

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

**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema *LBR*  
**Naangwa:** Date: December 14, 2022  
**Maanda Nji:** Re: November 2022 Operations Report

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We respectfully submit the November 2022 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, 2022

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Accounting  
Angela Rabb

# Finance Division

## Angela Rabb, Chief Financial Officer

### November 2022 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. **2022 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. The department has filled the Grants Administrator position and training has commenced for that person. We have made an offer, contingent on background check, for the Controller position. Lori Davis is tentatively expected to start work on January 3, 2023. The Budget Coordinator has been hired for the Tribal Manager position, so we will need to have a job posting for the Budget Coordinator's position. We will need to make a small change to the Budget Coordinator job description to add wording about working with the Grants Administrator on grant-related work. We have a Grant Writer position open. The Tribal Manager and the CFO have had discussions about posting for multiple part-time Grant Writer positions.

#### 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 2022 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli in reviewing/changing existing department job descriptions.
- 6.

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

#### Objectives:

1. The 2021 audit has been completed and filed with the Federal Clearinghouse by the deadline of 9/30/2022.
2. Improve the 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 2019. Work on the 2020 and 2021 proposals is in progress.
7. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

## **Property Management:**

***Goal: Improvement 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, creating departmental asset books, and distributing, 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 2023 budget. We have submitted the budget to Tribal Council. Tribal Council voted on the budget at its meeting on December 7, 2022 and the budget did not get approved.
2. Define and develop a specific performance- based budgeting model.
3. Develop timeline for implementation of a performance- based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

## **Purchasing/Travel:**

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

### **Objective:**

1. Update all standard operating procedures

2. Educate staff on operating procedures and regulations.
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expanding 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 2022

We will have a preliminary meeting with DGN sometime in December or January. In January, we will provide DGN with accounts payable, payroll, and cash receipts information. The auditors will choose samples for which we will provide them with backup documentation. The auditors will test these samples to determine that all of the transactions have been processed properly – this will happen in February. The auditors base their field work on this testing. Field work will start in May. Our goal is to have draft financial statements available in late June and final statements in July. Financial statements will be presented to Tribal Council and then filed with the Federal Clearinghouse tentatively in July.

### STAFF ACCOUNTANTS

#### *Duties and Accomplishments –*

1. ***Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of November***
  - i. ***AKI 5 – 2021 Homes – \$35,971.30***
  - ii. ***Commodities Building Project –N/A***
2. ***Cash Receipts: Daily cash receipts totaled for the month of November, were, \$977,234.30 the General & Special Revenue Account had a total of (220) receipts.***
3. ***NGLC: Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow up to who is collecting the Balance.***
4. ***Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021-2022, unable to gain access to this software, due to IT updating the software and not completing the update to SAGE Fixed Assets, this module is no longer communicating and connecting to the data. MAJOR Problem.***
6. ***1099MISC. – 2021 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2021. Continued to send tax documents out to the membership.***

7. **WEX Card- Monthly Report**, removed the terminated employees, schedule the payment, and reviewed and reconciled the report to the payment.
8. **Tribal Financial Statement Requirements: Due by the 8<sup>th</sup> of the month.**
  1. Cash Deposits
  2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.
  3. Utilities report – current payments – monthly report of payments.

**Construction Task Force –Weekly Meeting - Thursday – review - AKI 5 – 2021 Homes, Commodities.**

**Other Meetings:**

**Accounting Meeting- November 8th**

**Duties and Accomplishments –**

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

**Meetings Held / Attended** – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, Rent/AR, Reg 7 Citizen Corp, Accounting

**Trainings Held / Attended** – PIO/IAEM, HUD

**Special Tasks / Activities Performed** – ARPA payments

**Upcoming Projects / Tasks** –

**GRANTS MANAGEMENT ADMINISTRATOR**

**Grants Department Monthly Report**

**November 2022**

Lyle Dorr, Grant Management Administrator

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**Key:**

➤ New report Item

∞ Updated item status from previous report(s)



∅ No projects or no updates - a continuation from previous report(s) with no change

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

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#### Grant Department:

➤ **Was promoted to Grant Management Administrator on 10/25/22.**

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

∞ **Attended Local Assistance Tribal Consistency Fund (LATCF) Rollout webinar 7/29/22:** Processed with Council this month to get permission to apply for LATCF funding approximately \$1.3M in supplemental, formula funds through the Treasury. **Update 11/30/22:** We apply in December now that the BABA Tribal waiver is in place.

∞ **Treasury has notified Tribes that come October 1, 2022** - Technical Support (TA) will be very limited on several ARPA related funding sources. The CAP and LACTF funds are two of those programs (**Maintain note until the end of 2022**). **Update 11/30/22:** I have noticed that various Federal Departments are still trying to offer consultation, at least on new initiatives that arise.

∞ **Standing Note (12/23/21) until ARPA funds are expended** - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.

2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?

A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.

48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?

A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.

55. Q: When do tribes have to spend ARP Act money by?

A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.

#### Aki Maadiziwin

∞ **Worked with Tara and Angie R. re (Continuing this through November):** Reconciliation of some recent financial reports – matching LOCCS financial system with HUD financial reporting system. **Update 11/30/22:** We are caught up with this reporting system.

#### Clinic:

∅ No current projects.

#### Family Services/ Be-Da-Bin:

∞ **Assisted Reconciliation of CCDF & CCDD reports - Update 11/30/22:** These reports had errors in them due to GrantSolutions Award Notice errors which caused our accounting system to be off. Will continue to work on corrections to until reconciled, which is requiring coordination with funding agencies. Update 11/30/22: Went to the CCDF Preprint (application) training at the end of November and was able to meet with key federal staff who are assisting with the reconciliation process. We should have everything in order by the end of this year.

∞ **Assisted Bill W.:** Submit program reports for a couple different grants

#### Food Distribution Center

∞ No current projects.

#### Historic Preservation & Language:

∞ Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding. **Update 11/30/22:** The project is completed. Kenny will demonstrate the new webapp at the October members meeting. Submitted the FS-425 financial report for end of year 2022.

#### IT Department

∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. **Update 11/30/22:** We receive notice that the WIFI portion of the grant is in questions and either needs to be revised or changed. We resubmitted in early October and have not heard back on a determination/acceptance.

#### Maintenance:

∅ No current projects.

#### Natural Resources:

∞ NR does most of their own grant writing. I do speak with Frank Beaver monthly.

#### Public Safety:

∅ No current projects. I communicate with Robert regularly on funding opportunities that arise.

#### Water/Waste/Renewable Energy:

∞ Working with Gary on a 2022 TEDC grant for evaluating feasibility of the Tribe operating its own

substation. **Update 11/30/22:** The application was submitted 4/27/22; we have not heard anything.

- ∞ **Participated in WS on the final report for the 2020 TEDC:** Reviewed with Council and Tribal Departments the results from a 2020 TEDC planning grant. It revealed potential options for renewable energy development. The most likely option being development of a 30-acre solar field behind the Casino to off-set electric cost. **Update 11/30/22:** A final presentation will take place in December, 2022 to help formulate a renewable energy strategy. Funding will be sought in the coming year as it becomes available.

#### **Special Projects:**

- ∞ **Participated on Employee Recognition Committee meetings:** Working on the Christmas breakfast, though participation has been limited due to new and ongoing grant management responsibilities.
- ∞ **Assisting with many responses to agencies for financial reports due for the 4<sup>th</sup> quarter fiscal year 2022 and related annual reports.** There are many challenges with this as the reports are in various portals of which I have limited experience. Working with accounting staff to appropriately respond. **Update 11/30/22:** This process continues and will go at least through the end of the year.

## **PAYROLL**

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

1. Processed 354 payroll vouchers/checks.
2. Verified 28 PAF's this month which included 5 new employee(s), 6 Job Change/Transfer employee(s), and 3 termed employee(s).
3. Verified 36 Surveillance Holiday Work Schedule Variance Approval Forms for Veterans Day and Thanksgiving Day Holidays.
4. Processed payroll and completed payroll backup cover sheet for pay dates 11/4 and 11/18.
5. Created 401k contribution file and uploaded to John Hancock online.
6. Prepared direct deposit file and uploaded online for processing.
7. Made federal tax deposits as required for each payroll.
8. Printed and/or saved all reports needed for payroll biweekly.
9. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
10. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
11. Reconciled the amounts withheld for Adlife to what was billed for the month.
12. 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 –***

11/4 – November Staff Meeting

### ***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 - 2021 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. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of November to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.

#### ***Ongoing Projects / Tasks –***

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Working through processes with MIP Cloud transition.
6. Working to resolve issue with Aflac premiums being returned and not applied to our account.
7. Working through IRS notices received related to amended returns filed.
8. Working to resolve issue with Michigan Department of Treasury where their records show double the liability that it should be.
9. Working to resolve duplicate October Invoices with Aflac.

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

1. December 15, 2022 Per Cap payment processing.
2. Year end life insurance adjustment processing.

### **ACCOUNTS PAYABLE**

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into 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 POs 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 the right person in the accounting department.*

## **Meetings Held / Attended**

Met with CFO re: issues with a/p processing

## **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 the report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations, and address changes.*
6. *Continued processing of ARPA Members Assistance Checks*

## **Upcoming Projects / Tasks**

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

## **PURCHASING/ TRAVEL OFFICE**

Purchasing/Mailroom Clerk

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

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

***Meetings Held / Attended –***

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

1. Backup for the Tax Officer

***Upcoming Projects / Tasks –***

**Purchasing/Travel Supervisor**

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. *11/2 Presented to Tribal Council two-year addendum to contract with Continental Linen and purchases of new copier for Gov Center.*
2. *11/03 Snow removal and grounds keeping bid opening.*
3. *11/03 Employee recognition meeting.*

4. *11/7 compiled work session and agenda packets for snow removal and cleaning contracts for Hackley property.*

*Budget Coordinator*

*Duties and Accomplishments*

*Not available*

## **Expenditures Update**

Total year to date expenditures for the Finance Division for November 2022 are \$1,118,235 compared to an annual budget of \$1,451,797. Total expenses for the Finance Division for year-to-date November 2022 , represent 77% of the department's total annual budget.

Education  
Yvonne Parsons



*Education Department*

*Yvonne Parsons, Education Programs Coordinator*

**November 2022 Department Report**

**I. Department Overview**

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

**II. Department reporting section**

- LRBOI Student Services: 8 students received LRBOI/JOM school clothing/activities funding totaling \$4000. 1 student received assistance for class ring totaling \$100.
- College Book Stipend: 2 awards for 4-8 credits totaling \$600, 1 for 1-3 credits totaling \$200
- Higher Education Scholarship: 2 awards totaling \$5000, one male, one female, both university students

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

November 3<sup>rd</sup>- Staff Meeting virtual

November 9<sup>th</sup>- Moccasin Making Class- Aki 30 participants

November 12<sup>th</sup>- Kid's Craft Day- Aki 6 participants

Two events, Wreath Making in Muskegon, and Princess Prep at Aki were both postponed due to unexpected winter storm.

Much of November was focused on preparation for events on the 12<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup>, two of which were postponed until next month, and planning and preparation for December Movie Night.

**Budget Expense Justification** Activities performed and services rendered fall within budgeted items for the 2022 fiscal year.

Enrollment  
Mary Carpenter

## ENROLLMENT DEPARTMENT REPORT

November Monthly Report - 2022

MARY CARPENTER, 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 update the PerCap database.

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.

### 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: 6 Applications forms for people seeking membership
- Sent out: 14 Address change forms
- Created 37 New and Replacement Tribal ID's from 11/01/2022 through 11/30/2022
- 117 Addresses changed from 11/01/2022 through 11/30/2022
- Final Rejection Letters: 4
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter:
- 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 Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 2 Applications received since 11/01/2022
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Members Assistance, Health Services
- Label request of Membership: Ogema, Election Board
- Tribal Members Label/List request: 0
- Statistical request: Members Assistance

### **Department Verifications**

1. Prosecutor 45
  2. Clinic 0
  3. Human Resources 0
  4. PRC/EHAP 40
  5. Member's Assistance 37
  6. Housing 2
  7. Food Distribution 0
  8. Casino 0
  9. Family Services 5
  10. Tribal Council 0
  11. Natural Resources 1
- Ordering/ Correspondence
  - Enrollment verifications to other tribes
  - Certifications of Blood Degrees
  - Certification for Spouses and Descendants for Tribal Preference
  - 2 Members passed away for the Bereavement Benefit
  - Sent out 0 Tribal Flags
  - Sent out PerCap Earnings reports
  - Updated Citizen Validation folder
  - 1 Tuition Waiver Verifications
  - 219 Phone calls logged
  - Eagle Feather Permit Verifications
  - Requests for copy of Digital Copies

### **Meetings**

- Employee Staff Meeting – November 3<sup>rd</sup>
- Enrollment Commission Meeting – November 16<sup>th</sup>

### **Enrollment Statistics**

- Total Membership: 3,991
- Total number of Elders: 1,491
- Total number of Adults (18-54): 2,224
- Total number of Minors (0-17): 276
- Total Tribal Members living in:
  - 9 County Area: 1,668
  - Outside 9 County Area: 2,310
  - Michigan: 2,625
  - Outside Michigan: 1,354
  - Undeliverable Addresses: 13

Facilities  
Rusty Smith

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

Submitted by De-Ahna Underwood, Maintenance Office Manager

The mission of the Facilities Management department is to provide the best possible service to LRBOI employees and community with the resources we have available.

### **I. Department Overview**

Technician Hours of Service: Monday-Friday 6am-2:30pm

Office Hours: Monday-Friday 8am-4:30pm (no remote work)

Winter Operational Hours Nov 15<sup>th</sup>-March 15<sup>th</sup>

Locations: Office and EVS Room, Government Center

Storage Locations: Facilities Barn, East Lake, and Area 51.

Auto Mechanic Location: East Lake

Current employees

- 5. EVS Technicians
- 1. Automotive Mechanic
- 2. Maintenance Technician
- 1. Maintenance Office Manager
- 1. Maintenance Supervisor

### **Goals & Objectives**

The Facilities Management Department strives to provide quality services to ensure an attractive, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.
- 

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

Four EVS Technicians clean, disinfect, and sterilize the Health Clinic Monday through Friday and provide janitorial services to Aki, Natural Resources, Justice Center, Government Center, and Gaming.

2 Technicians (Snowplow Operators) provide snow removal services to the following locations: Government Center, Justice Center, Food Distribution, Natural Resources, Area 51, Facilities Barn, East Lake, Sugar Shack. And Shooting Range upon request.

- Three Maintenance Technicians worked efficiently as possible to address urgent issues.
- Three snow events and 18 hours spent on snow removal.
- Twenty-two work orders submitted for the month of November.

Automotive mechanic completed all assigned work orders. Obtained quotes, scheduled repairs, addressed urgent repairs, and submitted completed mechanic repair forms for work order closeouts.

#### Vendors

Pest control (1 visit, 5 locations)  
 Mat service (3 visits, 5 locations)  
 HVAC PM and service call  
 Elevator PM

### III. Budget Expense Justification

#### November Expenses

Facilities Management	
5299 Vehicles	\$800.00
5602 Supplies	\$590.00
5600 Equip. Repair	\$1600.00
5601 Equip.	\$1700.00
6100 Outlay	\$8745.00

### IV. Travel and Trainings

N/A: Written out of budget 2008/2009

Thank you to the hard working and dedicated EVS Technicians, Maintenance Technicians, & Auto Mechanic.

End of Report  
 De-Ahna Underwood  
 Maintenance Office Manager



Family Services  
Vacant Director

### Monthly Site Dashboard Report

Date Range of Report: Nov 01, 2022 - Nov 30, 2022

Date Report Generated: Dec 06, 2022

#### Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
4	12	6	25

#### Total Unique Clients who received at least 1 visit between Nov 01, 2022 - Nov 30, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	10	0	11

#### Total New Clients enrolled between Nov 01, 2022 - Nov 30, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	0	0	0

#### Total Visits between Nov 01, 2022 - Nov 30, 2022 by staff person

Name	Total Visits	Form Type
	4	Prenatal Visit/Encounter Form
	13	Postpartum Visit/Encounter Form
	13	Infant Visit/Encounter Form
	10	Fathers and Others Visit/Encounter
<b>Total</b>	<b>40</b>	

#### Forms (assessment, enrollment, etc.) that do not have a Visit Encounter form for the same date

No data for this section

#### Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	PostPartum Mother	LR20-0013-00	Nov 14, 2022	Central Wellness

#### Forms "in progress"

Client	Client Type	Form Type
	PostPartum Mother	Postpartum - Visit/Encounter

#### SCRIPT tab modified between Nov 01, 2022 - Nov 30, 2022

Client	Client Type	HSID
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## LRBOI Be Da Bin Behavioral Health Program November 2022 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 6 clients/10+ hours.

Angela Schwandt currently has 33 clients. Angela had 1 referral for outpatient services, 66 individual sessions, 41 follow up calls, 5 hours of telepsychiatry. She attended a training on Substance Abuse with Older Adults. She attended the Suicide Awareness & Prevention coalition meeting on November 9, 2022 for Manistee County.

Kimberly (Kim) Hinmon was out of the office during this month on medical leave.

Dottie Batchelder currently has 24 clients and 7 Recovery Support clients. Dottie had 1 referral to inpatient treatment and 1 referral to other outpatient services. Dottie had 41 individual sessions, and 74 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings which was on November 9, 2022. She also attended the Opioid Symposium follow up meeting; Muskegon County Suicide Prevention Meeting on November 16, 2022; MDHHS/Tribal Health Centers(includes Behavioral Health) virtual meeting on November 21, 2022; and meetings for Native Connections with ITC.

This month 24 naloxone kits given out. Angela and Dottie met with our Lead for a staff meeting on November 18, 2022. Staff is also taking time off as able as not to lose PTO time.

Respectfully submitted,

Dottie Batchelder-Streeter



**LRBOI VICTIM SERVICES PROGRAM**

**MONTHLY REPORT**

**November - 2022**

**VSP MONTHLY SUMMARY REPORT**

**PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS**

Continued Cases	10
Partial Intakes	1
New Cases	1
Closed Cases	1
Client Face to Face Meetings in Office	9
Client Home or Out of Office Visits	7
Client-related Telephone and Email Contacts	295
Client-related Resource Research and Referrals	15
Court Attendance	3
Advocacy/Referral Assistance (Non-case related)	2

**MEETINGS**

Victim Service Program Staff Meetings	0
Victim Service Program Supervision/Case Reviews	2
Family Services Department Meetings	0
Community Collaboration Meetings	9
Other Meetings	7

**STAFF DEVELOPMENT/TRAINING**

Virtual Training	3
In Person Training and Conferences	0
Self-Paced Training Modules	0
Other Training	0

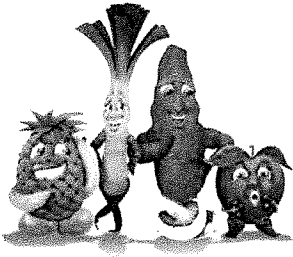
**OUTREACH, NETWORKING, AND EDUCATION EFFORTS**

Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	1
Community Table Events	0
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	18
Networking Activities	0
VSP Presentations	0
Other Activities	1

**RESEARCH AND RESOURCE EFFORTS**

VSP Website Updates	0
VSP Resource File Efforts	12

Food Distribution  
Jamie Friedel



# Food Distribution Program

## November 2022 Monthly Report

Jamie Friedel, Melanie Ceplina, and Thomas Riley

### 1 Department Overviews:

#### Goals and objectives:

The goal of the 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 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:

Jamie submitted 152 inventory reports to USDA in the warehouse.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie will be submitting the department report.

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

Jamie, Melanie, and Tom cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, and Tom rotated frozen food in the freezer.

Jamie, Melanie, and Tom filled food orders.

Jamie, Melanie, and Tom waited on clients & loaded food in their vehicles.

Jamie ordered October food for the warehouse.

Jamie, Melanie, and Tom cleaned the office.

Jamie, Melanie, and Tom conducted interviews with clients.

Jamie, Melanie, and Tom certified clients.

Jamie conducted 38 Deliveries.

We received deliveries on 11-3, 11-7, and 11-10.

The Food Distribution Office is open to the public.

Melanie sent out 5 applications.

Melanie sent 7 recertifications out.

Added 1 new Households.

We have a total of 55 households with 88 total people

MEETINGS:

1. Produce truck
2. Food Truck, and Nutrition Education Fund Mtg
3. Door Frame came in Bent and Refused
4. 2<sup>nd</sup> Produce truck
5. TKS for new building
6. TKS for new building finished install cameras
7. Fire and Safety check
8. Utilities came in water usage issues
9. Water issue figured out
10. New Directors training 2 days

We have run into problems with the shipment of a door frame for the main cooler in the new building. That have sent 3 total frames, and none can be used because they have been damaged, bent, and wrong pieces use in production. This is what is holding the completion of the new building up. We are looking at December 7<sup>th</sup> as delivery on the replacement frame. Then I can contact GTR refrigeration to complete their end. I will also contact Advantage Electric for their completion as well. Then we can get the final Inspection.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Thomas Riley Warehouse Specialist

Grants  
Lyle Dorr



# Grants Department Monthly Report

## November 2022

Lyle Dorr, Grant Management Administrator

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### Key:

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

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

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### Grant Department:

- **Was promoted to Grant Management Administrator on 10/25/22.**
- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- ∞ **Attended Local Assistance Tribal Consistency Fund (LATCF) Rollout webinar 7/29/22:** Processed with Council this month to get permission to apply for LATCF funding approximately \$1.3M in supplemental, formula funds through the Treasury. **Update 11/30/22:** We apply in December now that the BABA Tribal waiver is in place.
- ∞ **Treasury has notified Tribes that come October 1, 2022 -** Technical Support (TA) will be very limited on several ARPA related funding sources. The CAP and LACTF funds are two of those programs **(Maintain note until the end of 2022).** **Update 11/30/22:** I have noticed that various Federal Departments are still trying to offer consultation, at least on new initiatives that arise.
- ∞ **Standing Note (12/23/21) until ARPA funds are expended -** It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.
  - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
    - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
  - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
    - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
  - 55. Q: When do tribes have to spend ARP Act money by?
    - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.

## Aki Maadiziwin

- ∞ **Worked with Tara and Angie R. re (Continuing this through November):** Reconciliation of some recent financial reports – matching LOCCS financial system with HUD financial reporting system. **Update 11/30/22:** We are caught up with this reporting system.

## Clinic:

- ∅ No current projects.

## Family Services/ Be-Da-Bin:

- ∞ **Assisted Reconciliation of CCDF & CCDD reports - Update 11/30/22:** These reports had errors in them due to GrantSolutions Award Notice errors which caused our accounting system to be off. Will continue to work on corrections to until reconciled, which is requiring coordination with funding agencies. **Update 11/30/22:** Went to the CCDF Preprint (application) training at the end of November and was able to meet with key federal staff who are assisting with the reconciliation process. We should have everything in order by the end of this year.
- ∞ **Assisted Bill W.:** Submit program reports for a couple different grants

## Food Distribution Center

- ∞ No current projects.

## Historic Preservation & Language:

- ∞ Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding. **Update 11/30/22:** The project is completed. Kenny will demonstrate the new webapp at the October members meeting. Submitted the FS-425 financial report for end of year 2022.

## IT Department

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. **Update 11/30/22:** We receive notice that the WIFI portion of the grant is in questions and either needs to be revised or changed. We resubmitted in early October and have not heard back on a determination/acceptance.

## Maintenance:

- ∅ No current projects.

### **Natural Resources:**

- ∞ NR does most of their own grant writing. I do speak with Frank Beaver monthly.

### **Public Safety:**

- ∅ **No current projects.** I communicate with Robert regularly on funding opportunities that arise.

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

- ∞ **Working with Gary on a 2022 TEDC grant for evaluating feasibility of the Tribe operating its own substation.** Update 11/30/22: The application was submitted 4/27/22; we have not heard anything.
- ∞ **Participated in WS on the final report for the 2020 TEDC:** Reviewed with Council and Tribal Departments the results from a 2020 TEDC planning grant. It revealed potential options for renewable energy development. The most likely option being development of a 30-acre solar field behind the Casino to off-set electric cost. Update 11/30/22: A final presentation will take place in December, 2022 to help formulate a renewable energy strategy. Funding will be sought in the coming year as it becomes available.

### **Special Projects:**

- ∞ **Participated on Employee Recognition Committee meetings:** Working on the Christmas breakfast, though participation has been limited due to new and ongoing grant management responsibilities.
- ∞ **Assisting with many responses to agencies for financial reports due for the 4<sup>th</sup> quarter fiscal year 2022 and related annual reports.** There are many challenges with this as the reports are in various portals of which I have limited experience. Working with accounting staff to appropriately respond. Update 11/30/22: This process continues and will go at least through the end of the year.

Health  
Daryl Weaver



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

**To:** Larry Romanelli, Ogema

**CC:** William Willis, 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:** Dec 9th, 2022

**Re:** NOVEMBER 2022 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 2022. 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.

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

**CLINIC OPERATIONS: MANISTEE LOCATION**

269 patients scheduled

21 patients NO-SHOW to scheduled appointments

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

80 cancelled appointments

174 patients attending CLINIC PHYSICIAN appointments\*\*

0 - FNP Home Visit

29 patients PHONE TRIAGE\*\*

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

41 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN NOVEMBER (Total Patient Volume): 581

Diabetic patients: 62

Flu Vaccines: 11

Injections: 16

Nursing Visits: 5 \*\*

On-site Labs: 129

COVID-19 Tests: 4

\*\*Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews/Phone Triage include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 995

DIRECT CALLS TO CLINIC OPERATIONS: 548

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

**CLINIC OPERATIONS: MUSKEGON LOCATION**

112 patients scheduled

6 patients NO-SHOW to scheduled appointments

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

27 cancelled appointments

81 patients attending CLINIC PHYSICIAN appointments\*\*

Included in Manistee total patients PHONE TRIAGE\*\*

Diabetic patients: 22

Flu Vaccines: 4

Injections: 5

Nursing Visits: 3 \*\*

On-site Labs: 30

COVID-19 Tests: 0

\*\*Denotes total included in Total Patients Seen

Reception/Clinic calls: 419

**TRANSPORTS – MUSKEGON: 1**

**NOVEMBER 2022**

TRAVEL HOURS: 5

SERVICE HOURS: 1 1/2

NUMBER SERVED: 1

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

**NOVEMBER 2022**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 8

TRAVEL HOURS: 12

SERVICE HOURS: 13

NUMBER SERVED: 8

CHR ACTIVITY:

LOCATIONS:

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

    DUE TO TRANSPORT: 0

    DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

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

TRAVEL HOURS: 1/2

SERVICE HOURS: 1/2

NUMBER SERVED: 2



**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$75,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1494

TOTAL PRC PAID IN NOVEMBER: \$41,928.39

PHARMACY/OTHER: \$31,449.89

DENTAL: \$10,478.50

TOTAL PATIENTS: 188 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 286

TOTAL CLAIMS ENTERED: 365

TOTAL PRC PAID 2022: \$512,858.21

TOTAL EHAP PAID IN NOVEMBER: \$32,344.18

TOTAL EHAP PAID 2022: \$405,981.66

TOTAL ENROLLED EHAP/LRBOI: 1326

NEW APPLICATIONS MAILED OR GIVEN: 18

REASSESSMENTS MAILED OR GIVEN: 57

**MEDICARE LIKE RATE (MLR) Savings for November 2022**

Claims submitted:	32	\$28,696.07 (total submitted)
		<u>-\$7,833.04 (what we paid)</u>
		<b>\$20,863.03 (total savings)</b>

**PHARMACY:****NOVEMBER 2022**

Active patients: 434  
Prescriptions filled: 1864

## Receipts:

Insurance payments received: \$299,027.43  
Non-member cash/copays received: \$785.88

Less acquisition cost of medications: \$50,407.40

Net profit: \$249,405.91

## PRC-equivalent write offs:

LRBOI: \$25,057.66  
Other Tribes: \$1,776.46  
Total: \$26,834.12

Housing  
Tara Bailey



## Little River Band of Ottawa Indians Housing Department

Mailing Address: 2608 Government Center Drive  
Physical Address: 2953 Shaw Be Quo ung  
Manistee, Michigan 49660  
231-723-8288

### HOUSING DEPARTMENT Report to the Ogema For November 2022

#### Staff

Tara Bailey – Housing Director  
Michelle Pepera – Administrative Assistant  
Krystal Davis – Housing Specialist  
Stephen (Jake) Shepard - Housing Maintenance Technician  
Matthew Alexander – Housing Maintenance Technician  
Mike Pannill – 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. During the month, the Department performed the following activities.
  - Lease renewals due during the month: 5
  - Leases renewed: 7
  - New leases: 3
  - Annual Inspections: 5
  - Move-out Inspections: 1
  - Move outs: 1
  - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
  - Applications received this month: 2
  - Total Number of Awards made during the Year: 10
  - Total Amount of Awards for the Year: \$44520
- C. The new Homeowners Assistance Fund received 4 applications this month. The program provided assistance in the amount of \$15,456 and a total of \$25,400 since the program started.
- D. The 5-home project in AKI is now complete and 3 of the 5 homes was occupied by the end of the month. The new residents were happy to have been able to finally move in as they had been waiting for a couple of months for the homes to be completed.
- E. The 5 new homes, although completed, do have some warranty work to be done by the manufacturer of the homes but are items that can and will be completed with the new residents in the homes.
- F. The Housing Director presented a new Emergency Home Repair program to Tribal Council and is currently waiting on a work session to go over the requested updates to the program.
- G. The Housing Director is working on the ASER report due to HUD for the ICDBG grant that is due November 15<sup>th</sup>. This report is for the 5 home project whose main source of funding is the ICDBG grant. UPDATE: Completed on time.
- H. The Housing Director attended a Habitat for Humanity community meeting/workshop on November 8<sup>th</sup>. Very informative meeting regarding what they offer and we can then offer another source for tribal members to receive credit counseling, budgeting assistance and other sources of down payment assistance. Their ultimate goal is to get someone into home ownership.

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

- A. Notice of Delinquency issued: 8
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 2
- D. Court Filing(s): 0 (There was an eviction hearing held on August 1<sup>st</sup> which resulted in not an actual eviction but the resident agreeing to move out by September 30<sup>th</sup>. This was a result of non-payment of rent) UPDATE: The tenant has not turned the unit over to the housing department as of yet; therefore, ULD is preparing paperwork to present to court as the tenant has not abided by the agreement she made with the court. UPDATE: The Housing department ultimately had to file another hearing with tribal court to assist in receiving back rent and utilities and to regain possession of the unit. We received the unit back on November 15<sup>th</sup>.

**III. Condition of Properties.**

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. Annual inspections of units have commenced, and units inspected this month are in safe and decent conditions.
- D. Custom Sheet Metal has started their fall maintenance of all units in preparation of winter. They will provide a report on any needed repairs/replacements/etc. after they are completed. UPDATE: They have completed the maintenance of all units and we are just waiting on the reports back on anything that we may have to go and do any work in or update any furnaces. During this process we have had to replace one furnace in one of our older units.

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

LRBOI Housing Department has 86 rental units in total of which 80 were rented giving us an occupancy rating of 93%.

- A. Aki has 60 income based rental units of which 55 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 33 low-income family rental units and 30 are rented.
  - 4. Aki has 6 low income family ADA rental units and 5 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

**End of Report**  
**Tara Bailey, Housing Director**  
December 8, 2022

Human Resources  
Alicia Knapp

**To:** Ogema Romanelli  
**From:** Alicia Knapp  
**Subject:** November 2022 HR Department Report  
**Date:** 12/16/22

**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 2022 Operational Plan

- a) Continuation of the 2022 HR Work Plan – working on the proposed plan bit by bit -
  - i) November Summary: November continued with much recruiting, work force development, project work, 401k Audit, budget review finalization, finalizing Job Descriptions, planning for next year's work plan and continued analysis of health insurance options, and open enrollment with our health benefits representatives.

### 2) Talent Acquisition

- a) Talent Acquisition Improvement Project
  - i) Action:
    - (1) Improvement Plan in-process, approximately 93% complete. The updated process is currently in the works.
    - (2) Number of Hires During the Month: 5 – 4 TM, 1 TD and 3 -TM transferred to different positions, 1 TD, 1 NA and 1 NP also transferred to other positions.
    - (3) Number of Open Positions: 15. 4 in process of interviewing and offers being made/accepted.
    - (4) Turnover to date: 26– 4 RFT terminations and 1 due to completion of WFD AWE hours.
    - (5) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
    - (6) Thank you, Hiring Managers, for your help and your continued patience!
    - (7) Updated Recruiting Work Priority: Finance- Controller interview and offered accepted, start in January: 1 – NRD offered, 3 – Clinic interviewed and hired, 3 – All Others on-boarded.
    - (8) Turnover 4 – Regular FT 2 to retirement, 2 career change – 1 completion of WFD/Awe hours.
    - (9) November hopes to bring closure to many of our long-posted positions, so orientations will be weekly, and screenings scheduled for every Tuesday and Wednesday of the next month to accommodate the finally filled positions.

### 3) Talent Development and Relations

- i) We received our eleventh Performance Review of 2022 during November!
- b) Completed Performance Reviews Returned to HR: 1
- c) Completed PIPs Returned to HR: 2
- d) Training hours sent to HR: 3 Hrs. – turned in by HR.

### 4) Benefits and HR Administration

- a) Continued working to improve the previously identified benefit process issues and concerns.
  - i) Actions Taken:

- (1) Continued previous Benefits Work Priority: 1 – 401(k) Audit Support, 2 – 2023 Health Renewal 3- Benefit reconciliation 4 – Open Enrollment.
- (2) 401k Loans processed – 4 401k payouts/transfers due to terminations/retirements
- (3) Continued processing of new hire insurance enrollments – 4.
- (4) 401k advisor end of month visit facilitated.
- (5) COBRA issue to be resolved.
- (6) Processed insurance benefit plan check requests.

b) Continue testing the capability of Abila HRIS system with additional data and documents.

c) Leave Cases

- i) FML: 3 – Return to work slated for December
- ii) IFML: 1- continuing
- iii) Bereavement: 3
- iv) LOA: 0
- v) Wellness: 9
- vi) Leave Hours during the month increased, due to FML/IFML and Bereavement.

**5) Safety**

- i) Recordable Injuries: 0
- ii) Near Miss/1<sup>st</sup> Aid: 1
- iii) November was our sixth month in 2022 with no recordable injuries. Great Job Team!

**6) Tribal Preference Report**

Notes on Tribal Preference:

- 1. In November Tribal Preference increased from last month. There were 5 Tribal Member (3 transferred to change positions, 1 NA transferred, and 1 NP transferred), 1 Tribal Descendent hire, 1 Tribal Spouse and 2 Tribal member losses. 1 NP loss and 1 NA loss.
- 2. This is an issue vital to the organization. LRBOI Government Human Resources worked on data and action items critical to understanding the issue of low applicants to all of our important issues. Currently working on a plan to travel to Muskegon for Job Fairs to help the Clinic fill their new positions for the opening of the clinic in Muskegon. November, applications are still down.

**Preference Report – Preference Hires in November 2022 – 10 preference hires/transfers**

**Employee Count by Preference for November 2022**

**Tribal Preference:**

96 Tribal Members	+5 in November 2022	52% (51.4%) of Tribal Government Workforce
10 Native American	0 in November 2022	5% (5.4%) of Tribal Government Workforce
12 Tribal Descendants	+1 in November 2022	7% (6.6%) of Tribal Government Workforce
10 Tribal Spouses	1 in November 2022	5% (5.4%) of Tribal Government Workforce
00 Tribal Parents	0 in November 2022	0%
<b>Total Preference = 126 overall gain of 6</b>		<b>69% (68.8%)</b>



**57 Non-preference:**

**31% (31.1%)**

Gain of 1 NP total in November 2022

November resulted in Losses: 5

3 – TM – 2 RFT and 1 WFD/AWE    1 NA RFT    1 NP RFT

**Total Employee Count for November 2022: 183 - Result of an overall gain of 6 employees of the Tribal Gov't Workforce.**

**# of the termed retired were long standing employees and they will be missed for their contributions.**

**Tribal preference resulted in gains overall employee count significantly.**

**7) Workforce Development**

- i) New Requests for WFD Service: 3 to be processed for November.
- ii) Inquiries about program – 7, 3 in process for November distribution.
- iii) 1 - WFD AWE program hours completed.
- iv) Changes in the program for 2023 are currently in the works.

Regards,

Alicia Knapp

HR Manager

Information Technology  
Andrew Jeurink (Interim)

Information Technology Department  
Monthly Report  
November 2022

**Interim IT DIRECTOR – Andrew-Trey Jeurink**

*Duties and Accomplishments –*

1. NGLC DMark Equipment has been installed
2. O drives have been converted to onedrive
3. **Mandatory IT Projects by order of priority:**
  1. 2022
    - i. Food Distribution fiber install is in progress.
    - ii. Fix the website problems requested by the Ogema in progress.
    - iii. Install automated outlet controller to handle satellite sites that are two hours away. In progress, received and pending install.
  2. 2023
    - i. Government EXSI Host a plan in place for replacement has been formed for 2023
    - ii. Intrusion detection software needs to be added to our tool list. Evaluating vendors and pulling three quotes for 2023. In progress
4. 281 new IT work orders were opened in October 2022 and 296 IT work orders completed in October 2022. Our current outstanding tickets are at 58.
5. We saw an decrease of tickets this month. With an increase of 1 ticket closed from last month.
6. We only had one voicemail during our office hours 8am-5pm. Zero of them is between our lunch hour 12pm-2pm

Information Technology Department  
Monthly Report  
November 2022

*Meetings Held / Attended –*

1. Held Departmental Staff Meetings.
2. Held weekly Professional Development Staff Trainings
3. Held meeting with Elevate to discuss progress on our phase planning

*Trainings Held / Attended –*

*Special Tasks / Activities Performed*

- Explore options to automate duties with limited staff.
- Investigating options for end point security and email security
- Investigating options for onsite intrusion detection appliance.

Legal Assistance  
Mary Witkop

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: December 8, 2022  
Re: November 2022 report of activities

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Number of tribal members assisted on new issues	84
Number of referrals received	3
Number of continuing cases:	30

Types of legal issues:

Child support	Driver's License Restoration
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Pistol License	Collections
Trusts	Post Office
Restraining Order – Out of State	Conservator Accounting - Adult
Civil Litigation	Custody – Out of State
Foster Home License	Garnishment
Evictions	Personal Protection Order
Medical Power of Attorney	Parenting Time
Post-Divorce Matters	Department of Human Services
Work and Applying for Disability	Funeral Representative
Conservator – Adult	Medical Records
Power of Attorney	Guardian – Adult – Out of State
Land Contract Assignment	Discrimination
Divorce – Out of State	Trust Administration
Land Division	Domestic Violence

Personal Property  
Landlord – Tenant Issues  
Paternity  
Per Capita  
Disability  
Bankruptcy  
Move More Than 100 Miles with Child  
Dumpster  
Purchase Agreement  
Student Loan Forgiveness  
Sale of Real Estate  
Simulus  
Garnishment of Per Capita

Name Change – Adult  
Arraignment  
Lady Bird Deed  
Threats of Violence in School  
Certificate of Trust Existence  
Disposal of Medication  
Pretrials  
Expungement of Criminal Record  
Direct Deposit  
Victim of Domestic Violence  
Dog Bite  
Bereavement  
Trust Administration

Sample of Work Performed:

Assisted a Tribal Member prepare an Annual Account for conservator file

Assisted a Tribal Member obtain a Default Judgment of Divorce when their spouse failed to answer their Complaint for Divorce

Assisted a Tribal Member obtain a conservatorship over a family member who was unable to manage their money

Assisted a Tribal Member administer a Trust

Members Assistance  
Melissa Waitner



# Members Assistance Department

## 4<sup>th</sup> Quarter 2022 Departmental Report

### Department Overview:

Melissa Waitner, Member's Assistance Coordinator  
Program Specialist: Posted  
Temporary Staff: Sandy Lempke-Mezeske (until end of 2022)  
Vicki Wells, Elder Meals Coordinator

### Status of Department:

*As I move into my 3<sup>rd</sup> month of employment as Member's Assistance Coordinator, am exhausted and excited to be doing with work that I am. The department has suffered from significant staffing shortages which has led to a large amount of digging out from under years of paperwork, organizing, reviewing existing programs and department regulations and ensuring that grant funded programs are reported on in a timely manner, are compliant with federal regulations and that we are maximizing every dollar received.*

*During my second week I was tasked with managing the General Welfare Assistance Program and have literally been inundated with applications, check requests, emails, and phone calls. We see a light at the end of the tunnel – we have now processed 2,998 applications of which all but 200 have been sent on to accounts payable. To process them we must:*

- *If received in email – print and/or copy/paste the application and email received.*
- *If mailed – open, and date stamp.*
- *All applications must have:*
  - *Enrollment confirmed*
  - *Address confirmed – if not information is shared between Enrollment and Member's Assistance to ensure the addresses match and that check goes out to correct address.*
  - *Checked for completeness – if not member must be contacted – many times we walk them through the completion of the application, so they do not have to redo it.*
  - *Log and track each application using a membership list provided by Enrollment.*
  - *Prepare a check request using an Enrollment mailing label for the almost 4,000 applications we will receive.*
- **The biggest delay in processing is responding to the emails and phone calls we receive on a daily basis. On average we receive over 75 of those combined. Most common questions are –**
  - **Did you receive my app**
  - **Where is my check**

*In addition to the above, the Elder's Meal Program is currently utilizing delivered meals from the Manistee Area Public School System until the kitchen at Aki is renovated and up to code. The preliminary report from Indian Health Services provides a lot of room for improvement and there are several areas that MUST be brought into compliance. We are actively working to offer an Elder's Meal Program in Muskegon that mirrors the site in Manistee which includes meal delivery and activities. Listed below is a report from Vicki Wells, Elder Meal Coordinator.*

## **Elders Meals November 2022 Report**



**Goals and objectives:** Provide meals to our elders who need nutritional help. The meals are provided 4 days a week for congregate meals at Aki or home delivery. Meals provide at least 33.3% of daily recommended intake. The following numbers are the averages of meals served in November.

**Congregate Meals at Aki:** 144

**Take Out/Delivery:** 315

Current budget is still being worked on to be brought up to date in order to be utilized.

*A detailed report for 2022 will be prepared in January 2023 and will provided total number of services provided.*

### **Current Assistance Programs**

- Food Assistance Program – Available throughout the U.S.
- Low Income Energy Assistance Program - Available throughout the U.S.
- Rental and Mortgage Assistance Program - Available throughout U.S.
- Elder Chore Assistance Program - Available throughout the U.S.
- LIHEAP Assistance Program – Available to nine county service area.
- LIHEAP Weatherization Program – Available to nine county service area.
- LIHWAP – Water Program – Available to the nine-county service area.
- Home Improvement Program – Available throughout the U.S.
- Emergency Transportation Assistance Program – Available throughout the U.S.
- Title IV Elder Meal Program – Available to Elders age 55 and older.
- 2022 Hurricane Ian Emergency Relief Program – available in specific FL counties.

### **1. Department Ongoing Activities**

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.

Some Goals for 2023:

- Overhaul and redo of office environment and department culture.
- Disaster Relief Program available for defined disasters
- Elder Services Program
- Veterans Services
- Increase funding for all existing programs – still the same amount since 2006
- Muskegon Elder Meal Program

Natural Resources  
Frank Beaver



Gaá Čhíng Ziibi  
Daáwaá  
Aníshinaábek

**LITTLE RIVER BAND OF OTTAWA INDIANS  
NATURAL RESOURCES DEPARTMENT**

**310 9<sup>th</sup> Street  
Manistee, MI 49660  
(231) 723-1594**

**November 2022 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;
  - Participated 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

Assisted with biologist's paperwork as needed

- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received Commercial and Subsistence fishing 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 - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Vacant - Fisheries Technician, Inland
  
- Administrative/Budget/Reports/Data Entry:
- Managed budgets
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109/4227 BIA GLRI funding
  - 4018 Great Lakes Fisheries Assessment
  - 4097 BIA Great Lakes Restoration Initiative, Native Species
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
  - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Great Lakes Restoration Initiative grant management
- Great Lakes Fishery Trust grant management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Consent Decree(s) information reporting
- 2020 Great Lakes Consent Decree negotiations
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Sturgeon Data entry and management
- Artic Grayling literature research for reintroduction
- Inland fisheries program workplan development
- Assessment data entry/ management, QA/QC, Great Lakes fisheries
- Great Lakes Fisheries, fish diet data entry and QA/QC.

- Catch report data entry

Equipment maintenance/Field Work/Lab Work:

- Great Lakes fisheries assessments Lk. Michigan, Port-Manistee
- Great Lakes fisheries biological data collection/ processing
- Great Lakes fisheries gear/ vessel preparation
- Designed inland long-term stratified-random sampling universe for Manistee Lake, Portage Lake, and Upper Manistee River
- Habitat survey planning in North Branch Manistee River for aerial imaging for Arctic Grayling restoration
- Manistee River sturgeon genetic analysis discussions with GVSU and MSU
- Great Lakes, Fall lake trout spawning assessment, Arcadia, Ludington.
- Remote underwater monitoring camera design, build and test deployment.
- Deployed temperature loggers in North Branch Manistee River and Upper Manistee River
- Initiated pilot study with Zero Gravity to explore feasibility of drone imagery for habitat mapping
- processing drone survey data

Meetings/Training/Travel/Conference Calls

- Manistee USFS, CRA GLRI- Riparian Ash Grant meeting, 11/9
- CORA catch reporting system development meeting, 11/9
- ETIS (Emerging Technologies Information Sessions) Virtual Conference (Bend, OR), 11/14-16
- Natural Resources Commission meeting, 11/14
- CORA catch reporting system development meeting, 11/15
- Lake sturgeon climate change discussion with USGS Midwest Climate Adaptation Science Center, 11/17
- Meeting with Pine River Association, 11/17
- Technical Fisheries Committee (TFC) meeting (Virtual), 11/22
- Marquette MI-DNR hatchery that houses Arctic Grayling broodstock, 11/21-23
- IFC meeting, 11/28
- Lake trout Coded Wire Tag heads to Charlevoix MDNR station for tag extraction and reading, 11/29
- CORA catch reporting system development meeting, 11/29

<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 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon		

**Wildlife Program**

Vacant – Wildlife Division Manager

Vacant – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
  - 4072 NRCS Project Budget
  
- Completed monthly report
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2022 harvest permits, USFS access passes, etc.
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence.
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Habitat work on tribal properties
- Treat invasive plant species on Tribal property

Meetings/Training/Travel/Conference Calls

-

### **Environmental Division**

Vacant –Environmental Division Manager  
Corey Wells – Air Quality Specialist  
Zach Prause - Aquatic Biologist – Water Quality  
Alexis DeGabriele– Aquatic Biologist – Wetlands  
David Karst – Brownfield Specialist  
Alycia Peterson – Great Lakes Policy Specialist

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

#### **Environmental Division**

Vacant –Environmental Division Manager  
Corey Wells – Air Quality Specialist  
Zach Prause - Aquatic Biologist – Water Quality  
Alexis DeGabriele– Aquatic Biologist – Wetlands  
David Karst – Brownfield Specialist  
Alycia Peterson - Great Lakes Policy Specialist

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

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

- 

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

- 

#### **Budgets Managed:**

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

### **Brownfield Program**

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

- Completed drafts for the new public record along with corresponding maps for publishing after review in Word, Excel, and PowerPoint formats.
- Made a series of maps for the Solid Waste Management Plan along with revisions, as necessary.
- Continued ongoing data management of brownfield database and businesses for future redevelopment.
- Updated open dumping data for future use.

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

- Organized GPS data on Garmin GPS units. I also edited features and organized various interfaces on the software
- Began planning and scheduling site priorities in conjunction with 128(a) public record for 2023 field season.
- Downloaded Field Map Data for Tribal Parcels including layers for imagery and topographic maps at appropriate scales and locations.

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

- Attended the staff meeting on November 3.



- We had NRD Huddles on November 1, 21, and 28
- I had a 1 on 1 meeting on November 2.
- I had teams meetings with the contractor preparing the Solid Waste Management Plan on November 4, 11, and 18.
- I attended the Monthly Michigan GIS users meeting virtually on November 3.
- I went to the EPA webinar on Open Dumping on November 3.
- I went to a webinar with the EPA about 128(a) funding on November 7 and a follow-up meeting on November 9.
- EGLE webinar on Carbon Management on November 9
- Household Hazardous Waste Steering Committee Meeting in Ludington on October 18
- Teams Meeting to discuss Hazardous Waste Management Plan on Fridays apart from the Thanksgiving Holiday.

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

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

- Coordinated Portage Lake CLMP final data entry.
- Investigated and secured environmental insurance for PLWf new wetland conservation property.
- Onkama Invasive Committee: reviewed PLM's gps coordinates and discussed future data transfer.
- Researched 319 consultation options and discussed between NRD & partners
- Made updates to QAPP
- Sent check request for macro sample processing
- Resent check request for GLEC nutrient sample processing
- Uploaded October multiprobe data to AWQMS
- Received zooplankton data
- Received Nutrient data
- Received Fish tissue contaminant data and invoice

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

- Calibrated eureka
- Received NX-10 interface
- Mailed zooplankton samples

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

- 11/18/22: MiCorps annual conference.
- 11/29/22: attended MTEG day 1 in Mt. Pleasant.
- 11/29/22: PLWf Board meeting.
- 11/30/22: attended MTEG day 2 remotely.
- 11/7- Pine River Meeting at Silver Creek Campground
- 11/21- Cultural and Traditional Water Uses: Integration with the Clean Water Act webinar
- 11/22- Region 5 Water Division Tribal call

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

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

- Wiring remote sensor battery pack
- Testing of wattage draws and simple time for remote sensor

- EGLE, MOA invoices received and submitted for payment
- EGLE 3<sup>rd</sup> Quarter Precision reports for PM 2.5 and Ozone

#### Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2
- AMS Site Checks x5
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x3
- Ozone taken offline for winter
- Remote Sensor Platform Prototype Construction
- EGLE PM2.5 Audit

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

- Region 5 Monthly Tribal Air Call, Postponed until December
- Region 5 Air Monitoring Call, Postponed until December

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

##### Administration Reports/Data Entry

- NOAA Geospatial project: worked with NOAA to finalize products and set up LRBOI gatekeeping.
- Drafted and sent letter of support for NCCISMA grant application.
- Began coordinating Michigan Invasive Species Coalition meeting/presentation with other NRD staff.
- Sent MISC presentation title and description to Vicki (NCCISMA).

#### Field Work and Equipment Maintenance

- 

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

- 11/1/22: GLRI Virtual Tribal Forum.
- 11/1/22: Environmental Division meeting.
- 11/1/22: 1:1 with Allison.
- 11/1/22: MWRI Team meeting.
- 11/3/22: NRD meeting.
- 11/3/22: LRBOI staff meeting.
- 11/4/22-11/16/22: PTO & Holiday.
- 11/17/22: NAWM webinar.
- 11/17/22: Director 1:1.

#### **Great Lakes Policy Program**

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

- Reviewed documents:
- LRBOI Environmental Division Handbook,
- LRBOI GLRI Tribal Capacity, and LAMP Program grant paperwork.
- The 2020-2021 Annual Narrative Report

#### Field Work and Equipment Maintenance

- Purchased recommended personal gear from the list in the environmental division handbook.

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

- Environmental team meeting (11/1/22)
- GLRI Virtual Tribal Forum (11/1/22)
- 1:1 Meeting with division manager (Allison Smart) (11/2/22)
- LRBOI Staff Meeting (11/3/22)
- GLWQA Annex 2 Lake Huron Partnership Management Committee Meeting (11/8/22)
- Let's talk about Lake Superior: Controlling and Managing Invasive Species Meeting (11/9/22)
- IJC Public Input Webinar: Reflections on Lake Michigan Water Quality Progress (11/15/22)
- Lake Michigan Partnership WG Monthly Call (11/16/22)
- Tribal MI Healthy Climate Implementation Meeting (11/17/22)
- Tribes Mining Call (11/17/22)
- Basin-Wide LAMP Partnership Management Committees' Call (11/17/22)
- GVSU Zoom Meeting (11/17/22)
- IJC Public Input Webinar: Reflections on Lake Huron Water Quality Progress (11/22/22)
- Let's Talk Lake Huron - Nutrients and Algal Blooms on Lake Huron (11/29/22)
- IJC Public Input Meeting: Reflections on Lake Erie Water Quality Progress (11/29/22)

Planning  
Steve Parsons

## BIA ROADS/PLANNING DEPARTMENT REPORT

November 2022

Steve Parsons

### Meetings/Conferences/Trainings

- On November 3, 2022, I attended the November staff meeting held via Microsoft Teams.
- On November 18, 2022, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, and the Hannahville Indian Community also participated in the meeting.
- On November 21, 2022, I attended the Tribal Council Agenda Review session where I represented two items: budget modification to BIA Roads Safety budget and Approval of the 2023-26 LRBOI Tribal Transportation Plan. Both items would appear on the Tribal Council meeting agenda for November 23, 2022.
- On November 23, 2022, I attended the Tribal Council meeting to represent two agenda items: budget modification to the BIA Roads Safety Grant and approval of the 2023-26 LRBOI Tribal Transportation Plan.

### Activities/Accomplishments/Updates

- BIA Roads – 2021 Projects that were extended into 2022:
  - Cemetery Parcel Road Project: Schultz Excavating completed the installation of a gravel road in the cemetery project area by August 2022. This completes their involvement in this project. This project will extend into 2023, as three areas still need to be completed: landscaping, running electric power to the site, and the installation of a well water source on site.
  - Commodities Drive Road Project: Schultz Excavating completed the remaining work on the Commodities Drive in mid-June 2022. This completes their involvement in this project.
- Roundabout Project: As of the end of October 2022, this project determined to be complete and the roundabout opened to traffic by MDOT. Items that remain to be completed (as of November 30) are: Connecting electrical power to the overhead lighting in the area, landscaping in the inner circle of the roundabout, and installation of more directional signage and pavement markings. I continue to communicate with MDOT in regard to these issues being addressed.
- Additional 2022 Road Projects
  - Aki Maadiziwin Roads Project: This project involves a total reconstruction (including the installation of spillways and culverts for improved drainage) of the entry road to Aki Maadiziwin (Saw Be Quo Ung), as well as the repair and resurfacing of the remaining roads in the Aki Maadiziwin housing project.  
The project began on October 10, 2022 and was temporarily halted on October 24, 2022 due to inclement weather. After four days of steady rain, Elmer's was concerned with the viability of the construction area and the risks of proceeding. They requested that the project be stopped with the intent of picking it pack up again in the Spring of 2023, and that request was granted.

- Public Safety Parking Lot: This project has been extended to include the construction of a smaller staff parking facility between the north side of the Tribal Justice Center and the existing water tower. However, as noted in the previous reports, this project had been temporarily suspended pending the outcome of the funding and possible construction of the proposed victim's shelter which had been tentatively planned for that site. The decision not to pursue this funding was made by Tribal Council in the summer of 2022. As a result of this delay, this project will not continue until Spring 2023.
- Reconstruction and Repair of the Government Center/Tribal Clinic Parking Lot: This project will involve the repair and resurfacing of the parking lot that primarily services the Tribal Clinic. Most of the pervious concrete areas will be taken out and replaced with standard concrete. This project had been tentatively planned for Fall 2022. However, it has been postponed to Spring 2023.
- Approval of LRBOI Tribal Transportation Improvement Plan (TTIP): On November 23, 2022, Tribal Council approved the 2023-26 TTIP. The approved document was forwarded to the BIA for their reference and usage.
- Food Distribution Center Project: With the resignation of Ken LaHaye as Commodities Program Director in April 2022, the Ogema assigned to me the responsibility of Owner's Representative for the construction of the Food Distribution Center for the remainder of the project. I am currently fulfilling that responsibility.

During September-October 2022, we worked on the following items:

- The refrigeration units were delivered in mid-September 2022. However the doors to the units were damaged and had to be shipped again, and then shipped again, delaying the project further. There were two more attempts to deliver the doors in November 2022, with the delivery being rejected due to doors still being damaged. Installation of the refrigeration units is now scheduled for the December 7, 2022.
- The concrete floor has been sealed and a final gray coat applied to it.
- We are also still working on running a fiber optic cable line to the building, and installing electronic door locks and surveillance cameras.
- We hope to have final inspections scheduled for December 8 & 9, 2022, with a Certificate of Occupancy issued shortly after that.
- Certificates of Occupancy Issued: The five-modular home construction project at Aki Maadziwin was completed in mid-November. All final inspections were completed, and Certificates of Occupancy, for all five homes, were issued by the Planning Department on November 17, 2022.

Public Safety  
Robert Medacco

**Little River Band of Ottawa Indians  
Department of Public Safety Monthly Report  
November-22**

**General Patrol**

Assist Citizen	5
Assist Motorist	
Assist Other Agency	7
City Assist	5
County Assist	14
Medical Assist	1
MSP Assist	2
Other Calls for Service	1
Property Checks	481
Suspicious Person	2
Suspicious Situation	3
Well-Being Check	2

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	13
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	1
OID	2
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	7
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

**Processes**

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



**Criminal Offenses**

Animal Neglect	
Arrest	10
Assault	
B&E	
Bond Revocation	
Child Abuse	
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	3
Disorderly	2
Domestic Disturbance	7
Drive-Off	2
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	2
Felony with a Gun	
Fight in Progress	
Fraud	2
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	2
Intimidation	
Intoxicated Person	1
Juvenile Runaway	1
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	1
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	13
Public Peace	
Resisting	
Robbery	

**Criminal Offenses Continued**

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	
Unwanted Subject	2

**Miscellaneous**

Administrative Hours	182
Alarm	1
Attempt to Locate	4
Boat Dock Checks	
Casino Hours	96.5
Civil Standby	
Community Policing	1
Court Hours	1
Death Notification	
Drug Disposal	
Follow-Up Investigations	6
Found Property	6
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	1
Suicidal Subject	1
Total Complaints	85
Total Reports	85
Training Hours	37.5
Transport	
Trespassing	2
Tribal Council Meetings	
Vehicle Mileage	3288
Voluntary Missing Adult	

**Training/Travel**

**Little River Band of Ottawa Indians  
Great Lakes Conservation Enforcement Activities  
November-22**

Administrative Hours	46
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	3
Contacts	
Court	
Court Hours	
Dock Checks	8
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	237
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	1
PR Activities Hours	1
Snowmobile Patrol Hours	
Training(s)	5
Training Hours	8
Vehicle Mileage	1772
Verbal Warning(s)	
Written Warning(s)	

**Training/Travel**

November 2022, all Officers participated in Fourth Amendment training through Police One online.  
November 2022, all Officers participated in lowlight firearms qualifications.  
November 28, 2022 Sgt Robles participated in Instructor Renewal for verbal de-escalation training through Dolan Consulting Group online.

**Little River Band of Ottawa Indians  
Inland Conservation Enforcement Activities  
November-22**

Administrative Hours	191.5
Arrest(s)	1
Male	1
Female	
ATV Patrol Hours	
Assist(s)	11
Assist Hours	10.25
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	7
Contacts	432
Court	
Court Hours	
Follow-up(s)	1
Follow-up Hours	0.25
Federal Citation(s)	
Hours Worked	369.25
Joint Patrol(s)	1
Marine Time	
Meeting(s)	1
Meeting Hours	1
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	140
Snowmobile Patrol Hours	
Training(s)	9
Training Hours	13.5
Vehicle Mileage	3844
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	

**Training/Travel**

November 2022, all Officers completed Fourth Amendment training through Police One online.  
November 2022, all Officers participated in lowlight firearms qualifications.

Tax Office  
Valerie Chandler

## **Tax Department November 2022 Monthly Report**

**Staff:** Valerie Chandler, Tax Officer  
Tax Department Administrative Assistant - Vacant

During the month of November 2022, the Tax Department performed the following:

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

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
  - RTM statuses
  - Motor fuel registration
  - Certificates of Exemption
  - Proofs of Residency
  - RTM benefits provided by the Tribe/State Tax Agreement
  - Tax Agreement Area boundaries
  - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
  - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Assistant to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for October 2022.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent communication updates to ULD with any legal questions, issues, etc. as necessary.
8. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
9. Issued 3 Certificates of Exemption:
  - Purchaser: 3 RTMs 0 Tribe/Entity
  - Purchase Type: 3 Vehicle 0 Recreational Vehicle 0 Construction
10. Reviewed 47 Tribal Member address and/or name changes; 4 required updating of the RTM list and database.
11. Processed 2 Proofs of Residency.
12. Processed 5 Motor Fuel Registrations.

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
  - New and re-instated RTMs
  - Deceased RTMs
  - Address changes of RTMs
  - RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for December 2022 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,069 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for October, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed October 2022 Tribal tax returns which included:
  - Retail Sales Tax
  - Food & Beverage Tax
  - Lodging & Occupancy Tax
  - Admissions Tax
  - Service Tax

\*Variable Duties and Accomplishments:

1. Prepared the announcement of the October Employees of the Month which included printing and displaying the certificates in the lobby.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees including, but not limited to: facilitating the monthly virtual staff meeting and seeking agenda items as well as planning the Employee Holiday Breakfast.

3. Prepared and submitted purchase orders for items needed for the Employee Holiday Breakfast.
4. Issued one Temporary Tribal Business Tax License to a vendor selling merchandise on tribal property and exempted another as a qualified tribally sponsored cultural activity.
5. Reviewed and provided feedback to ULD in regards to the proposed fifth amendment to the Tax Agreement.
6. Reviewed and provided feedback to ULD in regards to proposed tax updates from the State's Tribal Consultation policy.
7. Contacted a local utility company in regards to a Resident Tribal Member being charged State sales tax on their account.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
  - Resident Tribal Members being charged State sales tax on their utilities.
  - Two members who received letters of denials/changes to their State taxes because they were not on the State's list of Resident Tribal Members.
2. Continued to correspond and work with the State of Michigan Department of Treasury staff conducting the Tax Agreement audit. Retrieved, scanned, prepared, and sent all records and reports that were requested and responded to any questions as necessary.

Little River Trading Post Interactions:

1. Worked with the Trading Post Manager regarding areas of training needed for the new cashiers.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.

Meetings / Trainings Attended During the Month:

1. Monthly Employee Staff meeting via Teams on November 3, 2022.
2. Employee Recognition meeting on November 3 and 17, 2022.
3. Attended Council agenda review on November 7, 2022 regarding the proposed fifth amendment to the Tax Agreement.
4. Attended Council work session on November 8, 2022 regarding the proposed fifth amendment to the Tax Agreement.
5. Met with new Members Assistance Director on November 17, 2022 in regards to Community Center reservations, policy and reservations process so that the new Elders Meal Coordinator, the Members Assistance Department and any changes can all be communicated and everyone is on the same page.

Statistics:

Total Registered Resident Tribal Members (RTMs): 244

- Manistee County: 233



- Mason County: 11

Monthly Tax Revenue\*:

\*October 2022 amounts received in November 2022

- Retail Sales Tax (Gift Shop) \$1,937.10
- Retail Sales Tax (Nectar Spa) \$55.46
- Service Tax \$906.43
- Admissions Tax \$2,230.06
- Lodging & Occupancy Tax \$18,434.66
- Food & Beverage Tax (Little River Casino Resort) \$36,907.24

Tribal Member Tax Exemption Rates ("Discounts") for December 2022\*:

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

- Gasoline: \$0.492/gallon
- Diesel: \$0.562/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products\*): 32% of wholesale price

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

Tribal Historic Preservation  
Jonnie J. Sam

***Department - Historic Preservation Department***  
***Department head and title – Jonnie Jay Sam II, Director***  
***November 2022 Department Report***

**1. Department Overview**

- **MISSION: Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.**
- **GOALS:**
  - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
  - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
  - Management and maintenance of Tribal Archives and collections.
- **OBJECTIVES**
  - ❖ Respond to NHPA, NAGPRA and related requests and issues.
  - ❖ Inventory historic properties, items or collections and archives for preservation.
  - ❖ 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 as appropriate to 28 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in regular meetings with the Ogema and other members of the Lead Group.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Attended meetings with Artic IT about services.
5. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.

6. Gave presentations on the Tribe's history, culture and other topics about Native Americans to groups by Zoom and in person.
7. Administered, directed, and supervised all departmental activities.
8. Approved timecards and PTO requests for the departments for which I am the Lead, as needed.
9. Attended remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE.
10. Attended the regular monthly staff meeting.
11. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
12. Attended the DIA-MACPRA planning meeting (online).

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

1. Created language lesson for Currents newsletter.
2. Coordinating next years language camp with LRCCR.
3. Coordinated a work session with Tribal council for Endaaying videos.
4. Video shoot for Endaaying.
5. Helped with grant close out.
6. Audio recording at Interlochen public radio.
7. Developed language lessons for class and taught them.
8. Created lessons for Endaaying and posted them.
9. Consultant to Interlochen public radio, Delta Dental, G.R. Public Museum, Mi, Nature association.
10. Recycled for LRB Pharmacy.
11. Answered Emails and calls about camp, language, culture, history.

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

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

WWTP  
Gary Lewis

**Utilities Department**  
**Gary M. Lewis, Utility Director**  
**November 2022, 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.
- Continuing to sample for Covid-19 in wastewater
- Vac Truck Cleaning Reactor 2

**Billing**

Water	\$12,342.73
Sewer	\$17,934.97
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,940.43
Septage	\$5,033.46
Other	\$4,084.64
Month Total	\$64,216.49
Yr. to Date Water	\$139,724.72
Yr. to Date Sewer	\$222,563.80
Yr. to Date Irrigation	\$27,590.81
Yr. to Date Fire Suppression	\$88,762.63
Yr. to Date Manistee Township	\$167,818.52
Yr. to Date Septage	\$88,329.63
Other Revenue	\$8,203.44
Credit	\$0.00
Yr. to Date Total	\$742,993.55

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 2,783,434
    - b. Ave Daily Flow Gallons 89,788
  
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 1,581,966
    - b. Daily Average Gallons 57,732
  
  - Effluent Gallons**
    - a. 618,672
    - b. Daily Average Gallons 20,622
  
  - Lagoon**
    - a. Influent 1,101,054
    - b. Daily Average Gallons 36,701
  
- 3. Septic Sewage**
  - a. 114,457 Gallons

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

**What: Sewer Network LHD and Tribal Partners**  
**Who: Gary Lewis**  
**Where: ZOOM**  
**Sponsored by: DHHS**

**What: MTERA Meeting**  
**Who: Gary Lewis**  
**Where: Zoom**  
**Sponsored by: MTERA**

**What: Office of Indian Clean Energy**  
**Who: Gary Lewis**  
**Where: Zoom**  
**Sponsored by: Clean Energy Department**

**What: Safety Training (Winter Safety)**  
**Who: Clatus Clyne, Gregory Walters, Jonathon Robertson, Gary Lewis**  
**Where: Zoom**  
**Sponsored by: MRWA**