

**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 *ybr*
Naangwa: Date: August 23, 2022
Maanda Nji: Re: July 2022 Operations Report

We respectfully submit the July 2022 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
July, 2022

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

July, 2022 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. **2022 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. The department will also be hiring a new Controller and Grants Administrator very soon.

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 2022 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli in reviewing/changing existing department job descriptions.

Accounting:

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

Objectives:

1. Completion of the 2021 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 2023 budget. This process will begin 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 2021 audit took place May 4 through May 7, 2021. The firm Dennis, Gartland & Niergarth performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continues to provide information for the auditors to complete the audit. The final audit report is due to the Federal Clearinghouse on September 30, 2022 and we are on track to meet that deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects: AKI 5 -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 5 – 2021 Homes – None**
 - ii. **Muskegon Health Center – None**
 - iii. **Commodities Building Project – \$1,654.06**
2. **Cash Receipts:** Daily cash receipts totaled for the month of July, were, **\$1,045,122.21** the General & Special Revenue Account had a total of **(268)** receipts.
3. **NGLC:** Ongoing working through the closeout as the business has been closed, **accounts receivable balance.**
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. – 2021 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2021. Continued to send tax documents out to the membership.**
7. **WEX Card- Monthly Report, removed the terminated employees, schedule the payment, and reviewed and reconciled the report to the payment.**
8. **Tribal Financial Statement Requirements: Due by the 8th of the month.**
 1. **Cash Deposits**
 2. **Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**
 3. **Utilities report – current payments – monthly report of payments.**

Construction Task Force –Weekly Meeting - Thursday – review - AKI 5 – 2021 Homes, Commodities and Muskegon Health Center.

Other Meetings:

***Accounting Meeting- Audit Preparation - Weekly
Survey Group – Weekly Meeting
Progress Meeting – Food Distribution-Biweekly
Audit – Onsite Activity with Auditors.***

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, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, LEPTA, Survey Work Group, Manistee Co. Haz Mit, Fraud checks, Audit, Healthcare coalition, Council Work Session, Public Safety, Tribal Resilliance

Trainings Held / Attended –

Special Tasks / Activities Performed – Audit Prelim

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- Working on master chart for grants with reporting due dates, federal grant agency, etc.
- Filed monthly/quarterly reports with various federal agencies and Inter-Tribal Council.
- Gained access to ASAP, Just Grants reporting websites
- Filed quarterly reports for CARES Act and ARPA funds in a timely manner.
- Currently have four (4) staff members working on grants until new Grants Administrator is Hired.

PAYROLL

Duties and Accomplishments –

1. Processed 521 payroll vouchers/checks.
2. Verified 24 PAF's this month which included 4 new employee(s), and 4 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 7/1, 7/15 and 7/29.
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 –

- 7/7 – July Staff Meeting
- 7/7 – Payroll Meeting
- 7/21 – Employee Recognition 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 - 2021 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. Prepared and remitted necessary 2nd quarter payroll reporting.
10. Provided information to budget coordinator as requested for preparation of 2022 annual budget.
11. Prepared Worker's Comp final payroll reporting form.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing 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. Working through processes with MIP Cloud transition.
6. Training of Payroll/Finance Clerk with per cap payment processing and reissuing of per capita checks as well as quarterly reporting.
7. Working to resolve issue with Aflac premiums being returned and not applied to our account.
8. Working through IRS notices received related to amended returns filed.

Upcoming Projects / Tasks –

- 1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.*
- 2. Providing information as requested for 401k audit.*

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 –

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 7/5/2022 Updated travel forms for reflect increase rate of mileage when using a POV for business travel. Sent out notice to all staff.
2. 7/5 Survey Work Group meeting with the Ogema/Leads regarding communication.
3. 7/6 drafted communication flow chart.
4. 7/21 Employee Recognition Meeting.
5. 7/26 Meeting with Amazon Rep. Set up Muskegon Clinic as a taxable delivery address.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 250 packages.
2. Issued 96 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) Working on FY2023 Budget/presentation for 8/13/2022 public hearing.

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2020 Indirect Cost Proposal.
- 4) Continue work on FY2021 Indirect Cost Proposal
- 5) Continue work on FY2023 Budget

Expenditures Update

Total year to date expenditures for the Finance Division for July, 2022, are \$710,362 compared to an annual budget of \$1,451,797. Total expenses for the Finance Division for year-to-date June, 2022, represent 49% of the total annual budget.

Tax Department July 2022 Monthly Report

Staff: Valerie Chandler, Tax Officer
Tax Department Administrative Assistant - Vacant

During the month of July 2022, 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 and/or Accounting as applicable)
 - 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 Assistant 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 2022.
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 communication updates to ULD with any legal questions, issues, etc. as necessary.
8. 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.
9. Issued 0 Certificates of Exemption:
 - Purchaser: 0 RTMs 0 Tribe/Entity
 - Purchase Type: 0 Vehicle 0 Recreational Vehicle 0 Construction
10. Reviewed 27 Tribal Member address and/or name changes; 9 required updating of the RTM list and database.
11. Processed 1 Proof of Residency.
12. Processed 7 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 in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for August 2022 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,331 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 2022 Tribal tax returns which included:
 - Retail Sales Tax (Little River Trading Post, Little River Casino Resort, and Nectar Spa)
 - Food & Beverage Tax (Little River Casino Resort, Sparks BBQ, Da J Wok, and Taqueria Diablos)
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

*Variable Duties and Accomplishments:

1. Corresponded with the owner of Taqueria Diablos and their accountant regarding questions on their Food & Beverage tax returns.
2. Corresponded with Public Safety so that they were aware of the fireworks vendor on property extending his Temporary Tribal Business Tax License by one day to run throughout the Thunder at the River event.

3. Prepared and submitted the Tax Department FY2022 draft budget and corresponding narrative.
4. Corresponded with and spoke with a vehicle dealership regarding a Certificate of Exemption for a Resident Tribal Member, but the sale fell through.
5. Prepared the announcement of the June Employees of the Month which included printing and displaying the certificates in the lobby.
6. Corresponded with the Ogema, Leads, and leadership staff regarding the discontinuation of the Leadership Roundtable meetings after a vote by the Directors.
7. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees, including facilitating the monthly virtual staff meeting.
8. Corresponded with a contractor working for the Tribe regarding a Certificate of Exemption.
9. Prepared a tax revenue report for the Accounting department for the auditors.
10. Followed up on a few complaints from Tribal Members who reserved the Community Center and experienced issues and had concerns.
11. Corresponded with Rosette, LLP as requested by ULD regarding food safety and licensing questions for our Tribal Tax Regulations updates.
12. Followed up with necessary staff/departments at the tribal government and the Resort with records requests from the State for an audit related to the Tax Agreement.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities.
 - Question regarding an enrolled tax bill and how it might affect the Tribe's tobacco quota.

Little River Trading Post Interactions:

1. Worked with the Trading Post Manager regarding areas of training needed for the new and temporary cashiers.

Little River Casino Resort Interactions:

1. Corresponded with Audit staff to obtain copies of receipts that were missing from tribal tax-exempt fuel and tobacco logs throughout the month.
2. Corresponded with the Human Resources Director and Compliance Director regarding questionable employee fuel discounts at the Trading Post.
3. Corresponded with CFO regarding taxes and reports on the one of the food court restaurants.
4. Corresponded with Director of Compliance regarding a possible food vendor on property needing an inspection.
5. Corresponded with an I.T. staff member to update the tribal tax exemption rates on fuel for the month because the staff at the Trading Post were unable to login to make the updates.

Meetings / Trainings Attended During the Month:

1. Met with the Ogema and Leads as part of the Employee Survey group on July 5, 2022.
2. Monthly Employee Staff meeting via Teams on July 7, 2022.
3. Employee Recognition Team meeting on July 21, 2022.
4. Tribal Council meetings via Zoom on July 6 and 13, 2022.
5. Employee Survey Work Group meetings on July 5 and 14, 2022.
6. Attended Annual Tribal / State Tax Summit via Teams on July 14, 2022.
7. Participated as a selected Director in an employment interview panel on July 21, 2022.
8. Met with State Auditors via Teams on July 28, 2022 for a pre-audit interview of the Tribe / State Tax Agreement and a review of the records request that was sent.

Statistics:

Total Registered Resident Tribal Members (RTMs): 256

- Manistee County: 245
- Mason County: 11

Monthly Tax Revenue*:

*June 2022 amounts received in July 2022

- Retail Sales Tax (Gift Shop) \$1,362.44
- Retail Sales Tax (Nectar Spa) \$7.80
- Retail Sales Tax (Trading Post) \$5,426.62
- Service Tax \$121.92
- Admissions Tax \$979.15
- Lodging & Occupancy Tax \$20,185.68
- Food & Beverage Tax (Little River Casino Resort) \$23,237.03
- Food & Beverage Tax (Sparks BBQ) \$1,411.70
- Food & Beverage Tax (Da J Wok) \$1,661.05

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

- Gasoline (includes eligible Government & Resort vehicles): \$7,173.90
- Diesel (includes eligible Government & Resort vehicles): \$230.49
- Cigarettes: \$9,889.28
- Employee (Government & Resort) Discount on Fuel: \$450.95

Tribal Member Tax Exemption Rates ("Discounts") for August 2022*:

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

- Gasoline: \$0.545/gallon
- Diesel: \$0.585/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.)

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

July 2022 Department Report

I. Department Overview

- Yvonne Parsons, Education Programs Coordinator
- Debra Davis, Education Department Office Assistant out on medical leave through the month

II. Department reporting section

- LRBOI Student Services 1 student requested and received LRBOI 12th grade computer funding of \$1000. 21 student received \$500 School Clothing/Activities funding totaling \$10,500
- College Book Stipend: 15 Book Stipends were issued this month; 2 for 1-3 credits, 3 for 4-8 credits, 10 for 9+ credits, totaling \$6300
- Higher Education Scholarships: 6 scholarship applications were awarded totaling \$11,732. This included 5 university student and 1 community college student. All were women. This compares to 1 application processed in July of 2021
- Miscellaneous: This month the Education Department received more than 250 monarch caterpillars, and the number of people wanting to participate in the program made it necessary to place another order for August. This month Monarchs were listed as Endangered Species, which some new participants marked as their reason for participating this year.

Meetings Attended:

7/7 Monthly Staff Meeting on Teams

**7/12-13: Confederation of Michigan Tribal Education Departments
Quarterly meeting via Zoom**

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2022 fiscal year.

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

July Monthly Report - 2022

MARY CARPENTER, 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 update the PerCap database.

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.

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 cancellation 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: 4 Applications forms for people seeking membership
- Sent out: 15 Address change forms
- Created 39 New and Replacement Tribal ID's from 07/01/2022 through 07/31/2022
- 32 Addresses changed from 07/01/2022 through 07/31/2022
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 8
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 07/01/2022
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax
- Label request of Membership: TERT, Ogema
- Tribal Members Label/List request: 0
- Statistical request: 0

Department Verifications

1. Prosecutor 25
2. Clinic 0
3. Human Resources 3
4. PRC/EHAP 6
5. Member's Assistance 14
6. Housing 0
7. Food Distribution 0
8. Casino 1
9. Family Services 2
10. Tribal Council 0
11. Natural Resources 0

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 9 Members passed away for the Bereavement Benefit
- Sent out 6 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 5 Tuition Waiver Verifications
- 172 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – July 7th
- Enrollment Commission Meeting July 12th

Enrollment Statistics

- Total Membership: 4,010
- Total number of Elders: 1,478
- Total number of Adults (18-54): 2,246
- Total number of Minors (0-17): 286
- Total Tribal Members living in:
 - 9 County Area: 1,658
 - Outside 9 County Area: 2,322
 - Michigan: 2,626
 - Outside Michigan: 1,356
 - Undeliverable Addresses: 28

Facilities
Rusty Smith

Facilities Management Department Report

July 2022

Submitted by De-Ahna Underwood, Administrative Assistant III

The mission of the Facilities Management department is to provide the best possible service to LRBOI employees and community with the resources we have available.

I. Department Overview

Technician Hours of Service: Monday-Friday 6am-2:30pm
Office Hours: Monday-Friday 8am-4:30pm (no remote work)

Locations: Office and EVS Room, Government Center
Storage Locations: Facilities Barn, East Lake, and Area 51.
Auto Mechanic Location: East Lake

Current employees

4. EVS Technicians
1. Automotive Mechanic
3. Maintenance Technician
1. Administrative Assistant III

Vacant positions

2. Vacant. Maintenance Technician
2. Vacant. EVS Technician

Goals & Objectives

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.

- 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.

II. Department Reporting Section

Four EVS Technicians clean, disinfect, and sterilize the Health Clinic Monday through Friday and provide janitorial services to Aki, Natural Resources, Justice Center, Government Center, Gaming, and the Gathering Grounds Bathhouse.

Three Maintenance Technicians worked efficiently as possible to address urgent issues, closing out twenty-seven (27) work orders submitted for the month of July, all while completing daily tasks and projects.

Automotive mechanic completed all assigned work orders. Obtained quotes, scheduled repairs, addressed urgent repairs, and submitted completed mechanic repair forms for work order closeouts.

Vendors

Pest control (1 visit, 5 locations)

III. Budget Expense Justification

July Expenses

Facilities Management	
5299 Vehicles	\$500.00
5602 Supplies	\$180.00
5600 Equip. Repair	\$140.00
Shared Buildings	
5301 Building Repair	\$4,500.00
5602 Supplies	\$3,120.00
Muskegon- Hackley	
5301 Building Repair	\$325.00

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

Thank you to the hard working and dedicated EVS Technicians, Maintenance Technicians, & Auto Mechanic.

End of Report
De-Ahna Underwood
Administrative Assistant III

Family Services
Vacant Director

Department Report : Family Services
 Case Worker : Stephanie Persenaire

***** Reporting Counties **

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexfo
Intakes	2				1		
I&Rs							
Open Cases	6				3		
Monthly Totals	8	0	0	0	4	0	0

Case Management

Total number living in homes served	24				19		
Total number of Tribal Citizens living in homes served	11				10		
Total number of descendants living in homes served	6				8		
Total number of children living in homes served	9				13		
Total ICWA or ICWP where substance abuse is involved	2				2		
Child Abuse/Neglect	0				0		
ICWA or ICWP referrals	0				0		
Sexual Abuse of a child	0				0		
Substantiated or Unsubstantiated by DHS							
Case Pending with DHS							
Relative placement					1		
Tribal Foster Home							
Non-Tribal Foster Home							
Alternative placement							
Court appearances	1						
Home Visits	7				8		
Case Reviews	0						
Binojeeuk	2						
Contacts with outside agencies	32				19		
Contacts with LRBOI departments	12						
Tribal Elders							
Other referrals							
Monthly Totals	82	0	0	0	61	0	0



Jrd	Kent	Newaygo	Other
			1
	0	0	1

		3	
		1	
		2	
		2	
		0	
		0	
		0	
		0	
		2	
	0	0	7

Department Report : Family Services
Case Worker : Stephanie Persenaire
February Reporting Period

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	6									1
I&Rs										
Open Cases	1	1			5					3
Monthly Totals	7	1	0	0	5	0	0	0	0	4

Case Management

Total number living in homes served	20	2			18					12
Total number of Tribal Citizens living in homes served	10	2			8					9
Total number of descendants living in homes served	5	0			3					0
Total number of children living in homes served	8	0			11					5
Total ICWA or ICWP where substance abuse is involved	3	0			3					0
Child Abuse/Neglect	0	0			0					1
ICWA or ICWP referrals	2				1					
Sexual Abuse of a child Substantiated or Unsubstantiated by DHS										1
Case Pending with DHS										
Relative placement	2	1								2
Tribal Foster Home										
Non-Tribal Foster Home					1					
Alternative placement										
Court appearances					1					
Home Visits	10	2			10					4
Case Reviews	2									
Binojeuk	2									
Contacts with outside agencies	22				34					6
Contacts with LRBOI departments	52									
Tribal Elders										
Other referrals										
Monthly Totals	118	5	0	0	72	0	0	0	0	28

LRBOI Be Da Bin Behavioral Health Program July 2022 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.

The Traditional Healer did have sessions this month and talked/had sessions with 9 clients.

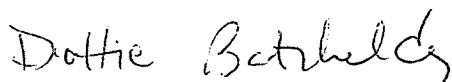
Angela Schwandt currently has 33 clients. Angela had 45 individual sessions, 15 follow up calls, 4 hours of telepsychiatry and working on continued education. Angela attended 1 TF-CBT consultation call; and one Opioid Symposium planning meeting. She is working on the budget for our tele psych grant/contract with Pine Rest. She presented at Work session on July 26, 2022 and the Tribal Council Meeting on July 27, 2022 (Dottie was also in attendance for support).

Kimberly (Kim) Hinmon attended a 2 day Regional Site visit for Native Connections, the Wellness Walk, the Pow Wow Informational Table, and the Michigan Indian Family Olympics. She attended 1 cultural teaching webinar and 4 Native Connections meetings. Kim is working on Native Connections budget.

. Dottie Batchelder currently has 22 clients and 11 Recovery Support clients. Dottie had 35 individual sessions, 2 referral for other outpatient services & 1 to detox and 1 to inpatient services; and 39 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. Dottie attended the Suicide Awareness & Prevention Coalition meeting on July 6, 2022; Tribal Prevention Coalition meeting on July 28, and the 3 planning meetings for the next "Opioid Symposium", scheduled for October 20, 2022. Dottie attended 2 hours of webinars this month. She is working on Be Da Bin and the Mental Health Delivery Service budgets. She is assisting in planning the Suicide Prevention Event for September 13 with Community Partners.

Staff continues working on continued educational credits for certification needs with webinars, as able and budgets of the current grants. Be Da Bin Staff had 48 at the Wellness Walk for July. This month 12 naloxone kits given out.

Respectfully submitted,



Dottie Batchelder

[H[]

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

DB

AUG 01, 2022 Page 1

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

RECORD DATES: JUL 01, 2022 TO JUL 31, 2022

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	21	16.5	13	21
25-INFORMATION AND/OR REFERRA	2	2.0	2	2
30-FOLLOWUP/FOLLOWTHROUGH-PAT	39	12.8	21	39
31-CASE MANAGEMENT-PATIENT NO	3	0.8	3	3
33-TECHNICAL ASSISTANCE-PATIE	1	1.5		1
34-OTHER SUPPORT SERVICES-PAT	7	10.5		17
36-COMMUNITY DEVELOPMENT	4	5.0		10
37-PREVENTIVE SERVICES	3	10.0		69
42-EDUCATION/TRAINING RECEIVE	1	2.0		1
49-CRISIS INTERVENTION-PATIEN	1	2.5	1	1
53-PROGRAM MANAGEMENT	14	27.1		22
56-RECORDS/DOCUMENTATION	5	7.0		5
58-SPECIAL PROJECTS	2	4.5		8
59-OTHER ADMINISTRATIVE	15	34.2		15
63-PROGRAM CONSULTATION	4	15.0		55
64-STAFF CONSULTATION	2	1.0		5
72-TRAVEL NOT RELATED TO PATI	2	10.0		2
	=====	=====	=====	=====
PROVIDER TOTAL:	129	165.3	43	279
PROVIDER: SCHWANDT, ANGELA (MENTAL HEALTH (MASTER ONLY))				
13-INDIVIDUAL TREATMENT/COUNS	31	30.5	16	31
30-FOLLOWUP/FOLLOWTHROUGH-PAT	26	8.5	19	26
34-OTHER SUPPORT SERVICES-PAT	5	8.0		10
36-COMMUNITY DEVELOPMENT	1	1.0		1
37-PREVENTIVE SERVICES	1	4.0		1
42-EDUCATION/TRAINING RECEIVE	3	9.5		3
53-PROGRAM MANAGEMENT	7	12.8		7
56-RECORDS/DOCUMENTATION	10	18.0		10
59-OTHER ADMINISTRATIVE	14	31.0		14
64-STAFF CONSULTATION	1	0.5		1
	=====	=====	=====	=====
PROVIDER TOTAL:	99	123.8	35	104
	=====	=====	=====	=====
FACILITY TOTAL:	228	289.0	78	383
	=====	=====	=====	=====
SU TOTAL:	228	289.0	78	383
	=====	=====	=====	=====
AREA TOTAL:	228	289.0	78	383

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

Monthly Site Dashboard Report

Date Range of Report: Jul 01, 2022 - Jul 30, 2022

Date Report Generated: Aug 03, 2022

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
3	14	5	30

Total Unique Clients who received at least 1 visit between Jul 01, 2022 - Jul 30, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
3	9	0	12

Total New Clients enrolled between Jul 01, 2022 - Jul 30, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	2	0	3

Total Visits between Jul 01, 2022 - Jul 30, 2022 by staff person

Name	Total Visits	Form Type
	6	Prenatal Visit/Encounter Form
	18	Postpartum Visit/Encounter Form
	20	Infant Visit/Encounter Form
	5	Fathers and Others Visit/Encounter
Total	49	

Forms (assessment, enrollment, etc.) that do not have a Visit Encounter form for the same date

No data for this section

Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	Infant/Child	LR20-0011-03	Jul 19, 2022	Central Wellness
	Infant/Child	LR22-0030-01	Jul 02, 2022	dentist
	Infant/Child	LR22-0032-01	Jul 27, 2022	Dentist
	Infant/Child	LR22-0032-02	Jul 27, 2022	dentist
	Infant/Child	LR20-0017-03	Jul 29, 2022	dentist
	Infant/Child	LR20-0017-01	Jul 29, 2022	Head Start
	PostPartum Mother	LR20-0017-00	Jul 01, 2022	DHHS
	Prenatal	LR21-0027-00	Jul 11, 2022	WIC

Forms "in progress"

Client

Client Type

Form Type

Infant/Child

Infant - Visit/Encounter

Infant/Child

Infant - Visit/Encounter

PostPartum Mother

Postpartum - Visit/Encounter

Infant/Child

Infant - Visit/Encounter

Prenatal

Prenatal - Visit/Encounter

Infant/Child

Infant - Visit/Encounter

Prenatal

Prenatal - Enrollment

Prenatal

Prenatal - Addendum

Prenatal

HRSA - Background Form

Prenatal

HRSA - Prenatal Form

Infant/Child

Infant - Visit/Encounter

Infant/Child

Infant - Visit/Encounter

SCRIPT tab modified between Jul 01, 2022 - Jul 30, 2022

Client

Client Type

HSID



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
JULY - 2022**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	7
Partial Intakes	5
New Cases	2
Closed Cases	1
Client Face to Face Meetings in Office	1
Client Home or Out of Office Visits	5
Client-related Telephone and Email Contacts	92
Client-related Resource Research and Referrals	18
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	1

MEETINGS

Victim Service Program Staff Meetings	0
Victim Service Program Supervision/Case Reviews	1
Family Services Department Meetings	0
Community Collaboration Meetings	4
Other Meetings	8

STAFF DEVELOPMENT/TRAINING

Virtual Training	2
In Person Training and Conferences	0
Self-Paced Training Modules	1
Other Training	0

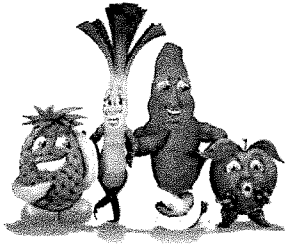
OUTREACH, NETWORKING, AND EDUCATION EFFORTS

Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	0
Community Table Events	0
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	8
Networking Activities	1
VSP Presentations	0
Other Activities	0

RESEARCH AND RESOURCE EFFORTS

VSP Website Updates	1
VSP Resource File Efforts	12

Food Distribution
Jamie Friedel



Food Distribution Program JULY 2022 Monthly Report

Jamie Friedel and Melanie Ceplina

1 Department Overviews:

Goals and objectives:

The goal of Food Distribution Department is to serve income based Tribal households living on and off the reservation. Providing families with nutritional foods, using the food distribution program as directed by the USDA, we will obtain our goals by.

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

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

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:

Jamie submitting 152 inventory reports to USDA on warehouse.

Jamie be submitted Snap checklist to State of Michigan.

Jamie submitted department report.

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

Jamie and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock.

Jamie and Melanie Ceplina rotated frozen food in freezer.

Jamie and Melanie filled food orders.

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

Jamie ordered food for warehouse for August.

Jamie and Melanie cleaned office.

Jamie and Melanie conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie conducted deliveries 7/8-7/12-7/14-7/15-7/18.

We received deliveries on 7/7-7/11-7/14.

Food Distribution Office is open to the public.

Melanie sent out 2 applications.

Melanie sent 6 recertifications out.

Added 0 new Households.

We gave out 48 Cares Act bonus boxes.

We conducted 41 deliveries.

We have a total of 54 households with 95 total people

Called GTR about moving Cooler and freezer
Talked to Steve Parsons about fiber optics
Talked with Steve Parsons about when we could move in
TKS came to check door locks
Called and spoke to Sean with RW Mercer about cleaners
Cleaners came to start cleaning of new building
TKS came back to measure door locks
Handicap signage and speed signs installed

12 MEETINGS:

1. GTR onsite to evaluate cooler/freezer move
 2. Rachel Stokes from HIS
 3. Phone conference with Lyle about USDA Self Evaluation
 4. Agenda Review
 5. Attended Council meeting
 6. Team meeting with Tamera Larma USDA
 7. Lyle for spend down and walk through
 8. FDPIR operations call
 9. Phone conference with IMFS system
 10. Met with Bill to go over monthly reporting
- Submitted annual Budget to USDA

Jamie Friedel Supervisor
Melanie Ceplina Program Assistant

Grants
Lyle Dorr

Grants Department Monthly Report

July 2022

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.
- **Attended Local Assistance Tribal Consistency Fund (LATCF) Rollout webinar 7/29/22:** The information was on the allocation formula used, application process and eligible use presentation.
- **Attended a FEMA Preparedness Grant Consultation 6/22/22:** consultation on DHS and FEMA preparedness grant programs, including the Emergency Management Performance Grant (EMPG) and the Tribal Homeland Security Grant Program (THSGP).
- ∞ **Standing Note (12/23/21) until ARPA funds are expended** - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.
 - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
 - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
 - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
 - 55. Q: When do tribes have to spend ARP Act money by?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.

Aki Maadiziwin

- **Assisted Tara with Review of 2022 IHBG NOFA.** This is a highly competitive grant, which generally requires completion of other housing awards in order to be considered for new funding opportunities. We have an 2020 ICDBG award funding the competition of 5 homes at Aki.

Clinic:

- **Explored for Dr. Wever an Electronic Records program to replace the current legacy program RPMS used by staff.** As it turned out, the system presented was only to speed access to records, not replace the current system.

Family Services/ Be-Da-Bin:

- **Assisted Shanaviah with submission of the 2023 VOCA grant application:** Participated in Work Sessions and meetings to explore use of the funding.

Food Distribution Center

- ∞ **Assisting Jamie Friedel (new Food Distribution Center Supervisor) Managing the USDA supplemental grant: Update 7/29/22:** Jamie was able to locate a fiber optic install provider that came in under budget and \$10,000 better than the only other bidder.
- ∞ **Assisting Jamie Friedel with completion of his annual budget application to USDA:** It was submitted July 13th after Council approved it.
- ∞ Working with Steve Parsons, Bill Willis, Jamie Friedel to coordinate fine steps to getting the Food Distribution Center Open. Coordinating final spend down of grants for various aspects of the project.

Historic Preservation & Language:

- ∞ Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding. **Update 7/29/22:** The project is on schedule and will be completed and operational in September 2022.

IT Department

- **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. **Update 7/29/22:** Angela Rabb has been out on PTO delaying the submission of the application. The application will occur by the end of the second week in August. It is due August 15th.

Maintenance:

- ∅ **No current projects.**

Natural Resources:

- ∅ NR does most of their own grant writing work. I do speak with Frank Beaver monthly.

Public Safety:

∅ **No current projects.** I communicate with Robert regularly on funding opportunities that arise.

Water/Waste/Renewable Energy:

- ∞ **Working with Gary on a 2022 TEDC grant for evaluating feasibility of the Tribe operating its own substation.** Update 7/29/22: The application was submitted 4/27/22; we have not heard anything yet.
- **Participated in WS on the final report for the 2020 TEDC:** Reviewed with Council and Tribal Departments the results from a 2020 TEDC planning grant. It revealed potential options for renewable energy development. The most likely option being development of a 30 acre solar field behind the Casino to off-set electric cost.

Special Projects:

- ∞ **Update 7/29/22 - CARES/ARP Expenditure Plan:** I assist all departments with CARES/ARP resolution language for audit purposes. **Update 7/29/22:** It now appears that all CARES funding is expensed, we will reconcile the account in July to see if there was anything outstanding. If there is anything remaining, it will be a small amount.
- **Participated on Employee Recognition Committee meetings:** Preparing for employee picnic.

Health
Daryl Weaver



**Little River Band of Ottawa Indians
HEALTH OPERATIONS REPORT**

To: Larry Romanelli, Ogema

CC: William Willis, 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: Aug 5th, 2022

Re: JULY 2022 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 2022. 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.

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

CLINIC OPERATIONS:

305 patients scheduled

28 patients NO-SHOW to scheduled appointments

8 patients provided SAME DAY appointments for emergent matters**

85 cancelled appointments

200 patients attending CLINIC PHYSICIAN appointments**

200 - Clinic Physician Appointments

0 - FNP Home Visit

28 patients PHONE TRIAGE**

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

58 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JULY (Total Patient Volume): 582

Diabetic patients: 74

Flu Vaccines: 0

Injections: 21

Moderna Vaccines: 0

Pfizer Vaccines: 0

Nursing Visits: 3 **

On-site Labs: 179

COVID-19 Tests: 22

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,074

DIRECT CALLS TO CLINIC OPERATIONS: 564

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

JULY 2022

TRANSPORTS (INCLUDES CHR TRANSPORTS): 10

TRAVEL HOURS: 21

SERVICE HOURS: 12

NUMBER SERVED: 10

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 190 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: 1/2
SERVICE HOURS: 1/2
NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 21 1/2

TOTAL SERVICE HOURS: 12 1/2

TOTAL CLIENTS SERVED: 12

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$69,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1280

TOTAL PRC PAID IN JULY: \$32,918.96

PHARMACY/OTHER: \$20,853.71

DENTAL: \$11,865.25

TOTAL PATIENTS: 159 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 377

TOTAL CLAIMS ENTERED: 317

TOTAL PRC PAID 2022: \$338,866.08

TOTAL EHAP PAID IN JULY: \$36,551.18

TOTAL EHAP PAID 2022: \$242,365.21

TOTAL ENROLLED EHAP/LRBOI: 1353

NEW APPLICATIONS MAILED OR GIVEN: 20

REASSESSMENTS MAILED OR GIVEN: 25

MEDICARE LIKE RATE (MLR) Savings for July 2022

Claims submitted:	12	\$11,003.15 (total submitted)
		<u>-\$3,399.04 (what we paid)</u>
		\$7,604.11 (total savings)

PHARMACY: JULY 2022

Active patients: 391
Prescriptions filled: 1709

Receipts

Insurance payments received: \$346,010.71
Non-member cash/copays received: \$661.90

Less acquisition cost of medications: \$44,454.90

Net profit: \$302,217.71

PRC-equivalent write offs:

LRBOI: \$28,179.40
Other Tribes: \$1,518.07
TOTAL: \$29,697.47

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 2022

Staff

Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Krystal Davis – 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: 4
Leases renewed: 4
New leases: 2
Annual Inspections: 12 (4 Annual inspections and 8 Past Annual Inspections)
Move-out Inspections: 0
Move outs: 0
Transfers: 1
- B. Down Payment and Closing Cost assistance grant (HI 100).
Applications received this month: 0
Total Number of Awards made during the Year: 6
Total Amount of Awards for the Year: \$24862
- C. The vacant maintenance position has not been filled; the position has been changed to a part time position in the hopes of receiving some interest from retirees looking to work part time with the skill and knowledge needed.
- D. The Housing Director attended the 2nd on July 26th in a series of 4 zoom trainings through HUD regarding Environmental Assessments and its requirements. Next training will be October 19th.
- E. The Emergency Rental Assistance program has received one new application in the month of July and has assisted with \$17,008 in assistance in July. The program ends on September 30.
- F. The 5 home project in AKI has been granted an extension from HUD until September 30, 2022. All 5 homes have now been delivered. The setting of the remaining 3 will take place on August 9th and framers will be on site for the garages beginning August 1st.
- G. We received our award letter for our 2022 IHBG in the amount of \$401,582. The budget is complete and will be taken to TC in July for acceptance into the budget. The budget was accepted by Tribal Council on July 13th.

- H. Housing Director has completed the policies and procedures for a Homeownership Improvement Program (HIP) as we received \$180,914 in HIP funds from the BIA in last years ARP funding. UPDATE: After further review with our regional director, this program has been changed to an Emergency Home Repair Program and will be presented to TC in July. UPDATE: Has not been presented as of yet due to needing legal review beforehand, should be completed in August.
- I. On July 13th a letter was sent out to all residents regarding community speed limit, dogs running at large and parking on sidewalks. It was a general informational letter regarding the policies and that Tribal Police has been asked to do additional patrols regarding the speeding complaints.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 7
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 1 (Court date has been set for August 1, 2022 for eviction hearing due to non-payment of rent)

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. Annual inspections of units have commenced and currently we are having to do follow up on two units due to excessive amounts of stuff within the home.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 78 were rented giving us an occupancy rating of 96%.

- A. Aki has 55 income based rental units of which 53 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 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.

We have had continual problems with the light poles in the AKI community. The electrician has had to dig up in two different areas and replace old splices from years past to run new line to fix and so the lights will work. Due to the age of the underground wires and the fact they weren't put into conduit of any sort, we may continue to have this issue. The Director has discussed this with the electrician and Steve Parsons to see about having it fixed all at once when they repave the roads in the community.

VI. Plans for the Future.

VII. Other Information.

The Emergency Rental Assistance Program is scheduled to be complete by September 30, 2022. The Housing Department can only provide assistance through the end of September from the ERA program. There is plenty of funds still available so if anyone knows of anyone needing Rental Assistance, please have them contact the Housing Department.

End of Report
Tara Bailey, Housing Director
August 1, 2022

Human Resources
Vacant Director



**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**

To: Ogema Romanelli
From: Alicia Knapp
Subject: August 2022 HR Department Report
Date: 08/16/22

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 2022 Operational Plan

1) The 2022 Operational Plan is currently on hold to be revised due to lack of staff.

2) Talent Acquisition

a) Talent Acquisition

- i) Monthly Number of Gains: 4
- ii) Month Number of Tribal Preference Hires: 1
- iii) Number of Requisitions Filled Year to Date: 19 (27 employees)
- iv) Turnover Year to Date: 10
- v) Number of Open Positions: 16
- vi) July included continued prioritization of the talent acquisition process. At the month's end there were 16 open full-time job requisitions.
- vii) Thank you hiring managers for your help and patience!
- viii) July positions yielded 3 employees for NRD Biologist positions - NP , Health Services added 1 employee - TM. HR Talent Acquisition was busy with interviews/setting up, selections/setting up, new hires, replacing expired postings and new postings. Completed 6 backgrounds for future employment, drug screenings some for future starts. Completed 2 Orientation days and other on-boarding tasks, scheduled many interviews, starting dates as well for August/September. Changes in where to post and other changes have started.
- ix) Approximately 10 positions are now in the selection/interview/offer steps of the process. We expect to see more new hires in August at present 1 new Surveillance Operator - NP, along with NRD Great Lakes Fisheries Technician is a transfer – NP and 1 Helpdesk Technician- TD .
- x) Applications are coming in again at a slow pace, averaging 2 per position posted.
- xi) Conducted 2 orientation sessions for 4 new employees in June.
- xii) Turnover – 3 left employment - 1 NP, 2 - TD and 1 exit interview completed.

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 are still to be scheduled and to continue.
 - ii) Provided additional HR support to the leadership of various departments.
 - iii) The Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, and Angie Stone for volunteering.
 - iv) Continued assisting leadership with sensitive employee relations issues.
 - v) Assisted departments with job description update and wage analysis support for future postings.
- b) HR Department Development Initiatives:
 - i) HR Development Events: YTD 5
 - ii) Continued file migration to O365 storage solutions.
 - iii) Continued project to improve HR use of MIP data.
 - iv) The team printed its first new badge during the month following last month's training. We appreciate IT's help with the badge printing process! Training is still needed for HR and as of now it is still needed
 - v) Marcella continued directing calls.

Training and Development hours totaled: Less than 12 hours reported hours in June.

4) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 3 ongoing, 4 New, 8 – Assisting Team Members with Benefit and Leave Requests. STD, FMLA and IFML issues have been addressed and completed for redetermination, 2 new and 3 RTW.
- c) Continued processing 401(k) loans and distributions with our third-party administrator, KDP. Loan activity has been ramping up – 4 loan requests processed.
- d) Continued processing new hire insurance enrollments and separation disenrollment.
- e) 401k financial adviser visit was scheduled for the last week of June.
- f) Met with Beene Garter to prepare for 401K audit – Scheduled, moved to August.
- g) 3 meetings with BCBS team for addressing employee questions and concerns.
- h) Processed insurance benefit plan check requests.

5) Safety

- i) Continued COVID-19 support and tracking. Assisted the organization with 0 events during the month.
- ii) Continued supporting preparation for the OSHA Vaccination and Testing Emergency Temporary Standard. This included a weekly review of process status.
- iii) Recordable Injuries: 1 resulted in WC claim.
- iv) Near Miss/1st Aid: 1

6) Tribal Preference Report

Notes on Tribal Preference: No new stats are available, old numbers provided for reference. June report follows.

1. August had provided our organization with a chance to bump up the preference hires. 1 position interviews had had a total of preference candidates 2 TM, all selected for interview, 1 was offered and accepted and one was referred to WFD.
2. Data from December 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 is the percentage of tribal preference applicants compared to all applicants for the past few years.
 - i. 2021 Tribal Preference Applications: 26.4%
 - 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 selections compared to all selections for the past few years.
 - i. 2021 Tribal Preference Hires: 53.5% (Great job hiring managers!)
 - ii. 2020 Tribal Preference Hires: 33.3%
 - iii. 2019 Tribal Preference Hires: 26.7%
 - c. Bottom line, when preference applications increase, preference selection increases. Seems there may be a change in numbers 3 preference hired in July 1-TM ,NRD - NP 3, these changes resulted in a small loss for preference totals but brought the overall employee total increased.

Preference Report for July 2022 – Preference Hires in June 2022 - 3

Employee Count by Preference for April 2022

84 Tribal Members	-+1 in July 2022	48% of Tribal Government Workforce
10 Native American		6%+ of Tribal Government Workforce
09 Tribal Descendants	-2 in July 2022	5%+ of Tribal Government Workforce
10 Tribal Spouses		6%+ of Tribal Government Workforce
No data on Tribal Parent – found		
Total preference = 113		65% (64.9%)
61 non-preference	Loss of 1 in July 2022	
	Gain of 3 (NRD, Reg FT)	
	Overall gain of 2	35% (35.1%)

Total of all employees 174

7) Workforce Development

- i) New Requests for WFD Service: 4 to be processed for July distribution.
- ii) Inquiries for WFD programming 5 for Career Voucher and 1 for Development and Training programming.
- iii) 2022 Total Number in Adult Work Experience: 1 hopefully onboard in August.
- iv) The Tribal Development team has not met in a few months, outside members are not interested in attending meetings. The Education and HR are meeting to discuss issues and work on new plans.

Regards,
Alicia Knapp
HR Generalist

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
July 2022

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Muskegon has not been configured correctly, tasked Elevate Partner to correct the connection between Gov and satellite sites.
2. NGLC DMark Equipment and hours have been difficult to get approved. Equipment still has not been ordered.
3. IT has identified a new website contractor that will create a more fluid setup that will meet organizational needs. Awaiting contractor to arrange a meeting with IT.
4. Quote from ThrivePop for block hours have been delivered to the Ogema, waiting on purchasing to inform it was completed.

5. Mandatory IT Projects by order of priority:

1. 2022
 - i. Configure a redundancy line at NGLC to prevent outage at other sites.
2. 2023
 - i. Government EXSI Host needs a plan in place for replacement
 - ii. Intrusion detection software needs to be added to our tool list.
6. 230 new IT work orders were opened in July 2022 and 223 IT work orders completed in July 2022. Our current outstanding tickets are at 65.
7. We saw a decrease of 43 tickets this month.
8. We only had five voicemails during our office hours 8am-5pm.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held weekly Professional Development Staff Trainings
3. Held meeting with Elevate to discuss progress on our phase planning
4. We have only had two staff meetings in the month of July.

Trainings Held / Attended –

Special Tasks / Activities Performed

- Explore options to automate duties with limited staff.

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 3, 2022
Re: July 2022 report of activities

Number of tribal members assisted on new issues	73
Number of referrals received	2
Number of continuing cases:	52

Types of legal issues:

Child support	Small Claims
Probate Estate	Residential Lease
Divorce	Real Estate
Wills	Estate Planning
Unemployment Appeal	IIM Account
Trusts	Guardian - Minor
Railroad Right of Way	Conservator Accounting - Adult
Civil	Time Shares
Wrongful Death	Social Security Disability
Evictions	Personal Protection Order
Medical Power of Attorney	Nursing Homes
Post-Divorce Matters	Personal Injury
Custody	Defamation
Conservator - Adult	Short-Term Disability
Power of Attorney	Guardian - Adult
Disability Discrimination	Criminal
Sexual Harassment in the Workplace	Trust Administration
Estate Planning – Amendments	Guardian – Minor - Terminate

Personal Protection Order Hearing	Parenting Time
Medicaid	Income Taxes
SSI and Per Capita	Child Protective Services
Embezzlement	Unemployment
Terminate Minor Guardian – Out of State	Used Car Warranty
Adverse Possession	Asset Distribution on Death
Unemployment Overpayment	SSI Appeal
Domestic Violence	Flint Water Lawsuit
Petition and Order For Assignment	Small Estate
Class Action Lawsuit	SSI

Sample of Work Performed:

Assisted a tribal member obtain a conservator over themselves because they needed assistance with managing their finances

Assisted a tribal member with an IIM account

Assisted a tribal member become their spouse's guardian when the spouse was no longer able to care for themselves

Assisted a tribal member appeal an SSI overpayment decision

Members Assistance
Vacant Director

Members Assistance Department July 2022 Departmental Report

William Willis - Lead

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, BE 20 K75 (Ongoing programs)
 - i. Total expensed \$421,039.48
 - ii. Budget remaining 7%
 - iii. 22 total households accessing this program.

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

2. Food Assistance Program

- b. Budget \$45000
- c. Total expensed YTD \$24,000
- d. 53% Remaining
- e. 67 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
20	4	3	0	11	0	2	6	1	19

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$6,976.55
- h. 86% 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
8	2	1	1	3	0	0	1	0	4

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$8,622.81
- l. 78% Remaining
- m. 44 total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	2	2	1	8	3	2	2	0	16

5. LIHEAP – DHHS Grant Funded Program FY 2021-2022

- a. Total Budget \$257,505
- b. Total expensed to date \$81,125.88
- c. 49 total households accessing this program to date.

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
Heat	9	0	1	0	5	0	0	3	0
Cooling	12	0	1	0	6	0	1	4	2
Weatherization	1	0	0	1	2	0	0	1	0

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$4,126.00
- f. 59% Remaining
- g. 22 Elders accessing this program to date.

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

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$5,243.13
- j. 76% Remaining
- k. 24 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	2	0	1	4	0	1	2	0	5

8. LRBOI Home Repair Program 2022

- l. Total budget \$100,000
- m. Total expensed YTD \$25,210.00
- n. 75% Remaining
- o. 7 members are in process with this program to date. (Rolled over from 2021)

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$317,100.00
- r. 30% Remaining (0 COVID Expensed)
- s. 42 members accessing this program to present (several pending).
- t. Average age at passing is 64.6

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	1	1	5	0	0	0	0	28

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 308 Elders enrolled in program.
- w. July invoice \$71,032.42 YTD \$497,094.77

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
301	47	158	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
99	71	70	52	73	61	39	31	10	1

13. Office Visits

bb. 6 visits for the month

Natural Resources
Frank Beaver



Gaá Čhíng Zíibi
Daáwaá
Aníshinaábek

LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT
310 9th Street
Manistee, MI 49660
(231) 723-1594

July 2022 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;
 - Participated in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
 - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.
2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
 - Implementation of the Water Quality Monitoring Program;
 - Development of a non-point source monitoring program;
 - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
 - Recycling
 - Continuing monitoring air quality.
3. Protecting wildlife within our native lands through:
 - Monitoring Tribal harvest of subsistence hunting and trapping.
 - Monitoring and indexing species populations within the 1836 Ceded Territory.
 - Responsible Hunting and Trapping Regulations; and
 - Mapping and inventory of Tribal lands and the Ceded territory.

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

Monthly, the department prepares newsletter articles, staff reports, participates in Staff,

Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Theresa Davis

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 - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Vacant – Fisheries Technician, Great Lakes
- Alycia Peterson – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Conner Johnson - Fisheries Technician, Inland

- 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
- Great Lakes Fishery Trust grant reporting
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Consent Decree(s) information reporting
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Data entry/ management, Great Lakes fisheries
- Catch report data entry
- Grant Management, Resolution and contract development.
- Fisheries Division Position postings/ interviews

Equipment maintenance/Field Work/Lab Work:

- Sturgeon Rearing Facility (SRF) operation, care of juvenile lake sturgeon
- Sturgeon Rearing Facility maintenance/ repair for operation
- Bacterial/ fungal treatment for sturgeon at SRF
- Preparations for Manistee River sturgeon visual survey
- Preparations for Muskegon Save Our Sturgeon (SOS)
- Sturgeon Trailer retrofit for Muskegon SOS
- Great Lakes fishery assessment Lk Michigan, WFM07/MM6

Meetings/Training/Travel/Conference Calls

- Inland Fisheries Committee meeting, 7/6
- NRD Leads Meeting, 7/13
- NRD Staff meeting 7/21
- NRD Leads meeting 7/25

<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

Vacant – Wildlife Division Manager

Angela Kujawa – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Anthony Raona, Tristan Whiting, and Morgan Pettit– Seasonal Wildlife Technicians

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
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2022 harvest permits, USFS stickers, etc.
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence.
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.

- Ordered wildlife equipment needed for 2022-2023 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Northern Lower Peninsula American marten occupancy project – ongoing
- Grand Valley State University and University of Minnesota Duluth collaboration and communication: phone calls and emails – monthly occurrence
- American marten diet identification using DNA barcoding, ongoing collaboration with GVSU – monthly occurrence
- Connectivity assessment of four rare turtle species, ongoing collaboration with GVSU – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Eagle repository reporting, citizen requests and pickup
- Data entry and management
- Review 2022 wolf management plan draft
- Suggestions for elk and bear regulations

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Planted native tree species at Custer parcel
- Habitat work on tribal properties
- Live trapped turtles to fit with radio transmitters to gather habitat and movement data. Track turtles previously fitted with transmitters.
- Exploratory cameras
- NCCISMA survey

Meetings/Training/Travel/Conference Calls

- LRBOI staff Meeting – 7/7 (recording)
- NRD staff meeting – 7/21
- NRD leads meeting – 7/13, 7/20, 7/25
- Meetings with Director – 7/7, 7/15, 7/20, 7/27
- MITWS Meetings – 7/5
- Leadership Institute meetings – 7/21, 7/22, 7/27, 7/28
- Tribal consultation on wolf management plan – 7/18
- Invasive plant species workshop – 7/7
- Changes to Tribal Migratory Bird Hunting Regulations – 7/20
- Seasonal employee exit interviews – 7/14, 7/15, 7/27

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- 1:1 Prep
- Staff Task List Management
- Budget review for PPG, IHS, GLRI, CAA 103 Grants
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Worked on ISWMP with Contractor
- Complete EPA PPG Workplan and Budget edits for grant renewal
- Division SOPs
- Completed EPA Budget Modification
- Submitted contracts to ULD for legal review
- Line 5 review in collaboration with CORA Tribes
- Line 5 EIS Evaluations and readings
- RTOC Deliverables
- Review Staff Documents
- TAS Application
- Started collecting information for the ISWMP
- GAP Comment Letters

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 7/5, 7/8, 7/11, 7/15, 7/18, 7/22, 7/26, 7/29
- 1:1 with Staff: 4/6 (x3), 4/7 (x1), 4/18 (x4)
- Line 5 Call ACOE: 7/5, 7/21
- WS Food Sovereignty 7/5
- WS OES Contract 7/5
- WS MOA 7/21
- WS USDA Contract 7/26
- TERT Meeting: 7/6
- 1:1 Director: 7/7, 7/21
- BCP roles meeting 7/7
- Tribal EPA Mining call 7/7
- RTC GAP Allocation Discussion 7/7
- R5 GAP Bi weekly meeting 7/8, 7/22
- RTC Caucus Call 7/8
- RTOC Run through EPA Tribal Liaison: 7/8
- Tribal Council Agenda Review: 7/11, 7/18, 7/25
- Tribal Council Meeting 7/20, 7/27
- ISWMP Meeting 7/12
- RTC Call B Toft: 7/12
- GAP Guidance Webinar 7/12

- RTOC 7/13
- Meeting with F Beaver 7/14
- Rodger City TTX 7/18-7/19
- RTC/TMPO Meeting 7/19
- Leads Huddle: 7/20 7/25
- Coordination Meeting Enbridge: 7/20
- EPA Lands Call 7/21
- EPA GAP Guidance Discussion 7/25
- Claybank Creek Meeting 7/26
- Call with EPA Speaker Invitation 6/27
- OES Project Meeting 7/29

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

- Began drafting battery flyer and recycling box plan.
- Downloaded Field mapping software and began using the app after familiarizing myself with the platform including offline use
- A series of site surveys for parcels completed during field work and processed point data
- Started Story Map outline and chronology
- Sorted paperwork for organization

Field Work and Equipment Maintenance

- Conducted site surveys, on foot, for RR Grade II, Area 51, Justice Center, Casino, Wissner 80, Bull Corner, and Niessen 80.
- Fine-tuned GPS, phone, and camera settings for present and future verification of parcel boundaries.

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

- I attended the staff meeting on July 7
- Attended RTOC on July 13
- 1 on 1 meetings on July 7 and July 18,
- Attended twice weekly meetings to discuss fieldwork on Mondays and Fridays
- Tribal Emergency Response Meeting on July 6
- July 18 EGLE Webinar on resiliency and remediation.
- July 29 Kickoff Meeting with Oneida Nation for QAPP and SOP Projects

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered physical data to database and AWQMS/WQX
- Custer culvert EQIP proposal passed by council
- Received zooplankton sample data
- Sent check request for zooplankton data work up
- Portage Lake CLMP event outreach: coordinated facebook postings.

- Sent Secchi data to CLMP leader.

Field Work and Equipment Maintenance

- Calibrated Hydrolabs and eureka
- Completed July WQ sampling
- Completed zooplankton sampling
- Completed Pine Creek electrofishing
- Completed Pine Creek pebble count
- Dropped of Nutrient samples to GLEC
- Ordered/received new zooplankton sampling net
- sewed zooplankton net to fix tear.
- assisted with NCCISMA boat wash event in Ludington for invasive outreach & talked to Ludington Daily News reporter for article.
- Portage Lake CLMP event kickoff and gear prep for day 2.
- Portage Lake CLMP Exotic Plant Watch, Score-the-Shore, and Secchi with Chelsea & Alycia (MCD).

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

- 7/14: National Lakes Assessment intro
- 7/26: Claybanks culvert site visit with partners
- 7/26: PLWF monthly meeting
- 7/28: USGS Flood-Frequency Analysis in the Midwest webinar
- 7/13/22: RTOC.
- 7/18/22: Pine Creek pebble counts and prep for electrofishing.
- 7/21/22: MCD Quarterly Watershed Partnership Meeting.
- 7/22/22: watched MiCorps Exotic Plant Watch and Score the Shore training videos.
- 7/22/22: GLCWMP webinar.
- 7/26/22: PLWf Board meeting.

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Indoor Air Quality QAPP Revision 2.0 submitted for review
- Remote Sensor Platform QAPP Started
- Graduate School Application Essays
- EPA Quarterly Report submitted
- MDEGLE Quarterly Quality Assurance Report submitted

Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x4
- Meteorological Tower Instruments were rewired
- Ozone Audits X4

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

- SLT March Meeting, 7/27/22
- Region 5 Monthly Tribal Air Call, (7-28-22)
- Food Sovereignty Program Tribal Council Work Session 7/5/22

- RTOC Meeting 7/13/22

Additional Notes:

No Issues with Ozone or PM2.5 any problems were minor and resolved without MDEGLE assistance. Met tower instruments were up and running but not reporting the correct information, while the instruments were hooked up correctly, the internal wiring of the newest instruments were significantly different than the previous instruments. However, despite the wiring issues, met data is reporting correctly now.

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Completed site visit report for 6/22/22 Houghton Lake wild rice monitoring and sent to EGLE and DNR.
- Coordinated intern Kolin's weekly schedules.
- Compiled invasive data collected during wetland fieldwork and sent to Wildlife Division.
- Reviewed draft signs for Onekama pollinator garden project, sent edits, and coordinated with Michelle and Kenny for additional translations.
- Tested MSU library login for TWWG peer-reviewed literature access project.
- Reviewed soils data for Oldhouse parcels prior to delineation.
- ArcGISOnline data management/backup.
- Updated 'Invasives' feature layer with additional fields and domains.
- Drafted facebook flyer for MWRI Stewardship Plan interview requests.
- Created ArcMap tool for exporting photo attachments from AGOL feature layers.
- Researched wetland plant described by Elder.
- Submitted evaluation survey for intern Kolin's college credit.
- Contacted ISN regarding treatment plans.

Field Work and Equipment Maintenance

- Oldhouse Road wetland mapping and MiRAM.
- Indian Village wetland mapping, MiRAM, and upland delineation plot.
- collected wetland and invasive points during Niessen brownfields fieldwork.
- Justice Center- completed delineation plots.
- Indian Village wetland delineation plot.
- delivered wild rice for memorial.
- Oldhouse Road West- completed boundary mapping.

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

- 7/6/22: 1:1 with Allison.
- 7/12/22: 1:1 with Frank.
- 7/14/22: field day with Josh Shields (MCD), PLWf, and partners visiting potential future conservation parcels & Pitcher's thistle site.
- 7/18/22: Tribal Council agenda review for ISN MSA.
- 7/18/22: 1:1 with Allison.
- 7/19/22: field day with NCCISMA (Vicki) and Wildlife Division (Angela & Andrew) to demonstrate NCCISMA's invasive survey protocols.
- 7/21/22: Tribal Council work session for ISN MSA.
- 7/26/22: attended Tribal Council for approval of ISN MSA.
- 7/28/22: assisted with Elders Lunch and discussed wetland plant with Elder.

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 2022

Steve Parsons

Meetings/Conferences/Trainings

- On July 5, 2022, I participated in a meeting to discuss LRCR signage options during the upcoming roundabout construction. The meeting was facilitated by MDOT using Microsoft Teams. Ken Ockert of GTEC also attended the meeting.
- On July 6, 2022, Ken Ockert (GTEC) and I attended a meeting at the LRCR for a final review of the roundabout project with appropriate LRCR staff. We primarily reviewed traffic routing (detour) and signage options with them.
- On July 7, 2022, I attended the monthly staff meeting for Tribal Government staff held via Microsoft Teams.
- On July 12, 2022, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, and the Little Traverse Bay Band of Odawa Indians also participated in the meeting.
- On July 14, 2022, I participated in a virtual meeting (via Zoom) sponsored by the U.S. Department of Transportation to review the “Strengthening Mobility and Revolutionizing Transportation (SMART)” grant program. The purpose of the grant is to support state, local and tribal initiatives that focus on technologies that improve transportation safety and efficiency. The purpose of the meeting was to gather input from tribes regarding the grant program.
- On July 15, 2022, I participated in the U.S. Census Bureau’s quarterly Tribal connection meeting, which was held virtually via Microsoft Teams. The meeting included updates on current Census Bureau survey operations, geography initiatives, recruiting efforts, and information from the bureau's data dissemination office.
- On July 18, 2022, I met with Ken Ockert (GTEC) to review the design plans and bid documents for the Aki Maadziwin Roads project.
- On July 19, 2022, I participated in the Tribal Council work session regarding the proposed Biimadiiwiwin Cemetery Ordinance, which is currently in draft form.
- On July 20, 2022, I participated in a walkthrough of the Cemetery Roads project with Brian Schultz of Schultz Excavating. Ken Ockert (GTEC) was also there for the walkthrough.
- On July 21, I participated in an on-site meeting at the roundabout construction site. MDOT staff conducted the meeting to provide a progress and status report for the project. Also attending the meeting were Ken Ockert (GTEC) and representatives from the LRCR—Michael Burmiester and James Henderson.

Activities/Accomplishments/Updates

- BIA Roads – 2021 Projects: Work on two of our 2021 road projects had been suspended in 2021 (due to weather) and were extended into 2022. Here is the latest update on those projects.
 - Cemetery Parcel Road Project: Schultz Excavating was working on the construction of the road system on the cemetery parcel through most of November 2021. During November, they finished grading the road and began to install the road base. Work on

the project was stopped in late November due to the arrival of inclement weather (snow) and the inability to continue work. Final work on installing the gravel road began in early May 2022, and was completed by mid-June 2022. Now that the road system has been completed, we will work on the remaining landscaping and other infrastructure (water, power) features during the early summer of 2022. The landscaping and infrastructure projects will be bid out separately and will be paid for with BIA Roads funding.

- Commodities Drive Road Project: Schultz Excavating completed the remaining work on the Commodities Drive in mid-June 2022. This completes their involvement in this project.

- Roundabout Project: The project started on July 12, 2022, as originally planned. The contractor has made significant progress in a shorter time period, and was roughly two-weeks ahead of schedule by the end of July. We have been informed, however, that the subcontractors for both the concrete and asphalt work will not be able begin until mid-August, when they were originally scheduled to do the work. So it is likely that the schedule will return to what was originally anticipated by the end of August.
Unfortunately, the contractor has been having difficulty with the dependability of Miss Dig and the location of underground utility lines—either thorough lack of cooperation or poor location and flagging of the lines. The Tribe’s fiber connection (running under US-31) was inadvertently hit on July 29, leading to a disruption of internet and phone service during the day. This led to the service being unavailable temporarily, but the issue was resolved later that afternoon.
- Additional 2022 Road Projects
 - Aki Maadiziwin Roads Project: This project will involve a total reconstruction (including the installation of spillways and culverts for improved drainage) of the entry road to Aki Maadiziwin (Saw Be Quo Ung), as well as the repair and resurfacing of the remaining roads in the Aki Maadiziwin housing project.
The reconstruction of the entry road was put out for bid in mid-July, and as of August 1 we received two bids on the project. We hope to have a recommendation and proposed contract to Tribal Council sometime in mid-August.
 - Public Safety Parking Lot: This project involves the construction of a smaller staff parking facility between the north side of the Tribal Justice Center and the existing water tower. However, as previously noted in the June report, this project has been suspended indefinitely pending the outcome of the funding and possible construction of the proposed victim’s shelter which has been tentatively planned for that site.
 - Reconstruction and Repair of the Government Center/Tribal Clinic Parking Lot: This project will involve the repair and resurfacing of the parking lot that primarily services the Tribal Clinic. Most of the previous concrete areas will be taken out and replaced with standard concrete. This project has been tentatively planned for Fall 2022.

- Food Distribution Center Project: With the resignation of Ken LaHaye as Commodities Program Director in April 2022, the Ogema assigned to me the responsibility of Owner’s Representative for the construction of the Food Distribution Center for the remainder of the project. I am currently fulfilling that responsibility.
The remaining outstanding items for the project include: running a fiber optic line to the building, installing electronic door locks and surveillance cameras, and installing the refrigeration units once they are delivered here in September 2022.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
July-22

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	6
City Assist	6
County Assist	12
Medical Assist	2
MSP Assist	1
Other Calls for Service	1
Property Checks	663
Suspicious Person	
Suspicious Situation	4
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	
Accidents	13
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	3
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	3
Parking Ticket	
Reckless Driver	
Speeding Ticket	1
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	12
Unsecured Vehicle	
Verbal Warning	11
Warning Ticket	

Processes

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

Criminal Offenses	
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Animal Neglect	
Arrest	16
Assault	3
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	3
Death	1
Disorderly	2
Domestic Disturbance	4
Drive-Off	1
Drug Violation/VCSA	7
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	2
Felony with a Gun	
Fight in Progress	1
Fraud	2
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	1
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	4
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	1
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	13
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	277.25
Alarm	
Attempt to Locate	1
Boat Dock Checks	
Casino Hours	173.5
Civil Standby	
Community Policing	4
Court Hours	0.25
Death Notification	
Drug Disposal	
Follow-Up Investigations	18
Found Property	2
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	2
Total Complaints	67
Total Reports	67
Training Hours	24.5
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	4663
Voluntary Missing Adult	

Training/Travel

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
July-22**

Administrative Hours	50.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	276
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	3
Paper Service	
PR Activities	1
PR Activities Hours	1
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	1
Vehicle Mileage	1847
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

All Officers completed Active Shooter Training on line through PoliceOne.

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
July-22**

Administrative Hours	233.5
Arrest(s)	1
Male	
Female	
ATV Patrol Hours	1
Assist(s)	10
Assist Hours	8.75
Citation(s)	5
Civil	5
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	23
Contacts	513
Court	
Court Hours	
Follow-up(s)	1
Follow-up Hours	0.25
Federal Citation(s)	
Hours Worked	406.75
Joint Patrol(s)	1
Marine Time	3
Meeting(s)	2
Meeting Hours	3.5
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	145
Snowmobile Patrol Hours	
Training(s)	16
Training Hours	21.5
Vehicle Mileage	2323
Vehicle Stops	
Verbal Warning(s)	2
Written Warning(s)	

Training/Travel

All Officers completed Active Shooter training online through PoliceOne.

Tax Office
Valerie Chandler

Tax Department July 2022 Monthly Report

Staff: Valerie Chandler, Tax Officer
Tax Department Administrative Assistant - Vacant

During the month of July 2022, 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 and/or Accounting as applicable)
 - 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 Assistant 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 2022.
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 communication updates to ULD with any legal questions, issues, etc. as necessary.
8. 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.
9. Issued 0 Certificates of Exemption:
 - Purchaser: 0 RTMs 0 Tribe/Entity
 - Purchase Type: 0 Vehicle 0 Recreational Vehicle 0 Construction
10. Reviewed 27 Tribal Member address and/or name changes; 9 required updating of the RTM list and database.
11. Processed 1 Proof of Residency.
12. Processed 7 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 in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for August 2022 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,331 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 2022 Tribal tax returns which included:
 - Retail Sales Tax (Little River Trading Post, Little River Casino Resort, and Nectar Spa)
 - Food & Beverage Tax (Little River Casino Resort, Sparks BBQ, Da J Wok, and Taqueria Diablos)
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

*Variable Duties and Accomplishments:

1. Corresponded with the owner of Taqueria Diablos and their accountant regarding questions on their Food & Beverage tax returns.
2. Corresponded with Public Safety so that they were aware of the fireworks vendor on property extending his Temporary Tribal Business Tax License by one day to run throughout the Thunder at the River event.

3. Prepared and submitted the Tax Department FY2022 draft budget and corresponding narrative.
4. Corresponded with and spoke with a vehicle dealership regarding a Certificate of Exemption for a Resident Tribal Member, but the sale fell through.
5. Prepared the announcement of the June Employees of the Month which included printing and displaying the certificates in the lobby.
6. Corresponded with the Ogema, Leads, and leadership staff regarding the discontinuation of the Leadership Roundtable meetings after a vote by the Directors.
7. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees, including facilitating the monthly virtual staff meeting.
8. Corresponded with a contractor working for the Tribe regarding a Certificate of Exemption.
9. Prepared a tax revenue report for the Accounting department for the auditors.
10. Followed up on a few complaints from Tribal Members who reserved the Community Center and experienced issues and had concerns.
11. Corresponded with Rosette, LLP as requested by ULD regarding food safety and licensing questions for our Tribal Tax Regulations updates.
12. Followed up with necessary staff/departments at the tribal government and the Resort with records requests from the State for an audit related to the Tax Agreement.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities.
 - Question regarding an enrolled tax bill and how it might affect the Tribe's tobacco quota.

Little River Trading Post Interactions:

1. Worked with the Trading Post Manager regarding areas of training needed for the new and temporary cashiers.

Little River Casino Resort Interactions:

1. Corresponded with Audit staff to obtain copies of receipts that were missing from tribal tax-exempt fuel and tobacco logs throughout the month.
2. Corresponded with the Human Resources Director and Compliance Director regarding questionable employee fuel discounts at the Trading Post.
3. Corresponded with CFO regarding taxes and reports on the one of the food court restaurants.
4. Corresponded with Director of Compliance regarding a possible food vendor on property needing an inspection.
5. Corresponded with an I.T. staff member to update the tribal tax exemption rates on fuel for the month because the staff at the Trading Post were unable to login to make the updates.

Meetings / Trainings Attended During the Month:

1. Met with the Ogema and Leads as part of the Employee Survey group on July 5, 2022.
2. Monthly Employee Staff meeting via Teams on July 7, 2022.
3. Employee Recognition Team meeting on July 21, 2022.
4. Tribal Council meetings via Zoom on July 6 and 13, 2022.
5. Employee Survey Work Group meetings on July 5 and 14, 2022.
6. Attended Annual Tribal / State Tax Summit via Teams on July 14, 2022.
7. Participated as a selected Director in an employment interview panel on July 21, 2022.
8. Met with State Auditors via Teams on July 28, 2022 for a pre-audit interview of the Tribe / State Tax Agreement and a review of the records request that was sent.

Statistics:

Total Registered Resident Tribal Members (RTMs): 256

- Manistee County: 245
- Mason County: 11

Monthly Tax Revenue*:

*June 2022 amounts received in July 2022

- Retail Sales Tax (Gift Shop) \$1,362.44
- Retail Sales Tax (Nectar Spa) \$7.80
- Retail Sales Tax (Trading Post) \$5,426.62
- Service Tax \$121.92
- Admissions Tax \$979.15
- Lodging & Occupancy Tax \$20,185.68
- Food & Beverage Tax (Little River Casino Resort) \$23,237.03
- Food & Beverage Tax (Sparks BBQ) \$1,411.70
- Food & Beverage Tax (Da J Wok) \$1,661.05

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

- Gasoline (includes eligible Government & Resort vehicles): \$7,173.90
- Diesel (includes eligible Government & Resort vehicles): \$230.49
- Cigarettes: \$9,889.28
- Employee (Government & Resort) Discount on Fuel: \$450.95

Tribal Member Tax Exemption Rates ("Discounts") for August 2022*:

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

- Gasoline: \$0.545/gallon
- Diesel: \$0.585/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 2022 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.
 - ❖ 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 as appropriate to 143 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 regular meetings with the Ogema and other members of the Lead Group.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.

6. Approved timecards and PTO requests for the departments for which I am the Lead, as needed.
7. Assisted with a personnel issue with other Lead and HR.
8. Attended the regular MACPRA Quarterly meeting online.
9. Attended the regular monthly staff meeting.
10. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month

1. Coordinated the memorial service and burial for Terri'ba for July 30.
2. Visual editing for the web/app from the two audio CD's.
3. Still working with Marty Holdgren on Grand Rapids project.
4. Still working with NRD & Onekama language project.
5. Working on a peace pole project for a community.
6. Developed lessons, recorded them, and posted them on face book.
7. Produced lessons, taught them to students on spelling and writing.
8. Answered Emails and calls about camp, language, and history.
9. Still no update on recycling for paper and cardboard for LRB.
10. Asking a question here: Should I include this paper/cardboard in what I am doing now for Pharmacy recycling?
11. Recycled for LRB Pharmacy.

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 2022, 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.
- Continuing to sample for Covid-19 in wastewater
- Water Tower out of service for repair to cathodic protection

Billing

Water	\$13,708.06
Sewer	\$26,171.90
Irrigation	\$3,515.29
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,565.39
Septage	\$8,081.04
Other	\$1,912.01
Month Total	\$76,023.02
Yr. to Date Water	\$87,416.08
Yr. to Date Sewer	\$134,478.40
Yr. to Date Irrigation	\$17,431.21
Yr. to Date Fire Suppression	\$56,485.31
Yr. to Date Manistee Township	\$111,650.25
Yr. to Date Septage	\$57,132.57
Other Revenue	\$3,413.35
Credit	\$0.00
Yr. to Date Total	\$468,007.17

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 5,433,224
 - b. Ave Daily Flow Gallons 187,352

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 1,720,704
 - b. Daily Average Gallons 55,507

 - Effluent Gallons**
 - a. 2,342,782
 - b. Daily Average Gallons 75,574

 - Lagoon**
 - a. Influent 3,143,827
 - b. Daily Average Gallons 101,414

- 3. Septic Sewage**
 - a. Gallons 136,986

III. Travel and Trainings

What: MTERA Board Meeting
Who: Gary Lewis
Where: Zoom
Sponsored by: MTERA

What: NORESKO Energy Audits
Who: Jake Glavin, Gary Lewis
Where: Zoom
Sponsored by: MTERA

What: Sewer Network LHD and Tribal Partners Call
Who: Gary Lewis
Where: Zoom
Sponsored by: Sewer Network Michigan

What: Potomac Law Discussion State/Fed regulations for Tribal Utilities activities
Who: Gary Lewis
Where: Zoom
Sponsored by: MTERA

What: Fundamentals of Microgrids
Who: Gregory Walters, Gary Lewis
Where: EUCI
Sponsored by: MTERA