

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: January 17, 2018
Maanda Nji: Re: November, 2017 Operations Report

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

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

Larry B. Romanelli

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

TABLE OF CONTENTS

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

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

November, 2017 Department Report

I. Department Overview

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

Finance/Accounting Management:

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

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2016 audit took place May 15 - 23, 2017. The firm Dennis, Gartland & Niergarth, performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for year ended December 31, 2016, has been issued to the Tribe with an Audit opinion date of August 18, 2017. The audit presentation took place Tuesday, August 29, at 1:00pm, in the Tribal Council conference room, with the Ogema and Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report was filed with all appropriate federal agencies before the September 30, 2017, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI (10) Homes, Pharmacy Renovation, Child & Family Development Center, Odeno-Fruitport Housing Project and Gathering Grounds. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of October.***
 - i. ***US 31 Sewer Extension Project: 88,800.40***
 - ii. ***Release of the final payment to Elmer's***
 - iii. ***Child & Family Development – none***
 - iv. ***Pharmacy Renovation-None***
 - v. ***Odeno-Fruitport Housing- \$329,051.17***
 - vi. ***2017- AKI 10 - \$30,000.00***
 - vii. ***Gathering Grounds -\$8,537.93***
2. ***Cash Receipts; Daily cash receipts totaled for the month of November, were, \$538,881.45 the General Fund Operating Account had a total of (277) receipts.***
3. ***Lead Facilitator –: Working through transition, as position has changed ongoing updates and review of concerns working with current lead.***
4. ***Judgment Trust Account: Final stages of this program information, should be concluding. No Change.***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.***
6. ***1099MISC. – continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2016.***

7. **Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.**
8. **Tribal Financial Statement Requirements: Due by the 8th of the month.**
 1. **Cash Deposits**
 2. **Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**
 3. **Utilities report – current payments – monthly report of payments.**

—

Construction Task Force –Weekly Meeting - Thursday - review, US 31 Sewer Extension, Child & Family Day Care, Odeno – Fruitport Housing Project, AKI (10) Homes, Gathering Grounds.

Other Meetings

- **Clinic – Director / Lead– Meeting**
- **Pharmacy Meeting- Director, Pharmacist**
- **HR – benefits meeting**
- **Finance – NGLC – Budget Review**
- **Accounting – Staff Accountant – Job Description**

Duties and Accomplishments –

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

Meetings Held / Attended – Staff Meeting

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of December.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received two modifications for the following grants: 2016-2018 EPA PPG additional funding in the amount of \$95,000 and Great Start Readiness program additional funding in the amount of \$6,210. Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
12. *The Tribe received two new grant: 2018 LIHEAP for the time period of 10/1/17-9/30/19 in the amount of \$152,870 and 2017 Self Governance Compact Climate Change for the time period of 1/1/17-12/31/17 in the amount of \$51,511.20. Grant Program booklets were created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. The new funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given copies of these new award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
13. *Updated the Tribes information in the SAM system that has be to done annually.*

Meetings Held/Attended

1. *Met with Steve Wheeler to discuss grant issues on different occasions.*
2. *Met with Bill Willis to discuss grant issues on different occasions.*

3. Met with Jason Cross and Holly Karlsen on 11/1/17.
4. Met with Jessica Wissner on 11/1/17.
5. Met with Ken LaHaye on 11/1/17.
6. Met with Keith Jacque, Don MacDonald and Dale Magoon on 11/7/17 and 11/28/17.
7. Attending meeting with the Accounting Department on 11/7/17.
8. Met with Leads, Ogema and Mary Thomas on 11/7/17, 11/14/17 and 11/28/17.
9. Met with Leads, Ogema and Unified Legal on 11/7/17.
10. Met with Jason Cross, Bill Willis and Dale Magoon on 11/13/17.
11. Met with Don MacDonald and Dale Magoon on 11/15/17.
12. Met with Don MacDonald on 11/27/17.
13. Met with Alicia Knapp, Don MacDonald and Janice Grant on 11/28/17.
14. Met with Alicia Knapp and Bill Willis on 11/29/17.
15. Met with Joan Schmidt, Don MacDonald and Nancy Mallory on 11/29/17.
16. Met with Don MacDonald on 11/30/17.
17. Met with Jason Cross on 11/30/17.

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 418 payroll vouchers/checks through ADP.
2. Verified 40 PAF's this month which included 6 new employee(s), and 7 terminated employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 11/10 and 11/24.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
7. Entered all Unum deductions onto reconciliation spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.

Meetings Held / Attended –

1. 11/2 – Benefit reconciliation with Kathy.
2. 11/2 – Call with Christina regarding Holiday rule in ADP for NGLC employees.
3. 11/7 – Department meeting regarding staffing and upcoming projects.
4. 11/14 – Meeting with HR and Myrna from AFLAC to discuss 1/1/18 implementation and billing.
5. 11/14 – Call with Christina to review necessary ADP changes/setup for Committee, Commission, Board member transition to payroll as well as year to date adjustment that needs to be made for them.

Trainings Held / Attended –

1. None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing the ADP system.
5. Working on setup of committee, commission, board members into ADP and processing of stipends payments to them going forward.
6. Training of Payroll Clerk.
7. Transitioned Mutual of Omaha reconciliation for life insurance over to HR.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. Updating quick reference guide for payroll as necessary.
4. Training payroll Clerk for ADP payroll processing.
5. Updating bi-annual certifications of personnel costs as necessary.

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
3. Preparing for year end.
4. Processing of December 15th Per Capita payment.
5. Creating import file to update health, Dental, and vision rates for 2018 as necessary.
6. Processing year end Life insurance adjustments.
7. Processing year to date adjustments for Committee, Commission, Board members.
8. Reviewing W-2 preview file.

ACCOUNTS PAYABLE

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

- Voided stale dated checks.

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Maintain purchase orders, certified, bulk and fed-ex files
2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail
4. Date and distribute invoices & checks
5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail

9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files
13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

Meetings Held / Attended –

11/7/17 Accounting Staff Meeting

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system
2. Updating W9 info for accounting IRS audit TIN/name issues

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. 11/02 Meeting with Rep from Republic Services. Negotiating dumpster prices.
2. 11/7 investigated credit for accounting.
3. 11/7 investigated duplicate charge on credit card bill.
4. 11/7 increased credit limit on Home Depot card from \$5000 to \$20,000. Amount required to purchase appliances and window treatments for 10 new homes

located at Aki. Home Depot used to obtain State of Michigan pricing through MiDeal.

5. 11/7 Bid opening for janitorial, pest control, mat service, HVAC, plumbing, and electric services.
6. 11/7 Accounting Staff Meeting.
7. 11/09 put together agenda packets for master agreements for 2018.
8. 11/14 contacted references for HVAC and Plumbing contractor.
9. 11/14 sent out 2017 end of the year encumbrance reports to individual programs.
10. 11/14 put together spread sheet on dumpsters. Worked with Maintenance to lower cost by reviewing necessary dumpster sizes and services.
11. 11/15 meeting with Continental Linen Rep and Maintenance. Reviewed uniform options, samples, and terms of rentals.
12. 11/27 Attended Agenda Review.
13. 11/28 put together agenda pack for service agreement for Aki HVAC System.
14. 11/29 provided training on Tribe's Purchasing and Procurement Regulation, forms, reports, contracts, and helpful tools.
15. 11/30 sent out award notice for 2018 & 2019 Master Contracts.
16. 11/30 meeting with CFO/Budget Officer. Discussed combining building budgets for 2018 and reviewed Learning Center's supply budget and it's intention.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 238 packages.
2. Issued 133 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 FY2015 Indirect Cost Proposal

Meetings Held / Attended –

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

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

Expenditures Update

Total year to date expenditures for the Finance Division for November, 2017, are \$1,094,805, compared to an annual budget of \$1,241,213. Total expenses for the Finance Division for year to date November, 2017, represented 88% of the total annual budget.

Commerce Department
Vacant

Commodities
Ken LaHaye

Department: Food Distribution Program

Yvonne Theodore and Ken LaHaye/October 2017

1 Department Overviews:

Goals and objectives:

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

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

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

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

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

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

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

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

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

2 Department Report Section:

Melanie Ceplina started 11/27/2017

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Submitted newsletter and department report

Ken LaHaye and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye filled food orders

Ken LaHaye waited on clients & loaded food in their vehicles

Ken LaHaye ordered food for warehouse for December

Ken and Melanie cleaned and reorganized office

Melanie organized and updated files

Ken LaHaye conducted interviews with clients

Ken LaHaye certified clients

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

November 2017 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 5 student received LRBOI/JOM activities funding totaling \$450. 1 student received assistance for Senior Expenses totaling \$321.85. 1 student received funding for the school clothing program after an address correction was made
- College Book Stipend: 2 awards for 1-3 credits totaling \$400.
- Higher Education Scholarships: 2 unmet need awards were made during November totaling \$3858. 1 award to a male student in a university and 1 award to a female student in community college. Anticipation of changes possible for unmet need calculation no longer provided by the college or university financial aid office because of reinterpretation of privacy rules, disallowing colleges to share student FAFSA information with third parties, even with student authorization/release of information provided by the student to the financial aid office.
- Miscellaneous- Children's Christmas presentation for the Elder's Christmas Party, November 29th rehearsal at Aki Maadiziwin Community Center. Presentation on December 2nd. 15 children participated. November 18th, moccasin making class was held in Muskegon offices with 18 tribal members attending. Debra Davis taught the class. Beginning preparations for a snowshoe lacing project for late winter or early spring

• During the month of November no meetings were attended:

Budget Expense Justification Activities performed and services rendered fall within budgeted items for the 2017 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

November Monthly Report - 2017

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 6 Applications forms for people seeking membership
- Mailed out: 22 Address change forms
- Created 35 New and Replacement Ids from 11/01/2017 through 11/30/2017
- 181 Addresses changed from 11/01/2017 through 11/30/2017
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- 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 11/01/2017
- List Request of membership: Tax Officer, Public Information, Purchased & Referred Care, Elders, Election Board, Ogema, Family Services
- Label Request of membership: Public Information, Ogema, Tribal Council
- Tribal Members Label/List or Statistical Request: 0
- Statistical Requests: BeDaBin, Ogema
- Department Verifications:
 1. Prosecutor 36
 2. Members Assistance 21
 3. Purchased and Referred Care 88
 4. Family Services 6
 5. Casino 2
 6. Election Board 5
 7. Human Resources 5
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 5 Members passed away for the Burial Fund Money
- Sent out 5 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 4 Tuition Waiver Verifications
- 324 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Work Session on Enrollment Ordinance with Tribal Council November 2nd
- Training in Nashville, TN CSN November 12-16
- Purchasing Training November 29th
- Met with HR November 17th

- Total Membership: 4,236
- Total number of Elders: 1,305
- Total number of Adults (18-54): 2,534
- Total number of Minors (0-17): 397
- Total Tribal Members living in:
 - 9 County Area: 1,773
 - Outside 9 County Area: 2,387
 - Michigan: 2,782
 - Outside Michigan: 1,378
 - Undeliverable Addresses: 77

Family Services
Jason Cross

Family Services Department

November 2017 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	4
Muskegon	0
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	2
Total	6

Open Cases.....22

Total number of Tribal members served in open cases: 24

Total number of descendants served in open cases: 4

Total number of individuals served in open cases: 32

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.

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

	Manistee	Maxon	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	1	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	1	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	3	1	0	0	1	0	0	0	0	0
Stephanie Persenaire Intakes	2	0	0	0	0	0	0	0	0	1
Stephanie Persenaire Open Cases	0	0	0	0	0	1	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	1	0	0	0	0	0	0	0	0	0
Amanda McQueen Open Cases	1	0	0	1	1	0	0	1	0	2
Worker Monthly Totals	9	1	0	1	2	1	0	1	0	3

Sandra DeVerney - Case Management

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

Stephanie Persenaire - Case Management

Total number living in homes served	5	4	0	0	0	2	0	0	0	6
Total number of Tribal Citizens living in homes served	0	3	0	0	0	2	0	0	0	6
Total number of descendants living in homes served	0	1	0	0	0	0	0	0	0	0
Total number of children living in homes served	1	3	0	0	0	1	0	0	0	4
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	1	1	0	0	0	1	0	0	0	4
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	1	0	0	0	0	1	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	1	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	4
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	1	0	0	0	0	0	0	0	0	0
Home Visits	3	2	0	0	0	0	0	0	0	1
Case Reviews	3	0	0	0	0	0	0	0	0	0
Binojocak	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	6	5	0	0	1	0	0	0	0	6
Contacts with LRBOI departments	4	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	25	20	0	0	1	7	0	0	0	31

Amanda McQueen - Case Management

Total number living in homes served	3	0	0	5	2	0	0	0	0	0
Total number of Tribal Citizens living in homes served	2	0	0	1	2	0	0	1	0	0
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	1	0	0	1	1	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	1	0	0	0	0	0
Child Abuse/Neglect	1	0	0	1	1	0	0	1	0	2
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	1	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	1	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	1	0	2
Court appearances	0	0	0	1	0	0	0	1	0	1
Home Visits	1	0	0	1	1	0	0	0	0	1
Case Reviews	0	0	0	1	0	0	0	1	0	1
Binojocak	0	0	0	1	0	0	0	0	0	0
Contacts with outside agencies	0	0	0	8	3	0	0	0	0	14
Contacts with LRBOI departments	0	0	0	2	0	0	0	12	0	4
Tribal Elders	0	0	0	0	0	0	0	1	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	8	0	0	23	12	0	0	18	0	25

**LRBOI Victim Services Program Nov. 2017
Monthly Summary**

➤ **Advocacy/Case Management**

- Current Open Cases: (0) New Intake(s), (0) Cases closed, (9) Current Open Cases
 - Provided: utilities, ed. material, transportation, daycare, legal assistance, judicial advocacy, referrals to community resources, and rental assistance.
- Attended 3 court hearing
- Had 10 client face to face meetings

➤ **Collaboration Efforts**

- LRBOI's task force 11/14
- Manistee Co. task force 11/13
- Ottawa Co. task force 11/21 (presented at this meeting)
- U.S. Attorney Office meeting 11/20
- Manistee Co. Prosecutor meeting 11/27
- LRBOI Tribal Prosecutor meeting 11/29
- Renewed WISE MOU 11/14/17

➤ **Travel & Training**

- NCJTC DV & Substance Abuse Training 11/8 – 11/9
- Data Collecting w/Diane Gout 11/14 – 11/15

➤ **Outreach/Education**

-

➤ **Grants**

- Conference call w/OVW grant manager 11/6
- Worked on VOCA budget workbook throughout the last two weeks of the month.

➤ **Program Staff**

- C. Campbell started as Manistee Victim Advocate on 11/6
- Participated in interview process for Muskegon Victim Advocate vacant position 11/30

Next Generation Learning Center

Enrollment Statistics:

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

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	13	4	9	2	1	3
Toddler Classroom (2-3 years old)	18	10	8	5	4	5
Maple Preschool	18	8	10	2	1	2
Cedar Preschool	17	13	4	2	2	2
School Age (5-12 years)	15	0	15	7	2	4
Totals	81	35	46	18	10	16
Percentages		43%	57%	22%	12%	20%

5 Families have received full time employment since the opening of NGLC	20 Children are receiving Child Development and Care Subsidy (CDC) from MDE	1 Child has received a Childcare scholarship from Great Start Collaborative of Manistee Co.
---	---	---

Current Center Happenings:

- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Monday morning
- Our Great Start to Readiness Program (GSRP) Program is full, 16 children are able to attend NGLC Preschool Programming at no cost Monday-Thursday 8:00-3:25p. Our full status will guarantee full funding for the 2017-2018 School Year.
- A wait list of 40 children is currently being evaluated to have more children attend the center
- NGLC will receive the first CACFP reimbursement for the month of November to help offset the cost of food within the center
- The Frey Foundation article about Jason and the center is available online <http://freyfdn.org/lrboi/>
- The Manistee County 2-1-1 Community Events Calendar is published available for purchase in the community and features all artwork done by NGLC children
- The Parent Advisory has formed and is electing Chair, Vice-Chair, and Secretary the week of December 18.
- Manistee County Leadership Education Day was held within the center on November 15 to represent the appropriate education for young children and child care.

Upcoming Events:

- **Great Start Collaborative NGLC Playgroup December 8**
- **Great Start Readiness Program GSRP Training December 15**
- **NGLC closed: December 24, 25 January 31,1**
- **January 5 Pokagon Tour of the Center**

Departmental Monthly Events & Needs

Meetings:

HSCB – 11/5/2017

Education Day – 11/15/17

MCOE 2020 – 11/21/17

ICWA 40th anniversary meeting – 11/21/17

Travel and Trainings:

DV data training – 11/14/17

Family Spirit Training – 11/15/17 – 11/16/17

Court

LRBOI – 1

Ottawa County - 1

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: November 2017

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

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

II. Department Reporting Section

1. I will soon be retiring – my last day of work is expected to be January 5, 2018 – this is now official. Planning an effort to clean up paper and computer files.
2. The Grant Writers position has been posted and interviews have ensued. The position will be managed through the Accounting Department. Tammy will become the department's director (although perhaps not under this specific job title).
3. Throughout the month of November, I have been working with Steve Parsons on the 2017-18 Tribal Transportation funding opportunity that will be written to create a pedestrian underpass (under US31). This will virtually assure pedestrian safety at the US31 and M22 intersection and will serve the community well into the future. The deadline for the grant application is December 11, 2017. The grant application will be in the amount of \$1.8M - no match required but "leveraging" is recommended.
4. Flag pole w/flag was estimated for a donation to the VFW – this came out to be \$4K - contact is Dave Lilliberg (VFW) – a check is in the process of being finalized – Dave's phone number is 1.231.757.9359 – Mary Thomas & Virgil Johnson are aware of disposition of this matter

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

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared approval package for that Warriors Society designed to facilitate the donation of \$4,000 to the VFW.
- Facilitated the purchase of a "Warriors" ring through the Historic Preservation Department for future display.
- Worked variably with different tribal departments/representatives to entertain and/or develop grant applications that work for the benefit of the Tribe and/or tribal citizens.

- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any/all mandatory meetings/other meetings that I was invited to attend.
- As possible, attended Anishinaabemowin Classes on the regular Friday schedule.
- Attended the Membership Meeting representing the Warrior's Society – this was in place of the regular monthly meeting. Donation was made to the Elders Meals Program on behalf of the Warrior Society.
- As a Commission member, I attended November's Enrollment Commission meeting.
- Completed the tribally sponsored entrepreneurial class – this class met twice per week – used PTO time in order to attend -
- I've also been taking a little more time off than usual in a personal effort to make sure that my healthcare is up to date as much as possible before retiring and losing BC/BS insurance - expect this to continue through the end of the year.

V. Budget Expense Justification, FY2017 Budget & FY2018 Budget Introduction:

There are no 2017 grant department budget matters/issues/justifications to report. The department is well under its approved annual budget. The Department has submitted the 2018 departmental budget – the budget is again substantially as compared to the 2017 budget. I expect that this will be further adjusted once the changes in the Grants Department occur.

VI. Travel and Training: No travel/training to report for the month of November. It was previously indicated to the Tribe (unsure of date but some time ago) that I would not be taking advantage of available travel/training opportunities due to retirement. As the end of the year approaches, it can be further reported that no travel/training was accessed by the Grants Department over the entire course of 2017. In the month of November, I did complete the tribally sponsored entrepreneurial course (used PTO in order to attend).

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

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

Date: December 7, 2017

Re: NOVEMBER 2017 Report of Activity – Tribal Health Services

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

November 8th and November 29th, 2017 – Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, and Janice Grant, Clinic Supervisor participated in our biweekly call with personnel from Forest County Potawatomi Insurance Department to discuss third party billing, Medicare Like Rates, and 506 Recovery.

November 8, 2017 –Sujean Drake, Mental Health Counselor, and Dottie Batchelder, Chemical Dependency Counselor, attended the training on Human Trafficking at LRCR.

November 9, 2017, Don MacDonald, Director of Health Services, and Dottie Batchelder, Chemical Dependency Counselor, attended the Centra Wellness Network Board Meeting. At this meeting Dottie received an award from the Board for community services in improving the lives of individuals with mental illness and intellectual/developmental disabilities.

November 14, 2017 – Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting at the government center.⁹

November 21, 2017 – The Traditional Healer see clients/patients through Be Da Bin Behavioral Health.

November 28, 2017 – Don MacDonald, Director of Health Services and Janice Grant, Clinic Supervisor participated in the selection process for Community Health Representative and Administrative Assistant II vacant positions along with Human Resources Personnel.

November 30, 2017 – Gina Dahlke, CHS/EHAP Supervisor, and Janice Grant, Clinic Supervisor participated in a CMS Webinar titled “How Tribes Can Pay Medicare Part B and Part D Premiums”.

Forest County Potawatomi Insurance Department filed 64 claims on behalf of Little River in the amount of \$11,917.82.

Don MacDonald, Director of Health Services and Keith Jacques, Chief Pharmacist, continue to meet on a weekly basis, with Tammy Burmeister, Health & Human Services Lead (and other staff as needed) to discuss and strategize on pharmacy related issues.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, continued efforts with the Tribal Opioid Prevention Grant planning this month (including biweekly reports). She attended meetings for Manistee County Substance Education and Awareness (SEA) and Sea Adult work group; Centra Wellness, and assisted with the Mental Health Block Grant as needed. Sujean Drake, Mental Health Counselor, began her part-time contractual position this month and is mainly working with the Mental Health Block Grant (tele-psychiatry). She works with the psychiatrist, Dr. Hawley, through Pine Rest. Sujean completes the evaluations and the reports. Krystal Davis, Intake Worker, works with the Traditional Healer and is also doing patient registration as needed in the Health Clinic. She is also taking college classes. All staff attended webinars doing this month.

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

CLINIC OPERATIONS:

269 patients scheduled

33 patients NO-SHOW to scheduled appointments

4 patients provided SAME DAY appointments for emergent matters**

56 cancelled appointments

184 patients attending CLINIC PHYSICIAN appointments**

23 patients PHONE TRIAGE**

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

78 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN NOVEMBER (Total Patient Volume): 549

Diabetic patients: 68

Flu Vaccines: 54
Injections: 06
Nursing Visits: 04 **
On-site Labs: 134

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,604

DIRECT CALLS TO CLINIC OPERATIONS: 460

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 800

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDANCY COUNSELOR:

16/8 INDIVIDUAL/RECOVERY CLIENTS

132 CLIENT CONTACTS FOR SERVICES

167 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 170

MENTAL HEALTH COUNSELOR:

16 INDIVIDUAL CLIENTS

71 CLIENT CONTACTS FOR SERVICES

111 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 71

INTAKE WORKER:

22 CLIENT CONTACTS FOR SERVICES

105 ADMINSTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 25

TRADITIONAL HEALING: 8 INDIVIDUAL CLIENT CONTACTS

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 7

TRAVEL HOURS: 21

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 7

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$144,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2098

TOTAL PRC PAID IN NOVEMBER: \$ 114,084.08

PHARMACY/OTHER: \$ 39,059.85

DENTAL: \$ 19,348.45

TOTAL PATIENTS: 251 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 462

TOTAL CLAIMS ENTERED: 395

TOTAL PRC PAID 2017: \$ 1,034,702.37

TOTAL EHAP PAID IN NOVEMBER: \$ 29,526.96

TOTAL EHAP PAID 2017: \$ 411,471.49

TOTAL ENROLLED EHAP/LRBOI: 1279

MEDICARE LIKE RATE (MLR) Savings for NOVEMBER 2017

Claims submitted: 25 \$ 31,784.03 (total submitted)

-\$ 11,677.60 (what we paid)

\$ 20,106.43 (total savings)

PATIENT BENEFIT COORDINATORS: NOVEMBER 2017

New Applications mailed or given: 7

Reassessments mailed or given: 117

Enrollment Verifications: 75

Certified Mailings: 94

Assisted with on-line applications: 1

Webinars/Trainings: 2

Phone calls: 342

Patient Registration: Roberta and Teresa each perform this function 2 days a week.

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For November 2017

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nicholas Berentsen – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities

A. The Housing Department had an Occupancy Rating of 100% for November!

B. The Housing Department measured and ordered window treatments, appliances and mail boxes for the three fair market units turned over to us October 27, 2017. We received the window treatments November 21, 2017. Two of the units have received the appliances however we have not received the appliances for the last of the three units. We installed the window treatments by 11-22-17 for all three units. The Housing Department has signed Leases for the first three units and now that the appliances (partial) and window treatments have been installed the new tenants can begin moving in.

C. The development of the Aki 10 Fair Market housing units continues to move forward. The Housing Department performed a walk thru on 11/14/17 and received the keys to the second set of three Aki 10 Fair Market Rentals. That leaves the last four Aki 10 units to be turned over to the Department in December 2017 per schedule.

D. The Housing Department received the Occupancy Certificates for three more Aki 10 units turned over to us November 14, 2017 on November 29, 2017. Now we need to obtain the FF&E to complete the units for rental.

E. The Housing Department provided the FF&E (window treatments, appliances and mail boxes) out of our Department Budget for the first three Aki 10 Fair Market rentals.

Unfortunately our budget does not have enough funds left to purchase the FF&E for the remaining 7 units. We have been advised that more funds were being deposited in the Housing Stock Reserve Fund the end of November 2017 and that the Housing Department should request a supplemental appropriation from the Housing Stock Reserve Fund to our Department Budget to fund the purchase the FF&E for the Aki 10 Fair Market Units. Therefore the Housing Department developed budget information for the furnishing of the FF&E (Appliances, window treatments and mail boxes) and Bill Willis, Accounting, submitted the FF&E supplemental appropriation request on Wednesday, 11-29-17, for action by Tribal Council at their regularly scheduled meeting on December 6, 2017.

- F. During the month the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 0
 - New leases: 0
 - Annual Inspections: 8
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$2,500
 - Total Number of Awards made during the Year: 17
 - Total Amount of Awards for the Year: \$69,046.00

II. Rental Payment Information for the Month.

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

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 64 rental units in total of which all 64 are rented giving us an occupancy rating of 100%.

- A. Aki has 57 income based rental units of which 57 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 also has 12 fair market rentals and 12 are rented.
- B. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- C. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

1. Construction completion of second set of three new fair market rentals at Aki.

VI. Plans for the Future.

- A. Complete construction of the remaining 4 Fair Market Rental units at Aki maadiziwin in December 2017.
- B. Development of an Elders Apartment Complex at Aki maadiziwin. The development of the apartments is planned to be funded through Low Income Housing Tax Credits (LIHTC). Our consultant, Travois, informed us they were submitting our application on September 29, 2017.

VII. Other Information

- A. None**

End of Report
Frank Figgels, Housing Director
December 4, 2017

Attachment: November 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 10-30

OPENED HOUSE FOR CUSTOM SHEETING GOT BY-FOLD DOORS
FROM 2690 TO BE REPAIRED MEASURED 3 NEW HOUSES FOR
WINDOW TREATMENTS & APPLIANCES, HELP WORKER WITH STOVE'S
~~GET~~ GOT QUOTE ON TEN NEW MAIL BOXES & 5- 4x4x8' TREATED POST
FOR NEW HOUSES

Date 10-31

Date 11-1 Repaired BiFolds @ 2596 IC

Repaired BiFolds, replaced tank sprout @ 148 Ford
Mileage, receipts, Daily logs, Work orders handed in

Date 11-2 Rekeyed New House @ 2638 OC

Cottin and Painted Bedroom, repaired leaking shower head
@ 148 Ford

Date 11-3 took new home info, garage remotes to MP, got copies
OF keys for new units gave to MP Cleaned up tools from
painting, Installed new bifold track with hardware @ 2690 OC
Adjusted Door latch @ 2690 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 11-6 Adjusted Stricker plate @ 2690 cc
Installed ADA shower threshold @ 26150C
Cleaned up cutting tools, cleaned woodshop

Date 11-7 Cleaned and organized tools, cleaned out
Truck, moved house signs

Date 11-8 Picked up mailboxes + post for new houses
put # decals on house signs
Adjusted Garage Door Infra red sensor @ 2678 IC

Date 11-9 Assembled mail boxes, cut 4x4 post for mail boxes
Numbered mail boxes, took care of cardboard from mail boxes,
~~started installing mailboxes~~ Installed mailboxes

Date 11-10 Holiday

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 11-13

Put NWL ADDRESS ON ALL HOUSES
ALBAU SHOP FIXED VINYL SIDING 2620

Date 11-14 Walk through on 3 new houses, Installed
tenant supplied head/hand combo unit shower head @ 2605 OC
Appliances Delivered @ 2635 OC Need to be hooked up
Reinspection @ 2644 OC, Receipts, work order.

Date 11-15 Installed wall mount Paper slot @ office
Took care of trash @ shop, cleaned organized Automotive
Supply area @ shop (2602) Put in 404 GRABBAR, PAPER
LIGHT BULB, FIXED BI-FOLD CLOSET DOOR

Date 11-16 Measured for Blinds / Appliances @ 3 new units 2696, 2616,
2627 Lots 35, 48, 50, Picked up Materials for Appliance Install for
New units, Installed Appliances @ 2635 OC Lot #36, Repaired outlet
in Kitchen & tighten other outlet @ 2695 OC

Date 11-17 Finished installing Appliances and wall mount Door
stops @ 2627 & 2638 OC, Replaced Toilet handle @ 148 Ford
Took pictures of broken window for possible warranty @ 2698 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 11-20 Salted lots & walks, Receipts completed work orders
Trimmed Trees away from house / Roof @ 148 Ford
Repaired Facia & Drip edge @ 148 Ford

Date 11-21 Picked up New house Appliance hook up materials from
Gillroy's, Updated Sub # Sheet, Checked snowflake bulbs
replaced bad ones, summer

Date 11-22 Installed New Blinds @ New Units 2635 OC, 2590 OC,
2638 OC, Removed trash and cardboard from shop

Date Holiday

Date Holiday

Due Every Friday
Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 11-27 Put up snowflake lights
NO Sake

Date 11-28 Repaired screen, pick up up door handles for 2603 OC
Annual Inspection @ 2658 IC Tenant to call for
Kitchen Faucet replacement

Date 11-29 Replaced two door knobs ~~passage~~ privacy style, reinstalled
Screen and replaced Broken light Switch Cover @ 2603 OC
Filled in wash out spots along hill main entrance
Adjusted Infrared eyes and oiled rollers on Garage Door @
2678 IC, Reinstalled Cutler @ 148 Ford, Checked Fridge
@ 2621 OC Breaker reset, Annual Inspection @ 2677 OC

Date 11-30 Installed new light bulbs in Garage Tenant supplied @
2596 IC, printed Blank work orders & Daily log sheets, scheduled
w/o for Mon 12-4, Cleaned gutter above porch area @ 148 Ford, Checked
for toilet issue @ 2637 OC no issue found, Replaced siding @
2637 OC

Date 12-1 Milage, Measured for window treatments @ Lots #59, 53,
49, 16 Installed new shower head, Touch up paint, tightened Door
Knobs, Deadbolt Knobs, BiFold Knobs, reinstalled slider screen Door
@ 2663 IC, Checked light fixture, replaced bulbs @ 2711 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
Nancy Malory

HUMAN RESOURCES DEPARTMENT

November 2017 MONTHLY REPORT

Hiring/Recruiting November 2017:

In November the Tribe had seven (7) open positions, two employees resigned and three (3) offers were made. All recruiting is in accordance with Ordinance #11-600-02. Recruiting is facilitated with electronic information on the Tribal Website, Michigan Works, Handshake (college sites that include the states of MI, IN, IL, OH, NB, WI) and organizations specific to the position. The tribe has utilized Craigslist, Linked IN, National Grant Writers Association, Manistee Chamber of Commerce and others coordinated with the Department Leaders. Currently only the Comptroller General position is open more than 90 days. A tentative offer has been made. The candidate will have an onsite visit the second week of December.

Human Resources Statistical Reporting:

The tribal demographics is 50% Tribal Members and 65% inclusive of Tribal Descendent and Native Americans. Tribal Leadership is 59% Tribal Members. In longevity of service the highest percentage (21%) of employees are under one year of service, with 14% in the 16 to 17 years of service.

Special Projects: Job Analysis/ Job Description

Human Resources is finalizing with Department Directors:

1. Update Job Descriptions to include wages, Reports to (Add Leaders), Organizational Charts (Add Leaders) and job responsibilities.
2. Review Wage Structure Chart

HR has met with department directors to determine any additional responsibilities by job and revisions to the Department Org Charts. HR is reviewing the wage analysis with the CFO and Budget Administrator.

Following the job description update, the next step will lead into the final phase of the HR staff meeting with the department leaders and the Ogema to review the job descriptions and discuss compensation.

Benefits

Tribal Benefits Representatives were on site from 10AM to 2PM November 8th and 9th for Supplemental, Health, Dental, Vision, Flexible Spending Accounts Information, and 401 (K) with information. The Open Enrollment has been coordinated so as to not disrupt the tribal services. Benefits information for the 2018 Program year was available on the L Drive with hard copies in the HR Department. Open Enrollment period will close December 11th. Any changes must be received by the Benefits Administrator at that time for it to be effective for the 2018 Program year.

Training

HR has coordinated with the Casino HR "101 Things Managers & Supervisors Need to Know About Tribal Employment" facilitated by Attorney Rick McGee for December 14th and 15th in the Three Fires Conference Center. The Tribal HR will coordinate costs with the Casino HR for finger food in the morning and afternoon. The agreement document has been reviewed by Unified Legal and determined to set it up as an expense item.

HR met with Israel, Austin and Lee Iverson from the casino to discuss the opportunity to build a database of information that will be utilized for Department Leaders, HR Staff, and the Ogema. Information, once entered in the set up phase, will include

- Employees job title, performance, and development
- Reports utilizing the information entered to review staffing, development, and preference.
- Training for jobs and enhancement in leadership skills, CEU's for professionals, safety, etc.
- Discipline actions (Electronically coordinated to each respective person involved in the action)
- Employee Evaluations- The database provides tools to develop evaluations based on performance, 90 day evaluations, 360 from surrounding peers, team projects, and leadership.
- The Casino is offering the database with training to both employees and leaders, assistance to IT in set up, and ongoing help as needed.
- All this at no cost to the Tribe.

HR is currently building an Excel database with the information that will be utilized to set up the database. HR is projecting the Excel database to be complete by December 15, 2017.

Time & Attendance HRIS

The Tribe utilizes ADP for time and attendance, payroll and limited Human Resources information. With the new Benefit year HR is coordinating with Payroll for proper set up of benefits.

New Hire Orientation

Effective Monday, November 6th, the New Hire Orientation was implemented to provide the new employees with the tools needed to understand their role with the Tribal Government. The orientation began at 8AM and ended after a pizza lunch at 1PM. The general set up was:

1. An opening prayer
2. Employee Handbook policy and procedures
3. Department Structure and contact information for their reports to.
4. Job Description and performance expectations.
5. Complete their benefits documentation
6. Tribal History
7. IT set up to begin their services
8. Set up time keeping access and review attendance policy.

We look forward to providing the right information for the new hire to succeed.

Policy Updates

Unified Legal, Tribal Police Department and HR continue to update the Background Policy. It is scheduled for Ogema approval by the end of December.

HR, Unified Legal and Public Safety coordinated a Payback of Training Fees Contract for Public Safety new hires. It was sent for Tribal Council approval.

HR is updating the Family Medical Leave procedures and provide better information implementing the FML for employees with reoccurring incidents. Also a separate procedure for Intermittent Family Medical Leave.

Salary.com

The Wage Structure is the current tool the tribe utilizes to gauge compensation for positions. The ranking method of evaluating are arranged from highest to lowest in order of their value or merit to the tribe is based on judgement of skills, effort (physical and mental), responsibility (supervisory and fiscal), and working conditions. The most recent salary update is 2015.

Salary.com is a software system that evaluates the market compensation that can be tailored to specific geographic regions, attributes per position and size of an organization. The information would be utilized to compare the tribes current wage structure and provide factual comparison for salary negotiations based on applicant's skills.

Unified Legal has reviewed the documentation and the contract is ready for Tribal Council's approval. It has be sent to Tribal Council for approval.

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
November 2017

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. VM Sphere software upgrades installed and activated.
2. Help Desk request ticketing system upgraded.
3. Sophos End Point appliance updated.
4. 368 new IT work orders were opened in November 2017 and 362 IT work orders were completed in November 2017.
5. Disk space project continues with vendor conference calls to discuss the upgrade and replacement of the SAN.

Meetings Held / Attended –

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

Trainings Held / Attended –

3. Share point Training for two of the IT Staff started.

Special Tasks / Activities Performed –

4. Assisted Unified Legal staff in software review.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: December 7, 2017
Re: November 2017 report of activities

Number of tribal members assisted on new issues 65

Number of referrals received 4

Number of continuing cases: 46

Types of legal issues:

Child support	Change of Custody
Probate Estate	Disability
Divorce	Real Estate
Beneficiaries	Harassment
Revocation of Power of Attorney	Driver Responsibility Fees
Wills	Security Deposits
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Psychiatric Evaluation	Parenting Time
Trusts	General Civil
Criminal - Federal	SSA Garnishment
Unpaid Taxes	Cobell Settlement
Employment	Child Protective Services
Landlord – Tenant Issues	Guardian – Minor - Limited
Personal Protection Orders	Property Settlement in Divorce
Termination of Contract	Collections
DHS	Objection to Minor Guardianship
SSI	Real Estate Agents
Child Support Objection	QDRO
Warrant	Wrongful Death

Garnishment
Adoption - Stepparent
VA
Paternity
Trust Administration
Medicaid
Promissory Note
Per Cap
Funeral Designee
Minor Guardianship

Criminal
Estate Recovery
Annulment
Per Cap Garnishment
Abuse – Neglect of Minors
Security Deposit Return
Restitution
Separate Maintenance
Interns

Attended Victim Service Task Force meeting

Sample of Work Performed:

Assisted a tribal member with a garnishment

Assisted a tribal member with funds being taken from their SSA benefits because of funds owed to the VA

Assisted a tribal member object to a guardianship for a minor child

Assisted a tribal member obtain guardianship over a minor child so that the minor child could be added to their health insurance

Assisted a tribal member with a civil lawsuit when their income could not be garnished

Assisted a tribal member amend their estate planning documents after a divorce

Maintenance
Rusty Smith

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant III

November 2017

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS FACILITIES DEPARTMENT

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

To reduce work related injuries

To maintain the life expectancy of our facilities

II. Department Reporting Section

This month 37 work orders were submitted and only 1 currently open. We are looking into why the light outside the kitchen door keeps going out. If we cannot diagnose the issue and make repairs. I will contact the master electrician we have on contract.

Facilities has a couple minor touch up to complete at the Justice Center.

We are still continuing renovations and repairs at the Bank Building for Commerce. The scope of the job keeps changing and getting more extensive. We are now looking to be out of the building by the end of November.

Facilities is also prepping for the upcoming winter season. The mechanic is working on various vehicles and preventative maintenance on the plows for the Facilities Department.

Automotive

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

Facilities Management Department Report

III. Budget Expense Justification

Open standing purchase orders until December 31st.

IV. Travel and Trainings

Nothing to report at this time.

Members Assistance
Jason Cross (Interim)

Members Assistance Department

November 2017 Departmental Report

Jason Cross – Supervisor

Linda Wissner – Members Assistance Program Specialist

Raven Lewis – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

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

i. Total expensed \$63,522.58

ii. Budget remaining 7%

iii. 18 total households served with this program.

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

b. MOA BE-16-J72 \$261,000

i. Total expensed \$111,207.89

ii. Budget remaining 57%

iii. 16 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	2	1	0	9	0	0	0	0	1

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

i. Total expensed \$130,496.93

ii. Budget remaining -4%

iii. 23 total households served with this program.

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

2. Food Assistance Program

a. Budget \$45,000

b. Carry over \$16,650

c. Total budget \$61,650

d. Total expensed YTD \$41,400

e. 45% Remaining

f. 189 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
48	8	5	3	41	7	4	17	3	53

3. Rental and Mortgage Assistance Program

a. Total Budget \$30,000

b. Total expensed YTD \$29,310.62

c. 2% Remaining

d. 81 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
15	2	0	1	14	1	2	7	1	38

4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$27,467.69
- c. 39% Remaining
- d. 132 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
32	3	5	1	23	5	3	9	1	50

5. LIHEAP Reallotment – DHHS Grant Funded Program FY 2017

- a. Total Budget \$17,141
- b. Total expensed to date \$2,438.68
- c. 7 total households accessing this program to date.

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

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$11,330.00
- c. 24% Remaining
- d. 45 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
14	2	2	1	11	1	1	2	0	11

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$20,445.78
- c. 19% Remaining
- d. 84 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
27	4	1	3	14	2	1	6	0	26

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$7,999.15
- c. 10% Remaining
- d. 29 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	2	0	14	0	1	0	0	9

9. Bereavement Program

- a. Total Budget \$453,000
- b. Total expensed YTD \$339,750
- c. 25% Remaining
- d. 45 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	4	0	0	9	0	0	1	2	22

10. Elders Insurance

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

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
328	32	160	9

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
192	138	49	37	112	129	50	38	8	0

13. Office Visits

- a. 20 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
- Staff Management ADP
- 2017 Monthly Staff Reporting
- Great Lakes fisheries data entry and management
- Inland Fisheries – LRBOI Bays De Noc Walleye Consent Decree harvest data exchange
- Inland Fisheries – Data entry and scale aging
- Entered field data into computer databases
- Draft Annual Sturgeon Program Report
- Grant writing for SRF maintenance grant funding
- Inland fisheries data entry and management
- Lake sturgeon Manistee River adult project communication with Cramer Fish Science

Equipment maintenance/Field Work/Lab Work:

- Received Manistee River Adult lake sturgeon monitoring weir components from Cramer Fish Science
- Initial process of installation of new SRF filter

- GL vessel maintenance and winterization (Mike)
- Lake trout heads preparation for USFWS (Mike, Barry)
- Great Lakes gear winterization (Mike)
- Great lakes gear organization/clean-up (Mike, Barry)
- Inland fisheries equipment maintenance/winterization
- Cleaned and organized work area in Big-Blue
- Grayling – Remote site incubator construction/modification

Meetings/Training/Travel/Conference Calls

- Arcadia Marsh – Restoration site visit (Nov. 7)
- Arctic Grayling – Phone call with GVSU (Dec. 13)
- Arctic Grayling – Final report discussion with GVSU (Dec. 19)
- Arctic Grayling – Site visit with GVSU (Dec. 21)
- Inland Fisheries – Phone call with GTB (Dec. 13)
- Worked on implementing sturgeon in the class room with local teacher and black lake sturgeon for tomorrow
- December CORA meeting (Dec. 7)
- Lake trout aging workshop, East Lansing (Dec. 12-13)

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

Wildlife Program

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

Tasks and Accomplishments

- Reviewing and commenting on DNR, USFS, NPS, and USFWS actions
- Grant/Project proposal preparation
- Work on hunting/fishing regulations
- Issued tags and permits to members
- Editing and commenting on Line 5 NRDA plan
- Bear and CITES sealing
- Coordinating wolf research, issues, and PR
- Coordination on CWD issues
- Support letters for MISIN and other organizations

Administration/Budget/Reports/Data Entry

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

- Vehicle management
- Timesheets

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Snowshoe hare population monitoring and research
- Servicing field equipment
- Setting camera traps for marten and hare
- Airport tree cutting coordination

Meetings/Training/Travel/Conference Calls

- Marten and hare coordination meetings and calls with partners
- NRC meeting
- NRDAR conference call
- Line 5 Alternatives Report meeting
- Public black bear forum
- CORA meeting

Environmental Program

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

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Staff Management - ADP
- Reviewed current work plans
- Reviewed Staff 2018 Work plans
- Worked on TAS application for CAA 105, 505 – Submitted for Legal Review
- Added new properties to Property Database
- Reviewed Nestle Documents
- Reviewed most recent Enbridge line 5 documents
- Continued communication with partners on invasive species and wild rice
- Began review of the 2013 GAP Guidance for comments
- Coordinated with Project officer on all comments of the semi annual report

Meeting/Training/Travel/Conference Calls

- Region 5 Tribal Operations Committee (RTOC) Caucus Call Dec 6
- Region 5 TEPM Planning Call Dec 12
- Protecting Place Conference Dec 11- Dec15
- Region 5 TEPM Water Planning Call Dec 19

Brownfield Program

Administration /Reports/Data Entry

- Work on Site Survey SOP and Site Inventory SOP
- Work on draft of East Lake “Blue” Water Testing results report
- Submitted additional changes to supervisor for FY19 Budget (Dec 1)

Field Work and Equipment Maintenance

- Assisted Great Lakes/Fisheries Staff with unloading of River Weir (Dec 14)

Meeting/Training/Travel/Conference Calls

- Meeting with supervisor (Dec 1) regarding Site Survey SOP & FY19 Budget
- Attended the EPA National Brownfields Conference in Pittsburgh, PA (Dec 5-7)
- Environmental Staff Meeting (Dec 18)
- LRBOI Governmental Staff Holiday Breakfast (Dec 15)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed monthly report for LRBOI.
- Reviewed MDEQ MiWaters for upcoming permits
- Updated chemical and physical WQ graphs for FY 17-18
- Uploaded HOBO temperature data and Flowtracker data to database
- Uploaded nutrient parameters to WQX
- Submitted Water Quality Assessment Report (WAR)
- Assessed Fall 2017 macroinvertebrate data and uploaded to database
- Submitted New Zealand Mudsail article to Currents/Rapid River News
- Began list of potential WQ site additions
- Created yearly maintenance schedule and log for Hydrolabs, flow meters
- Started correlation analyses on agricultural watersheds and nutrients
- Drafted chemical inventory sheet

Field Work and Equipment Maintenance

- Shipped off 2017 Zooplankton samples

Meeting/Training/Travel/Conference Calls

- 12/6/17 – Meeting w/Kevin Hughes (Portage Lake Steering Committee)
- 12/8/17 Meeting w/Gary Lewis (Source Water Protection Plan)
- 12/13/17 – Region 5 Lake RMN Webinar
- 12/14/17- Meeting w/Kevin Hughes (Portage Lake Steering Committee)

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Revised LRBOI's entry in the 2017 Tribal Air Resources Journal – 12/1

Field Work and Equipment Maintenance

- Received recertified Chinooks – 12/20
- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 12/4 and 12/21
- Completed PM 2.5, Monthly Maintenance & QC – 12/4 and 12/21
- Completed PM 2.5, Quarterly Maintenance & QC – 9/27, 12/4
- Completed PM 2.5, Semi-Annual Maintenance & QC – 12/6/17
- Completed PM 2.5, Annual Maintenance & QC – 12/6/17
- Installed new set of PM 2.5 filters – 12/7
- Sent collected PM 2.5 filter samples to MDEQ – 12/11 and 12/18
- Last O3 Multipoint completed – 11/2

Meeting/Training/Travel/Conference Calls

- Participated in ITEP Introductory Webinar to the VW Settlement for Tribes – 12/7
- Employee meeting – 12/15
- Environmental Staff meeting – 12/18
- Monthly USEPA & NTAA Air Policy Update Conference Call for 12/21 was cancelled
- Monthly State, Local, and Tribal Conference Call for 12/27 was cancelled
- Monthly Region 5 Tribal Air Conference Call for 12/28 was cancelled

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Finalizing the work plan for 2018
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Wild Rice literature Research
- Data review of the 2017 Wild Rice Fish data
- Development of Wild rice signs for the harbors
- Creating a database for all the Wild rice fish data in access
- Helped to create protocols for the Electrofishing operations

Field Work and Equipment Maintenance

- Ordered supplies for Wild Rice Fish Community surveys
- Research on future projects dealing with wild rice
- Field gear prep for 2018

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Doodle poll for Wild Rice Steering Committee
- Wild Rice Steering Committee
- Participated in Agenda planning team for the Wild Rice meeting MT Pleasant
- Respecting places conference in NM

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

November 2017

Meetings/Conferences/Trainings

- On November 21, 2017, I attended the Manistee County Community Foundation strategic planning meeting.
- On November 28, 2017, Chuck Fisher (Grants Department) and I participated in a webinar conducted by the U.S. Census Bureau regarding their new LUCA (Local Updates to Census Addresses) program that will be utilized in conjunction with the 2020 Census. LUCA will be rolled out by the Census Bureau in January 2018 and LRBOI will be participating as a Tribal Government.
- I attended meetings of the Construction Task Force on the following dates: November 2, 9, & 16, 2017.

Activities/Accomplishments/Updates

- Here are updates on the 2017 road construction projects:
 - Gathering Grounds Improvements-Phase 1: This project concluded on June 23, 2017. The only outstanding item that remains for the project is the BIA Easement for Consumers Energy. Tribal Council approved a resolution authorizing the BIA to grant the easement on October 18, 2017. Unfortunately, the BIA is holding off on the easement due to their concerns with an attachment to the resolution that outlines Consumers Energy's Terms and Conditions for easements. The BIA does not want the attachment included and Consumers is checking to see if this is possible on their end. If Consumers insists on the attachment being included, the BIA has notified us that the easement request will need to be approved by the BIA Solicitor's Office. We were hoping for a simple resolution to this recent impasse, but it is unlikely there will be any resolution before the end of 2017. Hopefully, installation will take place in the spring of 2018.
 - US-31 & M-22 Intersection Safety Realignment Project: This project was completed on October 27, 2017.
 - Suida-Kott Road Project: This project concluded on August 23, 2017. A final project inspection was completed on October 3, 2017.
 - Harvey Street Reconstruction Project: The project concluded on August 8, 2017. Harvey Street has been open to normal traffic for several months. We are currently being invoiced for our share of the costs by the City of Norton Shores. It is my hope to have the project expenses finalized and closed out by the end of 2017.
- Construction on three more residences at Aki Maadiziwin has been completed and all inspections have been performed. These are Lots #35, #48, and #50. Certificates of Occupancy were issued by the Planning Department for the three residences on November 28, 2017. In total, six residences have been completed so far in 2017. The builder hopes to complete the project by the end of 2017.
- As indicated earlier in this report, the Tribe will be participating in the LUCA program that is run by the U.S. Census Bureau. I will be the primary contact for the program, assisted by Chuck

Fisher of the Grants Department and Jessica Wissner of the Enrollment Department. This is somewhat experimental on our part, but should be helpful in determining how our demographic data is used by the U.S. Census as it relates to reporting population figures for the Tribe. This is a work in progress, and we will keep you posted as things move along.

Public Information
Vacant

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	14
City Assist	2
County Assist	10
Medical Assist	2
MSP Assist	1
Other Calls for Service	9
Property Checks	1022
Suspicious Person	
Suspicious Situation	4
Well-Being Check	5

Traffic/Vehicle

Abandoned Vehicle	
Accidents	5
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	7
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	4
PPO Served	
Federal Docket Ticket	

Criminal Offenses

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

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

1

Unwanted Subject

1

Miscellaneous

Administrative Hours

451

Alarm

1

Attempt to Locate

2

Boat Dock Checks

Casino Hours

238.25

Civil Standby

Community Policing

6

Court Hours

4

Death Notification

Drug Disposal

Follow-Up Investigations

59

Found Property

2

Lost Property

Meetings Attended

Open Door

3

Open Window

PBT

Special Detail

Suicidal Subject

1

Total Complaints

36

Total Reports

70

Training Hours

13.5

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage

5013

Voluntary Missing Adult

Training/Travel

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

Administrative Hours	4
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	1
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	3
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	188
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	5.5
Paper Service	2
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2466
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

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

Administrative Hours	151.25
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	
Assist Hours	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	5
Contacts	51
Court	
Court Hours	
Follow-up(s)	4
Follow-up Hours	4.5
Federal Citation(s)	
Hours Worked	131.25
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	44
Snowmobile Patrol Hours	
Training(s)	5
Training Hours	20.25
Vehicle Mileage	
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

November 8, 2017 Cadets Gunderson and Johnson attended Human Trafficking at LRCR.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: November 2017

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 2 Certificates of Exemption for Resident Tribal Members purchasing vehicles, 3 Resident Tribal Member construction projects, and 1 Burial Assistance exemption
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 1 Tribal member for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, the Certificate of Exemption process for vehicles, RTM benefits, the Sales and Use Tax Credit Form 4013, Tax Agreement Area boundaries, Concessionaire's licenses, exemptions for construction materials, and withholding on per capita payments
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, incorrect fuel discounts, etc. for a total of 433 errors. A total of 2,880 receipts were processed and completed by the Tax Office in November
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled October Tribal tax returns from the Little River Casino Resort and the Trading Post
12. Issued 1 Tribal Concessionaire's Tax License and Qualified Fundraising Event for a vendor on tribal property
13. Monitored outstanding tax assessments; 2 motor fuel assessments were issued in November and 1 suspension
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office

16. Prepared October 2017 monthly department report
17. Processed 3 Tribal Michigan W-4 Withholding Exemption forms for employees
18. Processed 69 address changes/reviews from Enrollment for RTM status updates
19. Processed 9 RTM status and/or address changes
20. Processed 1 RTM status and Proof of Residency was received in the month of November
21. Prepared and mailed 7 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. Worked Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Concessionaire's Licenses are issued to entertainers selling merchandise
25. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
26. Processed 0 Venue Reports for the month of November
27. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
28. Updated motor fuel discount schedule for December 2017 and provided it to the Trading Post
29. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
30. Tracked and submitted weekly totals to the Ogema's office for the Two for the Road coupons that are being given to Resort hotel guests in hopes of increasing sales at the Trading Post
31. Worked with the Benefits Coordinator to ensure that all Michigan income tax exempt employees are correct and if any changes are required
32. Continued to work with the Commerce Department on sorting out and attempting to fix Trading Post contracts, payments, profitability, and reports
33. Continued to periodically meet with and update Tom St. Dennis regarding the Trading Post profitability, continued financial questions for Accounting, contracts, staffing, rep contacts, waste reports, prepaid sales tax, operations transfer, and audit progress
34. Worked with the Trading Post and SAS in obtaining new products to offer to customers
35. Spoke with the State of Michigan Tribal Affairs to ensure that the transfer of the Trading Post would not adversely affect the Tax Agreement
36. Prepared and submitted coupon redemption invoices on behalf of the Trading Post and also worked with Accounting to record expired coupons
37. Reviewed random daily reports from the Trading Post for any discrepancies and reported findings to Tom St. Dennis and the Ogema; also worked with Accounting in reviewing specific dates that appear to be questionable
38. Worked on reconciling cigarette vendor payments to the Trading Post, including the payments received that were held due to an audit from 2013

39. Worked with the Utilities Department to receive copies of their BP fuel card statements in order to better track their budget and expenses
40. Monitored the tobacco and fuel quotas to account for an adjustments in the month of December; contacted BP to discontinue exemptions for the year due to an abundance of exempt fuel in storage
41. Worked with Human Resources in updating the Tax Officer job description
42. Completed and submitted 3rd Quarter Tax Sharing report to the State of Michigan

Meetings attended this month:

1. Attended meeting with Casino Resort staff on November 1, 2017 regarding the transfer of the Trading Post
2. Met with Tom St. Dennis on November 8, 2017 and periodically throughout the month regarding updates to ongoing issues with the Trading Post

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 18 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps.
2. Attended meetings with Ogema and others for continued organizational assessment.
3. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
4. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.

5. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
6. Administered, directed and supervised all departmental activities.

The Language Coordinator accomplished the following during this month:

- 1) Developed a contract with Brickhouse Interactive to produce another website/video for Face book show "Endaaying"
- 2) Continued meeting with Jack O'Malley about the new radio show.
- 3) Sent out CD ROM orders.
- 4) Continues coordinated more details about tree planting for the spring of 2018.
- 5) Worked on Library Grant.
- 6) Reposted lessons on Face Book show "Endaaying".
- 7) Classes at Next Generation on Monday mornings.
- 8) Classes at Kennedy School on Wednesdays and Thursdays.
- 9) Classes with LRB employees and community members on Friday mornings.
- 10) Produced lessons for all classes.
- 11) Responded to Emails and calls about language, culture, CD ROM's

The Audio-Videographer accomplished the following during the month:

Position vacant after 7/12/2017, may be filled in 2018.

Tribal Historic Preservation Coordinator accomplished the following

Position vacant, not scheduled to be refilled.

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

Position vacant, not scheduled for refilling.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department

Gary M. Lewis, Utility Supervisor

November 2017, Department Report

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS

UTILITIES DEPARTMENT

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Final Pay app submitted to task force and approved for RJM-7614
- Routine Maintenance

Billing

Water	\$12,547.88
Sewer	\$21,084.51
Irrigation	\$2,166.57
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$11,222.55
Septage	\$5,573.48
Month Total	\$59,938.99
Yr. to Date Water	\$138,413.78
Yr. to Date Sewer	\$218,389.48
Yr. to Date Fire Suppression	\$80,784.00
Yr. to Date Irrigation	\$34,394.55
Yr. to Date Manistee Township	\$151,340.94
Yr. to Date Septage	\$68,102.43
Other Revenue	\$3,992.44
Credit	
Yr. to Date Total	\$695,417.62

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,484,537**
 - a. Peak Flow 83,336**
 - b. Low Flow Gallons 73,426**
 - c. Ave Daily Flow Gallons 82,817**
- 2. Gallons of Treated Waste Water SBR**
 - 1. Influent Gallons 180,815**
 - a. Peak Flow Gallons 33,550**
 - b. Low Flow Gallons 2,532**
 - c. Daily Average Gallons 6,027**
 - 2. Effluent Gallons 169,769**
 - a. Peak Flow 35,440**
 - b. Low Flow Gallons 3,201**
 - c. Daily Average Gallons 5,659**
 - e. Waste Sludge Gallons 36,000**
- 3. Lagoon**
 - a. Influent 3,257,361**
 - b. Peak Flow 123,033**
 - c. Low Flow 89,704**
 - b. Daily Average Gallons 108,579**
- 3. Septic Sewage**
 - a. Gallons 138,888**

III. Travel and Trainings