

**Office of the Ogema  
Little River Band of Ottawa Indians  
2608 Government Center Drive  
Manistee MI 49660**

**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema *LBR*  
**Naangwa:** Date: June 22, 2017  
**Maanda Nji:** Re: May, 2017 Operations Report

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

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

Larry B. Romanelli

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

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Accounting  
Steve Wheeler

## **Finance Division**

**Steven Wheeler, Chief Financial Officer**

### **May, 2017 Department Report**

#### **I. Department Overview**

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

#### **Finance/Accounting Management:**

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

#### **Accounting:**

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

##### **Objectives:**

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

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

## **Property Management:**

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

### **Objectives:**

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

## **Budgeting:**

***Goal: Improve the accuracy and usefulness of budget information.***

### **Objective:**

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

## **Purchasing/Travel:**

***Goal: Improve efficiency of processes and reduce costs.***

### **Objective:**

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

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

## **II. Department Reporting Section**

### **AUDIT**

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

### **STAFF ACCOUNTANTS**

#### ***Duties and Accomplishments –***

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

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

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

***Other Meetings***

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

***Duties and Accomplishments –***

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

***Meetings Held / Attended –*** Prosecutor, Commerce, Daycare, Trading Post, Audit

***Trainings Held / Attended –***

## **GRANTS MANAGEMENT ADMINISTRATOR**

### ***Duties and Accomplishments***

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of June.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received five modifications for the following grants: BIA Government to Government additional funding in the amount of \$258,669.91; 2012 BIA AFA Emerald Ash Borer modified scope of work; NRCS additional funding in the amount of \$6,745.33; 2017 Self Governance additional funding in the amount of \$267,937 and EPA PPG additional funding in the amount of \$54,986. Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
12. *The Tribe received funding for one new grant award: EPA Air Quality in the amount of \$45,655 for the time period of 4/1/17-9/30/19. The new grant was added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
13. *Entered on the 2016 SEFA schedule the grant expenses, in-kind, Tribal Support and other revenue. Gave this to Auditors.*

14. *Worked with the Auditors answering questions and sending them grant information that they were auditing.*
15. *Changed my password in the SAM System that needs to be done every 90 days.*
16. *Changed my password in the PMS System for the "B" and "P" accounts that needs to be done every 90 days.*

#### ***Meetings Held/Attended***

1. *Met with Steve Wheeler to discuss grant issues on different occasions.*
2. *Met with Bill Willis on numerous occasions to discuss grant issues.*
3. *Met with Larry, Mary and the Leads on 5/9/17, 5/16/17, 5/23/17 and 5/30/17.*
4. *Met with Jason Cross on 5/9/17.*
5. *Met with Yvonne Parsons on 5/12/17.*
6. *Attended Staff meeting on 5/19/17.*
7. *Met with Jessica Wissner on 5/25/17.*

#### ***Trainings Held/Attended***

#### ***Specials Tasks/Activities Performed***

#### ***Upcoming Projects/Task***

1. *Will purge the expired grants.*

## **PAYROLL**

#### ***Duties and Accomplishments –***

1. *Processed 391 payroll checks through ADP.*
2. *Verified 29 PAF's this month which included 9 new employee(s), and 4 terminated employee(s).*
3. *Completed payroll and payroll backup cover sheet for pay dates 5/12 and 5/26.*
4. *Verified 401k contribution file totals, uploaded to John Hancock online.*
5. *Printed and/or saved all reports needed for payroll biweekly.*
6. *Entered all Adlife deductions onto spreadsheet biweekly.*
7. *Entered all Unum deductions onto spreadsheet biweekly.*
8. *Reconciled the amounts withheld for Adlife to what was billed for the month.*
9. *Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.*
10. *Notified HR of changes to be made in the system per the Mutual of Omaha invoice.*
11. *Requested/received the following month's invoice for Mutual of Omaha from HR for review.*

#### ***Meetings Held / Attended –***

1. *5/2, 5/3, 5/17, 5/30 & 5/31 – Benefit reconciliation with Kathy.*
2. *5/15 – 5/23 – Audit.*

#### ***Trainings Held / Attended –***

1. *None*

***Other Tasks / Activities Performed –***

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

***Ongoing Projects / Tasks –***

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

***Upcoming Projects / Tasks –***

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.

**ACCOUNTS PAYABLE**

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

***Duties and Accomplishments –***

1. *Keyed in all information into the system for processing and printing checks. Generated checks request for Cintas, AT&T, Pure water Works, and Utility bills. Generated checks for bills, stipends, travel advances, court orders, bereavements, Contract Health, purchase orders, etc. Printed a check register for Contract Health, Education and for Membership Assistance Department. Had checks signed and stuffed into envelopes for distribution. Afterwards, check request are organized*

*with check stubs to be filed away. Check registers and their transactions are printed out and filed away. Recorded payments received for cash receipts reports.*

***Meetings Held / Attended –***

***Trainings Held / Attended –***

***Special Tasks / Activities Performed –***

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

***Upcoming Projects / Tasks –***

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

**PURCHASING/ TRAVEL OFFICE**

**PURCHASING / MAIL ROOM CLERK**

***Duties and Accomplishments –***

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

***Meetings Held / Attended –***

### ***Special Tasks / Activities Performed –***

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

### ***Upcoming Projects / Tasks –***

1. Ongoing merging/renaming of vendors in MIP system

## **PURCHASING SUPERVISOR**

### ***Duties and Accomplishments –***

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

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

### ***Special Tasks / Activities Performed – & Meetings Held / Attended***

1. 5/2 Contacted Discount School Supply on credit pending with AP. Per company, they cannot credit card, but rather issue a check. Will take 14 to 21 days.
2. 5/3 Meeting on funding status of 8012.
3. 5/3 Meeting on funding and invoice status of 4447.
4. 5/4 Showed van and 350 truck to dealerships. Vehicles will be used as trade-ins for new Education van.
5. 5/5-5/8 researched funding balance on program 4222. Expenses exceeded budget by \$303.00.
6. 5/9 researched invoice for AP, Turn Key Systems. Initiated in 2016 off purchase order for pharmacy start up. Will be billed monthly for monitoring of alarm system.
7. 5/18<sup>th</sup> Solicited RFP for master agreement with contractor.
8. 5/22 Sought bids for 2017 Pow Wow lodging.
9. 5/22 Researched information on Gordon Food Invoice.
10. Assisted with transfer and disposal of property.

## **PROPERTY/RECEIVING OFFICE**

### ***Duties and Accomplishments –***

1. Received in 406 packages.
2. Issued 143 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 / Tasks –***

## **BUDGET COORDINATOR**

### ***Duties and Accomplishments***

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

### ***Meetings Held / Attended –***

### ***Trainings Held / Attended –***

None

### ***1) Special Tasks / Activities Performed –***

### ***Upcoming Projects / Tasks –***

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

## **Expenditures Update**

Total year to date expenditures for the Finance Division for May, 2017, are \$505,117, compared to an annual budget of \$1,208,052. Total expenses for the Finance Division for year to date May, 2017, represented 42% of the total annual budget.

Commodities  
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ May 2017

## 1 Department Overviews:

### Goals and objectives:

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

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

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

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

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

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

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

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

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

## 2 Department Report Section:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

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

Y. Theodore received food order put in 152 AIS

Y. Theodore placed warehouse food for May

Y. Theodore & L. Jackson filled food orders

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

Y. Theodor & L. Jackson clean warehouse

Y. Theodore attend FDPIR regional call

Y. Theodore attend USDA meeting on clients

Education  
Yvonne Parsons

## ***Education Department***

***Yvonne Parsons, Education Programs Coordinator***

### **May 2017 Department Report**

#### **I. Department Overview**

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

#### **II. Department reporting section**

- LRBOI Student Services: 8 students requested Activities assistance totaling \$670. 1 student received senior expenses totaling \$125 1 student received a 12<sup>th</sup> Grade Computer award totaling \$1000.
- Higher Education Scholarship: 4 Higher Education Scholarships were processed for May. Total award was \$9250 providing assistance 3 female students, 1 male student; Two students were attending community college and two university.
- College Book Stipend: We processed 18 summer book stipends totaling 7500, 2 for 1-3 credits, 7 for 4-8 credits, 10 for 9+ credits
- Educational Advancement Fund: 2 awards were made totaling \$599

**During the month of May the following occurred:**

**During the month of May the following meetings/events were attended:**

**May 5- Meeting with Gun Lake and Little Traverse Education Directors and representative from EduPaths, finalizing work on teacher module for EduPaths and Michigan Department of Education**

**May 10- phone conference with Grand Valley State University Assessment for Education survey**

#### **Budget Expense Justification**

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

**College Graduates 2012-2013 academic year (may not be a complete listing)**

**Terri Benson**, Associate's degree in Cosmetology, Century College

**James Carey**, Associate's degree in Graphic Design, Muskegon Community College

**Benjamin Compeau**, Bachelor's degree in Hospitality and Tourism Mgt, Grand Valley State University

**Chelsea Densmore**, dual Associate's degrees in Corrections and Law Enforcement, Jackson Community College

**Jennifer DeVerney**, Bachelor's degree in General Business, Concordia University

**Stormie Jacobs Frees**, Associate's degree in Native Studies, Saginaw Chippewa Tribal College

**Joanne Green**, Associate's degree in Business Management, West Shore Community College

**Alexis Kitter**, Associate's degree in Liberal Arts, Saginaw Chippewa Tribal College

**Sandra McCaslin**, Associate's degree in General Studies, Northwestern Michigan College

**Lisa McClees**, Bachelor's degree in Communications, Eastern Michigan University

**Amanda McQueen**, Bachelor's degree in Liberal Science, Grand Valley State University

**Aaron Medacco**, Bachelor's degree in Computer Science, University of Michigan, Ann Arbor

**Alicia Mejia-Ortiz**, Associate's degree in Early Childhood Education, Muskegon Community College

**Melissa Morton**, Bachelor's degree in Hotel Administration, University of Nevada, Las Vegas

**Seneca Peters**, Bachelor's degree in Communications, Arizona State University

**Laura Ricker**, Bachelor's degree in History, Montana State University, Bozeman

**Courtney Ridolphi**, Bachelor's degree in Clinical Lab Sciences, Northern Michigan University

**Jessica Roney**, Bachelor's degree in History, Central Michigan University

**Crystal Schmalz**, Master's degree of Divinity, Urshan University

**Cassandra Schnicke**, Associate's degree in Medical Administration, Montcalm Community College

**Salli Wabsis**, Bachelor's degree in Business Administration, Ferris State University

**Donnie Wilkerson**, Bachelor's degree in Business Administration, University of Michigan, Ann Arbor

**Timothy Willard**, CDL Certificate and License, Muskegon Community College

### **High School Seniors 2013**

**Cheyenne Bell**, Traverse City Central High School, Traverse City, Michigan

**Sadie Bickley**, Antioch Christian School, Arnold, Maryland

**Zachary Brothers**, Mona Shores High School, Muskegon, Michigan

**Ariel Burton**, Ludington High School, Ludington, Michigan

**Dace Campbell**, Comstock Park School District home-schooled, Comstock Park, Michigan

**Chester Cole**, North Port High School, North Port, Florida

**Hope DeVerney**, Katy High School, Katy, Texas

**Rodney Fox**, Portland Community Alternative Education, Portland, Michigan

**Lee Frelick**, Fitzgerald Public Schools, Warren, Michigan

**Kyra Gladden**, Mitchel Community College early college, Statesville, North Carolina

**Zachary Gladden**, Lake Norman High School, Mooresville, North Carolina

**Jordan Gower**, Edison Max Day, Hazel Park District, Ferndale, Michigan

**Nicholas Kausak**, Mid Peninsula Schools, Perkins, Michigan

**Kelsey Keebler**, Columbia High School, West Columbia, Texas

**Devin Kelsey**, Coopersville High School, Coopersville, Michigan

**Jared Knapp**, Manistee High School, Manistee, Michigan

**Rochelle Long**, Bryan Station High School, Lexington, Kentucky

**Kelli Malcolm**, Lowell High School, Lowell, Michigan

**Brittany McGinn**, Lakeview High School, Battle Creek, Michigan

**Callan McIntyre**, Seaholm High School, Birmingham, Michigan

**James Moore**, Hart High School, Hart, Michigan

**Andre Neebnagezhick**, Manistee High School, Manistee, Michigan

**Nichole Nickerson**, Coopersville High School, Coopersville, Michigan

**Joseph Piechowski**, Northland Pines High School, Eagle River, Wisconsin

**Mary Jane Rose**, Grand Rapids Public Schools, Grand Rapids, Michigan

In Memory of **Nathaniel Santos**, Mona Shores High School, Mona Shores, Michigan  
**Wyatt Szpliet**, Manistee High School, Manistee, Michigan  
**Erika Taylor**, Carmen Ainsworth, Flint, Michigan  
**Ross Taylor**, St Helens High School, St Helens, Oregon  
**Vincent Wabindato**, Lakeview High School, Battle Creek, Michigan  
**Troy Walters**, Utica High School, Utica, Michigan

Enrollment  
Diane Lonn

## **ENROLLMENT DEPARTMENT REPORT**

**May Monthly Report - 2017**

**JESSICA WISSNER, ENROLLMENT ASSISTANT**

### **Department Goals are:**

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

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

To continue to update the Per Cap data base.

### **Department Objectives are:**

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

### **Duties Performed**

- Mailed out: 4 Applications forms for people seeking membership
- Mailed out: 50 Address change forms
- Created 22 New and Replacement Ids from 05/31/2017 through 05/31/2017
- 165 Addresses changed from 05/31/2017 through 05/31/2017
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0

- Provisional Acceptance Letter: 0
  - Notice of Blood Quantum Reduction Letter: 0
  - Notice of Disenrollment: 0
  - Notice of Decision on Appeal: 0
  - Appeal Hearing Notice: 0
  - Audit Findings Letter: 0
  - Extended Appeal Hearing Notice: 0
  - Notice of Blood Quantum Increase: 0
  - Reinstatement Notice: 0
  - Final Relinquishment: 0
  - Notice of Blood Quantum Determination: 0
  - Notice of Blood Quantum Breakdown change: 0
  - Denial of Blood Quantum Increase: 0
  - Denial letter: 0
  - 3 Applications received since 05/01/2017
  - List Request of membership: Tax Officer, Public Information, Members Assistance
  - Label Request of membership: Public Information
  - Tribal Members Label/List: 0
  - Statistical Requests: Grants
- 
- Department Verifications:
    1. Prosecutor 33
    2. Natural Resource 22
    3. Members Assistance 31
    4. Contract Health 150
    5. Family Services 5
    6. Casino 1
    7. Utilities 1
    8. Human Resources 7
    9. Election Board 7
- 
- Ordering/ Correspondence
  - Enrollment Verifications to other tribes
  - Certifications of Blood Degrees
  - Certification for Spouses and Descendants for the Casino
  - 3 Members passed away for the Burial Fund Money
  - Sent out 2 Tribal Flags
  - Sent out PerCap Earnings reports

- Updated Citizen Validation folder
- 3 Tuition Waiver Verifications
- 312 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

## Meetings

### Enrollment Meeting 0

\*\*\*\*\*

- Total Membership: 4,249
- Total number of Elders: 1,264
- Total number of Adults (18-54): 2,584
- Total number of Minors (0-17): 401
- Total Tribal Members living in:
  - 9 County Area: 1,790
  - Outside 9 County Area: 2,370
  - Michigan: 2,797
  - Outside Michigan: 1,363
  - Undeliverable Addresses: 89

Facilities  
Vacant Director

## ***Facilities Management Department Report***

***De-Ahna K. Underwood, Administrative Assistant***

***May 2017***

### **I. Department Overview**

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

#### **Goals & Objectives**

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

#### **Objective;**

To reduce work related injuries

To maintain the life expectancy of our facilities

### **II. Department Reporting Section**

This month 66 work orders were submitted and 62 were completed. There were no big projects this month, so our main focus for May was completing work orders in a timely matter. There are currently 4 open request. Facilities need to complete finishing touches to the Justice Center, Muskegon Office and the NRD Building. We have an ongoing project that involved removing sections of the deck that was attached to the trailer at the Gathering Grounds. We will eventually attached it to the Sugar Shack. The Facilities Technicians have begun their summer routines of lawn care at all of the buildings.

#### **Automotive**

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

### **III. Budget Expense Justification**

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

### **IV. Travel and Trainings**

Nothing to report at this time.

***Utilities Department***  
***Gary M. Lewis, Utility Supervisor***  
**May 2017, Department Report**

**I. Department Overview**

**LITTLE RIVER BAND OF OTTAWA INDIANS**  
**UTILITIES DEPARTMENT**  
**MISSION STATEMENT**

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

**II. Department reporting section**

→ **Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.**

→ **Water Tower out of service for inspection and cleaning, air relief installed for pressure regulation**

→ **Routine Maintenance**

**Billing**

|                               |              |
|-------------------------------|--------------|
| Water                         | \$12,515.14  |
| Sewer                         | \$19,157.97  |
| Irrigation                    | \$2,099.51   |
| Fire Suppression              | \$7,344.00   |
| Manistee Township Sewer       | \$11,663.19  |
| Septage                       | \$9,325.08   |
| Month Total                   | \$62,104.89  |
|                               |              |
| Yr. to Date Water             | \$60,638.24  |
| Yr. to Date Sewer             | \$80,182.70  |
| Yr. to Date Fire Suppression  | \$36,720.00  |
| Yr. to Date Irrigation        | \$8,015.12   |
| Yr. to Date Manistee Township | \$63,846.36  |
| Yr. to Date Septage           | \$26,902.32  |
| Credit                        |              |
| Yr. to Date Total             | \$276,304.74 |

- 1. Well House Pumping in Gallons**
  - 1. Total Flow Gallons 5,181,728**
    - a. Peak Flow 220,707**
    - b. Low Flow Gallons 92,409**
    - c. Ave Daily Flow Gallons 167,153**
- 2. Gallons of Treated Waste Water**
  - 1. Influent Gallons 3,467,532**
    - a. Peak Flow Gallons 119,958**
    - b. Low Flow Gallons 102,323**
    - c. Daily Average Gallons 108,303**
  - 2. Effluent Gallons 3,281,990**
    - a. Peak Flow 130,708**
    - b. Low Flow Gallons 84,480**
    - c. Daily Average Gallons 105,871**
    - e. Waste Sludge Gallons 207,000**
  - 3. Lagoon**
    - a. Influent 216,862**
    - b. Peak Flow 50,025**
    - c. Low Flow 0**
    - b. Daily Average Gallons 6,996**
- 3. Septic Sewage**
  - a. Gallons 153,703**

### **III. Travel and Trainings**

**Who: Diane Kerr, Greg Walters, Clatus Clyne, Jonathon Robertson,  
Gary Lewis**  
**What: MRWA Safety Training**  
**Where: Government Complex**  
**When: May 16, 2017**

Family Services  
Jason Cross

# Family Services Department

## May 2017 Departmental Report

### I. Department Overview:

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

### II. Department reporting section:

#### Information and Referral Contacts:

##### Intakes:

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

##### Intakes:

Mason.....1  
Out of area.....1  
Muskegon.....1  
Out of Area.....1  
**Total.....4**

##### **Open Cases.....48**

Total number of Tribal members served in open cases: 75

Total number of descendants served in open cases: 13

Total number of individuals served in open cases: 131

#### Cases Management:

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

Jason Cross, MSW – Director Total: 6  
Zoongaadiziwin (SO) 5 Juvenile Justice -1

|                                                            |    |
|------------------------------------------------------------|----|
| Total number living in homes served                        | 17 |
| Total number of Tribal Members living in homes served      | 7  |
| Total number of descendants living in homes served         | 5  |
| Total number of children living in homes served            | 0  |
| Total ICWA or ICWP cases where substance abuse is involved | 0  |
| Child abuse                                                | 0  |
| Child neglect                                              | 0  |
| Sexual abuse of a child                                    | 0  |
| Substantiated by DHS or other social service               | 0  |
| Unsubstantiated by DHS or other social service             | 0  |
| Case pending with DHS or other social service              | 0  |
| Relative placement                                         | 0  |
| Indian Foster home                                         | 0  |
| Non-Indian foster home                                     | 0  |
| Other institutions                                         | 0  |
| Court appearances this month                               | 0  |
| Home visits this month                                     | 5  |
| Case reviews this month                                    | 5  |
| Binojeeuk reviews this month                               | 0  |
| Contacts with outside agencies                             | 9  |
| Contacts with LTBOI departments                            | 11 |
| Cases with no action taken                                 | 0  |
| ICWA or ICWP referrals                                     | 0  |
| All other referrals                                        | 0  |

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

|                                                            |     |
|------------------------------------------------------------|-----|
| Total number living in homes served                        | 43  |
| Total number of Tribal Members living in homes served      | 28  |
| Total number of descendants living in homes served         | 0   |
| Total number of children living in homes served            | 2   |
| Total ICWA or ICWP cases where substance abuse is involved | 0   |
| Child abuse                                                | 0   |
| Child neglect                                              | 0   |
| Sexual abuse of a child                                    | 0   |
| Substantiated by DHS or other social service               | 0   |
| Unsubstantiated by DHS or other social service             | 0   |
| Case pending with DHS or other social service              | 0   |
| Relative placement                                         | 0   |
| Indian Foster home                                         | 0   |
| Non-Indian foster home                                     | 0   |
| Other institutions                                         | 0   |
| Court appearances this month                               | 1   |
| Home visits this month                                     | 21  |
| Case reviews this month                                    | 7   |
| Binojeeuk reviews this month                               | 6   |
| Contacts with outside agencies                             | 140 |
| Contacts with LTBOI departments                            | 17  |
| Cases with no action taken                                 | 0   |
| ICWA or ICWP referrals                                     | 0   |
| All other referrals                                        | 0   |

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 10  
Domestic Violence: 10

|                                                            |    |
|------------------------------------------------------------|----|
| Total number living in homes served                        | 25 |
| Total number of Tribal Members living in homes served      | 8  |
| Total number of descendants living in homes served         | 6  |
| Total number of children living in homes served            | 0  |
| Total ICWA or ICWP cases where substance abuse is involved | 0  |
| Child abuse                                                | 0  |
| Child neglect                                              | 0  |
| Sexual abuse of a child                                    | 0  |
| Substantiated by DHS or other social service               | 0  |
| Unsubstantiated by DHS or other social service             | 0  |
| Case pending with DHS or other social service              | 0  |
| Relative placement                                         | 0  |
| Indian Foster home                                         | 0  |
| Non-Indian foster home                                     | 0  |
| Other institutions                                         | 0  |
| Court appearances this month                               | 0  |
| Home visits this month                                     | 0  |
| Case reviews this month                                    | 0  |
| Binojeeuk reviews this month                               | 0  |
| Contacts with outside agencies                             | 0  |
| Contacts with LTBOI departments                            | 0  |
| Cases with no action taken                                 | 0  |
| ICWA or ICWP referrals                                     | 0  |
| All other referrals                                        | 0  |

Amber Shepard, BS- Case Manager Total: 9  
Zoongaadiziwin: 5 PaT: 4

|                                                            |    |
|------------------------------------------------------------|----|
| Total number living in homes served                        | 36 |
| Total number of Tribal Members living in homes served      | 22 |
| Total number of descendants living in homes served         | 2  |
| Total number of children living in homes served            | 5  |
| Total ICWA or ICWP cases where substance abuse is involved | 0  |
| Child abuse                                                | 0  |
| Child neglect                                              | 0  |
| Sexual abuse of a child                                    | 0  |
| Substantiated by DHS or other social service               | 0  |
| Unsubstantiated by DHS or other social service             | 0  |
| Case pending with DHS or other social service              | 0  |
| Relative placement                                         | 0  |
| Indian Foster home                                         | 0  |
| Non-Indian foster home                                     | 0  |
| Other institutions                                         | 0  |
| Court appearances this month                               | 0  |
| Home visits this month                                     | 12 |
| Case reviews this month                                    | 7  |
| Binojeeuk reviews this month                               | 0  |
| Contacts with outside agencies                             | 9  |
| Contacts with LTBOI departments                            | 5  |
| Cases with no action taken                                 | 0  |
| ICWA or ICWP referrals                                     | 0  |
| All other referrals                                        | 0  |

| <i>Case Activities</i>      | <i>Type of Case</i>                                                                                                        | <i>County</i>                                       |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <i>Home Visits</i>          | 3                                                                                                                          | Muskegon                                            |
| <i>Binojeeuk Commission</i> | 0                                                                                                                          |                                                     |
| <i>Email contacts</i>       | 118                                                                                                                        |                                                     |
| <i>Office Visits</i>        | 27                                                                                                                         |                                                     |
| <i>Phone Conferences</i>    | 0                                                                                                                          |                                                     |
| Meetings                    | Oceana, Lake, Mason DV Taskforce<br>Lakeshore human trafficking<br>Case review<br>LAADSV Meeting<br>Kent County Task Force | Pentwater<br>Muskegon<br>Muskegon<br>Ottawa<br>Kent |
| Training                    |                                                                                                                            |                                                     |
| Court                       |                                                                                                                            |                                                     |

**Muskegon Office Services:** This section includes contacts made on behalf of the following departments. This may include assistance with accessing applications online, completing applications and/or making copies, faxing and general program information. This does not include the intake and referral process. This assistance is primarily done by the Family Services Intake worker.

|                                                |    |
|------------------------------------------------|----|
| Accounting.....                                | 0  |
| Commerce Department/Workforce Development..... | 2  |
| Commodities.....                               | 0  |
| Education.....                                 | 1  |
| Election Board .....                           | 0  |
| Muskegon Office.....                           | 7  |
| Enrollment.....                                | 14 |
| Family Services/Bedabin.....                   | 1  |
| Health Services.....                           | 3  |
| Historic Preservation.....                     | 0  |
| Housing.....                                   | 0  |
| Human Resources.....                           | 0  |
| Legal Assistance.....                          | 1  |
| LRCR.....                                      | 0  |
| Members Assistance.....                        | 6  |
| MRS.....                                       | 0  |
| Natural Resources.....                         | 0  |
| Public Information.....                        | 0  |
| Public Safety.....                             | 0  |
| Tribal Court, Peacemaking.....                 | 0  |
| Faxing.....                                    | 0  |
| Copies:.....                                   | 10 |
| Email .....                                    | 15 |
| Mail.....                                      | 0  |
| Notary Services .....                          | 8  |
| Assistance with forms.....                     | 12 |
| Warriors Society.....                          | 0  |
| Other .....                                    | 13 |
| Total Tribal Citizens Assisted.....            | 37 |

## **Departmental Monthly Events & Needs**

### **Meetings:**

HSCB – 5/2//2017

Warriors Society – 5/6/2017

MCEDSV visit - 5/9/2017

WK Kellogg – 5/24/2017

Construction Task Force - Every Thursday

### **Travel and Trainings:**

None

### **Court**

4 Hearings – 1 Muskegon County, 3 Tribal court

Identified unmet needs:

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

**Respectfully submitted,**

**Jason Cross, MSW**

**Director of Family Services**

Grants  
Vacant a director

# **Grants Department Monthly Report: May 2017**

## **Charles Fisher, Grant Writer**

### **I. Department Overview**

The goals of the LRBOI Grants Department are to:

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

### **II. Department Reporting Section**

- LRBOI's grant submission to HUD for the 2017 ICDBG (Indian Community Development Block Grant) took a considerable amount of time. The application deadline was May 18<sup>th</sup>. This funding opportunity was used to address additional "Gathering Grounds" needs. Almost all of May, up until the deadline was devoted to addressing various elements of the grant opportunity. The overall improvement effort consists of two phases. Phase 1 is currently underway and includes utility and roads infrastructure, parking lots, grounds improvements, including handicap accessibility, a large expansion of campsites. Phase 2 will pick up where Phase 1 leaves off and carry it on through conclusion: major components include: Welcome Center construction, construction of a new restroom/bathhouse and storage accommodations for the Maintenance Department, as well as renovations of the existing pavilion and existing bathhouse. Special consideration has been given to matters related to our "Lodge" which is currently situated on the property. There has been some discussions that contemplate the renovation and/or relocation and/or possible expansion of our existing Fire Lodge. A separate planning process has been written into the application that will allow for a community decision-making process to arrive and the best possible solution: the Historic Preservation Dept. will manage this portion of the project.
- Towards the end of the month, several other funding opportunities were also taken up and considered in more depth. One would have provided assistance with tax preparation for the Elderly; however, in the end, it was decided that this should wait for another year. Also, a VOCA (Victim of Crime Assistance) program came up that will be pursued by the Family Services Department. LRBOI received this grant in FY2016 (almost \$150K) to provide these services to tribal member victims of crime. This grant is due in mid-June and was started in the latter part of May. Additionally, in the month of May, it was also decided to start moving forward to address the FVPSA (Family Violence Prevention Services Act) initiative as well although this application is not due until mid-July (this is a formula funded grant).

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

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared grant submission approval packages for the tribal leaderships for those grant considerations expected to be addressed with a (grant) funding application.
- Worked variably with different tribal departments/representatives to develop grant applications that work for the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any and all mandatory meetings and/or any other meetings that I was invited to attend.
- As available, attended Language Classes (Educational Leave) - Friday schedule.
- Attended Warrior's Society meetings regularly scheduled and participated in other related activities.
- Participated in Enrollment Commission meetings as a Commission Member.
- Continued to pursue self-education efforts related to grants development and/or personal/professional development.
- In May, continued to participate in numerous HR interviews/selection processes.
- Attended weekend training event at the Saginaw Chippewa Ziibiwing Center – see travel section that follows for additional details.

**V. Budget Expense Justification:** No department budget matters/issues to report.

**VI. Travel and Training:**

1. Did attend the Color Guard training for the Warrior's Society Training at the Saginaw Chippewa Ziibiwing Center over the weekend of May 19<sup>th</sup> thru 21<sup>th</sup>. While I didn't make it on Friday (the 19<sup>th</sup>), I was able to attend both Saturday and Sunday (20<sup>th</sup> & 21<sup>st</sup>). Many questions related to Veterans responsibilities were both asked and answered over the two days. Considerable attention was devoted to pow-wows. Did not need to process a travel request of any kind as this was managed on my own time.
2. There is also a future Veteran's related training that is going to be sponsored through the Veteran's Administration coming up sometime this summer in Escanaba. To the best of my knowledge, this will be a 4-day event but there is no firm date set that I am aware of. Although I would like to attend this training, it is too soon to tell if this will be feasible.

Health  
Donald MacDonald



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

**To: Larry Romanelli, Ogema**

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

**Date: June 8, 2017**

**Re: May 2017 Report of Activity – Tribal Health Services**

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

May 2<sup>nd</sup> and 3<sup>rd</sup>, 2017 - Forest County Potawatomi Insurance Department personnel were on site to provide training in ICD-10 coding to clinic staff to obtain maximum third party reimbursement for services. Other discussion regarding Patient Registration Processes with clinic staff and Patient Benefit Coordinators regarding the importance of patient registration and third party reimbursement. Many other discussions with staff to improve our processes.

May 4, 2017, Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, and Janice Grant, Clinic Supervisor met with personnel from Northwest Michigan Health Services personnel and Jason Cross, Family Services Director regarding the processes when Tribal Members are seen at their facility.

May 6, 2017 (Saturday), Don MacDonald Director of Health Services, met with the Warrior Society and representatives from the Veterans Administration (VA) to discuss potential collaboration in serving non-eligible veterans. The VA is seeking an MOU that would allow their organization to reimburse the Tribe for Clinic Services. Additional meetings are being planned.

May 8, 2017, Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, and Keith Jacque, Chief Pharmacist met with a member regarding Elder's insurance, PRC, and Medicare in the PBC office.

May 9, Dottie Batchelder, Chemical Dependency Counselor, completed the final report for the Suicide Prevention Coalition Grant received from the Indian Health Services Bemidji Area Office.

May 12, 2017, Don MacDonald, Director of Health Services and Janice Grant, Clinic Supervisor attended a work session with Tribal Council to discuss the process for our Elder's to obtain portable oxygen tanks.

May 15, 2017, Krystal Davis, Intake Worker; Dottie Batchelder, Chemical Dependency Counselor; and Don MacDonald, Director of Health Services, attended a Work Session with the Tribal Council to discuss the Michigan Indian Family Olympics and plan funding.

May 16, 2017, the Traditional Healers were here to see clients through Be Da Bin Behavioral Health.

May 17, 2017, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition Meeting.

May 18, 2017, Don Mac Donald, Director of Health Services, and Sujean Drake, Mental Health Counselor, attended the training "All Grown Up: Trauma Informed Strategies for Adults".

Don MacDonald, Director of Health Services, and Dottie Batchelder, Chemical Dependency Counselor, have been working on the Native American Behavioral Risk Factor Survey to be conducted by the Michigan Department of Health and Human Services Health Disparity Reduction and Minority Health and will be conducted by Michigan State University. Inter-Tribal Council of Michigan and the Great Lakes Inter-Tribal Council are coordinating this and doing the data collection (4 Tribes are involved in this survey).

Be Da Bin Staff: It was a busy month in completing our move to the Clinic side. Dottie Batchelder, Chemical Dependency Counselor, attended meetings for Northern Michigan Recovery Residences (NMRR), Centra Wellness, Manistee County Substance Abuse Education and Awareness (SEA) Committee, and Indian Health Services (Bemidji Area) conference calls. Sujean Drake, Mental Health Counselor, attended the Manistee County Substance Education and Awareness Meeting and is working on the Mental Health Block Grant from the State of Michigan for developing Telehealth psychiatric services. Krystal Davis, Intake Worker, is working on the Michigan Indian Family Olympics event and is doing patient registration often for the Health Clinic. All staff is working on ATR and the Suicide Awareness & Prevention Coalition planning for training. Dottie Batchelder, CD Counselor, has planned the Wellness Walk. Staff is busy discharging and admitting clientele.

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

Forest County Potawatomi Insurance Department filed 44 claims on behalf of Little River in the amount of \$8,045.04 for Third Party Revenue Generation.

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

**CLINIC OPERATIONS:**

190 patients scheduled

21 patients NO-SHOW to scheduled appointments

3 patients provided SAME DAY appointments for emergent matters\*\*

43 cancelled appointments

129 patients attending CLINIC PHYSICIAN appointments\*\*

25 patients PHONE TRIAGE\*\*

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

36 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MAY (Total Patient Volume): 618

Diabetic patients: 55

Flu Vaccines: -0-

Injections: 2

Nursing Visits: 1 \*\*

On-site Labs: 128

Labs sent off site: 6

\*\*Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,746

DIRECT CALLS TO CLINIC OPERATIONS: 352

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 752

**BEDABIN BEHAVIORAL HEALTH:**

CHEMICAL DEPENDANCY COUNSELOR:

18/9 INDIVIDUAL/RECOVERY SUPPORT CLIENTS

175 CLIENT CONTACTS FOR SERVICES

198 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 189

MENTAL HEALTH COUNSELOR:

21 INDIVIDUAL CLIENTS

49 CLIENT CONTACTS FOR SERVICES

118 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 49

INTAKE WORKER:

26 CLIENT CONTACTS FOR SERVICES

146 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 26

TRADITIONAL HEALING: 9 INDIVIDUAL CLIENT CONTACTS

NO SHOWS 17

**COMMUNITY HEALTH SERVICES/CHR'S:**

TRANSPORTS: 17

TRAVEL HOURS: 65

SERVICE HOURS: 33

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 25

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$125,700**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2378

**TOTAL PRC PAID IN MAY: \$84,285.18**

PHARMACY/OTHER: \$37,086.52

DENTAL: \$14,679.90

TOTAL PATIENTS: 227 (THIS IS NON-DUPPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 592

TOTAL CLAIMS ENTERED: 529

TOTAL PRC PAID 2017: \$530,632.25

**TOTAL EHAP PAID IN MAY : \$41,421.52**

TOTAL EHAP PAID 2017: \$196,724.48

TOTAL ENROLLED EHAP/LRBOI: 1284

**MEDICARE LIKE RATE (MLR) Savings for May 2017**

|                   |    |                                    |
|-------------------|----|------------------------------------|
| Claims submitted: | 34 | \$110,077.92 (total submitted)     |
|                   |    | <u>-\$13,608.54 (what we paid)</u> |
|                   |    | <b>\$96,469.38 (total savings)</b> |

**PATIENT BENEFIT COORDINATORS: May 2017**

Applications/Reassessments mailed or given: 110

Follow-up mailings: 93

Assisted with online applications for Marketplace or Medicaid: 0

Webinars/Trainings: 0

Patient Registration for Health Clinic: Roberta does this daily

**\*\*Teresa was out most of the month due to an injury\*\***

Housing  
Frank Figgels



## **Little River Band of Ottawa Indians**

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

### **HOUSING DEPARTMENT**

#### **Report to the Ogema**

For May 2017

#### **Staff**

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nichole Daske – Housing Maintenance Technician

#### **Department Overview**

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

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

#### **I. Housing Activities**

- A. The development of 10 more Fair Market housing at Aki continues to move forward. Concrete basement walls have been poured for about half of the units, forms striped and backfilled along the exterior walls.
- B. I have met twice this month with IHS seeking funding for the furnishing and installing the water and sanitary sewer lines from the mains to the residences and the cost of the water meters. IHS has indicated they believe this would be an allowable cost and that the funding would go through Members Assistance Well and Septic program. Linda Wisner will be working on this for us. The Construction Task Force has dedicated the funding to help offset the costs for landscaping which was not included in the Contractors proposal.
- C. Tribal Council has decided to seek Low Income Housing Tax Credits, LIHTC, for the development of an Elders Housing Complex at Aki. The consultant selected for this program is Travois. Since their selection the Housing Department is being included as part of the planning.
- D. The Housing Department sent out an information on how to prevent mold in our residential units, please see attachment #1.
- E. We also sent out a friendly reminder to residents to maintain their landscaping, see attachment #2.

- F. During the month the Department performed the following activities.
  - Lease renewals due during the month: 2
  - Leases renewed: 3
  - New leases: 2
  - Annual Inspections: 2
  - Move-out Inspections: 1
  - Move outs: 1
  - Transfers: 0
- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
  - Applications received this month: 1
  - Number of Awards made during the month: 5
  - Amount of Awards made for the Month: \$23,167
  - Total Number of Awards made during the Year: 8
  - Total Amount of Awards for the Year: \$32,997

**II. Rental Payment Information for the Month.**

- A. Notice of Delinquency issued: 8
- B. Termination Notice(s) issued: 1
- C. Notice(s) to Vacate or Renew: 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.**

- A. LRBOI Housing has 64 rental units in total of which 60 are rented giving us an occupancy rating of 94%. Aki has 57 rental units of which 54 were rented during the month.
- B. Aki has 9 low income elder designated rental units and 9 units are rented.
- C. Aki has 2 low income elder ADA designated rental units and 2 are rented.
- D. Aki has 28 low income family rental units and 25 are rented.
- E. Aki has 6 low income family ADA rental units and 6 are rented.
- F. Aki also has 12 fair market rentals and 12 are rented.
- G. We have 5 fair market rentals in the City of Manistee and 4 are rented.
- H. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

**V. Significant Problems and Accomplishments.**

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

**VI. Plans for the Future.**

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

**VII. Other Information**

**A.** None.

**End of Report**  
**Frank Figgels, Housing Director**  
June 5, 2017

Attachment: May 2017 daily maintenance log

Cc: file

This is just a friendly reminder  
to please keep your lawns mowed.

*Thank you for your cooperation and for  
keeping the  
neighborhood looking so nice! ☺*





**Little River Band of Ottawa Indians**  
**Housing Department**  
**Mailing Address:** 2608 Government Center Drive  
**Office Location:** 2953 Shaw Be Quong  
Manistee, MI 49660  
(231) 723.8288

## **TIPS FOR REDUCING THE LIKELY HOOD OF MOLD IN YOUR HOME**

Boozhoo,

Hopefully we can say summer is almost here and with summer brings heat and high humidity.

Is that a concern? Yes, heat, high humidity and a food source promotes mold growth. Therefore we would like to provide you with some information to help prevent this from happening in your home.

Servpro has advised us there is over 30,000 different varieties of mold in Michigan. Fortunately the black mold, *Stachybotrys*, is not common in Michigan and mostly found in southern states as it requires long periods of high humidity and heat. Also mold comes in many colors and sometimes a black colored mold is mistaken for the "black mold".

What can we do to reduce the risk of mold this time of year?

Mold likes warm moist areas such as basements, crawlspaces, bathrooms, kitchens and areas where there is little air circulation.

**Basements:** Do not store items against the walls leave plenty of space. This will provide for air circulation along the walls and allow you to observe them. Put a fan in the basement and let it run to circulate air. Leave the air vents in the HVAC ductwork open and run the furnace fan, the switch should be on the thermostat, to provide more air movement in the basement and throughout the house. A dehumidifier works very well and may be necessary when the humidity is the highest, such as in July. If you see any moisture such as leaks in the plumbing notify us immediately so we can eliminate that moisture source. Running your AC is an excellent source for reducing humidity, especially if you have the air vents open in the basement ductwork. Yes, that may cost a little more but it should be a good investment in your family.

**Bathrooms:** This area is a year round high moisture area. Run your ceiling exhaust fan when bathing, especially when showering, as it removes moisture from the room. Leave the shower curtain partially open after bathing so the shower can dry quicker. Let the fan run after you have left the room until all the moisture has been exhausted. Mirrors and/or windows are free from moisture.

**Window openings:** Believe it or not this is another area for mold growth. It is important to open all the window coverings daily so air can get in. Leaving the blinds closed all the time creates stagnant trapped air against the window which then is more likely to cause condensation on the window and therefore moisture for mold growth.

**Cleaning surfaces:** Mold needs three things to grow; food, humidity and heat. Therefore cleaning of all surfaces is essential to removing a food source. We have seen mold on plastic surfaces. The plastic itself is not a food source however when dust, fingerprints, etc. are allowed to accumulate you now have a food source.

You can do some research that should be able to provide you with more helpful hints to prevent mold in your home. These are just some things that come to our minds and we hope you find this helpful.

Be vigilant and notify us immediately if you see something suspicious.

The Housing Department  
May 30, 2017

Information Technology  
George LeVasseur

Information Technology Department  
Monthly Report  
May 2017

**IT DIRECTOR – GEORGE D. LE VASSEUR**

***Duties and Accomplishments –***

- 1.** Domain level system rebuilds project continues. Firmware upgrades to equipment were completed.
- 2.** 367 new IT work orders were opened in May 2017 and 355 IT work orders were completed in May 2017.
- 3.** Connecting Ayaa to government network to provide IT Technical support continues.
- 4.** Disk space project continues with vendor conference calls to discuss the upgrade or replacement of the SAN.
- 5.** New server and desktop upgrades were issued by Microsoft and installed.

***Meetings Held / Attended –***

- 1.** Held Departmental Staff Meetings.
- 2.** Attended mandatory Directors Meeting.

***Trainings Held / Attended –***

***Special Tasks / Activities Performed –***

Assist with Government Center Roofing Issues.

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: June 6, 2017  
Re: May 2017 report of activities

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Number of tribal members assisted on new issues 92

Number of referrals received 9

Number of continuing cases: 49

Types of legal issues:

|                                   |                                 |
|-----------------------------------|---------------------------------|
| Child support                     | Custody                         |
| Probate Estate                    | Child Support Review            |
| Divorce                           | Real Estate                     |
| Appeal Cessation of SSID benefits | Name Change - Minor             |
| Statute of Limitations            | Adult Adoption                  |
| Wills                             | Supervised Parenting Time       |
| Estate Planning                   | Creditors                       |
| Power of Attorney                 | Post Divorce Matters            |
| Custody                           | Change Custody – Out of State   |
| Medical Power of Attorney         | Amend Estate Planning Documents |
| Child Support Arrearages          | Parenting Time                  |
| Trusts                            | General Civil                   |
| Land Contract                     | Property Management             |
| Small Claims                      | Forgery                         |
| Employment                        | Social Security Disability      |
| Landlord – Tenant Issues          | Amend Divorce Judgment          |
| Personal Protection Orders        | Bankruptcy                      |
| Contracts                         | Felony                          |
| Limited Power of Attorney – minor | SSI and Per Capita              |
| Evictions                         | Custody – Ex-Parte              |
| Income Taxes                      | Medicaid                        |
| Limited Liability Company         | Tribal Court Jurisdiction       |

|                                              |                               |
|----------------------------------------------|-------------------------------|
| Garnishment                                  | Criminal                      |
| Collections                                  | Worker's Compensation         |
| Breach of Contract                           | Remove Lien on Title          |
| Service of Civil Documents                   | Income Taxes                  |
| Foreclosure                                  | Divorce – Out of State        |
| Qualified Domestic Relations Order           | Amendment to Trust            |
| Co-Sign for Student Loans                    | Involuntary Mental Commitment |
| Jury Duty                                    | IRS                           |
| Show Cause for Non-Payment of Child Support  | Department of Human Services  |
| Adoption                                     | Codicil to Will               |
| Ordinance Violation                          | Complaints about Police       |
| Privacy                                      | Logging Trees                 |
| Certificate of Trust Existence and Authority | Promissory Note               |
| Objection to Referee's Order                 | Ingress/Egress Easement       |
| Intervention in Civil Action                 | Paternity                     |

Attended 3 day conference on probate and estate planning

Attended Strategic Planning meeting

Sample of Work Performed:

Assisted a tribal member obtain a Personal Protection Order

Assisted a tribal member review an employment termination agreement

Assisted a tribal member who garnished a debtor's wages when the employer would not deduct funds from the paycheck and send to them

Assisted a tribal member with an issue regarding an Ordinance violation

Assisted a tribal member terminate a contract when the other party breached the terms of the contract

Members Assistance  
Jason Cross (Interim)

# **Members Assistance Department**

## **May 2017 Departmental Report**

Jason Cross – Supervisor

Linda Wissner – Members Assistance Program Specialist

Krystyne Medawis – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – Cafeteria Worker

### **Department Overview:**

#### **Goals**

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

#### **Objectives**

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

### **Current Assistance Programs**

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

## Department Reporting Section

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

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

i. Total expensed \$63,522.58

ii. Budget remaining 7%

iii. 16 total households served with this program.

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

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

i. Total expensed \$78,550.47

ii. Budget remaining 43%

iii. 14 total households served with this program.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 2        | 2     | 1    |        | 8        |        |         |      |         | 1     |

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

i. Total expensed \$130,496.93

ii. Budget remaining -4%

iii. 23 total households served with this program.

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

### 2. Food Assistance Program

a. Budget \$45,000

b. Carry over \$16,650

c. Total budget \$61,650

d. Total expensed YTD \$25,350

e. 81% Remaining

f. 111 total households accessing this program to date.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 32       | 3     | 4    | 1      | 25       | 5      | 2       | 11   | 0       | 28    |

### 3. Rental and Mortgage Assistance Program

a. Total Budget \$30,000

b. Total expensed YTD \$17,208.62

c. 43% Remaining

d. 42 total households accessing this program to date

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 7        | 1     | 0    | 0      | 9        | 1      | 1       | 6    | 1       | 16    |

**4. Low Income Energy Assistance Program**

- a. Total Budget \$45,000
- b. Total expensed YTD \$18,643.84
- c. 59% Remaining
- d. 90 total households accessing this program to date.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 22       | 3     | 5    | 1      | 15       | 5      | 2       | 7    | 1       | 29    |

**5. LIHEAP – DHHS Grant Funded Program FY 2017**

- a. Total Budget \$148,770
- b. Total expensed to date \$18,164.43
- c. 57 total households accessing this program to date.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo |
|----------|-------|------|--------|----------|--------|---------|------|---------|
| 22       | 6     | 4    | 3      | 16       | 3      | 1       | 1    | 1       |

**6. Elder Chore Program**

- a. Total Budget \$15,000
- b. Total expensed YTD \$3,740
- c. 80% Remaining
- d. 24 Elders accessing this program to date

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 7        | 2     | 1    | 0      | 5        | 0      | 1       | 0    | 0       | 8     |

**7. Emergency Transportation**

- a. Total Budget \$25,000
- b. Total expensed YTD \$9,591.02
- c. 62% Remaining
- d. 42 Members accessing this program to date.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 17       | 0     | 0    | 2      | 8        | 1      | 1       | 1    | 0       | 12    |

**8. LRBOI Home Repair Program**

- a. Total budget \$109,000
- b. Total expensed YTD \$29,305
- c. 73% Remaining
- d. 24 members accessed this program

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

**9. Bereavement Program**

- a. Total Budget \$453,000
- b. Total expensed YTD \$158,550
- c. 65% Remaining
- d. 22 members accessed this program

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 5        | 0     | 0    | 0      | 3        | 0      | 0       | 0    | 1       | 13    |

**10. Elders Insurance**

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

**11. Department Ongoing Activities**

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

**12. Applications**

| Mailed | Picked up | Emailed | Faxed |
|--------|-----------|---------|-------|
| 186    | 9         | 73      | 6     |

| Food | LIE | LIHEAP | LIHEAP<br>Cooling | Trans | Rent &<br>Mort. | Elder<br>Chore | Home<br>Repair | Well &<br>Septic | HIP |
|------|-----|--------|-------------------|-------|-----------------|----------------|----------------|------------------|-----|
| 116  | 82  | 27     | 4                 | 54    | 66              | 26             | 23             | 5                | 0   |

**13. Office Visits**

- a. 22 visits for the month

Respectfully submitted,

Jason Cross, MSW  
MA Supervisor

Natural Resources  
Frank Beaver



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

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

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

**Department Objectives:**

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

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

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

### **Administrative Services**

Theresa Davis – Receptionist

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

### **Fisheries and Aquatic Programs**

Archie Martell - Senior Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

### **Administrative/Budget/Reports/Data Entry:**

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

### **Equipment maintenance/Field Work/Lab Work:**

- Beach seining assessments in Manistee
- Beach seining assessments in Ludington
- Conducted LWAP assessments in Manistee
- Conducted lake herring assessments in Manistee
- Conducted LWAP assessments in Ludington
- Conducted lake herring assessments in Ludington
- Gear prep and maintenance
- Facility space/gear clean-up and organization

- Monitoring egg mats
- Larval drift sampling prep
- Daily operation of SRF
- Larval drift sampling
- Grayling – Remote Site Incubator field trials with GVSU
- Inland Consent Decree – Inland fisheries data exchange preparation
- Inland Consent Decree – Assistance in updating Inland fisheries regulations

#### Meetings/Training/Travel/Conference Calls

- Ludington Pump Storage Plant Technical Committee call (5/1/17)
- Special Executive Council meeting (5/4/17)
- Met with Great Lakes Salmon Initiative representatives (5/24/17)
- May CORA meeting (5/25/17)
- Grayling – Phone conference with GVSU (5-11-17, 5-15-17)
- Grayling – LRBOI/GVSU meeting (5-25-17)
- Grayling – LRBOI/Montana/GVSU phone conference (5-26-17)
- Inland Consent Decree – Phone call with LTBB (5-12-17)

| <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                |                         |                            |

#### **Wildlife Program**

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

#### Tasks and Accomplishments

- Reviewing and commenting on DNR, USFS, NPS, and USFWS actions
- Grant/Project proposal preparation (EAB, marten)
- Work on hunting/fishing regulations
- Working on wolf publication
- Advancing Custer and Kettle Hole habitat restoration

#### Administration/Budget/Reports/Data Entry

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

#### Equipment Maintenance/Field Work/Lab Work

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

- Servicing field equipment
- Planning and implementation of habitat management on the Kettle Hole property
- Surveying loons, monitoring loon platforms and buoys
- Managing timber at Oldhouse/Highbridge property

#### Meetings/Training/Travel/Conference Calls

- Marten and hare coordination meetings and calls with partners
- Marten working group meeting
- NRC meeting
- NRD staff meetings
- Coordinating with USFS regarding ash borer issues

#### **Environmental Program**

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

#### **EPA Programs under Performance Partnership Grant Funding (PPG)**

##### **EPA GAP Program**

##### Administration/Budget/Reports/Data Entry

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

##### Meeting/Training/Travel/Conference Calls

- Attended National Adaptation Forum in St. Paul Minnesota 5/8-5/12
- Call for Nestle Update with Saginaw Chippewa Staff 5/1
- Reducing the Regulatory Burden Call with USEPA 5/2
- Office of Land Management USEPA Regulatory Burden Call 5/9
- USEPA Waters of the United States Call 5/18
- GLRI Call with BIA and USEPA 5/24
- ISB Call with USEPA, USCG, Tribes, State et al 5/25
- USEPA webinar on web tools 5/31

#### **Brownfield Program**

##### Administration/Budget/Reports/Data Entry

- Continuing compilation of Master Property Database for all Tribally-owned properties

#### Field Work and Equipment Maintenance

- Assisted in Planting of NRD Medicine Wheel and Maintenance
- Assisted Great Lakes with Set/Lift – May 9th

#### Meeting/Training/Travel/Conference Calls

- Travel & attendance at KSU TAB Brownfields Workshop in South Dakota – May 15-19
- Northern MI Tribal Brownfields Coordinators Luncheon – May 2
- Locating/scheduling for upcoming training and conferences in 2017
- GTBB Line 5 Meeting in Peshawbetown, MI – May 19
- EPA 128(a) Tribal Outreach Call – May 10
- In-Situ Burning on Strait 5 Call – May 25

#### **Water Program (106 and 319)**

##### Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.
- Drafted Manistee Lake 303d *E. coli* delisting comment letter to MDEQ
- Updated 2017 Water Quality Monitoring QAPP
- Reviewed USFS SOPA Report
- Reviewed 2<sup>nd</sup> Draft of Statewide *E. Coli* TMDL
- Developed Master Data matrices for long term biotic data sets
- Community ordination research for biotic data sets
- Updated chemical and physical WQ graphs for FY 17-18
- Submitted May Hydrolab data to WQX
- Submitted April Nutrient data to WQX
- Drafted newsletter for Fish Consumption Survey Results (Spring Membership Meeting 2017)
- Completed road-stream crossing maps with sediment and nutrient reductions for Bear Creek, Pine Creek, and Little Manistee subwatersheds
- Uploaded HOBO temperature data and Flowtracker data to database
- Continued analyzing FY 16 Zooplankton data and comprehensive dataset

#### Field Work and Equipment Maintenance

- Completed May water quality sampling
- Delivered water samples to GLEC for processing
- Calibration of Hydrolab sondes
- Modified and drilled holes into post of Oldhouse Gauge Station

#### Meeting/Training/Travel/Conference Calls

- May 23 – EPA Tribal Water Call (Region 5)
- May 24 – Manistee Watershed Partnership Meeting (Manistee Conservation District)
- May 25 – Minnesota DNR Continuous Sensor Protocol Webinar
- May 26 – LRBOI Natural Resource Department Meeting (NRD)

#### **Air Quality Program (Funded by EPA CAA 103 Grant)**

##### Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station

- Reviewed MDEQ, US and Tribal subscriptions
- Completed Final Technical/Performance Report for Grant # TX 00E98703 – 5/19
- Submitted Final Technical/Performance Report for Grant # TX 00E98703 to USEPA – 5/23

#### Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 5/11 and 5/24
- Completed PM 2.5, Monthly Maintenance & QC – 5/11 and 5/24
- Completed PM 2.5, Quarterly Maintenance & QC – 4/25
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – 11/14/16
- Installed new set of PM 2.5 filters – 5/22
- Sent collected PM 2.5 filter samples to MDEQ – 5/9, 5/15 5/30
- Completed O3 Multipoint – 5/11 and 5/25
- Experiencing trouble with the Ozone Calibrator – various dates in May
- MDEQ completed annual ozone audit and semi-annual PM 2.5 audit – 5/15
- Replaced a backup battery/surge protector with a power strip and backup battery/surge protector – 5/24

#### Meeting/Training/Travel/Conference Calls

- Attended Identifying IAQ Problems training in Tucson, AZ – 5/1
- Attended 2017 National Tribal Forum on Air Quality in Tucson, AZ – 5/2 thru 5/4
- Attended an LRBOI Employee Luncheon – 5/19
- Participated in Monthly State, Local, and Tribal Conference Call – 5/24
- Participated in Monthly Region 5 Tribal Air Conference Call – 5/25
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 5/25

#### Wild Rice Program

##### Administration/Budget/Reports/Data Entry

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

#### Field Work and Equipment Maintenance

- Built anchors for the wild Rice fish community minnow traps
- Ordered supplies for those Wild Rice Fish Community surveys
- Checked the hobo on Hamlin Lake
- Checked the development on Hamlin Lake towards end of May
- Checked the hobos that are in Arcadia marsh
- Research on future projects dealing with wild rice
- Field gear prep for 2017

#### Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Field work Scheduling meeting

Planning  
Steve Parsons

## **BIA ROADS/PLANNING DEPARTMENT REPORT**

**Steve Parsons**

**May 2017**

### **Meetings/Conferences/Trainings**

- On May 1, 2017, I attended a work session with Tribal Council (at my request) to discuss the residential building codes that were being used with the current housing construction project at Aki Maadiziwin. It was determined that the Tribal Council had authorized the use of the 2009 Michigan Residential Code for this project. I communicated this to our building inspector, Mark Niesen, and he agreed to provide inspections using the 2009 code.
- On May 9, 2017, I attended the Executive Committee meeting of the Manistee County Community Foundation.
- On May 12, 2017, I participated (by conference call) in the Finance Committee meeting of the Manistee County Community Foundation
- On May 15, 2017, I attended a meeting with Tom St. Dennis (Commerce Department) and Frank Beaver (Natural Resources Director) to discuss the Tribe's potential involvement in the "Explore the Shores" initiative being organized and promoted by the Alliance for Economic Success.
- On May 17, 2017, I met with Ken Ockert of RCA, LLC to discuss minor changes to the Gathering Grounds construction project. More information on the project is contained in the next section of this report.
- On May 23, 2017, I met with Tom St. Dennis (Commerce Department) and Frank Beaver (Natural Resources Director) to discuss the Tribe's possible involvement in the Manistee County Outdoor Recreation initiative.
- On May 31, 2017, I attended the quarterly meeting regarding the Tribal Council's Strategic Plan.
- During the month of May 2017, I attended meetings of the Construction Task Force on the following dates: May 4, 11, 18 & 25, 2017.

### **Activities/Accomplishments/Updates**

- The planned road projects for 2017 are still moving forward, and I have the following updates:
  - Gathering Grounds Improvements-Phase 1: Construction began on April 24, 2017 and continued throughout May 2017. The project is currently on schedule. It is very likely that the project will conclude before the scheduled completion date of June 23, 2017. There have been a few minor glitches along the way (sidewalk around the dance circle, campsite power/light poles, accidental severing of AT&T communication cable), but all were eventually remedied at no additional expense to the project.
  - US-31 & M-22 Intersection Safety Realignment Project: This project is now tentatively scheduled to begin on July 17, 2017 due to delays in the Right-of-Way process and obtaining environmental clearance from the BIA. Tribal Council granted a Right-of-Way to the BIA in May 2017. The BIA is in the process of granting the same Right-of-Way to MDOT. We have been told that the ROW will be granted in plenty of time for construction to begin in mid-July. On May 27, 2017, we received a notice from the BIA that they intend to issue a Finding of No Significant Impact (FONSI) which would provide the environmental clearance that we need to proceed. The Tribe is obligated to post the notice for 14 days, which has

been done. We expect the FONSI to be officially issued by the BIA sometime in mid-June 2017.

This project is tentatively scheduled to run from July 17 to August 25, 2017.

- Suida-Kott Road Project: All the approvals and agreements regarding this project are in place. We are now waiting for the MDOT Bid Letting which is scheduled for June 2, 2017. The construction period has been tentatively scheduled from mid-July to mid-September, with a target construction end date of September 22, 2017.
- Harvey Street Reconstruction Project: All the approvals and agreements regarding this project are in place. The engineering design portion of the project has been completed and the Tribe was invoiced for its share of the design costs on May 16, 2017. The bid letting date for the project was pushed up by MDOT to May 5, 2017 and all bid proposals have been received. In all nine bids were received, with six bids being under the engineer's estimated cost for the project. We are waiting for word as to which contractor has been selected.  
The construction schedule set by MDOT begins on July 17, 2017 and concludes on October 13, 2017, for a total of 77 calendar days. Everything appears to be in place for this project to proceed on schedule.
- Service Drive for the Next Generations Learning Center: There has been no movement on this proposed project. The road has still not been added to our inventory by the BIA, which is a necessary first step before we can add the project to our TTIP. At this time, it is nearly impossible to obtain the remaining approvals necessary to complete this project in 2017. My recommendation is to add this project to our 2018 TTIP in October.

- During the month of May 2017, I was working with Chuck Fisher in regard to the ICDBG grant application to HUD. We are hoping to receive funding to assist with Phase 2 of the Gathering Grounds project. Chuck did a great job in putting the grant proposal together and it was submitted on May 18, 2017. Ken Ockert of RCA, LLC was also instrumental in providing cost estimates and plan documents that were included in the grant proposal. We hope to hear word about a possible grant award in August 2018.

Public Safety  
Robert Medacco

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

**May**

**General Patrol**

|                         |      |
|-------------------------|------|
| Assist Citizen          | 2    |
| Assist Motorist         |      |
| Assist Other Agency     | 10   |
| City Assist             | 7    |
| County Assist           | 13   |
| Medical Assist          |      |
| MSP Assist              | 2    |
| Other Calls for Service | 6    |
| Property Checks         | 1670 |
| Suspicious Person       | 1    |
| Suspicious Situation    | 7    |
| Well-Being Check        | 1    |

**Traffic/Vehicle**

|                           |   |
|---------------------------|---|
| Abandoned Vehicle         |   |
| Accidents                 | 4 |
| Disobeying Stop Sign      |   |
| Driving License Suspended |   |
| Expired Drivers License   |   |
| Expired License Plate     | 1 |
| Fleeing & Eluding         |   |
| Hit and Run               | 1 |
| MDOP                      |   |
| Minor in Car              |   |
| Motor Vehicle Theft       |   |
| No Proof of Insurance     | 1 |
| Open Intoxicant           |   |
| Other Traffic Citation    |   |
| OUID                      |   |
| OUIL                      |   |
| OWI                       | 2 |
| Parking Ticket            |   |
| Reckless Driver           |   |
| Speeding Ticket           |   |
| Stolen Vehicle            |   |
| Suspicious Vehicle        | 1 |
| Towed Vehicle             |   |
| Traffic Stop              | 4 |
| Unsecured Vehicle         |   |
| Verbal Warning            |   |
| Warning Ticket            |   |

**Processes**

|                               |    |
|-------------------------------|----|
| Bench Warrant Entered         |    |
| Civil Process (Paper Service) | 15 |
| PPO Served                    |    |
| Federal Docket Ticket         |    |

**Criminal Offenses**

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

**Criminal Offenses Continued**

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

**Miscellaneous**

Administrative Hours 450.5  
Alarm  
Attempt to Locate 1  
Boat Dock Checks  
Casino Hours 273  
Civil Standby  
Community Policing 15  
Court Hours 17.5  
Death Notification  
Drug Disposal  
Follow-Up Investigations 85  
Found Property 4  
Lost Property  
Meetings Attended  
Open Door 4  
Open Window  
PBT  
Special Detail  
Suicidal Subject 1  
Total Complaints 73  
Total Reports 73  
Training Hours 55.25  
Transport  
Trespassing 1  
Tribal Council Meetings  
Vehicle Mileage 6772  
Voluntary Missing Adult

**Training/Travel**

**Little River Band of Ottawa Indians**  
**Great Lakes Conservation Enforcement Activities**  
**May**

|                         |      |
|-------------------------|------|
|                         |      |
| Administrative Hours    | 40.5 |
| Arrest(s)               |      |
| Male                    |      |
| Female                  |      |
| Assist(s)               |      |
| Boardings               |      |
| Catch Inspections       |      |
| Citation(s)             |      |
| Civil                   |      |
| Misdemeanor             |      |
| City Assist             |      |
| City Original           |      |
| Complaints              |      |
| Contacts                |      |
| Court                   |      |
| Court Hours             |      |
| Dock Checks             |      |
| Follow-up(s)            |      |
| Follow-up Hours         |      |
| G/L Marine Patrol(s)    |      |
| Hours Worked            | 279  |
| Joint Patrol(s)         |      |
| Marine Time             | 2.5  |
| Meeting(s)              | 1    |
| Meeting Hours           | 4.5  |
| Paper Service           |      |
| PR Activities           |      |
| PR Activities Hours     |      |
| Snowmobile Patrol Hours |      |
| Training(s)             |      |
| Training Hours          |      |
| Vehicle Mileage         | 1992 |
| Verbal Warning(s)       |      |
| Written Warning(s)      |      |
| <b>Training/Travel</b>  |      |

**Little River Band of Ottawa Indians  
Inland Conservation Enforcement Activities  
May**

|                         |        |
|-------------------------|--------|
|                         |        |
| Administrative Hours    | 229.25 |
| Arrest(s)               |        |
| Male                    |        |
| Female                  |        |
| ATV Patrol Hours        |        |
| Assist(s)               |        |
| Assist Hours            |        |
| Citation(s)             |        |
| Civil                   |        |
| Misdemeanor             |        |
| City Assist             |        |
| City Assist Hours       |        |
| City Original           |        |
| City Original Hours     |        |
| Complaints              | 5      |
| Contacts                | 45     |
| Court                   |        |
| Court Hours             |        |
| Follow-up(s)            |        |
| Follow-up Hours         |        |
| Federal Citation(s)     |        |
| Hours Worked            | 157.75 |
| Joint Patrol(s)         |        |
| Marine Time             |        |
| Meeting(s)              | 1      |
| Meeting Hours           | 1.5    |
| Paper Service           |        |
| Possible Trespass       |        |
| PR Activities           |        |
| PR Activities Hours     |        |
| Property Checks         | 15     |
| Snowmobile Patrol Hours |        |
| Training(s)             | 2      |
| Training Hours          | 10.5   |
| Vehicle Mileage         |        |
| Vehicle Stops           |        |
| Verbal Warning(s)       |        |
| Written Warning(s)      |        |

|                        |
|------------------------|
| <b>Training/Travel</b> |
|------------------------|

May 2, 2017 Officer Johnson-Cook attended Non-Indian Misdemeanor and Tribal Legal Update  
Training in Peshawbestown, MI

Tax Office  
Valerie Chandler

**Name:** Valerie Chandler

**Month:** May 2017

**Title:** Staff Accountant / Tax Officer

**Department Goals:**

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

**Duties and accomplishments performed this month:**

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 6 Certificates of Exemption for Resident Tribal Members and the Tribe (5 Vehicles and 1 Recreational vehicle)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 4 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, tax preparation questions and services, the Certificate of Exemption process for vehicles, RTM benefits, RTM verification, the Sales and Use Tax Credit Form 4013, Tax Agreement Area boundaries, and a member tax delinquency.
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, incorrect fuel discounts, etc. for a total of 679 corrections and 2,829 receipts processed and completed by the Tax Office in May
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled April Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 1 Tribal Concessionaire's Tax License for an entertainer
13. Issued 2 Tribal Tax Licenses; one for the Next Generation Learning Center and one for Northwest Michigan Health Services
14. Monitored outstanding tax assessments; no assessments or warnings were issued in May
15. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
16. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
17. Prepared April 2017 monthly department report

18. Processed 1 Tribal Michigan W-4 Withholding Exemption form for an employee
19. Processed 55 address changes/reviews from Enrollment for RTM status updates
20. Processed 7 RTM status and/or address changes
21. Processed and updated 5 RTM statuses and Proofs of Residency that were received
22. Prepared and mailed 9 Proof of Residency letters to members
23. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
24. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
25. Worked Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Concessionaire's Licenses are issued to entertainers selling merchandise
26. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
27. Prepared month-end tax reports for April 2017
28. Processed 1 Venue Report to the State of Michigan
29. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
30. Updated motor fuel discount schedule for June 2017 and provided it to the Trading Post
31. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
32. Completed the 2016 Annual Tax Department Report
33. Worked on revising motor fuel and tobacco enforcement procedures
34. Reviewed the State's tribal member utility exemption listing online and noticed many errors. Created a spreadsheet and sent it to the Tribal Affairs office for corrections
35. Completed and submitted the 2017 1<sup>st</sup> Quarter Tax Sharing return to the State of Michigan
36. Contacted a local utility company regarding the tax exemption status on a RTM's account; requested that they exempt the account from State sales tax
37. Worked with Tribal Attorney regarding amendment proposals to the Tribal Tax and Revenue Ordinance
38. Researched the requirements needed to become a VITA site for tax preparation services for tribal members; currently waiting on a return phone call
39. Inquired with Natural Resources, Public Safety, and Tribal Council about the campground fees once the Gathering Grounds are opened; a Lodging & Occupancy tax return needs to be in place since the fees are subject to tax sharing
40. Worked with Housing Department regarding Annual Memorial Day yard sale Concessionaire's License and Aki Maadiziwin residents participating
41. Notified Public Safety Director of non-compliance and delinquency of a Concessionaire's License which prohibits issuing a new permit for 2017
42. Created flow charts for Little River Trading Post motor fuel and cigarette purchases to show the paperwork flow and profit/loss on transactions

43. Worked with Enrollment to correct the spelling of Eastlake on all tribal members' addresses to be consistent with the Postal Service

**Meetings attended this month:**

1. Met with Tribal Councilor on May 15, 2017 regarding questions about the Little River Trading Post taxes and monthly tax returns
2. Met with the Ogema on May 16, 2017 to review the Annual Tax Department report and to obtain approval for it to be submitted to Tribal Council
3. Met with the CFO on May 18, 2017 to review the Annual Tax Department report
4. Attended Staff meeting on May 19, 2017
5. Attended Tribal Council agenda review on May 22, 2017
6. Attended Tribal Council meeting on May 24, 2017 for presentation of Annual Tax Department report and acceptance by Resolution
7. Met with Finance Department staff on May 24, 2017 regarding discrepancies on the Blarney Castle business credit card invoices and Trading Post receipts
8. Met with Tom St. Dennis on May 31, 2017 regarding discrepancies found in Trading Post reports and receipts
9. Attended Strategic Planning meeting on May 31, 2017

Tribal Historic Preservation  
Jonnie J. Sam

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

**1. Department Overview**

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

**2. Department reporting section**

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

**The Director** accomplished the following during the month:

1. Responded 43 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps.
2. Assisted with the Staff luncheon.
3. Attended meeting with LRRCR and Department staff to continue organizing Anishinaabe Family Language & Culture Camp.
4. Assisted with the Oath of Office Ceremony for Tribal Council.
5. Continued organizing of Jiingtamok with the vacancy of the HP Coordinator's position early in the month.

6. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
7. Attended budget related meeting with Ogema, CFO and Leads.
8. Attended meetings of Lead Positions to carry forward the topics from the Ogema's meeting.
9. Continued work as the Public Affairs\Information person with T Tyler.
10. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
11. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
12. Administered, directed and supervised all departmental activities.

**Tribal Historic Preservation Coordinator** accomplished the following

- 1) Supplied Tribal members with CD's & Our People Our Journey
- 2) Continued preparations for the Language camp with Kenny
- 3) Continued work on the 2017 Jiingtamok (vendors)  
[Position was vacated on the 12<sup>th</sup> of the month.]

**The Language Coordinator** accomplished the following during this month:

- 1) Meeting with LRRCR about Language Camp.
- 2) Meetings with Next Generation about class schedule.
- 3) Working with Theater group about recording script in Anishinaabemowin for a play.
- 4) Meeting with Printer at Jack pine about printing camp program book.
- 5) Processed CD ROM sales.
- 6) Started and finished sorting out paper work, outlines, Bio's, contracts for camp.
- 7) Finished the agenda for language camp.
- 8) Processed purchasing material for camp such, feast bundles, recyclable bottles.
- 9) Ordered dumpsters and recyclable bins.
- 10) Posted agenda on our website.
- 11) Coordinated lunch and dinner servers for language camp.
- 12) Began process for program book for language camp and evaluation form.
- 13) Developed storage area for camp and pow wow by using Vans.
- 14) Attempted to have a shed from old property moved to gathering grounds.
- 15) Attempted to deck removed at old trailer and move to Sugar Shack.
- 16) Produced, recorded and posted weekly language lesson on Face Book.
- 17) Classes with LRB employees on Fridays
- 18) Responded to Emails, calls and notifications about camp, CD ROM's, language and culture.

**The Audio-Videographer** accomplished the following during the month:

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

2. Researched specific equipment for an updated tapeless workflow and submitted a general estimate to the director as requested earlier this year.
3. Managed storage space on video work station in order to accommodate new footage and photographs
4. Researched a Sony RAW file (digital equivalent of a film photograph) because my current software does not support the format on any platform. An OS upgrade may obsolete other software.
5. Worked on pre-production and scripts for the Anishinaabemowin and culture video collaboration with the language coordinator.
6. Worked on a tapeless workflow implementing a DSLR camera and management of video and photo files
7. Improved studio lighting for recorded live Chroma key productions of Endaaying; our weekly language videos
8. Produced five Anishinaabemowin video lessons with the language coordinator. This is our distance learning program titled Endaaying published on Facebook.
9. Surveyed and photographed equipment and furniture in the Gathering Grounds trailer for re allocation within the organization before the structure's demolition.

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

1. Position vacant.

**Travel, training and budget expenses**

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