

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: *Jan 2, 2019*
~~December 14, 2018~~
Maanda Nji: Re: November, 2018 Operations Report

We respectfully submit the November, 2018 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, 2018

TABLE OF CONTENTS

Accounting	Steve Wheeler
Commerce	Vacant
Commodities	Ken LaHaye
Education	Yvonne Parsons
Enrollment	Jessica Wissner
Family Services	Jason Cross
Grants	Lyle Dorr
Health	Vacant a director
Housing	Vacant a director
Human Resources	Vacant a director
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, 2018 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. **2018 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2018 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 2018 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 2017 audit and filing with the appropriate agencies.
- 2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
- 3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
- 4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
- 5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
- 6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2015. Indirect Cost Proposals for years 2016

through 2018 have been submitted to the Interior Business Center. Work on the 2019 proposal is underway.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2019 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

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

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; AKI (10) Homes, AKI (2) 2018, and Elders (10) Complex. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of November.***
 - i. ***AKI (10) Housing- \$25,000***
 - ii. ***Elders (10) Complex – Wieland - \$303,988.03***
 - iii. ***Elders (10) Complex – Wieland – Change Order (\$2,230)contingency***
2. ***Cash Receipts; Daily cash receipts totaled for the month of November, were, \$573,461.57 the General Fund Operating Account had a total of (261) receipts.***
3. ***NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.***
4. ***Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2017. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2017.***
6. ***Audit work for 2018 Asset – Ongoing working on updating current year purchases, asset control...***
7. ***1099MISC. – 2017 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2017. Sending out some of returned 1099MISC as corrected addresses come in.***
8. ***BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.***

9. 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.

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Construction Task Force –Weekly Meeting - Thursday – review - AKI (10), and Elders Complex.

Other Meetings

- **EWS - Training**

Duties and Accomplishments –

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

Meetings Held / Attended – TERT

Trainings Held / Attended – Payroll, HR

Special Tasks / Activities Performed – Payroll input

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: 2018 IHS Self Governance Compact additional funding in the amount of \$578.00 2018 BIA Self Governance Compact additional funding in the amount of \$8,438. Documents were scanned and placed in the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
12. *The Tribe received two new grants this month: 2018-2021 OVW SDVCJ grant In the amount of \$380,000 for the time period of 10/1/18-9/30/21 and 2019 LIHEAP grant in the amount of \$179,209 for the time period of 10/1/18-9/30/20. 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. A fund number was assigned to each of the new grant awards and 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 new grant information was given to the Staff Accountant so that she could set this program up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution. Once the acceptance resolutions were received they were scanned and placed in the electronic folders and originals were placed in the Grant program booklet. A notice was sent to Purchasing, Ogema and Controller letting them know the new grant Information. A Grant program booklet was created for the person who will be administering this grant.*

13. Scott Addison from the State of MI was here to perform an audit on the MDHHS Child & Neglect Prevention grant yr. 2 on 11/30/18 at the Next Generation Learning Center. Holly Karlsen, Jason Cross and I met with Scott and a tour was given of the facility and then we sat down to go over questions that Scott had, review the financial reports submitted, go over the tracking system of students, provide documentation of evaluation mechanisms used, Holly gave an run down of how things work from the beginning when a child is enrolled, how home visits are done and much more.

14. Submitted several journal entries to Brandy Martin that needed to be made to move expenses to correct grants.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Jason Cross a few times each week.
4. Met with Valerie Chandler on different occasions.
5. Converse daily with Lyle Dorr (Grant Writer).
6. Attended meetings with the Leads, Ogema, Mary on 11/6/18, 11/8/18, 11/15/18, 11/20/18 and 11/27/18.
7. Met with Janice Grant and Gina Dalhke on different occasions.
8. Attended meeting with Jason Cross, Holly Karlsen and Scott Addison on 11/30/18.

Trainings Held/Attended

1. Attended the MIP time card training on 11/26/18.

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 420 payroll vouchers/checks through ADP.
2. Verified 13 PAF's this month which included new 4 employee(s), and 2 terminated employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 11/9 and 11/23.
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 Aflac deductions onto reconciliation spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

1. 11/5 – Call with JMT – Forms discussion including administrative setup.

2. 11/13 – Call with Christina from ADP to discuss a correction that was processed.
3. 11/13 – Call with JMT to complete EWS administrative setup on EWS server.

Trainings Held / Attended –

1. 11/29 – EWS training for Administrators and support staff.

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. Review of deduction and earnings codes to ensure they are properly setup for use with the HR module and EWS.
6. Inactivated deduction and earning codes not needed and setup a few new ones.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Working with ADP on system corrections and/or changes.
3. Updating quick reference guide for payroll as necessary.
4. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
5. Updating/reviewing employer paid life insurance premiums in ADP as necessary.
6. Ongoing training of payroll Clerk for ADP payroll processing.
7. Payroll/HR conversion to MIP.
8. Completing timeline tasks for conversion to MIP.
9. Completed per cap eligibility for the December 15th distribution.

Upcoming Projects / Tasks –

1. HR module and EWS (Employee Web Services) setup and training for future transition to MIP.
2. Dual maintenance of ADP and MIP systems until 12/16/18 when we begin using only MIP system for 1/1/19 transition.
3. Processing of year-end life insurance adjustments.
4. Processing of December per capita distribution and necessary tax reporting.
5. Calls with JMT to complete EWS/HR testing.
6. Providing a communication to supervisors/directors on how to enter Holiday and Closure time in MIP for the upcoming office closure at year-end.

ACCOUNTS PAYABLE

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

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

Meetings Held / Attended –

11/28/18 -Mandatory meeting for EWS Time Card System

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 11/5 provided training on the tribe's purchasing regulation.
2. 11/5 revised travel regulation draft regarding unforeseen emergencies expenses in accordance to Unified Legal's recommendation. Put together agenda packet and submitted to CFO, Ogema, and TC for approval.
3. 11/6 met with Post Office regarding a number of letters that the Tribe has been sent back for additional postage.
4. 11/6 provided training on the tribe's purchasing regulation.
5. 11/8 put together agenda packet for cleaning services for the office located in Muskegon.
6. 11/13 attended agenda review for Jackpine and Professional Building Service contracts.
7. 11/26 EWS Supervisor Training (payroll).
8. 11/26 data entry of 2019 purchase orders.
9. 11/27 created and solicited for Food Distribution Center proposals.
10. 11/28 sent out end of the year encumbrance reports.
11. 11/28 represented proposed changes to travel regulation during Tribal Council meeting.
12. 11/28 data entry of 2019 purchase orders.
13. 11/28 2019 USPS rate change webinar.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 287 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) Entered 2019 Budget into accounting system.
- 4) Continued work on FY2019 Indirect Cost Proposal.
- 5) Compiled 2018 Winter Property Taxes for Payment in January 2019.

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

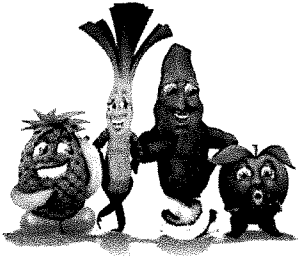
Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2019 Indirect Cost Proposal.
- 4) Disseminate FY2019 Budget R&E's
- 5) Payment of 2018 Winter Property Taxes

Expenditures Update

Total year to date expenditures for the Finance Division for November, 2018, are \$1,115,688, compared to an annual budget of \$1,228,930. Total expenses for the Finance Division for year to date November, 2018, represent 91% of the total annual budget.

Commodities
Ken LaHaye



Food Distribution Program

November 2018 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Ken LaHaye submitted department report

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

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye and Melanie filled food orders

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

Ken LaHaye ordered food for warehouse for December.

Ken and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken submitted Urban Waivers for review to the USDA.

Ken and Melanie conducted deliveries 11-6-2018 and 11-7-2018.

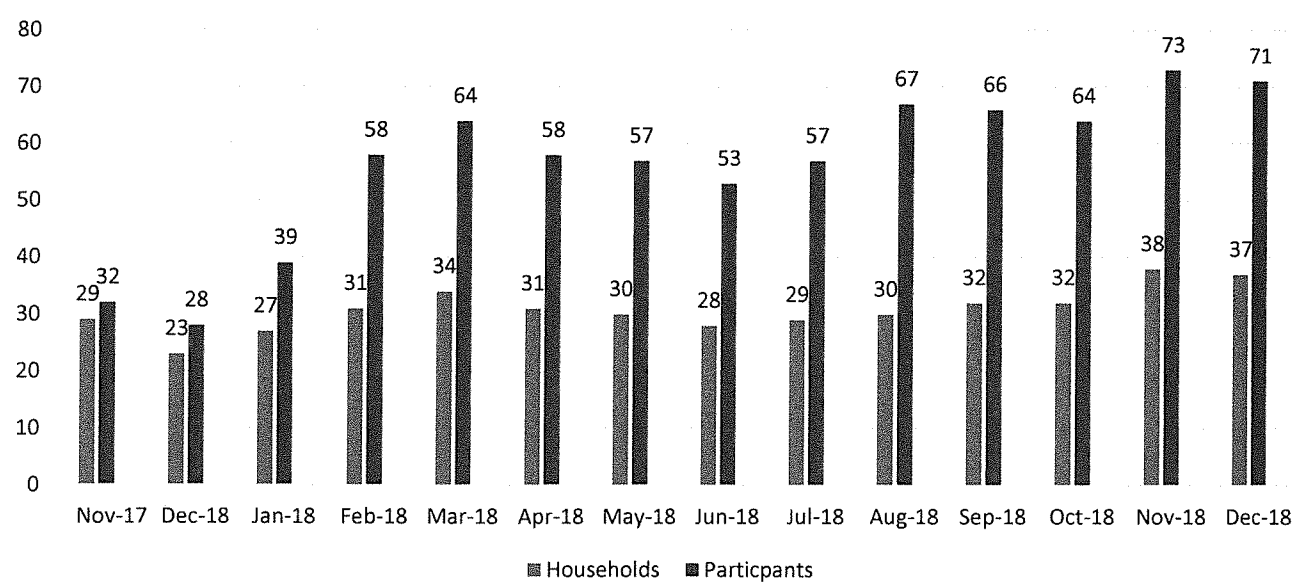
Ken is working on Urban Waivers which is an ongoing project.

Ken attended Warehouse operations conference call.

GT Refrigeration came and checked the freezer.

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

November 2018 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: 17 student received LRBOI/JOM activities funding totaling \$3072.54. 2 students received assistance for Senior Expenses totaling \$325. 4 students received assistance for driver's training totaling \$1000. 1 class ring totaling \$100.
- College Book Stipend: 1 awards for 4-8 credits, 2 award for 9+credits, total \$1300.
- Higher Education Scholarships: 3 unmet need awards were made during November totaling \$4225. 2 awards went to women, 1 to men, 1 community college students and 2 university student.
Miscellaneous- working on planning monthly family movie nights, early planning discussions for Indian Village Camp, and changes to student services for 2019 budget year

During the month of November the following meetings/events were attended:

November 8, Strategic planning meeting/discussion with Tribal Council, Yvonne Parsons attended

November 25- EWS timekeeping training, Yvonne Parsons attended

November 28- EWS timekeeping training, Debra Davis and Santana Aker attended.

Budget Expense Justification Activities performed and services rendered fall within budgeted items for the 2018 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

November Monthly Report - 2018

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

To assist all Tribal members, as needed in terms of address changes, bereavement forms, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal ID's, Per Cap Information, Direct Deposits, 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: 11 Applications forms for people seeking membership
- Mailed out: 33 Address change forms
- Created 94 New and Replacement ID's from 11/01/2018 through 11/30/2018
- 139 Addresses changed from 11/01/2018 through 11/30/2018
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0

- Extended Appeal Hearing Notice: 0
 - Notice of Blood Quantum Increase: 0
 - Reinstatement Notice: 0
 - Final Relinquishment: 0
 - Notice of Blood Quantum Determination: 0
 - Notice of Blood Quantum Breakdown change: 0
 - Denial of Blood Quantum Increase: 0
 - Denial letter: 0
 - 4 Applications received since 11/01/2018
 - List Request of membership: Tax Office, Member's Assistance, Currents, Elders Committee, Purchased and Referred Care and Clinic
 - Label Request of Membership: Housing
 - Tribal Members Label/List/Statistical Request: 0
 - Statistical Requests: Food Distribution, Tribal Court and Election Board
-
- Department Verifications:
 1. Prosecutor 78
 2. Members Assistance 20
 3. Purchased and Referred Care/EHAP 70
 4. Family Services 7
 5. Casino 1
 6. Food Distribution 1
-
- Ordering/ Correspondence
 - Enrollment Verifications to other tribes
 - Certifications of Blood Degrees
 - Certification for Spouses and Descendants for Tribal Preference
 - 4 Members passed away for the Bereavement Fund
 - Sent out 6 Tribal Flags
 - Sent out PerCap Earnings reports
 - Updated Citizen Validation folder
 - 3 Tuition Waiver Verifications
 - 418 Phone calls logged
 - Eagle Feather Permit Verifications
 - Requests for copy of Digital Copies

Meetings

- Elder's Conference – November 3rd
- Annual Enrollment Training – November 13-15th
- Employee Web Services Training – November 26th

- Total Membership: 4,209
- Total number of Elders: 1,341
- Total number of Adults (18-54): 2,482
- Total number of Minors (0-17): 386
- Total Tribal Members living in:
 - 9 County Area: 1,753
 - Outside 9 County Area: 2,376
 - Michigan: 2,752
 - Outside Michigan: 1,377
 - Undeliverable Addresses: 80

Family Services
Jason Cross

Family Services Department

November 2018 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	1
Mason	0
Lake	0
Wexford	0
Kent	1
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	6

Open Cases.....55

Total number of Tribal members served in open cases: 58

Total number of descendants served in open cases: 11

Total number of individuals served in open cases: 104

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.

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	2	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	2	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	7	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	0	0	0	0	0	0	0	0	0	0
Stephanie Persenaire Intakes	9	0	0	0	1	1	0	2	1	0
Stephanie Persenaire Open Cases	9	0	0	0	0	0	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	0	1	0	0	0	0	0
Amanda McQueen Open Cases	2	0	0	0	6	0	1	1	0	3
Worker Monthly Totals	31	0	0	0	8	1	1	3	1	3

Sandra DeVerney - Case Management

Total number living in homes served	13	0	0	0	0	0	0	0	0	0
Total number of Tribal Citizens living in homes served	9	0	0	0	0	0	0	0	0	0
Total number of descendants living in homes served	1	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	9	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	4	0	0	0	0	0	0	0	0	0
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojeuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	12	0	0	0	0	0	0	0	0	0
Contacts with LRBOI departments	8	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	60	0	0	0	0	0	0	0	0	0

Stephanie Persenaire - Case Management

Total number living in homes served	6	0	0	5	0	0	0	0	0	6
Total number of Tribal Citizens living in homes served	5	0	0	2	0	0	0	0	0	6
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	4	0	0	4	0	0	0	0	0	4
Total ICWA or ICWP where substance abuse is involved	1	0	0	0	0	0	0	0	0	1
Child Abuse/Neglect	1	0	0	1	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	1	0	0	0	0	0	1
Substantiated or Unsubstantiated by DHS	1	0	0	0	0	0	0	0	0	0
Case Pending with DHS	1	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	1	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Home	1	0	0	0	0	0	0	0	0	2
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	0	0	2	0	0	0	0	0	1
Case Reviews	1	0	0	0	0	0	0	0	0	0
Binojeuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	24	0	0	5	0	0	0	0	0	10
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	55	0	0	21	0	0	0	0	0	32

Amanda McQueen - Case Management

Total number living in homes served	7	0	0	0	22	0	5	3	0	9
Total number of Tribal Citizens living in homes served	0	0	0	0	7	0	1	1	0	3
Total number of descendants living in homes served	2	0	0	0	2	0	0	0	0	0
Total number of children living in homes served	3	0	0	0	11	0	3	1	0	3
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	2	0	0	0	0	2
Child Abuse/Neglect	1	0	0	0	0	0	1	1	0	1
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	1	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	0	1	0	1	1	0	1
Home	0	0	0	0	1	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	2
Court appearances	1	0	0	0	3	0	1	1	0	1
Home Visits	3	0	0	0	15	0	1	1	0	2
Case Reviews	2	0	0	0	6	0	1	1	0	3
Binojeuk	1	0	0	0	2	0	1	1	0	1
Contacts with outside agencies	12	0	0	0	20	0	17	3	0	14
Contacts with LRBOI departments	7	0	0	0	16	0	3	1	0	2
Tribal Elders	0	0	0	0	1	0	0	0	0	0
Other referrals	0	0	0	0	2	0	0	0	0	0
Monthly Totals	40	0	0	0	112	0	35	15	0	44

LRBOI Victim Services Program Monthly Report
November 2018

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (3); New Intake(s) (0); Cases closed (1)
 - Provided: transportation, legal assistance, and judicial advocacy.
- Attended (2) court hearing
- Had (5) client face to face meetings; (0) transports

Collaboration Efforts

- 11/13 – LRBOI VSP Task Force
- 11/14 – True North site visit
- 11/19 – MDVSART meeting

Travel & Training

- N/A

Outreach/Education

- 11/1 – Did a presentation on this program at the Serving Survivors of DV/SA Training for Legal Services Attorneys

Grants

- 11/15 – Completed VOCA 2018 Final FSR Detail Report Workbook & Narrative Program Report

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (4); New Intake(s) (0); Cases closed (0)
- Provided: Ed. Material, Transportation assistance, and Legal Assistance Services
- Attended (3) court hearing
- Face to face meetings w/clients (6)

Outreach

- United States Army Recruiters Office
- Henrietta Hadley Age Well Services
- Mary Patton Vulnerable Victim Specialist
- Shaun Roberts Community Supports Coordinator Health West

Training/Webinars

- 11/1 – Servicing Survivors of DV & SA for legal services attorneys and service providers
- 11/5 – DV & Housing Across Tribal Nations
- 11/6 – Financial Exploitation & Abuse of Older Adults
- 11/6 – Evidence-Based & Emerging Interventions for Children Exposed to DV
- 11/6 – Student Principals & Practices
- 11/7 – Workplace Policies & How They Support or Contradict Core Values
- 11/7 – Providing Support through Organizational Transitions
- 11/14 – Safety for Native Women: VAWA 101 Primer
- 11/20 – Are Children in Therapy More Likely to Be Poly-victims?
- 11/20 – “I Just Know It” What Can We Expect From our Youngest Witness?

- 11/26 – 50 Shades of the impact of Pornography
- 11/27 – LRBOI EWS Training
- 11/28 – Abusive Head Trauma Evidence Admissibility at Trial
- 11/28 – Best Practices in the Treatment of Abused Children in their Families
- 11/29 – Caught in the Crossfire: How the abuse of animal w/family violence
- 11/29 - Child Abuse Investigations in Meth Lab Cases
- 11/29 – Child Development 101

Collaboration

- 11/13 – LRBO VSP Task Force
- 11/19 – Newaygo Co. WISE shelter visit
- 11/20 – Ottawa Co. LAADSV meeting
- 11/28 – Muskegon DV & SA Task Force
- 11/28 – Muskegon Human Trafficking meeting

Charlotte Campbell (Manistee Victim Advocate)

Advocacy/Case Management

- Current: Open Cases (1); New Intake(s) (0); Cases closed (0)
- (0) face to face; (0) transports

Collaborative Meetings

- 11/9 – Mason, Lake, & Oceana DV/SA Task Force meeting
- 11/6 – HSCB Manistee meeting
- 11/13 – LRBOI VSP Task Force meeting
- 11/19 – Manistee DVSART meeting

Outreach

- 10/11 – Clothesline Project at Elders Lunch
- 10/12 – Clothesline Project at Government Center
- 10/13 – LRBOI Membership Meeting
- 10/17 – Melissa Dohme-Hill DV Event

Trainings/Webinars

- 11/5 – Building Girls Protective Assets In Indian Co.
- 11/5 – Transforming Care in Tribal Comm. for SA survivors through partnership & global
- 11/5 – Providing a Response to SA remote from the emergency room
- 11/6 – Fighting trafficking w/the Power of Forensic Science
- 11/28 – LRBOI EWS training
- 11/30 – Media Literacy & the Social Normalization of Stalking

Next Generation Learning Center-November 2018

Enrollment Statistics:

111 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)	12	6	6	4	3	4
Toddler Classroom (2-3 years old)	14	7	7	3	2	4
Maple Preschool (GSRP)	16	16	0	5	0	2
Poplar Preschool (Head Start)	17	17	0	8	3	4
Cedar Preschool (Head Start/Tuition)	24	18	6	2	4	2
School Age (5-12 years)	28	0 School in Session	28	3	3	5
Totals	109	62	47	22	14	20
Percentages		57%	43%	20%	13%	18%

Current Center Happenings:

- NGLC has 57 children attending one of our preschool programs. We now offer three different preschool programs for families-two of these programs are free to families that qualify. Three children are currently on a wait list for Head Start.
- Cherie, one on our NGLC Teacher’s Aide has passed her CDL test, and two endorsements to drive the bus for Head Start. She will now begin driving for 20 hours and then will go to Grand Rapids for her driving test.
- Michigan Works continues to be within the center on Wednesdays as a satellite location.
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning.
- Inter-Tribal Council of MI will be holding their Head Start meeting and visit at NGLC during the month of December.
- Manistee Area Chamber Leadership class toured NGLC as part of their Education Day
- NGLC held the first Parent Advisory Meeting of the school year
- Parent/Teacher Conferences and Family Night was held at the center on 11/29/18
- Children’s Trust Fund Audit was completed with minimal follow-up
- Eight children currently receive Early On (early intervention special education) or MISD special education services while attending NGLC-2 children receive ABA Therapy for Children with Autism. Early On continue to hold their monthly playgroups at NGLC.
- NGLC has a wait list of 63 children.

Upcoming Events:

- 12/5-12/7/18: Inter-Tribal Council of Head Start Visit and Meeting
- 12/21-1/7/18: NGLC Head Start and GSRP on Winter Break
- 12/24-12/25/18: NGLC Closed for all programming

LRBOI Be Da Bin Behavioral Health November 2018 Report

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

Angela Schwandt left on maternal leave this month.

November 7, 2018, Dottie Batchelder presented Overdose Prevention training to Manistee Downtown merchants (8 businesses were represented, 9 attended).

November 9, 2018, Dottie Batchelder presented at the Bear Lake Schools for Overdose Prevention for teachers and support staff (26 attended).

November 13, 2018, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

November 20, 2018, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

Sujean Drake and Dottie Batchelder attended the mandatory EWS trainings.

Be Da Bin Staff: Dottie Batchelder has been busy with startup of the STR/TOTR and Tribal Prevention Grants. This month she has attended the Northern Michigan Recovery Residences Board meetings, planning meetings for the events with opioid epidemic community partners, SEA, and presentations on Overdose prevention. Sujean Drake has been busy with the beginning of the Mental Health Block Grant (tele-psych) and seeing clients. Dottie assisted with the Traditional Healer.

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor:

16/7 Individual/Recovery Clients

173 Client Contacts for Services

174 Counseling/Administration Hours Delivered

Total Client Service Delivery: 340

Mental Health Counselor/Tele-psychiatry:

39 Individual Clients

106 + Client Contacts for Services

Counseling/Administration Hours Delivered

Total Client Service Delivery:

Mental Health Counselor: on maternity leave

Individual Clients

To get on the RPMS system soon.

Traditional Healing: 8 Individual Client Contacts (2 no shows)

Many no shows this month for all staff.

Departmental Monthly Events & Needs

Meetings:

Pokagon NGLC visit – 11/2/18
HSCB – 11/6/18
Org chart work session – 13/18
Chamber of Commerce education day – 11/14/18
True North site visit – 11/14/18
CIT Meeting – 11/13/18
Work session with Kate Fort – 11/19/18
Work session member's assistance – 11/20/18
CTF audit – 11/30/18
TOR conference call – 11/30/18
West Michigan Community mental health – 11/30/18

Travel and Trainings:

ICWA/MIFPA Training for BCS 1 – 11/27/18

Court

LRBOI – 4
Ottawa County – 1
Wisconsin - 1

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW
Director of Family Services

Grants
Lyle Dorr

Grants Department Monthly Report

November 2018

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.
- ∞ **As of 11/30/2018 this grant has not be posted (Michelle P. has heard from the persons who announced this that it has been pushed back into early 2019)**: Based on information from the GLIHA quarterly meeting (May 1 at Soaring Eagle) that Frank had me attend with Michelle and him, an upcoming competitive grant Recovery Act Development Process (RADP) in August or September. We received \$2M a few years ago when it came out. It will be important to have a Housing Director in place when going for this grant as these grants ask for credentials of management personnel.

Court:

- ∞ **OVC Grant Application: Shayne received this grant and is moving forward she should be in motion by the end of November and has 3 years to develop the initiative.** Worked with Shayne and Jason re: funding from the Office of Violence of Crime (OVC). Funding would be near \$200,000 a year for 3 years to fund a Rehabilitation Specialist to work with Tribal members in the justice system. It would also provide funding for other items not covered under existing grants.

EDC:

- **Met with Tom, Council, the casino management and others (Nov 13th) to discuss solar energy investment for the Casino and potentially the entire tribe.** They decided to shorten the meeting and have me with two Council members, Jamie and Ron W. attend the 2nd Annual Seminole Renewable Energy Conference in February 2019. After attending this event, we will reconvene and explore if there is potential for either commerce or the government to take advantage of grants for renewable energy development. In talking with Tammy, I will not be writing grants for EDC as they are separate from government operations, but can collaborate and share information.

Family Services/ Be-Da-Bin:

- ∅ No current applications being sought and none pending.

Food Distribution:

- ∞ Ken's program is exploding to twice the original size when he took over a year ago (they have now reached 38 households/73 participates, which is up from 29 households/32 participants a year ago) necessitating a push to find the funding for a new or renovated facility that will have the capacity to serve the members.

- HUD has a \$700,000 matching grant available for Tribe infrastructure development due Jan 7, 2019. Ken and I go before Council in a work session 12/3/18 to gain permission to seek it out. There is a 25% match that will require \$100,000 to \$180,000 match by the Tribe depending on the finale cost.

Historic Preservation:

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

Maintenance:

- ∞ **Consumers Energy Contract and subcontractors are signed work will begin in October:** Maintenance began clearing the easement for Consumers Electric. The easement agreement will be signed in November which will allow CE to begin their work on burying a new transmission cable.

Natural Resources:

- **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The temporary trailer is set and hooked-up to electrical. Once Ozone data is backed-up by the EPA the equipment will be transferred and the brown modular will be removed. **Note: this will open the site up for installation of a pole barn garage for the Public Safety vehicles (funding is already secured for the garage).**

Public Safety:

- ∞ **New Car Garage for 2019:** We have found unspent carryover funds near \$500,000. Robert would like garages for his vehicles. The new structure may go where the Brown modular is currently that we are removing. I will be assisting in the process to get this project initiated. **We are trying to locate someone to complete drawings for us so that we can put it out to bid for construction in the Spring of 2019 one has declined the work due to being overloaded, one quote has come back a bit high, and one other is yet to come.**
- ∞ **Maintenance is working on removing the Brown Modular (still waiting on Tom to get everything out of the Brown modular),** which will allow for Robert to place his garage in that area. They will completely remove the modular in the first couple of weeks in November. Monitoring equipment will be moved to a temporary trailer.

Water/Waste:

- ∅ **No updates at this time**

Special Projects:

- Exploring with IT the acquisition of a Document Management System: **In-person demo with key personnel affected by it will be held here December 11, 2018 at 10:30am.** This will allow easy conversion of our much older documents into a PDF searchable format. Benefits to this will extend across all departments of government, but especially member searches of archived resolutions and policies, Unified Legal searches and clean-up of laws that conflict, Family Services developing an effective central intake system.
- ∞ Continue on the TERT committee: **The is a March 2019 Tribal oriented training that members of the committee are considering attending.**

Health
Vacant a Director



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

From: Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Keith Jacque, Chief Pharmacist

Date: December 05, 2018

Re: November 2018 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 2018. This report will reflect aggregate supplemental information from lead staff members Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

November 2, 2018 – Bob Davis, Health Services Director and Tammy Bowen, Health Services Lead held a staff meeting with direct clinic care staff.

November 2, 2019 – Bob Davis, Health Services Director retired from LRBOI.

November 6, 2018 – Bemidji Area Office personnel as well as personnel from a firm hired by Indian Health Services were onsite to perform a facilities condition assessment.

November 26, 2018, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist attended the EWS training for Supervisors at the Justice Center.

Forest County Pottawatomi Insurance Department submitted 106 claims on behalf of Little River in the amount of \$21,316.51 for third party reimbursement.

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

CLINIC OPERATIONS:

217 patients scheduled

16 patients NO-SHOW to scheduled appointments

15 patients provided SAME DAY appointments for emergent matters**

54 cancelled appointments

162 patients attending CLINIC PHYSICIAN appointments**

19 patients PHONE TRIAGE**

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

80 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN NOVEMBER (Total Patient Volume): 659

Diabetic patients: 58

Flu Vaccines: 32

Injections: 30

Nursing Visits: 4 **

On-site Labs: 142

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,331

DIRECT CALLS TO CLINIC OPERATIONS: 280

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 1,077

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 25

TRAVEL HOURS: 44 ¼

SERVICE HOURS: 28

NUMBER SERVED: 27

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 192 ½ hours

COMMUNITY VISITS: 16

TRAVEL HOURS: ½

SERVICE HOURS: 3

NUMBER SERVED: 16

HOME VISITS: 15

TRAVEL HOURS: 18

SERVICE HOURS: 10 ½

NUMBER SERVED: 15

GOV'T BUILDING VISITS: 3

SERVICE HOURS: 2

NUMBER SERVED: 3

PHONE CALLS: 99

CALLS – UNABLE TO CONTACT: 61

HOME VISITS SCHEDULED: 21

HOME VISITS REFUSED: 6

HOME VISITS CANCELLED BY PATIENT: 3

HOME VISITS RESCHEDULED: 3

HOME VISITS CANCELLED BY CHR: 1

DUE TO TRANSPORT: 1

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 1

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

TRAVEL HOURS: 2

SERVICE HOURS: ¾

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 64 ¾

TOTAL SERVICE HOURS: 44 ¼

TOTAL CLIENTS SERVED: 64

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$138,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1660

TOTAL PRC PAID IN NOVEMBER: \$99,675.56

PHARMACY/OTHER: \$35,786.41

DENTAL: \$13,952.75

TOTAL PATIENTS: 221 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 469

TOTAL CLAIMS ENTERED: 388

TOTAL PRC PAID 2018: \$946,520.45

TOTAL EHAP PAID IN NOVEMBER: \$38,636.73

TOTAL EHAP PAID 2018: \$361,395.87

TOTAL ENROLLED EHAP/LRBOI: 1321

NEW APPLICATIONS MAILED OR GIVEN: 47

REASSESSMENTS MAILED OR GIVEN: 142

MEDICARE LIKE RATE (MLR) Savings for NOVEMBER 2018

Claims submitted: 44 \$86,241.11 (total submitted)

-\$20,826.87 (what we paid)

\$65,414.24 (total savings)

PATIENT BENEFIT COORDINATORS: NOVEMBER 2018

Assisted with on-line applications: 3

Webinars/Trainings: 2

Phone calls: 376

New Patient Registration: 4

Referrals to Other Departments: 0

**Both Teresa Callis and Roberta Davis perform the daily Patient Registration duties
For the clinic patients.

PHARMACY

Active patients: 299

Prescriptions filled: 1131

Insurance charges: \$95,517.28

Insurance payments received: \$94,941.64

Non-member cash/copays received: \$447.85

PRC-equivalent write offs:

LRBOI: \$21,337.46

Other Tribes: \$1,029.00

TOTAL: \$22,366.46

Housing
Vacant a director



Little River Band of Ottawa Indians
Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT
Report to the Ogema
For November 2018

Staff

Michelle Pepera – Administrative Assistant

Chad Gehrke – Grants Clerk

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

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. Construction continues on the Elders Apartment Complex at Aki maadiziwin.
- B. The department met twice this month with Elise McGowan-Cuellan Staff Attorney's and Bill Willis, Members Services Lead.
- C. The salt spreader was installed on the 2018 Chevrolet 2500 Silverado maintenance truck.
- D. The department mailed out a letter/survey for the Housing Commission to all tenants at Aki maadiziwin that live in fair market housing to see if they are interested in purchasing their rental unit. The program is called Native Independent Home Ownership Program. (please see attachment)
- E. The department attended training on the new time clock system (EWS).
- F. During the month the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 2
 - New leases: 0
 - Annual Inspections: 3
 - 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 2018 in the amount of \$75,000, with additional funding of \$15,000.00 by Housing Department budget modification.

Applications received this month: 2

Number of Awards made during the month: 1

Amount of Awards made for the Month: \$5000.00

Total Number of Awards made during the Year: 16

Total Amount of Awards for the Year: \$73,611.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 3
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Johnson & Wood LLC the tribes HVAC sole source company is continuing with the annual preventative maintenance inspections on the mechanical items in all the homes.
- B. Please see the attached daily log kept by the Housing Maintenance Technicians. This log is not intended to be an in depth description of the work performed each day, but instead a snap shot of their daily activities.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 69 rental units in total of which 68 were rented giving us an occupancy rating of 99%.

- A. Aki has 45 income based rental units of which 45 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.
- B. Aki has 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

- A. None

VI. Plans for the Future.

- H. Continue construction of the Elders Apartment Complex at Aki maadiziwin.

VII. Other Information

- A. None

**End of Report
Michelle L. Pepera
Administrative Assistant
December 5, 2018**

Attachments: October 2018 daily maintenance log, attachment
Letter/Survey from the Housing Commission

Cc: File

Housing 2018
Daily Worksheet

Date 11-26 Salted lots / walks

Replaced toilet with Highrise Elongated @ 2711 OC
Replaced bulbs and purchased More bulbs for snowflakes

Date 11-27 Salted lots / walks

hung snowflakes, Called Tim @ Mears about plan lights
Submitted BIA Worksheet, Inspected Door weatherstrip
and Fridge door @ 2690 OC
New EWS Training

Date 11-28 Cleared humidifier Drain hose @ 2708 OC

Got Quotes for handrail tooling, AC and DC powered
band Nailers for shop, Quote for Black Nitile Glove
Case, Cleaned up toilet from 2701 OC store for possible
future use

New EWS Training

Date 11-29 Salted lots + walks, Cleared shop lot

Checked plasher for proper operation after investigating with
other tenants with same Model @ 2693 OC, Picked up water heater
from EUNA Driver @ Casino for 2480 OC

New EWS Training

Date 11-30 Mileage, Receipts, Daily logs EOM paperwork

Salted lots + walks, Clean organize Salt bag, Remove
trash from Shop area, Put toilet into storage, got
Christmas totes down for Monday, Annual inspection @ 2696 OC
Cleaned windows, Mirrors on Grey truck

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 11-5 Start Winter hrs team - 2³⁰ pm, Cleaned and repaired and tested Dryer @ Shop, Installed Blower and back blade on Kubota tractor, For Installed new photo cell Eye For street lamps, installed tenant supplied shower head and Inspected washer @ 269.3 OC

Date 11-6 took New truck to Mears Service Center for Salter install, Installed Plexi Glass on Fireplace @ 2708 OC
Cleaned bathroom @ Shop

Date 11-7 Got Quote From Gillroy's For new outdoor lights @ shop, Replaced Tenant supplied Toilet Seat @ 2641 OC
② Got Quote For winter gloves and glasses From Fastenall
Clean and organize work bench @ Shop, checked underside of Greg truck

Date 11-8 Installed Pole Covers For sledding hill, cleaned up power tools and started cleaning/organizing wood/Paint Shop area, Installed Salter on Greg truck verified working

Date 11-9 Continued Cleaning wood shop area, Picked up New truck From Mears, Went over work orders/annual inspections with MP Picked up Egress window Cover From Carter Lumber

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 11-12 Holiday

Date 11-13 Plowed and salted lots + walks, Cleaned Drives
Submitted Final Lawn Maint Worksheet For Season
Staged Salt bag For Loading salters, Receipts and
Completed Work Orders, Attached plow to Red Housing
Truck

Date 11-14 Checked Street light back half of Circle, Breaker
tripped, reset covered Photo Eye breaker tripped again
Emailled other Maintenance for Light info, Email MP to have
C&I look @ Lights, spoke to Builder about clearing snow from
Job site for Deliveries, Installed Egress Window Cover @ 2638.00
Received Plow list/Map for season (62 and older), Unplugged toilet
@ 2670.00

Date 11-15 Checked walks and lots, Checked for plumbing leak
@ 2581.00, No leaks found, Checked pricing and availability
of toilet and materials to install for Elders @ 2711.00 from
Home Depot, Checked on appliance parts on backorder, Cleared
sidewalks, Fueled Red truck

Date 11-16 Picked up turkeys from Casino ~~ware~~ loading area
got Quote for plow light and snow brush for new truck
Installed mounting bracket for salter vibrator in new truck
Salted Hill, scraped hill,

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 11-19 Picked up Plow Straps and snow brush for new truck,
Five new Light Fixtures for exterior of Shop, High rise toilet,
Seat, ring, supply line for 2711 OC Elder unit
Talk to Johnson + Wood about used water heaters being removed
Scheduled light fixture replacement for 2677 OC

Date 11-20 Installed new Exterior Lights @ Shop,
Installed 2 new Light Fixtures in hallway @ 2677 OC
Spoke to Scott from C+I about Street lights
Installed Straps on new plow truck, Emailed B. Evers @ Berger
about plow truck lights

Date 11-21 Salted Lots + walks, Filled totes at entrances
Handed in Receipt for Shop Lights, Tightened Shower handle
Installed new Microwave, checked on water heater Dave
from SW to look at it @ 2596 IC

Date 11-22 Holiday

Date 11-23 Holiday

Thank you for filling out this Daily Worksheet

Little River Band of Ottawa Indians



Housing Commission
2608 Government Center
Manistee, Michigan 49660

November 21, 2018

Fair Market Housing Residents,

It has been brought to the attention of the Housing Commission that many of you are interested in purchasing the homes that you are currently living in. In response, the Commission has been working on a program that will assist the residents of fair market homes to purchase their homes.

On December 13, 2018, at 1:00pm and on December 15, 2018, at 10:00am, the Housing Commission will have meetings open to fair market housing residents to discuss purchasing homes. Potential lenders and Housing Department employees will present information about financing purchase of homes and the LRBOI down payment assistance program. If you are interested in purchasing your home, attendance to this meeting is mandatory.

If you have any questions and to RSVP by December 3, 2018, please contact Michelle Pepera in Housing at (231) 398-6875. Please fill out the survey included in this letter and return to the Housing Department by December 3, 2018. Returned survey participants will be entered into a raffle for a prize announced December 3, 2018.¹

Thank you,

Judy Hardenburgh

Housing Commission Chairperson

¹ All responses will be kept confidential.

Native Independent Home Ownership Program

Name: _____

Please select what is best describes you:

- ☐ I want to purchase the home I am in.
- ☐ I want to purchase my home but it is not a good time right now.
- ☐ I want to purchase a home, but not here in Aki.
- ☐ I do not want to purchase a home at this time.
- ☐ I do not have any interest in purchasing my home.

Thank you,

Housing Commission

Please know that your response will be kept confidential.

SAVE THE DATE

December 13, 2018, 1:00pm at AKI Community Center

Or

December 15, 2018, 10:00am at AKI Community Center



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

From: Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Keith Jacque, Chief Pharmacist

Date: December 05, 2018

Re: November 2018 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 2018. This report will reflect aggregate supplemental information from lead staff members Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

November 2, 2018 – Bob Davis, Health Services Director and Tammy Bowen, Health Services Lead held a staff meeting with direct clinic care staff.

November 2, 2019 – Bob Davis, Health Services Director retired from LRBOI.

November 6, 2018 – Bemidji Area Office personnel as well as personnel from a firm hired by Indian Health Services were onsite to perform a facilities condition assessment.

November 26, 2018, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist attended the EWS training for Supervisors at the Justice Center.

Forest County Pottawatomi Insurance Department submitted 106 claims on behalf of Little River in the amount of \$21,316.51 for third party reimbursement.

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

CLINIC OPERATIONS:

217 patients scheduled

16 patients NO-SHOW to scheduled appointments

15 patients provided SAME DAY appointments for emergent matters**

54 cancelled appointments

162 patients attending CLINIC PHYSICIAN appointments**

19 patients PHONE TRIAGE**

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

80 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN NOVEMBER (Total Patient Volume): 659

Diabetic patients: 58

Flu Vaccines: 32

Injections: 30

Nursing Visits: 4 **

On-site Labs: 142

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,331

DIRECT CALLS TO CLINIC OPERATIONS: 280

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 1,077

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 25

TRAVEL HOURS: 44 ¼

SERVICE HOURS: 28

NUMBER SERVED: 27

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 192 ½ hours

COMMUNITY VISITS: 16

TRAVEL HOURS: ½

SERVICE HOURS: 3

NUMBER SERVED: 16

HOME VISITS: 15

TRAVEL HOURS: 18

SERVICE HOURS: 10 ½

NUMBER SERVED: 15

GOV'T BUILDING VISITS: 3

SERVICE HOURS: 2

NUMBER SERVED: 3

PHONE CALLS: 99

CALLS – UNABLE TO CONTACT: 61

HOME VISITS SCHEDULED: 21

HOME VISITS REFUSED: 6

HOME VISITS CANCELLED BY PATIENT: 3

HOME VISITS RESCHEDULED: 3

HOME VISITS CANCELLED BY CHR: 1

DUE TO TRANSPORT: 1

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 1

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

TRAVEL HOURS: 2

SERVICE HOURS: ¾

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 64 ¾

TOTAL SERVICE HOURS: 44 ¼

TOTAL CLIENTS SERVED: 64

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$138,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1660

TOTAL PRC PAID IN NOVEMBER: \$99,675.56

PHARMACY/OTHER: \$35,786.41

DENTAL: \$13,952.75

TOTAL PATIENTS: 221 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 469

TOTAL CLAIMS ENTERED: 388

TOTAL PRC PAID 2018: \$946,520.45

TOTAL EHAP PAID IN NOVEMBER: \$38,636.73

TOTAL EHAP PAID 2018: \$361,395.87

TOTAL ENROLLED EHAP/LRBOI: 1321

NEW APPLICATIONS MAILED OR GIVEN: 47

REASSESSMENTS MAILED OR GIVEN: 142

MEDICARE LIKE RATE (MLR) Savings for NOVEMBER 2018

Claims submitted: 44 \$86,241.11 (total submitted)

-\$20,826.87 (what we paid)

\$65,414.24 (total savings)

PATIENT BENEFIT COORDINATORS: NOVEMBER 2018

Assisted with on-line applications: 3

Webinars/Trainings: 2

Phone calls: 376

New Patient Registration: 4

Referrals to Other Departments: 0

****Both Teresa Callis and Roberta Davis perform the daily Patient Registration duties
For the clinic patients.**

PHARMACY

Active patients: 299

Prescriptions filled: 1131

Insurance charges: \$95,517.28

Insurance payments received: \$94,941.64

Non-member cash/copays received: \$447.85

PRC-equivalent write offs:

 LRBOI: \$21,337.46

 Other Tribes: \$1,029.00

 TOTAL: \$22,366.46

Human Resources
Vacant a director

HUMAN RESOURCES DEPARTMENT

November 2018 MONTHLY

REPORT

Hiring/Recruiting November 2018:

In November, HR has a few postings on-going, NGLC has one (1) until filled posting but interviews have been granted and a candidate was chosen and started the last week in November. IT has two (2) positions posted – until filled, the IT Technician posting netted us a fine candidate and he started the last week in November as well. The Systems Administration position remains open.

Health Services posting position of Staff Physician, Health Services Director and a Staff Pharmacist. All postings were posted as “until filled” and interviews for qualified candidates are being set up and some have started for the Staff Pharmacist.

HR Director and Housing Director remain open. The new recruiter has not offered no candidates for the Housing Director and to HR’s knowledge any interviews took place. No contact from recruiter in November to update us.

The Comptroller General position has been offered, accepted and the chosen candidate has been welcomed aboard during the second week in November.

All hiring/recruiting is in accordance (Tribal Preference) with Ordinance #15-600-02. Recruiting is facilitated with electronic information on the Tribal Website, Michigan Works and organizations specific to the position. The tribe has utilized Indeed, MI Talent, Casino Careers, local newspaper and others coordinated with the Department Leaders.

Human Resources Statistical Reporting:

The tribal demographics is did not reflect much of a change in November due to three (3) new hires being processed (+3) to the government employee list and no terminations were done.

Demographics information is given to the Bureau of Labor Statistics monthly, information given is usually limited to Total employees of organization, reasons for large changes in employees numbers (+ or -) and how many women are employed in the organization.

Training

Training for MIP will take place in late November and will remain ongoing.

ADP to MIP

Trainings will be set up for the conversion from ADP to MIP; those are took place in late November. HR is working with accounting/payroll to make sure all data needed is in ADP for a smoother upload conversion to MIP. Trainings are set up for the week of November 26, 2018 through November 29, 2018. George (IT) is taking registration for this mandatory training and will offer refreshers until our dual payroll starting the week of December 17.

MVR Updates

Yearly update processing of MVR's began in August and through November. Some Departments and employees remain, trickling at this point but should be completed by mid-December.

Other Things in the Here and Now - others on the Horizon

Job Descriptions, compensation, performance evaluations/reviews, file repair. Job Descriptions are ongoing with some actually signed by Ogema and Directors, and put in the appropriate HR files. Everyone getting in postings for the new budget year for the position that need to be filled. All handed in job requisitions will be posted during the first two weeks back in 2019.

Benefits:

Policy Updates

Policy updates are still on going. Unified Legal is still in the process of fine-tuning the HR forms to be in line with the policies in the new Manual. Many have already have replaced the old ones on the L-drive. HR has received back most of the receipts for the New Manuals. HR will be sending emails out when all the new forms are on the L-drive for use. Some forms have been finished while some are still in the process. Updates/corrections for the new manual are still being considered and changes made. The new and improved manual will be put up for 30-day review, hopefully sometime in last November, early December as HR was informed.

Benefits

Benefit reconciliation is still ongoing; the hope is that they will be brought up to the current month, quarter, year depending on the benefit and reports needed. Health/Medical benefit reconciliation remains behind.

Open enrollment went well according to the Benefits Administrator. AFLAC was here the week after, due to scheduling conflicts. A few employees made changes or set up new accounts with the representatives.

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
November 2018

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. The replacement disk storage array has been received. Installation is scheduled for early December.
2. Training for new payroll, time and attendance system was conducted, makeup and refresher training to continue into December.
3. 172 new IT work orders were opened in November 2018 and 186 IT work orders were completed in November 2018.

Meetings Held / Attended –

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

Trainings Held / Attended –

1. Share point Training has been placed on hold due to IT Personnel reassignment.

Special Tasks / Activities Performed –

1. Upgrade of video surveillance at the Justice Center is on hold due to lack of IT Personnel to install and configure the equipment.
2. Wireless and security upgrades for NGLC are on hold due to the lack IT Personnel to work on it and lack of funding.
3. New time clock and attendance system training completed by consultant, makeup sessions and additional training will be available.

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 6, 2018
Re: November 2018 report of activities

Number of tribal members assisted on new issues 70

Number of referrals received 2

Number of continuing cases: 70

Types of legal issues:

Child support	Collections
Probate Estate	Child Advocacy Center
Divorce	Real Estate
Small Claims	Residential Lease
Garnishment	Security Deposit
Wills	Scams
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Agreements	Parenting Time
Trusts	General Civil
Contracts	Conservator - Adult
Limited Power of Attorney – Minor	Certificate of Trust Existence
Guardian – Minor	Stipulated Civil Order
Landlord – Tenant Issues	Guardian – Adult
Adoption	Eviction
Objection to Personal Protection Order	Change of Custody
Child Protection Services	Small Probate Estate
Retention of Security Deposit	Personal Injury
Change of Custody	Libel
Mortgages	Per Capita

Driver's License	Income Taxes
Probate Estate – Out of State	Funeral
Payment Plan for Income Taxes	Representative Payee
Voluntary Psych Commitment	Civil Appeal
Modification of Adult Guardian	ICWA
Dissolve Corporation	Subpoena
Abandonment of Child	Residential Rental
Amendment to LLC	Bankruptcy
Arrest Warrant	Quit Claim Deed
Issues with School and Child	Modify Adult Conservator
Parenting Time with Child who has a Guardian	Expungement Criminal Record
Lady Bird Deed	Abuse/Neglect Minor
Adult Guardian and Conservator – Out of State	

Presentation at the Elder's Conference

Attended Family Law Conference

Attended EWS training

Sample of Work Performed:

Assisted a tribal member obtain a court order for specific parenting time with their child when the other parent was not allowing parenting time with their child

Assisted a tribal member obtain guardianship over their adult child who was in an accident

Assisted a tribal member evict a tenant that was in their home under a lease executed by the prior owner of the property

Assisted a tribal member dissolve their corporation

Assisted a tribal member modify their divorce judgment

Assisted a tribal member who needed to obtain guardianship and conservatorship over a family member in another state

Maintenance
Rusty Smith

Facilities Management Department Report

De-Ahna Underwood

November 2018

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS FACILITIES MANAGEMENT DEPARTMENT

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

The EVS Techs stay very active in their daily routine of keeping the Government Center and the other office buildings clean and sanitized. Now this with being the winter season, we have the lobby mats to keep clean of side walk salt. 30 work orders were submitted and completed for the month of November. The maintenance work order requests included, but not limited to hanging up a white board, repairing walls, relocating a couple employee offices, swapping out desks and other office furniture for employees, reinstalled snow plow markers and slip and fall signs at all the buildings.

NGLC: The pigeons are persistent. A netting was put under the trellis and on the sides of the pavilion.

EDC: While they find a new handy man, the technicians have been helping with residential and commercial repairs.

Automotive

The mechanic worked on the Department's vehicles, plows and salters. As well as various vehicles for Public Safety, Natural Resources, and Utilities.

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 2018 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – 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-16-J72 \$312,000
 - i. Total expensed \$249,769.68
 - ii. Budget remaining 9%
 - iii. 23 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
5	2	1	0	11	0	1	1	0	2

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

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

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

3. Food Assistance Program

- b. Budget \$45,000
- c. Total expensed YTD \$34,650.00
- d. 23% Remaining
- e. 172 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
56	10	5	2	36	4	1	8	4	46

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$23,378.15
- h. 33% Remaining
- i. 53 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
18	3	3	2	8	0	0	2	2	15

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$24,803.08
- l. 38% Remaining
- m. 124 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
37	5	4	2	24	2	4	5	1	40

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

- a. Total Budget \$35,490
- b. Total expensed to date \$114,758.17
- c. 12 total households accessing this program to date.

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

7. Elder Chore Program

- d. Total Budget \$15,000
- e. Total expensed YTD \$11,805
- f. 21% Remaining
- g. 54 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	2	2	2	10	0	2	1	2	12

8. Emergency Transportation

- h. Total Budget \$25,000
- i. Total expensed YTD \$15,918.71
- j. 36% Remaining
- k. 69 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
32	2	0	1	7	1	0	3	2	21

9. LRBOI Home Repair Program

- l. Total budget \$107,000
- m. Total expensed YTD \$63,236.44
- n. 41% Remaining
- o. 14 members accessed this program

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

10. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$309,550
- r. 32% Remaining
- s. 41 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	3	2	0	7	3	0	3	0	16

11. Elders Insurance

- t. Cost per Elder \$210.02 Medical and \$108.00 prescription benefit per month.
- u. 294 Elders enrolled in program.

12. Department Ongoing Activities

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

13. Applications

Mailed	Picked up	Emailed	Faxed
320	29	165	52

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
122	115	41	18	102	109	53	28	3	2

14. Office Visits

- z. 19 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

**November 2018 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- **Managed budgets**
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA GLRI
- Staff Management ADP
- Monthly Staff Activities Reporting
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Adult sturgeon data management
- Sturgeon Rearing Facility “SRF” building contractor coordination.
- Great Lakes fisheries data entry and management
- Data entry and analysis for the wild Rice fish community project
- Inland fisheries scale imaging data entry
- Inland fisheries data entry/management
- 2019 work plan preparation draft
- BIA FY2019 grant application drafting
- Grant management and submitted semi-annual reports
- Fish Distribution to members

Equipment maintenance/Field Work/Lab Work:

- Next Generation Learning Center sturgeon measurements
- Prepared for Juvenile Sturgeon sampling in Muskegon Lake
- Muskegon sturgeon sampling 5th-9th
- Assisted GL with LAT lift and processing
- Net maintenance/Net packing Net tying
- Fall lake Trout spawning assessments
- Great Lakes fish aging structure imaging
- Inland Fisheries scale imaging and data entry
- Inland fish scale Imaging for aging and data entry
- Great Lakes gear and work area clean-up
- Great Lakes Truck/Boat maintenance
- Great Lakes Fisheries Assessment Program Gear prep/Gear maintenance
- Fall lake trout spawning assessment net prep
- Boat / Trailer Maintenance and repairs
- Boat Maintenance
- Winterization of equipment
- Repair and fabrication of broken and worn survey equipment
- Blue work area Clean Up

Meetings/Training/Travel/Conference Calls

- Time clock training
- Call with MDNR – Arctic Grayling (11-2-18)
- Arctic Grayling Meeting – LRBOI, LTBB, GTB (11-19-18)

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

Wildlife Program

Robert Sanders – Senior Wildlife Biologist

Vacant – Wildlife Biologist

John Grocholski – Wildlife Technician

Cory Highway – Seasonal Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget

- Completed monthly report - November
- Staff management APD
- Manage budget and review R&E's
- Scheduling of employees
- Issued tags and permits to members
- Elk Hunt correspondence and hunt management
- Coordination on CWD issues with MDNR, Tribal Counterparts
- Coordination and staffing Tribal deer check station
- Small mammal manuscript submission
- Worked on wildlife Presentation for counsel
- Answered questions/requests from Tribal membership regarding wildlife issues

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry and habitat data collection
 - Trapping to collect biological data and deploy radio tracking collars
 - Data Analysis and manuscript preparation
- Snowshoe hare population monitoring and habitat research
 - Telemetry and habitat data collection
 - Trapping to collect biological data and deploy radio tracking collars
- Serviced and organized field equipment
- Posted Tribal properties
- Snowmobile preparation and maintenance
- 4-wheeler preparation and maintenance
- Organized wildlife area in Big Blue

Meetings/Training/Travel/Conference Calls

- Meeting at Big Blue regarding storage – November 5th
- Meeting with Josh Shields NRCS – November 6th
- WTC meeting DNR, USFS, Tribes – November 7th
- Work session with Tribal council – November 8th
- Conference call with USFS (Climate Change) – November 9th
- Casino Buck Pole – November 16th
- Attend EWS time clock training – November 27th

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Water Quality Specialist

Joshua Beaulaurier - Aquatic/Fisheries Biologist

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

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report to the Director
- Manage budgets for EPA Programs

- Staff Management – ADP
- Reviewed Line 5 Documents
- Continued working on mapping projects
- Continued communication with partners on invasive species, wild rice, and non-point source pollution projects
- Communicated with USEPA Tribal Liaison on RTOC issues; Upcoming calls
- Worked on Recycling Planning for LRBOI Government
- Closeout of 4224 PPG Grant
- Reviewed EPA/MDEQ Requests for consultation on deregulations, grant changes

Meeting/Training/Travel/Conference Calls

- TERT 11/7
- Climate Change Conference call with Stephen Handler 11/9
- RTOC at Prairie Island Indian Community 11/13-11/14
- EWS supervisor Training 11/26
- Meeting with Unified Legal 11/30

Brownfield Program

Administration /Reports/Data Entry

- Began investigation into local pipeline contacts
- Collected information for new version of HazMat Release Plan; submitted to Supervisor (Nov 15)
- Completed EPA 128(a) PALS worksheet; submitted to Supervisor (Nov 16)
- Compiled list of Brownfields Sites databases to search within Manistee/Mason counties; submitted to supervisor (Nov 19)
- Created draft letters of needed HazMat information for: Gov't Center; Aki-Miidaziwiin; Casino; C-Store; Utilities; Public Safety; Maintenance; and NRD; submitted one to supervisor for revisions (Nov 20)
- Created and distributed agenda for N.MI Tribal Brownfields Workgroup meeting (Nov 21)

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

- Met w/ Supervisor re: Recent Meetings (Nov 6)
- Attended online intro ACRES Training w/ EPA Region 5 (Nov 8)
- Sat on EPA Region 5 Tribal Call (Nov 13)
- Met w/ Supervisor re: Recent Meetings (Nov 16)
- Met w/ Supervisor re: Task List updates (Nov 20)
- Attended LRBOI HRIS/EWS Training (Nov 27)
- Attended N.MI Tribal Brownfields Workgroup meeting (Nov 29)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered nutrient data and fixed worksheet
- Sent macroinvertebrate samples for processing
- Sent zooplankton samples for processing
- Received nutrient data results

Field Work and Equipment Maintenance

- Purchased oil and oil filters for WQ boat
- Assisted GL with cisco net lift

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

- 11/5-11/8-Attended National NPS training in Colorado springs, CO
- 11/20- Task list meeting w Allison
- 11/27- Participated in tribal water call
- 11/28- Attended Little Manistee river watershed steering committee meeting

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

Administration Reports/Data Entry

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

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

Wild Rice Program

Administration//Reports/Data Entry

- Implementing work plan for the 2018 season
- Field gear prep for 2018
- Entered all the fish community data for the fall
- Density data entered for the 2018 season
- Research on Potential restoration sites

Field Work and Equipment Maintenance

- Cleaning equipment and putting them away for the season
- Thoroughly going through data to figure out if any equipment needs to be repaired
- Starting to figure out how the airboat will be outfitted.

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

- Michigan wild rice initiative (11/15)
- Restoration and monitoring subcommittee call 11/30

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

November 2018

Meetings/Conferences/Trainings

- On November 6, 2018, I attended the monthly meeting of the Manistee County Community Foundation Board of Directors
- On November 7, 2018, I attended the state-wide MDOT Pure Michigan Byways Meeting held in Mackinaw City, MI. I was there to represent the M-22 Pure Michigan Byway program, as I am a member of the Byway Committee. Representatives were there from many other Michigan Byway programs throughout the State of Michigan. The meeting consisted of presentations updating the various Byway programs.
- On November 13 & 29, 2018, I attended two meetings of the Northwest Michigan Rural Housing Partnership Board. As a newly-formed working board, we are still busy working on our bylaws, organizational structure, and the hiring of key staff positions.
- On November 27, 2018, I attended training on the Tribe's new timekeeping/payroll system, which is scheduled to rollout in December 2018.
- I attended the meetings of the Construction Task Force on November 1, 8 & 15, 2018.

Activities/Accomplishments/Updates

- Our 2018 BIA Road Construction projects have all been successfully completed this year. We are now beginning the pre-construction/design phase for projects scheduled for 2019. Here is an update on progress made on some of those projects.
 - Cemetery Road Project: We will be bringing in the University of Illinois Department of Anthropology early next year (2019) to put the finishing touches on our environmental clearance for the project. This was recommended by the BIA as they have worked with this group in the past. The University of Illinois staff will be working under the direction of Grand Traverse Engineering & Construction (Ken Ockert) who will be providing our pre-construction and project management services as well. It is our plan to receive environmental clearance from the BIA by early summer 2019, so that construction can commence shortly thereafter.
 - Other Projects for 2019—M-22 Town Center Project, Elder's Complex Drive & Parking Lot, Public Safety Parking Lot & Commodities Road: We have begun gathering existing survey (including topo) and property description data for the remaining 2019 projects. For those project sites that do not have current survey data, Grand Traverse Engineering & Construction is conducting those surveys and hope to have that work completed by the end of 2018.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
November-18

General Patrol

Assist Citizen	
Assist Motorist	2
Assist Other Agency	6
City Assist	3
County Assist	18
Medical Assist	1
MSP Assist	
Other Calls for Service	5
Property Checks	884
Suspicious Person	1
Suspicious Situation	1
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	
Accidents	13
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	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	3
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	10
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	4
Assault	2
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	1
Disorderly	3
Domestic Disturbance	5
Drive-Off	1
Drug Violation/VCSA	6
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	2
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	4
Liquor Violation	
Minor in Possession	1
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	13
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

2

Unwanted Subject

1

Miscellaneous

Administrative Hours

379.5

Alarm

4

Attempt to Locate

1

Boat Dock Checks

Casino Hours

159.75

Civil Standby

Community Policing

6

Court Hours

3

Death Notification

Drug Disposal

Follow-Up Investigations

15

Found Property

2

Lost Property

Meetings Attended

Open Door

1

Open Window

PBT

1

Special Detail

1

Suicidal Subject

1

Total Complaints

75

Total Reports

75

Training Hours

21.25

Transport

Trespassing

3

Tribal Council Meetings

Vehicle Mileage

6386

Voluntary Missing Adult

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
November-18

Administrative Hours	30
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	1
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	272.75
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2489
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
November-18**

Administrative Hours	206	
Arrest(s)	1	
Male	1	
Female		
ATV Patrol Hours		
Assist(s)	4	
Assist Hours	7	
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	6	
Contacts	81	
Court	1	
Court Hours	1	
Follow-up(s)	2	
Follow-up Hours	1.5	
Federal Citation(s)		
Hours Worked	256.5	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	0.5	
Paper Service		
Possible Trespass		
PR Activities	2	
PR Activities Hours	3.75	
Property Checks	122	
Snowmobile Patrol Hours		
Training(s)	6	
Training Hours	12.5	
Vehicle Mileage	1024	
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

November 5-8, 2018 Officer Gunderson attended SLEC training in Mt. Pleasant, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: November 2018

Title: Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

- Certificates of Exemption Issued: 3 (RTM) 0 (Tribe/Entity)
 Type: 3 Vehicle
 0 Recreational vehicle / watercraft
 0 Construction
 0 Mobile / Modular Home
 0 Treaty Fishing
 - Address / Status Changes Reviewed: 62
 - Address / Status Changes Processed in RTM database: 13
 - Proofs of Residency Processed: 2
 - Proof of Residency Letters Mailed: 15
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 1 (LRBOI) 2 (LRCCR)
 - Motor Fuel Registrations Processed: 2
 - Tribal Business Tax Licenses Issued:
 0 (Entertainers) 0 (Vendors) 2 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 8
 - Little River Casino Resort Venue Reports Processed: 0
 - Tax Warnings Issued: 0 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Tax Assessments Issued: 0 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Trading Post Motor Fuel and Tobacco Receipts Processed: 2,761
 - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 489
1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
 2. Responded to inquiries from Tribal members and employees regarding RTM statuses, tax-exempt utilities, motor fuel registration, the Certificate of Exemption process, per cap issues/questions (which were referred to the proper staff), Proofs of Residency, Temporary Tribal Tax Licenses, food licensing, clarification on the Motor Fuel Regulations, tax preparation services, tax benefits available to Tribal members, and the Tax Agreement Area boundaries.

3. Picked up, reconciled, and filed tax-exempt motor fuel and cigarette logs from the Trading Post on a daily basis.
4. Continued reporting Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales and inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed, recorded, and filed daily motor fuel logs and receipts from the Trading Post in to the Tax Department database.
7. Received, reconciled, recorded, and filed OTP (other tobacco products) logs from the Trading Post.
8. Received, reconciled, recorded, and filed October 2018 Tribal tax returns from the Little River Casino Resort which included:
 - a. Retail Sales Tax (Nectar Spa, Little River Trading Post, and Little River Casino Resort)
 - b. Food & Beverage Tax
 - c. Admissions Tax
 - d. Lodging & Occupancy Tax
9. Worked with Casino Resort staff in correcting an error on the Retail Sales Tax return for the Trading Post.
10. Reconciled and monitored motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
11. Continued work on creating quick reference guides pertaining to the Tax Department policies, procedures, Ordinances, Agreements, and Regulations.
12. Monitored outstanding tax assessments; and received and processed payment for 1 motor fuel assessment from 2017.
13. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
14. Completed and submitted the Tax Department monthly department report for October.
15. Processed Aki Maadiziwin Community Center reservations and Rental Agreements as necessary, including receiving deposits. Prepared and submitted check requests for deposit refunds as applicable.
16. Calculated data, processed, and filed month-end tax reports for October, including providing Tribal Member fuel and tobacco purchases to the Casino Resort.
17. Prepared and submitted the Tribe's 3rd Quarter Tax Sharing Return to the State of Michigan Department of Treasury.
18. Prepared and submitted two articles to the Public Information office for inclusion in the next issue of Currents.
19. Scanned and filed Tax Department documents such as Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, financial and tax reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments.
20. Worked with Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Tribal Business Tax Licenses are issued to entertainers selling merchandise.

21. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities.
22. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
23. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for December 2018 and provided it to the Trading Post Manager.
24. Monitored motor fuel gallons and tobacco purchases at the Trading Post to ensure tax exempt sales do not exceed the Tribe's annual quota amounts.
25. Reviewed and filed BP monthly invoice and statement for any errors.
26. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
27. Worked with Public Affairs Office in proofreading the Currents and providing feedback.
28. Updated Tax Department files, binders, forms as necessary to incorporate new Resolutions, amendments, etc.
29. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, and Housing staff regarding Community Center reservations to ensure the building is clean and stocked for events as well as inspected afterward.
30. Worked and corresponded with Casino Resort staff regarding the implementation of a swipe card system for Tribal Member tax exemptions and tax reporting. Provided examples of tax reports needed.
31. Continued working with Unified Legal staff regarding amendments to Tax Department Regulations, the creation of a new Regulation to address Resident Tribal Members and providing Proofs of Residency, and reviewing other departmental Regulations and Ordinances for any updates and/or corrections.

Meetings attended this month:

1. Attended Tribal Council Agenda Review on November 5, 2018 regarding proposed amendments to the Tax Regulations.
2. Attended meetings with Casino Resort staff and phone conference calls with Midax company on November 5, 2018. Discussed the implementation of the new swipe card system for the Trading Post and the Resort. Provided tax information and requirements necessary for phase one of testing and customization. Also provided tax reporting requirements so that sample reports could be received for review for adequacy and fulfillment of tax reporting to the State per the Tribe's Tax Agreement.
3. Attended Tribal Council meeting on November 7, 2018 to represent the agenda item for proposed amendments to the Tax Regulations.
4. Attended EWS time system training on November 26, 2018.

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
November 2018 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 47 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Continuing effort to mitigate for NA remains discovered in Manistee by Consumers Energy (with Army Corps of Engineers). Included meeting and second site visit on MOA and plan for remains.

4. Took part in the interview of a candidate for the hR Director's position, also discussed follow up issues.
5. Attended training for new timeclock operation in preparation to quit ADP use.
6. Had a meeting with Christine Witulski of the Besser Museum's in regard to their planned Native American display and the Tribe consulting/assisting.
7. Attended the regular TERT meeting, completed some online training as recommended.
8. Met with staff and others to discuss NMHSI issues.
9. Continued limited work on Indiana FBI issue involving seized materials.
10. Administered, directed and supervised all departmental activities.
11. Approved ADP timecards and PTO requests as lead for the departments for which I am the Lead for as needed.

The Language Coordinator accomplished the following during this month:

- 1) Continued to support family for spirit name.
- 2) Processed CD ROM orders.
- 3) Researched a grant on immersion teaching and learning.
- 4) Researched needs for next year's language camp.
- 5) Had the floor of the shed fixed for language camp.
- 6) Found 2 unique presenters for language camp.
- 7) Distributed more recycle cups to elder's meal program and upstairs.
- 8) Attended training by purchasing department.
- 9) Attended training by EWS.
- 10) Working with Rebeca Groh on language in the currents.
- 11) Produced lessons and videos for Face Book show "Endaaying".
- 12) Produced lessons and taught at Kennedy school.
- 13) Produced lessons and taught at NGLC, Elders, LRB employees and community members.
- 14) Responded to calls and Emails about language, culture, CD ROM's, and camp.

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 2018, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

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

Billing

Water	\$11,946.14
Sewer	\$17,471.46
Irrigation	\$1,810.99
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$18,015.27
Septage	\$5,380.60
Other	\$75.00
Month Total	\$62,043.46
Yr. to Date Water	\$144,884.46
Yr. to Date Sewer	\$236,213.25
Yr. to Date Fire Suppression	\$80,784.00
Yr. to Date Irrigation	\$33,261.61
Yr. to Date Manistee Township	\$154,179.31
Yr. to Date Septage	\$83,846.39
Other Revenue	\$7,095.51
Credit	\$0.00
Yr. to Date Total	\$740,264.53

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,404,735**
 - b. Ave Daily Flow Gallons 80,158**

- 2. Gallons of Treated Waste Water SBR**
 - Influent Gallons**
 - a. 2,683,448**
 - b. Daily Average Gallons 89,448**

- Effluent Gallons**
 - a. 2,426,077**
 - b. Daily Average Gallons 80,869**
 - c. Waste Sludge Gallons 127,000**

- Lagoon**
 - a. Influent 501,777**
 - b. Daily Average Gallons 16,725**

- 3. Septic Sewage**
 - a. Gallons 121,171**

III. Travel and Trainings

Who: Gary Lewis, Jonathon Robertson
Where: Grand Rapids MI
When: Nov 1
What: MDEQ Waste Water Exam

Who: Gary Lewis, Greg Walters
Where: Holland Michigan
When: Nov 7
What: MDEQ Water Exams

Who: Jonathon Robertson
Where: Kalamazoo MI
When: Nov 7
What: MDEQ Water Exam