

**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: July 13, 2022
Maanda Nji: Re: June 2022 Operations Report

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

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

Larry B. Romanelli

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

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Accounting
Steve Wheeler

Finance Division
Angela Rabb, Chief Financial Officer
June, 2022 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2022 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. Hire Controller and Grant Administrator as soon as possible.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2022 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

1. Completion of the 2021 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2018. The 2019 proposal has been submitted and work on the 2020 proposal is in process.

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

Property Management:

Goal: Improvement of the Property Management function for the organization.

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2023 budget. This process will begin and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance-based budgeting model.
3. Develop timeline for implementation of a performance-based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2020 audit took place May 4 through May 7, 2021. The firm Dennis, Gartland & Niergarth performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued March 18, 2022, and submitted to the Federal Clearinghouse on March 28, 2022. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

Audit testing and field work for the 2021 audit took place in June 2022. Again, the accounting firm of Dennis, Gartland & Niergarth is performing our audit. The auditors are returning on 7/13/2022 to test health care clinic invoices. As of 6/30/2022, there are still outstanding items to be submitted to the audit firm before the audit can be completed.

STAFF ACCOUNTANTS

Duties and Accomplishments – Dale Magoon

1. **Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center** the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of **June**
 - i. **AKI 5 – 2021 Homes – \$274,881.00**
 - ii. **Muskegon Health Center – \$139,301.39**
 - iii. **Commodities Building Project – \$214,744.00**
2. **Cash Receipts:** Daily cash receipts totaled for the month of **June**, were, **\$1,103,452.84** the General & Special Revenue Account had a total of **(212)** receipts.
3. **NGLC:** Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement, ongoing working through the closeout as the business has been closed, **still ongoing, accounts receivable balance.**
4. **Pharmacy:** Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,
5. **Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.
6. **1099MISC. – 2021 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2021. Continued to send tax documents out to the membership.**
7. **WEX Card- Monthly Report, removed the terminated employees, schedule the payment and reviewed and reconciled the report to the payment.**
8. **Tribal Financial Statement Requirements: Due by the 8th of the month.**

1. *Cash Deposits*
2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
3. *Utilities report – current payments – monthly report of payments.*

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

Other Meetings:

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

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

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, LEPTA, Survey Work Group, Manistee Co. Haz Mit, Fraud checks, Audit, Healthcare coalition, Council Work Session, Public Safety, Tribal Resilience

Trainings Held / Attended –

Special Tasks / Activities Performed – Audit

Upcoming Projects / Tasks

GRANTS MANAGEMENT ADMINISTRATOR

Grant Administrator's last day of employment 7/1/2022 – no report submitted for June.

PAYROLL

Duties and Accomplishments –

1. Processed 348 payroll vouchers/checks.
2. Verified 18 PAF's this month which included 9 new employee(s), and 3 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 6/3 and 6/17.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.

10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

- 6/2 – June Staff Meeting
- 6/2 – Employee Recognition Meeting
- 6/23 – Employee Recognition Summer Lunch/Awards Meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in June as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in June as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of June to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processed July 1st per capita payment and necessary compliance reporting.
10. Provided necessary information requested for 2021 audit.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Working through processes with MIP Cloud transition.
6. Training of Payroll/Finance Clerk with per cap payment processing and reissuing of per capita checks.

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
Processing of second quarter form 941 return and unemployment.

ACCOUNTS PAYABLE

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

Meetings Held / Attended -

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 6/2 Employee Survey Group Meeting.
2. 6/14 Employee Survey Group Meeting with the Ogema.
3. 6/16 Bid Opening, WWTP Garage
4. 6/20 Work session, PayPal contact.
5. 6/21 Agenda review, PayPal contract.
6. 6/22 Tribal Council, PayPal contract.
7. 6/23 Survey Group Meeting.
8. 6/23 Interviews, WWTP Garage.
9. 6/27 Amazon Business – meeting.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 252 packages.
2. Issued 114 receiving reports.
3. Returned 3 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued to work on finalizing FY2020 Indirect Cost Proposal.
- 4) Worked on completing Final Draft of the FY2022 Operations Budget to Tribal Council
- 5) Began work on FY2023 Budget

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

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

Expenditures Update

Total year to date expenditures for the Finance Division for June, 2022, are \$558,939, compared to an annual budget of \$1,451,797. Total expenses for the Finance Division for year-to-date May, 2022, represent 32% of the total annual budget.

Education
Yvonne Parsons

Education Department
Yvonne Parsons, Education Programs Coordinator
June 2022 Department Report

I. Department Overview

- Yvonne Parsons, Education Programs Coordinator
- Debra Davis, Education Department Office Assistant (out on medical leave)

II. Department reporting section

- LRBOI Student Services: 2 student received funding for senior expenses. 22 students received 2022 school clothing funds. 1 student received funding for class ring, and one 12th grade computer Total: \$12,350.
- 6 Higher Education Scholarship was completed totaling \$7500, 1 student male and 5 female, 3 university students, 3 community college students.
- College Book Stipend: 13 book stipends were processed in June, totaling \$4500, providing assistance to 4 student attending 1-3 credits, 4 students attending 4-8 credits, and 5 attending 9+ credits.

Began working on 2023 budget proposal

Budget Expense Justification

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

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

June Monthly Report - 2022

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

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

Duties Performed

- Mailed out: 8 Applications forms for people seeking membership
- Sent out: 16 Address change forms
- Created 28 New and Replacement Tribal ID's from 06/01/2022 through 06/30/2022
- 33 Addresses changed from 06/01/2022 through 06/30/2022
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 2 Applications received since 06/01/2022
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax
- Label request of Membership: Education, TERT, Little River Holdings
- Tribal Members Label/List request: 0
- Statistical request: Natural Resources

Department Verifications

1. Prosecutor 89
2. Clinic 0
3. Human Resources 4
4. PRC/EHAP 41
5. Member's Assistance 26
6. Housing 0
7. Food Distribution 0
8. Casino 2
9. Family Services 0
10. Tribal Council 0
11. Natural Resources 0

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 5 Members passed away for the Bereavement Benefit
- Sent out 4 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 171 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – June 2nd

Enrollment Statistics

- Total Membership: 4,019

- Total number of Elders: 1,477
- Total number of Adults (18-54): 2,255
- Total number of Minors (0-17): 287
- Total Tribal Members living in:
 - 9 County Area: 1,665
 - Outside 9 County Area: 2,324
 - Michigan: 2,638
 - Outside Michigan: 1,352
 - Undeliverable Addresses: 29

Facilities
Rusty Smith

Facilities Management Department Report

June 2022

Submitted by De-Ahna Underwood, Administrative Assistant III

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

I. Department Overview

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

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

Current employees

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

Vacant positions

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

Goals & Objectives

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

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.

II. Department Reporting Section

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

Three Maintenance Technicians worked efficiently as possible to address urgent issues, closing out thirty (30) work orders submitted for the month of June, all while completing daily tasks and projects.

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

Vendors

Pest control (1 visit, 5 locations)

III. Budget Expense Justification

March Expenses

Facilities Management	
5299 Vehicles	\$248.00
5602 Supplies	\$45.00
5600 Equip. Repair	\$190.00
Shared Buildings	
5301 Building Repair	\$325.00
5602 Supplies	\$760.00
Muskegon- Hackley	
5301 Building Repair	\$325.00

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

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

End of Report
De-Ahna Underwood
Administrative Assistant III

Family Services
Vacant Director

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

	Manistee	Mason	Lake	Ottawa	Muskegegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	1									
I&Rs										
Open Cases	8				5					1
Monthly Totals	8	0	0	0	5	0	0	0	0	1

Case Management

Total number living in homes served	28				21					3
Total number of Tribal Citizens living in homes served	13				7					1
Total number of descendants living in homes served	9				11					2
Total number of children living in homes served	10				14					2
Total ICWA or ICWP where substance abuse is involved					2					
Child Abuse/Neglect					1					
ICWA or ICWP referrals										
Sexual Abuse of a child Substantiated or Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement	0				1					0
Tribal Foster Home										
Non-Tribal Foster Home	0				3					0
Alternative placement										
Court appearances					1					
Home Visits	11				7					2
Case Reviews	0									
Binojeuk	2									
Contacts with outside agencies	43				33					4
Contacts with LRBOI departments	19									
Tribal Elders										
Other referrals										
Monthly Totals	107	0	0	0	80	0	0	0	0	11

Monthly Site Dashboard Report

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

Date Report Generated: Jul 07, 2022

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	13	5	27

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

Prenatal	Postpartum	Father/Other	Infant/Child
1	12	0	18

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

Prenatal	Postpartum	Father/Other	Infant/Child
0	0	0	0

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

Name	Total Visits	Form Type
-	1	Prenatal Visit/Encounter Form
-	20	Postpartum Visit/Encounter Form
-	21	Infant Visit/Encounter Form
-	5	Fathers and Others Visit/Encounter
Total	47	

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

No data for this section

Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	PostPartum Mother	LR22-0030-00	Jun 23, 2022	Be Da Bin Behavioral Health
	Other	LR22- 003-60	Jun 29, 2022	Be Da Bin Behavioral Health

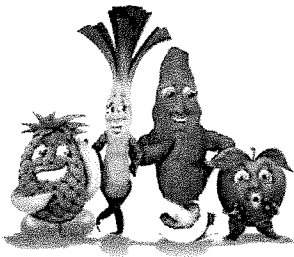
Forms "in progress"

Client	Client Type	Form Type
	PostPartum Mother	Postpartum - Visit/Encounter
	Other	Father/Other - Visit/Encounter

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

Client	Client Type	HSID
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Food Distribution
Jamie Friedel



Food Distribution Program

JUNE 2022 Monthly Report

Meanie Ceplina, and Jamie Friedel

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Bill and Jamie will be submitting 152 inventory reports to USDA on warehouse.

Bill and Jamie will be submitting Snap checklist to State of Michigan.

Jamie Friedel submitted department report.

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

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

Jamie, and Melanie Ceplina rotated frozen food in freezer.

Jamie, and Melanie filled food orders.

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

Jamie ordered food for warehouse for June.

Jamie, and Melanie cleaned office.

Jamie and Melanie conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie conducted deliveries 6/3-6/7-6/8-6/10-6/22.

We received deliveries on 6/2-6/6-6/9.

Food Distribution Office is open to the public.

Melanie sent out 5 applications.

Melanie sent 2 recertifications out.

Added 2 new Households.

We gave out 44 Cares Act bonus boxes.

We conducted 38 deliveries.

We have a total of 55 households with 95 total people.

Ordered all smallware's for new building.
Several Fed Ex deliveries for new building materials/supplies
Took Van to be fixed at Benzie Watsons
We had Lead Testing on the 13th which Passed

12 MEETINGS:

1. USDA Leadership
2. Rachel Stokes from HIS
3. 3 building meetings: Bullinger, the Landscape Contractors and Advantage Electric
4. Met with Martha for Newspaper Article
5. Lyle to go over budget and grant information
6. Meet with Ron Wittenberg to answer questions and tour new building.
7. Meet with client Tribal Elder to tour building.
8. FDPIR operations call
9. USDA Budget meeting with Tribal council
10. Meet with Sean from Mercer to go over Last punch list Items

Items Completed on New Building:

Walk off Mats on 6/27

Installed Office windows 6/29

Shultzs finished top Asphalt, Grading, Stonework, Hydroseeding and riser for water Main 6/24

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Grants
Lyle Dorr

Grants Department Monthly Report

June 2022

Lyle Dorr, Grant Writer

Key:

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

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- **Viewed Webinar (6.09.22): State of Michigan Invasive Species – Didymo Algae:** Explained the current status of the Algae in Michigan water including the Big Manistee Northern section discovered by LRBOI.
- **Attended A few State of Michigan eGrants webinars:** The information was on using their portal to apply for and manage grants.
- **Attended a FEMA Preparedness Grant Consultation 6/22/22:** consultation on DHS and FEMA preparedness grant programs, including the Emergency Management Performance Grant (EMPG) and the Tribal Homeland Security Grant Program (THSGP).
- ∞ **Standing Note (12/23/21) until ARPA funds are expended - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.**
 - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
 - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
 - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
 - 55. Q: When do tribes have to spend ARP Act money by?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.

Aki Maadiziwin

- **Assisted Tara with submitting and Extension request with HUD on the five homes at Aki.** This is due because of material shortages and a couple of the home not being delivered yet. They should be here in June and completed by September 2022.

Clinic:

- **Assisted Accounting with a review of IHS CARES funding from 2020.** Dr. Wever was able to have them reopen the portal and get the closeout report finalized. Reporting is up-to-date.

Court:

- ∅ **No current projects.**

Family Services/ Be-Da-Bin:

- ∞ **Assisted Shanaviah with submission of intent to apply for a Tribal Victims of Crime formula grant \$663,204 for three years (due June 23):** Participated in Work Sessions and meetings to explore the viability of applying for the funding. **Update 6/30/22: Council did vote this down, but the state of Michigan has extended the application deadline to Thursday July 7.**

Food Distribution Center

- ∞ **Work with Dale of the Construction Task Force regarding which fund numbers to draw down from:** The construction is all but completed (The freezer/coolers are still being built; they will be here mid-September for installation.) and grant funding has been paid out.
- **Assisting Jamie Friedel (new Food Distribution Center Supervisor) Managing the USDA supplemental grant:** Purchased the final couple of items on the USDA Kitchen grant.
- **Assisting Jamie Friedel with completion of his annual budget application to USDA:** It is due July 15th and will be on the Council agenda for July 13th.
- Working with Steve Parsons, Bill Willis, Jamie Friedel to coordinate fine steps to getting the Food Distribution Center Open. Coordinating final spend down of grants for various aspects of the project.

Historic Preservation & Language:

- ∅ **No current projects.**
- ∞ **Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program.** The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding. **Update 6/30/22: The project is on schedule and will be completed and operational in September 2022.**

IT Department

- **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better

than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. Update 6/30/22: Angela Rabb has been out on PTO delaying the submission of the application. We should have it submitted, sometime in July. It is due August 15th.

Maintenance:

∅ **No current projects.**

Natural Resources:

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

Public Safety:

∅ **No current projects.** I communicate with Robert regularly on funding opportunities that arise. Robert was a part of the review team for the OVC construction grant and provided pertinent feedback.

Water/Waste/Renewable Energy:

∞ **Working with Gary on a 2022 TEDC grant for evaluating feasibility of the Tribe operating its own substation.** Update 6/30/22: The application was submitted 4/27/22; we have not heard anything yet.

∞ **Continuing Projects Update 6/30/22** – Two different energy audits are all but completed, one that is an actual usage that will provide recommendations to cut energy costs, which the saving can be used to justify improvement to energy systems through grants. The other is a renewable energy planning grant that will help LRBOI understand which renewable energy options are viable and allow us to submit for grant funding based on the developed plan. The audits are underway headed up by Gary Lewis. Without these audits, we would not be eligible for funding. The TEDC grant analysis will be done by the end of June 2022. Information from this analysis will help when applying for project grants in the next couple of years.

➤ **Assisted with new construction project:** Helped to develop a strategy to meet Federal guidelines to have a cost analysis done prior to awarding a contract to an architect or construction company. Used existing projects to develop a cost comparison and estimate a cost for his project.

Special Projects:

∞ **Update 6/30/22 - CARES/ARP Expenditure Plan:** I assist all departments with CARES/ARP resolution language for audit purposes. Update 6/30/22: It now appears that all CARES funding is expensed, we will reconcile the account in July to see if there was anything outstanding. If there is anything remaining, it will be a small amount.

➤ **Met in a meeting with State of Michigan officials mid-June at LRBOI:** Two top Michigan officials (MDHHS Director, Elizabeth Hertel and Sen. Deputy Director, Demetrius Starling) (along with a small team) were brought to LRBOI by Jason Cross and Shayne Machen to talk to Family Services representatives and the grant department regarding needs and funding opportunities.

- **Attended the EGLE Conference – Environmental Emergency Management Conference (June 29-30).** In addition to helping provide emergency response training for TERT, the information can be used when applying for grants once our hazard mitigation plan is complete. Learning the terminology, funding opportunities, and making connection with those in the Michigan Emergency Management field.

Health
Daryl Weaver



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

To: Larry Romanelli, Ogema

CC: William Willis, Health Services Lead

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

Date: July 8th, 2022

Re: JUNE 2022 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of June 2022. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Forest County Pottawatomi filed 119 claims on behalf of Little River in the amount of \$20,646.97 for third party revenue.

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

CLINIC OPERATIONS:

333 patients scheduled

26 patients NO-SHOW to scheduled appointments

7 patients provided SAME DAY appointments for emergent matters**

104 cancelled appointments

210 patients attending CLINIC PHYSICIAN appointments**

207 - Clinic Physician Appointments

3 - FNP Home Visit

30 patients PHONE TRIAGE**

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

56 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JUNE (Total Patient Volume): 602

Diabetic patients:	79
Flu Vaccines:	0
Injections:	14
Moderna Vaccines:	0
Pfizer Vaccines:	0
Nursing Visits:	0 **
On-site Labs:	208
COVID-19 Tests:	9

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,008

DIRECT CALLS TO CLINIC OPERATIONS: 548

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:

JUNE 2022

TRANSPORTS (INCLUDES CHR TRANSPORTS): 13

TRAVEL HOURS: 18

SERVICE HOURS: 16

NUMBER SERVED: 16

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 128 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 4 (included in number served & clients served)

TRAVEL HOURS: 1

SERVICE HOURS: 1

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 19

TOTAL SERVICE HOURS: 17

TOTAL CLIENTS SERVED: 17

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$93,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1520

TOTAL PRC PAID IN JUNE: \$41,295.91

PHARMACY/OTHER: \$27,325.59

DENTAL: \$11,383.60

TOTAL PATIENTS: 171 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 429

TOTAL CLAIMS ENTERED: 387

TOTAL PRC PAID 2022: \$304,538.55

TOTAL EHAP PAID IN JUNE: \$51,760.21

TOTAL EHAP PAID 2022: \$205,814.03

TOTAL ENROLLED EHAP/LRBOI: 1,351

NEW APPLICATIONS MAILED OR GIVEN: 21

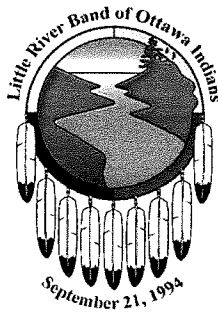
REASSESSMENTS MAILED OR GIVEN: 18

MEDICARE LIKE RATE (MLR) Savings for June 2022

Claims submitted: 25	\$40,396.42 (total submitted)
	<u>-\$10,244.44 (what we paid)</u>
	\$30,151.98 (total savings)

PHARMACY:	JUNE 2022	
Active patients:	416	
Prescriptions filled:	1787	
Receipts		
Insurance payments received:		\$473,975.19
Non-member cash/copays received:		\$659.41
Less acquisition cost of medications:		\$55,328.83
Net profit:		\$419,305.77
PRC-equivalent write offs:		
LRBOI:	\$35,572.47	
Other Tribes:	\$2,326.21	
Total:	\$37,898.68	

Housing
Tara Bailey



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For June 2022

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

A. During the month, the Department performed the following activities.

Lease renewals due during the month: 5

Leases renewed: 4

New leases: 0

Annual Inspections: 5

Move-out Inspections: 1

Move outs: 1

Transfers: 0

B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 1

Total Number of Awards made during the Year: 6

Total Amount of Awards for the Year: \$24862

C. The vacant maintenance position has not been filled; will request from Ogema to have this turned into a part time position to see if this will help in getting it filled.

D. Housing Office Staff attended a training on June 20th regarding Self-monitoring. This training helps us be prepared for should we ever get audited by HUD on our IHBG programs.

E. The Emergency Rental Assistance program has received one new application in the month of June and has assisted with \$19,963 in assistance in June.

F. The 5 home project in AKI has been granted an extension from HUD until September 30, 2022 due to the 3 remaining homes still in production at the factory due to delays in goods needed to complete them like lack of furnace availability.

G. We received our award letter for our 2022 IHBG in the amount of \$401,582. The budget is complete and will be taken to TC in July for acceptance into the budget.

H. Housing Director has completed the policies and procedures for a Homeownership Improvement Program (HIP) as we received \$180,914 in HIP funds from the BIA in last years ARP funding.

UPDATE: After further review with our regional director, this program has been changed to an Emergency Home Repair Program and will be presented to TC in July.

- I. On May 31st and June 1st, Housing staff attended an Admissions and Occupancy training (as a refresher to a couple and new information for new staff) via Zoom from NAIHC.
- J. Housing Director attended a HUD Environmental Review training on June 22, a series of 4 classes will be held throughout the remainder of the year.
- K. On June 6-9th Spring Clean up was conducted in the AKI community with a total of 4 - 30 yard dumpsters being filled, so was a successful clean up.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 10
- B. Termination Notice(s) issued: 5
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 3 units to complete for a move in at this time.
- C. Annual inspections of units have commenced and so far the units have been in good condition.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 75 were rented giving us an occupancy rating of 93%.

- A. Aki has 55 income based rental units of which 50 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 7 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 26 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

VII. Other Information.

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

End of Report
Tara Bailey, Housing Director
July 11, 2022

Human Resources
Vacant Director



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

To: Ogema Romanelli
From: Alicia Knapp
Subject: June 2022 HR Department Report
Date: 07/07/22

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

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

1) HR 2022 Operational Plan

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

2) Talent Acquisition

a) Talent Acquisition

- i) Monthly Number of Gains: 7
- ii) Month Number of Tribal Preference Hires: 3
- iii) Number of Requisitions Filled Year to Date: 15 (23 employees)
- iv) Turnover Year to Date: 7
- v) Number of Open Positions: 20
- vi) April included continued prioritization of the talent acquisition process. At the month's end there were 20 open full-time job requisitions.
- vii) Thank you hiring managers for your help and patience!
- viii) June positions yielded 1 employee for NRD – 1 seasonal, Tribal council added 2 (TM) to their full-time staff and EVS added 1 (NP), Maintenance added 1 and HR hired a Temporary HR Assistant (TS) . HR Talent Acquisition was busy with interviews/setting up, selections/setting up, new hires, replacing expired postings and new postings. Completed 6 backgrounds for future employment, drug screenings some for future starts. Completed 3 Orientation days and other on-boarding tasks, scheduled many interviews, starting dates as well for July/August. Changes in where to post and other changes have started.
- ix) Approximately 12 positions are now in the selection/interview/offer steps of the process. We expect to see more new hires beginning in 7/2022 - 2 NRD Biologists have been interviewed/accepted start in late July, one started in June. At present 2 new Surveillance Supervisors started in June.
- x) Conducted 4 orientation sessions for 7 new employees in June.
- xi) Turnover – 1 left employment at the end of June NP – 1, exit interview completed.

3) Talent Development and Relations

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

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

4) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 4 ongoing, 4 New, 5 – Assisting Team Members with Benefit and Leave Requests. STD, FMLA and IFML issues have been addressed and completed for redetermination, 1 new and 2 RTW.
- c) Continued processing 401(k) loans and distributions with our third-party administrator, KDP. Loan activity has been ramping up – 3 loan requests processed.
- d) Continued processing new hire insurance enrollments and separation disenrollment.
- e) 401k financial adviser visit was scheduled for the last week of June.
- f) Met with Beene Garter to prepare for 401K audit – Scheduled, moved to July.
- g) 2 meetings with BCBS team for addressing employee questions and concerns.
- h) Processed insurance benefit plan check requests.

5) Safety

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

6) Tribal Preference Report

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

1. May had provided our organization with a chance to bump up the preference hires. Three position interviews had had a total of preference candidates 1 TM and 2 TD applied, all selected for interview. All offered and accepted.
2. Data from December 2019 shows the following:
 - a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below is the percentage of tribal preference applicants compared to all applicants for the past few years.
 - i. 2021 Tribal Preference Applications: 26.4%
 - ii. 2020 Tribal Preference Applications: 15.8%
 - iii. 2019 Tribal Preference Applications: 14.1%
 - b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference selections compared to all selections for the past few years.
 - i. 2021 Tribal Preference Hires: 53.5% (Great job hiring managers!)
 - ii. 2020 Tribal Preference Hires: 33.3%
 - iii. 2019 Tribal Preference Hires: 26.7%
 - c. Bottom line, when preference applications increase, preference selection increases. Seems there may be a change in numbers 3 preference hired in June 2 – TM , 1 – TS. 1 – Seasonal NP 2- NP but the changes do not change the overall whole percentage.

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

Employee Count by Preference for April 2022

83 Tribal Members	+2 in June 2022	48% of Tribal Government Workforce
10 Native American		6%+ of Tribal Government Workforce
11 Tribal Descendants		7%+ of Tribal Government Workforce
10 Tribal Spouses	+1 in June	6%+ of Tribal Government Workforce
No data on Tribal Parent – found		
Total preference = 114		66% (65.9%)
59 non-preference	Loss of 1 in June 2022	
	Gain of 3 (1 seasonal, 2 Reg FT)	
	Overall gain of 2	34% (34.1%)

Total of all employees 173

7) Workforce Development

- i) New Requests for WFD Service: 3 to be processed for June distribution.
- ii) Inquiries for WFD programming 6 for Career Voucher and 2 for Development and Training programming.
- iii) 2022 Total Number in Adult Work Experience: 0.
- iv) The Tribal Development team has not met in a few months, outside members are not interested in attending meetings. The Education and HR are meeting to discuss issues and work on new plans.

Regards,
Alicia Knapp
HR Generalist

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
June 2022

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Spares have been delivered and installed at Elise Rd. Waiting for vendor to confirm vpn link and RPMS.
2. IT has identified a new website contractor that will create a more fluid setup that will meet organizational needs. Awaiting sign off from the Ogema.
3. Quote from ThrivePop for block hours have been delivered to the Ogema, waiting on purchasing to inform it was completed.
4. Budget 2023 has been completed and submitted to Bill Willis.
5. **Mandatory IT Projects by order of priority:**
 1. 2022
 - i. Install a redundancy line at NGLC to prevent outage at other sites.
 2. 2023
 - i. Government EXSI Host needs a plan in place for replacement
 - ii. Intrusion detection software needs to be added to our tool list.
6. 273 new IT work orders were opened in June 2022 and 284 IT work orders completed in May 2022. Our current outstanding tickets are at 44.
7. We saw an increase of 43 tickets this month.
8. We only had two voicemails with only one during our office hours 8am-5pm.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held weekly Professional Development Staff Trainings
3. Held meeting with Elevate to discuss progress on our phase planning

Trainings Held / Attended –

Special Tasks / Activities Performed

- Explore options to automate duties with limited staff.

BIA ROADS/PLANNING DEPARTMENT REPORT

June 2022
Steve Parsons

Meetings/Conferences/Trainings

- On June 3, 2022, I participated in a meeting and walkthrough of the Food Distribution Center construction site with Ken Ockert (GTEC) and Brian Schultz (Schultz Excavating).
- On June 7, 2023, I participated in a meeting with IHS Representative Rachael Stokes, who provided a courtesy inspection of the floor of the Food Distribution Center and made recommendations on additional work that may need to be done. She was very careful to emphasize that she was there in an advisory capacity and that none of her recommendations were binding or obligatory.
- On June 8, 2022, at the request of the Ogema, I assisted with an interview for the Human Resources Manager position. Jay Sam also participated in the interview.
- On June 10, 2022, I attended the on-site progress meeting for the Food Distribution Center construction project.
- On June 14, 2022, I participated in a walkthrough of the Food Distribution Center with Steve Feringa, the project architect.
- On June 16, 2022, I attended a meeting to review the planned expansion of the Justice Center Parking Lot which was scheduled for the Summer 2022. Given the possibility of the construction of a victim's shelter building on the same location (pending the receipt of a federal grant to pay for it), it was decided to postpone construction of the parking lot expansion until it is determined whether the construction of the victim's shelter will go forward.
- On June 16, 2022, Ken Ockert (GTEC) and I held a meeting with Little River Casino Resort management staff regarding the upcoming US-31 & M-22 roundabout construction project, which is scheduled to begin on July 12, 2022.
- On June 21, 2022, I participated in the Tribal Council work session regarding the proposed Biimadiiziiwin Cemetery Ordinance, which is currently in draft form.
- On June 21, 2022, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, and the Little Traverse Bay Band of Odawa Indians also participated in the meeting.
- On June 24, 2022, I attended the Executive Committee meeting of the Manistee County Community Foundation via Zoom.
- On June 27, 2022, I participated in a meeting regarding the remaining items that need to be completed for the Food Distribution Center construction project. Also attending the meeting were Bill Willis (LRBOI Lead Staff), Jamie Friedel (Food Distribution Supervisor) and Lyle Dorr (Grant Writer).
- On June 28, 2022, I attended the quarterly board meeting of the Manistee County Community Foundation via Zoom.

Activities/Accomplishments/Updates

- BIA Roads – 2021 Projects: Work on two of our 2021 road projects had been suspended in 2021 (due to weather) and were extended into 2022. Here is the latest update on those projects.
 - Cemetery Parcel Road Project: Schultz Excavating was working on the construction of the road system on the cemetery parcel through most of November 2021. During November, they finished grading the road and began to install the road base. Work on the project was stopped in late November due to the arrival of inclement weather (snow) and the inability to continue work. Final work on installing the gravel road began in early May 2022, and was completed by mid-June 2022. Now that the road system has been completed, we will work on the remaining landscaping and other infrastructure (water, power) features during the early summer of 2022. The landscaping and infrastructure projects will be bid out separately and will be paid for with BIA Roads funding.
 - Commodities Drive Road Project: Schultz Excavating completed the remaining work on the Commodities Drive in mid-June 2022. This completes their involvement in this project.

- Roundabout Project: The start date for the project is still scheduled for July 12, 2022. The contractor was made aware that the dates of the LRBOI Pow Wow were moved to the weekend of July 16 & 17, 2022. The contractor committed to having staff available to direct traffic through the intersection on that weekend, particularly those people who are entering and exiting the pow wow grounds.

As noted in the previous section, Ken Ockert (GTEC) and I held a meeting with LRCR management staff on June 16, 2022 to discuss various aspects of the roundabout project, including: timeline/schedule, traffic control and accessibility to LRCR, and coordination of necessary communication with LRCR's customers and the general public.

One of the outcomes of the meeting was the creation of maps (with directions) for LRCR to use with their patrons and employees (and other groups), indicating the detours and alternate routes that should be used to access the LRCR. These maps were provided to the Executive Director's office and also to the Marketing Director for their use.

- Additional 2022 Road Projects
 - Aki Maadiziwin Roads Project: This project will involve a total reconstruction (including the installation of spillways and culverts for improved drainage) of the entry road to Aki Maadiziwin (Saw Be Quo Ung), as well as the repair and resurfacing of the remaining roads in the Aki Maadiiziwin housing project.
 - Public Safety Parking Lot: This project involves the construction of a smaller staff parking facility between the north side of the Tribal Justice Center and the existing water tower. However, as noted in the previous section of this report, this project has been suspended indefinitely pending the outcome of the funding and possible construction of the proposed victim's shelter which has been tentatively planned for that site.
 - Reconstruction and Repair of the Government Center/Tribal Clinic Parking Lot: This project will involve the repair and resurfacing of the parking lot that primarily services the Tribal Clinic. Most of the pervious concrete areas will be taken out and replaced with standard concrete. This project has been tentatively planned for Fall 2022.

- Food Distribution Center Project: With the resignation of Ken LaHaye as Commodities Program Director in April 2022, the Ogema assigned to me the responsibility of Owner's Representative for the construction of the Food Distribution Center for the remainder of the project. I am currently fulfilling that responsibility. Due to continuing delays in the delivery of materials and equipment, the soonest the project will be completed is late September 2022.

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 6, 2022
Re: June 2022 report of activities

Number of tribal members assisted on new issues	89
Number of referrals received	3
Number of continuing cases:	45

Types of legal issues:

Child support	Small Claims
Probate Estate	Residential Lease
Divorce	Real Estate
Wills	Estate Planning
Driver's License	Bereavement
Trusts	Property Transfer Affidavit
Cottage Food Laws	Conservator Accounting
Civil	Time Shares
Telemarketers	Quit Claim Deed
Evictions	Personal Protection Order
Medical Power of Attorney	Bank Accounts
Post-Divorce Matters	Adoption
Custody	Theft
Transcripts	Restricted Driver's License
Power of Attorney	Guardian - Adult
Incarceration	Criminal
FOIA	Bankruptcy
Estate Planning – Amendments	Guardian – Minor - Terminate

Personal Protection Order – Violation	Parenting Time
Guardian – Adult - Terminate	LLC
Medicaid	Income Tax Exemption
Birth Certificate	Estate Distribution
Change of Custody	Garnishment
Maternity Leave	FMLA
Supervised Parenting Time	Regulations
Legal Custody	SSI and per capita payments
Transfer Tax Refund	House Insurance
Paternity	Assignment of Land Contract
Amendment of Trust	Child Protective Services
Title Transfer – Secretary of State	Certificate of Trust Existence & Authority
Automobile Insurance Refund	City Water

Sample of Work Performed:

Assisted a tribal member obtain a PPO against a person who was stalking them

Assisted a tribal member add their name to their spouse's real estate

Assisted a tribal member obtain a court order when their ex-spouse refused to allow them to see the children

Assisted a tribal member apply for a restricted driver's' license with the Secretary of State

Members Assistance
Vacant Director

Members Assistance Department

June 2022 Departmental Report

William Willis - Lead

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-18-K28, BE 20 K75 (Ongoing programs)
 - i. Total expensed \$421,039.48
 - ii. Budget remaining 7%
 - iii. 22 total households accessing this program.

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

2. Food Assistance Program

- b. Budget \$45000
- c. Total expensed YTD \$21,000
- d. 51% Remaining
- e. 60 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
17	4	3	0	10	0	2	5	1	17

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$4,767.55
- h. 90% Remaining
- i. 18 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

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

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$8,213.20
- l. 79% Remaining
- m. 41 total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	2	2	1	8	3	2	1	0	14

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

- a. Total Budget \$257,505
- b. Total expensed to date \$72,575.88
- c. 40 total households accessing this program to date.

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
Heat	5	0	1	0	5	0	0	2	0
Cooling	10	0	1	0	6	0	0	4	1
Weatherization	1	0	0	1	2	0	0	1	0

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$3,726.00
- f. 63% Remaining
- g. 20 Elders accessing this program to date.

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

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$5,003.13
- j. 77% Remaining
- k. 22 Members accessing this program to date.

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

8. LRBOI Home Repair Program 2022

- l. Total budget \$100,000
- m. Total expensed YTD \$20,778.00
- n. 79% Remaining
- o. 7 members are in process with this program to date. (Rolled over from 2021)

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$249,150.00
- r. 45% Remaining (0 COVID Expensed)
- s. 33 members accessing this program to present (several pending).
- t. Average age at passing is 64.8

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	0	0	1	3	0	0	0	0	23

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 308 Elders enrolled in program.
- w. June invoice \$70,932.22 YTD \$426,062.35

11. Department Ongoing Activities

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

12. Applications to date

Mailed	Picked up	Emailed	Faxed
243	46	145	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
93	66	59	28	67	54	34	28	8	1

13. Office Visits

bb. 4 visits for the month

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 2022 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Vacant – Fisheries Biologist, Great Lakes
- Vacant – Fisheries Biologist, Inland
- Vacant – Fisheries Technician, Great Lakes
- Alycia Peterson – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Conner Johnson - Fisheries Technician, Inland

- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Grant Management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Consent Decree(s) information reporting
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Data entry/ management, Great Lakes fisheries
- Catch report data entry
- Grant Management, Resolution and contract development.
- Fisheries Division Position postings/ interviews
- 2023 budget development

Equipment maintenance/Field Work/Lab Work:

- Larval Lake Sturgeon drift collection
- Sturgeon Rearing Facility (SRF) operation, care of juvenile lake sturgeon
- Sturgeon Rearing Facility maintenance/ repair for operation
- Bacterial/ fungal treatment for sturgeon at SRF
- Preparations for Muskegon Save Our Sturgeon (SOS)
- Sturgeon Trailer retrofit for Muskegon SOS

Meetings/Training/Travel/Conference Calls

- NRD Leads Meeting, 6/2
- CORA Electronic Reporting Meeting, 6/6
- Grayling project Graduate student Meeting, 6/7/27
- GL Tribal Biologist meeting stocking, 6/20
- Sturgeon Rearing Facility Alarm Response, 6/20
- America The Beautiful Genat Meeting with MDNR, 6/23
- NRD Leads Meeting, 6/27
- Great Lakes 100% whitefish meeting, 6/27

Grant used Explain activity # of members served

1050 Sturgeon Program/ Habitat Restoration Program
 4068 BIA Inland Natural Resources
 4086-760/4097/4109 BIA GLRI funding
 4031 Natural Resources Department
 4018 Great Lakes Fisheries Assessment
 4097 BIA Great Lakes Restoration Initiative, Native Species
 4137 BIA Great Lakes Restoration Initiative, Native Species
 4227 BIA Great Lakes Restoration Initiative, Native Species
 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon

Wildlife Program

Vacant – Wildlife Division Manager

Angela Kujawa – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

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

Administration/Budget/Reports/Data Entry

• Managed Budgets

- 4068 BIA Inland Natural Resources
- 4031 Wildlife Department Budget
- 6050 Restricted Timber Harvest Budget
- 4095 Climate Change Protection Budget
- 4137 BIA Great Lakes Restoration Initiative
- 4072 NRCS Project Budget

- Completed monthly report
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2022 harvest permits, USFS stickers, etc.
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence.

- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.
- Ordered wildlife equipment needed for 2022-2023 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Northern Lower Peninsula American marten occupancy project – ongoing
- Grand Valley State University and University of Minnesota Duluth collaboration and communication: phone calls and emails – monthly occurrence
- American marten diet identification using DNA barcoding, ongoing collaboration with GVSU – monthly occurrence
- Connectivity assessment of four rare turtle species, ongoing collaboration with GVSU – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Eagle repository reporting, citizen requests and pickup
- Data entry and management
- Provide consultation to Pennsylvania Game Commission

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Grey wolf health assessment field data collection
- Planted native tree species at Custer parcel
- Live trapped turtles to fit with radio transmitters to gather habitat and movement data. Track turtles previously fitted with transmitters.
- Protected nests of rare turtles (collaboration with USFS)
- Exploratory cameras
- Assist Environmental with MET tower installation

Meetings/Training/Travel/Conference Calls

- LRBOI staff Meeting – 6/2
- Wildlife staff meetings – 6/6, 6/27
- NRD leads meeting – 6/27
- Meetings with Director – 6/15, 6/27
- Wildlife Technical Committee – 6/22
- USFS Call – 6/29
- MITWS Meetings – 6/7, 6/14, 6/21
- Leadership Institute meetings – 6/9, 6/28
- Bear and elk tag distribution – 6/9
- Meetings with Director – 6/15
- Grey wolf health assessment travel – 6/1-6/9
- Turtle nest survey training – 6/6

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- 1:1 Prep
- Staff Task List Management
- Budget review for PPG, IHS, GLRI, CAA 103 Grants
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Worked on ISWMP with Contractor
- Complete EPA PPG Workplan and Budget for grant renewal
- Division SOPs
- Complete PPG Grant for next two years
- Completed EPA Budget Modification
- Submitted contracts to ULD for legal review
- Line 5 review in collaboration with CORA Tribes
- Line 5 EIS Evaluations and readings
- RTOC Deliverables
- Review Staff Documents
- TAS Application
- Started collecting information for the ISWMP
- AIS Comment Letters for Herbicide Treatments on 1836 Ceded Territory Lakes

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 6/2, 6/6, 6/10
- 1:1 with Staff: 6/6(x3), 6/7(x1) 6/16 (x4)
- PPG Grant Submittal Mtg: 6/1
- National Tribal Caucus Meeting: 6/1
- June Staff Meeting: 6/2
- NRD Lead Huddle: 6/2, 6/15
- Tribal/EPA Mining Call 6/2
- Submittal of Air Grant to EPA 6/2
- Consultation on State of Michigan 303d List 6/6
- R5 Climate Change Discussion 6/6
- RTC Call MN Rep 6/6
- MTEG 6/7-6/8
- WS USEPA Grant Application 6/7
- Training Needs 6/9
- CAA TAS Check in 6/9
- R5 GAP Meetings 6/10
- Wild Rice ID Call with MDEGLE 6/10
- Tribal Council PPG – 6/13, 6/15
- ULD TAS Discussion 6/15

- Lake Michigan LAMP – 6/15
- Tribal CA Meeting 6/15
- ACOE Enbridge CA Meeting 6/16
- WS Food Sovereignty 6/16
- PPG Grant Submittal 6/16

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Organized and sent in point data collected in previous years as well as 2022 information
- Started a brochure on battery handling and emergencies for public use/information as well as future presentations
- Tested older electronics to determine functionality, battery integrity, and practicality for 2022 fieldwork
- Opened a geoplatform account to more easily share information within the department for enhanced communication and record keeping via the platform
- Prepared NAICS excel/point data for urban brownfield list (of Manistee parcels) for mapping project and economic development by industry
- GPX/Point to feature tools for maps and records upon field collections

Field Work and Equipment Maintenance

- Conducted site surveys on foot and ATVs for Custer, Oldhouse Rd, Devoe, and Griffith parcels
- Assisted in concrete removal for the air quality tower

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

- Staff meeting 6/2
- EPA Development of Battery Collection Best Practices and Labeling Feedback – 6/15
- MTEG meeting 6/7-6/8
- 1 on 1 meeting 6/6 and 6/16
- Hazardous Waste Steering Committee in Ludington on June 14
- Recycling Infrastructure and Education and Outreach EPA webinar June 14.
- Emergency Management Conference in Lansing from June 28-30

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed WQAR report and sent to EPA.
- Entered physical data to database and AWQMS/WQX
- Fixed AWQMS to WQX upload issue with Gold Systems
- Custer culvert sent to legal review
- Ordered/received Snakehead invasive species flyer
- Planning/coordinating Portage Lake CLMP monitoring event.
- Completed JASM travel closeout.

Field Work and Equipment Maintenance

- Calibrated Hydrolabs and eureka

- Completed June WQ sampling
- Completed Sickie Creek electrofishing
- Complete Sickie Creek pebble count
- Zooplankton samples sent out for processing
- Ordered/received battery for jet boat

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

- 6/1-3-National Training Workshop on Water Quality Data, Assessment, and Plans
- 6/2- LRBOI staff meeting
- 6/6-PLWF zoom consulting meeting
- 6/7-PLWF WQ committee meeting
- 6/7-8-MTEG
- 6/9- Didymo webinar
- 6/21- Michigan's Water Withdrawal Assessment and Permitting Process webinar
- 5/28-PLWF monthly meeting
- 6/6- PLWf Board Mission Clarity workshop.
- 6/7-6/8- MTEG
- 6/7 PLWf Water Quality & Environmental Monitoring Committee.
- 6/8 Onekama Township meeting (appointed to Invasive Committee).

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Indoor Air Quality QAPP Revision 2.0 Updated
- Emissions Inventory Narrative updated.

Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x3
- Sent PM2.5 Filters to EGEL for analysis x3
- PM2.5 Field Maintenance Filter Issue
- PM2.5 Field Maintenance, Gasket replacement
- Meteorological Tower Site Prep
- Meteorological Tower Site Footer Concrete Form Built
- Met Tower footer dig
- Met Tower Footer concrete poured
- Water Quality Field Work
- Brownfield Field Surveys x2
- E-Fishing Sickie Creek
- Ozone Audits X4

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

- SLT March Meeting, (cancelled for June)
- Region 5 Monthly Tribal Air Call, (6-30-22)
- Food Sovereignty Program Tribal Council Work Session
- Food Sovereignty Discussion with Tribal Council
- LRBOI CAA TAS Meeting

Additional Notes:

No Issues with Ozone however the PM2.5 required field maintenance multiple times this month due to issues with the filter pneumatic arm and failing filters. All problems were resolved without MDEGLE assistance. Met tower base was successfully installed with the assistance of other environmental staff and wildlife staff. Tower should be up and running in July.

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Sent updated phragmites and barberry data to ISN for treatment workplan.
- Organized ArcGISOnline data and LRBOI Group.
- Commented on R5TWWG grant application language.
- Worked with Language Department and Onekama Township on pollinator garden signage project.
- Communicated with NOAA regarding Wild Rice Hyperspectral Project final product review.
- Completed MWA training travel closeout.
- Updated Field Map with DEM layer to aid wetland delineation.
- Created new Field Map for Houghton Lake wild rice fieldwork and digitized likely bed area from remote sensing layers.
- Researched Houghton Lake 2022 herbicide treatment plans.
- Completed draft letter to send to LRBOI citizens requesting participation in MWRI Stewardship Plan interviews.
- Downloaded/backed up/converted GPS data & photos from fieldwork.
- Began drafting site visit report from Houghton Lake wild rice monitoring.

Field Work and Equipment Maintenance

- deployed Hamlin Lake depth logger.
- Devoe/Gov Center Japanese barberry mapping for ISN workplan.
- Sugar Shack wetland and phragmites mapping.
- Oldhouse Road wetland mapping.
- Sugar Shack wetland and phragmites mapping.
- completed Sugar Shack wetland mapping.
- Houghton Lake wild rice survey (zooplankton, macroinvertebrates, WQ, clarity, bed mapping, density plots).
- Sugar Shack MiRAM & USACE delineation upland plot.
- Sugar Shack USACE delineation wetland plot.
- Justice Center wetland mapping.

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

- 6/2/22: EPA R5 Tribal Wetland Working Group Advisory Committee meeting.
- 6/15/22: NAWM Wetland Mapping Consortium webinar.
- 6/17/22: interviewed by Jared Ten Brink for MWRI Stewardship Plan.
- 6/20/22: met with intern candidate Kolin and coordinated with Frank and Angela regarding his scheduling.
- 6/30/22: EGLE webinar.
- 6/30/22: IERQC webinar.

Great Lakes Policy Program

Administration//Reports/Data Entry

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

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

June 2022

Steve Parsons

Meetings/Conferences/Trainings

- On June 3, 2022, I participated in a meeting and walkthrough of the Food Distribution Center construction site with Ken Ockert (GTEC) and Brian Schultz (Schultz Excavating).
- On June 7, 2023, I participated in a meeting with IHS Representative Rachael Stokes, who provided a courtesy inspection of the floor of the Food Distribution Center and made recommendations on additional work that may need to be done. She was very careful to emphasize that she was there in an advisory capacity and that none of her recommendations were binding or obligatory.
- On June 8, 2022, at the request of the Ogema, I assisted with an interview for the Human Resources Manager position. Jay Sam also participated in the interview.
- On June 10, 2022, I attended the on-site progress meeting for the Food Distribution Center construction project.
- On June 14, 2022, I participated in a walkthrough of the Food Distribution Center with Steve Feringa, the project architect.
- On June 16, 2022, I attended a meeting to review the planned expansion of the Justice Center Parking Lot which was scheduled for the Summer 2022. Given the possibility of the construction of a victim's shelter building on the same location (pending the receipt of a federal grant to pay for it), it was decided to postpone construction of the parking lot expansion until it is determined whether the construction of the victim's shelter will go forward.
- On June 16, 2022, Ken Ockert (GTEC) and I held a meeting with Little River Casino Resort management staff regarding the upcoming US-31 & M-22 roundabout construction project, which is scheduled to begin on July 12, 2022.
- On June 21, 2022, I participated in the Tribal Council work session regarding the proposed Biimadiiziiwin Cemetery Ordinance, which is currently in draft form.
- On June 21, 2022, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, and the Little Traverse Bay Band of Odawa Indians also participated in the meeting.
- On June 24, 2022, I attended the Executive Committee meeting of the Manistee County Community Foundation via Zoom.
- On June 27, 2022, I participated in a meeting regarding the remaining items that need to be completed for the Food Distribution Center construction project. Also attending the meeting were Bill Willis (LRBOI Lead Staff), Jamie Friedel (Food Distribution Supervisor) and Lyle Dorr (Grant Writer).
- On June 28, 2022, I attended the quarterly board meeting of the Manistee County Community Foundation via Zoom.

Activities/Accomplishments/Updates

- BIA Roads – 2021 Projects: Work on two of our 2021 road projects had been suspended in 2021 (due to weather) and were extended into 2022. Here is the latest update on those projects.
 - Cemetery Parcel Road Project: Schultz Excavating was working on the construction of the road system on the cemetery parcel through most of November 2021. During November, they finished grading the road and began to install the road base. Work on the project was stopped in late November due to the arrival of inclement weather (snow) and the inability to continue work. Final work on installing the gravel road began in early May 2022, and was completed by mid-June 2022. Now that the road system has been completed, we will work on the remaining landscaping and other infrastructure (water, power) features during the early summer of 2022. The landscaping and infrastructure projects will be bid out separately and will be paid for with BIA Roads funding.
 - Commodities Drive Road Project: Schultz Excavating completed the remaining work on the Commodities Drive in mid-June 2022. This completes their involvement in this project.

- Roundabout Project: The start date for the project is still scheduled for July 12, 2022. The contractor was made aware that the dates of the LRBOI Pow Wow were moved to the weekend of July 16 & 17, 2022. The contractor committed to having staff available to direct traffic through the intersection on that weekend, particularly those people who are entering and exiting the pow wow grounds.

As noted in the previous section, Ken Ockert (GTEC) and I held a meeting with LRCR management staff on June 16, 2022 to discuss various aspects of the roundabout project, including: timeline/schedule, traffic control and accessibility to LRCR, and coordination of necessary communication with LRCR's customers and the general public.

One of the outcomes of the meeting was the creation of maps (with directions) for LRCR to use with their patrons and employees (and other groups), indicating the detours and alternate routes that should be used to access the LRCR. These maps were provided to the Executive Director's office and also to the Marketing Director for their use.

- Additional 2022 Road Projects
 - Aki Maadiziwin Roads Project: This project will involve a total reconstruction (including the installation of spillways and culverts for improved drainage) of the entry road to Aki Maadiziwin (Saw Be Quo Ung), as well as the repair and resurfacing of the remaining roads in the Aki Maadiiziwin housing project.
 - Public Safety Parking Lot: This project involves the construction of a smaller staff parking facility between the north side of the Tribal Justice Center and the existing water tower. However, as noted in the previous section of this report, this project has been suspended indefinitely pending the outcome of the funding and possible construction of the proposed victim's shelter which has been tentatively planned for that site.
 - Reconstruction and Repair of the Government Center/Tribal Clinic Parking Lot: This project will involve the repair and resurfacing of the parking lot that primarily services the Tribal Clinic. Most of the pervious concrete areas will be taken out and replaced with standard concrete. This project has been tentatively planned for Fall 2022.

- Food Distribution Center Project: With the resignation of Ken LaHaye as Commodities Program Director in April 2022, the Ogema assigned to me the responsibility of Owner's Representative for the construction of the Food Distribution Center for the remainder of the project. I am currently fulfilling that responsibility. Due to continuing delays in the delivery of materials and equipment, the soonest the project will be completed is late September 2022.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	6
City Assist	1
County Assist	15
Medical Assist	1
MSP Assist	2
Other Calls for Service	
Property Checks	517
Suspicious Person	1
Suspicious Situation	4
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	1
Accidents	12
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	1
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	1
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	2
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	7
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	3
PPO Served	2
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	7
Assault	
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	
Disorderly	3
Domestic Disturbance	3
Drive-Off	1
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	1
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	3
Health & Safety	
Intimidation	1
Intoxicated Person	2
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	
Property Damage/PIA	12
Public Peace	
Resisting	
Robbery	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	257.25
Alarm	1
Attempt to Locate	
Boat Dock Checks	
Casino Hours	185.5
Civil Standby	
Community Policing	2
Court Hours	
Death Notification	
Drug Disposal	
Follow-Up Investigations	16
Found Property	5
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	
Suicidal Subject	
Total Complaints	65
Total Reports	65
Training Hours	46
Transport	
Trespassing	1
Tribal Council Meetings	
Vehicle Mileage	3886
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	61
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	1
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	1
Court	
Court Hours	
Dock Checks	6
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	311
Joint Patrol(s)	
Marine Time	
Meeting(s)	9
Meeting Hours	76
Paper Service	
PR Activities	1
PR Activities Hours	1
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	2
Vehicle Mileage	2259
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

June 2022 all Officers completed firearms/rifle qualifications.

June 6-10, 2022 Sgt Robles attended 2020 Concent Decree Negotiation Meeting in Lansing, MI.

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

Administrative Hours	159.25
Arrest(s)	
Male	
Female	
ATV Patrol Hours	1.75
Assist(s)	5
Assist Hours	6.5
Citation(s)	1
Civil	1
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	24
Contacts	436
Court	
Court Hours	
Follow-up(s)	1
Follow-up Hours	0.75
Federal Citation(s)	
Hours Worked	460.75
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	155
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	11
Vehicle Mileage	2553
Vehicle Stops	3
Verbal Warning(s)	5
Written Warning(s)	2
Training/Travel	

June 2022 all Officers completed firearms/rifle qualifications.

Tax Office
Valerie Chandler

Tax Department June 2022 Monthly Report

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

During the month of June 2022, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Assistant to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for May 2022.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly communication updates to ULD with any legal questions, issues, etc. as necessary.
8. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
9. Issued 7 Certificates of Exemption:
 - Purchaser: 7 RTMs 0 Tribe/Entity
 - Purchase Type: 5 Vehicle 0 Recreational Vehicle 2 Construction
10. Reviewed 34 Tribal Member address and/or name changes; 4 required updating of the RTM list and database.
11. Processed 1 Proof of Residency.
12. Processed 5 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
 - New and re-instated RTMs
 - Deceased RTMs
 - Address changes of RTMs
 - RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for July 2022 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,624 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for May, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed May 2022 Tribal tax returns which included:
 - Retail Sales Tax (Little River Trading Post, Little River Casino Resort, and Nectar Spa)
 - Food & Beverage Tax (Little River Casino Resort, Sparks BBQ, Da J Wok, and Taqueria Diablos)
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

*Variable Duties and Accomplishments:

1. Corresponded with and spoke with vehicle dealerships regarding Certificate of Exemptions for Resident Tribal Members.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees, including facilitating the monthly virtual staff meeting.

3. Prepared the announcement of the May Employees of the Month which included printing and displaying the certificates in the lobby.
4. Issued one Temporary Tribal Business Tax License to a tribal vendor conducting sales on Tribal property and notified Public Safety of the License.
5. Corresponded with the Ogema, Leads, and leadership staff regarding the direction and continuation of the Leadership Roundtable meetings.
6. Verified tribal property location if it is within the Tax Agreement area so that a purchase could be classified as tax exempt or taxable.
7. Prepared and emailed to staff a Save the Date notice for the Employee Picnic scheduled for August 11, 2022.
8. Notified all necessary staff/departments that the State will be conducting an audit related to the Tax Agreement so that everyone is prepared for any document requests.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities.
 - Tribal Member that received a letter stating they were not qualified to claim Resident Tribal Member status; it was an error by the State.
 - Specific items that may qualify as tax exempt for home landscaping.

Little River Trading Post Interactions:

1. Worked with the Trading Post Manager in updating OTP (other tobacco products) tribal member pricing.

Little River Casino Resort Interactions:

1. Issued 3 Temporary Tribal Business Tax Licenses to vendors and performers at the Resort selling merchandise on tribal property.
2. Corresponded with Surveillance Manager regarding the review of video from the Trading Post regarding questionable tribal member purchases of fuel and/or tobacco.
3. Corresponded with the Human Resources Director and Compliance Director regarding questionable employee fuel discounts at the Trading Post.
4. Corresponded with Audit Supervisor regarding taxes and reports on the three food court restaurants.
5. Corresponded with Compliance Director regarding the inspection of the food vendor for health safety and compliance at the Thunder at the River event.

Meetings / Trainings Attended During the Month:

1. Employee Staff meeting via Teams on June 2, 2022.
2. Employee Recognition Team meetings on June 2, 16, and 23, 2022.
3. Tribal Council meeting via Zoom on June 1, 2022.
4. Survey Work Group meetings on June 2, 16, and 23, 2022.
5. Met with the Ogema and Leads as part of the Employee Survey group on June 14, 2022.

6. Conference call on June 15, 2022 with the LRRCR CFO and Compliance Director regarding some tax questions.
7. Meetings via Zoom on June 17 and 29, 2022 with the owner of Taqueria Diablos and their accountant regarding questions on their Food & Beverage tax returns.

Statistics:

Total Registered Resident Tribal Members (RTMs): 258

- Manistee County: 247
- Mason County: 11

Monthly Tax Revenue*:

*May 2022 amounts received in June 2022

- Retail Sales Tax (Gift Shop) \$1,366.59
- Retail Sales Tax (Nectar Spa) \$34.68
- Retail Sales Tax (Trading Post) \$7,767.08
- Service Tax \$641.20
- Admissions Tax \$1,302.16
- Lodging & Occupancy Tax \$13,518.33
- Food & Beverage Tax (Little River Casino Resort) \$22,521.74
- Food & Beverage Tax (Sparks BBQ) \$1,451.02
- Food & Beverage Tax (Da J Wok) \$1,661.05
- Food & Beverage Tax (Taqueria Diablos) \$1,891.78

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

- Gasoline (includes eligible Government & Resort vehicles): \$6,850.72
- Diesel (includes eligible Government & Resort vehicles): \$174.32
- Cigarettes: \$9,011.20
- Employee (Government & Resort) Discount on Fuel: \$561.45

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

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

- Gasoline: \$0.507/gallon
- Diesel: \$0.552/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price
*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
June 2022 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 115 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in regular meetings with the Ogema and other Leads.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Responded to, read, and forwarded emails with information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.
6. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
7. Assisted with a personnel issue with other Lead and HR.

8. Participated in interviews for the IT Manager and HR Manager positions.
9. Attended the regular monthly staff meeting.
10. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month

1. Coordinating memorial for our elder Terri'ba for July 30.
2. I tried asking questions to get answers why the grant report was showing activity when there was none. I stopped asking, no one was answering.
3. Visual editing for the web/app for audio CD's.
4. No update about recycling cardboard and paper.
5. Working with Marty Holdgren on Grand Rapids project.
6. Worked on a huge project for NRD & Onekama project.
7. Produced lessons, recorded them and then posted to face book.
8. Produced lessons, taught them to class on spelling and writing.
9. Teaching how to use a native American dictionary.
10. Answered questions about recycling to Martha Howell.
11. Answered Emails and calls about language, camp, culture.
12. Recycled for LRB Pharmacy.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
June 2022, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Lead and Copper Sampling
- Completed Well House Panel Upgrade

Billing

Water	\$13,105.35
Sewer	\$21,832.16
Irrigation	\$3,523.01
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$15,023.58
Septage	\$9,333.42
Other	\$440.25
Month Total	\$71,327.10
Yr. to Date Water	\$73,708.02
Yr. to Date Sewer	\$108,306.50
Yr. to Date Irrigation	\$13,915.92
Yr. to Date Fire Suppression	\$48,415.98
Yr. to Date Manistee Township	\$103,569.21
Yr. to Date Septage	\$42,567.18
Other Revenue	\$1,501.34
Credit	\$0.00
Yr. to Date Total	\$391,984.15

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 4,743,428
 - b. Ave Daily Flow Gallons 158,114

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,004,732
 - b. Daily Average Gallons 100,158

 - Effluent Gallons**
 - a. 3,217,414
 - b. Daily Average Gallons 107,247

 - Lagoon**
 - a. Influent 391,962
 - b. Daily Average Gallons 13,065

- 3. Septic Sewage**
 - a. Gallons 155,557

III. Travel and Trainings

What: MTERA Board Meeting
Who: Gary Lewis
Where: Phone Conference
Sponsored by: MTERA

What: District Engineer EGLE
Who: Gary Lewis
Where: Tour WWTP
Sponsored by: LRBOI

What: LRB Staff Meeting
Who: Gary Lewis
Where: Zoom
Sponsored by: LRB

What: Tax Equity Structuring Strategies for Renewable Energy and Storage Projects
Who: Thomas Sutton, Gary Lewis
Where: Zoom
Sponsored by: MTERA

What: Lead Operator Interviews
Who: Hiring Team
Where: H.R. Conference Room
Sponsored by: LRB H.R.

What: Bid Opening Office and Garage Expansion
Who: Michelle Lucas, Diane Kerr, Gary Lewis
Where: Gov Center Lower-Level Conference Room
Sponsored by: Purchasing

What: Heat Stress, Safety Training
Who: Diane Kerr, Thomas Sutton, Gary Lewis
Where: Office
Sponsored by: MRWA