

**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
Naangwa: Date: January 7, 2020 *LBK*
Maanda Nji: Re: November 2019, Operations Report

We respectfully submit the November 2019, Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
November, 2019

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

November, 2019 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2019 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2019 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2019 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

1. Completion of the 2018 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2018. Work on the 2019 proposal is underway.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2018 audit took place May 13 - 22, 2019. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued September 30, 2019, and submitted to the Federal Clearinghouse that same date. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. Projects; Elders (10) Complex, AKI 2 -2019 homes, Gaming Commission Entryway, Public Safety Building.** *The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of November.*
 - i. Elders (10) Complex – Misc. Purchases – No Activity**
 - ii. AKI 2 – 2019 Homes – Little Valley Home – No Payments**
 - iii. Gaming Commission Entryway – No activity**
 - iv. Public Safety Building – Grand Traverse EC- \$132,710.89**
- 2. Cash Receipts;** *Daily cash receipts totaled for the month of November, were, \$654,617.94 the General Fund Operating Account had a total of (284) receipts.*
- 3. NGLC;** *Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.*
- 4. Pharmacy;** *Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,*
- 5. Fixed Assets Account Group;** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2018. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2018.*
- 6. Audit work for 2019-2020 – Ongoing working on updating current year purchases, Fixed Asset control.**
- 7. 1099MISC. – 2018 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2018.**
- 8. Sending out some of the returned 1099MISC as corrected addresses come in.**
- 9. BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.**
- 10. Tribal Financial Statement Requirements: Due by the 8th of the month.**
 - i. 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 - Elders Complex and AKI 2 – 2019 homes, Gaming Commission Entryway, Public Safety Building.

Other Meetings

November 4th – Food Distribution – Design Develop.

November 7th – BIA Roads – Reconciliation

November 13th – Performance Management Program

November 19th – HR response to Accounting – Wage War

November 26th – Building Ordinance – Work Session

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 – Performance Management System, West door, TERT Work Session, Pre-disaster Planning Guide, Active Shooter, Council Work Session

Trainings Held / Attended – HSEEP-Emergency Management Conference

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- 1. Sent out December report notices to Program Administrators to let them know when they needed to submit their grant report to me so that I can prepare the cover letter that will be signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- 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. Reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimbursement the Tribe for those expenses on the grants.*
- 5. Recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- 6. Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits. I identify on the bank statement by writing those grant names and fund numbers assigned so the revenue can be recorded for that grant.*
- 7. Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- 8. 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.*
- 9. Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
- 10. Prepared all the cover letters for the Ogema to sign that are attached to the reports that go to the funding agencies.*
- 11. Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic grant report folders.*
- 12. Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
- 13. The Tribe received two modifications for the following grants: 2019-2022 Child Care Development Fund (CCDF) added funding in the amount of \$2,614 and 2018-2020 EPA PPG added funding in the amount of \$60,000. Documents were scanned and placed in the electronic grant folder and originals were placed in the grant files. The new funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given copies of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
- 14. The Tribe received six new grants this month: 2019-2020 ITC Head Start/Early Head Start in the amount of \$338,826 for the period of 11/1/19-10/31/20; 2020 LIHEAP in the amount of \$158,083 for the period of 10/1/19-10/1/19-9/30/21; 2019-2021 USDA Food Distribution in the*

amount of \$193,316 for the period of 10/1/19-9/30/21; 2019-2020 Great Start Readiness Program in the amount of \$109,040 for the period of 10/1/19-9/30/20; 2019-2022 Child Care Development Fund (CCDF) in the amount of \$63,297 for the period of 10/1/19-9/30/20 and Great Lakes Fishery Trust Long-Term Assessment of Adult Lake Sturgeon Returns from Streamside Rearing in the amount of \$202,580 for the period of 10/1/19-8/1/21. Grant Program Booklets were created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. The 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 these programs 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 Booklets. A notice was sent to Purchasing, Ogema office and Controller letting them know the new grant Information. Grant Program Booklets were created for the person who will be administering the grant and all program federal & narrative reports that are due for the life of the grant were scheduled on the calendar for completion by the Program Administrator and myself.

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

16.Worked with the Grant Program Administrators on any questions they have related to the grant they are overseeing.

17.Prepared monthly billing statements for October to ITC for the following grants: 2018-2019 ITC Head Start in the amount of \$17,904.32; 2018-2019 ITC Tribal Behavioral Health Implementation in the amount of \$7,892.70 and 2018-2019 Great Start Readiness Program in the amount of \$812.64, \$1,744.78 and \$3,008.60.

18.Reviewed the old grants that I had pulled from the basement to purge those electronic files to the shredded grant files for storage. Once the review was done shredded the paper documents.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Jason Cross a few times each week.
4. Met with Valerie Chandler on different occasions.
5. Met with Lyle Dorr almost on a daily basis.
6. Attended monthly Lead meetings with Jay, Bill, Larry and Mary.
7. Worked with Daryl Wever a few times each week by phone or email.
- 8.Worked with Holly and Jason on grants that fund NGLC.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 445 payroll vouchers/checks.
2. Verified 12 PAF's this month which included new 4 employee(s), and 1 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 11/8 and 11/22.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

- 11/7 – Met with Lani to review Payroll Clerk performance objectives for the Performance Management Program.
- 11/13 – Payroll/HR coordination
- 11/18 – Met with Jeff regarding disability taxes and Hartford responsibilities.
- 11/21 – Payroll/HR coordination

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2019 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in November as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in November as well as the check request for payment of those taxes.
7. Provided HR with accrual reports for Health, Dental, Vision and Life insurances for the month of November.
8. Addressing payroll concerns and/or corrections as necessary.
9. Determined member eligibility count for the December per capita distribution.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Update MIP payroll procedures to include processing payroll using the HR and EWS modules.
2. Complete new hire entry instructions for HR to use in entering new hires into MIP.
3. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
4. Entering Short Term Disability payments made into payroll system and processing associated tax payment.
5. Year-end life insurance adjustments.
6. December per capita payment processing.

ACCOUNTS PAYABLE

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

Meetings Held / Attended – Περφορμανχε Μαναγεμεντ Προγραμ

Special Tasks / Activities Performed –

- 1. Worked on binding monthly financial reports.*
- 2. Worked on payroll garnishments every other week.*
- 3. Pay Pharmacy Invoices every Monday and give report to Brandy.*
- 4. Contact vendors/departments with discrepancies on invoices.*
- 5. Continue to do voids, liquidations and address changes.*
- 6. Processed 874 checks for a total of \$1,010,726.29.*
- 7. Checks processed for Education 65, Members 119, Travel/Advance & Closeout 67, Child Support 37 and Payroll 19.*
- 8. Logged in 79 Rent, 35 Water, 7 Travel Closeouts, 37 Child Support, 7 Court Filing Fees, 35 CPL/ Fingerprints, 4 Gaming License, 51 Tribal Id's, 7 Daycare payments.*
- 9. Processed 257 checks for Contract Health for a total of \$66,001.74.*
- 10. Entered in 150 per cap withholdings for October payment.*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Assist with invoice discrepancies
2. Assist with credit card discrepancies
3. Reconcile and edit travel closeouts
4. Maintain and track contract files and log
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts
11. Obtain bids and quotes
12. Enter line item cancellations
13. Data entry of W-9's into accounting system

14. Maintain vendor system in finance software
15. Post mail and create shipping labels
16. Distribute incoming and outgoing mail
17. Process incoming invoices and log incoming checks
18. Maintain certified, bulk, and fed-ex records
19. Manage and order mail supplies
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders
21. Issue out of compliance memo's
22. Process bulk mail requests
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports

Meetings Held / Attended –
11/14/19 Procurement Training

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. 11/14 provided annual training on purchasing and procurement policies and procedures.
2. 11/18 worked on credit card policy.
3. 11/19 provided annual training on purchasing and procurement policies and procedures.
4. 11/19 emailed out end of the year encumbrance reports.
5. 11/19 Cost analysis between UPS and FedEx.

Date	Service	Type of Service	Comm/Business	Freight	Residential	Signature	Fuel	UPS Total	Fed Ex
10/22	2nd Day Standard	Direct Signature	Residential	9.01	3.19	5	0.98	\$18.18	\$10.03
10/25	Overnight Home	Direct Signature	Residential	9.94	3.19	5	1.4	\$19.53	\$11.19
10/22	Delivery Home	N/A	Residential	7.57	2.77	0	0.84	\$11.18	\$4.26
11/22	Delivery	N/A	Residential	7.57	2.77	0	1.19	\$11.53	\$6.11
10/11	Ground Priority	N/A	Commercial	10.1	0	0	0.73	\$10.83	\$5.47
10/16	Overnight Home	Direct Signature	Residential	34.46	3.19	5	2.83	\$45.48	\$10.72
10/9	Delivery	N/A	Residential	7.57	2.77	0	0.84	\$11.18	\$5.91

6. 11/21 reached out to programs for 2020 sole source memos.
 7. 11/21 revised the master service agreement spreadsheet for 2020. Forwarded a copy to effective departments.
 8. 11/21 submitted legal review for amendment to master electric service agreement.
- njk

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 378 packages.
2. Issued 174 receiving reports.
3. Returned 1 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2019 Indirect Cost Proposal.
- 4) Worked on entering FY2020 Operating Budget into MIP

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

Expenditures Update

Total year to date expenditures for the Finance Division for November, 2019, are \$1,131,870, compared to an annual budget of \$1,312,762. Total expenses for the Finance Division for year to date November, 2019, represent 86% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

November 2019 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 3 students received LRBOI/JOM activities funding totaling \$590.81. 3 students received assistance for Senior Expenses totaling \$761.25. 1 student received assistance for driver's training totaling \$250. 2 class rings totaling \$200. 5 received school clothing totaling \$2000 (representing students with address changes pending). Movie Night was held November 15, with 14 children attending.
- College Book Stipend: 1 awards for 9+ credits, total \$500.

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

November 15- Movie Night

Four beading classes held at Aki during the month of November

Budget Expense Justification Activities performed and services rendered fall within budgeted items for the 2019 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

November Monthly Report - 2019

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals

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

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

To continue to update the PerCap database.

Department Objectives are:

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

Duties Performed

- Mailed out: 0 Applications forms for people seeking membership
- Mailed out: 14 Address change forms
- Created 60 New and Replacement ID's from 11/01/2019 through 11/30/2019
- 775 Addresses changed from 11/01/2019 through 11/30/2019
- 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
- 0 Applications received since 11/01/2019
- List request of Membership: Tax Office, Member's Assistance, Public Information and Ogema
- Label request of Membership: Ogema
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: Ogema

- Department Verifications:
 1. Prosecutor 53
 2. Members Assistance 31
 3. Purchased and Referred Care/EHAP 72
 4. Family Services 3
 5. Election Board 21
 6. Casino 3

- 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 Benefit
- Sent out 3 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 6 Tuition Waiver Verifications
- 379 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Elder's Conference – November 2nd
- CSN Enrollment Conference – November 4th – 6th
- Tribal Council Work Session on changing blood quantum – November 15th
- Leadership Roundtable – November 26th

Enrollment Statistics

- Total Membership: 4,170
- Total number of Elders: 1,398
- Total number of Adults (18-54): 2,415
- Total number of Minors (0-17): 357
- Total Tribal Members living in:
 - 9 County Area: 1,718
 - Outside 9 County Area: 2,369
 - Michigan: 2,705
 - Outside Michigan: 1,382
 - Undeliverable Addresses: 83

Family Services
Jason Cross

Family Services Department

November 2019 Departmental Report

I. Department Overview:

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

I. 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	2
Muskegon	3
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	5

Open Cases.....61

Total number of Tribal members served in open cases: 73

Total number of descendants served in open cases: 18

Total number of individuals served in open cases: 115

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.

	Manitowish	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	3	0	0	0	1	0	0	0	0	0
Stephanie Persenaire I & R's	0	0	0	0	3	0	0	0	0	0
Stephanie Persenaire Intakes	5	1	0	0	0	0	0	1	0	0
Stephanie Persenaire Open Cases	0	0	1	0	0	0	0	0	0	2
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	0	3	0	0	0	0	0
Amanda McQueen Open Cases	0	0	0	0	4	0	1	2	0	4
Worker Monthly Totals	8	1	1	0	11	0	1	3	0	6

Cecilia Lester - ROSS Service Coordinator

Total number living in homes served	9	0	0	0	1	0	0	0	0	0
Total number of Tribal Citizens living in homes served	3	0	0	0	1	0	0	0	0	0
Total number of descendants living in homes served	5	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	5	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	5	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	0	0	0	0	0	0
Home Visits	0	0	0	0	2	0	0	0	0	0
Case Reviews	2	0	0	0	2	0	0	0	0	0
Binojauk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	5	0	0	0	3	0	0	0	0	0
Contacts with LRBOI departments	3	0	0	0	2	0	0	0	0	0
Tribal Elders	1	0	0	0	0	0	0	0	0	0
Other referrals	3	0	0	0	2	0	0	0	0	0
Monthly Totals	41	0	0	0	13	0	0	0	0	0

Stephanie Persenaire - Case Management

Total number living in homes served	19	0	3	0	0	0	0	0	0	10
Total number of Tribal Citizens living in homes served	4	0	2	0	0	0	0	0	0	8
Total number of descendants living in homes served	0	0	1	0	0	0	0	0	0	0
Total number of children living in homes served	5	0	2	0	0	0	0	0	0	7
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	1	0	0	0	0	0	0	2
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	1
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	2
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
Home	0	0	2	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	6	0	3	0	0	0	0	0	0	1
Case Reviews	3	0	0	0	0	0	0	0	0	0
Binojauk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	35	0	4	0	0	0	0	0	0	6
Contacts with LRBOI departments	10	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	84	0	18	0	0	0	0	0	0	37

Amanda McQueen - Case Management

Total number living in homes served	0	0	0	0	16	0	5	8	0	18
Total number of Tribal Citizens living in homes served	0	0	0	0	11	0	1	3	0	8
Total number of descendants living in homes served	0	0	0	0	2	0	0	0	0	0
Total number of children living in homes served	0	0	0	0	5	0	3	4	0	5
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	1	0	0	0	0	3
Child Abuse/Neglect	0	0	0	0	1	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	2	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	3	0	0	0	0	2
Case Pending with DHS	0	0	0	0	1	0	0	0	0	2
Relative placement	0	0	0	0	1	0	0	0	0	1
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	1	0	1	0	0	1
Home	0	0	0	0	1	0	0	0	0	1
Alternative placement	0	0	0	0	0	0	0	0	0	1
Court appearances	0	0	0	0	1	0	0	0	0	1
Home Visits	0	0	0	0	5	0	0	1	0	4
Case Reviews	0	0	0	0	4	0	0	1	0	4
Binojauk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	0	0	0	0	26	0	2	3	0	24
Contacts with LRBOI departments	0	0	0	0	5	0	1	0	0	7
Tribal Elders	0	0	0	0	1	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	0	0	0	0	87	0	13	20	0	82

LRBOI Victim Services Program Monthly Report
November 2019

VSP STAFF MEETING 11/4

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

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

Collaboration/Program Meetings

- 11/8 – True North meeting
- 11/13 – Inaugural Power Act meeting
- 11/18 – Manistee DVSART meeting
- 11/19 – Munson w/Debra Bowman/SANE meeting
- 11/25 – LRBOI DV Ordinance meeting

Travel & Training

- 11/14 – 11/15 – MDSVPTB Agency Director's Meeting

Outreach/Education

- N/A

Grants

- N/A

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (4); New Intake(s) (2); Cases closed (1)
- Provided: ed. material, transportation, legal assistance, housing, and referrals
- Attended (1) court hearing
- Face to face meetings w/clients (7)

Collaboration Efforts

- 11/18 – Newaygo Co. meeting
- 11/19 – Ottawa Co. LAADSV meeting
- 11/20 – Muskegon Human Trafficking meeting
- 11/22 – Community Encompass networking meeting
- 11/27 – Muskegon DV & SA meeting

Training/Webinars

- 11/1 – Human Trafficking Training Health West, Muskegon
- 11/5 – 11/7 – VAWA Confidentiality training, Petoskey
- 11/18 – Combatting Cyber Violence Against Women (webinar)
- 11/18 – DV & Technology (webinar)
- 11/22 – Family Based Violence & Young Women (webinar)
- 11/25 – DV & related to Mass and spree killings (webinar)
- 11/26 – Fatherhood, gender equality & violence prevention (webinar)

Outreach/Education

- N/A

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current: Open Cases (0); New Intake(s) (1); Cases closed (0)
- Had (0) client face to face meetings
- Had (2) telephone contacts
- Had (0) rides provided

Collaboration Efforts

- 11/12 – LRBOI Victim Services Task Force Meeting
- 11/18 – MDASART Meeting
- 11/22 – OASIS DV task Force Meeting

Training/Webinars

- 11/4-7 – UTAfV Confidentiality Training
- 11/8 – Outreach & Marketing for Victim Service Programs (Webinar/Part 1)
- 11/15 – Outreach & Marketing for Victim Service Programs (Webinar/Part 2)

Outreach/Education

- Made posts to the VSP's social media pages

Other

- Article for Currents on confidentiality and on the IPV survey results from the Fall Membership Meeting
- Ongoing work on program materials and website content

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current: Open Cases (4); New Intake(s) (0); Cases closed (0)
- Had (5) client face to face meetings
- Had (23) telephone contacts
- Had (0) rides provided

Collaboration Efforts

- 11/4-VSP Staff Meeting

Training/Webinars

- 11/5-11/7 - VAWA Confidentiality Training in Petoskey
- 11/13 - NIWRC Crime Victims in Indian Country and the Rights They are Owed (webinar)
- 11/14 - NIWRC Disaster Planning and Preparedness (webinar)
- 11/21 – MiVan Core services and Characteristics of Rape Crisis Centers
- 11/27 – MiVan Considerations for Victims w/Cognitive and Comm. Disabilities (webinar)

Outreach/Education

- 11/1 - Outreach in Lake County

Next Generation Learning Center-November 2019

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

Enrollment Statistics:

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribal Affiliation	Government Employee	Casino Employee
Infant Classroom 0-2 years old	8	5	3	3	1	4
Toddler Classroom 2-3 years old	14	7	7	4	2	5
Preschool Poplar-Head Start	17	17	0	8	2	8
Preschool Cedar-Tuition and Head Start	25	11	13	6	4	4
Preschool Maple-GSRP	14	14	0	1	0	3
School Age 5-12 years	43	0 School in session	43	7	6	3
Totals	120	54	66	29	15	27
Percentages		45.5%	54.5%	24%	12.5%	22%

Age of Child/Classroom	No. of Children	Tribal Affiliation	LBROI Gov or Casino Employee
Pregnancy	7	2	3
Infant	24	1	2
Toddler	24	2	0
Preschool	3	0	0
School Age	8	2	0
Total:	66	7	5

***Children that have affiliation with LBROI get first priority on wait list when occurs that fits within the schedule the family has requested. Not all siblings are guaranteed enrollment at the same time.**

Current NA/NI, Local, and State Collaborations:

- NGLC was chosen out of 124 applications to be part of a 24 person committee group to reorganize and edit the state wide system that determines quality for early childhood care and learning. This is run by the Michigan Dept. of Education.
- **Update:** NGLC received the grant award. NGLC successfully submitted the Child Care Development and Care grant for the 2020-2023 cycle years. This was done through Region V Child and Families DHHS and National Center for Tribal Childhood Development. Our submission was credited as the application with the

least amount of corrections; the agency asked permission to use our grant submission application as a model for other agencies.

- Lisa Brewer-Walraven, Director of Child Development and Care from the Office of Great Start and Michigan Department of Education has included NGLC in their Tribal Coordination, Child Care Business, and Infant/Toddler Care stakeholder groups. This work will continue into the year 2020.
- NGLC Administrator was chosen to help review the standards and training that will be proposed to congress for changes and grand fund processing in the Child Care Business stakeholder group for the state of Michigan. This work will continue through 2020.
- NGLC continues to work with the Inter-Tribal Council of Michigan on a consistent basis to implement the Head Start Preschool program, 13 Moons Indigenous food curriculum, and Parent Educator.
- NGLC collaborates with the Wexford/Missaukee/Manistee ISD to implement the Great Start Readiness Program for 16 children that will enter kindergarten in the fall of 2020.
- NGLC was chosen by the Manistee ISD to attend a statewide training held once a month in Grayling that focuses on children with Autism. The training "Statewide Autism Research and Training" is accredited by Grand Valley State University and once we complete the training we will be accredited as a highly qualified environment to work with children that have behavior and autism needs-which is a trend that is increasing by the year. At this time our Lead Infant teacher, Lead Preschool teacher, and Administrator attend.
- Manistee MiWorks is within the building twice per week, and seeing an average of 3 clients per day; however they've had up to 7 at the NGLC location.
- Frey Foundation and Manistee Community Foundation have funded NGLC Administrator to attend the Leadership Learning Labs that occur once a month until December 2019.
- NGLC is part of the Leadership Advisory Committee for the Manistee Chamber of Commerce. NGLC administrator lead education day on November 21st.
- West Shore Community College-a National Accredited Early Childhood Program for students continues to send students to NGLC for observations and student teaching.
- Early ON of Manistee County will begin their playgroups at the center on a monthly basis for children with disabilities.
- NGLC will be seeking information to apply to a grant that focuses on Farm to Table food in the state of Michigan. This will offset our large monthly food cost if awarded the grant.

LRBOI Collaborations (Sub Committees)

- Leadership Round Table
- Tribal Emergency Response Team
- MHBG Summative Focus Group

Center Happenings:

- Holly, Jason and Tammy continue to work on the Delinquent Payment Process for NGLC-there is a process in place (see attached). The notifications were sent out in November.
- A darkness to light training was held for staff and facilitated by Traci Smith, Children's Advocacy Center.
- United Way of Muskegon toured NGLC to use a model for their upcoming child care center.
- Kenny Pheasant will continue language/culture lessons with preschool aged children on a weekly basis.
- Adriana Persenaire contracted through Family Services continues to meet with NGLC staff for reflective supervision on a monthly basis.
- Angela Schwandt, LRBOI Be Da Bin Behavioral Health Mental Health Counselor will begin her monthly observations within classrooms to assess the overall mental health of the children that attend NGLC and consult with teachers on techniques to meet the needs of the children that attend. These are done at least monthly and more if needed.
- NGLC will be working in collaboration with the new parent educator, Holly Lindsey, to enroll families into the Family Spirit Curriculum and home visiting program.
- The Parent Advisory Meeting was held November 25, Holly Lindsey the home visiting educator for LRBOI presented.

Closures:

November 28 and 29 for Holiday

Upcoming Events:

Dec 11-13	Head Start Regional Management Meeting-Marquette
Dec 16	Parent Advisory Meeting
Dec 25	Closure
Jan 1	Closure

LRBOI Be Da Bin Behavioral Health November 2019 Report

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

November 5, 2019, all staff attended the Be Da Bin staff meeting.

November 8, 2019, Julie and Dottie attended the Suicide and Self Harm Prevention Training in Grand Rapids, MI.

November 12, 2019, Be Da Bin staff hosted the Manistee County Suicide Awareness and Prevention Coalition meeting. This was cancelled due to the weather.

November 15, 2019, Jason Cross, Director, and Dottie were on a call with Inter Tribal Council of Michigan for a collaboration with other Tribes for the Native Connections Grant (upcoming possibility).

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

Holidays this month: November 11, 28, and 29, 2019 and staff using PTO time.

Be Da Bin Staff: Dottie Batchelder is working with the planning for upcoming trainings for naloxone (Narcan) overdose prevention and suicide prevention trainings. This month she has attended the planning meetings for the events with opioid epidemic community partners, set up for VISTA worker, and seeing clients. She completed the GPRA training on November 21 and working on STR/TOTR grant (ITC). Sujean Drake has been working with the Mental Health Block Grant (tele-psych), and seeing clients. Angela Schwandt is seeing clients and assisting with the tele psych/focus group. She also works with the Next Generation Child care center and completed the GRPA training on November 21. Julie and Charlotte worked with the Traditional Healer. Charlotte Campbell is working on doing intakes, and assisting with clients. Julie Ramsey is shadowing Dottie at meetings and helping with planning activities at this time. She is planning for the Tribal Action Plan meetings, researching community Needs Assessments/Community Readiness Models, and planning the New Year's Sobriety Event at AKI.

All staff continue to do webinars as able to continue their credits and certifications/licensures. IT is working to get our computer system working with RPMS (IHS) for rest of staff.

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor: (from RPMS)

14/5 Individual/Recovery Clients and 4 in treatment/trans. housing

102 Client Contacts for Services (23 sessions/follow-ups/contacts)

129 Counseling/Administration Hours Delivered

Total Training/Client Service Delivery: 176

Mental Health Counselor/Tele-psychiatry:

27 Individual Clients

44 Individual sessions

6 hr. Tele psych

Mental Health Counselor:

18 Individual Clients

19 Individual sessions

1 intake/2 assessments
3 Supervision hours
8 hrs. Tele psych
4 hrs. NGLC Involvement
To get on the RPMS system soon.

Case Manager/Intake:

0 Intakes and to get on RPMS soon

Traditional Healing: 10 Individual Client Contacts

Departmental Monthly Events & Needs

Meetings:

HSCB meeting – 11/5/19
Be Da Bin staff meeting – 11/5/19
CIT meeting - 11/5/19
Family Services staff meeting – 11/6/19
ICWA Phone Conference – 11/7/19
GSRP planning - 11/12/19
United way tour of NGLC – 11/13/19
Native Connections grant call – 11/15/19
DHHS Manistee meeting with Director and Prosecutor – 11/25/19

Travel and Trainings:

Elder Narcan training – 11/7/19
Cultural training to CMH – 11/14/19
ICWA Case reviews Kent County – 11/18/19- 11/19/19
DHHS BSC 3 Directors meeting – 11/21/19

Court

LRBOI – 1
Muskegon – 1
Isabella - 1

Identified unmet needs:

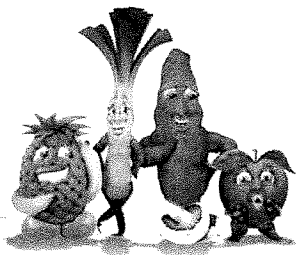
1. Transportation for clients
2. Substance Abuse and Mental Health Services
3. Sub-standard and unaffordable housing

Respectfully submitted,

Jason Cross, MSW
Director of Family Services

Food Distribution

Ken LaHaye



Food Distribution Program

October 2019 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

Ken 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 conducted deliveries on 11/13, 11/14, and 11/18.

We conducted 30 deliveries.

We received deliveries on 11/12/2019, 11/07/2019, and 11/14/2019.

Ken received 2020 Budget 11/19/2019.

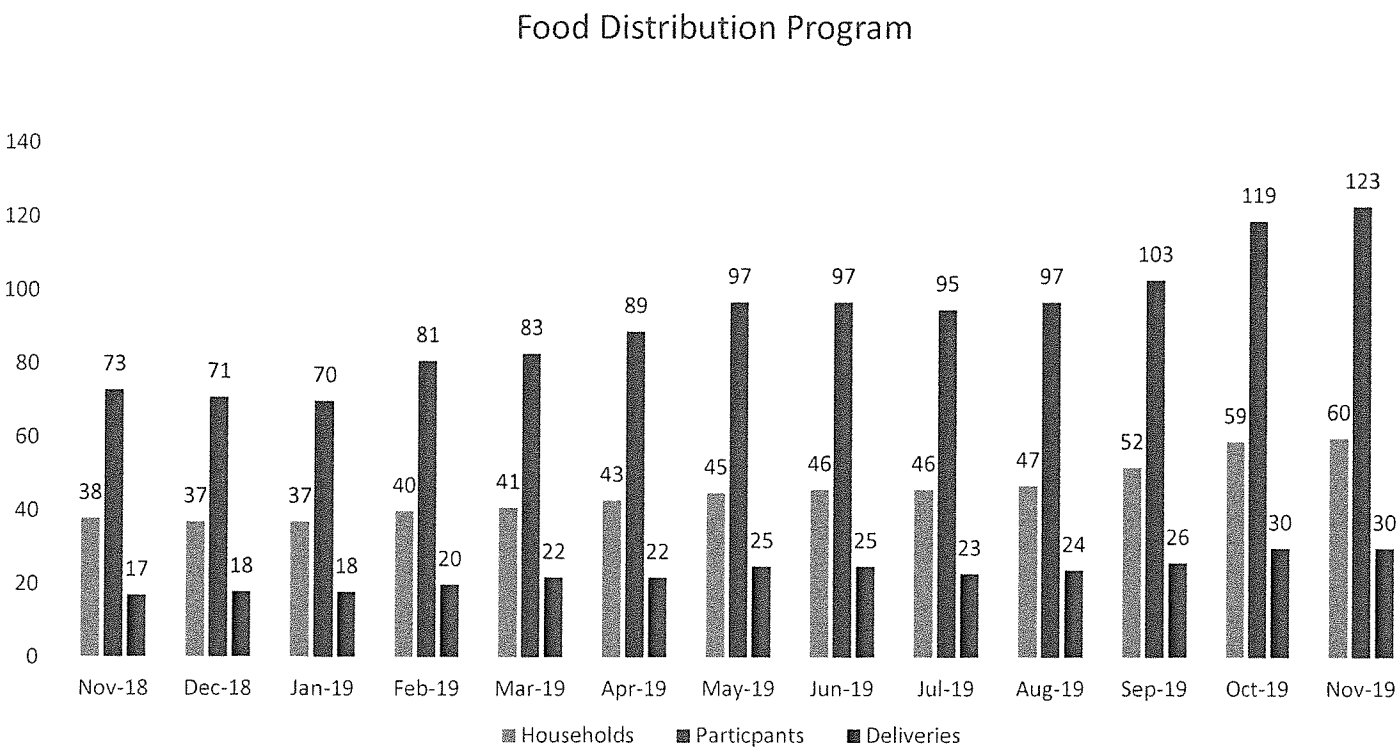
Ken attended core leadership training 11/06/2019 and 11/20/2019.

Ken and Melanie attended the USDA operations conference call on 11/21/2019.

Ken and Melanie kept the office open until 6:00pm on 11/18/2019 for clients who work.

Ken had vacation 11/25 thru 11/27.

3 Department Participation and Delivery Chart
This is the monthly participation chart for Food Distribution Program.



Grants
Lyle Dorr

Grants Department Monthly Report

November 2019

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

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

Aki Maadiziwin

- ∞ **Waiting to hear back on the IHBG application Submitted Aug 8th:** Submitted the application for 11 homes at Aki. Ten supported by IHBG application and One by IHBG Annual funding. The request was for \$2,470,400. It is anticipated that we will hear something sometime in November 2019. **Update 11/25/19:** Michelle Pepera attended the quarterly GLIHA meeting and heard that announcements will come out mid-December. HUD is expecting to award 121, which is about ½ of the total submitted applications. (Based on the funding available, the average award would be \$1.6 million and our last award was \$2 million in 2009.)

Clinic:

- ∞ Applied for the IHS Small Ambulatory Construction Grant (SAP). Only 3 out of 8 expected applications were submitted to our area regional office in Bemidji, MN. We did not receive the SAP grant due to LRBOI having outstanding IHS funds (over payments) that needed to be reimbursed to them a few years ago. The balance is somewhere near \$200,000. This was the first that Dr. Wever heard anything about this owed money. He is now working with Steve Wheeler to remediate the situation so that we are not disqualified on our other IHS grant applications. **Update 11/25/19:** I have not been able to confirm with Dr. Wever or Steve W. if this outstanding balance has been returned.
- ∞ **Submitted a 105 L application/proposal to IHS Bemidji valued at \$528,000 in overhead cost recovery annually.** They immediately responded and said that they received it and are in the process of reconciling the calculations (a 60-day process) so that there is no overlap of funding from the Federal Government. Hopefully, we are not disqualified for this funding based on the above description. **Update 11/25/19:** Bemidji has notified Dr. Wever that the 105L is moving forward. We are not sure what the final calculation is yet.

Court:

- Met with the OVC Quarterly Review Committee to provide feedback and direction as the OVC grant for Shayne enters its 2nd year of a 3 year (\$200k/yr) award.

Family Services/ Be-Da-Bin:

- **Received notice that we have been awarded \$63,000 - Child Care Development Fund (CCDF) grant.** Helped Jason and Holly with the grant application (attended meetings that they were unable to attend), though Holly has done the majority of the work.
- **Helping Family Services on a Suicide Prevention grant through ITC for \$70,000/yr. over 5 years.** It is due December 10, 2019.
- **GLITEC data quality improvement project grant \$25,000.** In 2018 the Great Lakes Inter-Tribal Epidemiology Center (GLITEC) was awarded a Tribal Public Health Capacity Building & Quality Improvement Umbrella Cooperative Agreement from the Centers for Disease Control and Prevention (CDC). This is non-competitive funding to tribes and urban Indian programs, as funding allows, with an anticipated amount of approximately \$25,000 per award with no match required. Each tribe or organization is limited to one SLP award per funding year Due December 23rd

Food Distribution:

- ∞ Food Dist Construction Project Work Grp selected GTEC to design and manage the project. Steve Wheeler, Steve Parsons and Dale Magoon all assisted in some aspect of the selection process whether it was the Qualification Packet Review or actual lead candidate interviews. GTEC they will oversee the subcontracting process to get bids and to assure that Davis-Bacon wages are followed. We will have someone selected by the end of October.

Update 11/25/19: We received funding from HUD and the Shakopee Tribe for this project. Preliminary cost estimates have led to us considering an 80 x 100 vs. and 80 x 120 Food Distribution Center as Davis Bacon wages up the PS Garage Project by 40%, so will do the same to this project. We are considering approaching Kellogg for an additional \$150,000 to complete the project on the original scale.

Historic Preservation:

- ∅ No Active applications or projects

Maintenance:

- ∅ No Active applications or projects

Natural Resources:

- ∞ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The Brown trailer is 75% removed as of 10/30/19. We are waiting until air monitoring is over with on Nov1 to disconnect everything and coordinate with a contractor to get the wiring labeled and ready for installation once the PS Garage is built and the EPA Monitoring Rm is readied.

Update 11/25/19: Allison has secured a contractor for moving the EPA monitoring equipment from the Brown trailer and eventually install it in the new garage once completed.

Public Safety:

- ∞ **New Car Garage for 2020:** The trusses for the roof are installed. The roof and sides will be on the first week of December. Construction is slated to be complete by the end of April 2020.

Water/Waste/Renewable Energy:

- ∅ **Working with Gary Lewis and Diane Kerr on developing a strategic plan for renewable energy initiatives.**

Update: Gary, Diane and I will be going to the 3rd Annual Energy Summit at the Seminole Tribes, Native Learning Center next February. We will establish contacts and gain insight into proceeding with alternative energy strategies starting in 2020. We will focus on finding funding to support our efforts.

Special Projects:

- ∞ **Document Management System:** The initial install of the system has occurred. Solidcircle will be working with IT, Legal, Council Admin Assistants and Rebecca Gohl (re: website application) over the coming month.
Update 11/25/19: Solidcircle is waiting on IT to provide the total data size of past documents to be converted.

- ∅ **Continue** on the TERT committee:

Update: Brandy Martin is keeping it moving forward, which will eventually lead to us being able to apply for funds related to TERT. Things have settled down some, so I am exploring funding opportunities for the Tribe based on reaching certain ERT milestones required by the Feds.

- ∅ **M-55 Bridge Work Schedule:** MDOT met with Tribal and Casino staff to update us on the M-55 Replacement project. They will begin work on the bridge in January of 2020 and continue through the end of the year. Traffic will be rerouted via East Lake.

- ∞ **Pine River Bridge Work Scheduled to be complete January 20, 2020**

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: _____, 2019

Re: NOVEMBER 2019 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of November 2019. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

November 2, 2019 – Janice Grant, Clinic Supervisor, Gina Dahlke, PRC/EHAP Supervisor, and Dr. Daryl Wever attended the Elder's Conference. Chief Pharmacist, Keith Jacque administered flu vaccines at the Elder's Conference.

November 6, 2019 – Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Dr. Daryl Wever attended the 1st of 4 Leadership Core classes at the LROR Resort.

November 20, 2019 – Gina Dahlke, PRC/EHAP Supervisor attended the 2nd of 4 Leadership Core classes at the Justice Center.

November 21, 2019 – Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Dr. Daryl Wever participated in Physician Interviews in the HR conference room.

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

CLINIC OPERATIONS:

393 patients scheduled

22 patients NO-SHOW to scheduled appointments

12 patients provided SAME DAY appointments for emergent matters**

122 cancelled appointments

261 patients attending CLINIC PHYSICIAN appointments**

17 patients PHONE TRIAGE**

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

59 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN NOVEMBER (Total Patient Volume): 546

Diabetic patients: 100

Flu Vaccines: 51

Injections: 16

Nursing Visits: 3 **

On-site Labs: 198

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,327

DIRECT CALLS TO CLINIC OPERATIONS: 399

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 434

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:**NOVEMBER 2019**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 32

TRAVEL HOURS: 116

SERVICE HOURS: 36 ½

NUMBER SERVED: 38

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 159 hours

COMMUNITY VISITS: 5

TRAVEL HOURS: 2

SERVICE HOURS: 3

NUMBER SERVED: 5

HOME VISITS: 12

TRAVEL HOURS: 13

SERVICE HOURS: 10 ½

NUMBER SERVED: 12

GOV'T BUILDING VISITS: 1

SERVICE HOURS: ½

NUMBER SERVED: 1

PHONE CALLS: 91

CALLS – UNABLE TO CONTACT: 77

HOME VISITS SCHEDULED: 11

HOME VISITS REFUSED: 3

HOME VISITS CANCELLED BY PATIENT: 2

HOME VISITS RESCHEDULED: 1

HOME VISITS CANCELLED BY CHR: 2

DUE TO TRANSPORT: 1

DUE TO ILLNESS: 1

HOME VISITS RESCHEDULED: 2

MEDICATION PICK-UP/DELIVERIES: 2 (included in number served & clients served)

TRAVEL HOURS: ½

SERVICE HOURS: ½

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 131 ½

TOTAL SERVICE HOURS: 51

TOTAL CLIENTS SERVED: 58

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 121,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1624

TOTAL PRC PAID IN NOVEMBER: \$ 99,811.52

PHARMACY/OTHER: \$ 42,514.70

DENTAL: \$ 13,231.10

TOTAL PATIENTS: 208 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 450

TOTAL CLAIMS ENTERED: 365

TOTAL PRC PAID 2019: \$ 1,262,231.27

TOTAL EHAP PAID IN NOVEMBER: \$ 21,201.66

TOTAL EHAP PAID 2019: \$ 403,046.64

TOTAL ENROLLED EHAP/LRBOI: 1345

NEW APPLICATIONS MAILED OR GIVEN: 26

REASSESSMENTS MAILED OR GIVEN: 162

MEDICARE LIKE RATE (MLR) Savings for NOVEMBER 2019

Claims submitted: 47 \$ 134,131.74 (total submitted)

-\$ 28,745.36 (what we paid)

\$ 105,386.38 (total savings)

PATIENT BENEFIT COORDINATORS: NOVEMBER 2019

Assisted with on-line applications: 3

Webinars/Trainings: 0

Phone calls: 227

New Patient Registration: 10

Established Patient Registration: 185

Referrals to Other Departments: 3

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

PHARMACY: NOVEMBER 2019

Active patients: 320

Prescriptions filled: 1121

Insurance charges: \$94,284.34

Insurance payments received: \$78,102.17

Non-member cash/copays received: \$354.99

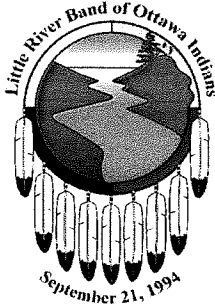
PRC-equivalent write offs:

LRBOI: \$23,427.90

Other Tribes: \$608.44

TOTAL: \$24,036.34

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 2019

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Chad Gehrke – Grants Clerk

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Scott Chamberlin – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A.** The new Housing Director officially started on November 12, 2019
- B.** The Housing Maintenance techs continue working on replacing the back designated elder housing decks.
- C.** Michelle Pepera attended Great Lakes Indian Housing Association Meeting in Minneapolis, MN November 17-21, 2019 as a representative of Little River Band Housing Department has been quite a while since we have attended one of these quarterly meetings.
- D.** I have been looking for new housing software to automate many processes done in the housing department.
- E.** The department met three times this month with Elise McGowan-Cuellan, Staff Attorney and Bill Willis, Members Services Lead. And continue to work on updating policies to bring forth to the Housing Commission for review, input and approval.
- F.** During the month, the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 1 (1, will be renewed by end of week 12/6; the other cannot be renewed at this time due to NSF issue)
 - New leases: 0
 - Annual Inspections: 3
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- G.** Down Payment and Closing Cost assistance grant (HI 100). Funds have been depleted for the remainder of the year, will re-allocate upon budget approval for fiscal year 2020.
 - Applications received this month: 0

Number of Awards made during the month: 0
Amount of Awards made for the Month: \$00.00
Total Number of Awards made during the Year: 19
Total Amount of Awards for the Year: \$81467.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 3
- B. Termination Notice(s) issued: 2
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Please see the attached daily log kept by the Housing Maintenance Technicians. This log is not intended to be an in depth description of the work performed each day, but instead a snap shot of their daily activities. We currently have 7 outstanding work orders for annual inspections.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 79 rental units in total of which 75 were rented giving us an occupancy rating of 95%.

- A. Aki has 55 income based rental units of which 52 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 8 units are rented.
- B. Aki has 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

- A. Working on replacement of the 12 Elder's back decking Four units have been completed.
- B. The maintenance department has been busy keep the housing areas clear of snow including plowing for ADA designated rental units and Elders.

VI. Plans for the Future.

- A. Construction of the 2019 2-Fair market homes- the basements were poured during the month of November and the two units are scheduled to be installed during the month of December.
- B. Replacement of the 12 Elder's back decking- 8 Units Remaining.
- C. New housing software for the department

VII. Other Information

- A. None

End of Report
Tara Bailey, Housing Director
December 2, 2019

Attachments: November 2019 daily maintenance log

Cc: File

Housing 2019
Daily Worksheet

Date 11-4 Continued @ 2626 OC

Date 11-5 Continued @ 2626 OC

got trim down for 2581 OC, hooked up salted on new truck, got tractors ready for snow removal, called and scheduled appts for next week

Date 11-6 Continued @ 2626 OC

Date 11-7 scraped lots, Roads salted lots, walks Hill
cleared driveways, continued @ 2626 OC, repaired older
salter and installed on grey truck, cleaned up tools and
shop area

Date 11-8 Plowed and salted lots + Hill, Plowed roads and
drives

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 11-11 Closed Plowed, salted Hill & EC, drives & Roads

Date 11-12 Plowed & salted lots Roads Hill Drives & EC
Looked at stove @ 2583 IC ordered new to replace.

Date 11-13 Plowed & salted lots Roads & Hill 2676^{OC} checked fridge
& ordered parts, 2719 IC changed Inducer Motor & capacitors
Delivered shovels to Elders Complex & blown Floor. Complex &
hung Restroom/mechanical signs. Plungered Kitchen sink @ 2727 OC

Date 11-14 Plowed & salted lots walks Road cleaned Drives
Installed new Range @ 2583 IC, Repaired salter straps
Continued @ 2626 OC

Date 11-15 Safety meeting about slip fall conditions
Continued @ 2626 OC, Picked up and disposed 3 pumpkins
Move out inspection @ 2624 IC, Checked condensation pump
@ 2644 OC Scraped Roads, Knocked down hanks

Thank you for filling out this Daily Worksheet

Jake

Housing 2019
Daily Worksheet

Date 11-18 Cleaned shop bathroom and coffee area
went over work orders, submitted BIA sheets
rekeyed vacant unit @ 2624 IC, continued @ 2626 OC

Date 11-19 discussed plan for the day, continued @ 2626 OC
Repaired bifold Door track and reinstalled bifold door @ 2626 OC
continued @ 2626 OC, went over estimate #'s for repairs
@ 2624 IC

Date 11-20 Discussed plan for day, continued @ 2626 OC
rearranged salt and equipment to make room for side x side
made calls for w/o and Annual Inspection work, emailed
tenant to reschedule trim work @ 2581 OC

Date 11-21 Discussed work for the day, cleaned windows and
cab area of grey truck, continued @ 2626 OC
Contacted tenant for base board instal @ 2581 OC scheduled
for Monday 10 am 11-25-19

Date 11-22 Restocked Assorted screws in grey truck
Receipts, completed work orders, Installed tenant supplied
light bulb in garage @ 2596 IC, continued @ 2626 OC

Thank you for filling out this Daily Worksheet

Matthew Alexander

Housing 2019
Daily Worksheet

Date 11/18/19 - 7-9:30 - Cont. on 2626 OC, 1:1 meeting 10-11
Afternoon -

12 - Picked up Paint at Gilkey's - cont. painting 2626 OC

Date 11/19/19 - Morning - Cont. on 2626 OC. Escorted Wickland/ AHP
Mike around Elders Complex to fix all ten Unit Exterior Doors & lobby
Doors. - Late lunch
Afternoon - cont. on 2626 OC (Painting)

11/20/19
Date Morning - Cont. on 2626^{OC}, Made Appts for Workorders &
HVAC
Afternoon - 2665^{FC} hung up Garage Door Opener cord - fixed bifold
2723 ER - Replaced Capacitor on Blower motor for HVAC.
2667 OC - Caulked outside window

Date 11/21/19 Morning - Cleared Elders Complex, reinstalled Door
Stop. Cont. on 2626 OC. Went to Comfort Center to check
on 2 Microwave from 2645 ordered one online.

Date 11/22/19 - Morning - 2676 OC - Changed Part on
Fridge (rewired)

Afternoon - Cont. on 2626 OC installed shelving
& Bathroom Fixtures.

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date

11/18/19 South Chamberlain

Went through work orders, Tokeo 2624 Wb. day,
not make ready together, Webster (with Tokeo),
moved into the bag. for more soft,

Date

11/19/19

off Rto

Date

11/20/19 Spoke with plumbing contractor for elders B.

apt. Friday 2. Will contact tenants. Check email.
Called apts for work orders. Mitchels (make ready)
2723 Elder Row Replace Cap. on furnace. Steve. Pete leaking
basement window, took apart & re sealed.

Date

11/21/19 Cleaned elders building, 401k meeting,
(Mitchels make ready)

Date

11/22/19 Amanda 2676 (Fridge repair) Clean Shop.
garbage run, 995 in truck, Supplies Gilroy

Thank you for filling out this Daily Worksheet

119

Housing 2019 Daily Worksheet

Date 11-18-19

NA SICK PTO 8 HRS

Date 11-19-19

P.M. 25740 - GREASED ALL FITTINGS, CHECK ALL FLUIDS & FILLED (2 1/2 H.)
IF NEEDED, ADJUSTED BACK BLADE, ADJUSTED FRONT BLOWER CHAIN ^{CLEANED} FILTER
P.M. 26060 - GREASED ALL FITTINGS, CHECK ALL FLUIDS & FILLED IF NEEDED,
ADJUSTED BACK BLADE, ADJUSTED FRONT BLOWER BLADE, CHANGED FILTERS, WELDED
SHOES ON 26060 (3 HRS) WALK TROW 2624 (1/2 HR) HELPED FLOOR CHANGE TIRE (1 HR)
CHANGED SHOES & TOOLS (1 HR)

Date 11-20-19

PAINTED TRIM FOR 2581 (2 HR) WORK ON 2626 (3 HR)
RECEIVED KUTKA SIDE-BY-SIDE WORK THERO INSTRUCTIONS & PM (2 HR)
MET WITH HALLAND'S AT 2624 DISCUSS APTNO FOR FLOOR
REPLACEMENT (1 HR)

Date 11-21-19

WORK ON 2626 CHALK, CLEAN, REHILL DOOR - FR (7 HRS)
HUNG PAINTING, LOCK & CURTAIN RODS 104 - (1 HR)

Date 11-22-19

WORK ON 2626 ALUMINUM, DOORS (3 HRS)
PAINTING (1 HR) (4 PTO)

Thank you for filling out this Daily Worksheet

Matthew Alexander

Housing 2019
Daily Worksheet

11/25/19

Date 2626 2 hrs, ^{1 hr} meeting w/ Tami 1 hr Snyder's, 2646 1 hr
w/ mailbox, 1/2 hr ~~2693~~ 2693 - Washer Diagnosis

11/26/19 (1.5)

Date 1 hr - Snyder's ^{called back vehicle} picked up Microwave 1/2 hr. Cont on 262605
1/2 hrs (1.5), Picked up quote from Comfort Center 0.5 hr.
Cont on 262606 1 hr

11/27/19

Date 2645 - microwave replacement over range, Repaired old micro After
at Shop 3 hrs 1 hr ordering Microwave Parts, 2693 - Installed
(Washer/Worked on old washer) 1 hr, 1/2 hr at 2626

Holiday
Date

Happy Thanksgiving

Date

Holiday

Work orders: 2

KSP

Thank you for filling out this Daily Worksheet

WB 37X10032

1601

WB 27X11210

AP 5803553

261701701460

Housing 2019
Daily Worksheet

Date Mon 11/25 Scott

(Remove Salt from truck 30) (Clean & Check elder complex
40) (Mitchels, Make ready. 3) 8531 Mow Gaw n/c, Base
1hr,

Date Tues. 11/26

Cleaned truck 30, took stove apart, tested ordered
parts 1hr, Picked up microwave 30, Make Ready 2626 oc. 3 1/2
pick up quote Comfort Center 30

Date Wed 11/27 2645 F. Mefay. Microwave (2)

gas in new truck (30) 269.3 Replace washer
and tested old (1) worked on oven (shop (1)
apt 108 ~~fix~~ fix closet shelf (30)

Date Thurs. 11/28

off Holiday

Date Friday 11/29.

off Holiday

Work Orders: 4

Thank you for filling out this Daily Worksheet

Jake

Housing 2019
Daily Worksheet

Date 11-25 helped organize tools for 10am apt @ 2581 oc
1/2 hr, removed sutter and salt from back of truck to
load tools for 2581 oc 1/2 hr, continued @ 2626 oc 1 1/2 hrs
Da Apt 1 1/2 hrs continued @ 2626 oc 2 hrs

Date 11-26 Got stairs down from storage 30 min
ordered bulbs for stairs 15 min, continued @ 2626 oc 2 hrs
Lunch 1/2 hr continued @ 2626 oc 2 1/2 hrs, Annual Inspection
@ 2677 oc 1/2 hr, clean up @ Shop 1 hr

Date 11-27 Reinstalled Sutter 15 min, Got mileage from
trucks and emailed to RB 1/2 hr cleaned up workshop area
1 hr put up sign @ elders complex called on work order 15 min
completed work order 15 min, Researched Carhartt jackets for
purchase 30 min, Repaired chair for tenant 30 min
clean shop area 1 hr, Checked equip in case of snow 1 hr
called Anthonies landscaping 30 min, called Little Valley Homes 30 min
Date 11-28 closed

Holiday

Date 11-29 closed

Holiday

Work Orders: 1

Thank you for filling out this Daily Worksheet

Human Resources
Jeff Simpkins

To: Ogema Romanelli
From: J. Simpkins
Subject: November 2019 HR Department Report
Date: 12/13/19

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

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

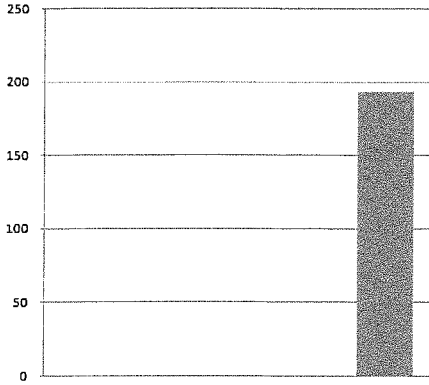
1) HR 2019 Operational Plan

- a) Continuation of the 2019 HR Work Plan.
 - i) 30 of 2019 planned projects are complete. 15 are currently in-process.
 - ii) November Summary: November was another month with a high HR operational tempo. The HR team completed 37 projects or major tasks during the month, 8 of which were exciting milestones! Thanks to our partners from other departments, Alicia Knapp and Mindi Smith for all the hard, focused and diligent work to improve the people part of LRBOI's Government Operations! The Compensation and Tribal Member Development continued their work, and another team was initiated in conjunction with our partners in Accounting to improve communication and information flow between departments. Thanks Lani and Angie! HR and hiring departments executed our new orientation process for the first time in November. This new process now includes one and a half days of work directly with the Hiring Manager, HR and other LRBOI trainers like Jay Sam and Angie Stone. The feedback from the first two sessions was wonderful, and included great insight for continued improvement moving forward. Another significant event was working with IT to fill the final open Staffing Requisition. IT is now at full staff. Congratulations, George! HR thanks all of its partner team members and departments for the great collaborative work, and we look forward to continuing these partnerships. Thanks Team!

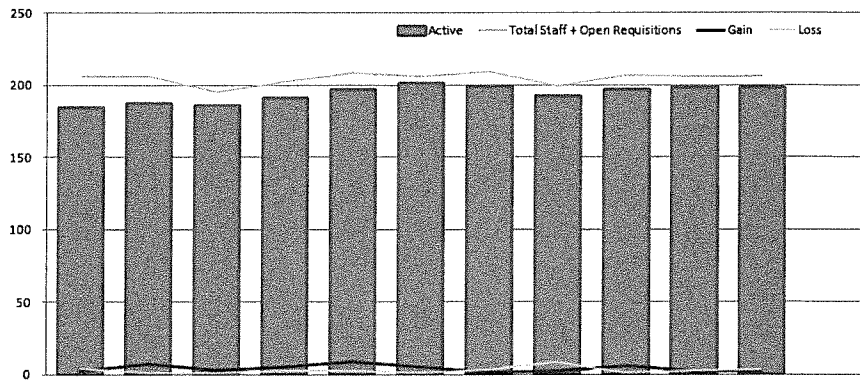
2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Improvement Plan complete.
 - (2) Number of Hires During the Month: 2
 - (3) Number of Hires Year to Date: 44
 - (4) Number of Applicants Year to Date: 253
 - (5) Number of Open Positions: 4
 - (6) Updates to the Selection process complete. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
 - (7) Completed all open requisitions for IT.
 - (8) Updated Recruiting Work Priority: 1 – Clinic Physician, 2 – Public Safety, 3 – All Others.
 - (9) Turnover increased from 2 in October to 3 in November. It looks like LRBOI is on track for a total 2019 turnover rate of around 15.6%. This includes regular, seasonal, intern and temporary employment.

Staffing



Variables				2019 YTD
Active				194
Inactive				3
Total Staff				196
Open Requisitions				8
Total Staff + Open Requisitions				205
Average Fill %				96.0%
Gain				44
Loss				28
Net Gain (Loss)	0	0	0	16

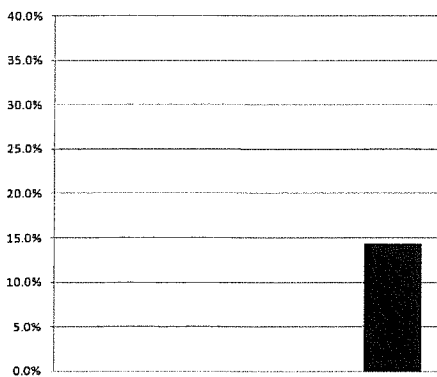


Months	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Active	184	187	186	191	197	201	199	192	197	198	198	
Inactive	3	3	5	3	2	2	2	2	3	4	2	
Total Staff	187	190	191	194	199	203	201	194	200	202	200	
Open Requisitions	19	16	4	8	9	3	8	5	7	4	6	
Total Staff + Open Requisitions	206	206	195	202	208	206	209	199	207	206	206	
Average Fill %	90.8%	92.2%	97.9%	96.0%	94.7%	97.6%	95.2%	96.5%	95.2%	96.1%	96.1%	#DIV/0!
Gain	2	7	3	5	9	5	1	2	6	2	2	
Loss	4	1	1	2	2	1	3	8	1	2	3	
Net Gain (Loss)	-2.0	6.0	2.0	3.0	7.0	4.0	-2.0	-6.0	5.0	0.0	-1.0	0.0

Michigan Unemployment
Michigan/National U6

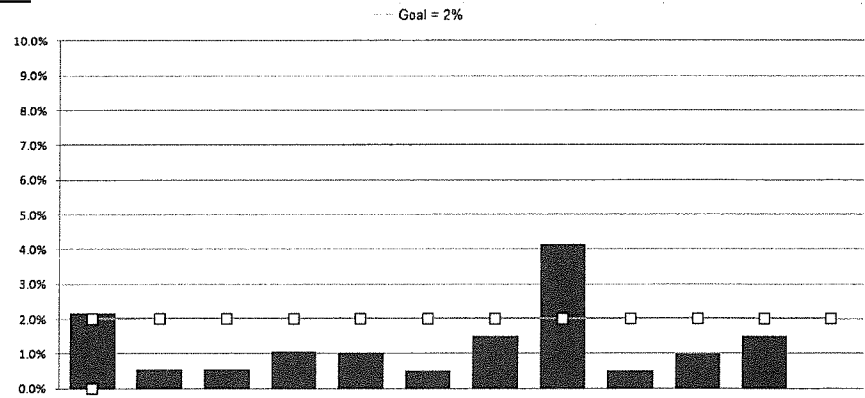
4.0% 4.0% 4.0% 4.1% 4.2% 4.2% 4.3% 4.2% 4.2% 4.1% 0.0% 0.0%
7.6% 7.6% 7.6% 7.6% 7.6% 7.6% 7.6% 7.6% 7.6% 7.6% 0.0% 0.0%

Turnover



Variables	#REF!	#REF!	#REF!	2019 YTD
Turnover Percentage				14.3%

Total Separations	0	0	0	28
Average # of Associates				196
Turnover Percentage Last FY/Month				2.0%
Turnover Goal				2.0%
Turnover Percentage: Involuntary	#DIV/0!	#DIV/0!	#DIV/0!	5.1%
Turnover Percentage: Voluntary	#DIV/0!	#DIV/0!	#DIV/0!	9.2%

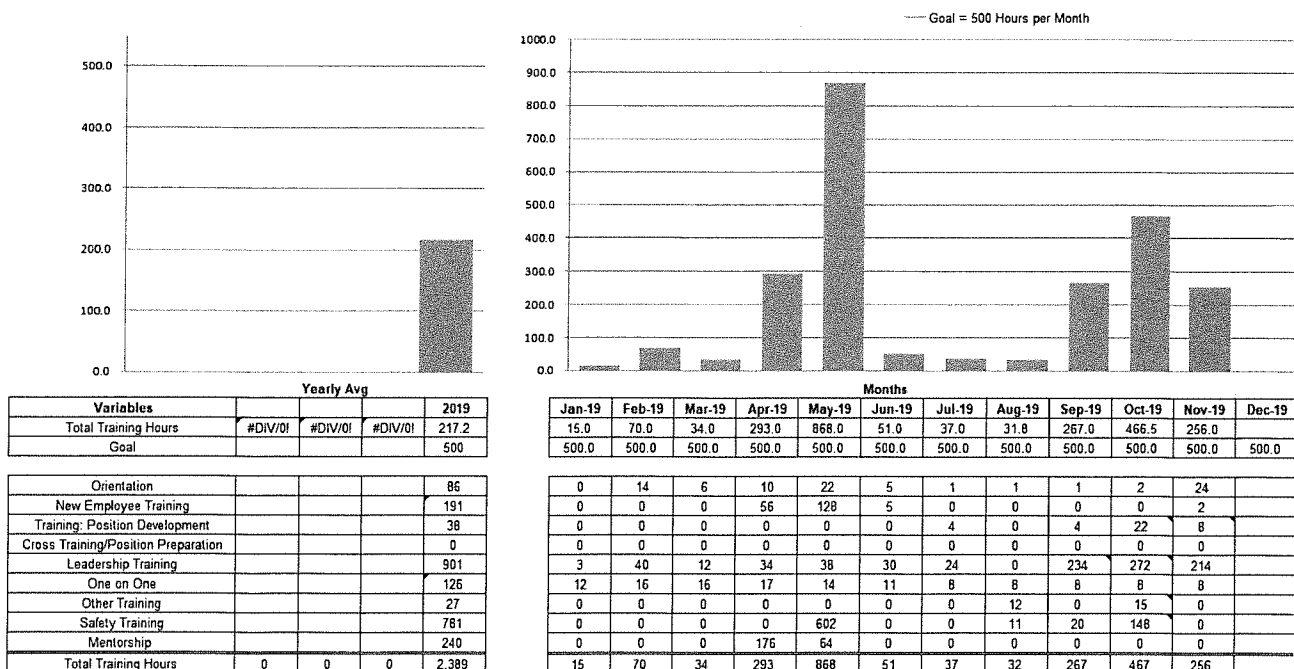


Months	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Active	4	1	1	2	2	1	3	8	1	2	3	
Total Staff	187	190	191	194	199	203	201	194	200	202	200	
Open Requisitions	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Involuntary	0.0%	0.0%	0.0%	1.0%	1.0%	0.5%	0.5%	0.5%	0.0%	1.0%	0.5%	#DIV/0!
Voluntary	2.1%	0.5%	0.5%	0.0%	0.0%	0.0%	1.0%	3.6%	0.5%	0.0%	1.0%	#DIV/0!

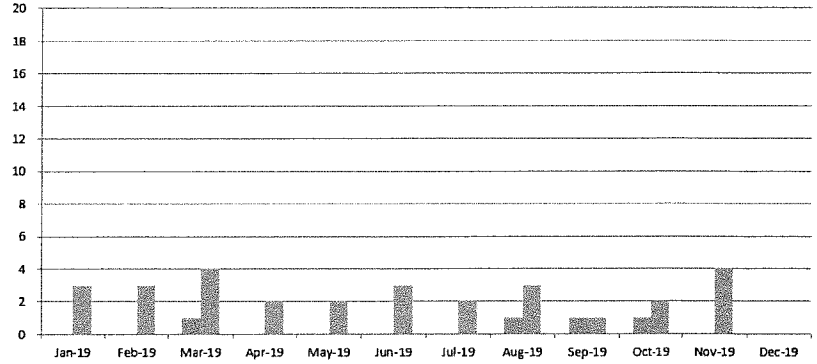
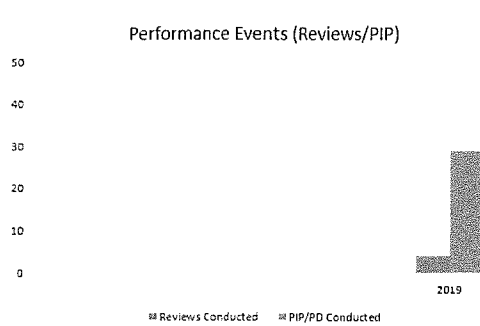
3) Talent Development and Relations

- a) Continued leadership development based on customer needs.
 - i) Result: External leadership training continued in November, with the Grand Rapids Employers Association returning to continue Core Leadership Training on 11/6 and 11/20. To-date in 2019 leader development totals approximately 901 hours. We appreciate our partners in Purchasing, The Grand Rapids Employers Association, LRCR Events and Melinda Smith for all of the great work coordinating the events. Thanks everyone!
- b) HR Department Development Initiatives:
 - i) Provided additional HR support to the leadership of various departments.
 - ii) Alicia Knapp continued participation in Core Leadership.
 - iii) Mindi Smith continued the TEA HR Certification program and attended 1 course in November.
- c) Continued work on Performance Management and Compensation Plan issues, including:
 - i) Compensation Triage Project for Immediate Correction:
 - (1) Balance of Organization Range Low – Pending Action
 - ii) Create a Performance Management Update Project:
 - (1) NRD leaders continued using SABA. Initial results continue to show the most activity in the software's One-on-One meeting tools, but many team members also began their self-evaluations.
 - (2) HR also assisted the leaders in our initial SABA launch group. Our thanks go to the Prosecutor's Office, Gaming and Accounting for their work in implementing the One-on-One system in SABA and creating meaningful, measurable competencies for evaluation of performance.
 - iii) Continued Compensation Plan Team work to review plan options and make recommendations to executives. We appreciate the leadership team members who volunteered their time to the project. The team submitted values-related questions to the Lead Group in order to obtain clarification on priorities, and also began working up a set of possible comp plan components. Thanks to Lani Rozga, Robert Medacco, Robert Sanders and Gary Lewis for their time and work during the month!
- d) Completed Performance Reviews Returned to HR: 0
- e) Completed PIPs Returned to HR: 4

Training and Development Hours



Performance Events (Reviews/PIP)



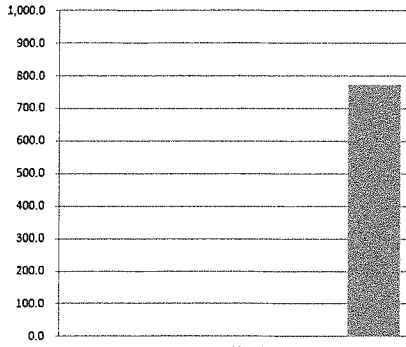
Variables	Year	2019
Percent of Staff Receiving Feedback		100%
Reviews Conducted		4
PIP/PD Conducted		29
Total Staff		2161

Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
2%	2%	3%	1%	1%	1%	1%	2%	1%	1%	2%	0%
0	0	1	0	0	0	0	1	1	1	0	0%
3	3	4	2	2	3	2	3	1	2	4	#DIV/0!
187	190	191	194	199	203	201	194	200	202	200	

4) Benefits and HR Administration

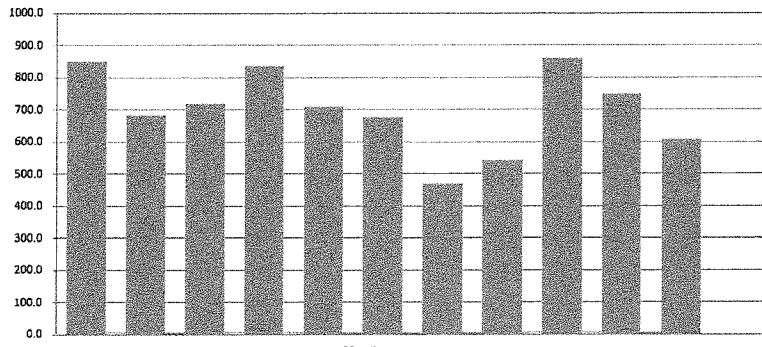
- November included significant benefits work due in part to Open Enrollment. This year, we elected a different approach and worked to ensure information was available to LRBOI as early as possible. The purpose was to provide people an opportunity to plan for participation, understand their options and make good decisions about 2020 coverage. We initiated a weekly email blast for events, milestones and important considerations. We appreciate everyone who provided feedback and look forward to implementing some of the suggestions. Thank you!
- Continued working to improve the previously identified benefit process issues and concerns.
 - Actions Taken:
 - Continued previous Benefits Work Priority: 1 – Open Enrollment, 2 – Full System Audit
- Continue understanding the Abila HRIS capability with additional data and documents.
- Continually adjusting tracking documents to simplify the data collection process for metrics.
- Leave Cases
 - FML: 4
 - IFML: 2
 - Bereavement: 4
 - LOA: 0
 - Education: 6
 - Wellness: 9
 - Leave Hours decreased for a second consecutive month to 607.

Leave (Excluding PTO and Holidays)



Yearly Avg			
Variables	#DIV/0!	#DIV/0!	2019
Total Leave Hours	#DIV/0!	#DIV/0!	771.9
Total Leave Events	#DIV/0!	#DIV/0!	28.3
Number of FTE Positions			4.8

Leave Hours by Type			
Bereavement			1,072
Education			308
FML			4,948
IFML			267
Jury Duty/Tribal Witness			0
LOA			768
Military			0
Parental			0
Wellness			338
Total Leave Hours	0	0	7,701



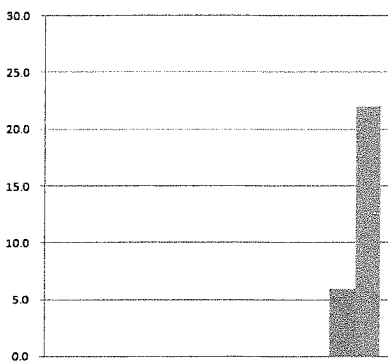
Months											
Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
849.50	681.50	718.75	837.8	709.0	676.3	469.0	542.0	861.3	748.5	607.8	25.0
24.00	33.00	24.00	32.0	26.0	32.0	16.0	23.0	32.0	30.0	25.0	
5.31	4.26	4.49	5.24	4.43	4.23	2.93	3.39	5.38	4.68	3.60	

336.50	123.50	84.00	40.00	16.00	112.00	0.00	48	104	144	64	
12.00	12.00	16.75	20.50	25.25	26.75	28.00	17	62	45	44	
336.00	368.00	552.25	696.00	572.00	384.00	264.00	248	560	504	464	
13.00	18.00	0.00	43.50	64.00	88.00	0.00	16	0	24	0	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	
152.00	128.00	32.00	0.00	0.00	32.00	144.00	176	104	0	0	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	
0.00	32.00	33.75	37.75	31.70	33.50	33.00	37	32	32	36	
850	682	719	838	709	676	469	542	861	749	608	

5) Safety

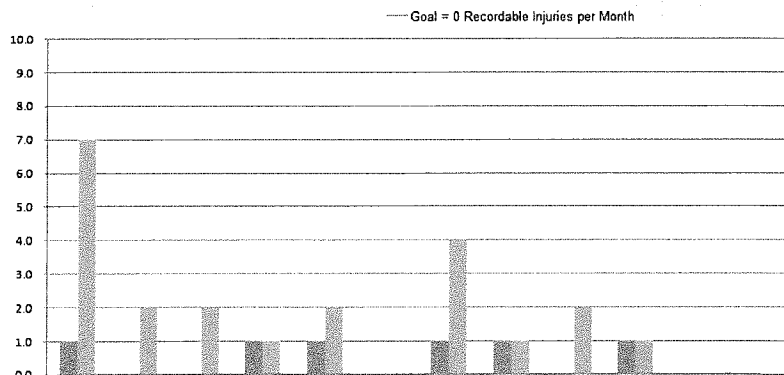
- i) Recordable Injuries: 0
- ii) Near Miss/1st Aid: 0
- iii) LRBOI experienced no injuries during November. Great Job Team!

Safety (Recordable Injuries and Near-Miss Incidents)



Yearly Avg			
Variables			2019
Total Recordable Injuries			6.0
Goal			
Total Near-Miss Incidents			22.0

Strain/Sprain				3
Laceration				1
FBE				0
Fracture				1
Illness				1
Other				0
	0	0	0	6



Months											
Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
1.0	0.0	0.0	1.0	1.0	0.0	1.0	1.0	0.0	1.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7.0	2.0	2.0	1.0	2.0	0.0	4.0	1.0	2.0	1.0	0.0	0.0

0	0	0	0	0	0	1	1	0	1	0	
0	0	0	1	0	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	0	
1	0	0	0	0	0	0	0	0	0	0	
0	0	0	0	1	0	0	0	0	0	0	
0	0	0	0	0	0	0	0	0	0	0	
1	0	0	1	1	0	1	1	0	1	0	

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

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

CURRENTLY EMPLOYED						
November 2019						
	TM	NA	D	S	NP	TOTAL
EXECUTIVE	73	9	10	8	65	165
GAMING	10	1	1	3	15	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	5	2	0	1	1	9
TOTAL	99	14	11	12	82	218
Prior Month						
EXECUTIVE	74	8	10	9	65	166
GAMING	10	1	1	3	15	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	5	2	0	1	1	9
TOTAL	100	13	11	13	82	219
Prior Year						
	TM	NA	D	S	NP	TOTAL
EXECUTIVE						0
GAMING						0
LEGISLATIVE						0
JUDICIAL						0
TOTAL	0	0	0	0	0	0

Notes on Tribal Preference:

- November Tribal Preference was 62.4% of total employment, a slight decrease from last month. The month included 1 Tribal Preference hire and 2 Tribal Preference losses.
- 2019 data shows the following:
 - The organization is receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes).
 - Tribal Preference applications are 14.2% of all applications received, no change from the previous month.
 - Tribal Preference applicants are experiencing issues with position qualifications, as evidenced by the following data:
 - Tribal Preference hires are 27.2% of all hires (12 out of 44) during 2019. This is the third consecutive month where the percentage has increased. Great job Hiring Managers!
- Tribal Development Team: November, the team completed its next action item, and coincidentally its first promotional piece, an article for the December issue of Currents. The team continues working on methods to connect students with hiring managers for both full-time and internship opportunities. Future projects continue to include implementing a regular communication piece for Tribal college students, mentorship, live streaming career fair for Tribal students and others. Thanks Team!

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
November 2019

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. IT Department remains at 66% staffing. Day to day operations, remain the priority, some projects have restarted.

2. Mandatory IT Projects by order of priority:

- a. Telephone system upgrade or replace. E911 compliance required by 12/31/2019, current system not capable. Least costly option is to go with cloud-based system. Due Date 12/31/19. Vendor has been selected implementation is set to complete prior to December 22 2019
- b. Windows 7 End of Life. Microsoft operating system Windows 7 will be at end of life on January 14th 2019 and will no longer be support all Windows 7 systems must be upgraded to Windows 10. Due Date 12/31/19 –there are 4 computers left to replace.
- c. Windows Server 2008 End of Life. Microsoft operating system Windows Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows Server 2008 systems must be upgraded to Windows Server 2016 or Windows Server 2019. Due Date 12/31/19 – there are 6 servers left to update.
- d. Windows SQL Server 2008 End of Life. Microsoft operating system Windows SQL Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows SQL Server 2008 systems must be upgraded to Windows SQL Server 2017. Due Date 12/31/19 there a 3 servers that need to be upgraded and we will need to upgrade the software running on those five servers.
- e. Solid Circle Document Management System training was help, another will happen in December. The system is in use now.
- f. Muskegon Clinic & Pharmacy project planning. This project has been pushed to 2020
- g. Security Upgrades:
 - i. Government Center Parking Lot Camera System (Due Date TBD).
 - ii. NRD Camera System (Due Date TBD).
 - iii. NGLC Camera System replacement (Due Date ASAP).

3. 180 new IT work orders opened in November 2019 and 154 IT work orders completed in November 2019.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions for 2020 IT Projects

Trainings Held / Attended –

1. Attended Lead's meeting to provide project update.

Special Tasks / Activities Performed –

Maintenance
Rusty Smith

Facilities Management Department

2019 November Monthly Report

De-Ahna K. Underwood, Administrative Assistant

I. Department Overview

Goals & Objectives

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

This month 45 work orders submitted and 40 completed for the month of September. Facilities work order requests included, but not limited to grounds keeping, installing lights, and hanging wall decorations, repairing walls, moving employees to new offices, assembling office furniture at Aki, NRD, GC JC, NGLC and NMHSI.

Facilities is still understaffed and would greatly benefit having additional Employees and tech positions. In order to have quality knowledgeable and skilled people in this department, we need to raise the pay of the Technicians and organize the techs. We need to be able to ask for basic skills and knowledge of construction, HVAC, electrical and experience with snow plowing. People who can work alone and take initiative.

The EVS Techs stay very active in their daily routine of keeping the Government Center and the other office buildings clean and sanitized. Extra time is spent in the lobbies this time of year, due to salt and water being tracked into the buildings. They also deliver various supplies to departments and tribal buildings.

III. Budget Expense Justification

Open standing purchase orders until December 31, 2019.

IV. Travel and Trainings

Nothing to report at this time.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: December 6, 2019
Re: November 2019 report of activities

Number of tribal members assisted on new issues	78
Number of referrals received	6
Number of continuing cases:	45

Types of legal issues:

Child support	Conservator Selling Real Estate
Probate Estate	Small Claims
Divorce	Real Estate
Business	Child Protective Services
Garnishment	Estate Planning
Post Divorce Matters	Estate Distribution
Trusts	Parenting Time
General Civil	Conservator - Adult
Asset Distribution Upon Death	Adoption
SSA	Will
Domestic Violence	Power of Attorney
Lease	Lady Bird Deed
Personal Protection Order	Tax Foreclosure
Guardian – Adult	QDRO
Step Parent Adoption	SSN
Visitation	Eviction
Guardian – Adult - Termination	Medical Power of Attorney
Criminal	Landlord - Tenant
Amend Power of Attorney	Small Probate Estate
Power of Attorney – Amendment	Annuity
Estate Planning – Amend	Custody
SSI and Per Cap	Affidavit of Parentage

Supervised Probate Estate
Name Change - Minor
LLC
Oil, Gas and Mineral Rights
Power of Attorney – Out of State
Medical Malpractice
Medical Power of Attorney – amend
Probate Estate – Out of State
Change of Custody

Codicil
Beneficiary
Trust Administration
Limited Power of Attorney – Minor
SSA Hearing
401(k) Beneficiaries
Fraud
Principal Residence Exemption
Insurance Claim

Meetings with tribal council

Viewed Handling Fiduciary Real Estate Transactions webinar

Sample of Work Performed:

Assisted a tribal member receive their share of equity in real estate when they owned the real estate with another person

Assisted a tribal member obtain an order for supervised parenting time

Assisted a tribal member evict a tenant from their residence

Assisted a tribal member adopt their step child

Members Assistance
Jason Cross (Interim)

Members Assistance Department

November 2019 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – 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 \$255,068.68
 - ii. Budget remaining 7%
 - iii. 26 total households served with this program.

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

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

- a. MOA BE-18-K28 \$364,000
 - i. Total expensed \$263,879.88
 - ii. Budget remaining 28%
 - iii. 10 total households served with this program.

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

3. Food Assistance Program

- b. Budget \$47,000
- c. Total expensed YTD \$34,650
- d. 29% Remaining
- e. 164 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
50	10	5	3	33	5	1	7	3	47

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$23,664.92
- h. 32% Remaining
- i. 49 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	1	3	0	7	0	0	5	1	25

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$27,686.93
- l. 31% Remaining
- m. 128 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
35	3	9	2	26	6	3	2	1	41

6. LIHEAP – DHHS Grant Funded Program FY 2019

- a. Total Budget \$179,209
- b. Total expensed to date \$73,614.46
- c. 94 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
34	8	4	2	35	3	1	4	3

7. Elder Chore Program

- d. Total Budget \$15,000
- e. Total expensed YTD \$11,685.00
- f. 32% Remaining
- g. 50 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
18	3	1	1	11	0	1	2	1	12

8. Emergency Transportation

- h. Total Budget \$25,000
- i. Total expensed YTD \$16,711.15
- j. 33% Remaining
- k. 74 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
28	4	2	1	17	2	1	3	2	14

9. LRBOI Home Repair Program 2019

- l. Total budget \$107,000
- m. Total expensed YTD \$16,770.00
- n. 84% Remaining
- o. 9 members accessed this program

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

10. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$392,600
- r. 13% Remaining
- s. 52 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	2	0	0	6	0	1	6	3	10

11. Elders Insurance

- t. Cost per Elder \$175.71 Medical and \$112.00 prescription benefit per month.
- u. 315 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
306	39	203	1

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
144	122	32	32	98	111	46	37	5	4

14. Office Visits

- z. 18 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 2019 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries Division:

Archie Martell - Senior Fisheries Biologist, Fisheries Division Manager

Corey Jerome – Fisheries Biologist, Sturgeon

Barry Weldon – Great Lakes Fisheries Biologist

Dana Castle – Aquatic/Fisheries Biologist, Inland

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician, Inland

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
- Staff Management EWS
- SABA Performance Review Pilot
- Monthly Staff Activities Reporting
- Budget monitoring and coordination
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Lake Sturgeon data management
- Sturgeon data entry
- SABA work
- Grayling Reintroduction Initiative Data Management
- Inland Fisheries Harvest Permitting
- Inland Fisheries data entry and management
- Great Lakes Fisheries data entry and management

- Equipment and supplies procurement
- Data entry and analysis for the wild Rice fish community project
- Fish Distribution to membership

Equipment maintenance/Field Work/Lab Work:

- Next Generation Learning Center sturgeon measurements, Education/ Outreach
- Winterization of SRF, Sturgeon Rearing Facility
- Manistee Lake, fish community survey
- Manistee Sturgeon Index netting, Lake Michigan
- Muskegon River, Sturgeon site visit
- Hamlin Lake Fish community assessment
- Upper Manistee River Temp Logger check
- GL Bioprocessing of fishery survey
- GL image & age walleye spine
- GL Gear/Equipment maintenance and construction
- GL Winterization of equipment / gear and work area at Blue
- Blue Cleanup and organization
- GL Gear maintenance, net tying
- GL Gear prep and Gear maintenance
- Great Lakes, biodata collections from fisheries assessments
- GL Fishing net construction and net maintenance
- GL Boat maintenance and repair
- Winterized All Inland Boat Engines
- Deer Check Station Training/Coverage
- Fish scale imaging and aging.

Meetings/Training/Travel/Conference Calls

- GLFT grant conference call (11/1,14)
- CPR training (11/4,5)
- LRBOI Purchasing and Procurement Training (11/19)
- USFS meeting for lake sturgeon PIT tag array (11/19)
- Multiple 2020 meetings with United Legal (11/)
- 2020 Biologist Committee Meeting (11/13)
- 2020 Tribal-State-Federal meeting (Bay Mills, 11/20-11/22)
- Sea Lamprey Control meeting (11/25)
- Technical Fisheries Committee meeting (11/26)

<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		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4223 EPA Great Lakes Restoration Initiative, Native Species		

Wildlife Program

Bob Sanders – Senior Wildlife Biologist

Angela Kujawa – Wildlife Biologist

John Grocholski – Wildlife Technician

Spencer West – 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
 - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report – November
- EWS - Staff management
- SABA – One on One meetings and annual performance reviews
- Manage budget and review R&E's
- Scheduling employees
- Membership assistance/front counter coverage
- Coordination on CWD issues with MDNR, Tribal Counterparts
- Answered questions/requests from Tribal membership regarding wildlife issues
- Research and ordered wildlife equipment needed for surveys and research projects
- Collaboratively worked on Compensation plan creation
- Reviewed scientific literature relating to wildlife issues
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- Northern Lower Peninsula camera survey data entry/analysis
- Resource Selection Function manuscript preparation and development; organize data into usable format and work on home-range estimates. Work with IT to get proper applications to process data. – ongoing until published or submitted
- Submitted migratory bird proposal to the USFWS
- Submitted travel request for Elk data collection, MS assess course
- Worked on updating Wildlife Division website. Organize abstracts for recent projects; compile project overviews, look into proper forms to get successful hunter pictures posted
- Winter track surveys: create maps of potential survey areas, guides for track identification, and datasheets
- GVSU collaboration: provide support to GVSU students, including data manipulation, telemetry, and looking into GPS collar issues
- Gathered bids for track loader, trailer, forestry mulching head, and storage containers

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry – Ongoing
 - Northern Lower Peninsula marten distribution camera survey – Ongoing

- Serviced Kubota tractors and farming implements
- General maintenance on wildlife machinery – on going
- Deer Check station. Check harvested deer and send in deer heads to be tested for TB and CWD
- Cedar Tree head start project. Cedar seed collection and propagation
- Big Blue cleaning and organizing
- Sweet grass planting in raised beds.
- Serviced snowmobiles for upcoming field season

Meetings/Training/Travel/Conference Calls

- Heart saver CPR training – (11/4)
- BIA PIA meeting – (11/4 -11/8)
- HR Comp meeting – (11/13), (11/27)
- Leads meeting – (11/18)
- WS council – (11/19)
- GVSU meeting – (11/20)
- MI TWS committee call – (11/25)

Environmental Program

Allison Smart – Environmental Coordinator, Environmental Division Manager

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Water Quality Specialist, Aquatic Biologist

Vacant – Aquatic Biologist - Wetlands

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

GAP Program

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA Performance Pilot Project
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- Worked on GIS Maps for reservation lands
- Communicated with USEPA on various environmental issues
- Worked towards IHS management of solid waste plan.
- New Staff guidebook
- Position plan for Aquatic Biologist – Wetlands
- Position plan for potential LAMP grant
- Air monitoring station move contract

Meeting/Training/Travel/Conference Call

- Project Meeting with Brownfield Specialist 11/1, 11/26
- Huddles: 11/18
- One on Ones: 11/19, 11/19, 11/21, 11/21,
- Meeting with EGLE Tribal Liaison 11/14
- Council Agenda Review 11/18
- NOAA Conference Calls: 11/19
- USFS Meeting 11/19
- R5TOC Caucus Call 11/19
- Wild Rice Steering Committee Call 11/21
- Leadership Round Table 11/26
- Air Monitoring Move 11/26

Brownfield Program

Administration/Reports/Data Entry

- Completed 128(a) EPA PALS worksheet
- Notes entered for quarterly 128(a) Tribal Call
- Submitted drafts of FY21-22 EPA 128(a)/PPG work plans and budgets
- Submitted HMRP Building Rank draft
- Submitted HMRP Section Draft: Maximum Release Severity
- Submitted HMRP Section Draft: Spill Risks on Reservation
- Future ordinance(s) for 128(a) Program

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

- Met with Supervisor re: ARC Grants (Nov 1)

- Attended weekly Env. Staff Huddle (Nov 25)
- Completed LRBOI-provided CPR Training (Nov 5)
- Sat on EGLE Waste Sites Webinar (Nov 19)
- Sat on quarterly 128(a) Tribal Call (Nov 19)
- 1-on-1 meeting with Supervisor (Nov 19)
- Met with Supervisor re: FY21-22 & HMRP (Nov 26)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Sent out Zooplankton samples to be processed
- Sent out Macroinvertebrate samples to be processed
- Ordered canteen outreach water bottles
- Entered hydrolab data into WQX
- Entered Nutrient data into WQX
- Ordered turbidity calibration solution
- Entered some nutrient data into sigmaplot graphs
- Sent check request in for Macroinvertebrate samples
- Renewed AFS membership

Field Work and Equipment Maintenance

- Calibrated hydrolab
- Sent hydrolab 5 hand held in for maintenance
- Received hydrolab 5 (main bored replaced)
- Changed oil and oil filter in WQ boat
- Winterized WQ boat 11-7-19

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

- 11/4- CPR Training
- 11/19- Portage Lake Watershed annual meeting

Air Quality Program (Funded by EPA CAA 103)

Administration/Reports/Data Entry

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

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 11/4, 11/22 and 11/26
- Completed PM 2.5, Monthly Maintenance & QC – 11/4, 11/22 and 11/26
- Installed new set of PM 2.5 filters – 11/13
- Sent collected PM 2.5 filter samples to MDEQ – 11/4, 11/18 and 11/25
- Completed O3 Multipoint – 11/1 (Season Ending)
- MDEGLE's Marc Foreman completed a PM 2.5 Audit - 11/15
- New locations for Met Tower and PM 2.5 Platform identified - 11/26
- PM 2.5 Sampler removed from service – 11/26

Meeting/Training/Travel/Conference Calls

- Attended weekly Environmental Division meetings – 11/4, 11/18 and 11/25
- Attended USEPA Advanced ECHO Webinar – Air Facility Search – 11/12
- Attended NAU Rights of Nature Webinar – Resilience in the Face of Climate Change – 11/12

- Attended MDEGLE Webinar – Deviation, semi- annual, annual and other ROP related reports – 11/13
- 1 on 1 meeting with supervisor – 11/21
- Submitted LRBOI's 2019 Tribal Air Resources Journal info to NTAA – 11/21
- Departmental Luncheon – 11/22
- Submitted LRBOI's 2019 R5 Tribal Areas of Interest for Title V Permits to NTAA – 11/26
- Transported PM 2.5 Sampler to Lansing for recalibration, and delivered two Chinooks for recertification, and one Ozone analyzer and one Ozone Calibrator for calibration and recertification, respectfully – 11/27

Wild Rice Program

Administration//Reports/Data Entry

- Developed posters and presentations for the NOAA meeting in December
- Compiled end of year data
-

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

November 2019

Meetings/Conferences/Trainings

- On November 4, 2019, I attended a meeting regarding the new Food Distribution Building (Commodities) scheduled to be constructed beginning in the spring of 2020. The general discussion focused on the project budget, tentative design plans, and the integration of this project with the proposed Commodities Road, which will be constructed during the same time period in 2020.
- On November 12, 2019, I participated in the Housing North meeting that was held in Traverse City. Due to the severe weather that was occurring that day (Winter Storm Warning), I did not travel to the meeting site, but participated by phone.
- On November 26, 2019, I attended a work session with Tribal Council to discuss proposed changes to the Building Ordinance. The proposed changes are intended to provide more direction/clarification for when a building permit is necessary for Tribal construction projects. This was done at the request of the Little River Casino Resort. Rebecca Liebing of the ULD, made the ordinance changes, and generally led the discussion during the work session. The Tribal Council agreed to post the proposed changes for a 30-day public comment period at a future Tribal Council meeting.
- On November 27, 2019, I met with Ken Ockert (GTEC) to discuss possible options for an alternate route to access the Aki Maadiziwin housing development. We are looking at different options to present to Tribal Council as part of the draft 2021 Tribal Transportation Improvement Plan, which will be submitted to the BIA in the fall 2020.
- On November 14, 2019, I attended the Construction Task Force meeting.

Activities/Accomplishments/Updates

- Gaming Commission Entryway: Pat Machin, from Machin Engineering, had put together a bid proposal for the work necessary to repair the Gaming Commission entryway and it was sent out for bid in early October. However, we received no bids by the October 30 deadline. After discussing the situation with the Construction Task Force and Pat Machin, it was decided to again put the project out to bid. Pat suggested that we wait until around mid-December and push the project start date to the spring of 2020. For now, that is the tentative plan. I will provide further updates as this situation progresses.
- US Census: Beginning in January 2020, I plan to send out an informational flyer to our tribal members, explaining the census and encouraging them and their households to participate. I also plan to put an article/advertisement in the Currents in January/February/March 2020 that also explains the census and encourages member participation.
- BIA Road Construction Projects Update: Three projects scheduled for FY 2019 could not be competed because of NEPA (environmental) Clearance and BIA ROW issues. Here is an update on the status of those projects:
 - Cemetery Road Project: Our attempts to gain NEPA Clearance have proved frustrating, as the BIA is mandating that additional environmental/archeological work be completed before any NEPA clearance will be issued. So, the Ogema sent a letter to the BIA on October 28, 2019, requesting an extension of our ARPA Permit so that we may complete the Archeological survey. The University of Illinois (who has done the archeological

work so far) will be coming back in the spring of 2020 to finish the remaining required work. Surveying and the ROW application to the BIA has been completed and will be submitted to the Michigan Agency once our NEPA Clearance has been approved. We hope to begin construction in late spring/early summer 2020.

- Public Safety Parking Lot Project: We received NEPA Clearance from the BIA on September 23, 2019 and the BIA ROW was approved on October 4, 2019. We should be able to complete planning/engineering and put this project out to bid in early 2020. Construction should begin in the spring of 2020.
- Commodities Road: We probably have the furthest to go on this project, as we do not have NEPA Clearance or the BIA ROW that we need to proceed further. We are currently working on both and hope to receive our approvals in the early part of 2020. In addition, the plan design for the road is delayed because the physical dimensions of the building have yet to be worked out, and will impact certain features of road construction. We hope to have that worked out as well in early 2020.
- Building Ordinance/Building Regulations Revisions: As mentioned earlier in this report, a revised draft of the Building Ordinance was completed by Rebecca Liebing of the ULD, and a work session was held with Tribal Council on November 26, 2019. The revised ordinance will be placed in a 30-day comment period by Tribal Council.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
Novemeber 2019

General Patrol

Assist Citizen	5
Assist Motorist	1
Assist Other Agency	10
City Assist	6
County Assist	7
Medical Assist	4
MSP Assist	5
Other Calls for Service	1
Property Checks	432
Suspicious Person	4
Suspicious Situation	4
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	12
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	1
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	3
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	9
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	3
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	1
Arrest	4
Assault	
B&E	3
Bond Revocation	
Child Abuse	
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	
Disorderly	1
Domestic Disturbance	4
Drive-Off	1
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	2
Liquor Violation	
Minor in Possession	
Missing Person	3
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	12
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	1
Threats	1
Unwanted Subject	1

Miscellaneous

Administrative Hours	340
Alarm	1
Attempt to Locate	
Boat Dock Checks	
Casino Hours	163
Civil Standby	1
Community Policing	2
Court Hours	2
Death Notification	
Drug Disposal	
Follow-Up Investigations	15
Found Property	
Lost Property	
Meetings Attended	
Open Door	3
Open Window	
PBT	
Special Detail	
Suicidal Subject	2
Total Complaints	95
Total Reports	80
Training Hours	30.25
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	3896
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	26
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	224
Joint Patrol(s)	
Marine Time	
Meeting(s)	5
Meeting Hours	21.5
Paper Service	
PR Activities	1
PR Activities Hours	6
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1680
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

November 20-22, 2019 Sgt Robles attended 2020 Consent Decree negotiation meetings in Brimley, MI.

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

Administrative Hours		209.5
Arrest(s)		1
Male		1
Female		
ATV Patrol Hours		
Assist(s)		6
Assist Hours		3.75
Citation(s)		1
Civil		1
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints		4
Contacts		79
Court		2
Court Hours		1.5
Follow-up(s)		
Follow-up Hours		
Federal Citation(s)		
Hours Worked		288.5
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		1
Possible Trespass		
PR Activities		4
PR Activities Hours		7.25
Property Checks		50
Snowmobile Patrol Hours		
Training(s)		6
Training Hours		21
Vehicle Mileage		1379
Vehicle Stops		4
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: November 2019

Title: Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

- Certificates of Exemption Issued: 4 (RTM) 1 (Tribe/Entity)
Type: 3 Vehicles
0 Recreational vehicle / watercraft
1 Construction
1 Mobile / Modular Home
0 Treaty Fishing
0 Bereavement / Burial Program
 - Address / Status Changes Reviewed: 69
 - Address / Status Changes Processed in RTM database: 6
 - Proofs of Residency Processed: 5
 - Proof of Residency Letters Mailed: 3
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 0 (LRCCR)
 - Motor Fuel Registrations Processed: 2
 - Temporary Tribal Business Tax Licenses Issued: 1
0 (Entertainers) 1 (Vendors) 0 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 8
 - Little River Casino Resort Venue Reports Processed: 0
 - Tax Warnings Issued: 1 (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: 2,630
 - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 320
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, but were not limited to:
 - RTM statuses
 - Tax-exempt utilities
 - Motor fuel registration

- Certificate of Exemption process
 - Per cap issues/questions (which were referred to the proper staff)
 - Proofs of Residency
 - Tax benefits available to Tribal members
 - Tax Agreement Area boundaries
 - Reservations for Aki Maadiziwin Community Center
3. Collected, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
 4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
 5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
 6. Reviewed, recorded, and filed daily tax-exempt 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 2019 Tribal tax returns from the Little River Casino Resort which included:
 - Retail Sales Tax (Nectar Spa, Little River Trading Post, and Little River Casino Resort)
 - Food & Beverage Tax
 - Admissions Tax
 - Lodging & Occupancy Tax
 - Service Tax
 9. Reconciled and monitored motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
 10. Continued work on creating quick reference guides pertaining to the Tax Department policies, procedures, Ordinances, Agreements, and Regulations.
 11. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
 12. Completed and submitted the Tax Department monthly department report for October.
 13. Processed Aki Maadiziwin Community Center reservations and Rental Agreements as necessary, including receiving deposits. Prepared and submitted check requests for deposit refunds as applicable.
 14. Calculated data, processed, and filed month-end tax reports for October, including providing Tribal Member fuel and tobacco purchases to the Casino Resort.
 15. Scanned and filed Tax Department documents such as Proofs of Residency, Temporary Tribal Business Tax Licenses, Certificates of Exemption, financial and tax reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments.
 16. Worked with Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Temporary Tribal Business Tax Licenses are issued to entertainers selling merchandise.
 17. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax exemptions on utilities.

18. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
19. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
20. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for December 2019 and provided it to the Trading Post.
21. Reviewed and filed BP monthly invoice and statement for any errors and/or questionable purchases.
22. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
23. Worked with Surveillance regarding some questionable purchases of tax exempt fuel and tobacco at the Trading Post. Followed up to address the situations with the members involved.
24. Corresponded with Blarney Castle regarding tax exempt diesel fuel deliveries for the remainder of the year.
25. Worked with various Resort staff regarding questions with the Tribe/State Tax Agreement, Trading Post tax exemptions, the Tax and Revenue Administration Ordinance, Tax Regulations, and Temporary Tribal Business Tax Licenses.
26. Registered for an Introduction to Leadership 4-day training course.
27. Worked with the Tax Department Lead to revise and update the Tax Officer job description so it could be submitted for review.
28. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, Housing staff, and Public Safety Director on a weekly basis regarding Community Center reservations to ensure the building is clean and stocked for events, inspected after events, repairs are completed, as well as patrolled and secured at all times.

Meetings attended this month:

1. Attended Core Leadership training course on November 6 and 20, 2019 at the Resort and Justice Center.
2. Attended Tribal Council work session on November 19, 2019 regarding proposed Tax and Revenue Administration Ordinance amendments.
3. Attended Leadership Roundtable meeting on November 26, 2019 regarding insurance updates, SABA implementation and other updates.

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
- **GOALS:**
 - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
 - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
 - Management and maintenance of Tribal Archives and collections according to the Collection Policy.
- **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 44 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. Met with Council regarding Boys/Men's drum activity.
4. Assisted in the new employee orientation providing background and Tribal history.

5. Attended agenda review and closed Council session re: Larsen's contract for snow removal.
6. Continued working with MSU & MACPRA on MSU NAGPRA compliance and repatriation.
7. Met with SHPO personnel to assist in a repatriation.
8. Continued contact with ACE, Consumers Energy in regard to the Manistee Gas Plant site {inadvertent discoveries of which there have been 4 to date}.
9. Met with some of the Directors and Supervisors of departments in my Lead Group.
10. Administered, directed and supervised all departmental activities.
11. Approved ADP timecards and PTO requests for the departments for which I am the Lead or approver, as needed.

The Language Coordinator accomplished the following during this month:

- 1) Meeting with Education department about Policies on bereavement.
- 2) Continued the language project with Muskegon group.
- 3) Worked Public Information on electronic newsletter.
- 4) Researching on designing a Language App for Little River Band.
- 5) Coordinated the contract with Brickhouse Interactive.
- 6) Invited to attend Work Session with tribal Council for a new class, could not attend.
- 7) Coordinated the winter semester for Little River Band employees.
- 8) Wrote a farewell letter to Kennedy School.
- 9) Coordinated a video shoot for our show Endaaying.
- 10) Processed CD ROM orders.
- 11) Developing another Power Point language presentation for all LRB.
- 12) Produced language lessons for all classes.
- 13) Classes at NGLC, Elders, Kennedy school, LRB employees and citizens.
- 14) Responded to Emails, calls about language, CD ROMs, culture.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Supervisor
November 2019, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Total Coliform / E Coli tested, Absence of Presence for – Bear Lake Highlands Golf
- Other Routine Maintenance

Billing

Water	\$11,576.49
Sewer	\$14,922.23
Irrigation	\$1,810.93
Fire Suppression	\$8,069.93
Manistee Township Sewer	\$14,086.34
Septage	\$5,425.82
Other	\$340.56
Month Total	\$56,232.30
Yr. to Date Water	\$142,898.89
Yr. to Date Sewer	\$251,554.73
Yr. to Date Irrigation	\$27,128.45
Yr. to Date Fire Suppression	\$75,617.79
Yr. to Date Manistee Township	\$145,682.72
Yr. to Date Septage	\$72,274.98
Other Revenue	\$78,881.22
Credit	\$0.00
Yr. to Date Total	\$794,038.78

1. Well House Pumping in Gallons

Total Flow Gallons

a. 2,106,211

b. Ave Daily Flow Gallons 70,207

2. Gallons of Treated Waste Water SBR

Influent Gallons

a. 2,736,389

b. Daily Average Gallons 91,213

Effluent Gallons

a. 2,665,407

b. Daily Average Gallons 88,847

c. Waste Sludge Gallons 83,000

Lagoon

a. Influent 252,022

b. Daily Average Gallons 8,401

3. Septic Sewage

a. Gallons 121,326

III. Travel and Trainings

N/A