

**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 15, 2021  
**Maanda Nji:** Re: May 2021 Operations Report

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We respectfully submit the May 2021 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, 2021

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Accounting  
Steve Wheeler

## **Finance Division**

**Steven Wheeler, Chief Financial Officer**

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

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

## **Property Management:**

***Goal: 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 2022 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. Update all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expand electronic requisition system.
5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.

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

## **II. Department Reporting Section**

### **AUDIT**

Audit field work for the 2019 audit took place May 11&12, and May18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

### **STAFF ACCOUNTANTS**

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

- 1. *Projects: AKI 4 -2021 homes, Commodities Bldg., and Muskegon Health Center the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of May***
  - i. *AKI 4 – 2021 Homes – No Activity***
  - ii. *Muskegon Health Center – Concept Design- \$6,630.00***
  - iii. *Commodities Building Project – No Activity***
- 2. *Cash Receipts: Daily cash receipts totaled for the month of May, were, \$939,991.64 the General & Special Revenue Account had a total of (197) receipts.***
- 3. *NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.***
- 4. *Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,***
- 5. *Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.***
- 6. *Audit field work for 2020-2021 – Ongoing- Auditor onsite.***
- 7. *1099MISC. – 2020 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2020.***
- 8. *Sending out 1099NEC/MISC, Member and Vendor.***
- 9. *WEX Card- new fleet card, rollout to all departments, Reconciliation.***
- 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 4 – 2021 homes, Commodities and Muskegon Health Center.***

***Other Meetings***

***May – Meeting Auditors***

***May – Meeting Pre-Construction-Food Distribution***

***Duties and Accomplishments –***

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

***Meetings Held / Attended –*** Directors meeting, White House Update, Homeland Security Region 7, COVID Vaccine Planning, Leads, Health Department, CERT, Dept of Homeland Security, Audit, Insurance

***Trainings Held / Attended –*** Office 365

***Special Tasks / Activities Performed –*** Vaccination Clinics-Muskegon, LRCR, TERT Article, Audit

***Upcoming Projects / Tasks –***



## GRANTS MANAGEMENT ADMINISTRATOR

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

- *I sent out June report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that will be ending.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge for indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *I sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *The Tribe received four modifications in May for the following grant:*
  1. *2021 IHS Self Governance Compact Behavioral Health grant added funding for \$30,524.*
  2. *2018-2020 EPA PPG grant added funding for \$237,900.*
  3. *BIA Government to Government IRR Roads program added funding for \$8,978.*
  4. *2021 IHS Self Governance Compact grant added funding from the American Rescue Plan Act for \$2,078,948.*
- *For the grant modification, I scanned the modification to the electronic grant folder for that grant. I place the original modification documents in the Grant Program Booklet and identify the modification # on a tab with the dollar amount of the modification. I entered the new funding amount on the monthly tracking spreadsheet and the Federal Programs*

Administered by the Tribe spreadsheet. By email I forwarded the modification documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution.

- When the modification is a no cost grant extension, I enter those additional reports due dates on the reporting calendar. On the Grant Program Facts Sheet that is in the Grant Program Booklet, I identify the additional report due dates on that form and then scan that document to replace the prior form in the electronic grant folder. I enter the new end date for that grant on the Federal Programs Administered by the Tribe and the monthly draw down program list. I enter the new end date of this grant in the Accounting system. I notify by email the Program Administrator of the grant, Purchasing, Comptroller, Accounts Payable, Ogema office of this extension.
- The Tribe received five new grants in May for the following:
  1. American Rescue Plan Act LIHEAP program for \$257,505 for the period of 3/11/21-9/30/22.
  2. American Rescue Plan CCSF Stabilization funds for \$133,069 for the period of 10/1/20-9/30/23.
  3. American Rescue Plan CCSD Supplemental Discretionary fund for \$65,690 for the period of 10/1/20-9/30/24.
  4. 2021 ITC Head Start COVID program for \$8,100 for the period of 4/1/21-3/31/23.
  5. American Rescue Plan FVPSA program for \$34,732 for the period of 10/1/20-9/30/25.
- I set up a new Grant Program Booklet and created electronic folders. I scanned the documents and placed those documents in the scanned electronic folders. I placed the original documents in the Grant Program Booklets. I entered the new grant awards on the Monthly Tracking Spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. I sent the new grant information to the Staff Accountant so that she could set the program up in the Accounting System. I forwarded copies of the new award documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once Tribal Council accepted the grants into the operating budget and signed the resolutions of support, the Budget Coordinator forwarded me copies of the resolutions passed and the new budgets entered into our Accounting system. I scanned all documents and resolutions into the electronic folders and placed originals in the Grant Program Booklets. I sent a notice of the new grants awarded to the following departments: Purchasing, Ogema office, Controller, Payroll and Accounts Payable letting them know the new grant information. I created Grant Program Booklets for the person administering the grant. On the reporting calendar, I entered all the program federal & narrative reports due for the life of the grant.
- I Submitted four billing invoices on the following grants:
  1. 2020-2021 GSRP grant for \$20,347.48
  2. 2020-2021 ITC Behavioral Health grant for \$3,460.80.
  3. 2020-2021 ITC Head Start & Early Head Start grant for \$32,183.56.
  4. 2020-2021 ITC Native Connections yr. 1 grant for \$3,812.02.
- I created cover letters for each of the billing invoices that went to ITC and GSRP and had the Ogema sign. I scanned the billing invoices and sent electronically to the Project Officers. I entered the amounts on the May cash receipt journal and May grant spreadsheet. I entered the amounts separately for each grant on the draw down sheets that is in each Grant Program Booklet. I scanned the draw down sheets to the electronic grant folders and placed the documentation in the Grant Program Booklets.
- I prepared a notice to the Staff Accountant on each grant that ended so that she could deactivate the grant in the Accounting System.
- I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of May.

- *Sandra Deverney is serving as the Interim Director for FS until a Director is hired for that position. I met with her on numerous occasions to go over the grants administered in the Family Service Department.*
- *On the 2020 SEFA schedule, the auditors wanted me to add a column to the SEFA schedule identifying the CARES ACT funding received. I entered all the CARES ACT grants and amounts received.*
- *The Auditors were at the Tribe for the first part of May and worked with them daily getting them grant information needed to complete audit and answered any questions they had.*
- *Il worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.*

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

- *I participated in many conference calls due to social distancing. Worked with the different Directors to process new grant awards, modifications and any questions that they may have.*

### ***Trainings Held/Attendance***

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

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

## **PAYROLL**

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

- 1. Processed 395 payroll vouchers/checks.*
- 2. Verified 24 PAF's this month which included new 10 employee(s), and 3 termed employee(s).*
- 3. Processed payroll and completed payroll backup cover sheet for pay dates 5/7 and 5/21.*
- 4. Created 401k contribution file and uploaded to John Hancock online.*
- 5. Prepared direct deposit file and uploaded online for processing.*
- 6. Made federal tax deposits as required for each payroll.*
- 7. Printed and/or saved all reports needed for payroll biweekly.*
- 8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.*
- 9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.*
- 10. Reconciled the amounts withheld for Adlife to what was billed for the month.*
- 11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.*

***Meetings Held / Attended –***

- 5/6, 5/13, 5/20 & 5/27 – Employee Recognition Team Meeting
- 5/13 – Call with Abila Support Specialist – working to resolve per capita payment processing issues.
- 5/27 – Payroll/HR Coordination

***Trainings Held / Attended –***

None

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

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in May as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in May as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of May to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Training of Payroll/Finance Clerk.
10. Scanning of per capita payment documents for prior years.
11. Prepared member eligibility spreadsheet for July 1<sup>st</sup> per capita payment and provided to CFO.
12. Provided documents/items needed for annual audit.

***Ongoing Projects / Tasks –***

1. Reissuing outstanding per capita checks that have been uncashed.
2. Revising quick reference guide for payroll processing and procedures, as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Keeping MIP payroll procedures updated to include processing payroll using the HR and EWS modules.
6. Working through processes with MIP Cloud transition.

***Upcoming Projects / Tasks –***

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Continued training of Payroll/Finance Clerk.
3. July 1<sup>st</sup> per capita payment processing and compliance reporting.

## **ACCOUNTS PAYABLE**

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

## **Meetings Held / Attended -**

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

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

## **Upcoming Projects / Tasks**

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

## **PURCHASING/ TRAVEL OFFICE**

### **PURCHASING / MAIL ROOM CLERK**

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

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

#### ***Meetings Held / Attended –***

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

1. Backup for the Tax Officer

#### ***Upcoming Projects / Tasks –***

## **PURCHASING SUPERVISOR**

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

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

**31.** Create monthly department reports.

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

1. 5/1-10 Follow up on window cleaning solicitation, contract award, and contract.
2. 5/4 Soliciting for bids for Management, Administration, and Support for their Enterprise network Communication Infrastructure (MASCI).
3. 5/6 Employee recognition meeting.
4. 5/10 Participated in LRBOI Clean-up Day.
5. 5/13 Employee recognition meeting.
6. 5/20 Employee recognition meeting.
7. 5/27 Employee recognition meeting.
8. 5/19 How Tribal entities can take advantage of GSA resources training.
9. 5/24 Work session on adding Housing to DocuSign as an administrator.
10. 5/24 conference on Justice Center HCAV system.

**PROPERTY/RECEIVING OFFICE**

***Duties and Accomplishments –***

1. Received in 227 packages.
2. Issued 115 receiving reports.
3. Returned 3 items for credit
4. Made deliveries

***Meetings Held / Attended –***

***Trainings Held / Attended –***

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

***GSA billing***

***Mileage of department's vehicles***

***Upcoming Projects / Tasks –***



## **BUDGET COORDINATOR**

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

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2020 Indirect Cost Proposal.

### ***Meetings Held / Attended –***

None

### ***Trainings Held / Attended –***

None

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

### ***Upcoming Projects / Tasks –***

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

## **Expenditures Update**

Total year to date expenditures for the Finance Division for May, 2021, are \$505,486, compared to an annual budget of \$1,477,242. Total expenses for the Finance Division for year to date May, 2021, represent 34% of the total annual budget.



Education  
Yvonne Parsons

## ***Education Department***

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

### **May 2021 Department Report**

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

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

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

- LRBOI Student Services: 4 student received \$1000 for 12<sup>th</sup> grade computer program. 1 student received \$250 for driver's training. 16 students requested school clothing/activities funds in May, totaling \$8000.
- 1 Higher Education Scholarship was completed totaling \$2500 for one student, female, attending community college
- College Book Stipend: 10 book stipends were processed in May, totaling \$ 4100, providing assistance to 1 student attending 103 credits, 3 students attending 4-8 credits, and 6 attending 9+ credits.
- Educational Advancement Fund: 1 student requested funds for a college bridge program through Crazy Horse Memorial Foundation totaling \$300

During May the Education Department began planning for our first one day activity with children to take place in June, completely outside. We have also been discussing possibilities of doing a single day camp instead of the overnight Indian Village Camp for later this summer.

#### **Meetings Attended:**

**May 3: Zoom meeting with CMTED and MDE Indigenous Education Website Work Session**

**May 11: Office 365 Training at LRCR**

**May 12: Information session with Sportsworld in the TC Lodge**

**May 12: Development Team Mtg in Cafeteria area**

**May 13: Zoom meeting Leadership Roundtable**

#### **Budget Expense Justification**

- Activities performed and services rendered fall within budgeted items for the 2021 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  
Jessica Wissner



## **ENROLLMENT DEPARTMENT REPORT**

### **May Monthly Report - 2021**

**JESSICA WISSNER, ENROLLMENT COORDINATOR**

#### **Department Goals**

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

To continue to 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 PerCap database.

#### **Department Objectives are:**

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

#### **Duties Performed**

- Mailed out: 1 Applications forms for people seeking membership
- Sent out: 25 Address change forms
- Created 28 New and Replacement Tribal ID's from 05/01/2021 through 05/31/2021
- 78 Addresses changed from 05/01/2021 through 05/31/2021
- Final Rejection Letters: 3
- Final Acceptance Letters: 3
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter:
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0

- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 0 Applications received since 05/01/2021
- List request of Membership: Public Affairs, Tax Office, Elder's Insurance and NGLC
- Label request of Membership: 0
- Tribal Members Label/List request: 0
- Statistical request: 0
  
- Department Verifications:
  1. Prosecutor 33
  2. Member's Assistance 31
  3. Family Services 3
  4. Food Distribution 1
  5. PRC/EHAP 29
  6. Human Resources 2
  7. Election Board 1
  
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 8 Members passed away for the Bereavement Benefit
- Sent out 6 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 1 Tuition Waiver Verifications
- 346 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

### **Meetings**

- Leadership Roundtable – May 13<sup>th</sup>
- Office 365 Training – May 11<sup>th</sup>
- Enrollment Commission Meeting – May 20<sup>th</sup>

### **Enrollment Statistics**

- Total Membership: 4,077
- Total number of Elders: 1,430
- Total number of Adults (18-54): 2,336
- Total number of Minors (0-17): 311
- Total Tribal Members living in:
  - 9 County Area: 1,682
  - Outside 9 County Area: 2,347
  - Michigan: 2,665
  - Outside Michigan: 1,364
  - Undeliverable Addresses: 48

Facilities  
Rusty Smith

# ***Department of Facilities Management***

***Monthly Report: May 2021***

***Jonnie J Sam, OSG Lead***

## **I. Department Overview**

Locations: Government Center, Facilities Barn, East Lake, and Area 51.

Anderson, S. **EVS Technician**

Gibson, R. **EVS Technician**

Grey, M. **EVS Technician**

Bassler, V. **EVS Technician**

Zomborowski, F. **EVS Technician**

Melendez, I. **Maintenance Technician**

Shalifoe, R. **Automotive Mechanic**

Shaw, C. **Maintenance Technician**

Smith, R. **Maintenance Technician**

Smith, J. **Maintenance Technician**

Underwood, D. **Administrative Assistant III**

*EVS Supervisor: NA*

*Building Supervisor: NA*

*Director: NA*

## **Goals & Objectives**

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

Maintain the department's budget within LRBOI guidelines.

Maintain buildings and structures.

To provide and maintain a safe and clean work environment.

## **Objective**

Under the Guidance of the Ogema and Operational Lead our mission is to provide superior service to all employees and visitors, by maintaining building infrastructure and facilities in a safe and reliable manner. Since our efforts affect the comfort and wellbeing of LRBOI employees every day, we shall strive to give prompt attention to the needs of our co-workers and visitors.

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

{This report will be more narrative than graphic.}

This report is a summary of information the Administrative Assistant records for the Facilities Management Department (FMD). This report includes statistical data, narrative description of activities, events, and issues that FMD sees are important to record and document.

Our EVS and Maintenance staff are working diligently to ensure a safe/clean environment for staff.

After hours on Tuesdays and Thursdays we continue the electrostatic fogger to disseminate Performex RTU disinfectant cleaner, an Environmental Protection Agency's registered antimicrobial product for use against COVID-19. NGLC, Gaming Commission, and Utilities were locations sprayed once by Facilities this month.

Maintenance Techs completed 25 work orders in May.

Set-up and take down for the vaccination clinic in Muskegon, returning items to Manistee as needed.

Prepared Muskegon buildings for remodel/construction by removing furniture.

Mowed and began landscaping around government buildings in Manistee.

Added two EVS and one maintenance Technicians to fill vacancies.

Continued COVID spraying protocol with EVS Technician working evenings.

Mechanic continued to work on vehicles as needed.

There is over 250,000 square feet of building space and 100,000 square feet of common area space such as lobbies, bathrooms, hallways, conference rooms, closets, furnace rooms, etc. that need to be serviced. 37 bathrooms and 8 showers that need to be cleaned daily. There are approximately 42 acres of lawn to care for.

Buildings served including but not limited to:

- 11 Buildings in Manistee
- 3 Buildings in Muskegon
- 2 Pole Barns
- 5 Outbuildings and sheds
- 1 Pow Wow Grounds
- 1 Ceremonial Lodge
- 45 Camping spaces

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

Standing purchase orders open until 12-31-2021.

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

Budget N/A: Since 2008/2009

End of Report  
De-Ahna Underwood  
Administrative Assistant

Family Services  
Sandra DeVerney (Interim)



# Family Services Department

## May 2021 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:

<b>Manistee</b>	<b>2</b>
<b>Muskegon</b>	<b>2</b>
<b>Mason</b>	<b>0</b>
<b>Lake</b>	<b>0</b>
<b>Wexford</b>	<b>0</b>
<b>Kent</b>	<b>2</b>
<b>Ottawa</b>	<b>1</b>
<b>Oceana</b>	<b>1</b>
<b>Newaygo</b>	<b>0</b>
<b>Out Of Area</b>	<b>0</b>
<b>Total</b>	<b>8</b>

Open Cases.....14

#### 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.



## May 2021 Monthly Report

### **Shanaviah Canales (Muskegon & Manistee)**

#### **Advocacy/Case Management**

- Current Cases (5); New Intake(s) (1); Cases closed (0);
  - Provided: advocacy, legal assistance, housing, safety planning, and judicial advocacy.
- Had (3) face2face/zoom meetings; (21) client phone/text/email contacts; (0) transports; (0) court hearing(s)

#### **Staff Meetings**

- 5/17 – Staff meeting
- 5/21 – Case Reviews

#### **Virtual Collaboration Meetings**

- 5/10 – Manistee DVSART meeting
- 5/24 – Tribal Council
- 5/26 – Tribal Council
- 5/27 – Kent Co. CCRT meeting

#### **Travel & Training/Webinars**

- 5/4 – ALC Training & Practice Lap
- 5/5 – Supporting Family Resiliency through Relationship w/Animals Part 2 (FVSPA)
- 5/10 – Executive Director Bootcamp Learning Cohort 2 (MCEDSV)
- 5/11 – ALC Training & Practice Lab #2
- 5/17 – 5/19 – Conference Crimes Against Women (attend several different workshops)
- 5/18 – ALC Training & Practice Lab #3
- 5/20 – Making Strategic Staffing Changes (MCEDSV)
- 5/24 – 5/26 – Conference Crimes Against Women (attend several different workshops)
- 5/24 – Executive Director Bootcamp Learning Cohort 2 (MCEDSV)
- 5/26 – Lessons in Employment Law (TEA)
- 

#### **Grants**

- 5/17 – FVSPA Pre-Meeting Conference
- 5/18 – MiVAC Quarterly meeting (VOCA)
- 5/26 – FVSPA Formula Grantees Conference Part 1
- 5/27 – FVSPA Formula Grantees Conference Part 2

### **Michol Ludwig (Manistee Outreach Specialist)**

#### **Advocacy/Case Management**

- Current Cases (2), New Intake(s) (0); Cases closed (0)
- Had (1) client face to face meetings.
- Had (5) home visits.
- Had (71) telephone/email contacts.

#### **Supervision/Case Reviews**

- 5/21 – Case Reviews

#### **Virtual Collaboration Efforts/Meetings**

- 5/4 – HSCB Meeting
- 5/6 – Victims Voice Partner Introductory Call

- 5/10 – MDVSART Meeting
- 5/12 – Manistee Peer Navigator Meeting
- 5/18 – UTFAV Quarterly MTVAC Meeting
- 5/26 – Muskegon DVSA Task Force Meeting
- 5/26 – Lakeshore Human Trafficking Task Force Meeting
- 5/27 – Muskegon Case Managers Meeting
- 5/28 – OASIS Task Force Meeting

#### **Training/Webinars/Pod Casts**

- 5/4 – MI ALC Training & Practice Lab #1
- 5/5 – MMIWG National Day of Action: Uplifting the Voices of MMIW Families
- 5/7 – Day of Awareness MMIW Virtual Event Replay
- 5/7 – Emotional CPR: Connecting, Empowering, and Revitalizing
- 5/11 – MI ALC Practice Lab # 2
- 5/17 thru 19 – Conference on Crimes Against Women: Part 1 (various topics)
- 5/18 – MI ALC Practice Lab #3
- 5/24 thru 26 – Conference on Crimes Against Women: Part 2 (various topics)

#### **Outreach/Education**

- Made several social media posts including information on MMIW awareness, Mental Health Awareness Month, Tech Safety, and more.
- Monitored social media and the program website for any incoming communication (4).
- Posted an MMIWG awareness frame for Facebook.
- Posted an MMIWG awareness Facebook cover to the VSP Facebook page.
- Participated in the MMIWG Twitter Storm.
- Prepared 115 MMIWG action notices and red ribbons and passed them out around the Government Center.
- Prepared and gave a presentation on the VSP at the Manistee Peer Navigator Meeting.
- Provided an update on SA events during the MDVSART meeting and shared information about the Victims Voice Partner Program.

## LRBOI Be Da Bin Behavioral Health Program - May 2021 Report

Staff for Be Da Bin includes: Dottie Batchelder, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; Kimberly Hinmon, Native Connections Coordinator; and James Gibson "JD", contractual Traditional Healer.

The Traditional Healer did have sessions this month and talked/had sessions with 8 clients.

Angela is doing the telepsychiatry services with Dr. Hawley and Dottie is assisting with some clients as needed. Dottie has been updating/adding to the RPMS system for Indian Health Services for staff. Angela has 42 clients at this time. Angela had 52 sessions this month, 59 Follow ups, 3 hours at NGLC, and 8 hours of telepsychiatry. Dottie currently has 29 clients and 4 Recovery Support). Dottie had 41 sessions, 1 crisis call, 2 referrals for treatment, 4 referrals for other services and 46 follow up calls. Angela and Dottie are continuing to talk with clients by phone or texting, fixing charts, along with continuing webinars for continuing education. Angela is now on maternity leave as of May 28, 2021.

Kimberly (Kim) Hinmon started her position as the Native Connections Coordinator (grant) on March 22, 2021. This is a prevention position for substance use/overdose prevention, and suicide prevention awareness. She continues to meet with community partners and network to create ties to the community. She toured the Harm Reduction Michigan Manistee office location, and visited the Manistee Friendship Center. Kim attended the Gatekeeper training for Train the Trainer for the QPR Institute to be certified to give trainings. She attended in 5 local and statewide ATOD and Suicide Prevention Coalition meetings. She continues to get training from webinars and Mental Health awareness podcasts from Native Connections. She has also began work on plans for our Virtual Wellness Walk.

Kim and Dottie attended the eCPR (Emotional CPR) training on May 7, 2021 and also attended the Self Care Strategies for Work and Home on May 11 & 12 put on by the Native Wellness Institute. Angela, Kim, and Dottie attended the Manistee County Suicide Prevention Coalition on May 26, all online. Dottie co-chairs the Suicide Prevention Coalition meetings; and also attended Solid Circle Meetings on May 3 and 20, 2021; State Suicide Prevention Meeting on May 25, 2021, and meet with SAMHSA TOR (Tribal Opioid Response) Grant Manager on May 27, 2021. . This month 12 naloxone kits given out. Staff continues working on continued educational credits for certification needs with webinars.

Respectfully submitted,

Dottie Batchelder

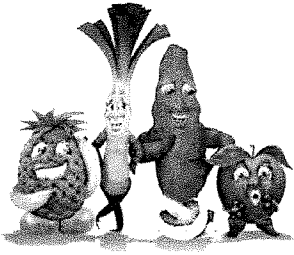
Stephanie Persenaire – Case Management

Total number living in homes served	17		4		4			3		4
Total number of Tribal Citizens living in homes served	11		2		2			1		2
Total number of descendants living in homes served	4		1					1		
Total number of children living in homes served	8		3		1			1		2
Total ICWA or ICWP where substance abuse is involved										
Child Abuse/Neglect			2		1					1
ICWA or ICWP referrals										
Sexual Abuse of a child										1
Substantiated or Unsubstantiated by DHS								1		
Case Pending with DHS										
Relative placement					1					1
Tribal Foster Home										
Non-Tribal Foster Home										
Home			1							
Alternative placement										
Court appearances										
Home Visits										
Case Reviews	11		1		1					
Binojeeuk	2									
Contacts with outside agencies	26				24		7	17		4
Contacts with LRBOI departments										
Tribal Elders										
Other referrals										
Monthly Totals	62	0	10	0	30	0	7	21	0	11

## Amanda McQueen – Case Management

Total number living in homes served		4		4	7	5				14
Total number of Tribal Citizens living in homes served		3		2	2	1				10
Total number of descendants living in homes served						3				
Total number of children living in homes served		2			5	2				6
Total ICWA or ICWP where substance abuse is involved					1					
Child Abuse/Neglect										
ICWA or ICWP referrals										
Sexual Abuse of a child						1				
Substantiated or Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement					1					
Tribal Foster Home										1
Non-Tribal Foster Home										
Alternative placement										2
Court appearances		1								
Home Visits		1		4	3					6
Case Reviews		3		2	6	1				18
Binojeeuk										
Contacts with outside agencies		7		11	24					33
Contacts with LRBOI departments		2		2	4	5				1
Tribal Elders				1						
Other referrals								1		
<b>Monthly Totals</b>	0	23	0	26	53	18	0	1	0	91

Food Distribution  
Ken LaHaye



# Food Distribution Program

## May 2021 Monthly Report

Ken LaHaye, Meanie Ceplina, and Chad Gehrke

### 1 Department Overviews:

#### Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

### 2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

Ken, Chad, and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock.

Ken LaHaye, Chad Gehrke, and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye, Chad Gehrke, and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for May.

Ken, Chad, and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken and Chad conducted deliveries on 5/7, 5/11, 5/12, and 5/13.

We conducted 31 deliveries.

We received deliveries on 5/5 and 5/10.

Chad Gehrke completed Certification on 5/6.

Food Distribution Office is open to the public by appointment only.

Ken and Melanie mailed numerous applications out to potential clients.

Continuing additional bonus packages to participants.

Ken, Melanie, and Chad handed out Farm to Families food boxes 5/20/2021.



3 Meetings

Ken attended preconstruction Meeting 5/17.

Ken attended round table meeting 5/13.

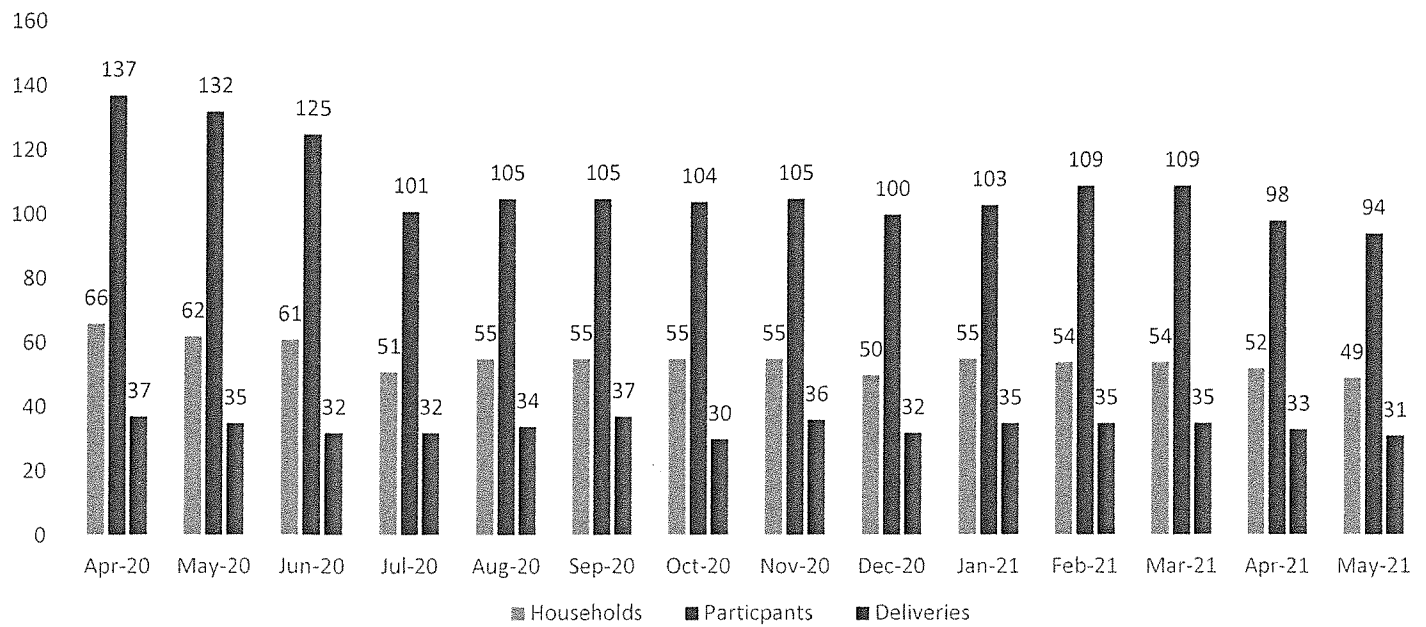
Ken attended Construction task force meeting 5/13.

Ken attended FDPIR meeting 5/10.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants  
Lyle Dorr

# Grants Department Monthly Report

**May 2021**

Lyle Dorr, Grant Writer

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## Key:

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

**Note:** Updates to ongoing projects are usually underlined

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## Grant Department:

- ∅ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.

## Aki Maadiziwin

- ∞ **Corresponding with Tara on ARP funding coming into the Housing Dept:**

## Clinic:

- ∞ **Update 5/28/21** - Attending various IHS & SMASHA webinars every month to gather information on funding opportunities and COVID-19 related information.

## Court:

- ∞ **Update 5/28/21 - Assisting the Justice Center Departments with coordination of the employee parking lot, remaining undone from last year:** Steve Parsons says the funding is still assigned to it. It will provide a little more security for Justice Center staff by allowing them to enter the building through a different entrance than the public.
- **Assisting the Justice Center Departments with addressing the HVAC issues remaining in the building.**

## Family Services/ Be-Da-Bin:

- ∞ **Update 5/28/21 - Low-Income Household Water Assistance Program (LIHWAP):** Assisted in the application for supplemental funding through the Administration for Children & Families (ACF), Office of Community Services (OCS). Will keep an eye out for guideline to be released in June.
- **Assisted Shanaviah with her Tribal Council agenda packet for her Family Violence and Prevention grant.**

## Food Distribution:

- ∞ **Update 5/28/21** - Food Distribution Construction Project – Ground was broken and footing are being poured and over the next 6 weeks. Formal ground breaking will take place 6/3/21.
- **Note: Update 5/28/21** - The Shakopee (SMSC) overpaid in error on their project commitment by

\$32,500 has been repaid to them. The new director has expressed a willingness to consider any future project that we might need assistance with completing.

#### **Historic Preservation & Language:**

∅ No current projects.

#### **Maintenance:**

∅ No current projects.

#### **Natural Resources:**

∅ No current projects. NR does most of their own grant writing work. I do speak with Frank Beaver monthly.

#### **Public Safety:**

➤ Working with Robert and Spring on improving their HVAC problems.

#### **Water/Waste/Renewable Energy:**

➤ Attended (along with Gary L. and Diane) an initial kick off meeting with NORESCO (Consultant to complete an energy study). We are preparing for completion of an energy audit through METRA grant funding, which will allow LRBOI to submit for funding of solar/renewable energy projects. NORESCO will start their audit process June 7-9. It will likely be a 12 week process to provide a final document.

∞ Update 5/28/21 - Applied for a Tribal Energy Development Grant that was due Sept 1. It was for \$ 98,300: (We received notice that we were awarded the EMDP grant to perform a different type of energy audit.) With the help of Woven Energy Consultants, LRBOI led by Gary Lewis, Utilities Director, will 1) Establish a comprehensive baseline of LRBOI's current energy usage; 2) Define LRBOI's energy vision and roadmap to prioritize our energy investments; 3) Build LRBOI's energy development capacity by drafting a business plan with organizational formational documents and applicable policies. With the two audit grants, we will be in position to move forward on applying for funding from the Dept of Energy for renewable energy projects in 2022.

#### **Special Projects:**

∞ Update 5/28/21 - CARES/ARP Expenditure Plan: Updating a department-by-department COVID19 spending plan for leadership to review and advance. We heard on May 28<sup>th</sup> that we our initial allocation will be over \$20M. It should be noted that along with the release of CARES Act and 2021 American Rescue Plan (ARP) funding, Tribal members nationwide have increased food, rental, and water-waste support available to them.

∞ Update 5/28/21 - We are currently waiting on the Treasury to determine how the American Rescue Plan funds will be allocated to Tribes for Economic Development.

➤ Assisted with the Muskegon vaccination clinic held 5/12/21 as a part of the TERT Team

➤ Assisted with the Large vaccination clinic held at the Little River Casino & Resort on 5/26/21 as a part of the TERT Team

Health  
Daryl Weaver



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

**To:** Larry Romanelli, Ogema

**CC:** Tammy Burmeister, Health Services Lead

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

**Date:** June, 2021

**Re:** MAY 2021 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 2021. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Forest County Pottawatomi Insurance Department filed 27 claims on behalf of Little River in the amount of \$4,640.91 for third party revenue generation.

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

**CLINIC OPERATIONS:**

471 patients scheduled

37 patients NO-SHOW to scheduled appointments

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

125 cancelled appointments

314 patients attending CLINIC PHYSICIAN appointments\*\*

- 200 Physician Appointments
- 114 Vaccination Appointments

29 patients PHONE TRIAGE\*\*

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

49 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MAY (Total Patient Volume): 800

Diabetic patients: 75

Flu Vaccines: 0

Injections: 11

Moderna Vaccines: 114

Pfizer Vaccines: 0

Nursing Visits: 77 \*\*

On-site Labs: 181

COVID-19 Tests: 11

\*\*Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,029

DIRECT CALLS TO CLINIC OPERATIONS: 531

**COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:****MAY 2021**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 10

TRAVEL HOURS: 27

SERVICE HOURS: 12

NUMBER SERVED: 10

**CHR ACTIVITY****LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 180 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 3 (included in number served &amp; clients served)

TRAVEL HOURS: 1

SERVICE HOURS: 1/2

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 28

TOTAL SERVICE HOURS: 12 1/2

TOTAL CLIENTS SERVED: 13



**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$59,000.00**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1752

TOTAL PRC PAID IN MAY: \$36,058.58

PHARMACY/OTHER: \$25,773.56

DENTAL: \$8,545.81

TOTAL PATIENTS: 172 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 482

TOTAL CLAIMS ENTERED: 324

TOTAL PRC PAID 2021: \$324,462.84

TOTAL EHAP PAID IN MAY: \$22,868.56

TOTAL EHAP PAID 2021: \$168,711.69

TOTAL ENROLLED EHAP/LRBOI: 1358

NEW APPLICATIONS MAILED OR GIVEN: 23

REASSESSMENTS MAILED OR GIVEN: 9

**MEDICARE LIKE RATE (MLR) Savings for MAY 2021**

Claims submitted: 32 \$22,294.24 (total submitted)

-\$7,272.81 (what we paid)

**\$15,021.43 (total savings)**

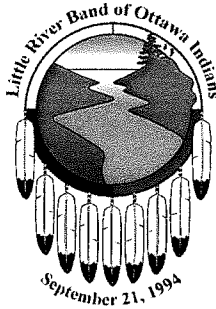
**PHARMACY:                      MAY 2021**

Active patients:            353  
Prescriptions filled:      1368

Insurance charges:                      \$114,463.21  
Insurance payments received:        \$88,936.07  
Non-member cash/copays received:    \$418.40

PRC-equivalent write offs:  
    LRBOI:                      \$26,037.09  
    Other Tribes:                \$993.87  
    TOTAL:                      \$27,030.96

Housing  
Tara Bailey



**Little River Band of Ottawa Indians**  
**Housing Department**  
Mailing Address: 2608 Government Center Drive  
Physical Address: 2953 Shaw Be Quo ung  
Manistee, Michigan 49660  
231-723-8288

**HOUSING DEPARTMENT**  
**Report to the Ogema**  
**For May 2021**

**Department Overview**

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

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

**I. Housing Activities.**

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

Lease renewals due during the month: 3

Leases renewed: 3

New leases: 1

Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)

Move-out Inspections: 0

Move outs: 0

Transfers: 0

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

Applications received this month: 1

Total Number of Awards made during the Year: 6

Total Amount of Awards for the Year: \$30,000

The Housing Department has assisted with \$1,789,000 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!

**C. The Emergency Rental Assistance Program for LRBOI tribal membership is now open and the Housing Department is accepting applications. 11 applications have been received to date (25 applications were mailed out). With one being completed and funds sent to landlord to assist tribal member from being evicted.**

**D. Chapters 2/4/6/7 updates have been approved and Housing Department sent the new copies to Tribal residents on 5/17/21.**

**E. The vacant maintenance position will be filled in June.**

**F. LRBOI Housing has an additional sum available of \$201,721 from HUD for our IHBG, the amended IHP for this was sent to HUD on 5/28/21. This additional funding will allow for an additional home to be built along with the 4 home project currently in progress.**

**G. The Housing Director attended Microsoft 365 training on May 11<sup>th</sup> at the casino.**

**H. The Housing Director attended a Great Lakes Indian Housing Association meeting via Zoom on May 12-13<sup>th</sup>. The meeting was the first in-person meeting for the association in over a year but the Director elected to still do this meeting via zoom.**

**I. The Housing Department received approval to start using Docu-Sign through a contract with the Accounting department. This will allow Tribal Membership to do housing applications and other forms through Docu-Sign, making it easier and more efficient for them.**

**J. Chapter 3 of the Housing Regulations is on the agenda for June 2<sup>nd</sup> approval by Tribal Council.**

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

- A. Notice of Delinquency issued: 0
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0
- E. We currently have \$18,695 in arrearages. Housing has sent out updated account balance letters along with a copy of the new Emergency rental assistance program that may be available for them for rental assistance and also the new executive order regarding the need to provide documentation on housing instability due to the pandemic. We have received 4 applications from residents that have arrearages more than two months old. So, we are hopeful and confident we will be able to assist them with the program.

**III. Condition of Properties.**

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 1 unit to complete for a move in at this time.

**IV. Number of Units and Vacancies.**

LRBOI Housing Department has 81 rental units in total of which 77 were rented giving us an occupancy rating of 95%.

- A. Aki has 55 income based rental units of which 52 were rented during the month as follows:
  - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
  - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  - 3. Aki has 28 low-income family rental units and 28 are rented.
  - 4. Aki has 6 low income family ADA rental units and 6 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 7 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

Housing Maintenance is currently seeking bids on what it would cost to landscape the area around the elders complex with some additional shrubs and all new grass.

**VII. Other Information.**

On May 24<sup>th</sup> the Housing Department mailed out reminder cards to residents for the Spring Clean up that is scheduled to begin on June 7<sup>th</sup> and also a reminder on the ERA Program through Housing.

On May 10<sup>th</sup>, Michelle Pepera graciously volunteered her time to assist with the first spring clean up for all LRBOI areas such as the AKI community center and residential area, campground, Administration building and Public Safety. Thank you, Michelle!

**End of Report**  
**Tara Bailey, Housing Director**  
June 2, 2021

# Human Resources

## Jeff Simpkins



**Little River Band of Ottawa Indians**  
**Human Resources Department**  
2608 Government Center Drive  
Manistee, Michigan 49660  
(231) 398-6859  
Toll Free 1-888-723-8288  
Fax: (231) 398-9101

**To:** Ogema Romanelli

**From:** J. Simpkins

**Subject:** May 2021 HR Department Report

**Date:** 6/11/21

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

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

**1) HR 2020 Operational Plan**

- a) The 2021 Operational Plan started with 64 projects and major tasks. This number increased to 72 in May.
- b) YTD completed 15 projects/major tasks. YTD Completion Rate: 21%

**2) Talent Acquisition**

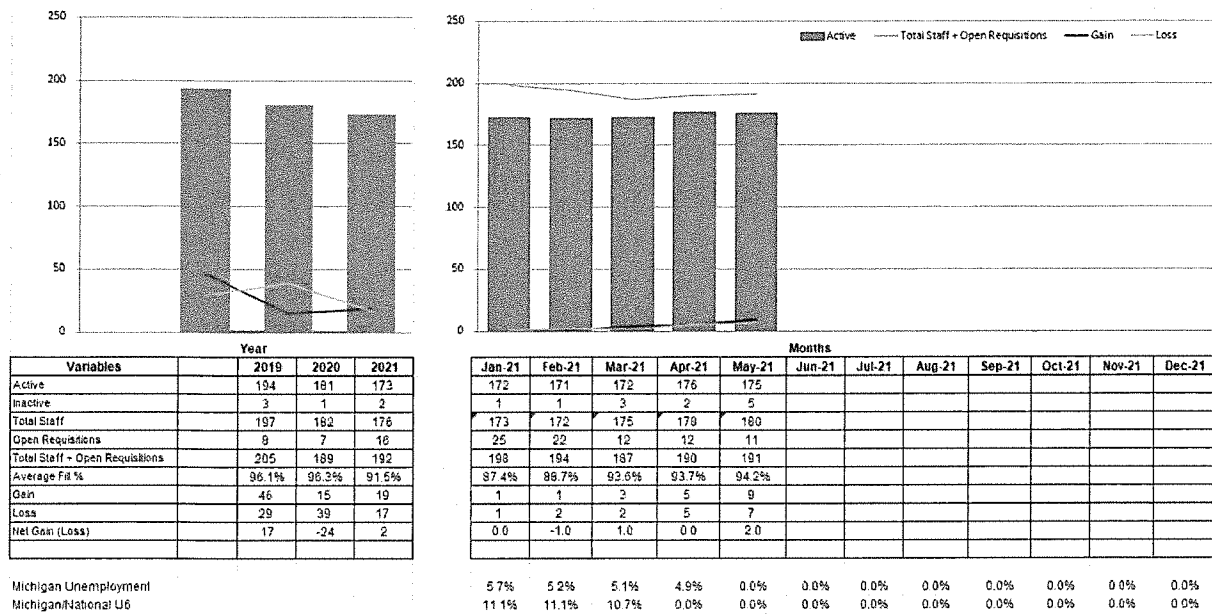
a) Talent Acquisition

- i) Month Number of Gains: 9
- ii) Month Number of Tribal Preference Hires: 5
- iii) Number of Requisitions Filled Year to Date: 27
- iv) Number of Gains Year to Date: 19
- v) Number of Applicants Year to Date: 147
- vi) Number of Open Positions: 11
- vii) Turnover Year to Date: 17
- viii) May included continued stabilization of the talent acquisition process. At month's end there were 10 open full-time job requisitions. The focus in May again included candidates rotating from the selection process to on-boarding and orientation. Congratulations hiring managers and Alicia Knapp!
- ix) May also included the highest number of both gains and losses for the year. LRBOI gained 9 new team members and lost 7 team members through resignation and retirement.
- x) The HR team of Alicia Knapp and Melinda Smith conducted new hire orientations in 3 consecutive weeks during May. This, plus the back-office requirements necessary for each new hire and separation drives a significant amount of work. We also appreciate the help and collaboration from our

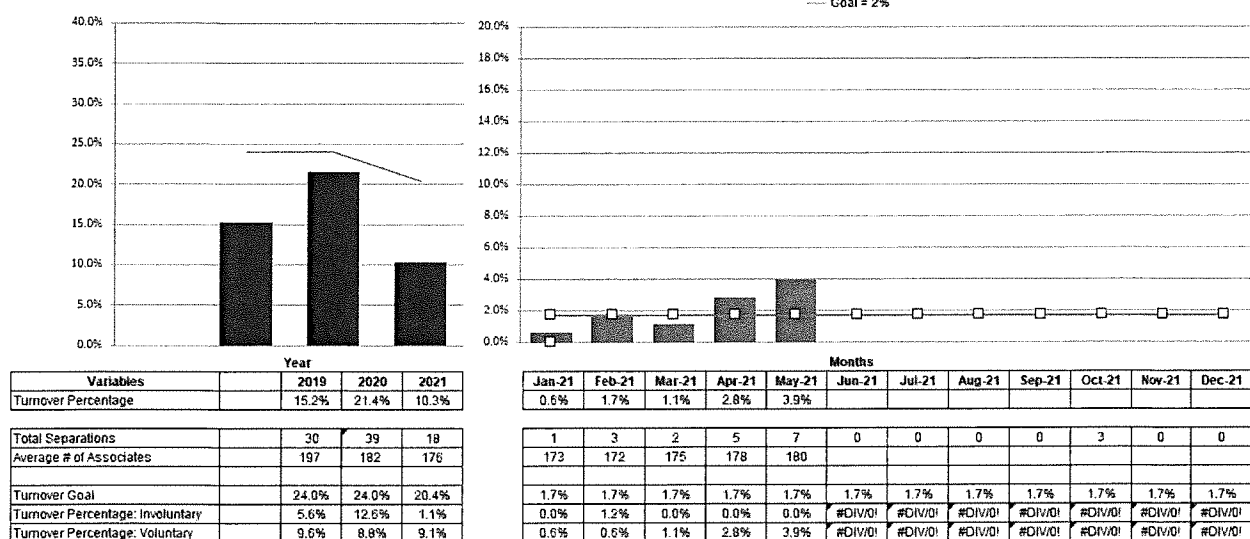
teammates in Payroll, Angie Stone and Kari Stuck. Thanks to everyone for working successfully through a high-velocity month!

- xi) In May we experienced our first job postings where no applicants were received.
- xii) Initial group of Natural Resources seasonal interns began work. Thanks to our partners at NRD for their work and help on the project!
- xiii) Hired a summer seasonal Teacher's Aide for NGLC.

#### Staffing



#### Turnover



### 3) Talent Development and Relations

#### a) Leadership and Team Member Development.

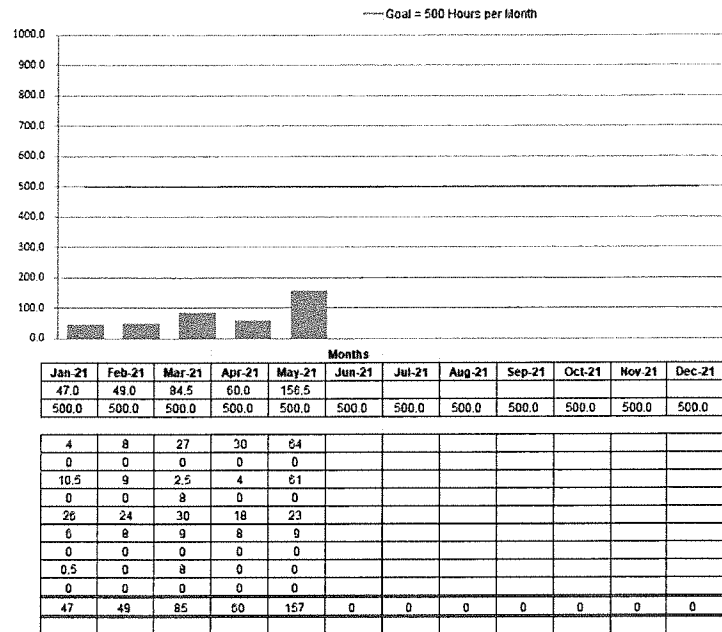
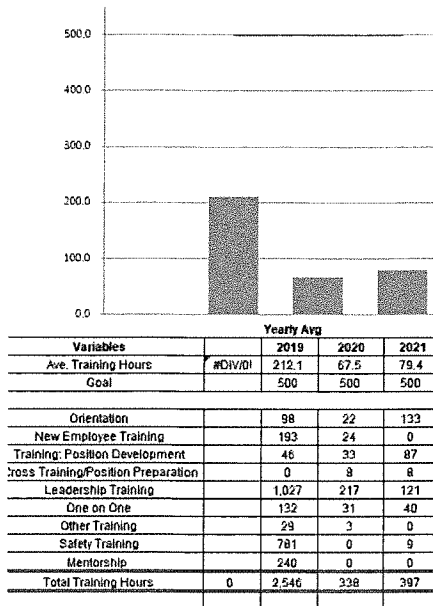


- i) HR assisted the organization and leaders through key issues, including employee communication. We continued the Leadership Roundtable series, with 15 leaders in attendance.
- ii) Provided additional HR support to the leadership of various departments. This included continued job description update support, team member relations events and One-on-One process coaching.
- iii) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
- iv) Continued working the 2020 HR Department review cycle in the SABA system. One 2020 performance review remains in-process.
- v) Continued "The River Resource" publication to help team members stay informed and connected. Began including new hire photos/bios in the newsletter.
- vi) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
- vii) Assisted Leadership Roundtable participants in operating the Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Jonathon Robertson and Angie Stone for volunteering to help make a difference! May included the first Cleanup Day at government facilities and the team's first Employee of the Month process. Great job!
- viii) Assisted two LRBOI team members in transitioning to new roles in the organization. Congratulations to Corey Wells and Amber Shepard!

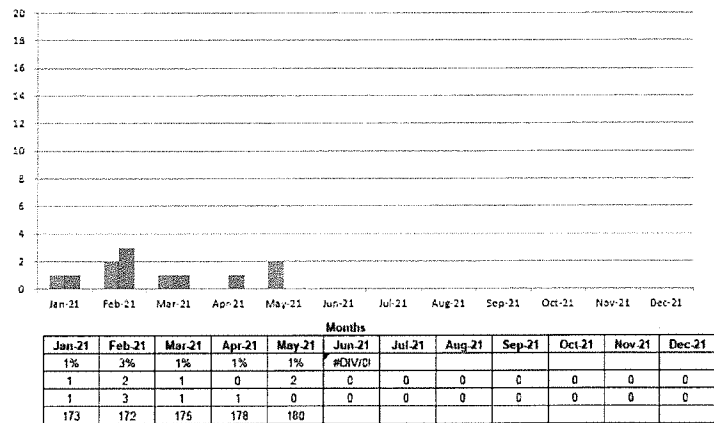
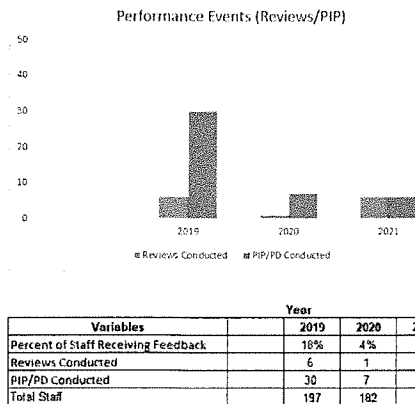
b) HR Department Development Initiatives:

- i) HR Development Events: YTD 2
- ii) Continued file migration to O365 storage solutions.
- iii) Continued project to improve HR use of MIP data.
- iv) Conducted 2 exit interviews during the month. Shared the data with leaders for potential improvement opportunities.
- v) Continued work on 2021 MVR processing. Assisted our teammates in Finance with MVR information for the upcoming commercial insurance renewal.
- vi) Began planning task adjustments for an upcoming team leave.
- vii) The team completed 38% of second quarter goals by the end of May. The team remains slightly ahead of pace for all scheduled work in 2021 at 51%. Nice job Alicia and Mindi!
- viii) Updated the Outside Employment Verification Form.
- ix) Celebrated Alicia Knapp's 5-year anniversary with LRBOI. Congratulations!

### Training and Development Hours



### Performance Events (Reviews/PIP)

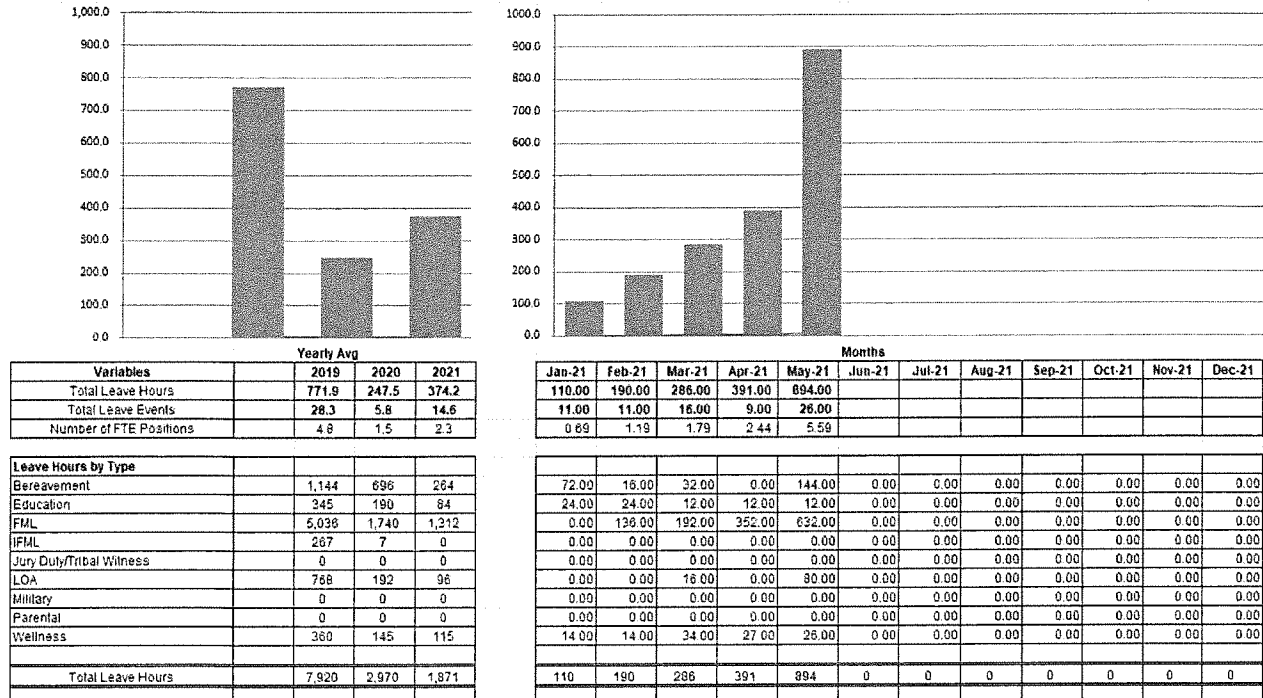


## 4) Benefits and HR Administration

- Continued working to improve benefit processes.
- Benefits Work Priority: 1 – New Hire/Separation Process, 2 – Benefit Reconciliation Process, 3 – Insurance Quoting Process, 4 – 401k Audit Preparation, 4 - Assisting Team Members with Benefit Requests
- Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- Continued working the health insurance quoting process.
- Continued the 2021 life/disability insurance quoting process. Prepared census data and included a second agent in the process. Thanks to Mindi Smith for her work on this project!
- Initiated the annual 401k audit work providing data to the auditors.
- Completed the initial ARPA COBRA notice for dental and vision coverages.
- Processed an unusually high number of leave event requests for a second consecutive month. This included 2 additional complex FML events.

- i) Continued the monthly Payroll/HR coordination meetings.
- j) Investigated a complex employment verification issue.
- k) Leave Notes
  - i) Leave hours increased in May for a fourth consecutive month and reached the highest monthly levels since 2019. This month the increase was driven by FML, Leaves of Absence and Bereavement.

**Leave (Excluding PTO and Holidays)**



## 5) Safety

- i) Congratulations team, May was a zero-incident month!
- ii) Continued COVID-19 support and tracking.
- iii) Recordable Injuries: 0
- iv) Near Miss/1<sup>st</sup> Aid: 0

Goal = 0 Recordable Injuries per Month



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

**CURRENTLY EMPLOYED**

**Notes on Tribal Preference:**

1. May Tribal Preference Employment was 61.7% of total employment. The hiring of 5 Tribal preference candidates was offset by the resignation of 6 Tribal preference employees.
2. Data since May 2019 shows the following:
  - a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
    - i. 2021 Tribal Preference Applications: 22.4%
    - ii. 2020 Tribal Preference Applications: 15.8%
    - iii. 2019 Tribal Preference Applications: 14.1%

b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference hires compared to all hires.

- i. 2021 Tribal Preference Hires: 50.0% (Great job hiring managers!)
- ii. 2020 Tribal Preference Hires: 33.3%
- iii. 2019 Tribal Preference Hires: 26.7%

## **7) Workforce Development**

- i) The Tribal Development Team continued operations in May. The team continued working to promote connections and develop an online application system. Thanks team!
- ii) Two former Work Experience participants, Aliena Broome and Jacob Smith were hired into regular positions with the Tribe. This is thanks in-part to the new training processes initiated by Alicia during the first part of 2021. Congratulations everyone!
- iii) Prepared a Workforce Development piece for publication in the June edition of The Currents.
- iv) May New Requests for WFD Service: 5
- v) 2021 Total Requests: 17
- vi) 2021 Total Number in Adult Work Experience: 0

Information Technology  
George LeVasseur

Information Technology Department  
Monthly Report  
May 2021

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

*Duties and Accomplishments –*

1. Contractor has begun the configuration of the firewall and the router and the routers for the other remote sites.
2. Virtual system errors have been corrected and server updates continue as needed every other weekend.
3. Switch replacement project has begun with the switch order placed.
4. **Mandatory IT Projects by order of priority:**
  - a. May 2021
    - i. Government remains open by appointment only due to pandemic.
    - ii. Many departments still replacing equipment and deployment of the new equipment is overwhelming the IT Staff.
    - iii. Training users of how to use the remote work devices has proven to be a challenge for the IT Staff due to time constraints.
    - iv. Support All Operations
5. 227 new IT work orders were opened in May 2021 and 245 IT work orders completed in May 2021.
6. IT Remains severely understaffed and is working diligently to keep up with daily operational demands.

*Meetings Held / Attended –*

1. Held Departmental Staff Meetings.
2. Held Planning sessions with contractors upgrading network.

*Trainings Held / Attended –*

*Special Tasks / Activities Performed* –Set up Live Stream and Zoom and other interactive sessions for various employees and groups.

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 11, 2021  
Re: May 2021 report of activities

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Number of tribal members assisted on new issues 93

Number of referrals received 7

Number of continuing cases: 63

Types of legal issues:

Child support	Holiday Parenting Time
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Child Support Arrearages	Conservator - Adult
Trusts	Parenting Time
Order for Assignment	Social Security Number
Custody	Speeding Ticket
Arrest Warrant	Inpatient Treatment
No Contest Plea – Criminal	OUID
Medical Power of Attorney	Civil Infraction
Civil Lawsuit Using Power of Attorney	LLC
Divorce – Out of State	Collections
Amend Trust	Limited Power of Attorney - Minor
Power of Attorney	Certificate of Trust
Discrimination	Employment Severance Agreement
Filing Fees	Child Protective Services
Estate Planning – Amendments	Mental Illness
Guardian - Adult	Sale of Business

Trust Administration	Landlord Tenant Issues
Personal Protection Order	Evictions
Small Claims	Paternity
Expungement of Criminal Record	Driver's License
Post-Divorce	Personal Injury
Civil	Judgement of Divorce
Estate Distribution	S Corporation
Insurance Claim	Funeral Representative
Adult Adoption	Medicaid
Special Needs Trust	Harassment
Lady Bird Deed – Out of State	Adoption
Sale of Home	401 (k)
Modify Judgment of Divorce	Trust Beneficiary
Petition and Order for Assignment	Criminal Arraignment
Notary	Vehicle Title
Debt Settlement	Lady Bird Deed
Life Insurance	ICWA
Parenting Time – Out of State	Personal Representative
Will Administration	Slander
Defective Construction	Small Estate
Change of Custody	Domestic Violence Victim
Involuntary Psychiatric Hold	

Sample of Work Performed:

Assisted a tribal member with a PPO against an acquaintance that was stalking them

Assisted a tribal member obtain a guardianship over a family member who needed assistance

Assisted a tribal member expunge a felony from their criminal record

Assisted a tribal member transfer title to a vehicle that was in their Trust

Assisted a tribal member adjourn their criminal arraignment when they were in treatment

Attended: Virtual Conference on Crimes Against Women

Probate and Estate Planning Institute

Members Assistance  
Sandra DeVerney (Interim)

No Report Submitted

Natural Resources  
Frank Beaver



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

**May 2021 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**

#### *Vacant*

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

### **Fisheries Division:**

Archie Martell - Senior Fisheries Biologist, Fisheries Division Manager

Corey Jerome – Fisheries Biologist, Sturgeon

Barry Weldon – Great Lakes Fisheries Biologist

Vacant – Aquatic/Fisheries Biologist, Inland

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Vacant - Fisheries Technician, Inland

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

- Managed budgets
- 1050 Sturgeon Program/ Habitat Restoration Program
- 4031 Fisheries and Water Quality Budgets
- 4068 BIA Inland Natural Resources
- 4086-760/4097/4109/4227 BIA GLRI funding
- 4018 Great Lakes Fisheries Assessment
- 4097 BIA Great Lakes Restoration Initiative, Native Species
- 4137 BIA Great Lakes Restoration Initiative, Native Species
- 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Division work plans
- Grant Management
- Review State Collector permits/Fisheries Orders.
- Commercial and Subsistence fishing licenses
- Coordinated with USFWS Green Bay with field plans and graduate student
- Prepared and submitted abstract for annual Michigan AFS meeting.
- Finalizing field plans for Arctic Grayling and habitat work on Upper Manistee.
- Review Walleye Sampling Protocol (IFC 2018).
- Set up meeting with Manistee Watershed EGLE representative.
- Began reviewing and providing comments on states Inland Walleye Management Plan.
- Coordination with Nicole Watson on Grayling eggs.
- Lake Michigan Technical Committee, Chairman, Lake Trout fish aging reconciliation

- 2020 fishery assessments data management
- 2020 fishery assessments data exchange
- Great Lakes fishery data management
- Scientific literature review.
- Meeting and Presentation prep for Michigan Artic Grayling Initiative meeting in June.

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

- NGLC sturgeon aquarium maintenance
- Vehicle maintenance GSA trucks repair maintenance
- Organized and compiled 2020 scale data
- SRF preparation finalized system up and operational.
- Sturgeon Larval Drift started May 17, ongoing.
- Milwaukee River PIT Tag Milwaukee journal interview.
- Sturgeon video documentary crew visited and filmed drift and SRF operation.
- Sturgeon Drift coordination with USFWS
- MDOT M-55 bridge construction communication
- Great Lakes, processing structures for fish aging
- 2021 field season and streamside rearing facility reconfigure preparation for field season.
- GL beach seining coronoid sampling.

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

- NRD/ Accounting Meeting (5/3)
- Consent Decree internal call (5/3)
- Consent Decree external call (5/4)
- Muskegon Lakewide Fisheries Assessment Plan fishery assessments (5/4-6)
- Consent Decree Tribal biologist call, bloater chubs (5/5)
- NRD Huddle (5/6)
- CRA, USFS, LRBOI, Little Manistee River Wild and Scenic designation (5/7)
- Michigan Artic Grayling Initiative Call (5/7,10)
- NRD, HR Employee Engagement discussion (5/11)
- Consent Decree Tribal biologist call (5/11)
- Consent Decree Tribal biologist call (5/12)
- Consent Decree external call (5/13)
- ROV Training (5/13)
- Leadership Roundtable (5/13)
- Applicant Review (5/14)
- Consent Decree external call (5/17)
- Consent Decree external call (5/18)
- Consent Decree external call (5/19)
- SABA Goals and Development Plan Meeting (5/19)
- NRD Huddle (5/19)
- Tribal Council Agenda Review (5/24)
- NRD Huddle (5/24)
- Tribal Council Meeting (5/26)
- CORA May meeting (5/27)
- Consent Decree external call (5/27)

Grant used \_\_\_\_\_ Explain activity \_\_\_\_\_ # of members served \_\_\_\_\_



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

### **Wildlife Program**

Bob Sanders – Wildlife Division Manager  
Angela Kujawa – Wildlife Biologist  
John Grocholski – Wildlife Technician

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

- **Managed Budgets**
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
  - 4072 NRCS Project Budget
- Completed monthly report – May
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits (hunting tags), applications, regulations
- 2021 hunting permits planning – Ongoing
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations
- Ordered wildlife equipment needed for 2021 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Develop Newsletter articles for May currents
- Develop article/content for new NRD web page – Ongoing project
- Resource selection function manuscript - Monthly occurrence until submitted

- Marten project data entry - on going
- SABA reporting – monthly occurrence
- GIS mapping – Custer parcel

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

- Equipment maintenance (Tractor, Skid-steer)
- Cleaned and service wildlife vehicles - monthly occurrence
- Camera deployment for American marten detection project
- Camera deployment for American marten exploratory project
- NLP marten survey picture ID
- MN marten resting site collaboration (snow cores, pulled weather stations)
- Cleaned and organized equipment at Big Blue
- Custer property maintenance
- Turtle nest enclosures project –Prep for upcoming survey
- Food plot preparation of Tribal properties - Custer property
- Custer property invasive species removal project

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

- Weekly Team meeting – 5/3, 5/10, 5/17, 5/24
- Accounting monthly meeting – 5/3
- Seasonal employee orientation – 5/3
- CWD Tribal Capacity zoom call – 5/3
- NRD Leads meeting – 5/6, 5/19, 5/24
- Natural Resources Commission meeting – 5/10
- Employee Engagement Discussion – 5/11
- Custer Site visit with Tribal member – 5/13
- Leadership roundtable – 5/13
- 1:1 meeting's – 5/13, 5/25
- Feral Swine Working Group meeting – 5/14
- Communication training TEA, Grand Rapids MI – 5/12
- SABA meeting – 5/19
- Communication training TEA, Grand Rapids MI – 5/27
- Custer Property site visit with Steve Parson – 5/28

### **Environmental Division**

Allison Smart –Environmental Division Manager  
Corey Wells – Air Quality Specialist  
Breanna Knudsen – Brownfield Specialist  
Zach Prause - Aquatic Biologist – Water Quality  
Alexis DeGabriele– Aquatic Biologist – Wetlands

### **Environmental Division Capacity Building (IGAP)**

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

- EWS Staff Management
- SABA work for 1:1s
- Staff Task List Management
- AQ Bio Wetlands Start
- Air Quality Specialist Start
- Budget review for PPG and CAA 103 Grants
- Review of Air TAS for 105 and 505
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- Maps for Public Safety EOC Completed

#### **Meeting/Training/Travel/Conference Call**

- Environmental Division Huddle: 5/3, 5/4, 5/7, 5/10, 5/14, 5/17, 5/21, 5/24, 5/28
- 1:1 with Staff: 5/3 (x2), 5/18 (x3), 5/25 (x2)
- Program Meetings with Staff: 5/4 (x2), 5/14, 5/21, 5/28
- 1:1 with Supervisor: 5/12, 5/26
- NRD Leadership Huddle: 5/6, 5/19, 5/24
- Meeting with Supervisor: 5/12, 5/19
- Accounting/NRD meeting 5/3
- Enbridge Line 5 ACOE: 5/4
- AMS Work: 5/3, 5/5, 5/10, 5/11, 5/14
- RTC Budget Planning Meeting: 5/6, 5/10,
- MSPC Consultation – Enbridge: 5/7
- BIA Wild Rice Call 5/10, 5/24
- NRD Leadership Meeting: 5/11
- LMAC 5/12
- Tribal EGLE Wild Rice Session – Presentation 5/13
- Leadership Round Table 5/13
- Justice Center Improvements: 5/17
- MTERA Energy Meeting 5/18
- NOAA Lake Michigan Manoomin Meeting 5/24
- RTOC Meeting 5/25
- PM2.5 Audit w/ C.W. 5/26
- MRWA/MLWP Meeting 5/27
- NTAA/EPA Air Policy call 5/27

#### Budgets Managed:

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

#### **Brownfield Program**

##### Administration /Reports/Data Entry

- Updated HMRP with new info from Mike Ludwig
- Continued Website updates
- Reviewed LRCR SPCC Plan and submitted comments

##### Field Work and Equipment Maintenance

- Finish Tippy Dam Open Dump Assessment
- Finish Griffiths I-III Open Dump Assessment
- Sugar Shack Open Dump Assessment

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

- Environmental staff weekly huddles (May 3, 10, 17, 24, 7, 14, 21, 28)
- 1:1 meetings with supervisor (May 4, 17)
- Met with other Tribal and EPA staff re: No-Spills 2022 Tribal Session (May 4)
- Met with supervisor and director re: Air Quality Specialist hired (May 4)
- Sat on monthly Tribal NRDAR Call (May 4)
- Met with director re: Hiring Process SOP (May 25)

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

##### Administration/Reports/Data Entry

- Fish Tissue QAPP Signed.
- Quotes for zooplankton samples.
- Quotes for macroinvertebrates.
- Rough quote for E. Coli testing Man Made Lake.
- May Hydrolab data uploaded to WQX.
- February Nutrient data uploaded to WQX.
- April Nutrient data received from GLEC.
- Pine River Bank Stabilization passed council.
- 

##### Field Work and Equipment Maintenance

- Completed water quality sampling.
- Calibrated sondes.

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

- 5/3- PLWF internship Planning
- 5/7- LMWCC wild and scenic discussion
- 5/13- Tribal-EGLE Water monitoring Collaboration
- 5/17- ATTAINS call
- 5/20- Mapping the Great lakes

- 5/25- PLWF monthly meeting

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

#### **Administration /Reports/Data Entry**

- Radon Basics Training (complete)
- TEISS Training (ongoing)
- Quality Assurance Fundamentals Training (ongoing)
- Ozone data analysis for 2019 and 2018
- Updated Ozone SOP
- Read SOP and QAPP for PM 2.5 and Ozone

#### **Field Work and Equipment Maintenance**

- Contacted electrician for Underground power line for AMS platform
- Annual EGEL Ozone Audit
- Semi-Annual EGEL PM 2.5 Audit
- Ozone Weekly Auditx3
- PM 2.5 1-5 Audit x2
- AMS Site Checks x6
- Changed PM2.5 Filters
- Sent PM2.5 Filters to EGEL for analysis

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

- NTAA/EPA Air Quality Call, 5-27

### **Wetlands (Wild Rice) Program**

#### **Administration Reports/Data Entry**

- Read 2000 & 2007 Consent Decrees.
- Began creating field maps for data collection with Esri Field Maps.
- Began creating field data entry forms for Survey123.
- Began compiling data for NOAA wild rice project.
- Finalized list of parcels with expected wetlands.
- Reviewed Wild Rice files on S Drive.
- Completed Wetland Monitoring Protocols Draft.
- Completed Wetlands & Wild Rice Work Plan Draft.
- Finalized requisition orders for summer field gear & wetland sampling equipment.
- Set up ATTAINS login
- Reviewed Electrofishing and other SOPs.
- Read "Fisheries Techniques" Chapter 8 on Electrofishing.

#### **Field Work and Equipment Maintenance**

- Deployed depth logger at Hamlin Lake.
- Set up new tablet and installed necessary apps and files.

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

- 5/6/21 NCCISMA (Mason Co) Annual Partner Meeting (virtual).
- 5/10/21 Regional Tribal Wild Rice Coordination Call.
- 5/13/21 Tribal-EGLE Water Monitoring Collaboration Session: Wild Rice.
- 5/4/21 Wild Rice Initiative Team Meeting (MS Teams).
- 5/24/21 Lake Michigan/Huron Manoomin Geospatial Committee Call.
- 5/24/21 Regional Tribal Wild Rice Coordination Call.

- 5/25/21 MWRI Monitoring and Restoration Subcommittee Monthly Meeting.
- 5/26/21 Great Lakes TEK Webinar Series.
- 5/27/21 ISN Partner ID Training Webinar Part 1.
- 6/2/21 Great Lakes TEK Webinar Series.
- 6/7/21 ISN Partner ID Training field day Part 2.
- 6/7/21 Regional Tribal Wild Rice Coordination Call.

### **Great Lakes Policy Program**

#### **Administration//Reports/Data Entry**

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

#### **Field Work and Equipment Maintenance**

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

# Planning

## Steve Parsons

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

**May 2021**

**Steve Parsons**

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

- On May 5 & 19, 2021, I participated in the virtual meeting between MDOT and Michigan Tribes to discuss the renewal of the Section 106 Programmatic Agreement. Jay Sam (Historic Preservation Director) is the Tribal lead representative on this issue. This group will continue to meet during the month of June until the draft agreement is completed.
- On May 6 & 13, 2021, I participated in the phone conference meeting of the Construction Task Force.
- On May 10, 2021, I participated in a preconstruction meeting for the Tribal Cemetery Road project. We met at the proposed location and discussed a number of issues associated with the project. Attendees included: Ken Ockert and Patrick McKay (GTEC), Brian Schultz (Schultz Excavating), Rusty Smith (LRBOI Maintenance), and Bob Sanders (LRBOI NRD).
- On May 10, 2021, I participated in the Tribal Council Agenda Review session to represent an item I had on the May 12, 2021 agenda. Since there was no Tribal Council meeting on May 12, this item was moved to the May 22, 2021 Tribal Council meeting agenda.
- On May 17, 2021, I participated in a preconstruction meeting for the LRBOI Food Distribution Center & Commodities Road project. We discussed the schedule and plans for both projects. Attendees included: Steven Ferringa (Stoney Point Architects), Ken Ockert (GTEC), Mike Bullinger (Mercer Construction), Brian Schultz (Schultz Excavating), Michelle Lucas (LRBOI Purchasing), Bill Willis & Dale Magoon (LRBOI Finance), and Jonathon Robertson & Diane Kerr (LRBOI Utilities).
- On May 17, 2021, I participated in a meeting at the Tribal Justice Center to discuss additional items that staff would like to see completed for the Public Safety Parking Lot Project. Attendees included: Ken Ockert and Pat McKay (GTEC), Lyle Dorr (LRBOI Grants), Matt Umloff (LRBOI Public Safety), Spring Medacco (Tribal Court Administrator), Jonathon Robertson & Diane Kerr (LRBOI Utilities), and Allison Smart (LRBOI NRD). Ken Ockert will take the recommendations and revise the site plan for further discussion at a future meeting in June 2021.
- On May 17, 2021, I participated in the Tribal Council Agenda Review session to represent an item on the May 22, 2021 Tribal Council meeting agenda—approval of a contract for the Cemetery Road Project.
- On May 19, 2021, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Little Traverse Bay Band, the Hannahville Indian Community, the Sault Ste. Marie Tribe of Chippewa Indians, the Nottawaseppi Huron Potawatomi Band, and Keweenaw Bay Indian Community also participated in the meeting.
- On May 22, 2001, I participated in the Tribal Council closed session meeting to represent the agenda item involving the approval of a contract for the Cemetery Road Project.
- On May 25, 2001, I participated in a Zoom meeting to discuss the upcoming energy audit of Tribal buildings and facilities conducted by Noresco, a Tribal energy consultant. Attendees included: Lee Hammer, Bill Nortz & Jake Glavin (Noresco), Gary Lewis, Jonathon Robertson & Diane Kerr (LRBOI Utilities), Lyle Dorr (LRBOI Grants), Steve Wheeler (LRBOI Finance), Michelle



Lucas (LRBOI Purchasing), and Michael Burmiester, Frankie Medacco & Bonnie Kenny (LRCR). We discussed the upcoming energy audit scheduled to begin on June 7, 2021.

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

- On May 26, 2021, the Planning Department issued a building permit to RW Mercer, the contractor for the new Food Distribution Center project.
- BIA Roads – 2021 Projects: Some of our 2021 road projects will be moving forward in June 2021. Here is the latest update on those projects.
  - Cemetery Parcel Road Project: On May 22, 2021, the Tribal Council approved a construction contract with Shultz Excavating & Asphalt, LLC to construct the road system for Phase I of the Tribal Cemetery. The project has a tentative start date of June 7, 2021 and is expected to take about 6 weeks to complete.
  - Commodities Drive Road Project: The Tribal Council approved the construction contract with Shultz Excavating & Asphalt at their April 14, 2021 meeting. We anticipate this project to begin in mid-June 2021, and for the project to take 3 to 4 weeks to complete.
  - Sugar Shack Road repair (replacing failed culvert) was waiting on a necessary EPA wetlands permit, which was needed before construction could begin. That permit was received on March 11, 2021. However, activity at the sugar shack during the month of April 2021 necessitated that we postpone any repair work until later in the year. The proposed construction contract with Elmer's Crane & Dozer, LLC will be on the Tribal Council agenda for consideration at their June 9, 2021 meeting. It is hoped that the necessary repair work can be completed sometime in July/August of 2021.

Public Safety  
Robert Medacco

**Little River Band of Ottawa Indians**  
**Department of Public Safety Monthly Report**  
**May-21**

**General Patrol**

Assist Citizen	1
Assist Motorist	
Assist Other Agency	15
City Assist	13
County Assist	9
Medical Assist	6
MSP Assist	3
Other Calls for Service	3
Property Checks	723
Suspicious Person	1
Suspicious Situation	5
Well-Being Check	2

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	6
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	1
Expired License Plate	
Fleeing & Eluding	
Hit and Run	2
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	1
OID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	18
Unsecured Vehicle	
Verbal Warning	5
Warning Ticket	

**Processes**

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

**Criminal Offenses**

Animal Neglect	
Arrest	11
Assault	1
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	1
Disorderly	6
Domestic Disturbance	5
Drive-Off	1
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	1
Intimidation	
Intoxicated Person	2
Juvenile Runaway	
Larceny	
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	6
Public Peace	
Resisting	1
Robbery	
Sex Offense	

**Criminal Offenses Continued**

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

1

Unwanted Subject

1

**Miscellaneous**

Administrative Hours

344.25

Alarm

3

Attempt to Locate

1

Boat Dock Checks

Casino Hours

200.75

Civil Standby

1

Community Policing

1

Court Hours

1

Death Notification

Drug Disposal

Follow-Up Investigations

5

Found Property

1

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

3

Total Complaints

61

Total Reports

61

Training Hours

68

Transport

Trespassing

2

Tribal Council Meetings

Vehicle Mileage

4535

Voluntary Missing Adult

**Training/Travel**

**Little River Band of Ottawa Indians  
Inland Conservation Enforcement Activities  
May-21**

Administrative Hours	267.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	8
Assist Hours	6.75
Citation(s)	12
Civil	9
Misdemeanor	3
City Assist	2
City Assist Hours	2
City Original	
City Original Hours	
Complaints	15
Contacts	113
Court	
Court Hours	
Follow-up(s)	3
Follow-up Hours	1.75
Federal Citation(s)	
Hours Worked	518.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
Possible Trespass	1
PR Activities	
PR Activities Hours	
Property Checks	186
Snowmobile Patrol Hours	
Training(s)	10
Training Hours	36
Vehicle Mileage	3768
Vehicle Stops	25
Verbal Warning(s)	8
Written Warning(s)	
<b>Training/Travel</b>	

May all Officers participated in Pistol and Rifle qualifications/training.

May 12, 2021 Officer Bruce and Johnson-Cook attended Stop the bleed training.

**Little River Band of Ottawa Indians**  
**Great Lakes Conservation Enforcement Activities**  
**May-21**

Administrative Hours	55
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	1
Court	
Court Hours	
Dock Checks	15
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	272
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	4
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	24
Vehicle Mileage	1616
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	

May all Officers participated in Pistol & Rifle qualifications/training.

## **Tax Department May 2021 Monthly Report**

**Staff:** Valerie Chandler, Tax Officer

Arianne Gray, Tax Department Administrative Assistant

During the month of May 2021, the Tax Department performed the following:

### **Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
  - RTM statuses
  - Copies of tax forms and RTM verification letters
  - Motor fuel registration
  - Certificates of Exemption
  - Proofs of Residency
  - RTM benefits provided by the Tribe/State Tax Agreement
  - Tax Agreement Area boundaries
  - Per cap issues/questions/1099 copies (which were referred to Enrollment)
  - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for April 2021.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
7. Issued 2 Certificates of Exemption:
  - Purchaser: 1 RTMs 1 Tribe/Entity
  - Purchase Type: 1 Vehicles 0 Construction 1 Recreational Vehicles
8. Reviewed 28 Tribal Member address and/or name changes; 4 required updating of the RTM list and database.
9. Mailed 10 Proof of Residency request letters; processed 0 Proofs of Residency.
10. Processed 4 Motor Fuel Registrations.

### **State of Michigan Department of Treasury Tribal Affairs Interactions:**

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
  - New and re-instated RTMs
  - Deceased RTMs
  - Address changes of RTMs



- RTMs no longer eligible for RTM status

*Little River Trading Post Interactions:*

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for June 2021 and provided it to the Trading Post.
8. Reviewed and processed 2,138 Trading Post Motor Fuel and Tobacco Receipts; flagged and corrected cashier errors as necessary.

*Little River Casino Resort Interactions:*

1. Calculated data, processed, and filed month-end tax reports for April, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed April 2021 Tribal tax returns from the Little River Casino Resort which included:
  - Retail Sales Tax (Little River Trading Post and Little River Casino Resort)
  - Food & Beverage Tax
  - Lodging & Occupancy Tax

**Variable Duties and Accomplishments:**

1. Reviewing, editing, and commenting on all Tax Department Ordinances and Regulations for future amendments. Also researching and comparing other Tribes' tax documents for reference.
2. Creating and compiling a tax reference guide incorporating all of the tribal tax laws for easier reference.
3. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees.
4. Worked with the Employee Recognition Team as a leader for tribal grounds clean-up at the Justice Center and Aki Maadiziwin.
5. Completed a test run of a staff meeting via Teams including a video of the Employee of the Month recognition and winner. Posted the video and nominations to Teams Share Point.
6. Issued a Tribal Business Tax License to Sparks BBQ per the Tribe's Tax and Revenue Administration Ordinance.

7. Corresponded with Sparks BBQ accountant regarding their tribal tax return and terms per the Tribe's Tax and Revenue Administration Ordinance.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury regarding upcoming Annual Tax Summit meeting.
2. Corresponded with Treasury regarding a RTM's utility accounts being charged State sales tax when they are exempt.

Little River Trading Post Interactions:

1. Worked with Trading Post Manager to update the pricing of OTP.

Little River Casino Resort Interactions:

1. Worked with Resort staff to ensure Sparks BBQ obtained their Tribal Business Tax License prior to their opening.
2. Corresponded with Finance staff regarding Food & Beverage tax return for Sparks BBQ.
3. Corresponded with the Surveillance Manager regarding a video review of a questionable sales transaction involving tax exemption at the Trading Post.
4. Corresponded with Resort Human Resources Manager and CFO regarding authorized signers for Certificates of Exemption on behalf of the Resort due to one of the signer's upcoming retirement.

**Meetings / Trainings Attended During the Month:**

1. Directors meeting conference call on May 3, 2021.
2. Tribal Council meetings via Zoom on May 5, 12, and 26, 2021.
3. Employee Recognition Team meetings via Zoom on May 6, 13, and 20, 2021.
4. Attended Office 365 training on May 11, 2021.
5. Leadership Roundtable meeting via Zoom on May 13, 2021.
6. Attended meeting with Resort staff via Zoom regarding employee recognition program and ideas on May 17, 2021.
7. Attended Procurement Training via Zoom on May 26, 2021.

**Statistics:**

Total Registered Resident Tribal Members (RTMs): 257

- Manistee County: 246
- Mason County: 11

Monthly Tax Revenue\*:

\*April 2021 amounts received in May 2021

- Retail Sales Tax (Little River Trading Post) \$4,284.93
- Retail Sales Tax (Gift Shop) \$1,184.50
- Lodging & Occupancy Tax \$5,654.12
- Food & Beverage Tax \$19,483.45

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

- Gasoline (includes eligible Government & Resort vehicles): \$5,665.71

- Diesel (includes eligible Government & Resort vehicles): \$260.69
- Cigarettes: \$9,546.00
- Employee (Government & Resort) Discount on Fuel: \$451.00

*Tribal Member Tax Exemption Rates ("Discounts") for June 2021\*:*

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

- Gasoline: \$0.407/gallon
- Diesel: \$0.420/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption)
- OTP (Other tobacco products\*): 32% of wholesale price

\*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation  
Jonnie J. Sam

***Department - Historic Preservation Department***  
***Department head and title – Jonnie Jay Sam II, Director***  
***May 2021 Department Report***

**1. Department Overview**

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

**2. Department reporting section**

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

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

1. Responded 93 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Interviewed candidates for Maintenance Tech and EVS positions.
4. Communicated with staff from departments about various items.
5. Continued the meetings via phone conferences regarding NHPA /section 106 Programmatic Agreement MDOT/Tribes/FHWA.
6. Met with people from the Ramsdell Theater about a Native American artists exhibit in November.

7. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
8. Administered, directed, and supervised all departmental activities.
9. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
10. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.

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

1. Created language lessons and sent them to the students.
2. Taught the advanced language lessons.
3. Produced face book language lessons, edit them and schedule a shoot.
4. Edit the videos, schedule a post, share for two weeks.
5. Still working with Delta Dental and Interlochen public radio on culture.
6. Made contact with NGLC about classes for next semesters.
7. Coordinated a pipe teaching ceremony at the Pavilion with language class.
8. All language classes will be at the Pavilion during this summer.
9. Coordinated a gift package for the clean up volunteers.
10. Contacted grant writer about applying for another grant application.
11. Continued to do the recycling for LRB Pharmacy.
12. Answered Emails & calls about language, culture, camp, CD ROMs.

#### **Travel, training and budget expenses**

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

WWTP  
Gary Lewis

***Utilities Department***  
***Gary M. Lewis, Utility Director***  
**May 2021, Department Report**

**I. Department Overview**

**MISSION STATEMENT**

...Is to identify the requirements of our customers & earning their respect by communicating openly, clearly, courteously, and promptly to any issues that may arise.

...to exercise our sovereign powers by, providing excellent quality water & sanitation services in accordance with LRB Utility Ordinance, the U.S. Safe Drinking Water Act, & other applicable laws that are beneficial to the safety of the Citizens of the Little River Band of Ottawa Indians & Patrons utilizing our facilities.

**II. Department reporting section**

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Approved to Purchase crane truck
- Approval for well house panel upgrade with VFD's added

**Billing**

Fire Suppression	\$8,069.33
Manistee Township Sewer	\$15,130.66
Septage	\$8,060.10
Other	\$33.00
Month Total	\$61,229.46
Yr. to Date Water	\$45,310.93
Yr. to Date Sewer	\$52,622.00
Yr. to Date Irrigation	\$10,727.60
Yr. to Date Fire Suppression	\$40,346.65
Yr. to Date Manistee Township	\$74,859.54
Yr. to Date Septage	\$31,121.28
Other Revenue	\$787.49
Credit	\$0.00
Yr. to Date Total	\$255,775.49

**1. Well House Pumping in Gallons**

**Total Flow Gallons**

**a. 4,016,566**

**b. Ave Daily Flow Gallons 129,567**



## **2. Gallons of Treated Wastewater SBR**

### **Influent Gallons**

- a. 2,572,312**
- b. Daily Average Gallons 82,978**

### **Effluent Gallons**

- a. 2,540,670**
- b. Daily Average Gallons 79,396**
- c. Waste Sludge Gallons 42,000**

### **Lagoon**

- a. Influent 373,011**
- b. Daily Average Gallons 11,675**

## **3. Septic Sewage**

- a. Gallons 134,335**

## **III. Travel and Trainings**

**What: Lead & copper Rule - Sampling**

**Who: Diane Kerr, Jonathon Robertson, Gary Lewis**

**Where: Zoom**

**Sponsored by: EGLE**

**What: Biological WW Treatment Process**

**Who: Diane Kerr, Gary Lewis, Jonathon Robertson, Gregory Walters, Thomas Sutton, Clatus Clyne**

**Where: Zoom**

**Sponsored by: NAWA**

**What: Roundtable Discussion – Funding Tribal Energy**

**Who: Gary Lewis, Diane Kerr**

**Where: Webinar**

**Sponsored by: DOE**

**What: Office 365 Training**

**Who: Gary Lewis, Jonathon Robertson**

**Where: Little River Casino Resort**

**Sponsored by: LRBOI**

**What: Energy Grant Kick off Meeting**

**Who: Diane Kerr, Gary Lewis, Jonathon Robertson**

**Where: Zoom**

**Sponsored by: Noresco**

**What: Data Management**

**Who: Diane Kerr, Gary Lewis, Jonathon Robertson, Gregory Walters, Clatus Clyne, Thomas Sutton**

**Where: Webinar**

**Sponsored by: NAWA**

**What: Procurement Training - Purchasing**

**Who: Diane Kerr**

**Where: Teams Meeting**

**Sponsored by: LRBOI**

**What: Lead and Copper Rule - Reporting**

**Who: Gary Lewis, Jonathon Robertson, Diane Kerr**

**Where: Webinar**

**Sponsored by: EGLE**

**What: MTERA Monthly Board Meeting**

**Who: Gary Lewis, Diane Kerr**

**Where: Zoom**

**Sponsored by: MTERA**