7/22 Bid solicitation meeting with Housing regarding RFP for roof replacements and lean-to.
8. 7/22-23 put together and posted recorded training on Transaction Thresholds and Bidding Requirements.
9. 7/28 put out bid award notice of award for IT Management Admin and Support RFP.
10. 7/26-28 put together and posted training on contracts and propals.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 352 packages.
2. Issued 179 receiving reports.
3. Returned 0 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 to work on finalizing FY2020 Indirect Cost Proposal.
- 4) Initiation of FY2022 Budget Process

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) Completion/Submission of FY2020 Indirect Cost Proposal.
- 4) Begin work on FY2021 Indirect Cost Proposal
- 5) FY2022 Budget Hearing

Expenditures Update

Total year to date expenditures for the Finance Division for July, 2021, are \$721,794, compared to an annual budget of \$1,477,242. Total expenses for the Finance Division for year to date July, 2021, represent 49% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

July 2021 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services 1 student requested and received LRBOI Driver's Education funding of \$250. 28 student received \$500 School Clothing/Activities funding totaling \$14,000 Have received numerous calls from parents preparing to apply in August, but figuring out the changes to the program.
- College Book Stipend: 7 Book Stipends were issued this month; 3 for 1-3 credits, 1 for 4-8 credits, 3 for 9+ credits, totaling \$2400
- Higher Education Scholarships: 1 scholarship applications was awarded totaling \$2500. This included 1 university student and 2 community college students. Female, community college student.
- Vocational Assistance: 1 student received \$3,899
- Miscellaneous: This month the Education Department provided 18 graduating high school students with Eagle feathers donated by a tribal member for that purpose. It was appropriate that the feathers were made available for students who finished their senior year under trying circumstances with Covid 19 disruptions to formal education. We held two tribal activities this month, the first a Rock Hunting trip to Bar Lake Access, which included 19 children participating. Our 20th year of the Monarch project began in July this year, and should result in a fly-off from the Tribal Government Center planned for August. More than 80 people are participating so far. We have also been working on plans for a one day Indian Village Youth Camp Day Camp to happen in September.

Meetings Attended:

7/20-21/2021: Confederation of Michigan Tribal Education Departments Quarterly meeting

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2021 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

July Monthly Report - 2021

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals

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

To continue to 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 PerCap database.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check cancelation information into the PerCap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

Duties Performed

- Mailed out: 6 Applications forms for people seeking membership
- Sent out: 60 Address change forms
- Created 73 New and Replacement Tribal ID's from 07/01/2021 through 07/31/2021
- 265 Addresses changed from 07/01/2021 through 07/31/2021
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 4
- Provisional Acceptance Letter: 2
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0

- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 1
- 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
- 6 Applications received since 07/01/2021
- List request of Membership: Public Information-2, Election Board, Member's Assistance & Tax
- Label request of Membership: Education & Member's Assistance
- Tribal Members Label/List request: 0
- Statistical request: Family Services (NGLC)-2

- Department Verifications:
 1. Prosecutor 47
 2. Member's Assistance 1
 3. Family Services 3
 4. Food Distribution 2
 5. PRC/EHAP 28
 6. Human Resources 1
 7. Casino 2

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

Meetings

- Enrollment Commission Meeting – July 27th
- Leadership Roundtable – July 8th

Enrollment Statistics

- Total Membership: 4,070
- Total number of Elders: 1,448
- Total number of Adults (18-54): 2,317
- Total number of Minors (0-17): 305
- Total Tribal Members living in:
 - 9 County Area: 1,685
 - Outside 9 County Area: 2,340
 - Michigan: 2,665
 - Outside Michigan: 1,360
 - Undeliverable Addresses: 45

Facilities
Rusty Smith

Facilities Management Department

2021 July Monthly Report

De-Ahna Underwood, Administrative Assistant

I. Department Overview

Goals & Objectives

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

Maintain the department's budget within LRBOI guidelines.

Maintain buildings, structures, and grounds.

To provide and maintain a safe and clean work environment.

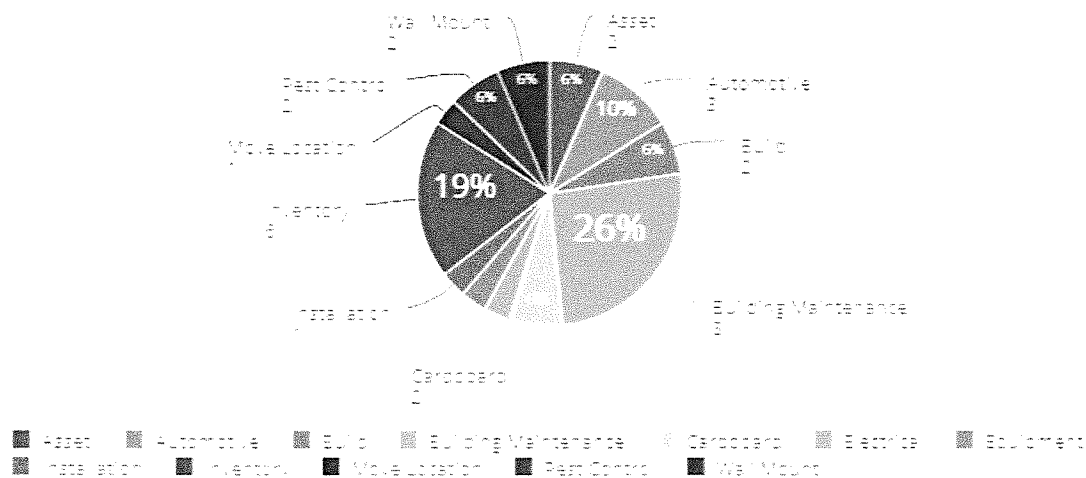
Objective.

The Facilities Management Department strives to provide quality services to ensure an attractive, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

II. Department Reporting Section

The Department of Facilities Management received 31 work orders and completed all 31.

PM and Work Requests By Type



The Maintenance Technicians also continue to disinfect with the electrostatic machine to help prevent the spread of Covid-19. One of our Techs is scheduled to spray every Tuesday and Thursday evening. The EVS Technicians have continued their daily disinfecting at Aki, Justice Center, East Lake, Government Center and Natural Resource Building.

The Facilities Auto Mechanic completed several full-service oil changes and corrective maintenance on vehicles. As well as preventive maintenance on vehicles and equipment.

III. Budget Expense Justification

The department has standing purchase orders open to buy supplies to make repairs and complete projects.

IV. Travel and Trainings

N/A: Written out of budget 2008/2009.

End of Report
De-Ahna Underwood
Administrative Assistant

Family Services
Sandra DeVerney (Interim)

Family Services Department July 2021 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	0
Muskegon	0
Mason	1
Lake	0
Wexford	0
Kent	0
Ottawa	2
Oceana	0
Newaygo	0
Out Of Area	1
Total	4

Open Cases.....11

Case 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.

Amanda McQueen – Case Management July 2021

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
I & R's										
Intakes		1								
Open Cases		1		1	2					6
Monthly Totals		2	0	1	2	0	0	0	0	6
Total number living in homes served		6		3	7					15
Total number of Tribal Citizens living in homes served		5		1	2					7
Total number of descendants living in homes served										1
Total number of children living in homes served		2			5					5
Total ICWA or ICWP where substance abuse is involved										3
Child Abuse/Neglect										1
ICWA or ICWP referrals										
Sexual Abuse of a child										
Substantiated or Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement					1					
Tribal Foster Home										
Non-Tribal Foster Home										
Alternative placement										2
Court appearances										1
Home Visits		1		3	4					6
Case Reviews		4		3	6					18
Binojeuk										
Contacts with outside agencies		3		10	16					21
Contacts with LRBOI departments		2		3	7					2
Tribal Elders		1								
Other referrals		1						1		
Monthly Totals	0	25	0	23	48	0	0	1	0	82

Stephanie Persenaire – Case Management July 2021

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes				2						1
I&Rs	2				1		1	1		
Open Cases	2				1		1			1
Monthly Totals	4	0	0	2	2	0	2	1	0	2

	Case Management									
Total number living in homes served	13			2	5		2	2		6
Total number of Tribal Citizens living in homes served	11			2	2		1	1		4
Total number of descendants living in homes served	2				1					
Total number of children living in homes served	3				3					2
Total ICWA or ICWP where substance abuse is involved	1									
Child Abuse/Neglect										1
ICWA or ICWP referrals										
Sexual Abuse of a child										1
Substantiated or Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement					1					1
Tribal Foster Home										
Non-Tribal Foster Home										
Alternative placement										
Court appearances	0									
Home Visits	5				3		1			2
Case Reviews	3									
Binojeeuk	2									
Contacts with outside agencies	14				10		5	6		22
Contacts with LRBOI departments	10									
Tribal Elders	0									
Other referrals	0									
Monthly Totals	51	0	0	2	20	0	7	7	0	33

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Cases (4); New Intake(s) (0); Cases closed (1);
 - Provided: advocacy, legal assistance, housing, safety planning, and judicial advocacy.
- Had (3) face2face; (90) client phone/text/email contacts; (0) transports; (1) court hearing(s)

Staff Meetings

- 7/20 – Case Reviews

Virtual Collaboration Meetings

- 7/8 – UTFAV MMIR Toolkit meeting
- 7/12 – Tribal Council
- 7/14 – Tribal Council
- 7/15 – Tribal Council Emergency meeting
- 7/20 – Ottawa Co. LAADSV meeting
- 7/22 – Kent Co. CCRT meeting
- 7/29 – Meet w/Tracy @ COVE
- 7/31 – UTFAV board meeting

Travel & Training/Webinars

- 7/15 – Tribal Healing to Wellness Courts Intergovernmental Collaboration
- 7/27 – Operation Lady Justice Federal Data Discussion on MMIR

Grants

- 7/7 – FVSPA ARP application was submitted
- 7/7 – FVSPA FY22 application was submitted
- 7/15 – VOCA FY22 application was submitted
- 7/22 – VOCA quarterly report was submitted
- 7/22 – OVW 2020-TW-AX-0031 semi-annual report was submitted
- 7/29 – OVW 2017-TW-AX-0038 semi-annual report was submitted

Michol Ludwig (Manistee Outreach Specialist)

Advocacy/Case Management

- Current (1); New Intake(s) (2); Cases closed (1)
- Had (4) client face to face meetings.
- Had (6) home visits.
- Had (89) telephone/email contacts.

Virtual Collaboration Efforts/Meetings

- 7/15 – LRBOI Family Olympics Planning Meeting
- 7/22 – Muskegon Case Managers Meeting
- 7/23 – LRBOI Family Movie Night Collaboration Meeting with Kim



LRBOI Victim Services Program Monthly Report July 2021

- 7/30 – OASIS DVSA Task Force Meeting

Training/Webinars/Pod Casts

- 7/1 – MI ALC Quarterly Meeting
- 7/13 – MI ALC Training & Practice Lab #7
- 7/14 – Sexual Assault Protection Orders
- 7/27 – MI ALC Training & Practice Lab #8
- 7/28 – Messaging Strategies for Violence Prevention Campaigns: Social Norms
- 7/28 – Victim Service Provider Program Outcome Measure

Outreach/Education

- 7/16 – LRBOI Family Olympics Table Event
- Made several social media posts including creating some original content for Instagram.

Other

- Completed several tasks related to client intakes and advocacy.
- Added resources to the VSP website.
- Added a “Now Hiring” pop-up to the VSP website.
- Monitored social media and the program website for any incoming communication (0).
- Completed social media reports for the period Jan 1 – Jun 30.
- Added several resources to the VSP program files.

LRBOI Be Da Bin Behavioral Health Program July 2021 Report

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

This was a very busy month. The Traditional Healer did have sessions this month and talked/had sessions with 8 clients.

Angela is on maternity leave at this time. Dottie is working with Dr. Hawley on the telepsy sessions while she is out which was 6.5 hours of telepsychiatry and also follow ups with a few of her clients (12) that are not seeing the contracted therapist. Some of Angela's clients are being seen by a contractual Mental Health Therapist. Dottie currently has 32 clients and 4 Recovery Support). She is tracking 12 clients of Angela's. Dottie had 58 sessions, 5 crisis calls, 6 referrals for detox/treatment, 2 referrals for other services and 88 follow up calls. (I have 8 clients right now of mine not in the system at this time.)

Kimberly (Kim) Hinmon continues to meet with community partners and network to create ties to the community. She attended 5 webinars dealing with alcohol and drug prevention and utilizing Culture as prevention. She hosted the statewide Michigan Indian Family Olympics here at the Manistee High School track area. Although there was not a big turnout about 30 people participated, plus volunteers. Little River Band of Ottawa Indians came in third place for the entire competition!! The community event to promote family togetherness and mental health awareness with a movie night for July 24, 2021 had to be postponed because of inclement weather, and was moved to September 24, 2021. Kim attended the SEA meeting on July 22; participated in the National Harm Reduction Conference (by Zoom), and attended the Introduction to Peacekeeping training. She is planning a Movie Night for the Muskegon Area in September and other events are in the planning stages.

Dottie attended the Manistee County Suicide Prevention Coalition on July 21, online. Dottie co-chairs the Suicide Prevention Coalition meetings and has been working on the administration of Be Da Bin grants. She had Tribal Council meeting on July 7 for a ITC grant. This month 14 naloxone kits given out. Dottie also attended the Tribal Behavioral Health Communication Network meeting by Zoom on July 14, 2021. This is a quarterly meeting for the Behavioral Health in Michigan. Staff continues working on continued educational credits for certification needs with webinars, as able, and planning event and trainings for suicide prevention and awareness month in September, working with community partners.

Respectfully submitted,

Dottie Batchelder

[H]

***** CONFIDENTIAL PATIENT INFORMATION *****

DB

AUG 03, 2021Page 1

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: JUL 01, 2021 TO JUL 31, 2021

PATS is the total number of unique, identifiable patients when
a patient name was entered on the record. # served is a tally of the
number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED

AREA: BEMIDJI NON-IHS				
SERVICE UNIT: EASTERN MICHIGAN				
FACILITY: LITTLE RIVER OTTAWA ALC PROG				
PROVIDER: BATCHELDER,DOTTIE (ALCOHOLISM/SUB ABUSE COUNSELOR)				
11-SCREENING-PATIENT PRESENT	3	3.0	3	3
13-INDIVIDUAL TREATMENT/COUNS	31	25.5	19	31
25-INFORMATION AND/OR REFERRA	3	1.3	2	3
30-FOLLOWUP/FOLLOWTHROUGH-PAT	57	15.0	31	57
34-OTHER SUPPORT SERVICES-PAT	16	30.9		49
36-COMMUNITY DEVELOPMENT	2	2.0		4
37-PREVENTIVE SERVICES	1	7.0		40
48-CRISIS INTERVENTION-PATIENT	1	2.0	1	1
53-PROGRAM MANAGEMENT	15	26.0		20
55-SUPERVISION	2	2.0		2
56-RECORDS/DOCUMENTATION	12	19.0		12
59-OTHER ADMINISTRATIVE	14	26.7		14
63-PROGRAM CONSULTATION	1	4.0		18
64-STAFF CONSULTATION	3	2.8		7
	=====	=====	=====	=====
PROVIDER TOTAL:	161	167.1	56	261
PROVIDER: GIBSON,JAMES D JR (TRADITIONAL MEDICINE PRACT)				
34-OTHER SUPPORT SERVICES-PAT	1	2.3		3
83-TRIBAL FUNCTIONS	5	5.3	5	5
	=====	=====	=====	=====
PROVIDER TOTAL:	6	7.6	5	8
=====				
FACILITY TOTAL:	167	174.7	61	269
=====				
SU TOTAL:	167	174.7	61	269
=====				
AREA TOTAL:	167	174.7	61	269

RUN TIME (H.M.S): 0.0.0[H]

**Projects due August 27th
2021**

Judging will take place on 8/30/21, winners will be notified. (Make sure you submit a phone number with your finished project.)

Manistee County's 3rd Annual Suicide Prevention/Awareness Contest!

Promote suicide awareness & prevention through your art work! Paint a picture, make a poster, write a poem, etc. Get creative! We will be showcasing the art work at local businesses throughout downtown River Street to bring awareness through September.

**1st, 2nd & 3rd
place prizes!**

You can bring finished projects to MFS @ 50
Filer St. Suite 316, Manistee Mi. 49660
Mon.-Fri. from 9:30am-3pm

If you have any
questions please feel
free to give
Cassandra a call

@ 231-398-0434

A huge thank you goes out to the Manistee County Blacker Airport for their donation of two Scenic Airplane Tours, the Princess of Ludington for their donation of two Harbor Tour tickets and Manistee Paddlesport Adventures for their donation of two river rental tickets, winners choice.

Sponsored by the Manistee Friendship Society, the Manistee County Suicide Awareness & Prevention Coalition, Centra Wellness Network & LRBO1 Be Da Bin Behavioral Health

Visit our website @
www.manisteefriendshipsociety.org
or check us out on Facebook!

Next Generation Learning Center

Monthly Report-July 2021

Enrollment Statistics: Due to Child Care Licensing, CDC, American Academy of Pediatrics, and state of Michigan COVID guidelines for Child Care, NGLC is only enrolling at 50% capacity to maintain safety for children and staff. NGLC will re-open to full capacity on September 13, 2021.

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribal Member	Government Employee	Casino Employee	Wait List Totals	Tribal Members on wait list
Infant Classroom 0-2 years old	0	0	0	0	0	0	19	0
Toddler Classroom 2-3 years old	11	11	0	0	5	1	12	0
Preschool Poplar-Three Years Old	10	10	0	1	0	3	28	0
Preschool Cedar-Four Years Old	10	10	0	1	2	2	24	0
Preschool Maple-Three/Four Years Old	10	10	0	0	1	0	0	0
Preschool Oak-Four-Year-Old GSRP	6	6	0	0	0	1	0	0
School Age 5-12 years	13	0 *school in session	13	0	2	0	32	0
Totals	59	48	13	2	10	7	115	0
Percentages	-	78%	22%	3%	18%	12%	-	0%

**Children that have affiliation with LRBOI get first priority on wait list when occurs that fits within the schedule the family has requested. Not all siblings are guaranteed enrollment at the same time*

NGLC Meetings and Collaborations	
<ul style="list-style-type: none"> Michigan Association for the Education of Young Children- our Lead Head Start Teacher Jessica McCoy presented Early Childhood Specialist Collaboration WIDA Early Years Steering Committee Early Childhood Collaborative Committee Region V Monthly Tribal Collaborative Meeting CLASS (Classroom Assessment Scoring System) Pilot Program Region XI CLASS CoP Meeting National Community Conversation on the effects of COVID to Tribal Nations Manistee News Advocate Representation for Education and Child Care 	

LBROI Sub Committees in collaboration with NGLC	
<ul style="list-style-type: none"> Leadership Round Table Tribal Emergency Response Team (TERT) MHBG Summative Focus Group 	

LRBOI Center Happenings:	
<ul style="list-style-type: none"> Preschool Recruitment and Enrollment has begun for the 2020-20201 school year Summer Enrollment for Childcare that begins in June has begun Common application created for all preschool programs within the Manistee county region. Flyers and yard signs have been placed at Natural Resources, near the parking entrance for LRRCR employees, and at Aki. There is a large banner placed on M-22 near LRRCR and NGLC entrance. NGLC Administrator working with LRBOI Enrollment department to personally invite all Tribal Member children to attend preschool round up and sign up for enrollment in the fall. Head Start Preschool Program completed June 10, 2021 GSRP Preschool Program completed June 30, 2021 	

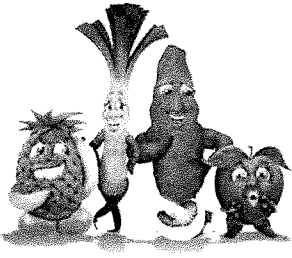
NGLC Inspection	Date	Inspection Due
Fire Inspection for Building	2017	2021 (Every four years)
Fire Equipment Inspection	October 2020	October 2021 (Yearly)
Kitchen Inspection	April 2021	April 2022 (Yearly)
Environmental Inspection	September 2020	September 2021 (Yearly)

NGLC Drills	Dates:	Completed:
Fire Drill (Quarterly)	February 10	Yes
	May 11	Yes
	August 24	
	November 17	
Tornado Drill (April-November)	May 13	Yes
	October	

NGLC Closures:	
April 23-May 5 (COVID)	May 31-Memorial Day

Food Distribution

Ken LaHaye



Food Distribution Program

July 2021 Monthly Report

Ken LaHaye, Meanie Ceplina, and Chad Gehrke

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.

Delivering nutritional foods to clients who qualify for delivery.

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 checklist to State of Michigan.

Ken LaHaye submitted department report.

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

Ken, Chad, and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock.

Ken LaHaye, Chad Gehrke, and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye, Chad Gehrke, and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for August.

Ken, Chad, and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken and Chad conducted deliveries on 7/9, 7/12, and 7/13.

Ken conducted deliveries on 7/14 and 7/15.

We conducted 30 deliveries.

We received deliveries on 7/8, and 7/12.

Food Distribution Office is open to the public.

Ken and Melanie mailed numerous applications out to potential clients.

Groundbreaking ceremony 7/8/2021.

3 Meetings

Ken attended Construction Meetings 7/9 and 7/23

Ken attended Agenda review 7/26.

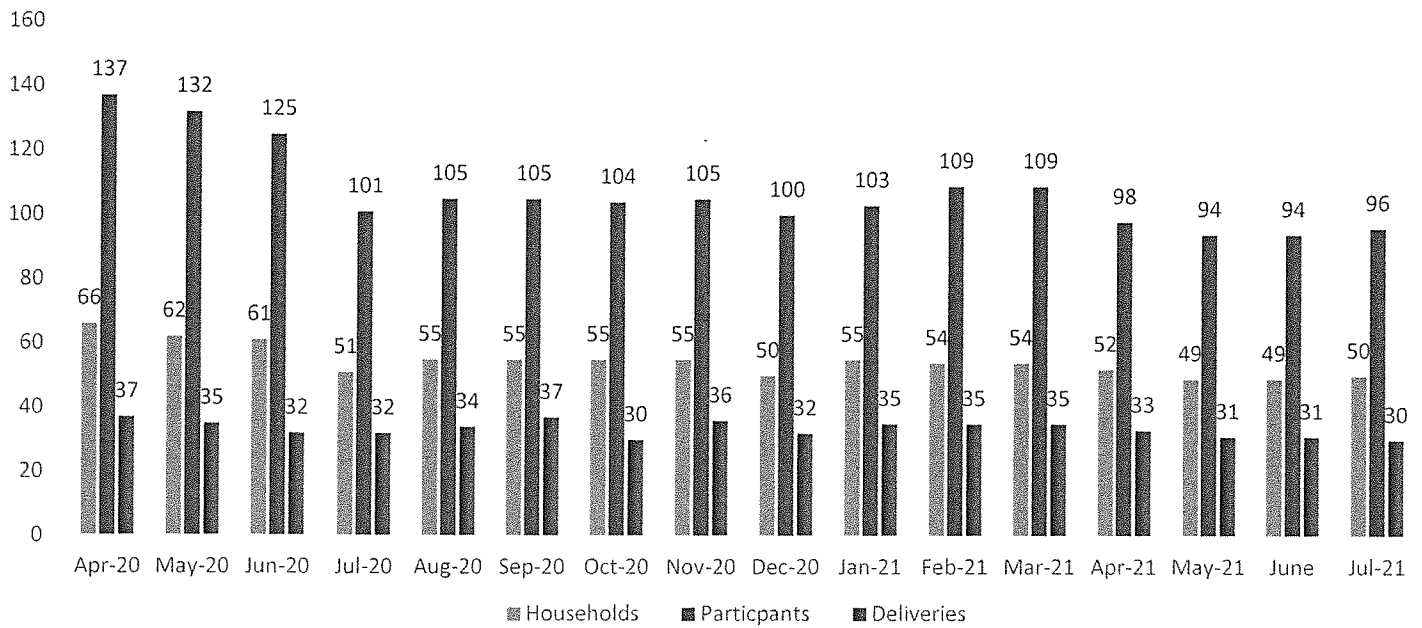
Ken attended Council Meeting 7/28.

Ken attended Meeting with HR 7/13.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants
Lyle Dorr

Grants Department Monthly Report

July 2021

Lyle Dorr, Grant Writer

Key:

- New report Item
- ∞ Updated item status from previous report(s)
- ∅ No projects or no updates - a continuation from previous report(s) with no change

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- ∞ **Participate in Treasury and other CARES/ARP related Consults & Webinars:** Meetings have tapered off some with only one or so a week. It was the same for CARES when it first came out. Usually by September the weekly participation demand is way down, only 1/week or every other week.
- ∞ **Working with Departments to determine CARE/ARP fund eligible projects to present to Leadership and eventually Council.**

Aki Maadiziwin

- **Assisted with Clarification on Housing Assistance Fund requirements.**
- **Assisted with development of roof replacement RFP for the 12 original homes at Aki**
- **Assisted with the development of a lean to shed for maintenance at AKI**

Clinic:

- ∞ **Update 7/30/21** - Attending various IHS & SMASHA webinars every month to gather information on funding opportunities and COVID-19 related information.
- **EGrams System Access:** Assisting Gabriel & Dr. Wever with EGrams system to respond to supplemental fund allocation MDHHS. Supplement funds have been allocated for COVID19 Immunization through the MDHHS.

Court:

- ∅ **No current projects.**

Family Services/ Be-Da-Bin:

- **Assisted Shanaviah** with her Tribal Council agenda packet for her Family Violence and Prevention grant approved July 7.
- **Assisted Shanaviah** with her Tribal Council agenda packet for her VOCA grant due July 19.

- **Assisted Shanaviah and the Ogema** with working through eGrams (state of Michigan) grants portal to finalize submission of VOCA grant.
- **Working with Sandra Deverney** with SolidCircle eForms project and with getting a large capacity printer/copier/scanner for Members Assistance staff to processing ARP fund payment requests.

Food Distribution Center

- ∞ **Helped Ken with his annual program budget application FDPiR** – With the expansion of the program and new building the program will run over \$400k. Due to COVID19 economic impact, we are requesting a waiver on the required 20% match. Assisted Ken with the Agenda Request & Resolution.
- Assist Ken with writing for an extension of his FDPiR CARES award.

Historic Preservation & Language:

- ∞ **Update 7/30/21** – Funds to begin work on the language web application will be released in September. The project will take about a year to complete, but once done, members will be able to access the language program resources from anywhere on any device. Both functionality will be improved and augmented training exercises will be available. This writer heard in a Treasury consultation that less than 50% of eligible tribes submitted a proposal. This means that LRBOI will receive \$70,000 - \$80,000.

Maintenance:

- ∅ **No current projects.**

Natural Resources:

- ∅ **No current projects.** NR does most of their own grant writing work. I do speak with Frank Beaver monthly.
- **Met with Frank Beaver regarding exploring funding for a new NR building.**

NextGen Learning Center:

- ∞ **Evaluated the Greenhouse Project for CARES/ARP fund eligibility.** Maintenance staff working through Bill W. & Jay S. have successfully made corrections to the greenhouse heat problem and water drainage problems (initiated in late June when exploring funding options). They are apparently working on a few other issues at NextGen that have been long standing.

Public Safety:

- ∅ **No current projects.**

Water/Waste/Renewable Energy:

- ∞ **Update 7/30/21** – Two different energy audits are underway, one that is an actual usage that will provide recommendations to cut energy costs, which the saving can be used to justify improvement to energy systems through grants. The other is a renewable energy planning grant that will help LRBOI understand which renewable energy options are viable and allow us to submit for grant

funding based on the developed plan. The audits are underway headed up by Gary Lewis. Without these audits, we would not be eligible for funding.

- ∞ **Working with Gary to identify CARES/ARP fund eligible water-waste projects:** Essentially anything related to water-waste is an eligible expense as COVID19 is known to travel through water systems. He submitted for some valve replacements as they had to borrow a valve from a lift station to make due until they could get replacement valves.

Special Projects:

- ∞ **Update 7/30/21 - CARES/ARP Expenditure Plan:** Provided Leadership and Council with feedback regarding Member Relief Payments. Collected and moved forward some ideas departments have regarding eligible programs/projects. It will become clear in August how much funding is available. No ARP funds have been spent other than for Member Assistance payments. Once we know the total available after the 2nd allocation, it is hoped that Leadership and Council can meet to review/develop a potential spending plan.
- ∞ **Update 7/30/21 - We are currently waiting on the Treasury to determine how the 2nd American Rescue Plan funds will be allocated to Tribes for Economic Development.**
- ∞ **Custer Cemetery Project:** Coordinating with Steve Parsons BIA Roads monies and other resources to fund the completion of the Custer Cemetery. We are in talks with Custer Township to share road access and other cemetery resources (water/power/equipment) that will be mutually beneficial to both communities.
- **Organizing 2-1 Air Card deactivation:** to take place in September 2021. Directors will have the opportunity to keep cards activated utilizing their own respective budgets. George has provided a list of employees/staff that have 2-1s with active air cards and is sending out the notice. CARES/ARP funds have been used to support them to this point.
- **Coordinated with leadership the submission of a grant request for the Casino to utilize \$1,515,000 of CARES/ARP funds to replacement of two Intelepack Roof Top Air Handlers (20yrs old).** These qualify and can be in use by the end of the year, which is required by CARES Act funding guidelines. Air at the Casino will be better processed and exchanged increasing the safety and health of patrons and staff during COVID19. Should Council approve this project, the CARES Act funding will essentially be spent.

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: July, 2021

Re: JULY 2021 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 2021. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Forest County Potawatomi Insurance Department filed 30 claims on behalf of Little River in the amount of \$5,637.82 for third party revenue generation.

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

CLINIC OPERATIONS:

316 patients scheduled

20 patients NO-SHOW to scheduled appointments

12 patients provided SAME DAY appointments for emergent matters**

72 cancelled appointments

236 patients attending CLINIC PHYSICIAN appointments**

234 – Clinic Physician appointments

02 – FNP Home Visit

40 patients PHONE TRIAGE**

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

50 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JULY (Total Patient Volume): 717

Diabetic patients: 103

Flu Vaccines: 0

Injections: 16

Moderna Vaccines: 0

Pfizer Vaccines: 0

Nursing Visits: 1 **

On-site Labs: 200

COVID-19 Tests: 10

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 998

DIRECT CALLS TO CLINIC OPERATIONS: 490

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:**JULY 2021**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 7

TRAVEL HOURS: 10

SERVICE HOURS: 6

NUMBER SERVED: 7

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 214 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 2 (included in number served & clients served)

TRAVEL HOURS: 1

SERVICE HOURS: 1/2

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 11

TOTAL SERVICE HOURS: 6 1/2

TOTAL CLIENTS SERVED: 9

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$77,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1704

TOTAL PRC PAID IN JULY: \$39,527.50

PHARMACY/OTHER: \$28,661.93

DENTAL: \$7,629.25

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

TOTAL CLAIMS RECEIVED: 462

TOTAL CLAIMS ENTERED: 454

TOTAL PRC PAID 2021: \$402,701.81

TOTAL EHAP PAID IN JULY: \$37,641.58

TOTAL EHAP PAID 2021: \$239,607.96

TOTAL ENROLLED EHAP/LRBOI: 1358

NEW APPLICATIONS MAILED OR GIVEN: 44

REASSESSMENTS MAILED OR GIVEN: 23

MEDICARE LIKE RATE (MLR) Savings for JULY 2021

Claims submitted:	41	\$34,307.72 (total submitted)
		<u>-\$ 9,599.15(what we paid)</u>
		\$24,708.57 (total savings)

PHARMACY:**JULY 2021**

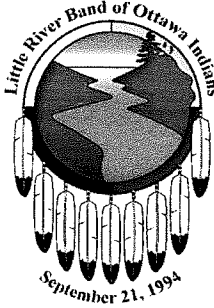
Active patients: 359
Prescriptions filled: 1465

Insurance charges: \$89,088.83
Insurance payments received: \$88385.27
Non-member cash/copays received: \$573.90

PRC-equivalent write offs:

LRBOI: \$31,919.99
Other Tribes: \$594.80
TOTAL: \$32,514.79

Housing
Tara Bailey



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For July 2021

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Amber Shepard – Housing Specialist

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. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 4
 - New leases: 2
 - Annual Inspections: 0 (Annual inspections on hold still due to COVID-1- These will resume in Sept)
 - Move-out Inspections: 0
 - Move outs: 1
 - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 3
 - Total Number of Awards made during the Year: 7
 - Total Amount of Awards for the Year: \$35,000
 - The Housing Department has assisted with \$1,965,500 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!
- C. The Emergency Rental Assistance Program for LRBOI tribal membership is now open and the Housing Department is accepting applications. Only 2 applications have been received in July and both were approved. A total of \$26,390 has been processed in assisting tribal members with rental/utility assistance.
- D. The vacant maintenance position has not been filled; the position has been reposted.
- E. Met with Tribal Council on July 20th and 29th to go over Housing regulations changes. More work needs to be done with Housing Commission on Chapters 1 and 3 to get to TC.

II. Rental Payment Information for the Month.

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

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. Have requested a quote from Anthony's Landscaping to have additional mulch put in at that playground as it is down about 6 inches. UPDATE: Received quote, should be receiving new mulch in August.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 79 were rented giving us an occupancy rating of 98%.

- A. Aki has 55 income based rental units of which 54 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 8 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.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

- A. The security camera that is on the pole going up to the AKI community was apparently struck by lightning and needs to be fixed. A purchase order has been completed and work just needs to be scheduled at this time. UPDATE: Camera fixed and back online on 7/7
- B. Housing had a report that one of the lights in the community was "sparking" during a rain storm, this light has been shut down but it seems to have affected about 20 lights at this time. UPDATE: This has been addressed and all lights should be in operation at this time.
- C. C&I Electric has begun the process of changing out the defective lights by the manufacturer and installing the new lights that have a new 10 year warranty.

VI. Plans for the Future.

- A. Working on RFP for maintenance garage addition to building
- B. Working on RFP for the replacement of 12 elders' homes roofs that need to be redone due to age.

VII. Other Information.

On July 15th, the Housing Commission held their annual meeting for residents of AKI. Before the meeting a survey was sent out getting input regarding housing from everyone. An incentive of a new lawn mower was given, there was approximately 20 surveys returned. The Housing Department provided the three new lawn mowers and the winners were: Piper Denman, Stephanie Dysard, Sandra Anderson. The Housing Commission also provided potted plants and a lawn trimmer and blower to survey winners; therefore, 9 additional residents were able to receive a prize.

End of Report
Tara Bailey, Housing Director
August 3, 2021

Human Resources

Jeff Simpkins



Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288
Fax: (231) 398-9101

To: Ogema Romanelli

From: J. Simpkins

Subject: July 2021 HR Department Report

Date: 8/5/21

Department Purpose: Professionally strengthen our community through a great H.R. experience.

HR Primary Mission: Work in partnership with leaders and team members to drive quality H.R. service through the employee life cycle that develops opportunity and enhances our endless potential.

1) HR 2020 Operational Plan

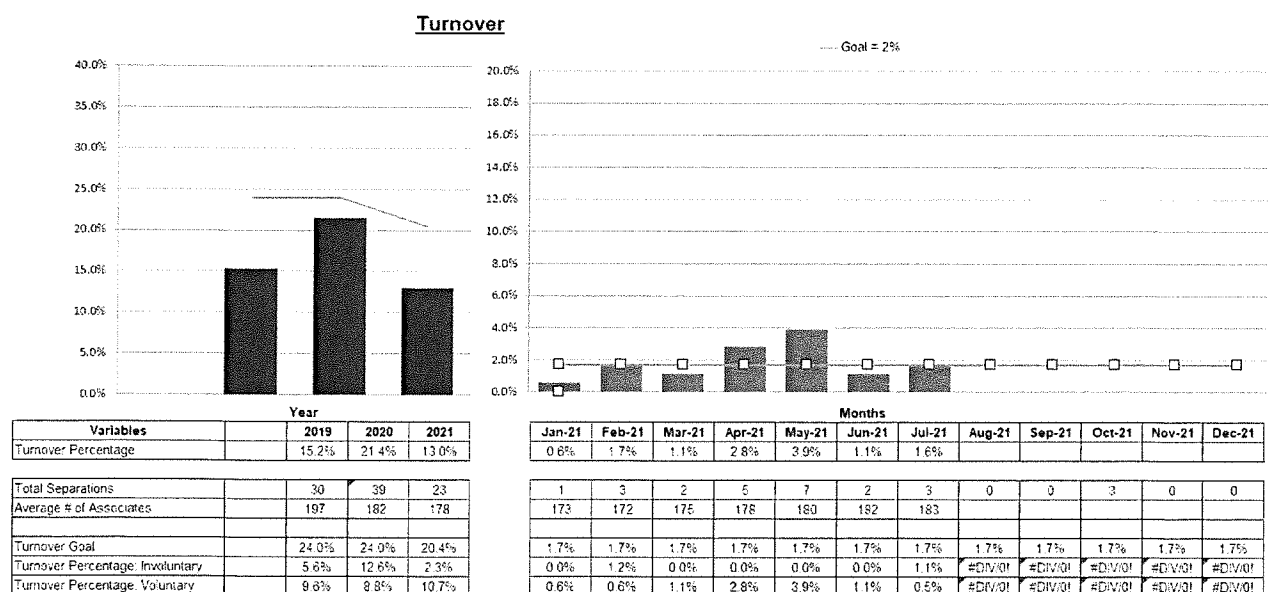
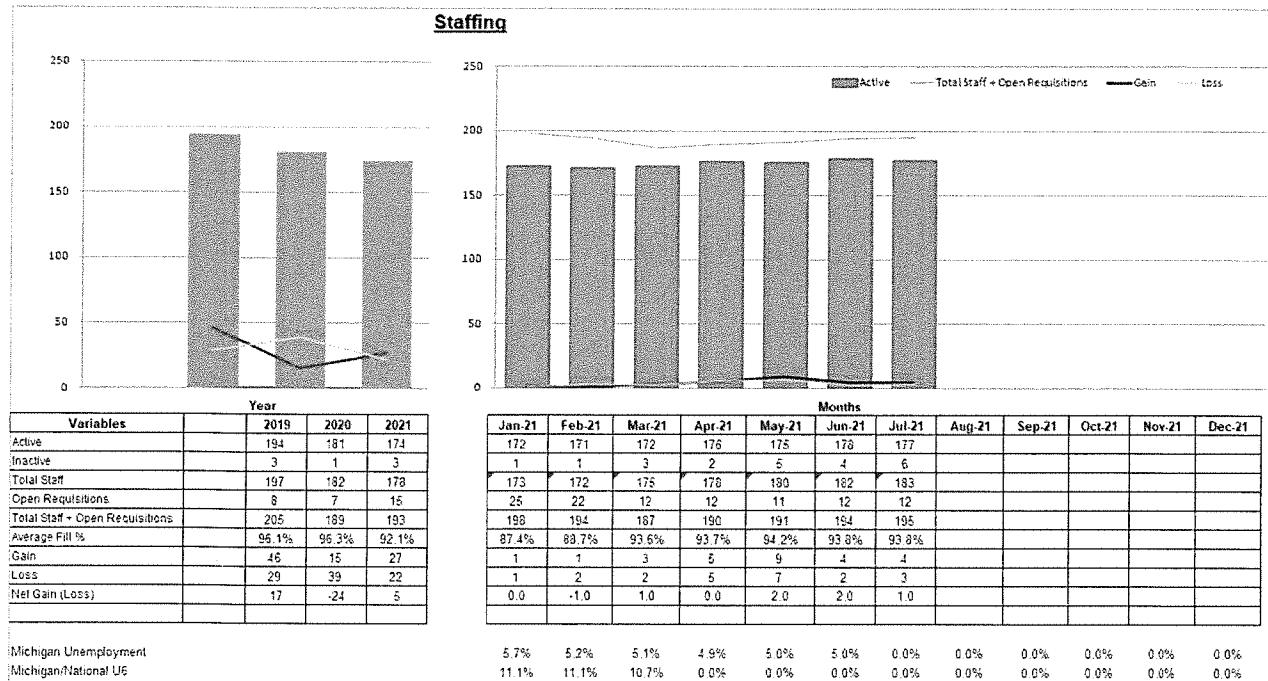
- a) The 2021 Operational Plan started with 64 projects and major tasks. This number increased to 74 in July.
- b) YTD completed 20 projects/major tasks. YTD Completion Rate: 27%

2) Talent Acquisition

a) Talent Acquisition

- i) Month Number of Gains: 4
- ii) Month Number of Tribal Preference Hires: 3
- iii) Number of Requisitions Filled Year to Date: 30
- iv) Number of Gains Year to Date: 25
- v) Number of Applicants Year to Date: 173
- vi) Number of Open Positions: 12
- vii) Turnover Year to Date: 22
- viii) July included continued prioritization of the talent acquisition process. At month's end there were 12 open full-time job requisitions. It's important to note that for 2021 year to date HR received 61 requisitions in total. This is the highest number on record since tracking began.
- ix) The HR team of Alicia Knapp and Melinda Smith conducted new hire orientations in 2 consecutive weeks for the second consecutive month. This, plus the back-office requirements necessary for each new hire and separation drives a significant amount of work. We also appreciate the help and collaboration from our teammates in Payroll, Angie Stone and Kari Stuck. Thanks to everyone for working successfully through another high-velocity month!

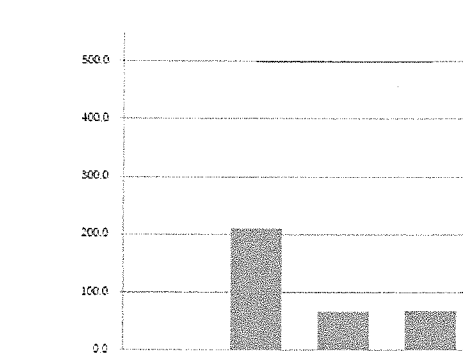
- x) Assisted the Prosecutor's Office in hiring a Paralegal/Assistant. Congratulations Jonathon Hauswirth!
- xi) Hiring Managers and HR conducted interviews for both the vacant Controller and Human and Social Services Director positions.
- xii) In July we received applications for job postings of two positions where no applicants were previously received. Thanks to Alicia Knapp for her perseverance!
- xiii) Continued processing incoming and outgoing elected officials during July, at both Tribal Council and Tribal Court.
- xiv) Completed the SolidCircle purchase order for online employment applications.



3) Talent Development and Relations

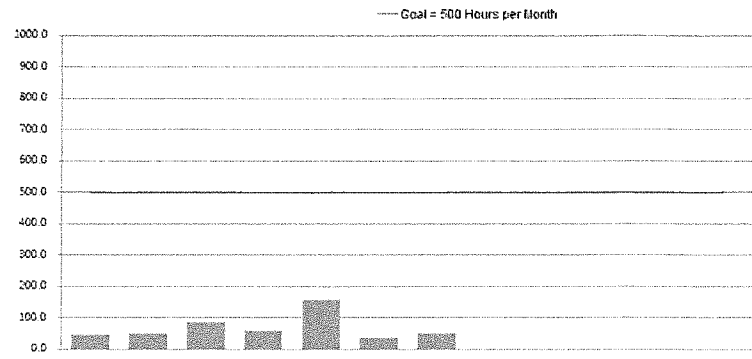
- a) Leadership and Team Member Development.
 - i) HR assisted the organization and leaders through key issues, including employee relations events and communication. The Leadership Roundtable returned in July and was partially hosted by Andrew Jeurink of IT. Thanks Drew!
 - ii) Provided additional HR support to the leadership of various departments.
 - iii) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
 - iv) Continued working the 2020 HR Department review cycle in the SABA system. One 2020 performance review remains in-process.
 - v) Continued "The River Resource" publication to help team members stay informed and connected. Began including new hire photos/bios in the newsletter.
 - vi) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
 - vii) Assisted Leadership Roundtable participants in operating the Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Jonathon Robertson and Angie Stone for volunteering to help make a difference! July included the team's third Employee of the Month process and planning for the August training and service awards event. Great job!
 - viii) The Employers Association delivered both the results of the Employee Engagement Survey and their recommendations for improvement activities.
- b) HR Department Development Initiatives:
 - i) HR Development Events: YTD 3
 - ii) Continued file migration to O365 storage solutions.
 - iii) Continued project to improve HR use of MIP data.
 - iv) The team completed 27% of third quarter goals by the end of July. The team remains slightly ahead of pace for all scheduled work in 2021 at 62%. Nice job Alicia and Mindi!
 - v) Hired and trained a temporary Receptionist.
 - vi) Hired a full-time Receptionist. Welcome back Marcella Leusby! We're glad you're on our team.
 - vii) Hired an HR Intern for the balance of 2021. Initiated the training process, Congratulations and welcome to the team Brittney Drake!
 - viii) Completed and forwarded for consideration the draft 2022 HR and Workforce Development budgets. Appreciate the good teamwork and contributions by both Alicia and Mindi. Thanks team!

Training and Development Hours



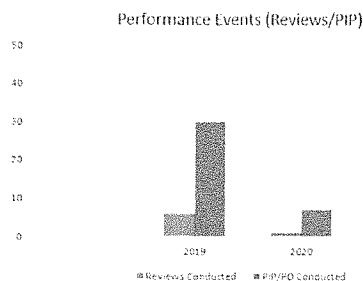
Variables		2019	2020	2021
Ave. Training Hours	#DIV/0!	212.1	67.5	68.7
Goal		500	500	500

Orientation		98	22	173
New Employee Training		193	24	0
Training: Position Development		46	33	87
Cross Training/Position Preparation		0	8	8
Leadership Training		1,027	217	153
One on One		132	31	52
Other Training		29	3	0
Safety Training		781	0	9
Mentorship		240	0	0
Total Training Hours	0	2,546	339	481

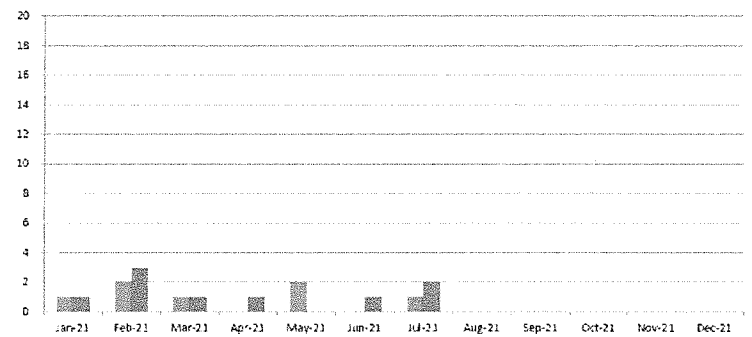


4	8	27	30	64	24	15					
0	0	0	0	0	0	0					
10.5	9	2.5	4	51	0	0					
0	0	9	0	0	0	0					
26	24	30	18	23	0	32					
6	8	9	8	9	12	0					
0	0	0	0	0	0	0					
0.5	0	8	0	0	0	0					
0	0	0	0	0	0	0					
47	49	85	60	157	36	48	0	0	0	0	0

Performance Events (Reviews/PIP)



Variables		2019	2020	2021
Percent of Staff Receiving Feedback		18%	2%	5%
Reviews Conducted		6	1	7
PIP/PO Conducted		30	7	9
Total Staff		197	182	178



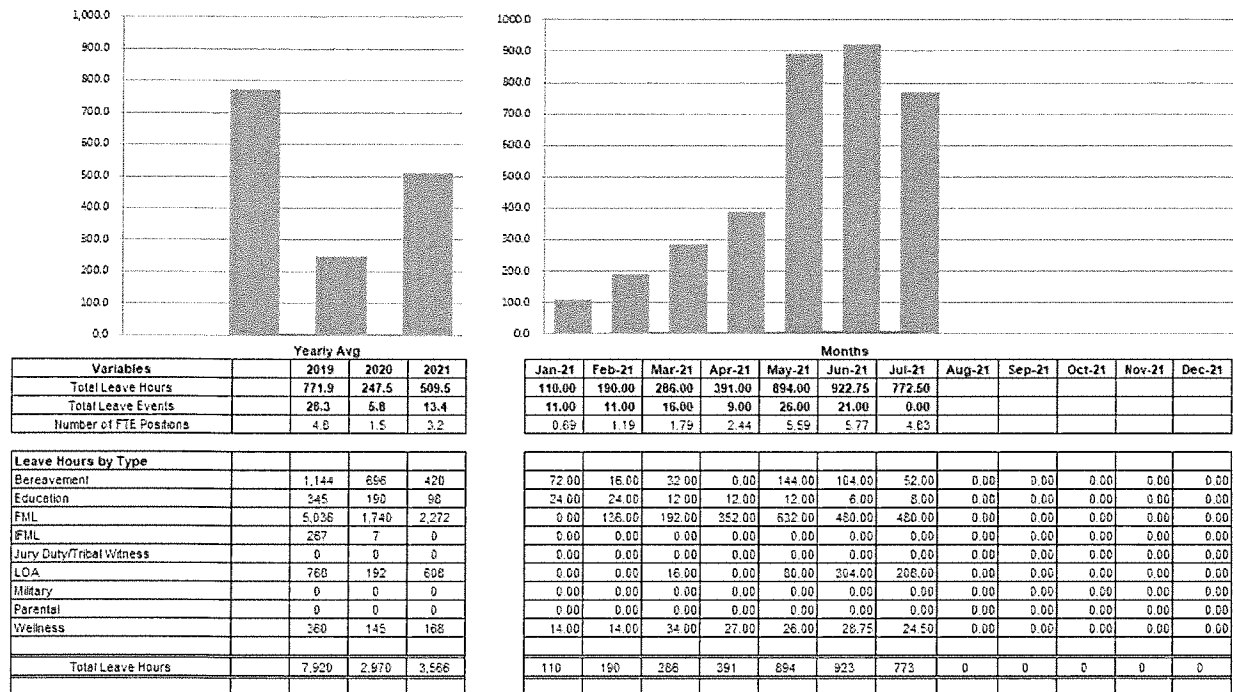
Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
1%	3%	1%	1%	1%	1%	2%					
1	2	1	0	2	0	1	0	0	0	0	0
1	3	1	1	0	1	2	0	0	0	0	0
173	172	175	178	180	182	183					

4) Benefits and HR Administration

- Continued working to improve benefit processes.
- Benefits Work Priority: 1 – New Hire/Separation Process, 2 – 401k Audit 3 – Insurance Conversion Process, 4 - Assisting Team Members with Benefit Requests
- Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- Completed the health insurance conversion approval process.
- Completed the 2021 life/disability insurance conversion approval process.
- Continued providing data for the 401k audit and responded to auditor questions. Thanks to Melinda Smith for her help with this project.
- Leave event requests declined for the first time in three months.
- Continued the monthly Payroll/HR coordination meetings.
- Continued processing new hire insurance enrollments and separation disenrollment.

- j) Completed the Bereavement Designation Form update process.
- k) Planned and executed benefit, system update and payroll support task sharing within the department in preparation for Melinda Smith's extended leave.
- l) Completed an updated staff phone list for the reception desk.
- m) Leave Notes
 - i) Leave hours decreased in July for the first time in 2021. This month leave was again driven by FML and Leaves of Absence.

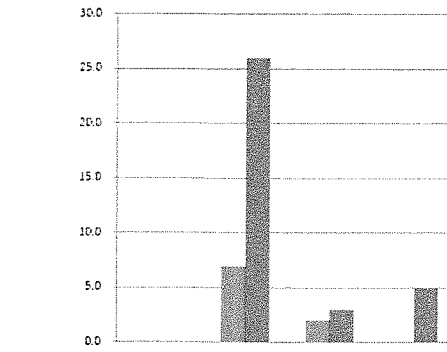
Leave (Excluding PTO and Holidays)



5) Safety

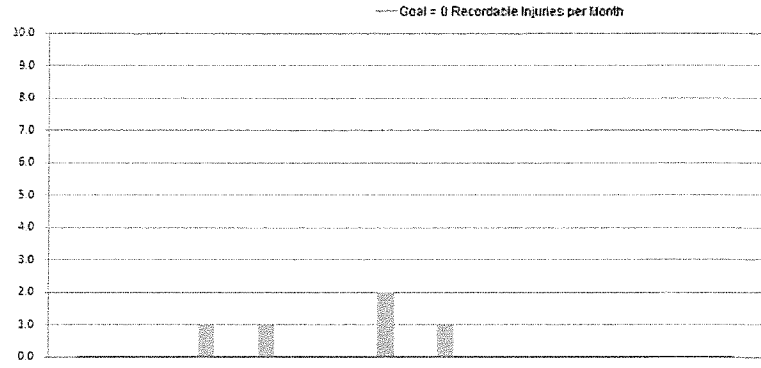
- i) Continued COVID-19 support and tracking.
- ii) Recordable Injuries: 0
- iii) Near Miss/1st Aid: 1

Safety (Recordable Injuries and Near-Miss Incidents)



Variables	2019	2020	2021
Total Recordable Injuries	7.0	2.0	0.0
Goal	0	0	0
Total Near-Miss Incidents	26.0	3.0	5.0

Strain/Sprain	4	0	0
Laceration	1	1	0
FEE	0	0	0
Fracture	1	1	0
Illness	1	0	0
Other	0	0	1
	0	7	2
			1



Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
0	0	0	0	0	0	0	0	0	0	0	0.0
0.0	0.0	1.0	1.0	0.0	2.0	1.0	0.0	0.0	0.0	0.0	0.0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	0	0	0

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY

INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

CURRENTLY EMPLOYED

July 2021

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

TM	NA	D	S	NP	TOTAL
59	10	12	7	59	147
9	0	1	3	16	29
10	1	0	0	1	12
5	2	0	1	0	8
83	13	13	11	76	196

Prior Month

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

58	10	12	7	59	146
9	0	1	3	16	29
10	1	0	0	1	12
4	2	0	1	1	8
81	13	13	11	77	195

Notes on Tribal Preference:

1. July Tribal Preference Employment was 61.2% of total employment. The hiring of 3 Tribal preference candidates was offset by the separation of 2 Tribal preference employees.
2. Data since July 2019 shows the following:
 - a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
 - i. 2021 Tribal Preference Applications: 25.4%
 - ii. 2020 Tribal Preference Applications: 15.8%
 - iii. 2019 Tribal Preference Applications: 14.1%
 - b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference hires compared to all hires.
 - i. 2021 Tribal Preference Hires: 55.6% (Great job hiring managers!)
 - ii. 2020 Tribal Preference Hires: 33.3%
 - iii. 2019 Tribal Preference Hires: 26.7%

7) Workforce Development

- i) The Tribal Development Team continued operations in July. The team continued working to promote connections and develop an online application system. Thanks team!
- ii) July New Requests for WFD Service: 2
- iii) 2021 Total Requests: 22
- iv) 2021 Total Number in Adult Work Experience: 2

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
July 2021

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Configuration of the firewall and the router for the other remote sites continues.
2. New Firewall and router are now live and operating.
3. Server updates continue as needed every other weekend.
4. Switch replacement project continues.
5. **Mandatory IT Projects by order of priority:**
 - a. June 2021
 - i. Government buildings now open, an appointment is recommended.
6. 282 new IT work orders were opened in July 2021 and 275 IT work orders completed in July 2021.
7. IT Remains severely understaffed and is working diligently to keep up with daily operational demands.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions with contractors upgrading network.

Trainings Held / Attended –

Special Tasks / Activities Performed –Set up Live Stream and Zoom and other interactive sessions for various employees and groups.

Legal Assistance
Mary Witkop

Little River Band of Ottawa Indians
Members Legal Assistance Attorney
Mary K. Witkop
3031 Domres Road
Manistee, MI 49660
231-398-2234

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: August 6, 2021
Re: July 2021 report of activities

Number of tribal members assisted on new issues 81

Number of referrals received 3

Number of continuing cases: 52

Types of legal issues:

Child support	Supervised Parenting Time
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Child Support Arrearages	Conservator - Adult
Trusts	Parenting Time
Expunge Criminal Record	Prenuptial Agreement
Custody	Amend Constitution
Credit Score	Unemployment
Employment Harassment	Civil Settlement
Medical Power of Attorney	Property Division in Divorce
Post-Divorce Matters	Tenants
Driver's License – Out of State	Child Care Credit
Amend Trust	Limited Power of Attorney - Minor
Power of Attorney	Guardian - Minor
Breath Interlock Devise – Out of State	Employment
Confidentiality	Child Protective Services
Estate Planning – Amendments	Garnishment
Guardian - Adult	Transfer of Jurisdiction

Trust Administration	Landlord Tenant Issues
Americans with Disabilities Act	Evictions
Name Change – Minor	Driver's License
Civil	Stimulus
Conservator – Adult - Terminate	Criminal Arraignment
Adult Guardian – Modify	Discrimination
Motion for Show Cause	Personal Representative
Involuntary Psychological Hold	Divorce Settlement
Rule of Evidence	Civil Appeal
Civil Settlement	Make Up Parenting Time
Trailer Park Eviction	Civil Discovery
Satisfaction of Judgment	Estate Administration
Supervised Parenting Time	Sale of Real Estate
Adult Guardian – Developmentally Disabled Person	

Sample of Work Performed:

Assisted a tribal member terminate an adult guardianship

Assisted a tribal member file for divorce

Assisted a tribal member probate their deceased parent's probate estate

Assisted a tribal member terminate a conservatorship over them

Assisted a tribal member obtain make up parenting time when the other parent refused to allow them to see the child

Members Assistance
Sandra DeVerney (Interim)

Members Assistance Department

July 2021 Departmental Report

Sandra DeVerney – Interim Director

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – 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-18-K28 \$364,000
 - i. Total expensed \$336,889.48
 - ii. Budget remaining 7%
 - iii. 18 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	2	2	0	5	1	0	0	0	0

2. Food Assistance Program

- b. Budget \$46,050
- c. Total expensed YTD \$20,500.00
- d. 55% Remaining
- e. 61 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
20	1	1	1	8	3	1	4	3	19

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$17,319.89
- h. 65% Remaining
- i. 20 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	0	0	2	0	0	1	0	10

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$8,822.41
- l. 78% Remaining
- m. 38 total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
15	1	0	0	5	4	2	3	0	8

5. LIHEAP – DHHS Grant Funded Program FY 2021

- a. Total Budget \$176,417
- b. Total expensed to date \$37,560.00
- c. 29 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
15	1	1	0	5	2	0	3	2

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$2,046.00
- f. 80% Remaining
- g. 18 Elders accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	1	0	2	0	1	2	0	5

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$4664.05
- j. 79% Remaining
- k. 20 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	1	0	0	2	0	0	1	1	5

8. LRBOI Home Repair Program 2021

- l. Total budget \$100,000
- m. Total expensed YTD \$8,762.00
- n. 91% Remaining
- o. 5 members accessed this program to date.

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$218,950.00
- r. 52% Remaining (2 COVID Expensed)
- s. 31 members accessed this program.
- t. Average age at passing is 65.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
0	2	0	1	3	0	1	3	0	21

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 303 Elders enrolled in program.
- w. June invoice \$70,389.55

11. Department Ongoing Activities

- x. Mailing, receipt, follow up, and processing of program applications.
- y. Staff assisting with case management in collaboration with other departments.
- z. Maintaining program logs and expenditures.
- aa. MMAP – Linda Wissner maintaining service delivery.

12. Applications to date

Mailed	Picked up	Emailed	Faxed
165	22	81	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
95	72	43	6	47	56	25	25	12	0

13. Office Visits

- bb. 0 visits for the month

Members Assistance submitted July 2021 report reflecting previous month data due to the current enormous project of handling the American Relief Funds for the purpose of distribution to each tribal citizen, during the month of July 2021.

Submitted by,
Sandra DeVerney
Interim FSD

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi Daáwaá Aníshinaábek
LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT
310 9th Street
Manistee, MI 49660
(231) 723-1594**

**July 2021 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

Vacant

- Assisted with biologist's paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Member Services, hunting & fishing tags, permits, regulations and information
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries Division:

Archie Martell - Senior Fisheries Biologist, Fisheries Division Manager

Corey Jerome – Fisheries Biologist, Sturgeon

Barry Weldon – Great Lakes Fisheries Biologist

Vacant – Aquatic/Fisheries Biologist, Inland

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Vacant - Fisheries Technician, Inland

Seasonal Fisheries Technicians – Brooke May, Kristine Gauthier

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Grant Management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Nmé / Sturgeon survey prep and communications with partners
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Implementation of Fisheries Division work plans
- PIT tag antenna installation preparation
- SABA implementation, staff reviews
- Communications / coordination with Sturgeon Documentary crew

- 2007 Consent Decree harvest data exchange
- Coordinated with USFWS Green Bay office for field assistance.
- Lake Michigan Technical Committee, meeting coordination.
- 2021 fishery assessments data management
- Equipment maintenance/Field Work/Lab Work:
- Nmé / Sturgeon Streamside Rearing Facility operation
- NGLC sturgeon aquarium maintenance
- Vehicle maintenance GSA trucks repair maintenance
- Assisted Water Quality operations, Old House E-Fishing survey

Meetings/Training/Travel/Conference Calls

- 2020 Consent Decree negotiations
- NRD Leads Huddle (7/7)
- GLFT grant conference call (7/8)
- Nmé / Sturgeon Streamside Rearing Facility tour (7/15)
- Inland Fisheries Committee (IFC) meeting (7/21)
- CORA Meeting, Zoom (7/22)
- Lake Michigan Technical Committee (7/20-22)
- 2020 Negotiations meeting (7/26)
- NRD Leads Huddle (7/28)
- Fisheries Technician interviews (7/29)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/	Habitat Restoration Program	
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon		

Wildlife Program

Bob Sanders – Wildlife Division Manager
 Angela Kujawa – Wildlife Biologist
 Vacant – Wildlife Technician
 Rob Larson – Seasonal Wildlife Technician
 Gena Leksche – Seasonal Wildlife Technician
 Caley Johnson – Seasonal 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
 - 4137 BIA Great Lakes Restoration Initiative

- 4072 NRCS Project Budget
- Completed monthly report – July
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2021 hunting permit planning – Ongoing
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations
- Ordered wildlife equipment needed for 2021 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Marten project data entry - on going
- Turtle nest enclosure data entry
- SABA reporting – monthly occurrence
- 2007 Consent Decree Effort and harvest summary data report
- Abstract submission – NAFWS
- Contract development for GLRI grant funding

Equipment Maintenance/Field Work/Lab Work

- Equipment maintenance (Tractors, Skid-steer)
- Vehicle maintenance – Dakota, Ram, Jeep
- Cleaned and service wildlife vehicles - monthly occurrence
- Camera deployment for American marten occupancy project
- Camera deployment for American marten exploratory project
- Marten and turtle telemetry
- NLP marten survey picture ID
- Marten Trapping session
- Turtle Trapping (Blanding's, Box, Spotted, Wood)
- Cleaned and organized equipment at Big Blue
- Custer property maintenance
- Food plot preparation and mowing of Tribal properties - Custer property
- Custer property invasive species removal and invasive species spraying project (phase 1)

Meetings/Training/Travel/Conference Calls

- Weekly Team meeting – 7/6, 7/12, 7/19, 7/26
- NRD Leads meeting – 7/7, 7/28,
- Leadership roundtable – 7/8
- Grad project meeting – 7/6

- Quarterly SABA check-in – 7/28
- Natural Resources Commission meeting – 7/26
- 1:1 meeting's – 7/6, 7/7, 7/29

Environmental Division

Allison Smart –Environmental Division Manager
Corey Wells – Air Quality Specialist
Zach Prause - Aquatic Biologist – Water Quality
Alexis DeGabriele– Aquatic Biologist – Wetlands
Vacant – Great Lakes Policy Specialist
Vacant – Brownfield Specialist

Environmental Division Capacity Building (IGAP)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA work for 1:1s
- Staff Task List Management
- Team Leadership
- Budget review for PPG and CAA 103 Grants
- Review of Air TAS for 105 and 505
- Farming and Pesticide Review and Investigation
- Letters of support – ISN
- Air Quality TAS Application
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- Presentation for 2 National Meetings

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 7/6,7/9,7/12,7/23, 7/26
- 1:1 with Staff: 7/12 (x2), 7/13, 7/26, 7/27
- 90 Day Review w/ AD 7/23
- 1:1 with Supervisor: 7/7, 7/21, 7/26
- NRD Leadership Huddle: 7/7, 7/13, 7/28
- Enbridge Line 5 Meeting ACOE: 7/6
- RTOC Prep Call USEPA: 7/8
- GLIFWC/CORA Lien 5 call: 7/8
- USEPA Baseline WQ Standards Informational Webinar 7/8
- RTC Caucus Meeting 7/9
- Leadership Round Table 7/8
- Environmental Workgroup 2020 7/12, 7/23
- EPA Tribes Mining Discussion 7/13
- RTOC 7/14
- EPA L&L Treaty Rights Planning 7/13
- RTC DeBrief 7/20
- NEPA Overview for Tribes 7/21
- Air Rules in Ceded Territory Call USEPA 7/21
- LRBOI EPA Meeting 7/22
- Call with ISN 7/22
- NOAA Manoomin Call 7/26
- Arcadia Marsh Meeting 7/27

- Planning for Tribal Session at No Spills 7/27
- EPA Strategic Plan Call 7/28
- Interviews for Fisheries Tech 7/29
- Meeting with Elise on TAS Application 7/29
- BIA/LRBOI Groundwater Call 7/30

Budgets Managed:

- 4291- EPA PPG
- 4148 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Brownfield Program

Administration /Reports/Data Entry

- Position is vacant any deliverables will be recorded under the GAP section

Field Work and Equipment Maintenance

-

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

Water Program (106 and 319)

Administration/Reports/Data Entry

- April Nutrient data uploaded
- July Hydrolab data uploaded to WQX.
- Sent Check request for GLEC April sampling
- Sent check request for boat repair
- Completed Smith-Root electrofishing training exam.
- Explored/tested AWQMS account in preparation for meeting with Kayla Gower.

Field Work and Equipment Maintenance

- Completed water quality sampling.
- Calibrated sondes.
- Picked up WQ boat for repairs
- E-fishing prep for Oldhouse Creek Survey
- Oldhouse Creek electrofishing survey
- Oldhouse Creek pebble count
- Delivered nutrient samples to GLEC

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

- 7/8- AQWMS overview
- 7/8-PLWF Onkama Block Party booth
- 7/10- PLWF Clean Boats, Clean Waters boat wash
- 7/19- ATTAINS monthly call
- 7/21- Manistee Watershed Partnership Quarterly meeting

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Quality Assurance Fundamentals Training (ongoing)
- Ozone data analysis for 2016-2013
- PM 2.5 data analysis for 2019-2009
- EPA First Quarterly Report (Air Quality) Submitted
- Updated Ozone SOP
- Updated PM2.5 SOP
- Updated AMS Shipping & Receiving SOP
- Point Source portion of Emissions Inventory completed
- Emissions Inventory (Point Source) submitted for review
- Read PM 2.5 Wiring and Pneumatic Diagrams and Manuals

Field Work and Equipment Maintenance

- Ozone Weekly Audit x4
- PM 2.5 1-5 Audit x2
- AMS Site Checks x10
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis X4

Meeting/Training/Travel/Conference Calls

- TEISS Training Fundamentals - Completed
- Building Science Fundamentals - Completed
- Indoor Air Quality Virtual Course 7/26-7/30
- ITEP Training Meeting 7/22
- Region 5 Monthly Tribal Air Call, 7/29
- NTAA/EPA Air Policy Update Call, 7/28

Wetlands (Wild Rice) Program

Administration Reports/Data Entry

- Sent Hamlin Lake/Manistee River wild rice GIS data and additional information to NOAA to aid their hyperspectral project.
- Reviewed Midwest Tribal Wild Rice Coordination & Planning RFP and submitted comments to BIA.
- Completed 90-day review self-evaluation spreadsheet.
- Continued reviewing old Wetland Management/Stewardship plan.
- Created Invasive data collection hosted feature layer and downloaded to Field Maps app.
- Began updating the draft Invasive Species Spread Prevention protocol/manual for NRD.
- Completed wetland delineation forms and MIRAMs for the eight 2021 priority parcels and began data entry.
- Finalized self-calculating MIRAM pdf form to increase data entry efficiency.
- Continued updating Survey123 XLSForm in preparation for late summer relevé sampling.
- Compiled initial phragmites GPS location data and sent to ISN.

Field Work and Equipment Maintenance

- Government Center parcel: completed wetland delineation forms.
- Orchard Landing I & North Vitaz Rd: began digitizing wetland boundary.

- Orchard Landing I: finished digitizing western wetland's boundary and completed delineation forms.
- High Bridge Rd: began digitizing wetland boundary and completed delineation forms.
- High Bridge Rd: continued digitizing wetland boundary.
- Orchard Landing I: digitized eastern wetland's boundary. High Bridge Rd: continued digitizing wetland boundary.
- High Bridge Rd: continued digitizing wetland boundaries.
- High Bridge Rd: completed digitizing wetland boundaries.
- North Vitaz Rd: completed digitizing wetland boundary and delineation forms. Bialik Rd: completed delineation forms.
- Devoe/Government Center and Sugar Shack: mapped phragmites.
- Wissner80: completed delineation forms. Casino: digitized wetland boundaries.

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

- 7/6/21 Michigan Wild Rice Initiative Team Meeting.
- 7/14/21 Region 5 Tribal Operations Committee Meeting: joined afternoon session from the field.
- 7/15/21 Met with Katie Fairchild (EGLE) at Rainbow Bend to go over the state's wetland monitoring protocols. Archie gave Katie a tour of the sturgeon rearing facility.
- 7/22/21 Conference Call with Allison and Fields Ratliff from the NW Michigan Invasive Species Network (ISN) to discuss phragmites grant work.
- 7/23/21 90 Day Review with Allison.
- 7/26/21 NOAA Lake Michigan/Huron Manoomin Geospatial Committee Call.
- 7/27/21 virtual meeting with Angie Bouma and Sam Griffin from the Grand Traverse Regional Land Conservancy to discuss Arcadia Marsh with Allison.
- 7/27/21 Michigan Wild Rice Initiative Monitoring and Restoration Subcommittee monthly meeting.
- 7/30/21 Met with Fields Ratliff (ISN) and showed him the phragmites infestations at Devoe/Gov Center, Sugar Shack, and Rainbow Bend. Collected gps locations of invasive patches and access routes.

Great Lakes Policy Program

Administration//Reports/Data Entry

- Program is Delayed due to 2020 Hiring Freeze all deliverables listed in the GAP section.

Field Work and Equipment Maintenance

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

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

July 2021

Steve Parsons

Meetings/Conferences/Trainings

- On July 7, 2021, I attended a virtual meeting conducted by MDOT, which was a plan review for the upcoming roundabout project scheduled for construction in 2022. More information on the roundabout project is contained in the second half of this report.
- On July 8, 2021, I had a virtual meeting with Marilyn Miller, Tribal Partnership Specialist with the U.S. Census Bureau. The purpose of the meeting was to review survey information and reports that will be available from the Census Bureau once all the census data is compiled.
- On July 9 & 23, 2021, I attended progress meetings on construction of the Food Distribution Building.
- On July 19, 2021, I (along with Lyle Door and Ken Ockert) attended a Custer Township Board meeting to discuss the possibility of a road to connect the Custer cemetery with the Tribal cemetery currently being constructed. The board was generally receptive to the idea of the connector road. We also discussed the possibility of cost sharing opportunities between the Tribe and Custer Township regarding a water source, electric power and maintenance costs. We agreed to further discuss these possibilities in the near future.
- On July 21, 2021, I attended a virtual meeting to discuss a possible change order in the construction of the Food Distribution Building. Others on the call included Steve Ferringa (architect), Ken Ockert (project manager-GTEC), and Ken LaHaye (Food Distribution Program Supervisor). The consensus of the group was to send the change order to the Construction Task Force recommending their approval.

Activities/Accomplishments/Updates

- **BIA Roads – 2021 Projects:** Some of our 2021 road projects are already underway. Here is the latest update on those projects.
 - **Cemetery Parcel Road Project:** Schultz Excavating is currently working on the construction of the road system on the cemetery parcel. The scheduled time for completion of the road system is the end of August 2021.
 - **Commodities Drive Road Project:** Schultz Excavating currently has the footprint for the road established. The road project is on the same timeline as the building project, so it is anticipated that the road project will not be completed until sometime in late September 2021.
 - **Sugar Shack Road Repair:** On June 19, 2021, Tribal Council approved a contract with Elmer's Crane & Dozer to replace the failed culvert on the Sugar Shack Road. Elmer's is planning to begin the repair work on either August 4 or August 5. We anticipate that the work will be completed in about a week's time, but certainly by August 13, 2021.
- **Roundabout Project:** Here is the latest information on the US-31 & M-22 Roundabout Project. Most of this information was received during the virtual meeting with MDOT on July 7, 2021.
 - Planning and design of the roundabout will take place during 2021, with the final plan set scheduled for approval by MDOT in November 2021.
 - The project will be bid out by MDOT in February 2022.

- Although a tentative construction schedule has not been finalized, it is anticipated that construction will start as soon as weather permits in the late spring/early summer of 2022. The project is anticipated to last for around 2 months, with an advertised construction schedule contained in the bid documents that are sent out in February 2022.
- My goal is to have an informational meeting with Tribal leadership and appropriate casino staff sometime in September 2021 to go over the roundabout project and what to expect next year. I'm keeping the date open at this time as I want to make sure that the information we have is current and complete. I'm hoping to have the MDOT Traverse City office manager, Dan Wagner, and Ken Ockert from GTEC also attend the meeting to provide additional information and answer questions. I will keep everyone posted on the date of the meeting once it is scheduled.

Public Safety
Robert Medacco

Department of Public Safety Monthly Report

July-21

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	9
City Assist	12
County Assist	20
Medical Assist	1
MSP Assist	
Other Calls for Service	2
Property Checks	618
Suspicious Person	6
Suspicious Situation	5
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	8
Disobeying Stop Sign	
Driving License Suspended	2
Expired Drivers License	1
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	2
Open Intoxicant	
Other Traffic Citation	
OID	1
OUIL	
OWI	
Parking Ticket	
Reckless Driver	1
Speeding Ticket	5
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	46
Unsecured Vehicle	
Verbal Warning	6
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	5
PPO Served	
Federal Docket Ticket	

Criminal Offenses

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

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	1
Stolen Property	
Threats	2
Unwanted Subject	4

Miscellaneous

Administrative Hours	316.25
Alarm	2
Attempt to Locate	1
Boat Dock Checks	
Casino Hours	152.5
Civil Standby	
Community Policing	4
Court Hours	1
Death Notification	
Drug Disposal	
Follow-Up Investigations	19
Found Property	
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	67
Total Reports	67
Training Hours	
Transport	1
Trespassing	2
Tribal Council Meetings	
Vehicle Mileage	7545
Voluntary Missing Adult	

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
July-21

Great Lakes Conservation Enforcement Activities	
Administrative Hours	29
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	51
Court	
Court Hours	
Dock Checks	12
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	3
Hours Worked	327.25
Joint Patrol(s)	3
Marine Time	10.25
Meeting(s)	7
Meeting Hours	11.5
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	17
Training Hours	68
Vehicle Mileage	3058
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

July 2021 Officer Brown attended K9 training in Sterling Heights, MI.

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
July-21**

Administrative Hours	134.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	15
Assist Hours	19.5
Citation(s)	3
Civil	3
Misdemeanor	
City Assist	2
City Assist Hours	2.5
City Original	
City Original Hours	
Complaints	11
Contacts	169
Court	
Court Hours	
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	362
Joint Patrol(s)	
Marine Time	1.5
Meeting(s)	5
Meeting Hours	9.25
Paper Service	
Possible Trespass	
PR Activities	5
PR Activities Hours	10.75
Property Checks	72
Snowmobile Patrol Hours	
Training(s)	17
Training Hours	68
Vehicle Mileage	2816
Vehicle Stops	15
Verbal Warning(s)	10
Written Warning(s)	

Training/Travel

July 2021 Officer Brown attended K9 training in Sterling Heights, MI.

Tax Office
Valerie Chandler

Tax Department July 2021 Monthly Report

Staff: Valerie Chandler, Tax Officer
Arianne Gray, Tax Department Administrative Assistant

During the month of July 2021, the Tax Department performed the following:

Recurring Duties and Accomplishments:

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for June 2021.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 1 Certificate of Exemption:
 - Purchaser: 0 RTMs 1 Tribe/Entity
 - Purchase Type: 0 Vehicles 1 Construction 0 Recreational Vehicles
9. Reviewed 124 Tribal Member address and/or name changes; 14 required updating of the RTM list and database.
10. Mailed 11 Proof of Residency request letters; processed 4 Proofs of Residency.
11. Processed 11 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
 - New and re-instated RTMs
 - Deceased RTMs

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

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for August 2021 and provided it to the Trading Post.
8. Reviewed and processed 2,416 Trading Post Motor Fuel and Tobacco Receipts for tribal member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for June, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed June 2021 Tribal tax returns which included:
 - Retail Sales Tax (Little River Trading Post and Little River Casino Resort)
 - Food & Beverage Tax (Little River Casino Resort and Sparks BBQ)
 - Lodging & Occupancy Tax

Variable Duties and Accomplishments:

1. Reviewing, editing, and commenting on all Tax Department Ordinances and Regulations for future amendments. Also researching and comparing other Tribes' tax documents for reference.
2. Continued creating and compiling a tax reference guide incorporating all of the tribal tax laws for easier reference.
3. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees.
4. Prepared, facilitated, and posted a video recording on Teams announcing the June Employee of the Month.
5. Prepared and submitted the Tax Department draft budget FY2022.
6. Prepared and submitted the Projected Tax Revenue report FY2022.

7. Corresponded with LTBB staff member regarding Certificates of Exemption experience with local car dealerships. They are having issues that we are not experiencing.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with State Treasury regarding Annual Tax Summit meeting.
2. Corresponded with State Treasury Tribal Affairs to join a new work group among the Michigan Tribes and the State regarding questions, experiences, and general information about the Tax Agreement.

Little River Trading Post Interactions:

1. Worked with Trading Post Manager regarding a recent complete system failure and reset. Worked together to retrieve and recreate reports that were lost after the system reset.

Little River Casino Resort Interactions:

1. Corresponded with staff regarding the submission of venue reports since entertainers are being scheduled.
2. Worked with Casino Resort staff regarding a recent complete system failure and reset at the Trading Post. Worked together to retrieve and recreate reports that were lost after the system reset.
3. Reissued a Tribal Business Tax License for the Nectar Spa and Salon.

Meetings / Trainings Attended During the Month:

1. Tribal Council meetings via Zoom on July 7, 14, and 28, 2021.
2. Employee Recognition Team meetings via Teams on July 1, 8 and 22, 2021.
3. Leadership Roundtable meeting via Teams on July 8, 2021.
4. Met with Tax Department Lead on July 14 and 20, 2021.
5. Participated in interviewing candidates for an open position on July 15, 2021.
6. Met with Council members on July 16, 2021 regarding a brief summary of the Tribal tax laws in preparation for the Annual Tax Summit.
7. Attended the Annual Tribes/State Tax Summit via Zoom on July 21, 2021.
8. Met Human Resources Director on July 30, 2021.

Statistics:

Total Registered Resident Tribal Members (RTMs): 262

- Manistee County: 251
- Mason County: 11

Monthly Tax Revenue*:

*June 2021 amounts received in July 2021

- Retail Sales Tax (Little River Trading Post) \$3,275.62
- Retail Sales Tax (Gift Shop) \$1,095.11
- Lodging & Occupancy Tax \$13,155.60
- Food & Beverage Tax (Little River Casino Resort) \$21,367.11
- Food & Beverage Tax (Sparks BBQ) \$1,830.94

Tax Exempt Savings to Tribal Members (unless noted otherwise):

- Gasoline (includes eligible Government & Resort vehicles): \$6,430.19
- Diesel (includes eligible Government & Resort vehicles): \$264.17
- Cigarettes: \$11,410.36
- Employee (Government & Resort) Discount on Fuel: \$441.85

Tribal Member Tax Exemption Rates ("Discounts") for August 2021:*

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

- Gasoline: \$0.424/gallon
- Diesel: \$0.432/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price
*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
July 2021 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 78 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. Participated in meetings with the Ogema and other Leads.
3. Communicated with staff from departments about various items.
4. Continued the meetings via phone conferences regarding NHPA /section 106 Programmatic Agreement MDOT/Tribes/FHWA.
5. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
6. Administered, directed, and supervised all departmental activities.

7. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
8. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
9. Answered questions for Interlochen Radio about new Secretary of interior.

The Language Coordinator accomplished the following during this month

1. Created language lessons and taught them on Friday morning.
2. Produced face book lessons to edit and post.
3. Making plans and creating lessons for next years "Endaaying" "Creation story".
4. Staying in contact with grant writer and Jim Sundberg.
5. Working with Interlochen Public Radio, Delta Dental and Sleeping Bear Tour Co.
6. Revised posting schedule because of content in the videos.
7. Revised summer semester for my vacation.
8. Wrote 1st draft of proposed language camp budget for next year.
9. Continued to recycle for LRB Pharmacy.
10. Answered Email & calls about language, culture, camp.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
July 2021, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- DEMD Grant accepted funds by Council resolution
- C and I Electric started change out of monitoring probes, D.O. with compressors, pH
- Noresco On-Site doing Lighting Audit
- Gosling Czubak contract approved by resolution to design headworks to wwtp

Billing

Water	\$12,458.50
Sewer	\$19,432.91
Irrigation	\$3,545.23
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$15,747.64
Septage	\$7,885.52
Other	\$100.04
Month Total	\$67,239.17
Yr. to Date Water	\$70,358.84
Yr. to Date Sewer	\$91,772.21
Yr. to Date Irrigation	\$17,910.74
Yr. to Date Fire Suppression	\$56,485.31
Yr. to Date Manistee Township	\$106,913.85
Yr. to Date Septage	\$47,218.22
Other Revenue	\$967.16
Credit	\$0.00
Yr. to Date Total	\$391,626.33

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 4,853,524
 - b. Ave Daily Flow Gallons 161,784
- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 2,733,866
 - b. Daily Average Gallons 88,189
 - Effluent Gallons**
 - a. 2,609,180
 - b. Daily Average Gallons 84,167
 - c. Waste Sludge Gallons 27,000
 - Lagoon**
 - a. Influent 3,135,939
 - b. Daily Average Gallons 101,158
- 3. Septic Sewage**
 - a. Gallons 142,508

III. Travel / Trainings / Meetings

What: MTERA Monthly Board Meeting
Who: Gary Lewis, Diane Kerr
Where: Zoom
Sponsored by: MTERA

What: MTERA Board Training and Capacity Consulting Review
Who: Gary Lewis, Diane Kerr
Where: Zoom
Sponsored by: MTERA