

**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 *sl*
Naangwa: Date: April 30, 2019
Maanda Nji: Re: March 2019, Operations Report

We respectfully submit the March 2019, 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
March, 2019

TABLE OF CONTENTS

Accounting	Steve Wheeler
Commerce	Vacant
Commodities	Ken LaHaye
Education	Yvonne Parsons
Enrollment	Jessica Wissner
Family Services	Jason Cross
Grants	Lyle Dorr
Health	Daryl Weaver
Housing	Vacant a director
Human Resources	Jeff Simpkins
Information Technologies	George LeVasseur
Legal Assistance	Mary Witkop
Maintenance	Rusty Smith (Interim)
Members Assistance	Jason Cross (Interim)
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Affairs	Vacant a director
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

March, 2019 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. **2019 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2019 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

- 1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
- 2. Investment management.
- 3. Continued improvement in financial reporting to the Tribe.
- 4. Analysis of the 2019 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 2018 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 2015. Indirect Cost Proposals for years 2016

through 2018 have been submitted to the Interior Business Center and we have received proposed Indirect Cost Rates. Work on the 2019 proposal is underway.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2020 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2017 audit took place May 14 - 18, 2018. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for year ended December 31, 2017, has been issued to the Tribe with an Audit opinion date of September 28, 2018. The audit presentation took place Tuesday, October 9, at 3:30pm, in the Tribal Council conference room, with the Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report was filed with all appropriate federal agencies before the September 30, 2018, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. *Projects; Elders (10) Complex.*** *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 March.*
 - i.** *Elders (10) Complex – Travois - \$1,000.00*
 - ii.** *Elders (10) Complex – Wieland - \$119,392.84*
- 2. *Cash Receipts;*** *Daily cash receipts totaled for the month of March, were, \$571,477.46 the General Fund Operating Account had a total of (317) receipts.*
- 3. *NGLC;*** *Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.*
- 4. *Pharmacy;*** *Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,*
- 5. *Fixed Assets Account Group;*** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2018. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2018.*
- 6. *Audit work for 2018 Asset –*** *Ongoing working on updating current year purchases, asset control...*
- 7. *1099MISC. –*** *2018 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2018.*
- 8. *Sending out some of returned 1099MISC as corrected addresses come in.***
- 9. *BP Card – gas card access –*** *Continued updates and changes as it relates to new hires and departures.*
- 10. *Tribal Financial Statement Requirements;*** *Due by the 8th of the month.*

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

–

Construction Task Force –Weekly Meeting - Thursday – review - Elders Complex.

Other Meetings

March 12 –Public Safety – Garage Project

March AKI 2 homes – 2019 Project

March 25 - 1099MISC – Per Capita File to IRS

Duties and Accomplishments –

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

Meetings Held / Attended – TERT

Trainings Held / Attended – FEMA

Special Tasks / Activities Performed – Audit Prep

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of April.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received two modifications for the following grants: 2018-2019 ITC Tribal Opioid Use Disorder grant budget change and 2019 IHS Self Governance Compact additional funding in the amount of \$224,054. Documents were scanned and placed in the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
12. *The Tribe received one new grant this month: Resident Opportunity & Supportive Services (ROSS) grant in the amount of 216,000 for the time period of 3/18/2019 through 3/17/2022. Grant Program Booklet was created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant file. The funding amount was added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The new grant information was given to the Staff Accountant so that she could set this program up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution.*

Once the acceptance resolutions were received they were scanned and placed in the electronic folders and originals were placed in the Grant Program Booklet. A notice was sent to Purchasing, Ogema office and Controller letting them know the new grant Information. A Grant Program Booklet was created for the person who will be administering this grant.

13. Submitted numerous journal entries to Brandy Martin that needed to be made to move expenses to correct grants for the month of March.

14. Prepared the eLOCCS Access Authorization form that needed to be prepared for the new Resident Opportunity & Supportive Services (ROSS) grant. I signed it, had the Ogema sign it then had to have it notarized and mailed to Dept. of Housing & Urban Development so that I would be able to file reports and draw funds on this grant.

15. Changed my password in the Dept. of Payment Management System for the "B" account that has to be done every 90 days.

16. Changed my password in the ASAP System that has to be done every 90 days.

17. Annually the EGRAMS questionnaire has to be filled out by the CFO.

I received this from EGRAMS and forwarded to CFO and filled out. I had to upload report electronically to EGRAMS.

18. On the Indirect Cost proposals the Internal Business Center is requiring that the indirect cost awarded and money received be recorded differently on the report. I went back to January of this year and identified for each grant the amount of the draw for each month that was the indirect cost reimbursement from the total deposit and corrected the bank statements and gave to Brandy so she can correct how this was posted.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Jason Cross a few times each week.
4. Met with Valerie Chandler on different occasions.
5. Met with Lyle Dorr almost on a daily basis.
6. Attended monthly Lead meetings with Jay, Bill, Larry and Mary.
7. Met with Jeff (HR) when he had questions.
8. Met with Jason several times each week.
9. Met with Steve & Lani on 3/5/19.
10. Met with Daryl Wever on 3/5/19.
11. Met with Jason & Daryl on 3/14/19.
12. Met with Larry, Jay, Bill, Mary, Daryl on 3/14/19.
13. Met with the Mental Health Focus group at the Justice Center on 3/21/19.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 637 payroll vouchers/checks.
2. Verified 23 PAF's this month which included new 5 employee(s), and 2 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 3/1, 3/15 and 3/29.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

1. 3/15 - Meeting with Steve and Lani regarding benefit reconciliations.
2. 3/19 – Meeting with HR director to review benefit reconciliations produced for 2019.

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 2019 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in March 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 March as well as the check request for payment of those taxes.
7. Provided HR with accrual reports for Health, Dental, Vision and Life insurances for the month of March.
8. Processed April 1st per capita payment as well as necessary tax reporting.
9. Completed Bi-annual certifications for grant programs.
10. Addressing payroll concerns and/or corrections as necessary.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating quick reference guide for payroll processing as necessary.
3. Updating/reviewing employer paid life insurance premiums in ADP as necessary.
4. Ongoing training of payroll Clerk for MIP payroll processing.
5. Working through system/setup issues with MIP payroll, HR and EWS all working together.
6. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.

Upcoming Projects / Tasks –

1. Update MIP payroll procedures to include processing payroll using the HR and EWS modules.
2. Complete new hire entry instructions for HR to use in entering new hires into MIP.

3. Preparing and filing necessary data/reports for 1st quarter.
4. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.

ACCOUNTS PAYABLE

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

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 3/5 Public Safety Garage, final draft review meeting.

2. 3/5 Amazon Business net term 30 meeting.
3. 3/6 GSA SmartPay Program questions and concern meeting.
4. 3/6 Prevailing Wage Scale Meeting.
5. 3/18 provided annual training on travel regulation, forms, and procedures.
6. 3/19 provided annual training on travel regulation, forms, and procedures.
7. 3/19 Recycle Program Meeting.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 337 packages.
2. Issued 123 receiving reports.
3. Returned 2 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 / Task

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2019 Indirect Cost Proposal.
- 4) Working with Interior Business Center on finalization of FY16-FY18 Indirect Cost Proposals
- 5) Worked with Dr. Wever – Expansion of Clinic/Pharmacy Services

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

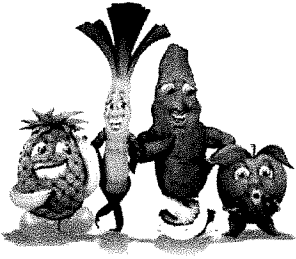
- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2019 Indirect Cost Proposal.
- 4) Disseminate FY2019 Budget R&E's
- 5) Initiate work on 2020 Indirect Cost Proposal

Expenditures Update

Total year to date expenditures for the Finance Division for March, 2019, are \$333,767, compared to an annual budget of \$1,286,364. Total expenses for the Finance Division for year to date March, 2019, represent 26% of the total annual budget.

Commodities

Ken LaHaye



Food Distribution Program

March 2019 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

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:

Alan Tyler started 3-11-2019 as Workforce Development.

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Ken LaHaye submitted department report

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

Alan Tyler and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye, Alan Tyler, and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for April.

Alan Tyler and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken and Melanie conducted deliveries 3-8-2019 and 3-15-2019.

Ken and Alan conducted deliveries on 3-11-2019 and 3-12-2019.

We had 21 deliveries.

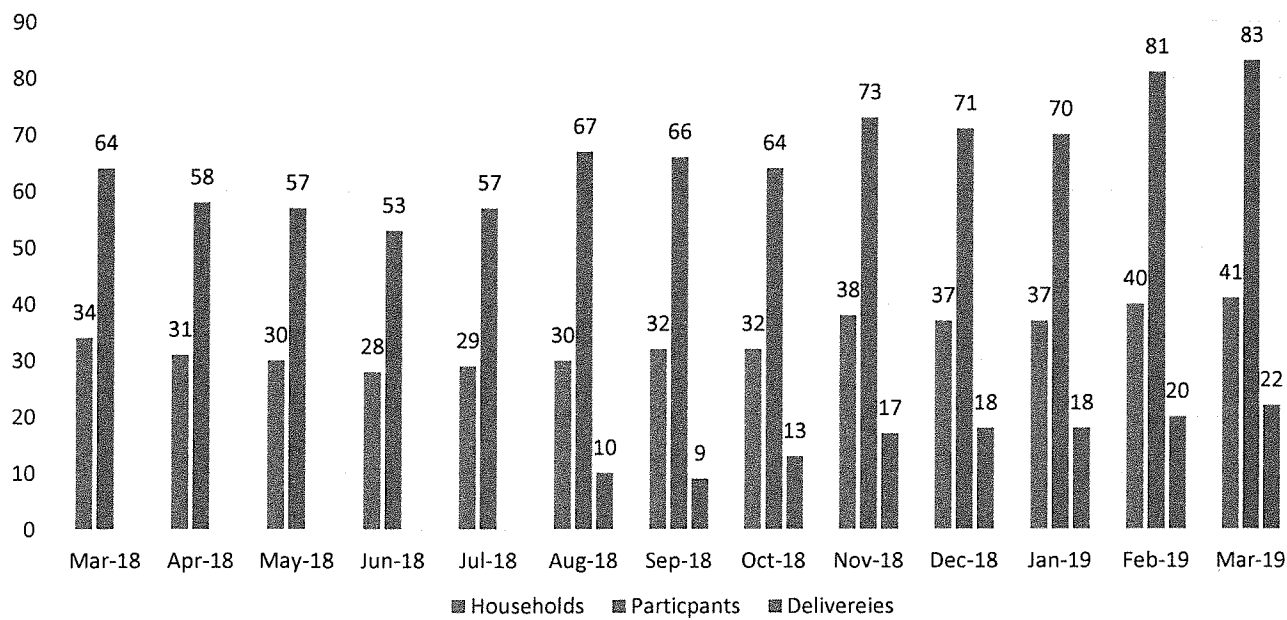
Ken is working on Urban Waivers which is an ongoing project.

Melanie attended Warehouse operations conference call.

Ken was off 3-19-2019 thru 3-28-2019.

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

March 2019 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 1 student requested Senior Expenses totaling \$125. 5 students received LRBOI/JOM activities funding totaling \$738.66. 2 students received driver's training assistance totaling \$500. 1 student requested and received \$1000 for 12th grade computer. 389 student services registrations were mailed out in March. Program changes include parents having a choice of \$500 for school clothing, \$500 for activities, or an equal split of \$250 per school clothing and activities.
 - **Higher Education Scholarship:** 9 Higher Education Scholarships were processed for March. Total awards were \$18,877.50, providing assistance to 6 university students and 3 community college students. 6 students were women, 3 student were male.
 - **College Book Stipend:** 8 book stipends were awarded during the month of March totaling \$3600. There were 2 in 4-8 credits and 6 students received stipends for being enrolled in 9 or more credits
 - **Educational Advancement Fund:** 2 awards were made totaling \$540
 - In March Family Movie Night had 17 attending. March beading class met every Wednesday in March at Aki, with an average attendance of 22. Movie night was not held in Muskegon because of a previously planned vacation by the Education Youth Assistant
 - March 27, attended Policy and Peacemaking meeting by HR and Peacemaking, Yvonne Parsons attended
- Expense Justification**
- Activities performed and services rendered fall within budgeted items for the 2019 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

March Monthly Report - 2019

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 6 Applications forms for people seeking membership
- Mailed out: 18 Address change forms
- Created 46 New and Replacement ID's from 03/01/2019 through 03/31/2019
- 178 Addresses changed from 03/01/2019 through 03/31/2019
- Final Rejection Letters: 1
- Final Acceptance Letters: 1
- 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 Blood Quantum Breakdown change: 0
 - Denial of Blood Quantum Increase: 0
 - Denial letter: 0
 - 0 Applications received since 03/01/2019
 - List Request of membership: Tax Office, Member's Assistance, Public Information, Purchased and Referred Care and Election Board
 - Label Request of Membership: 0
 - Tribal Members Label/List/Statistical Request: Tommy Guenthardt and Larry Romanelli
 - Statistical Requests: Family Services
-
- Department Verifications:
 1. Prosecutor 63
 2. Members Assistance 38
 3. Purchased and Referred Care/EHAP 69
 4. Family Services 12
 5. Casino 4
 6. Gaming 1
 7. Human Resources 2
-
- Ordering/ Correspondence
 - Enrollment Verifications to other tribes
 - Certifications of Blood Degrees
 - Certification for Spouses and Descendants for Tribal Preference
 - 4 Member passed away for the Bereavement Fund
 - Sent out 6 Tribal Flags
 - Sent out PerCap Earnings reports
 - Updated Citizen Validation folder
 - 3 Tuition Waiver Verifications
 - 452 Phone calls logged
 - Eagle Feather Permit Verifications
 - Requests for copy of Digital Copies

Meetings

- Work Session with Tribal Council on Burial Fund Increase – March 4th
- Mental Health Focus Group – March 21st
- Enrollment Commission Meeting – March 25th
- Policy Training/Problem Solving and Peacemaking – March 27th

Enrollment Statistics

- Total Membership: 4,200
- Total number of Elders: 1,356
- Total number of Adults (18-54): 2,470
- Total number of Minors (0-17): 374
- Total Tribal Members living in:
 - 9 County Area: 1,725
 - Outside 9 County Area: 2,340
 - Michigan: 2,712
 - Outside Michigan: 1,353
 - Undeliverable Addresses: 135

Family Services
Jason Cross

Family Services Department

March 2019 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	3
Muskegon	4
Mason	1
Lake	0
Wexford	1
Kent	1
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	1
Total	11

Open Cases.....69

Total number of Tribal members served in open cases: 72

Total number of descendants served in open cases: 18

Total number of individuals served in open cases: 132

Cases Management:

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

LRBOI Victim Services Program Monthly Report
March 2019

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (3); New Intake(s) (0); Cases closed (2)
 - Provided: advocacy, transportation, legal assistance, and judicial advocacy.
- Attended (2) court hearing
- Had (4) client face to face meetings; (1) transports

Collaboration Efforts

- 3/11 – MI CVLAP meeting
- 3/11 – Manistee DVSART meeting
- 3/12 - VSP Task Force meeting
- 3/25 – UTFAV site visit/tour

Travel & Training

- N/A

Outreach/Education

- 3/5 – HSCB meeting/presented on new SA services
- 3/14 – Business/Career Expo: resource table
- 3/21 – Tribal Day/presented on the program

Grants

- N/A

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (3); New Intake(s) (2); Cases closed (1)
- Provided: Ed. Material, Transportation assistance, and Legal Assistance Services
- Attended (1) court hearing
- Face to face meetings w/clients (6)

Collaboration Efforts

- 3/8 – Muskegon Tri-County meeting
- 3/12 – LRBOI VSP Task Force Meeting
- 3/15 – Muskegon CC meeting w/Eli Fox
- 3/19 – Baker College meeting w/Jonathon Pate
- 3/26 – COVE meeting w/Sandy
- 3/27 – Muskegon HT meeting
- 3/27 – Muskegon DV Task Force meeting

Training/Webinars

- 3/13 – Compassion Care in Wk & Building Girls Protective in Indian Co. (webinar)
- 3/18-3/22 – 35th International Symposium on Child Abuse training (Alabama)

Outreach/Education

- N/A

Michol Tanner (Manistee Outreach Specialist)**Advocacy/Case Management**

- Current: New Intake(s) (1); Cases closed (0)
 - Provided: crisis advocacy, financial assistance w/food, fuel, and heating bill.
- Had (2) client face to face meetings
- Had (8) telephone contacts

Collaboration Efforts

- 3/11 – Manistee DVSART meeting
- 3/12 – LRBOI Victim Services Task Force Meeting
- 3/22 – DV Task Force Meeting; OASIS in Cadillac
- 3/25 – United Three Fires site visit

Training/Webinars

- 3/18 - VAT Online – Basics/Core Competencies, Ethics, Civil Justice System (1 & 2)
- 3/18 – LRBOI Travel Regulation Training
- 3/19 - VAT Online - The Civil Justice System (3 & 4) & Criminal Justice System
- 3/20 - VAT Online - Military & Tribal Justice System and Victim Services

Outreach/Education

- 3/14 – Business and Career Expo

Next Generation Learning Center-March 2019

Times of Care: Monday-Friday 5:30a-9:00p

Enrollment Statistics:

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

73 Children are on a wait list-the majority are below the age of three years old.

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	12	6	6	4	3	4
Toddler Classroom (2-3 years old)	14	7	7	3	2	4
Maple Preschool (GSRP)	16	16	0	5	0	2
Poplar Preschool (Head Start)	17	17	0	8	3	4
Cedar Preschool (Head Start/Tuition)	24	18	6	2	4	2
School Age (5-12 years)	29	0 School in Session	29	3	3	5
Totals	112	62	48	22	14	20
Percentages		57%	44%	20%	13%	18%

Current Center Happenings:

- NGLC has 57 children attending one of our preschool programs. We now offer three different preschool programs for families-two of these programs are free to families that qualify. Three children are currently on a wait list for Head Start.
- NGLC has hired two Teacher's Aides to work within our infant and preschool classrooms
- Two Parents from NGLC attended the Inter-Tribal Council Parent Council Meeting to represent our program in Sault. St. Marie
- Michigan Works continues to be within the center on Wednesdays and now Fridays as a satellite location. Since collaborating with NGLC they've seen an increase in participants that attend the satellite location.
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning.
- Angela Schwandt from the Family Services Dept. observes children within our classrooms once a month to offer social emotional support to children and teachers, ideas of interventions, and behavior management
- Holly is planning a parenting series held at NGLC through MSU extension and presenter Tracey Troutner starting in March
- Lisa Morley and Holly will be teaching a CDA class for NGLC teacher's aides and community members at NGLC-it meets once a month and participants will earn their certification this will begin in March/April

- Holly is meeting with Jeff Simpkins (HR Director) once a week to improve clarification and guidance for the intent of NGLC, and how to better leadership within the building. Holly was also able to meet with the leadership team from LRBOI at the Roundtable event held at LRRCR
- Jason and Holly are working with Manistee Area Chamber of Commerce to set up a round table event with state representatives on the importance of early childhood education funding and child care focus in Michigan
- Twelve children currently receive Early On (early intervention special education) or MISD special education services while attending NGLC-2 children receive ABA Therapy for Children with Autism. Early On continue to hold their monthly playgroups at NGLC.
- One WSCC student, one CMU Master's student, and EMU student will be completing their practicum with NGLC
- The NGLC bus is currently in Grand Rapids at the Hoekstra dealership getting a recall fixed and general malignance.
- The President of the Frey Foundation-Holly Johnson-visited and toured NGLC-and stated that the project to create NGLC was one of the top three investments the foundation has contributed to and they are willing to help with future endeavors. She also hopes to bring more awareness to the center

Closures:

- No closures during the month of February

Upcoming Events:

- **3/1: Holly taught a group of teachers from West Shore ESD the theory and philosophy of NGLC and materials children use to learn**
- **3/8: Great Start Readiness Program Teachers and Staff within the building for Professional Development**
- **3/6: Robert Fillmore from ITC visit and formal review**
- **3/7: Meeting with Elizabeth Kushman about the possibility of bringing a home visiting program to the center with the Family Spirit Curriculum**
- **3/9: NGLC will participate in the Manistee County Health Fair**
- **3/16: NGLC Teachers and Staff will participate in the Cadillac Area Early Childhood Conference on child trauma and team building**
- **3/19: Michigan Dept. of Education will visit and tour NGLC**
- **3/22-4/1: NGLC Preschool Programs on Spring Break**

LRBOI Be Da Bin Behavioral Health March 2019 Report

This is the report for Be Da Bin Behavioral Health Program. Staff for Be Da Bin include: Dottie Batchelder, Chemical Dependency Counselor; Sujean Drake, Mental Health Counselor/Tele-psych; Angela Schwandt, Mental Health Counselor; Charlotte Campbell, new Case manager/Intake; and James Gibson, Traditional Healer, contractual.

March 12, 2019, Be Da Bin hosted the Meet and Greet for the Traditional Healer for staff and for community.

March 12, 2019, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

March 8 and 22, 2019, Jason Cross, Family Services Director, and Dottie Batchelder, Chemical Dependency Counselor, attended planning calls with SAMHSA Technical Center to do with the TOP grant.

March 19, 2019, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

March 21, 2019, the Mental Health Focus Group met to discuss the Mental Health Block Grant and the continuation of program after the grant, this was held by Sujean Drake, Mental Health Counselor.

Be Da Bin Staff: Dottie Batchelder has been/continues to be busy with the setup of the Regional Opioid Symposium for April 4, 2019 (most of time) and the presentation of the Tall Cop coming up. This month she has attended the Northern Michigan Recovery Residences Board meeting, planning meetings for the events with opioid epidemic community partners, Grant planning meetings, and seeing clients. Sujean Drake has been busy with the Mental Health Block Grant (tele-psych), Focus Group Meeting, and seeing clients. Angela Schwandt is seeing clients and assisting with the tele psych/focus group. She also meets with Sujean and Dottie for learning/training of services. Dottie and Charlotte assisted with the Traditional Healer (all staff helped on meet and greet). Charlotte Campbell is working on learning her position, doing intakes, and assisting with clients. She also attended a training on ethnics this month.

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor:

19/6 Individual/Recovery Clients

176 Client Contacts for Services

200 Counseling/Administration Hours Delivered

Total Client Service Delivery: 246

Mental Health Counselor/Tele-psychiatry:

26 Individual Clients

56 Client Contacts for Services

86 Counseling/Administration Hours Delivered

Total Client Service Delivery: 79

Mental Health Counselor:

19 Individual Clients

To get on the RPMS system soon.

Case manager/Intake:

3 Intakes and to get on RPMS soon

Traditional Healing: 10 Individual Client Contacts

Departmental Monthly Events & Needs

Meetings:

3/4/19 – Work session burial program
4/5/19 – HSCB
4/5/19 – TOR grant call
4/8/19 – TA call with SAMHSA
4/21/19 – COC Tribal Day
4/22/19 – ITC call
4/25/19 – Work session flood relief
4/26/19 – TC strategic planning

Travel and Trainings:

Court

Wisconsin – 1
LRBOI – 1
California - 1

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW
Director of Family Services

Grants
Lyle Dorr

Grants Department Monthly Report

March 2019

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.

- ∅ **As of 3/16/2019 the housing grant we have been waiting on has not be posted (I heard from the housing Director in the Sualt Ste Marie (Feb 2019) at the Renewable Energy Conf, that the monies are still allocated, but they have not been released yet):**

Based on information from the GLIHA quarterly meeting (May 1, 2018 at Soaring Eagle) that Frank had me attend with Michelle and him, an upcoming competitive grant Recovery Act Development Process (RADP) in August or September. We received \$2M a few years ago when it came out. It will be important to have a Housing Director in place when going for this grant as these grants ask for credentials of management personnel.

- **Attended the 4th Annual Tribal Emergency Response Training** held by FEMA in Anniston, AL with Brandy Martin and Shawnee Damm-Hajdu (Muskegon Office). Received a lot of informative and made several contacts with individuals from various tribes regarding planning and preparing for emergency situations. Director Medacco has been trying to re-establish the tribal emergency response since Spring of 2018. It is hoped that this training will help us better grasp emergency response concepts that can be applied at Little River.

Clinic:

- Met with Dr. Wever and reviewed ideas for future clinic plans and services. Provided him with a few current funding opportunities and will look for diabetes specific funding for future initiatives.

Court:

- ∅ No Active applications or projects

EDC:

- ∅ No Active applications or projects

Family Services/ Be-Da-Bin:

- Assisted Shanaviah with rhetorical grant app signatures, and signatures for Agenda Request and Resolution submission for her Fam Violence Prevention and Service grant.
- Assisting Jason with preparations to apply for a Child Care Development Funding, which is due in August, but required significant time to complete all of the steps including community feedback.

Food Distribution:

- ∞ HUD has a \$700,000 matching grant available for Tribe infrastructure that was submitted due Jan 7, 2019. HUD announced that they would extend the submission deadline to March 20, 2019. This means that the award announcement will not be made until July of 2019.
- ∞ **Applied for a grant from the Shakopee Mdewakanton Sioux Community (SMSC) for up to \$130,000.** LRBOI is requesting SMSC grant support not to exceed \$130,000; should the low bid be in excess of \$700,000. Upon securing bids, LRBOI would submit documentation of the winning bids to SMSC and request the amount over \$700,000 for funding. Should hear back on this by May sometime.

Historic Preservation:

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

Maintenance:

- ∞ **Big Blue Electric upgrade:** The Consumers Energy subcontractor did some inside work in early February: Given the repeated storms in the area, which have kept crews busy, outside work has not started. If the work does not begin until April, we will save \$3,000.

Natural Resources:

- ∞ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The temporary trailer was relocated a 2nd time due to plans for the location of the new PS Garage. Tom's EPA monitoring equipment needs to be relocated to the trailer once set. Once the trailer is relocated and provided power, the vendor can come in and move Tom's equipment. This should be done by April 15th.

Public Safety:

- ∞ **New Car Garage for 2019:** Robert would like garages for his vehicles. The new structure will go where the Brown modular is currently, that we are removing. Michelle L. has assisted in trying to secure bids for a design build. It is hoped that the project can be completed by the end of July, 2019.

Water/Waste:

- ∞ **Gary is will to be a key part of the Renewable Energy Task Force** in order to help the LRBOI determine whether renewable energy strategies are a fit for LRBOI. Based on information that I received from the Seminole Renewable Energy Conference, a committee or task force is the first step to determining what the tribal needs are and whether renewable energy strategies are a fit. Steve Parson's said that he would be willing to help with the process.

Update: Gary and Diane K. will be attending the Midwest Tribal Energy Resource Association conference in Milwaukee WI (Apr 8-9). After this we would hope to form a LRBOI Energy Work Group to determine our energy needs and develop a plan to present to the Ogema and Council.

Special Projects:

- ∞ **Exploring with IT the acquisition of a Document Management System:** George will soon be approaching the Ogema and Council regarding funding for the project. The document search needs of Legal and Council's documents will be the focus of the initial installation. Solidcircle has done a remote demo with Family Services and Enrollment regarding additional applications of the system. Both departments see valuable use of the product for their respective programs.

This software program will allow easy conversion of our much older documents into a PDF searchable format. Benefits to this will extend across all departments of government, but especially member searches of archived resolutions and policies, Unified Legal searches and clean-up of laws that conflict, Family Services developing an effective central intake system.

Update: George has been busy trying to find replacement IT staff and fill-in areas that they are short in currently. It is hoped he will be able to initiate this process by early April. Several staff who have seen demos are interested in taking advantage of the abilities within the software for document and work flow management.

- ∞ **Continue** on the TERT committee: There is a March 2019 Tribal oriented training (March 16-23 in Georgia) that some members of the committee are attending. It is paid for by FEM and is specifically for Tribes. As I am away on vacation immediately after this training, I will update on it in the April report.

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: _____, 2019

Re: March 2019 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of March 2019. 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 Insurance Department filed 114 claims on behalf of Little River in the amount of \$22,716.90 for third party revenue generation.

The Director of Health Services has had several meetings with Tribal Council and the Ogema in regards to the Little River: Muskegon clinic office. EDC was informed of the project as well. We have met with the realtor and negotiations are currently underway.

The Director of Health Services was in Transverse City at the Self Government meeting and discussed the 105(l) lease. The 105(l) lease would pay the overhead cost and HOA fees for the new health clinic in Muskegon. Also, there was discussion that we as a tribe can apply for several 105(l) leases for any additional locations.

The Director of Health Services meet with IHS at the office in regards to an allowance award of \$2 Million dollars. IHS said we as a Tribe would be extremely eligible for the money because we do not have a dental program at this time. We

can then apply for the 105(l) lease to pay the overhead cost. IHS stated the money can be spent to tear down buildings or build brand new at another location.

The IHS also presented the Director of Health Services with an application for small ambulatory center equipment budget. IHS stated that they will help with developing the application to fund the equipment at possible Little River: Muskegon office location.

The Director of Health Services will be meeting with Tribal Council Members again next week Tuesday to discuss numbers and further specialty groups available to the program.

The Director of Health Services has his Michigan State License and Full CS-3 Pharmacy coverage, therefore will be setting schedule soon to be the Foot and Ankle Specialist at the Manistee health clinic office.

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

CLINIC OPERATIONS:

233 patients scheduled

19 patients NO-SHOW to scheduled appointments

24 patients provided SAME DAY appointments for emergent matters**

62 cancelled appointments

176 patients attending CLINIC PHYSICIAN appointments**

63 patients PHONE TRIAGE**

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

62 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MARCH (Total Patient Volume): 815

Diabetic patients: 76

Flu Vaccines: 2

Injections: 23

Nursing Visits: 5 **

On-site Labs: 154

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,527

DIRECT CALLS TO CLINIC OPERATIONS: 362

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 1,013

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 37

TRAVEL HOURS: 103 ½

SERVICE HOURS: 72 ¼

NUMBER SERVED: 37

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 177 ¾ hours

COMMUNITY VISITS: 16
TRAVEL HOURS: 10
SERVICE HOURS: 12
NUMBER SERVED: 16

HOME VISITS: 12
TRAVEL HOURS: 14
SERVICE HOURS: 10
NUMBER SERVED: 12

GOV'T BUILDING VISITS: 0
SERVICE HOURS: 0
NUMBER SERVED: 0

PHONE CALLS: 74
CALLS – UNABLE TO CONTACT: 39
HOME VISITS SCHEDULED: 24
HOME VISITS REFUSED: 11

HOME VISITS CANCELLED BY PATIENT:	3
HOME VISITS RESCHEDULED:	4
HOME VISITS CANCELLED BY CHR:	2
DUE TO TRANSPORT:	2
DUE TO ILLNESS:	0
HOME VISITS RESCHEDULED:	11

MEDICATION PICK-UP/DELIVERIES:	4 (included in number served & clients served)
TRAVEL HOURS:	5
SERVICE HOURS:	3
NUMBER SERVED:	5

TOTAL TRAVEL HOURS: 132 ½

TOTAL SERVICE HOURS: 97 ¼

TOTAL CLIENTS SERVED: 70

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$114,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2042

TOTAL PRC PAID IN MARCH: \$83,408.25

 PHARMACY/OTHER: \$39,844.32

 DENTAL: \$15,025.80

TOTAL PATIENTS: 225 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 579

TOTAL CLAIMS ENTERED: 427

TOTAL PRC PAID 2019: \$408,492.71

TOTAL EHAP PAID IN MARCH: \$30,732.13

TOTAL EHAP PAID 2019: \$123,893.85

TOTAL ENROLLED EHAP/LRBOI: 1336

NEW APPLICATIONS MAILED OR GIVEN: 19

REASSESSMENTS MAILED OR GIVEN: 93

MEDICARE LIKE RATE (MLR) Savings for MARCH 2019

Claims submitted:	37	\$75,493.86 (total submitted)
		<u>-\$21,388.42 (what we paid)</u>
		\$54,105.44 (total savings)

PATIENT BENEFIT COORDINATORS: MARCH 2019

Assisted with on-line applications:	3
Webinars/Trainings:	0
Phone calls:	**
New Patient Registration:	12
Established Patient Registration:	98
Referrals to Other Departments:	0

**Both Teresa Callis and Roberta Davis perform the daily Patient Registration duties For the clinic patients. Teresa returned from FML on 4-1-19.

PHARMACY:

Active patients:	308
Prescriptions filled:	1150
Insurance charges:	\$82,300.75
Insurance payments received:	\$93,342.75
Non-member cash/copays received:	\$462.41
PRC-equivalent write offs:	
LRBOI:	\$23,743.51
Other Tribes:	\$484.46
TOTAL:	\$24,227.97

Housing
Vacant a director



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For March 2019

Staff

Michelle Pepera – Administrative Assistant

Chad Gehrke – Grants Clerk

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Akisa Milk – 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.** March 19, we had an onsite visit with Travois Design & Construction Services. All of the units have been sheet rocked and ongoing dry wall installation is occurring in the community portion of the building. Sprinkler installation is still occurring. Wieland believes the project is on schedule to meet the completion date. (see attached photo's)
- B.** Every six months the Housing Department must submit a report called a Semi-Annual Labor Standards Report, to the Department of Labor. It is a report on the use of Federal Funds in this case our Indian Housing Block Grant (IHBG) and that we are complying with labor laws. It was due March 31, and was submitted on March 19, 2019.
- C.** The Housing Department also had to submit our 2018 Annual Performance Report (APR) to HUD by March 31, 2019. The report was formally submitted to Tribal Council on March 13, 2019, which they approved for submittal to HUD by Resolution. The report was submitted electronically to HUD on March 26, as it was due no later than March 31, 2019.
- D.** Matthew and I attended the Tribe's Travel Regulations training which was held by the Tribe's Travel Department.
- E.** I met with the Manistee Postmaster and Assistant Postmaster at the Elder's complex to discuss options for placement of the mailboxes for the apartments.
- F.** I met with an Image consultant from Amor sign's about the informational sign for Aki
- G.** The department met four times this month with Elise McGowan-Cuellan Staff Attorney's and Bill Willis, Members Services Lead.
- H.** The Housing Department hired another Maintenance Technician, Akisa Milk.

I. During the month the Department performed the following activities.

Lease renewals due during the month: 9

Leases renewed: 7

New leases: 0

Annual Inspections: 9

Move-out Inspections: 0

Move outs: 0

Transfers: 0

J. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2019 in the amount of \$75,000.

Applications received this month: 3

Number of Awards made during the month: 1

Amount of Awards made for the Month: \$5,000.00

Total Number of Awards made during the Year: 5

Total Amount of Awards for the Year: \$20,701.00

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 6

B. Termination Notice(s) issued: 3

C. Notice(s) to Vacate or Renew: 0

D. Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 69 rental units in total of which 67 were rented giving us an occupancy rating of 98%.

A. Aki has 45 income based rental units of which 44 were rented during the month as follows:

1. Aki has 9 low income elder designated rental units and 9 units are rented.

2. Aki has 2 low income elder ADA designated rental units and 2 are rented.

3. Aki has 28 low-income family rental units and 27 are rented.

4. Aki has 6 low income family ADA rental units and 6 are rented.

B. Aki has 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

A. On time submission of the Semi Annual Labor Standards Report to the Department of Labor for the period of October 1, 2018 through March 31, 2019

B. On time submission of our 2018 Annual Performance Report (APR) to EWONAP/HUD for our Indian Housing Block Grant (IHBG)

VI. Plans for the Future.

- A.** Continue construction of the Elders Apartment Complex at Aki maadiziwin.
- B.** Planning and Construction of the 2019 2-Fair market homes
- C.** Directional sign at the entryway into the community

D. Other Information

- A.** None

**End of Report
Michelle L. Pepera
Administrative Assistant
April 9, 2019**

Attachments: March 2019 daily maintenance log
March Construction photos of the Elder's Complex

Cc: File

Housing 2019
Daily Worksheet

Date 3-4 Plowed & Salted Lots & Walks
Continued @ 2589 OC

Date 3-5 Plowed / Salted Lots & Walks
Cleared Drives & Elder Row
Continued @ 2589 OC

Date 3-6 Cleared & Salted Walks
Continued @ 2589 OC

Date 3-7 Continued @ 2589 OC
Picked up microwave for 2589 OC

Date 3-8 Continued @ 2589 OC
Annual Inspection @ 2723 OC

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 3-11 Scraped + Salted Lots /walks
Continued @ 2589 OC

Installed New Microwave and tenant supplied Light bulbs
in Garage and basement @ 2720 IC

Replaced lockset @ 2605 OC, Regreased Drivings and kitchen Faucet
picked-up old washer @ 2714 OC

Date 3-12 Unlocked 2589 OC for Hagulunds to continue with

Carpet, Checked with Bill about WiFi @ Shop or moving to
Directors office, Annual Inspection @ 2715 OC, AKISA got tools +

tool Bag ordered shoes/Boots from Snyder, Annual inspection @
2654 OC, Did Actuals with Chad for 2589 OC

Date 3-13 Removed old stove from 2711 OC will install New 3-14 AM

Installed garage Ceiling panel @ 2654 OC

Picked up Faux from 2694 IC, Installed New bullnose @
2589 OC

Date 3-14 Continued @ 2589 OC

Installed New stove @ 2711 OC

Basement leaks @ 2635 OC 2615 OC 2677 OC 2684 OC

Date 3-15 Continued @ 2589

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

3-18 Date Started working on 2709 OC

Picked up window treatments for receiving

3-19 Date Continued on 2709 OC, hung window treatments at 2589 OC. Did a walk thru on new building being built.

3-20 Date Continued @ 2709 OC, Met with MIB + Ron from Stillwater about water leak @ 2684 OC

3-21 Date Continued @ 2709, checking on vanity top for 2589 OC

3-22 Date Continued @ 2709 OC, picked up supplies for 2709 OC, picked up siding that blew off House took to shop,

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 3-25 Continued @ 2709 OC

Date 3-26 Continued @ 2709 OC

Date 3-27 Continued @ 2709 OC

~~Est~~ Continued @ 2589 OC

Call + scheduled work order appointments

Changed Shower-head @ 2621 OC

Date 3-28 Closed Holiday

Date 3-29 Continued @ 2709 OC

Continued @ 2589 OC

2581 - Removed Dishwasher, changed Smoke Alarm, changed Sink drain
belly, replaced door Sweep, Re-hung bathroom fixtures

2699 - Cleaned Toilet plumbing, cleaned back of fridge

Thank you for filling out this Daily Worksheet

Human Resources
Jeff Simpkins

To: Ogema Romanelli
From: J. Simpkins
Subject: March 2019 HR Department Report
Date: 4/5/19

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.

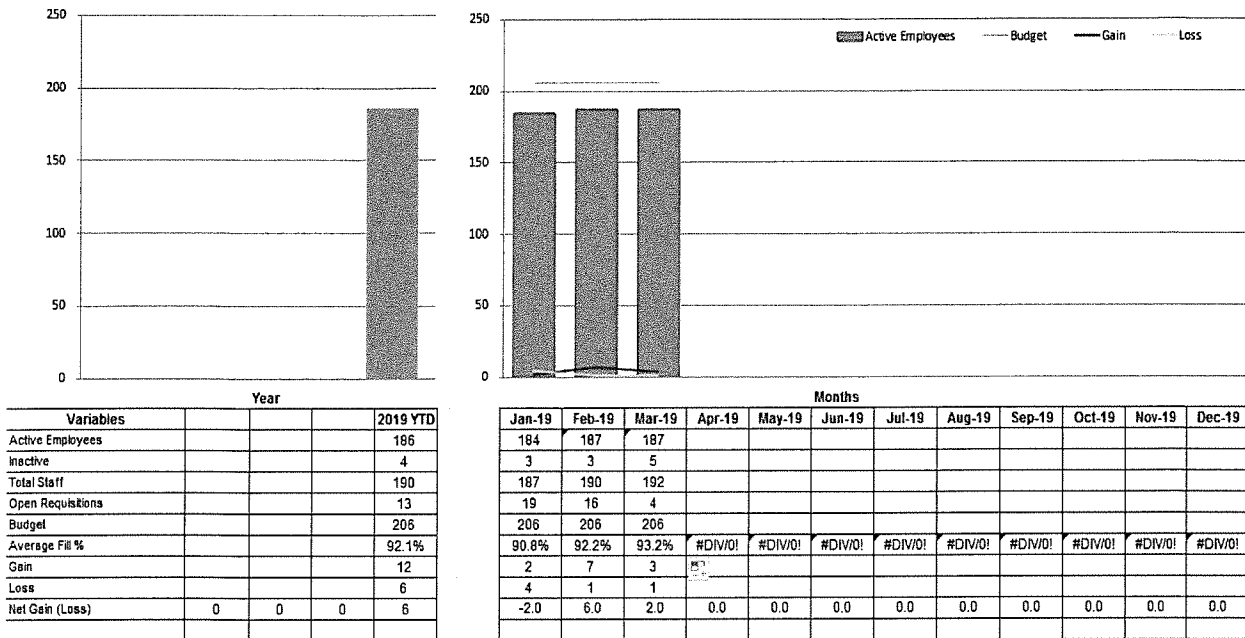
1) New Director Introduction

- a) Continuation of the 2019 HR Work Plan.
 - i) Completed HR department strategic planning process.
 - ii) Completed selection for the HR Assistant position.
- b) Provide targeted additional assistance on specific HR subjects to the following customer departments:
 - i) NGLC
 - ii) Utility Department
 - iii) Natural Resources

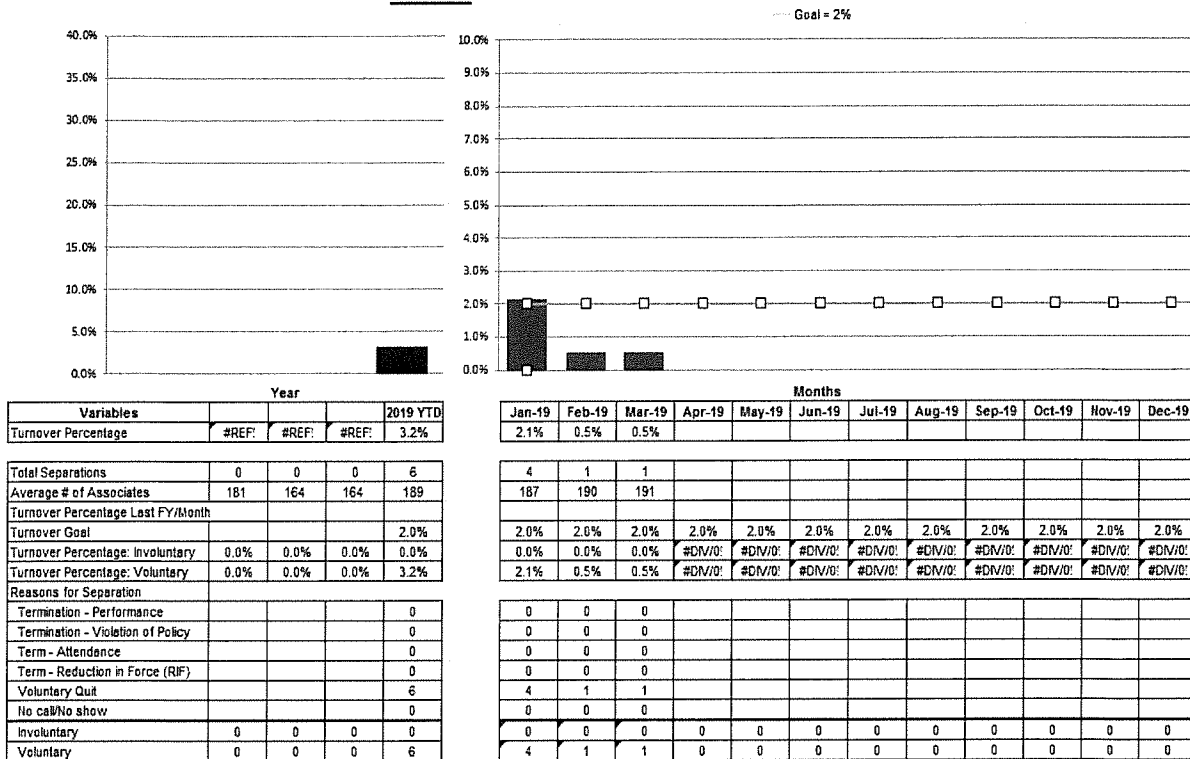
2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Improvement Plan training complete and plan in-process.
 - (2) Reduced number of open position from 16 to 4 (start dates scheduled through April and May)
 - (3) Continued with test changes to the Selection process that will improve process efficiency. Electronic Selection Panels continue. Improved the interview scheduling process.
 - (4) No change to Recruiting Work Priority: 1 – NGLC, 2 – IT, 3 – All Others.
- b) Staffing
 - i) See chart below.
- c) Recruit Applicants
 - i) Action:
 - (1) Expand online posting locations to include Indeed, LinkedIn and Michigan Talent Connect.
 - ii) Result: HR received an additional 7 applications during March. This brings the total in 2019 to 147. The reduction in applications is due primarily to the number of positions recently filled, and the corresponding end of advertising.

Staffing



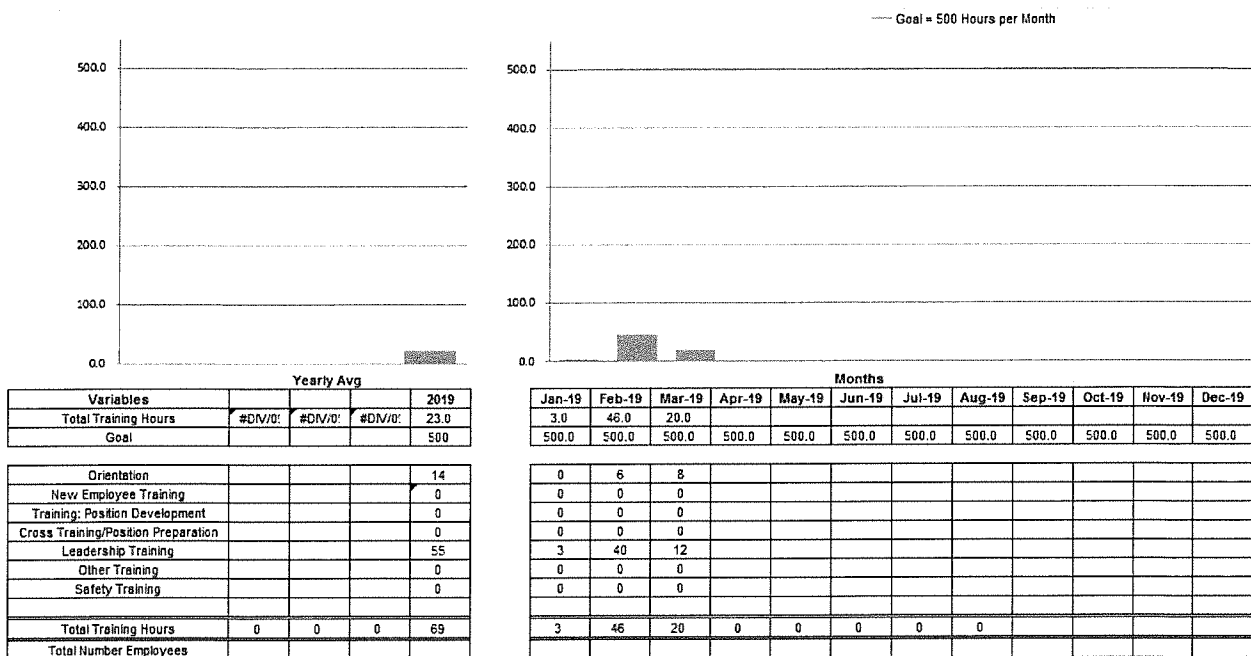
Turnover

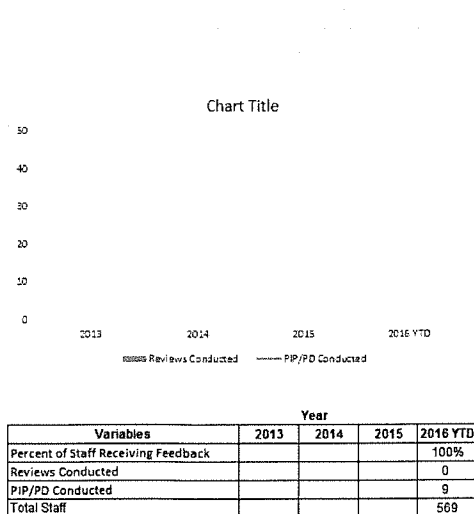


3) Talent Development and Relations

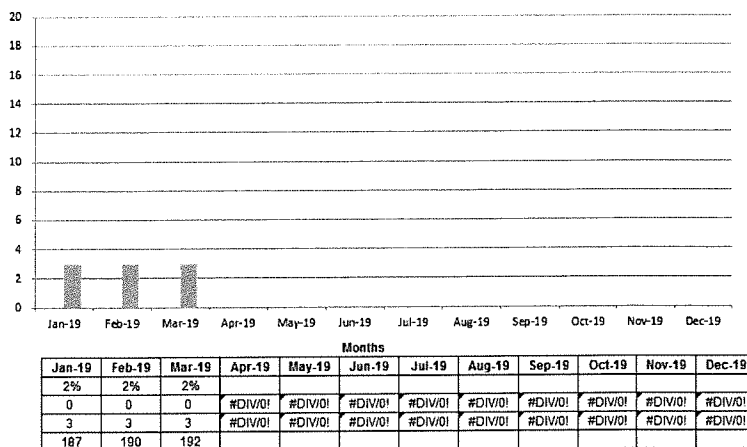
- a) Conducted Personnel Manual Update launch planning and initial leadership training.
- b) Continued leadership development based on immediate customer needs.
 - i) Result: Conducted approximately 8.0 hours of development with various department leaders.
- c) Initiated the following department tools:
 - i) Launched the expectation for HR Team member monthly individual reporting to facilitate ownership and more effective department reporting.
- d) Initiated work on Performance Management and Compensation Plan issues, including:
 - i) Compensation Triage Project for Immediate Correction:
 - (1) Natural Resources - Completed
 - (2) IT - Completed
 - (3) NGLC – In-Process
 - ii) Create a Performance Management and Compensation Plan Update Project
 - (1) Continued pilot project work with Natural Resources
 - (2) Reviewed software capability with LRCR Organizational Development Team
- e) Designed an HR Mentoring Program in partnership with LRCR to assist one of their team members interested in an HR career.
- f) Completed Performance Reviews Returned to HR: 0
- g) Completed PIPs Returned to HR: 3

Training and Development Hours





Performance Events (Reviews/PIP)



4) Benefits and HR Administration

a) Leader feedback, process review and resulting performance data indicated process and system performance issues with benefits reconciliation.

i) Actions Taken:

(1) Assigned Project Plan requirement to our Benefits Specialist.

(a) Result: Project Plan completed on 1/18/19.

(b) Result:

(i) 2019 Reconciliations are now current. Current work includes re-formatting adjustment data presentation to Accounting.

(ii) 2018 Update:

1. FEHB, Delta, VSP complete through February.

2. Mutual of Omaha complete through May

(2) Initiate competitive quoting for Life and Disability Insurance benefits. Anticipate completion by 5/1/19.

(3) Initiated Health, Dental and Vision Insurance benefits strategic planning process in preparation for 2020 renewals.

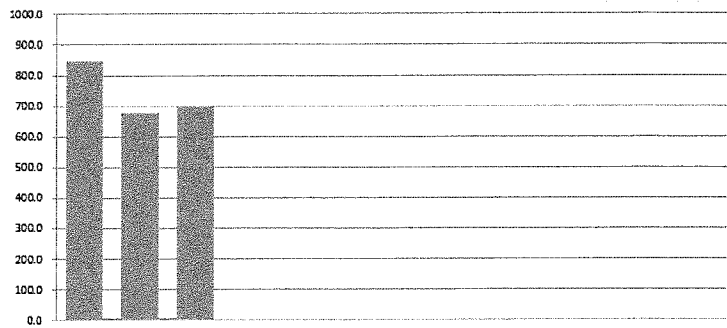
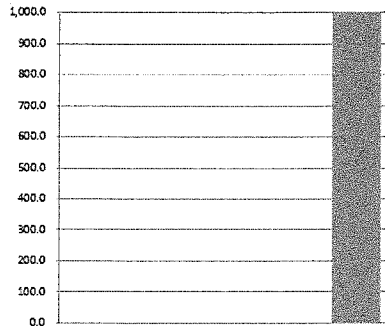
(4) Continued 401(k) audit preparatory work.

(5) Continued previous Benefits Work Priority: 1 – Benefits Reconciliation, 2 – All Other Work

b) Leave Cases

- i) FML: 5
- ii) IFML: 2
- iii) Bereavement: 3
- iv) LOA: 1
- v) Education: 6

Leave (Excluding PTO and Holidays)



Yearly Avg			
Variables	#DIV/0!	#DIV/0!	2019
Total Leave Hours	#DIV/0!	#DIV/0!	2,226.3
Total Leave Events	#DIV/0!	#DIV/0!	1,682.3
Number of FTE Positions			13.9

Months											
Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
849.50	677.75	699.00									
24.00	33.00	24.00									
5.31	4.24	4.37									

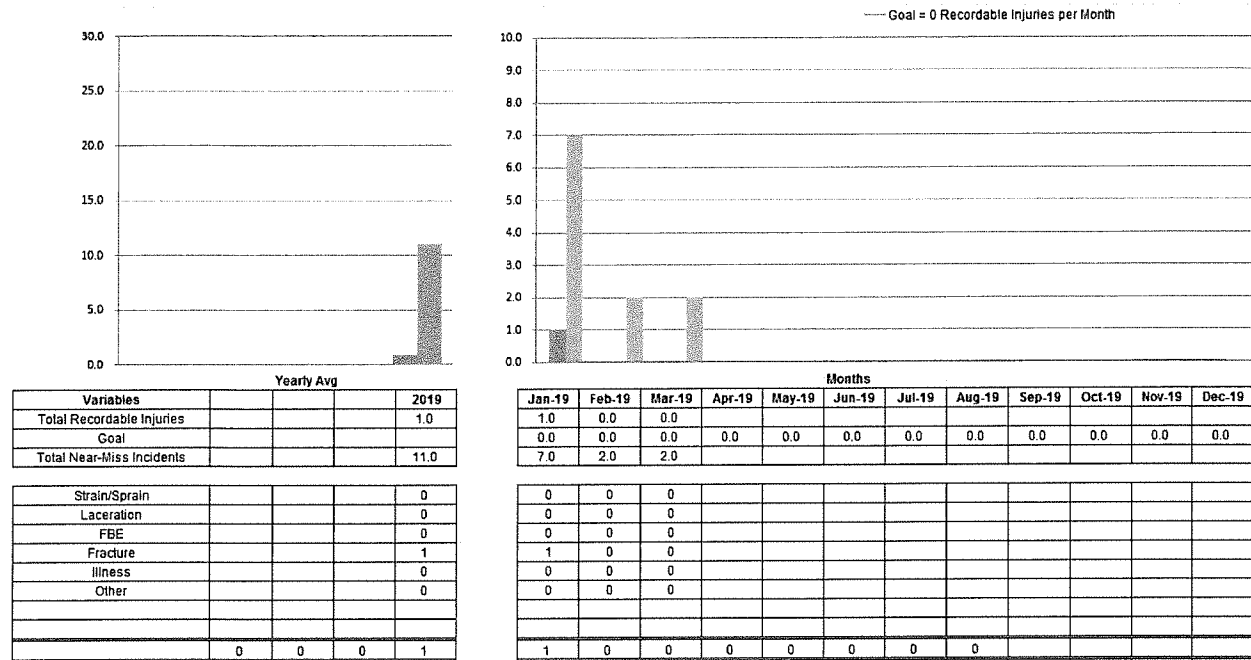
Leave Hours by Type			
Bereavement			544
Education			41
FML			1,256
IFML			31
Jury Duty/Tribal Witness			0
LOA			312
Military			0
Parental			0
Wellness			42
			0
			0
Total Leave Hours	0	0	2,226

326.50	123.50	84.00									
12.00	12.00	16.75									
336.00	368.00	552.25									
13.00	18.00	0									
0.00	0.00	0									
152.00	128.00	32.00									
0.00	0.00	0									
0.00	0.00	0									
0.00	28.25	14									
0.00	0.00	0									
0.00	0.00	0									
850	678	699	0	0	0	0	0				

5) Safety

- i) Recordable Injuries: 0
- ii) Near Miss/1st Aid: 2

Safety (Recordable Injuries and Near-Miss Incidents)



6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02

CURRENTLY EMPLOYED					
March 2019					
TM	NA	D	S	NP	TOTAL
EXECUTIVE	74	8	8	56	154
GAMING	10	1	1	15	30
LEGISLATIVE	11	2	0	1	14
JUDICIAL	4	0	0	3	8
TOTAL	99	11	9	12	206
Prior Month					
EXECUTIVE	72	8	8	56	152
GAMING	10	1	1	15	30
LEGISLATIVE	11	2	0	1	14
JUDICIAL	4	0	0	3	8
TOTAL	97	11	9	12	204

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
March 2019

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. IT Department remains at 50% staffing. Day to day operations are the priority until new staff is hired.
2. Weather related power outages are causing issues with communications to remote sites.
3. 204 new IT work orders opened in March 2019 and 191 IT work orders completed in March 2019.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions for 2019 IT Projects

Trainings Held / Attended –

1. Attended Leadership roundtable sponsored by HR Director Simpkins

Special Tasks / Activities Performed –

1. Lack of staffing has all projects and tasks on hold.

Maintenance
Rusty Smith

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant

March 2019

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS FACILITIES DEPARTMENT

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

To reduce work related injuries as well as maintain the life expectancy of our facilities.

II. Department Reporting Section

This month 52 work orders submitted and completed for the month of March. The maintenance work order requests included, but not limited to installing lights, hanging wall decorations, repairing walls, assembling office furniture at NRD, GC JC, NGLC and NMHSI. Facilities finished remodeling room 168, into 3 offices for Family Services Department. Built a wall for the Ogema on the second floor, for an extra security measure.

The EVS Techs stay very active in their daily routine of keeping the Government Center and the other office buildings clean and sanitized. With weekly pick up of recycling and shred to dispose of properly.

III. Budget Expense Justification

Open standing purchase orders until June 29, 2019.

IV. Travel and Trainings

Nothing to report at this time.

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: March 26, 2019
Re: March 2019 report of activities

Number of tribal members assisted on new issues 74

Number of referrals received 4

Number of continuing cases: 57

Types of legal issues:

Child support	Collections
Probate Estate	Amend Medical Power of Attorney
Divorce	Real Estate
Abuse Neglect of Minor	Custody – Out of State
Garnishment	Adoption
Wills	Subpoena
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Enforcement of Contract	Parenting Time
Trusts	Grants
Contracts	Elder Fraud
Guardian Minor – Out of State	Objection to Judgment
Legal Custody	SSA Representative Payee
Landlord – Tenant Issues	Guardian- Adult
Restraining Order	Eviction
Alternate Service of Civil Documents	General Civil
Return of Security Deposit – Out of State	LLC
Guardian – Adult – Modify	Personal Injury
Change of Custody	Service of Civil Documents
Amend Power of Attorney	Small Estate

Guardian – Adult – Modify – Out of State
Child Support Arrearages
Installment Payment Plan
Power of Attorney – Out of State
Foster Care License
Funeral Representative Designee
End of Alimony Payments
Grandparent Visitation
SSI and garnishment
Juvenile Criminal

Conservator - Adult
Personal Protection Order
SSD Review Hearing
Name Change – Minor
EIN
FOIA
Automobile Title
Child Protective Services
Credit Reports
DHS

Attended Victim Service Task Force meeting

Attended Civil Commitment Focus Group Meeting

Prepared Contract Review for the Peacemaking/Probation Department

Sample of Work Performed:

Assisted a tribal member subpoena telephone records

Assisted a tribal member obtain a garnishment when a person who they had a civil judgment against failed to make payments

Assisted a tribal member modify an adult guardianship

Assisted a tribal member apply for a poverty exemption for property taxes

Assisted a tribal member obtain a court order to serve a defendant with civil documents via an alternate method when the defendant could not be located

Members Assistance
Jason Cross (Interim)

Members Assistance Department

March 2019 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – Vacant

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-16-J72 \$312,000
 - i. Total expensed \$255,068.68
 - ii. Budget remaining 7%
 - iii. 26 total households served with this program.

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

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

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

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

3. Food Assistance Program

- b. Budget \$47,000
- c. Total expensed YTD \$12,900
- d. 77% Remaining
- e. 65 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
20	3	4	2	13	3	1	3	0	16

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$8,788.78
- h. 75% Remaining
- i. 17 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	2	0	3	0	0	1	1	7

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$10,556.37
- l. 74% Remaining
- m. 52 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
12	1	5	1	12	3	2	1	1	14

6. LIHEAP – DHHS Grant Funded Program FY 2018 (Reallotment)

- a. Total Budget \$26,200
- b. Total expensed to date \$24,178.50
- c. 19 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
10	2	2	0	8	3	2	0	2

7. LIHEAP – DHHS Grant Funded Program FY 2019

- d. Total Budget \$4,594.46
- e. Total expensed to date \$25,460.52
- f. 18 total households accessing this program to date.

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

8. Elder Chore Program

- g. Total Budget \$15,000
- h. Total expensed YTD \$2,260.00
- i. 85% Remaining
- j. 17 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	1	1	1	3	0	1	0	0	7

9. Emergency Transportation

- k. Total Budget \$25,000
- l. Total expensed YTD \$4,762.52
- m. 81% Remaining
- n. 24 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	3	0	0	7	0	0	1	0	4

10. LRBOI Home Repair Program

- o. Total budget \$107,000
- p. Total expensed YTD \$33,336.56
- q. 69% Remaining
- r. 9 members accessed this program

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

11. Bereavement Program

- s. Total Budget \$453,000
- t. Total expensed YTD \$67,950
- u. 81% Remaining
- v. 12 members accessed this program

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

12. Elders Insurance

- w. Cost per Elder \$249.99 Medical and \$108.00 prescription benefit per month.
- x. 302 Elders enrolled in program.

13. Department Ongoing Activities

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

14. Applications

Mailed	Picked up	Emailed	Faxed
93	15	43	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
48	36	16	0	27	19	16	9	2	1

15. Office Visits

- cc. 24 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

**March 2019 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

- Assisted with biologists paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- 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 and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA GLRI
- Staff Management EWS
- Monthly Staff Activities Reporting
- Budget monitoring and coordination
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Adult sturgeon data management
- Sturgeon Rearing Facility “SRF” building contractor coordination project monitoring.
- Great Lakes fisheries data entry and management
- Coordination of Great Lakes Fish trust grant application
- Equipment and supplies ordering
- Lake Michigan Technical Committee work
- Inland Fisheries Data Entry
- Great Lakes fishery data management and data exchange
- Lake Michigan Technical Committee Chairmanship

- Draft - 2019 work plan preparation
- 2019 Great Lakes Assessment Plan
- Inland Fisheries and sturgeon annual work plans
- Coded Wire Tag data work
- Coded Wire Tag data entry
- Sturgeon monitoring grant collaboration calls and writing
- GVSU – Muskegon sturgeon coordination work
- Grant Writing – GLRI
- Microscope Camera Acquisition and Installation (3-14-19)
- Inland Fisheries Permitting and Reporting Preparations
- Zodiac ordering and delivery
- Contract – Arctic Grayling Stewardship Plan
- Sturgeon data management
- Data entry and analysis for the wild Rice fish community project
- Inland fisheries data entry/management
- Multiple SRF site visits for progress of new building
- Research on rearing facility upgrades tanks/filtering/operational layout
- Fish Distribution to members

Equipment maintenance/Field Work/Lab Work:

- Next Generation Learning Center sturgeon measurements, Education/ Outreach
- Wild rice fish community fish scale aging
- Great Lakes Net building and net tying
- Great Lakes Gear maintenance and preparation Net repair preparation
- Inland fisheries scale imaging and aging
- Great Lakes winter/spring/field season task list
- Sturgeon Rearing Facility “SRF” preparations for field season
- Arctic Grayling Incubator Field Installations
- Inland Fisheries Scale Imaging and Aging

Meetings/Training/Travel/Conference Calls

- Tribal Council, Great Lakes Program Budget Modification (March 4, 6)
- Lead NRD Staff Meeting (March 6, 21)
- Wildlife Biologist Interviews (March 6 -7)
- NRD Piolet Performance Review Meetings with HR dept. (March 12,19, 26)
- NRD Staff Meeting (March 12)
- Meeting with Bay Mills Indian Community, 2020 Negotiations (March 13)
- CORA 2020 Meeting (March 14)
- 2000 Consent Decree, Modeling Sub-Committee spring meetings (March 12-13)
- 2020 Consent Decree Inter-Tribal Negotiations (March 13-14)
- Grayling Stewardship Plan, meeting with Dani Knoph (March 14)
- Arctic Grayling Presentation (GVSU/LRBOI) - Michigan Fish & Wildlife Conference (March 15)
- Interview with Jay Sam - Grayling Stewardship Plan (March 19)
- Inland Fisheries Committee, 2007 Consent Decree, meeting (March 20)
- Presentation for MSU Leadership Tribal Day (March 21)
- Great Lakes Fishery Commission meetings (March 25-27)
- Call, coordinating with GVSU - Arctic Grayling RSI's (March 27)
- New Personnel Manual and Policy Training, Problem solving and Peacemaking (March 27)

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

Wildlife Program

Bob Sanders – Senior Wildlife Biologist

Vacant – Wildlife Biologist

John Grocholski – Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report – March
- Staff management - EWS
- Manage budget and reviewed R&E's
- Scheduling of employees
- Staffed front counter when needed
- Worked on 2018 Harvest Data
- Coordination on CWD issues with MDNR, Tribal Counterparts
- Answered questions/requests from Tribal membership regarding wildlife issues
- Food plot and equipment research for upcoming field season
- Research and design wildlife division shirts
- Submitted Bid proposal for log pile on Area 51 property
- Reviewed scientific literature on wildlife issues
- 2019 wildlife work plan
- Compiled and order equipment for upcoming field season
- Compiled bobcat harvest and hunting regulation for MNDR and 1836 Ceded Territory Tribes

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry – Ongoing
 - Data Analysis and manuscript preparation – Ongoing
- Snowshoe hare population monitoring and habitat research

- Telemetry – Ongoing
- Trapped hare to deploy VHF transmitters
- Construction of Box turtle nesting boxes

Meetings/Training/Travel/Conference Calls

- Lead staff meeting – March 6th, 11th, 21st
- Biologist Interviews – March 6th, 7th
- Conference Call with GVSU – March 6th, 12th, 19th, 27th
- All NRD staff meeting – March 12th
- Human Resources weekly meetings – March 12th, 19th, 26th
- Technical Writing Workshop Gaylord – March 13th
- Michigan Chapter Wildlife Society Meeting – March 14th and 15th
- BIA Funding meeting – March 18th
- MSU Wildlife division presentation – March 21st
- Leadership Employee manual meeting – March 27th
- Meeting with Brian Gibson (Log Removal) March 27th

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Water Quality Specialist

Joshua Beaulaurier - Aquatic/Fisheries Biologist

EPA Programs under Performance Partnership Grant Funding (PPG-4291)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report to the Director
- Manage budgets for EPA Programs
- Staff Management – EWS
- Reviewed Nestle Documents
- Continued working on mapping projects
- Continued communication with partners on invasive species, wild rice, and non-point source pollution projects
- Worked on Recycling Planning for LRBOI Government
- Reviewed EPA/MDEQ Requests for consultation on deregulations, grant changes
- Worked on Building Emergency Response Planning for NRD
- Submitted WQAR Report to USEPA
- Worked on development of performance standards for Environmental Division staff.
- Presentations for MTEG on RTOC/NTOC/MTEG Collaboration and for Wild Rice Initiative.
- RTOC duties for filling RTOC rep vacancy and keeping Environmental staff at all of Michigan Tribes up to date on issues and changes at USEPA.

Meeting/Training/Travel/Conference Calls

- Meeting with MDEQ Cadillac Office on programs – 3/4
- Meeting on new AMS – 3/5

- NRD Leadership Meeting 3/6, 3/21
- Oil Spill Response Training Planning Call 3/7, 3/26
- Meeting with NRCS 3/11 – Ag and Non-point Pollution
- Meeting with HR for staff support 3/12, 3/18
- Meeting with HR NRD Evaluation Planning– 3/12, 3/19, 3/26
- NRD Staff Meeting 3/12
- One on One with Staff: 3/11, 3/12, 3/13, 3/14, 3/18, 3/19, 3/20, 3/22
- TERT Meeting 3/13
- WOTUS meeting 3/15
- Webinar Hazards Mitigation and water quality 3/14
- Maps Meeting with EDC 3/20
- NMAC Meeting 3/21
- Call with MN tribes on MATS changes
- Phone Meeting with USEPA Tribal Liaison 3/22
- Call with LWV 3/25
- BIA Funding meeting 3/18
- NTWC Webinar on WOTUS 3/26
- Michigan Tribal Environmental Group Meeting 3/27
- Michigan Wild Rice Initiative Meeting 3/28

Brownfield Program

Administration/Budget/Reports/Data Entry

- Created Informed Community list
- Created & sent N.MI Tribal BF workgroup agenda
- Created Ed & Outreach pamphlet, on Home Waste Pollution

Field Work and Equipment Maintenance

- Delivered Staff Gear to Okeefe's

Meeting/Training/Travel/Conference Calls

- Weekly Environmental Staff Huddle (March 4, 11, 18, & 25)
- Attended Environmental Staff Mtg (March 7)
- Attended NRD Staff Mtg (March 12)
- Sat on 128(a) R5 Tribal Call (March 12)
- Sat on FEMA IPAWS webinar (March 13)
- 1-on-1 weekly meeting with supervisor (March 13)
- 1-on-1 weekly meeting with supervisor (March 20)
- Attended quarterly NMAC meeting in Charlevoix (March 21)
- Attended bi-monthly N.MI Tribal BF workgroup (March 21)
- Attended NRD Staff Mtg (March 22)
- Attended quarterly MTEG in Traverse City (March 27)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed 106 Water Quality Assessment Report
- Entered hydrolab data from February
- Uploaded hydrolab data to WQX
- Registered for Smithroot electrofishing training
- Ordered ATV helmets
- Sent temp/depth logger info to USFS

- Ordered Lab supplies
- Acquired ATV Trailer License plate
- Received February Nutrient data

Field Work and Equipment Maintenance

- Replaced battery in HL4 Sonde
- Accepted delivery of ATVs
- Installed ATV Trailer License plate

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

- 3/5- Attended Great Lakes" Managing for Action Conference
- 3/11- Lake RMN webinar
- 3/12- NRD Staff meeting
- 3/15- WOTUS Meeting W/Allison & Josh
- 3/20- Lake RMN protocols webinar
- 3/26- NTWC Webinar
- 3/27- MTEG

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

Administration Reports/Data Entry

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

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 3/8 and 3/25
- Completed PM 2.5, Monthly Maintenance & QC – 3/8 and 3/25
- Completed PM 2.5, Quarterly Maintenance & QC – 3/25
- Installed new set of PM 2.5 filters – 3/6 and 3/21
- Sent collected PM 2.5 filter samples to MDEQ – 3/11 and 3/18
- Completed O3 Multipoint – 3/8 and 3/25

Meeting/Training/Travel/Conference Calls

- Attended Webinar - Policy Tools to Improve Indoor Air Quality in Tribal Homes: A NTAA IAQ Work Group Informational Webinar – 3/6
- Attended USEPA's PM2.5 Data Workgroup – 3/7
- First One on One meeting with Allison – 3/11
- Participated in the Monthly State, Local, and Tribal Air Monitoring Conference Call – 3/27
- Participated in the Monthly R5 Tribal Air Conference Calls – 3/28
- Participated in the Monthly USEPA & NTAA Air Policy Update Conference Call – 3/28

Wild Rice Program

Administration//Reports/Data Entry

- Research on Potential restoration sites
- Work plan for 2019
- Subcommittee call agendas
- Started working on compiling information and questions for starting the process of a stewardship plan.
- Researching supplies for the Stewardship plan

- Projects for GLRI Funding
- Aging the fish scales for the fish community project
- Presentation for MWRI on the fish community project

Field Work and Equipment Maintenance

- Thoroughly going through data to figure out if any equipment needs to be repaired
- Starting to figure out how the airboat will be outfitted for electrofishing.
- Site Visit to see if ice was off Hamlin to put logger in

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

- Restoration and monitoring subcommittee call 3/20
- Outreach and education subcommittee call 3/14
- Steering Committee call for MWRI 3/21
- Michigan tribal environmental Group 3/27
- Michigan Wild Rice Initiative summit 3/28

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

March 2019

Meetings/Conferences/Trainings

- On March 5, 2019, I attended a meeting on the Public Safety Garage, which is planned for construction in the summer of 2019. Others attending the meeting were: Lyle Dorr, Grants Coordinator; Gary Lewis, Utilities Director, Robert Medacco, Public Safety Director, Michelle Lucas, Purchasing Coordinator and Ken Ockert from Grand Traverse Engineering & Construction (GTEC). Items discussed during the meeting included: review of drawings/plans and bids; finalize temporary trailer location; and discuss and further develop the timeline for the project.
- On March 12, 2019, I attended the monthly meeting of the Northwest Michigan Rural Housing Partnership Board, which is now known as Housing North. Our work will focus on housing communications, advocacy, and development assistance. During this meeting we focused on the proposed work plan for 2019-2020, adding additional regional representatives to the board, and assigning various board members to newly-created subcommittees.
- On March 12, 2019, I participated in a site visit of the BIA Roads Program by Bryan Hewitt and Scott Hewitt of the BIA Area Office in Ashland, Wisconsin. During the visit, an update was provided on the planned road construction projects for 2019. Also during the visit, Bryan informed us that he will be leaving his position with BIA Roads, and will be temporarily replaced by Scott Hewitt. Scott and I exchanged contact information for future communications. Ken Ockert from GTEC also attended the meeting.
- On March 14, 2019, I attended a Tribal Council work session with MDOT staff to discuss the MDOT 25-year Transportation Improvement Plan. MDOT was represented by Patty O'Donnell from the North Region Planning office and Rick Liptac from the area Traverse City area office.
- On March 19-21, I attended the National Tribal Gaming Commissioners/Regulators Conference in Marksville, Louisiana. This conference was very helpful to me in fulfilling my recent responsibilities as a member of the LRBOI Gaming Commission. I utilized PTO in order to attend the conference.
- On March 26, 2019, I attended the Tribal Council's Quarterly Strategic Planning Update Meeting.
- On March 27, 2019, I participated on a conference call regarding the Tribe's recent Draft Environmental Impact Statement (DEIS) on the proposed Muskegon Casino parcel. The call was primarily to address concerns expressed by MDOT (Muskegon Office) regarding traffic mitigation strategies contained in the DEIS. The outcome of the conference call was to have an in-person meeting at the Muskegon MDOT office sometime in April to develop a strategy to address the concerns. I immediately notified the Ogema regarding the issue. He has asked me to attend this meeting once it is scheduled. He also plans to attend the meeting.
- On March 7 & 21, 2019, I attended meetings of the Construction Task Force.

Activities/Accomplishments/Updates

- I am currently working with Marilyn Miller, the Tribal Partner Specialist from the U.S. Census Bureau Regional Office in Chicago, to have an information table at the Spring Membership Meeting on April 13, 2019. The goal is to provide information and answer member questions regarding the 2020 Census.
- Michael Burmiester, Facilities Director at LRCR, has requested my assistance in processing an easement request from Consumers Energy for an underground electric service line at the Bear

Lake Highlands Golf Course. I am awaiting contact from the Cadillac Consumers Energy office to begin the paperwork involving the easement. Once everything is completed, I will be submitting this to Tribal Council in the form of a resolution, requesting their approval to grant the easement.

- The planning and pre-construction process is underway for the following 2019 road construction projects: Cemetery Parcel Road; Commodities Road for the new proposed Commodities Building; Parking Lot for the new Public Safety Garage; and the Parking Lot for the new Elder's Complex at Aki Maadiziwin. We are in the process of finalizing survey work, obtaining BIA Environmental Clearances and working to obtain BIA Right-of-Way approvals for each project.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
March-19

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	6
City Assist	3
County Assist	11
Medical Assist	1
MSP Assist	1
Other Calls for Service	5
Property Checks	734
Suspicious Person	1
Suspicious Situation	3
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	9
Disobeying Stop Sign	
Driving License Suspended	2
Expired Drivers License	
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	1
OUIL	
OWI	
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	1
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	2
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	8
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	13
Assault	3
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	2
Death	1
Disorderly	1
Domestic Disturbance	1
Drive-Off	2
Drug Violation/VCSA	5
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	2
Fraud	
Furnishing Alcohol to Minor	1
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	2
Liquor Violation	
Minor in Possession	2
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	9
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

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

414.75

1

1

181.25

1

2

13.25

18

1

70

70

145.5

4615

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
March-19

Administrative Hours	57.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	1
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	252
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	8
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1100
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

March 5, 2019, Sgt. Robles, and Officer Brown attended CORA LEC meeting in Manistee, MI.

March 14, 2019, Sgt. Robles attended 2020 Negotiation meeting CORA in Manistee, MI.

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
March-19

Administrative Hours	188.5	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	4	
Assist Hours	12.5	
Citation(s)		
Civil		
Misdemeanor		
City Assist	3	
City Assist Hours	4.25	
City Original		
City Original Hours		
Complaints	2	
Contacts	48	
Court		
Court Hours		
Follow-up(s)		
Follow-up Hours		
Federal Citation(s)		
Hours Worked	224.5	
Joint Patrol(s)		
Marine Time		
Meeting(s)	5	
Meeting Hours	10.5	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	3	
Snowmobile Patrol Hours	1	
Training(s)	6	
Training Hours	49	
Vehicle Mileage	402	
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

March 6-7, 2019, Sgt. Robles, Officer Brown and Officer Gunderson attended ARIDE in Manistee, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: March 2019

Title: Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

- Certificates of Exemption Issued: 3 (RTM) 0 (Tribe/Entity)
 - Type: 3 Vehicle
 - 0 Recreational vehicle / watercraft
 - 0 Construction
 - 0 Mobile / Modular Home
 - 0 Treaty Fishing
 - 0 Bereavement/Burial Program
 - Address / Status Changes Reviewed: 75
 - Address / Status Changes Processed in RTM database: 3
 - Proofs of Residency Processed: 2
 - Proof of Residency Letters Mailed: 9
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 0 (LROR)
 - Motor Fuel Registrations Processed: 5
 - Temporary Tribal Business Tax Licenses Issued: 3
 - 1 (Entertainers) 2 (Vendors) 0 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 3
 - Little River Casino Resort Venue Reports Processed: 0
 - Tax Warnings Issued: 0 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Tax Assessments Issued: 0 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Trading Post Motor Fuel and Tobacco Receipts Processed: 2,555
 - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 370
1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
 2. Responded to inquiries from Tribal members and employees regarding RTM statuses, tax-exempt utilities, motor fuel registration, the Certificate of Exemption process, per cap issues/questions (which were referred to the proper staff), Proofs of Residency, tax preparation services and specific tax questions, tax benefits available to Tribal members, Tax Agreement Area boundaries, reservations for Aki Maadiziwin, and questions regarding the proposed Michigan gas tax increase.

3. Picked up, reconciled, and filed tax-exempt motor fuel and cigarette logs from the Trading Post on a daily basis.
4. Continued reporting Trading Post errors to the interim 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, recorded, and filed daily motor fuel logs and receipts from the Trading Post in to the Tax Department database.
7. Received, reconciled, recorded, and filed OTP (other tobacco products) logs from the Trading Post.
8. Received, reconciled, recorded, and filed February 2019 Tribal tax returns from the Little River Casino Resort which included:
 - a. Retail Sales Tax (Nectar Spa, Little River Trading Post, and Little River Casino Resort)
 - b. Food & Beverage Tax
 - c. Admissions Tax
 - d. Lodging & Occupancy Tax
 - e. Service Tax
9. Reconciled and monitored motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
10. Continued work on creating quick reference guides pertaining to the Tax Department policies, procedures, Ordinances, Agreements, and Regulations.
11. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
12. Completed and submitted the Tax Department monthly department report for February.
13. Processed Aki Maadiziwin Community Center reservations and Rental Agreements as necessary, including receiving deposits. Prepared and submitted check requests for deposit refunds as applicable.
14. Followed up with Community Center guests regarding damaged and missing items following a reservation. Items were found, returned, and damaged item was paid for to be replaced. Also worked with Public Safety regarding unsecured doors.
15. Calculated data, processed, and filed month-end tax reports for February, including providing Tribal Member fuel and tobacco purchases to the Casino Resort.
16. Scanned and filed Tax Department documents such as Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, financial and tax reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments.
17. Worked with Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Tribal Business Tax Licenses are issued to entertainers selling merchandise.
18. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities.
19. Corresponded with State of Michigan Tribal Affairs office regarding the annual quota of other tobacco products (OTP) and discovered the Tribe can offer more

- tax exemption benefits on OTP. Working on preparing pricing, log sheets, and receiving inventory list from the Resort.
20. Continued preparing the Tax Department's Annual Tax Report.
 21. Worked on preparing information from the Tax Department for the Spring Membership Meeting.
 22. Worked with vendors for review of the Trading Post's tax exempt fuel and tobacco purchases from 2018 to ensure final year totals are correct and closed out for the year.
 23. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
 24. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for April 2019 and provided it to the Trading Post.
 25. Reviewed and filed BP monthly invoice and statement for any errors and/or questionable purchases.
 26. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
 27. Worked with Public Affairs Office in proofreading the Currents and providing feedback.
 28. Read and reviewed Leadership Roundtable notes and forms provided by the Human Resources Director for upcoming team meetings.
 29. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, and Housing staff regarding Community Center reservations to ensure the building is clean and stocked for events as well as inspected afterward.
 30. Corresponded with the State Tribal Affairs Office regarding the year-end motor fuel and tobacco quotas and how they would like the balances to be handled from year to year since they had a change in staff this last year.
 31. Worked with LRCR staff regarding employee discounts to Commissioners, changes in Trading Post staff, correction of other tobacco products prices and obtaining wholesale and retail prices for calculating new tax exempt products.

Meetings attended this month:

1. Attended Leadership Roundtable meeting on March 27, 2019.

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
March 2019 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 42 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Completed the contracting for the Endaaying project with the vendor and the Council approval process.
4. Attended as Tribe's representative the MACPRA regular meeting that was delayed earlier in year.

5. Took part in job application processes for Natural Resources.
6. Attended meetings with HR and Natural Resources and I.T. (separately) reviewing wage grid issues.
7. Presented to persons involved in the Chamber of Commerce Leadership program's Tribal Day.
8. Met with Natural Resources staff regarding Artic Graying restoration.
9. Attended and participated in the Problem solving policy training involving the availability of Peacemaking.
10. Met with Natural Resource Director to assist with issue raised by staff.
11. Administered, directed and supervised all departmental activities.
12. Approved ADP timecards and PTO requests for the departments for which I am the Lead or approver, as needed.

The Language Coordinator accomplished the following during this month:

- 1) Coordinated a recycle meeting for March.
- 2) Processed CD ROM orders.
- 3) Presentation at Native American Critical Issues Conference in Traverse City.
- 4) Meeting with Connie Waitner about Standing Rock exhibit at LRRC during language camp.
- 5) Working with Rebecca on language for Public Information dept.
- 6) Posted the first call for presenters for language camp.
- 7) Working with EDC on language.
- 8) Coordinated video shoot for the month.
- 9) Wrote lessons for the show "Endaaying"
- 10) Recorded the videos for the show.
- 11) Created new lessons for all classes.
- 12) Classes at NGLC, Elders, LRB Employees and community members.
- 13) Responded to Emails and calls about language camp, CD Rom's, language, culture.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Supervisor
March 2019, 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.
- Relay # 1 Effluent valve Failed Open, diverted some flow to lagoon repairs ongoing
- Other Routine Maintenance

Billing

Water	\$12,184.80
Sewer	\$18,421.34
Irrigation	\$1,810.93
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$12,614.72
Septage	\$2,776.02
Other	\$142.00
Month Total	\$55,293.81
Yr. to Date Water	\$35,443.69
Yr. to Date Sewer	\$49,444.10
Yr. to Date Irrigation	\$5,432.79
Yr. to Date Fire Suppression	\$22,032.00
Yr. to Date Manistee Township	\$31,720.79
Yr. to Date Septage	\$7,101.66
Other Revenue	\$1,140.37
Credit	\$0.00
Yr. to Date Total	\$152,315.40

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,574,710
 - b. Ave Daily Flow Gallons 83,055
- 2. Gallons of Treated Waste Water SBR**
 - Influent Gallons**
 - a. 1,843,762
 - b. Daily Average Gallons 61,458
 - Effluent Gallons**
 - a. 1,790,297
 - b. Daily Average Gallons 59,677
 - c. Waste Sludge Gallons 40,000
 - Lagoon**
 - a. Influent 1,425,999
 - b. Daily Average Gallons 47,533
- 3. Septic Sewage**
 - a. Gallons 46,267

III. Travel and Trainings

What: Limited Treatment
Who: Gregory Walters, Gary Lewis
Where: Tustin Michigan
Sponsored by: MI-AWWA
Class Cost: \$355 each

What: Water Chemistry Short Course
Who: Clatus Clyne, Jonathon Robertson
Where: Lansing Michigan
Sponsored by: MI-AWWA
Class Cost: \$355 Each

What: Travel Training
Who: Clatus Clyne, Jonathon Robertson, Diane Kerr, Gary Lewis, Gregory Walters
Where: Government Complex
Sponsored by: Purchasing/Travel
Class Cost: Free

What: 3 Webinars

Who: Diane Kerr

Where: Office

Sponsored by: 2 EFCN (AWWA), 1 MDEQ

Class Cost: Free