

**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 *lbr*
Naangwa: Date: June 22, 2017
Maanda Nji: Re: June, 2017 Operations Report

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

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

Larry B. Romanelli

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

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

June, 2017 Department Report

I. Department Overview

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

Finance/Accounting Management:

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

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

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

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI 2/ Restroom/Pavilion Shelter, AKI (10) Homes, Pharmacy Renovation, Child & Family Development Center, Odeno-Fruitport Housing Project and Gathering Grounds. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of May.***
 - i. ***US 31 Sewer Extension Project: None***
 - ii. ***2014 AKI-2 Homes/Pavilion Shelter- None***
 - iii. ***Child & Family Development – Approvals /Purchase's - \$430,225.98***
 - iv. ***Pharmacy Renovation - None***
 - v. ***Odeno-Fruitport Housing- \$48,648.00***
 - vi. ***2017- AKI 10 - \$116,500***
 - vii. ***Gathering Grounds -\$93,478.70***
2. ***Cash Receipts; Daily cash receipts totaled for the month of May, were, \$493,278.82 the General Fund Operating Account had a total of (257) receipts in the amount of \$457,630.11. the Grant Funded Programs had a total of (56) receipts in the amount of \$35,648.71.***
3. ***Lead Facilitator – Health and Human Services Division: Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.***
4. ***Judgment Trust Account: Final stages of this program information, should be concluding.***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.***

6. ***Audit Prep: 2016 – reconciliation of several G/L accounts, Capital additions to FAS. Ongoing account analysis with the auditors and CFO.***
7. ***Payroll: ADP system, currently review and approve at director level ongoing.***
8. ***1099MISC. – continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2016.***
9. ***Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.***
10. ***Tribal Financial Statement Requirements: Due by the 8th of the month.***
 1. *Cash Deposits*
 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
 3. *Utilities report – current payments – monthly report of payments.*

Construction Task Force –Weekly Meeting - Thursday - review Aki 2/Pavilion Shelter Project, US 31 Sewer Extension and Pharmacy Renovation, Child & Family Day Care, Odeno – Fruitport Housing Project, AKI (10) Homes, Gathering Grounds.

Other Meetings

- ***Lead Facilitator Meeting – Several throughout the month***
- ***Family Service – Meetings***
- ***Clinic Meeting – Director – Meetings***
- ***Pharmacy Meeting- Director, Pharmacist, CFO***
- ***Employee Manual – Update the Manual / Comment Review Project***
- ***Child & Family Development – CFO Office***
- ***Finance – Audit – CFO Office***
- ***Odeno Meeting – Contractor***

Duties and Accomplishments –

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

Meetings Held / Attended – Trading Post

Trainings Held / Attended –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of July.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received two modifications for the following grants: 2017 IHS Self Governance Compact added funding in the amount of \$21,198 and 2017 IHS Self Governance Compact added funding in the amount of \$837,932. Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
12. *The Tribe received funding for one new grant award: Nutrition Services grant in the amount of \$6,382 for the time period of 4/1/17-3/31/20. The new grant was added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. Electronic folders were created for this new grant and all documents were scanned and placed in the electronic folders and originals were placed in the grant program booklet that was created. A fund number was assigned to this grant and the Budget Coordinator was given a copy of the award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*

13. *Purged grant files from my main file cabinet that have ended and moved to basement.*

Meetings Held/Attended

1. *Met with Steve Wheeler to discuss grant issues on different occasions.*
2. *Met with Bill Willis on numerous occasions to discuss grant issues.*
3. *Met with Larry, Mary and the Leads on 6/13/17 and 6/20/17.*
4. *Met with Jessica Wissner (Enrollment) to discuss issues.*
5. *Met with Frank Figgels (Housing) to discuss issues.*
6. *Met with Yvonne Parsons (Education) to discuss issues.*
7. *Attended brain storming sessions at casino on 6/6/17, 6/15/17 and 6/27/17.*

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

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

PAYROLL

Duties and Accomplishments –

1. *Processed 409 payroll checks through ADP.*
2. *Verified 40 PAF's this month which included 13 new employee(s), and 4 terminated employee(s).*
3. *Completed payroll and payroll backup cover sheet for pay dates 6/9 and 6/23.*
4. *Verified 401k contribution file totals, uploaded to John Hancock online.*
5. *Printed and/or saved all reports needed for payroll biweekly.*
6. *Entered all Adlife deductions onto spreadsheet biweekly.*
7. *Entered all Unum deductions onto spreadsheet biweekly.*
8. *Reconciled the amounts withheld for Adlife to what was billed for the month.*
9. *Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.*
10. *Notified HR of changes to be made in the system per the Mutual of Omaha invoice.*
11. *Requested/received the following months invoice for Mutual of Omaha from HR for review.*

Meetings Held / Attended –

1. *6/15, 6/16, 6/22, 6/23, 6/26, 6/27 & 6/29 – Benefit reconciliation with Kathy.*

Trainings Held / Attended –

1. *None*

Other Tasks / Activities Performed –

1. *Stopped payment, voided and reissued per cap checks per member requests.*
2. *Reissuing outstanding checks to tribal members.*
3. *Put per cap checks in the mail to members who updated their address.*
4. *Assisting employees and supervisors who request help with utilizing the ADP system.*

5. Processed July 1st per capita distribution.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. Creating/updating a quick reference guide for payroll.
4. Mutual of Omaha corrections/changes.
5. Training payroll backup for ADP payroll processing.
6. Working with Kathy on reconciling benefits for life, health, dental, and vision.

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
3. Reconciliation of benefits for the month of May.
4. Final Workers' Compensation Payroll Reporting.

ACCOUNTS PAYABLE

- Generated checks twice weekly for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, and purchase orders
- A check register was printed and forwarded to Contract Health and Members Assistance
- Keyed in all information into the system for processing and printing checks.
- Ensured checks were then signed off and stuffed into envelopes for distribution.
- Check requests were organized with check stubs and given to the clerk to be filed away.
- Printed a check register after each check run so that the Staff Accountant can submit a report to the bank for Positive Pay immediately after checks are cut.
- Recorded payments received throughout the month for the cash receipt report.
- Voided stale dated checks.

Duties and Accomplishments –

1. *Keyed in all information into the system for processing and printing checks. Generated checks request for Cintas, AT&T, Pure water Works, and Utility bills. Generated checks for bills, stipends, travel advances, court orders, bereavements, Contract Health, purchase orders, etc. Printed a check register for Contract Health, Education and for Membership Assistance Department. Had checks signed and stuffed into envelopes for distribution. Afterwards, check request are organized with check stubs to be filed away. Check registers and their transactions are printed out and filed away. Recorded payments received for cash receipts reports.*

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

1. Continued to work with receiving on getting packing slips in order to pay off invoices that were unpaid. E-mailed the departments that have outstanding purchase orders.

Upcoming Projects / Tasks –

1. Still working on outstanding PO's to get them updated.
2. Keeping withholding from Per cap updated.

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Maintain purchase orders, certified, bulk and fed-ex files
2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail
4. Date and distribute invoices & checks
5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail
9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files
13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Cross-training in travel
2. Setting up Travel folders into shared drive
3. Merging vendors in MIP system
4. Manage and order mail supplies
5. Date stamp and log incoming checks & distribute to AP
6. Process bulk mail
7. Scan and distribute purchase orders and contracts
8. Distribute Tribal certificate of Exemption for sales and use tax certificates
9. Track copier meter readings and process payment requests
10. Enter W-9's into MIP
11. Entering new vendor ID's into MIP
12. Verifying and tracking travel closeouts throughout the month
13. Enter Purchase order item Cancellations
14. Consolidating RFP Packets
15. Backup for the tax officer

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.

13. Maintain well-organized files.
14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Handle invoice discrepancies.
24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 6/5 Worked with L.L.Bean. Set up blanket tax exemption under customer number. All purchases made by phone or online can be done exempt from tax without having to complete a tax exemption certificate for each purchase.
2. 6/5 Emailed request to Tribal Court and Natural Resource to place advertisement in Currents and the Rapids for 2018 Youth Camp.
3. 6/5 went through contract file and moved closed contracts to record retention.
4. 6/5 compiled reports on Innovation Group for the Ogema's Office.
5. 6/12 Work session regarding changes to purchasing regulation.
6. Made travel arrangements for Human Resource candidate.
7. 6/15-16 worked on obtaining credit on po 170615 with Custer.
8. 6/19 Filled in for Tax Officer.
9. 6/27 met with Republic Services on issue that driver is having with getting truck into limited space.
10. 6/27 met with lock smith to unlock fire file cabinet. Enrollment requested a quote for a new unit. Found cabinet that was not being used, just missing a key. Called lock smith to open cabinet and ordered key saving the cost of a new unit.
11. 6/27 follow-up on maintenance on pop machine.
12. 6/29 Ran solicitation for bid invitation on M22/US31 intersection project.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 231 packages.
2. Issued 120 receiving reports.
3. Returned 5 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2015 Indirect Cost Proposal

Meetings Held / Attended –

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

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

Expenditures Update

Total year to date expenditures for the Finance Division for June, 2017, are \$595,187, compared to an annual budget of \$1,208,052. Total expenses for the Finance Division for year to date June, 2017, represented 49% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ June 2017

1 Department Overviews:

Goals and objectives:

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

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

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

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

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

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

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

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

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

2 Department Report Section:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore & L. Jackson warehouse / rotated stock/ inventory stock

Y. Theodore received food order/ fresh produce put in 152 AIS

Y. Theodore placed order for fresh produce/food for warehouse

Y. Theodore & L. Jackson filled food orders

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

Y. Theodor & L. Jackson clean warehouse

L. Jackson made handouts for clients

L. Jackson certified clients applications

Education
Yvonne Parsons

Education Department
Yvonne Parsons, Education Programs Coordinator
June 2017 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 13 students requested Activities assistance totaling \$1264.45. 2 students received senior expenses totaling \$450, and one student received Class Ring assistance totaling \$100
- College Book Stipend: 14 book stipend were issued in June 2017 2 for 1-3, 7 for 408 credits and 5 for 9+ credits totaling \$5000.

Miscellaneous Activities:

Planning and preparation for Kids' Cooking Class

During the month of June the following occurred:

- June 6th: Tribal Council Work Session, Job Equivalency, Yvonne Parsons, Debra Davis attended

Budget Expense Justification

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

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

June Monthly Report - 2017

JESSICA WISSNER, ENROLLMENT ASSISTANT

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 7 Applications forms for people seeking membership
- Mailed out: 32 Address change forms
- Created 45 New and Replacement Ids from 06/01/2017 through 06/30/2017
- 145 Addresses changed from 06/01/2017 through 06/30/2017
- Final Rejection Letters: 3
- Final Acceptance Letters: 5
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 1

- Provisional Acceptance Letter: 2
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received since 06/01/2017
- List Request of membership: Tax Officer, Public Information, Elders, Family Services
- Label Request of membership: Public Information
- Tribal Members Label/List: 0
- Statistical Requests: Family Services, Grants-2
- Department Verifications:
 1. Prosecutor 46
 2. Natural Resource 16
 3. Members Assistance 44
 4. Purchasing and Referred Care 154
 5. Family Services 7
 6. Casino 2
 7. Utilities 2
 8. Election Board 3
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 2 Members passed away for the Burial Fund Money
- Sent out 3 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 4 Tuition Waiver Verifications

- 373 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

Enrollment Meeting June 7, 2017

- Total Membership: 4,247
- Total number of Elders: 1,272
- Total number of Adults (18-54): 2,576
- Total number of Minors (0-17): 399
- Total Tribal Members living in:
 - 9 County Area: 1,788
 - Outside 9 County Area: 2,362
 - Michigan: 2,790
 - Outside Michigan: 1,360
 - Undeliverable Addresses: 97

Facilities
Vacant Director

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant

June 2017

I. Department Overview

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

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

To reduce work related injuries

To maintain the life expectancy of our facilities

II. Department Reporting Section

This month 46 work orders were submitted and 45 were completed. The main focus for Facilities for June was completing work orders in a timely matter. The Facilities Technicians have been working on their summer routines of lawn care at all of the buildings.

Automotive

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

III. Budget Expense Justification

Open standing purchase order for the buildings and Facilities Department, which the term ends in June 2017.

IV. Travel and Trainings

Nothing to report at this time.

Utilities Department
Gary M. Lewis, Utility Supervisor
June 2017, Department Report

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS

UTILITIES DEPARTMENT

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Calibration of lab equipment Dr. Lab Services
- Ferric Chloride Delivery
- Routine Maintenance

Billing

Water	\$12,682.40
Sewer	\$22,196.31
Irrigation	\$3,665.98
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$17,826.80
Septage	\$8,804.82
Month Total	\$72,520.31
Yr. to Date Water	\$73,320.64
Yr. to Date Sewer	\$102,379.01
Yr. to Date Fire Suppression	\$44,064.00
Yr. to Date Irrigation	\$11,681.10
Yr. to Date Manistee Township	\$81,673.16
Yr. to Date Septage	\$35,707.14
Credit	
Yr. to Date Total	\$348,825.05

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 6,826,789**
 - a. Peak Flow 227,560**
 - b. Low Flow Gallons 130,757**
 - c. Ave Daily Flow Gallons 239,317**
- 2. Gallons of Treated Waste Water**
 - 1. Influent Gallons 2,918,500**
 - a. Peak Flow Gallons 123,336**
 - b. Low Flow Gallons 62,193**
 - c. Daily Average Gallons 97,283**
 - 2. Effluent Gallons 2,759,704**
 - a. Peak Flow 126,814**
 - b. Low Flow Gallons 62,031**
 - c. Daily Average Gallons 91,990**
 - e. Waste Sludge Gallons 193,000**
 - 3. Lagoon**
 - a. Influent 774,136**
 - b. Peak Flow 208,934**
 - c. Low Flow 0**
 - b. Daily Average Gallons 25,805**
- 3. Septic Sewage**
 - a. Gallons 146,747**

III. Travel and Trainings

Who: Greg Walters, Clatus Clyne, Jonathon Robertson, Gary Lewis
What: Vactor Truck, Jack Doheny
Where: WWTP
When: June 2017

Family Services
Jason Cross

Family Services Department

June 2017 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Ottawa.....1

Manistee.....3

Total.....4

Open Cases.....48

Total number of Tribal members served in open cases: 67

Total number of descendants served in open cases: 13

Total number of individuals served in open cases: 127

Cases Management:

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

Jason Cross, MSW – Director **Total: 6**
Zoongaadiziwin (SO) 3 Juvenile Justice -1

Total number living in homes served	12
Total number of Tribal Members living in homes served	6
Total number of descendants living in homes served	3
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	7
Case reviews this month	3
Binojeeuk reviews this month	0
Contacts with outside agencies	7
Contacts with LTBOI departments	9
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

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

Total number living in homes served	52
Total number of Tribal Members living in homes served	29
Total number of descendants living in homes served	0
Total number of children living in homes served	2
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	15
Case reviews this month	4
Binojeeuk reviews this month	4
Contacts with outside agencies	192
Contacts with LTBOI departments	37
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 13
Domestic Violence: 13

Total number living in homes served	28
Total number of Tribal Members living in homes served	9
Total number of descendants living in homes served	8
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	15
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	7
Contacts with LTBOI departments	6
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

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

Total number living in homes served	29
Total number of Tribal Members living in homes served	17
Total number of descendants living in homes served	2
Total number of children living in homes served	4
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	14
Case reviews this month	6
Binojeeuk reviews this month	0
Contacts with outside agencies	11
Contacts with LTBOI departments	6
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

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

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	3	Muskegon
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	77	
<i>Office Visits</i>	18	
<i>Phone Conferences</i>	0	
Meetings	Oceana, Lake, Mason DV Taskforce Lakeshore human trafficking Case review All Women Vets event Kent County Task Force	Pentwater Muskegon Muskegon Muskegon Kent
Training	Forensic training	Pentwater
Court	1	Ottawa

Next Generation Learning Center

Enrollment Statistics:

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

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	13	5	8	0	1	3
Toddler Classroom (2-3 years old)	19	6	13	2	5	5
Preschool (4 years old)	30	8	22	3	2	1
School Age (5-12 years)	42	4	38	7	4 1 Trading Post	5
Totals	104	23	81	12	13	14
Percentages		22%	78%	11.5%	12.5%	13%

4 Families have received full time employment since the opening of NGLC	8 families are currently enrolled or awaiting approval for CDC funding
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Current Center Happenings:

- Kenny Pheasant has started language classes every Monday at the center. He does singing and storytelling with younger children, and language class with preschool and school age.
- Bucket Drumming-first summer camp occurred for school aged children in collaboration with Ramsdell Theatre. Children did an hour class Monday-Friday and then a lunch performance Friday at noon for families.
- The Manistee Coast Guard visited in June to do a water safety class with the school age children.
- Each classroom has visited NWMHSI in June to meet the doctor and dentist so when they visit for an appointment they are comfortable with the setting and doctors.
- Early On-Manistee ISD has been arriving weekly to work with children in the different classrooms that receive services for developmental delays.
- We’ve begun to plant within the greenhouse
- The playground is complete and being used on a regular basis

Current Center Happenings:

- We’ve been “unofficially” awarded Great Start Readiness Program (GSRP) preschool slots for the 2017-2018 school year. This is the state funded preschool program which would allow 16 NGLC children to attend our preschool at no cost for 32 hours per week.
- The preschool scholarship has been released through Great Start Collaborative and advertised through NGLC-application available online and within the center
- Child and Adult Food Program (CACFP) program has been receiving our applications and will train the kitchen staff and start reimbursement for food cost
- Families have begun a “Protective Factors” survey which identifies risks and needs that families may have-we will then provide information and connections to services that are identified

Upcoming Events:

- July 11 MyNorth/Traverse Magazine Visit
- July 13/14 Michigan ITC Digital Story Telling Interviews and Visit
- Month of August-Playgroups sponsored by Great Start Collaborative will take place at NGLC
- August 21-Benzie County Great Start Collaborative, 5toOne Project, Betsie Valley tour and Q/A session

Departmental Monthly Events & Needs**Meetings:**

Budget brainstorming – 6/6/2017

VA meeting – 6/9/2017

Pokagon site visit – 6/13/2017

Strategic planning – 6/13/2017

Native American task force – 6/16/2017

Representative VanderWall – 6/19/2017

Senator Gary Peters – 6/21/2017

Tribal Court Relations – 6/23/2017

Budget brainstorming II – 6/27/2017

DHHS site visit – 6/27/2017

Construction Task Force - Every Thursday

Travel and Trainings:

None

Court

5 Hearings – 1 Washtenaw County, 4 Tribal court

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: June 2017

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

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

II. Department Reporting Section

- The Little River Band of Ottawa Indians Tribal Council approved the submission of a VOCA (Victim of Crime Assistance) program that the Family Services Dept. recommended be pursued. LRBOI received this grant in FY2016 (in an amount of approximately \$150K). Funding is primarily used to provide services to tribal member victims of crime. Application was completed prior to submission deadline in mid-June: the work to meet this deadline was started near the end of May.
- Also in June, another Family Services initiative was also approved by the tribal leadership, i.e., the FVPSA (Family Violence Preventions Services Act) through the State of Michigan. Approval of this submission also came in June. This is a formula grant: this means that the tribe should receive this funding once the awards are made. This application is not due until mid-July (July 10th) and, as of the time of this report, has not yet been submitted.
- Also in June, June 20th more precisely, LRBOI was informed through Be-Da-Bin that the Inter-Tribal Council of Michigan (ITC) was in the process of developing a grant application to a state (Michigan) program that involved a set-aside for Native American in Michigan. This is a SAMHSA (Substance Abuse and Mental Health Service Administration) program. ITC will be including all Michigan tribes in their application and will act as the fiduciary in the event an award is made. The biggest complication was that LRBOI had to provide ITC with all the required information no later than June 28th. A number of meetings were held over this compressed period of time: these efforts have the potential of providing LRBOI funding (in an approximate amount of \$43,000.00) to prevent and otherwise combat opioid abuse. Because of the very compressed timeline and the fact that this was not a grant that was going to be developed by the tribe, this consideration was not taken before the tribal leadership for their official approval. However, over the course of internal development, grant related options were discussed with both the Health Director and Be-Da-Bin Behavioral Health. Once an award is made to ITC, LRBOI will be so notified by ITC. It will be at this time that LRBOI will be given an official

opportunity to participate (or decline). It is anticipated that this option will be placed on LRBOI's Council's Agenda once funding is awarded to ITC.

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

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared grant submission approval packages for the tribal leaderships for those grant considerations expected to be addressed with a (grant) funding application.
- Worked variably with different tribal departments/representatives to develop grant applications that work for the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any and all mandatory meetings and/or any other meetings that I was invited to attend.
- As available, attended Language Classes (Educational Leave) - Friday schedule.
- Attended Warrior's Society meetings regularly scheduled and participated in other related activities.
- In June, took on additional taken on Warrior Society-related responsibilities due to the pow-wow.
- Participated in Enrollment Commission meetings as a Commission Member.
- Participated in an interview w/Ogema and Lead for new Tribal Human Resources Director.
- Continued to pursue self-education efforts related to grants development and/or personal/professional development.

V. Budget Expense Justification and FY2017 budget introduction: There are no grant department budget matters/issues/justifications to report regarding FY2016 budget. There is an upcoming departmental budget hearing about mid-July regarding the FY2017 Grants Department budget. "Valliant" has reviewed/updated grant department job descriptions (Director and Writer). The budget does reflect a modest increase in the wages for the grant writer. Readers will note that the department's budget proposal does not include a Grant Director, nor does it include an expansion to two positions. In other words, the Grant Department budget largely represents a budget similar to the budgets over the past 4-5 years with one additional notable difference. The FY2017 budget does not anticipate any fees for consultants and/or other contracted services that have been reserved within the department budget as a contingency (which was only used once). Past funding in this budget line was only used once, and only then through a full contracting process: it was thought that, in the event these services are needed, they could be garnered through the process of a budget modification. With these recommendations, the Grant Department has been able to rather substantially reduce its budget request for the upcoming year (2017).

VI. Travel and Training:

1. There is a Veteran's related services training, sponsored through the Veteran's Administration that will be coming up sometime this summer in Escanaba. To the best of my knowledge, this will be a 4-day event but there is no firm date set that I am aware of. Although I would like to attend this training, without having additional information, it is difficult to determine whether attending will be feasible. Hopefully, more information will be available in next month's report.
2. There will be a Grant Professionals Association Annual Meeting November 8-11, 2017 (in San Diego) that I will plan to attend if I am still working for LRBOI at that time.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

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

Date: July 6, 2017

Re: June 2017 Report of Activity – Tribal Health Services

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

June 1-2, 2017 – Don MacDonald, Director of Health Services, attended Pre-Negotiation Meeting with the Bemidji Area Office staff in Petoskey Michigan to discuss 2018 budget needs.

June 6, 2017 – Don MacDonald, Director of Health Services, met with the Ogema, Tribal Council, Leads and Directors in a budget “brainstorming session” to review current and upcoming budget issues.

June 7, 2017 - Chuck Fisher, LRBOI Grant Writer; Sujean Drake, Mental Health Counselor; and Dottie Batchelder, Chemical Dependency Counselor, attended the Conference Call with Inter-Tribal Council of Michigan for the Tribal Opioid Treatment and Recovery Initiative.

June 9, 2017 – Gina Dahlke, PRC/EHAP Supervisor, Mark Plouhar, PRC Support Staff, and Don MacDonald, Director of Health Services attended a meeting with VA representatives here at the Government Center.

June 12-16th, 2017 – Amy Doering, Medical Assistant (has also taken on the role of Clinical Applications Coordinator since 2008 when the clinic started using EHR) participated in EHR CAC Informatics webinar training sponsored through Indian Health Service. Janice Grant, Clinic Supervisor covered her work duties to allow employee to participate in the training.

June 15, 2017 – Gina Dahlke, PRC/EHAP Supervisor, Mark Plouhar, PRC Support Staff, and Don MacDonald, Director of Health Services attended the One-on-One meeting with HHS officials to discuss any specific concerns.

June 16, 2017 – Gina Dahlke, PRC/EHAP Supervisor, and Janice Grant, Clinic Supervisor participated in the selection process with the Human Resources Department for the vacant PRC Support position.

June 20, 2017 – Be Da Bin had the Traditional Healers here seeing clients.

June 21, 2017 – Don MacDonald, Director of Health Services, met with Clinic providers and staff to discuss staffing issue concerns.

June 21, 2017 – Be Da Bin hosted with the Manistee County Suicide Awareness and Prevention Coalition a QPR (Question, Persuade, & Refer) Training at the Manistee ISD Building. The Manistee County Suicide Awareness and Prevention Coalition Meeting followed the training at the ISD Building.

June 26, 2017 - Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacques, Chief Pharmacist participated in a FY2018 budget meeting with Dale Magoon, Lead for Health Services.

June 28, 2017 – Gina Dahlke, PRC/EHAP Supervisor, and Don MacDonald, Director of Health Services participated in the PRC Support Staff interviews in the HR conference room.

Teresa Johnson, CHR working in the clinic performing direct patient care.

Forest County Potawatomi Insurance Department filed 74 claims on behalf of Little River in the amount of \$16,125.57 for Third Party Revenue Generation.

Chuck Fisher, LRBOI Grant Writer, and Dottie Batchelder, Chemical Dependency Counselor, completed the Tribal Opioid Prevention Work Plan (Tribal Opioid Use Disorder Prevention Initiative), which is one of the grants through Inter-Tribal Council of Michigan that the 12 Tribes in Michigan are working together with.

Be Da Bin Staff: Busy month planning and getting ready for the Wellness Walk and the Michigan Indian Family Olympics, and planning and writing/reporting grants. Dottie Batchelder, Chemical Dependency Counselor, attended meetings for NMRR (Northern Michigan Recovery Residences), SEA Committee (Substance Use Education & Awareness), Indian Health Services (Bemidji Area) conference calls, and also working with the ATR grant. Sujean Drake, Mental Health Counselor, is working on developing the Mental Health grant through the Inter-Tribal Counsel of Michigan and completed the report. Krystal Davis, Intake Worker, is also doing patient registration, as needed.

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

CLINIC OPERATIONS:

208 patients scheduled

26 patients NO-SHOW to scheduled appointments

02 patients provided SAME DAY appointments for emergent matters**

38 cancelled appointments

146 patients attending CLINIC PHYSICIAN appointments**

28 patients PHONE TRIAGE**

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

69 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JUNE (Total Patient Volume): 643

Diabetic patients: 50

Flu Vaccines: -0-

Injections: 3

Nursing Visits: 2 **

On-site Labs: 119

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,613

DIRECT CALLS TO CLINIC OPERATIONS: 309

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 668

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDENCY COUNSELING:

18/11 INDIVIDUAL/RECOVERY CLIENTS

144 CLIENT CONTACTS FOR SERVICES

190 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 196

MENTAL HEALTH COUNSELOR

26 INDIVIDUAL CLIENTS

72 CLIENT CONTACTS FOR SERVICES

166 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 72

INTAKE WORKER

26 CLIENT CONTACTS FOR SERVICES

117 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 26

TRADITIONAL HEALING: 6 INDIVIDUAL CLIENT CONTACTS

20 NO SHOWS TOTAL

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 06

TRAVEL HOURS: 19

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 06

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$165,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2321

TOTAL PRC PAID IN JUNE: \$125,709.21

PHARMACY/OTHER: \$48,994.06

DENTAL: \$20,418.55

TOTAL PATIENTS: 266 (THIS IS NON-DUPPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 556

TOTAL CLAIMS ENTERED: 462

TOTAL PRC PAID 2017: \$660,857.09

TOTAL EHAP PAID IN JUNE: \$39,231.61

TOTAL EHAP PAID 2017: \$235,956.09

TOTAL ENROLLED EHAP/LRBOI: 1287

MEDICARE LIKE RATE (MLR) Savings for JUNE 2017

Claims submitted:	37	\$190,345.47 (total submitted)
		<u>-\$60,964.22 (what we paid)</u>
		\$129,381.25 (total savings)

PATIENT BENEFIT COORDINATORS: JUNE 2017

Applications/Reassessments mailed or given: 249

Follow-up mailings: 90

Enrollment Verifications: 87

Assisted with online applications for Marketplace or Medicaid: 0

Webinars/Trainings: 2

Patient Registration for Health Clinic: Roberta assisted with this all month

Members Assistance Department

June 2017 Departmental Report

Jason Cross – Supervisor

Linda Wissner – Members Assistance Program Specialist

Krystyne Medawis – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

a. MOA BE-11-G62 \$68,000

i. Total expensed \$63,522.58

ii. Budget remaining 7%

iii. 16 total households served with this program.

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

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

i. Total expensed \$90,871.09

ii. Budget remaining 35%

iii. 15 total households served with this program.

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

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

i. Total expensed \$130,496.93

ii. Budget remaining -4%

iii. 23 total households served with this program.

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

2. Food Assistance Program

a. Budget \$45,000

b. Carry over \$16,650

c. Total budget \$61,650

d. Total expensed YTD \$27,900

e. 75% Remaining

f. 128 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
37	3	4	3	27	5	2	12	1	34

3. Rental and Mortgage Assistance Program

a. Total Budget \$30,000

b. Total expensed YTD \$18,525.62

c. 38% Remaining

d. 47 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	1	0	1	9	1	1	6	1	19

4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$19,687.38
- c. 56% Remaining
- d. 91 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
23	3	5	1	14	5	2	7	1	30

5. LIHEAP – DHHS Grant Funded Program FY 2017

- a. Total Budget \$148,770
- b. Total expensed to date \$21,831.87
- c. 70 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
25	7	5	4	23	3	1	1	1

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$5,060.00
- c. 66% Remaining
- d. 29 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	2	1	0	7	0	1	0	0	8

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$11,798.77
- c. 53% Remaining
- d. 51 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
18	1	0	2	10	2	1	2	0	15

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$34,503.80
- c. 68% Remaining
- d. 24 members accessed this program

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

9. Bereavement Program

- a. Total Budget \$453,000
- b. Total expensed YTD \$173,650
- c. 62% Remaining
- d. 23 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	0	0	0	4	0	0	1	1	11

10. Elders Insurance

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

11. Department Ongoing Activities

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.
- d. MMAP – Linda Wissner maintaining service delivery.

12. Applications

Mailed	Picked up	Emailed	Faxed
202	11	85	6

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
125	90	30	7	60	75	29	23	6	0

13. Office Visits

- a. 38 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For June 2017

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nichole Daske – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities

- A.** The development of 10 more Fair Market housing at Aki continues to move forward. Framing is underway on several of the units.
- B.** IHS has advised they will approve funding for the connection of the water and sewer lines to the 10 Fair Market Rentals under construction as well as the tap fees and costs of the water meters. This could be in the range of \$40,000.
- C.** Tribal Council has decided to seek Low Income Housing Tax Credits, LIHTC, for the development of an Elders Housing Complex at Aki. The consultant selected for this program is Travois. The Housing Department, Frank Figgels, and Housing Commission, Marcella Leusby, have had several phone conferences with Travois. We have been providing them with housing information in preparation for the LIHTC application.
- D.** The Housing Department and Commission met in a work session with Tribal Council regarding revisions/updating Chapter 2 of the Housing Regulations.
- E.** The Housing Department and Commission met with Tribal Council in a work session to develop rental rates for the 10 new fair market rental units under construction.
- F.** The Housing Department and Commission also met with Tribal Council on developing an ORV ordinance to include Aki maadiziwin.

- G. During the month the Department performed the following activities.
 - Lease renewals due during the month: 7
 - Leases renewed: 3
 - New leases: 2
 - Annual Inspections: 7
 - Move-out Inspections: 0
 - Move outs: 1
 - Transfers: 0
- H. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
 - Applications received this month: 2
 - Number of Awards made during the month: 2
 - Amount of Awards made for the Month: \$9,333.00
 - Total Number of Awards made during the Year: 10
 - Total Amount of Awards for the Year: \$42,330.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 8
- B. Termination Notice(s) issued: 1
- C. Notice(s) to Vacate or Renew: 4
- D. Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

- A. LRBOI Housing has 64 rental units in total of which 61 are rented giving us an occupancy rating of 95%. Aki has 57 rental units of which 54 were rented during the month.
- B. Aki has 9 low income elder designated rental units and 8 units are rented.
- C. Aki has 2 low income elder ADA designated rental units and 2 are rented.
- D. Aki has 28 low income family rental units and 26 are rented.
- E. Aki has 6 low income family ADA rental units and 6 are rented.
- F. Aki also has 12 fair market rentals and 12 are rented.
- G. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- H. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

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

VI. Plans for the Future.

- A. Completion of 10 more Fair Market Rental units at Aki maadiziwin planned to begin in April 2017.
- B. Development of an Elders Complex at Aki maadiziwin.

VII. Other Information

A. None.

End of Report
Frank Figgels, Housing Director
July 5, 2017

Attachment: June 2017 daily maintenance log

Cc: file

**Housing 2017
Daily Worksheet**

Date 5-29 Holiday

Date 5-30 Completed 2678 IC

Installed new stove, Reversed Dryer Door @ 27080C
Picked up new Battery for grey truck

Date 5-31 Repaired Locksets and Blind on Front Door @ 27230C
Installed new Battery in Grey Truck, Replaced Toilet handle
@ 148 1/2 Ford, sealed off bee holes @ 230 1/2 North St.

Date 6-1 Installed new lockset on Closet Door rekeyed to match
units Key @ 148 1/2 Ford, Clean + Organize Shop area, Combined
Files in office, removed Damaged File Cabinet Cleaned office
area, checked Dumpsters, Removed Bee hive From Garage 26410 OC

Date 6-2 Cleaned + stored winter equipment
Rekeyed Locksets + Deadbolts @ 2708 OC, per tenant Request
changed Keys in Key Box in Office

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 6-5 Cleaned + oiled Salter, Removed Cardboard From Shop area, picked up cleaning supplies from Gill-Roy's

Date 6-6 Replaced screens and checked on gutters @ 2613 OC
Clean + organize tools, Repaired Lamp Post, Levelled Parking area

Date 6-7 Checked + topped off fluids in Grey truck, Checked + measured Frig and got quote for replacement for 230 1/2 Mineth
Checked on Blinds @ 2726 OC Slider Head needs Repair!
Replace, Not GRASS 2678 Level BACK YARD LAWN WITH TRACTOR 2626

Date 6-8 Replaced Blind track for slider @ 2726 OC
Reciepts, Replaced mailbox #'s and programmed universal
Garage Remote as original remote stopped working @ 2631 II
Mowed Elders + Ditches

Date 6-9 Cleaned and restocked Grey truck
Repaired Bifold Door and looked @ Dryer @ 2720 IC
Cleaned Shop area, took out trash, cleaned emptied vacs

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 6-12 Created material list and got quote from Gillray
For ADA Ramp off Deck @ 2726, Cleaned trash out of Red truck
Continued organizing shop area + storage areas

Date 6-13 Repaired sink leak (move in inspection) 2678 IC
Spicer report items @ 230 Ninth, window screens @
230 1/2 Ninth, Spicer report items @ 909 Davis
Ordered Ramp materials to be delivered 6-14,

Date 6-14 Removed Beehives from 2715 OC
Materials for ADA Ramp Delivered / unloaded
Replaced and rekeyed alike locksets + Deadbolts @ 2677 OC
Turned temp up on water heater @ 2629 OC informed tenant
of mixer valves in shower
Mowed

Date 6-15 Clean and organize shop area clean + Paint
Bathroom, Repaired stove knob for 230 1/2 Ninth St
Mowed Ditches

Date 6-16 Cleaned Push mower, took trash out of shop
Created list of materials for restrooms maintenance / cleaning
Tightened + inspected Ceiling Fan @ 2663
Changed Fan Direction and showed elder how to control speed
@ 2716 OC Annual Inspection @ 2645 IC Shower Valve leaking
Need to Replace Scheduled for Tues 6-20-17
Mowed Fields

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 6-19 Did dryer vent at Doris Street, cleaned pavilion bathrooms and stocked with cleaning supplies, garbage cans, toilet paper, fixed leak at 2683 under kitchen sink, cleaned spare fridge we got back last Friday, worked on clean out at pavilion, did receipts for last week

Date 6-20 REPAIRED CLEANOUT DRAIN-AT PAVILION
Replaced shower valve (Delta RP46074) @ 2645 IC

Date 6-21 Disconnected washer & Dryer @ 2700 IC
Went over WD/AI with Michelle, Picked up materials for 2714 CC
Dropped off Fan @ 230 Ninth St., Installed New Washer & Dryer @ 2700 IC Installed Two closet Door Guides one light switch Cover, and removed Bird hive @ 2714 CC

Date 6-22 Annual inspection, replaced shut off Valves in bathroom Varsity @ 2721 IC Made Shelves for Pavilion, Had IT help set up Desk Phone to always Forward to Cell, Picked up Microwave @ Called to schedule install @ 2663 IC, Looked @ Entry Door in garage @ 2695 needs to be Replaced as it is Rotted @ Bottom getting Quotes

Date 6-23 Installed Shelves and cleaned Pavilion
Install New Microwave and removed old one @ 2663 IC
Took trash out @ Shop, Cleaned & organized tool bag as tools got wet from Rain, Organized supplies @ Pavilion

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 6-26 Repaired Bifold Door @ 2690 OC
Removed Ramp @ 2714 OC , Repaired Mailbox @ 2183
Started Ramp @ 2726 OC

Date 6-27 Finished Ramp and Hand rail , transitions for
Slider Door @ 2726 OC
Receipts , Ordered Door for 2695 OC

Date 6-28 Clean + organize wood shop area , cleaned +
organized ~~the~~ storage areas in shop , Removed Bird from
Fire place @ 2695 OC , Repaired Bogies on Zero turn
Ordered New Bogies + Blades for Zero turn

Date 6-29 Checked Ceiling Roof area for leaks / No signs of
Fresh moisture @ 2721 IC Scheduled Time to Prime + Paint
Damaged area in Bathroom Checked Chimney for holes @ 2695
No sign of Damage that would allow bird getting into fireplace
Removed Rotted Fence + Post from Center Circle tree area
Removed sweatshirt from Mens Room toilet @ Pavilion

Date 6-30 End of Month stuff
Mileage , Receipts , Logs ect. . . .

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
No Director
No report submitted

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
June 2017

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

- 1.** Domain level system rebuilds project continues. New ESXi Hosts added to the VMSphere
- 2.** 267 new IT work orders were opened in June 2017 and 270 IT work orders were completed in June 2017.
- 3.** Connecting Ayaa to government network to provide IT Technical support continues.
- 4.** Disk space project continues with vendor conference calls to discuss the upgrade or replacement of the SAN.
- 5.** New server and desktop upgrades were issued by Microsoft and installed.

Meetings Held / Attended –

- 1.** Held Departmental Staff Meetings.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Assist with remodeling in the Muskegon Office.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: July 17, 2017
Re: June 2017 report of activities

Number of tribal members assisted on new issues 63

Number of referrals received 4

Number of continuing cases: 65

Types of legal issues:

Child support	Homeowner's Liability
Probate Estate	Child Support Arrearages
Divorce	Real Estate
Appeal Civil Case	Guardian – Minor – Out of State
Amend Power of Attorneys	Banks
Wills	Supervised Parenting Time
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Default of Garnishee
Medical Power of Attorney	Amend Estate Planning Documents
Building Permits	Parenting Time
Trusts	General Civil
Land Contract	Guardian - Minor
Small Claims	Construction Loan
Employment	Social Security Disability
Landlord – Tenant Issues	OUIL
Personal Protection Orders	Wrongful Death
Contracts	Federal Criminal Charges
Limited Power of Attorney – minor	SSI and Per Capita
Evictions	Verbal Contract
Unpaid Income Taxes	Data Breach
Limited Liability Company	Denial of SSI

Garnishment
Collections
Breach of Contract
Divorce – Out of State
Amendment to Trust
IRS
Codicil to Will
Certificate of Trust Existence and Authority
Psychological Evaluations in Divorce
Grand Parent Visitation – Out of State
Child Protection Services
Poverty Real Estate Tax Exemption
Cremation
RICO
Supervised Trust Administration

Criminal
ID Theft
Boat Title
Qualified Domestic Relations Order
Co-Sign for Student Loans
Department of Human Services
Trust Administration
Small Estate
Abuse-Neglect – Minors
Automobile Insurance
Supervised Estate
Cobbell Settlement
Subpoenas
Driver's License

Attended Upper Michigan Legal Institute conference

Prepared legal reviews for contracts for Indian Village Youth Camp

Attended strategic planning meeting

Attended Victim Service Taskforce meeting

Sample of Work Performed:

Assisted a tribal member probate their parent's estate

Assisted a tribal member make changes to their Will

Assisted a tribal member who left their job deal with the employer regarding their previously earned bonus

Assisted a tribal member reduce the amount of a judgment that a creditor obtained against them and make payment arrangements

Prepared a Will for a tribal member who was terminal and went to hospital for them to sign

Assisted a tribal member who was being evicted from Section 8 housing make a deal so that they would be eligible for Section 8 housing in the future

Assisted a tribal member obtain a default against a garnishee who refused to withhold funds from their employee pursuant to a court ordered garnishment

Members Assistance
Jason Cross (Interim)

Members Assistance Department

June 2017 Departmental Report

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

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-11-G62 \$68,000
 - i. Total expensed \$63,522.58
 - ii. Budget remaining 7%
 - iii. 16 total households served with this program.

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

- b. MOA BE-16-J72 \$139,000
 - i. Total expensed \$90,871.09
 - ii. Budget remaining 35%
 - iii. 15 total households served with this program.

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

- c. MOA BE-14-J33 \$126,000
 - i. Total expensed \$130,496.93
 - ii. Budget remaining -4%
 - iii. 23 total households served with this program.

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

2. Food Assistance Program

- a. Budget \$45,000
- b. Carry over \$16,650
- c. Total budget \$61,650
- d. Total expensed YTD \$27,900
- e. 75% Remaining
- f. 128 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
37	3	4	3	27	5	2	12	1	34

3. Rental and Mortgage Assistance Program

- a. Total Budget \$30,000
- b. Total expensed YTD \$18,525.62
- c. 38% Remaining
- d. 47 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	1	0	1	9	1	1	6	1	19

4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$19,687.38
- c. 56% Remaining
- d. 91 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
23	3	5	1	14	5	2	7	1	30

5. LIHEAP – DHHS Grant Funded Program FY 2017

- a. Total Budget \$148,770
- b. Total expensed to date \$21,831.87
- c. 70 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
25	7	5	4	23	3	1	1	1

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$5,060.00
- c. 66% Remaining
- d. 29 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	2	1	0	7	0	1	0	0	8

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$11,798.77
- c. 53% Remaining
- d. 51 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
18	1	0	2	10	2	1	2	0	15

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$34,503.80
- c. 68% Remaining
- d. 24 members accessed this program

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

9. Bereavement Program

- a. Total Budget \$453,000
- b. Total expensed YTD \$173,650
- c. 62% Remaining
- d. 23 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	0	0	0	4	0	0	1	1	11

10. Elders Insurance

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

11. Department Ongoing Activities

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.
- d. MMAP – Linda Wissner maintaining service delivery.

12. Applications

Mailed	Picked up	Emailed	Faxed
202	11	85	6

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
125	90	30	7	60	75	29	23	6	0

13. Office Visits

- a. 38 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- **Managed budgets**
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
- Staff Management ADP
- 2017 Monthly Staff Reporting
- Data entry and management
- Inland 2007 Consent Decree – Inland fisheries permitting
- Inland 2007 Consent Decree – Data exchange

Equipment maintenance/Field Work/Lab Work:

- Great Lakes Gear prep, maintenance, break down
- Great Lakes Boat prep, cleanup and maintenance
- Muskegon Fishery Independent Whitefish Surveys
- Conducted Lakewide Fisheries Assessment Plan (LWAP) fishery assessments in Ludington
- Hamlin Lake Wild Rice Fish Community survey
- Great Lakes Beach seining, whitefish recruitment assessment
- Great Lakes Beach seining sample processing
- Great Lakes Boat trailer maintenance

- Bear Creek Water Quality Fish Community survey, status and trends Fisheries Survey
- Sickie Creek Status and Trends Fisheries survey
- Electrofishing Boat maintenance

Meetings/Training/Travel/Conference Calls

- FERC settlement meeting 6/2/17
- CORA Great Lakes Biological Committee meeting 6/13/17
- Call with Conservation Resource Alliance – Bowens Creek 6/21/17
- June CORA meeting 6/22/17
- AuSable Institute class, presentation and discussion 6/23/17
- Montana Grayling Reintroduction site visit, 6/04 – 6/09

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

Wildlife Program

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

Tasks and Accomplishments

- Reviewing and commenting on DNR, USFS, NPS, and USFWS actions
- Grant/Project proposal preparation
- Work on hunting/fishing regulations
- Working on wolf publication
- Advancing Custer and Kettle Hole habitat restoration
- Bear and elk drawing, regulations, and permitting

Administration/Budget/Reports/Data Entry

- Completed monthly reports
- Manage budget and review R&E's
- Research items to order, create requisitions and follow through
- ICD reporting
- Vehicle management
- Timesheets

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Servicing field equipment

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

Meetings/Training/Travel/Conference Calls

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

Environmental Program

Allison Smart – Environmental Coordinator
 Tom Shepard – Air Quality Specialist
 Breanna Knudsen – Brownfield Specialist
 Shaughn Barnett- Water Quality Specialist
 Josh Beaulaurier- Aquatic Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Staff Management - ADP
- Reviewed current work plans
- Worked on TAS application for CAA 105, 505
- Submitted USEPA CWA Final Report
- Reviewed Nestle Water withdraw documents
- Reviewed Enbridge Line 5 Documents
- Reviewed Michigan Potash Documents
 - E-mails with USEPA staff on permits
- Prepared comments on several local environmental issues
- Continued communication with partners on invasive species and wild rice

Meeting/Training/Travel/Conference Calls

- Attended Hinton Creek Road Stream Crossing Meeting 6/1/17
- Tribal Lands and Environmental Forum Session Planning Call 6/7/17
- NEPA Training June 12-15 in Sault Ste Marie MI
- Meeting on current Tribal Lands with Commerce Department 6/28/17
- 3R – Recycling meeting 6/29
- USEPA Air Division Phone Call 6/29
-

Brownfield Program

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

Administration/Budget/Reports/Data Entry

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

Field Work and Equipment Maintenance

- None this Month

Meeting/Training/Travel/Conference Calls

- Attended NMAC Meeting / 128a Tribal Call 6/13/17
-

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed monthly report for LRBOI.
- Updated 2017 Water Quality Monitoring QAPP
- Community ordination research for biotic data sets
- Updated chemical and physical WQ graphs for FY 17-18
- Published newsletter for Fish Consumption Survey Results in Rapid River News & Currents (Spring Membership Meeting 2017)
- Uploaded HOBO temperature data and Flowtracker data to database
- Continued analyzing FY 16 Zooplankton data and comprehensive dataset
- Drafted LRBOI Water Quality Report Card for 2015-2016
- Began researching EPA's pre-publication of the rescission of the Clean Water Rule

Field Work and Equipment Maintenance

- Completed June water quality sampling
- Calibration of Hydrolab sondes
- Sickie Creek E-fishing survey
- Shipped Spring 2017 macroinvertebrate samples to Cole Ecological

Meeting/Training/Travel/Conference Calls

- June 2 – NRD Staff Meeting (NRD)
- June 11-16 – Tribal Monitoring Workshop (Fond du Lac, MN)
- June 27 – Portage Lake Watershed Meeting (Onkama, MI)

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 6/8 and 6/30
- Completed PM 2.5, Monthly Maintenance & QC – 6/8 and 6/30
- Completed PM 2.5, Quarterly Maintenance & QC – 4/25
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – 11/14/16
- Installed new set of PM 2.5 filters – 6/7 and 6/30
- Sent collected PM 2.5 filter samples to MDEQ – 6/6, 6/19 and 6/27

- Completed O3 Multipoint – 6/9 and 6/20
- Experiencing trouble with the Ozone Calibrator – various dates in May and June
- Contacted Control Analytics Jim Mallery regarding service and/or replacement of LRBOI's Ozone Calibrator – various dates in May and June
- Assisted Great Lakes with Set – 6/7

Meeting/Training/Travel/Conference Calls

- Attended USEPA Webinar on The Effectiveness and Cost of Reducing Particle-Related Mortality With Particle Filtration in U.S. Homes and Commercial Buildings – 6/20
- Attended USEPA Grants Award Process Webinar – 6/20
- Delivered Ozone Calibrator to MDEQ in Lansing for maintenance and Recertification – 6/21
- Participated in Monthly State, Local, and Tribal Conference Call – 6/21
- Attended USDOE Webinar on What Energy Project is Right for my Tribe? – 6/28
- Picked up Recertified Ozone Calibrator from MDEQ in Lansing – 6/29
- Participated in Monthly Region 5 Tribal Air Conference Call – 6/29
- Received MDEQ Air Monitoring Data Evaluation training in Lansing – 6/29
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 6/29

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Updated work plan for 2017
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Wild Rice literature Research
- Set up conference call with Brooks Applied Lab to clarify terminology

Field Work and Equipment Maintenance

- Conducted Wild Rice Fish community in Hamlin
- Checked HOBO in Brandy Brook and Mitchell Creek Area
- Ordered supplies for those Wild Rice Fish Community surveys
- Checked the hobo on Hamlin Lake
- Research on future projects dealing with wild rice
- Field gear prep for 2017

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Field work Scheduling meeting

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

June 2017

Meetings/Conferences/Trainings

- On June 7, 2017, I participated in a conference call conducted by the BIA Midwest Regional Office. The call was to discuss the recent changes in the Rules and Regulations under the FAST Act regarding proposed roads in Tribal Inventories. In brief, the new Regulations require that any Tribe with proposed roads in its inventory must submit information/documentation in eight different areas in order to keep the proposed road in its inventory. This documentation must be submitted to the Midwest Regional Office or the FHWA by November 7, 2017. Since we have 55 proposed roads in our inventory (according to BIA records), decisions will have to be made on what proposed roads we wish to keep in the inventory. The documentation process appears to be very cumbersome and time consuming. Also, we may not be able to provide appropriate documentation for some of the proposed roads as well. This topic will be covered in more detail at the 2017 BIA Partners in Action conference in July. I plan to attend to obtain more information, and will keep folks posted accordingly.
- On June 9, 2017, I met with Jay Arndt of Brenner Excavating, the contractor working on the Harvey Street Reconstruction Project. I met Mr. Arndt at the Tribal property (formally the Great Lakes Downs Racetrack). Brenner Excavating was interested in using a small portion of our property to temporarily store crushed asphalt before it is hauled off site. We agreed on a small area in the Northwest corner of the property for their use. The Ogema signed the documentation requesting the property-use request shortly thereafter.
- On June 13, 2017, I attended the monthly board meeting of the Manistee County Community Foundation.
- On June 21, 2017, I met with Connie Waitner and Mike Burmeister of the Little River Casino Resort to discuss the possibility of utilizing BIA Roads funding to pay for road reconstruction projects on the casino property. We identified at least two areas where funding could be utilized. For that to happen, however, the proposed projects will need to be included on our Tribal Transportation Improvement Plan (TTIP) for 2018. The TTIP must be submitted to the BIA by October 31, 2017.
- On June 22, 2017, Chuck Fisher (Grant Writer) and I participated in a conference call with U.S. Census Bureau staff from the Chicago regional office. The purpose of the call was to begin discussions with Tribes in the Midwest on the U.S. Census project for 2020. They offered to provide additional technical assistance and training regarding LRBOI involvement in the census project. There will be more to come on this as further meetings and communications are scheduled.
- On June 23, 2017, I participated in a walkthrough of the Gathering Grounds campground with LRBOI staff to familiarize them with the new campground layout and changes that had been made. Ken Ockert of RCA, LLC facilitated the walkthrough. LRBOI staff included Jay Sam (Historic Preservation Director) and Robert Medacco (Public Safety Director).
- On June 28, 2017, I participated in a preconstruction meeting for the Kott-Suida Road project held at the Manistee County Road Commission. Construction is scheduled to begin on August 1, 2017 with a scheduled finish date of September 22, 2017.
- I attended meetings of the Construction Task Force on the following dates: June 1, 8, 15, 22 & 29, 2017.

Activities/Accomplishments/Updates

- The planned road projects for 2017 are still moving forward, and I have the following updates:
 - Gathering Grounds Improvements-Phase 1: This project concluded on June 23, 2017. The Gathering Grounds campground, which had been closed during construction, reopened on June 26, 2017. All parts of this project had been completed except for the hookup of the new electrical system (including some parking/street lights and electric outlets for most of the new campsites). Due to delays on the part of Consumers Energy, the electric connections for the new systems will not be finished until sometime in mid-July.
 - US-31 & M-22 Intersection Safety Realignment Project: Due to the delays in getting environmental clearance from the BIA and all applicable Rights-of-Way approved, this project has been delayed somewhat. The revised schedule is as follows:
 - June 29: Bid Proposal sent out
 - July 12: Deadline for bid submission
 - July 19: Tribal Council approves contract for selected contractor
 - July 31: Work begins (We are anticipating that it will take longer for the contractor to be up and running since this is an MDOT project.)
 - August 25: Work concludes
 - Suida-Kott Road Project: All the approvals and agreements regarding this project are in place. The preconstruction meeting was held on June 28, 2017. The Manistee County Road Commission (MCRC), which is running the project, has selected Elmer's Crane & Dozer as the contractor. Construction will begin on August 1, 2017 with a target construction end date of September 22, 2017. I will be communicating with Mark Sohlden, MCRC Manager, as the projected start date for construction gets closer, so that we can get word out to Aki Maadiziwin residents who travel on Suida and Kott Roads when heading to Manistee. They do anticipate keeping one lane of the road open during construction, so traffic can get through. However, it may be easier for people to take an alternate route if possible.
 - Harvey Street Reconstruction Project: The City of Norton Shores is in charge of this project and selected Brenner Excavating of Hopkins, Michigan as the contractor. At the request of Brenner Excavating, the project start date was moved up to June 14, 2017. The construction schedule, set by MDOT, is still 77 calendar days, so this project should be completed by mid-September.
 - Service Drive for the Next Generations Learning Center: There is nothing new to report as there has been no movement on this proposed project. The road has still not been added to our inventory by the BIA, which is a necessary first step before we can add the project to our TTIP. At this time, it is nearly impossible to obtain the remaining approvals necessary to complete this project in 2017. My recommendation is to add this project to our 2018 TTIP in October.

Public Information
Vacant
No report submitted

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	4
Assist Motorist	1
Assist Other Agency	10
City Assist	7
County Assist	6
Medical Assist	3
MSP Assist	3
Other Calls for Service	7
Property Checks	1691
Suspicious Person	2
Suspicious Situation	9
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	3
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	4
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	6
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	3
Assault	2
B&E	
Bond Revocation	
Child Abuse	1
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	3
CSC	
Death	
Disorderly	1
Domestic Disturbance	2
Drive-Off	4
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	3
Health & Safety	
Intimidation	1
Intoxicated Person	
Juvenile Runaway	3
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	3
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	384.5
Alarm	1
Attempt to Locate	
Boat Dock Checks	
Casino Hours	280
Civil Standby	3
Community Policing	8
Court Hours	17.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	94
Found Property	3
Lost Property	
Meetings Attended	
Open Door	2
Open Window	
PBT	
Special Detail	
Suicidal Subject	
Total Complaints	83
Total Reports	83
Training Hours	32.5
Transport	1
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	5449
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	87
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	289.5
Joint Patrol(s)	2
Marine Time	5
Meeting(s)	1
Meeting Hours	4
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	3
Training Hours	12
Vehicle Mileage	2253
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

June 4-6,2017 Sgt. Robles attended a CORA Patrol in Brimley, MI
June 12-15, 2017 Officer Brown attended Criminal Interview and Interrogation training in Beverly Hills, MI

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
June

Administrative Hours	201.25	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	1	
Assist Hours	0.5	
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	3	
Contacts	50	
Court		
Court Hours		
Follow-up(s)	1	
Follow-up Hours	0.25	
Federal Citation(s)		
Hours Worked	148.75	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	1	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	17	
Snowmobile Patrol Hours		
Training(s)	4	
Training Hours	14	
Vehicle Mileage		
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: June 2017

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

During the month of June, the Staff Accountant / Tax Officer performed the following:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 8 Certificates of Exemption for Resident Tribal Members and the Tribe (5 Vehicles, 2 Recreational vehicle/watercraft, and 1 equipment)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 2 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, tax preparation questions and services, the Certificate of Exemption process for vehicles, RTM benefits, the Sales and Use Tax Credit Form 4013, and a member tax delinquency.
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, incorrect fuel discounts, etc. for a total of 680 corrections and 2,917 receipts processed and completed by the Tax Office in June
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled May Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 4 Tribal Concessionaire's Tax Licenses; two for entertainers and two for vendors on tribal property
13. Monitored outstanding tax assessments; 1 motor fuel assessment was issued and 1 motor fuel and 1 tobacco warning were issued in June
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
16. Prepared May 2017 monthly department report
17. Processed 2 Tribal Michigan W-4 Withholding Exemption forms for employees
18. Processed 56 address changes/reviews from Enrollment for RTM status updates

19. Processed 11 RTM status and/or address changes
20. No RTM statuses and Proofs of Residency were received in the month of June
21. Prepared and mailed 9 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. Worked Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Concessionaire's Licenses are issued to entertainers selling merchandise
25. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
26. Prepared month-end tax reports for May 2017
27. No Venue Reports were submitted to the State of Michigan for the month of June
28. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
29. Updated motor fuel discount schedule for July 2017 and provided it to the Trading Post
30. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
31. Worked on revising motor fuel and tobacco enforcement procedures
32. Worked with Tribal Attorney regarding amendment proposals to the Tribal Tax and Revenue Ordinance
33. Notified Public Safety Director of compliance and payment of a 2016 Concessionaire's License so that a new permit could be issued for 2017
34. Created flow charts for Little River Trading Post motor fuel and cigarette purchases to show the paperwork flow and profit/loss on transactions
35. Packed, labeled, and put files into storage
36. Submitted travel paperwork for the upcoming State / Tribal Tax Summit
37. Worked with Commerce and the Trading Post to scan and report the prices of cigarettes to calculate the profit margin

Meetings attended this month:

1. Attended meeting on June 7, 2017 with Commerce and Natural Resources departments regarding progress and updating of tribal properties that are in trust, applied for trust status, and those not in trust
2. Met with Tom St. Dennis, Mary Thomas, Jeanie Gibson, Lani Rozga, and Steve Wheeler on June 8, 2017 regarding discrepancies on Trading Post reports and other issues
3. Met with Tribal Attorney on June 9, 2017 regarding proposed Tax Ordinance amendments
4. Work session with Tribal Council on June 13, 2017 regarding proposed Tax Ordinance amendments
5. Met with Tom St. Dennis, Jennice Shaw, Jeanie Gibson, and Mary Thomas on June 19, 2017 regarding Trading Post issues

6. Met with Tom St. Dennis, Mary Thomas, and Steve Wheeler on June 22, 2017 regarding discrepancies on Trading Post reports
7. Met with Tom St. Dennis, Jeanie Gibson, and Jennice Shaw on June 26, 2017 regarding Trading Post issues and contracts
8. Attended meeting on June 28, 2017 with Commerce and Natural Resources departments regarding progress and updating of tribal properties that are in trust, applied for trust status, and those not in trust
9. Met with Tom St. Dennis on June 29, 2017 regarding Trading Post contracts and reports needed
10. Attended meeting on June 29, 2017 with Tom St. Dennis, Steve Wheeler, Larry Romanelli, Jennice Shaw, Jamie Friedel, and Dennis McCarthy from BP regarding contracts, profit margin, marketing, labor costs, and inventory

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 57 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps.
2. Attended and participated in three "Budget Brainstorming" meetings called by the Ogema.
3. Attended a meeting about a community Eagle staff.
4. Continued organizing of Jiingtamok (due to the vacancy of the HP Coordinator's position) answered calls from vendors and others about Jiingtamok. Took care of last minute items as event approached.

5. Toured the Gathering Grounds and campground to view the improvements and work done.
6. Set up the vendor spaces for Jiingtamok and guided some vendors set up and location.
7. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
8. Attended meetings of Lead Positions to carry forward the topics from the Ogema's meeting.
9. Continued work as the Public Affairs\Information person with T Tyler.
10. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
11. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
12. Administered, directed and supervised all departmental activities.

Tribal Historic Preservation Coordinator accomplished the following
VACANT

The Language Coordinator accomplished the following during this month:

- 1) Developed new Dancer registration form for Jiingtamok.
- 2) Order contest numbers for Jiingtamok.
- 3) Ordered 10 x 20 tent canopy for registration.
- 4) Finalized all paperwork/ contracts for Language Camp
- 5) Attended agenda review for Language camp.
- 6) Made arrangements to use Government vans to use at Jiingtamok.
- 7) Followed up on the Bilingual stop sign project.
- 8) Worked with LRRCR on cooler delivery.
- 9) Worked with Terri on Camp booklet.
- 10) Worked with Inter-tribal council of Mi. and Medical College of Wisconsin and Inter-tribal Fisheries assessment program and LRB Natural Resources on Giigonhimnaanik app.
- 11) Worked with Theater group on language for a play.
- 12) Re-sent W-8 for Canadian presenters.
- 13) Teaching at Aki Maadiziwin on Dwaaganing Ginew Aatig.
- 14) Classes at Next Generation on Monday mornings.
- 15) Processed CD ROM orders.
- 16) Attended the LRB Eagle staff meeting.
- 17) Produced, recorded and posted weekly lessons on Anishinaabemdaa page.
- 18) Classes with LRB employees on Fridays.
- 19) Responded to Emails, calls and notifications about camp, language, culture and CD ROM's.

The Audio-Videographer accomplished the following during the month:

Researched changes to Wirecast software and how to broadcast Endaaying to social media and online video streaming sites.

- 1) Researched changes to Wirecast software and how to broadcast Endaaying to social media and online video streaming sites.
- 2) Researched specific equipment for an updated tapeless workflow and submitted a general estimate to the director as requested earlier this year.
- 3) Managed storage space on video work station in order to accommodate new footage and photographs
- 4) Ordered and trained on new 18-105 zoom lens for Sony a600 mirror-less interchangeable lens camera in time for the 2017 Jiingtamok.
- 5) Photographed construction progress at the Gathering grounds for archives.
- 6) Managed the T-shirt order with Bay Area Supply out of Traverse City. Took delivery of Jiingtamok t-shirts. Ordered t-shirt bags and sizes stickers. Folded, bagged and prepared shirts for retail sale at the Jiingtamok.
- 7) Worked on pre-production and scripts for the Anishinaabemowin and culture video collaboration with the language coordinator.
- 8) Worked on a tapeless workflow implementing a DSLR camera and management of video and photo files.
- 9) Prepared vector based artwork of the Anishinaabe Family Language and Culture Camp logo for a print order for this year's camp.
- 10) Recorded and delivered a translation for a the Howmet Playhouse for an upcoming play they are performing.
- 11) Recorded and edited a campfire in the woods background scene for use with the studio's green screen.
- 12) Improved studio lighting for recorded live chroma key productions of Endaaying; our weekly language videos
- 13) Produced four Anishinaabemowin video lessons with the language coordinator. This is our distance learning program titled Endaaying published on Facebook.
- 14) Photographed Pre-Pow Wow youth dance hosted by the Tribal Council
- 15) Gathered and tested all necessary audio equipment needed for the Jiingtamok weekend activities.
- 16) Tested and set up public address system for the 2017 Jiingtamok

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

VACANT

Travel, training and budget expenses

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