

**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 *YBR*
Naangwa: Date: November 28, 2018
Maanda Nji: Re: October, 2018 Operations Report

We respectfully submit the October, 2018 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
October, 2018

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

October, 2018 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2018 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2018 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2018 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

1. Completion of the 2017 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2014. Work is in process on the 2015 – 2017 Indirect Cost Proposals.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

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

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects; AKI (10) Homes, AKI (2) 2018, and Elders (10) Complex.** *The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of October.*
 - i. **AKI (10) Housing-** \$25,000
 - ii. **AKI (2) 2018 - Timber Run-** \$44,966.86
 - iii. **Elders (10) Complex – Travois -** \$87,953.55
2. **Cash Receipts;** *Daily cash receipts totaled for the month of October, were, \$642,076.96 the General Fund Operating Account had a total of (351) receipts.*
3. **NGLC;** *Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.*
4. **Pharmacy;** *Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,*
5. **Fixed Assets Account Group;** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2017. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2017.*
6. **Audit work for 2018 Asset –** *Ongoing working on updating current year purchases, asset control...*
7. **1099MISC. –** *2017 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2017. Sending out some of returned 1099MISC as corrected addresses come in.*
8. **Trading Post -** *Monthly reconciliation – Bank statement, Review and Approve only, on a monthly basis reconcile payroll and A/P checks, this is in the final stages of reconciliation as the Casino Resort has taken on the duties almost done, bank account closed.*

9. BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.

10. Tribal Financial Statement Requirements: Due by the 8th of the month.

1. Cash Deposits
2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.
3. Utilities report – current payments – monthly report of payments.

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Construction Task Force –Weekly Meeting - Thursday – review - AKI (2) - 2018 Homes, AKI (10), and Elders Complex.

Other Meetings

- **BP Gas Card – overview – Meeting with the Lead Group**
- **Commerce Small Business Loan – Clean Up review**

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed – Payroll input

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of November.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *Changed password in the Payment Management System (PMS) for the "B" account that needs to be done every 90 days.*
12. *The annual renewal of the SAM system verification was done in October. SAM went to a new system so the Tribes information was going to be automatically migrated to this new system. It wasn't migrated correctly by SAM to my User ID so I had to work with SAM helpdesk to get this worked out which took a great deal of time because there were steps that I needed to take to fill out the specific forms and get them notarized and then submit.*
13. *The Tribe received nine modifications for the following grants: 2018 IHS Self Governance Compact additional funding in the amount of \$23,870; 2018 BIA Self Governance Compact additional funding in the amount of \$11,704; 2018-2019 Great Start Readiness Program additional funding in the amount of \$6,119; 2017 BIA Self Governance Compact additional funding in the amount of \$52,856; 2018 IHS Self Governance Compact additional funding in the amount of \$4,398; IHS Self Governance Compact additional funding in the amount of \$3,182; IHS Self Governance Compact additional funding in the amount of \$115; 2018-2020 EPA PPG additional funding in the amount of \$20,000; IHS Self Governance Compact decrease in funding in the amount of (\$1,186). Documents were scanned and placed in the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and*

the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating Budget by resolution.

- 14. The Tribe received eight new grants this month: 2018-2019 Tribal Opioid Prevention in the amount of \$30,000 for the time period 10/1/18-9/30/19; 2018-2019 ITC Tribal Behavioral Health in the amount of \$148,660 for the time period of 10/1/18-9/30/19; MDHHS Community Based Child Abuse Prevention in the amount of \$50,000 for the time period of 10/1/18-9/30/19; 2018-2020 EPA PPG in the amount of \$323,767 for the time period of 10/1/18-9/30/20; IHS Planning Activities for the Lagoon Wastewater Treatment Facility disposal in the amount of \$64,000 for the time of 8/2/18-4/30/19; IHS Planning Activities for Solid Waste in the amount of \$37,000 for the time period of 8/2/18-10/31/19; TOR Tribal Opioid Response in the amount of \$84,145 for the time period of 9/30/18-9/29/19; 2018-2019 Great Start Readiness in the amount of \$110,223 for the time period of 10/1/18-9/30/19 Grant program booklets were created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. A fund number was assigned to each of the new grant awards and the new funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The new grant information was given to the Staff Accountant so that she could set this program up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution. Once the acceptance resolutions were received they were scanned and placed in the electronic folders and originals were placed in the Grant program booklet. A notice was sent to Purchasing, Ogema and Controller letting them know the new grant information. A Grant program booklet was created for the person who will be administering this grant.*
- 15. There were three grants that ended as of 9/30/18 (2018 VOCA, 2016-2018 EPA PPG, ITC Adult Mental Health) so I sent the Program Administrators of these grants an email letting them know that they have to fill out new PAF's to move them from the expired grant to new grant.*

Meetings Held/Attended

- 1. Met with Steve Wheeler to discuss grant issues on different occasions.*
- 2. Met with Bill Willis to discuss grant issues on different occasions.*
- 3. Met with Jason Cross a few times each week.*
- 4. Met with Valerie Chandler on different occasions.*
- 5. Converse daily with Lyle Dorr (Grant Writer).*
- 6. Attended meetings with the Leads, Ogema, Mary on 10/2/18, 10/16/18, 10/18/18, 10/23/18, 10/25/18, 10/30/18 and 10/31/18.*
- 7. Met with Bob Davis a few times each week.*

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 409 payroll vouchers/checks through ADP.
2. Verified 36 PAF's this month which included new 5 employee(s), and 3 terminated employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 10/12 and 10/26.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
7. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

1. 10/2 – Call with JMT to begin leave plan setup.
2. 10/17 – Call with JMT to begin employee import.
3. 10/19 – Call with JMT to complete employee import.
4. 10/22 – Call with JMT for payroll test run using small sample.
5. 10/24 – Call with JMT to continue payroll testing.
6. 10/30 – Call with Christina from ADP regarding unresolved system issue from July.

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per capita checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per capita checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing the ADP system.
5. Reissued payment for per capita direct deposit returns from the October 1st distribution.
6. Producing reports and coordinating data entry of all employee deductions and benefits into MIP.
7. Completed import of employee data for MIP conversion.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. Updating quick reference guide for payroll as necessary.
4. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
5. Ongoing training of payroll Clerk for ADP payroll processing.
6. Payroll/HR conversion to MIP.
7. Completing timeline tasks for conversion to MIP.

Upcoming Projects / Tasks –

1. Updating employer paid life insurance premiums in ADP as necessary.
2. HR module and EWS (Employee Web Services) setup and training for future transition to MIP.

3. Dual maintenance of ADP and MIP systems until 12/16/18 when we begin using only MIP system for 1/1/19 transition.
4. Complete per cap eligibility for the December 15th distribution.

ACCOUNTS PAYABLE

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

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.
14. Process and place orders.

15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Handle invoice discrepancies.
24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 10/8 revised office supply RFP and compiled product list.
2. 10/8 solicited office supply RFP.
3. 10/10 revised Muskegon Cleaning Service RFP and solicited for bids.
4. 10/15-10/16 negotiating 2019/2020 Grounds Keeping and Snow Removal contract for Muskegon Office. Drafted amendment with new terms. Forwarded amendment to Program Director and Contractor for review.
5. 10/15 negotiated 2019/2020 Building Services agreement for Muskegon Office. Drafted amendment with new terms. Forwarded amendment to legal for review.
6. 10/16 attended firewood distribution meeting with Tribal Council. Determined to cut another 50 cord for Tribe and sell remaining wood.
7. 10/16 quarterly AOPC meeting on status of new government credit cards.
8. 10/16 Long Term Asset Management Meeting.
9. 10/29 drafted revision to Travel Regulation to include traveler's responsibility to take proactive measures for any emergency expenses that may occur while on travel.
10. 10/30 RFP Office Supply Bid Evaluation and contract award.
11. 10/30 put together agenda packets for both Grounds Keeping and Building Services agreements.
12. 10/31 NAFOA Procurement Webinar.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 342 packages.
2. Issued 152 receiving reports.
3. Returned 23 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Completed and submitted FY2016 Indirect Cost Proposal
- 4) Completed and submitted FY2017 Indirect Cost Proposal
- 5) Completed and submitted FY2018 Indirect Cost Proposal
- 6) Processed for approval - FY2019 Budget Hearing

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

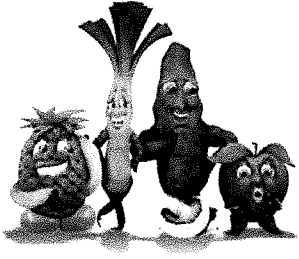
- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2019 Indirect Cost Proposals.

Expenditures Update

Total year to date expenditures for the Finance Division for October, 2018, are \$1,016,429, compared to an annual budget of \$1,228,930. Total expenses for the Finance Division for year to date October, 2018, represent 83% of the total annual budget.

Commodities

Ken LaHaye



Food Distribution Program

October 2018 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Ken LaHaye submitted department report

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

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye and Melanie filled food orders

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

Ken LaHaye ordered food for warehouse for November.

Ken and Melanie cleaned office

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken LaHaye attended QTR phone conference with USDA

Ken submitted Urban Waivers for review to the USDA.

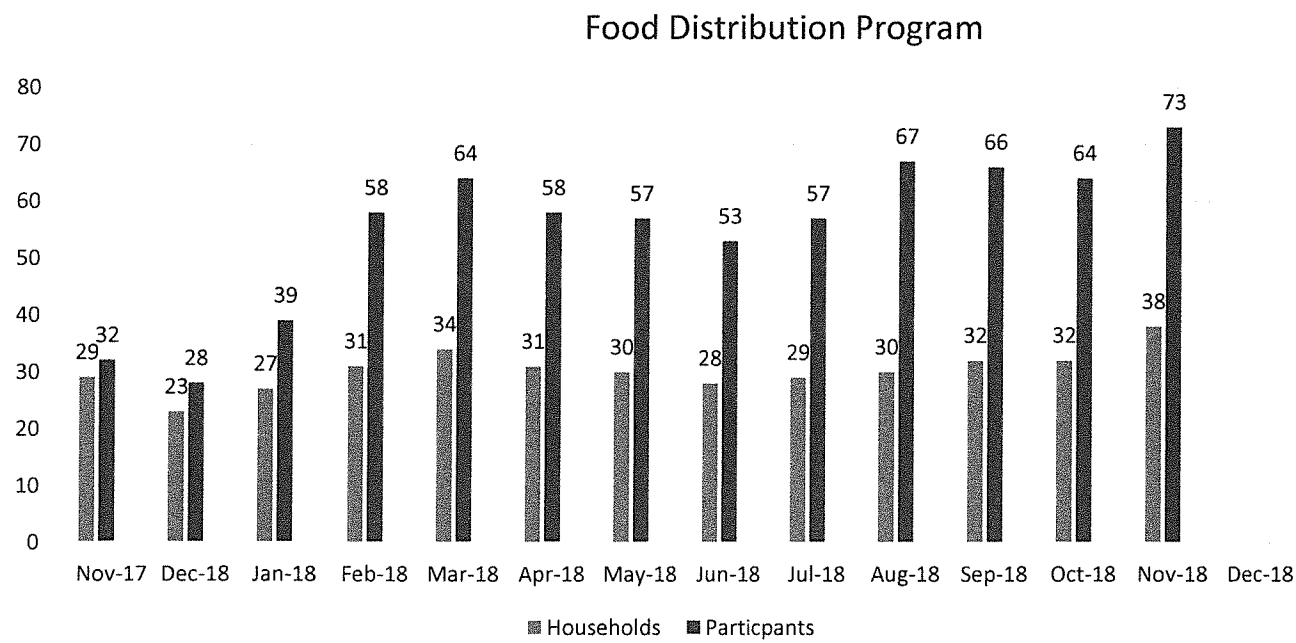
Ken and Melanie conducted deliveries.

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

Ken and Melanie attended membership meeting.

Ken and Melanie attended Warehouse operations conference call.

This is the monthly participation chart for Food Distribution Program.



Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

October 2018 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 14 students received LRBOI/JOM activities funding totaling \$2405.57 2 students received driver's education assistance totaling \$500. 1 student requested senior expenses totaling \$200, 2 students requested and received 12th grade computer funds totaling \$2000, 4 students received School Clothing Assistance late because of address problems, totaling \$1200
Held a Nature Walk/Tree and Leaf evening, but only had 2 participants. Bob Sanders from Natural Resources conducted the nature walk through the pow-wow grounds, providing a lot of information about trees to the students who did participate. The evening included making leaf art projects.
Education Department also provided some limited assistance with the Community Halloween Party
- **Higher Education Scholarship:** 9 Higher Education Scholarships were processed for October. Total awards were \$22,209 providing assistance to 7 university students and 2 community college students. Awards went to 5 women and 4 men.
- **College Book Stipend:** 14 book stipends were awarded during the month of October, with one adjustment of \$100 for summer credits for one student, totaling \$6100. 1 adjustment for summer credits (\$100), 5 for being enrolled in 4-8 credits, 9 in 9+ credits.
- **Educational Advancement Fund:** 1 student totaling \$300
- **Miscellaneous Information:** processed many Michigan Indian Tuition Waivers, and took numerous phone calls and emails. This time of year includes much telephone correspondence between various college financial aid offices and this department, and also general information provided to potential students

During the month of October the following meetings were attended:

October 13- Membership Meeting, LRRCR, Yvonne Parsons and Debra Davis attended

October 16-17- CMTED meeting and tribal consultation with MDE, Lansing, MI, Yvonne Parsons attended

October 25- Tree/Nature Hike program, Yvonne Parsons, Debra Davis attended

October 27- Community Halloween Party, Yvonne Parsons, Debra Davis attended

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

Enrollment

Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

October Monthly Report - 2018

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 3 Applications forms for people seeking membership
- Mailed out: 33 Address change forms
- Created 163 New and Replacement ID's from 10/01/2018 through 10/31/2018
- 190 Addresses changed from 10/01/2018 through 10/31/2018
- Final Rejection Letters: 2
- Final Acceptance Letters: 2
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 1
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0

- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received since 10/01/2018
- List Request of membership: Tax Office, Member's Assistance, Purchased and Referred Care, Tribal Court, Public Information, Election Board-2, IT and Prosecutor
- Label Request of Membership: Ogema
- Tribal Members Label/List/Statistical Request: David Corey
- Statistical Requests: Food Distribution, Clinic, Election Board

- Department Verifications:
 1. Prosecutor 52
 2. Members Assistance 26
 3. Purchased and Referred Care/EHAP 95
 4. Family Services 3
 5. Casino 2
 6. Tribal Police 1
 7. Election Board 20

- 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 Fund
- Sent out 2 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 3 Tuition Waiver Verifications
- 544 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- CDIB phone conference with BIA – October 10th
- Membership Meeting – October 13th
- Muskegon Outreach – October 19th
- Enrollment Commission Meeting – October 23rd

- Total Membership: 4,214
- Total number of Elders: 1,338
- Total number of Adults (18-54): 2,489
- Total number of Minors (0-17): 387
- Total Tribal Members living in:
 - 9 County Area: 1,757
 - Outside 9 County Area: 2,380
 - Michigan: 2,758
 - Outside Michigan: 1,379
 - Undeliverable Addresses: 77

Family Services
Jason Cross

Family Services Department

October 2018 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	3
Muskegon	1
Mason	0
Lake	0
Wexford	1
Kent	1
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	6

Open Cases.....59

Total number of Tribal members served in open cases: 61

Total number of descendants served in open cases: 14

Total number of individuals served in open cases: 114

Cases Management:

These cases represent all open cases within the Family Services Department including Indian Child Welfare Cases, Child Protective Services, Elders Services, Adult Services including, Domestic Violence and/or Juvenile Justice. These cases are maintained by a required monthly face to face contact, contact and coordination with service providers and/or agency advocacy within the nine county service areas.

LRBOI Victim Services Program Monthly Report
October 2018

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (4); New Intake(s) (1); Cases closed (1)
 - Provided: crisis intervention, utilities, transportation, legal assistance, judicial advocacy, and transitional housing.
- Attended (2) court hearing
- Had (6) client face to face meetings; (0) transports

Collaboration Efforts

- 10/8 – MDVSART meeting
- 10/9 – LRBOI VSP Task Force
- 10/15 – Manistee Youth Armory meeting

Travel & Training

- 10/27 – UTFAV Board Meeting
- 10/29 – VOCA FY19 Grant training

Outreach/Education

- 10/16 – West Shore Community College Resource Table/DV Event
- 10/17 – Melissa Dohme-Hill DV Event/Resource Table

Grants

- 10/10 – VOCA Tribal Victim Services Grant/Tribal Council Approved
- 10/10 – FVSPA Grant/Tribal Council Approved

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (4); New Intake(s) (3); Cases closed (3)
- Provided: Ed. Material, Transportation assistance, and Legal Assistance Services
- Attended (1) court hearing
- FTM (0)

Outreach

- 10/17 – Melissa Dohme-Hill DV Event

Training/Webinars

- 10/2 – The Long-Term Consequences of Strangulation
- 10/10 – LAADSV CAC noon time series
- 10/15 – Gang-involved Sex Trafficking
- 10/15 – An overview of Child Sex Trafficking
- 10/22 – The impact of SV on Men and Boys
- 10/23 – Workplace Policies & How They Support or Contradict Core Values
- 10/23 – Reviving the movement Voices of Advocates
- 10/24 – Centering Survivor Leadership at the Intersection of Oppression
- 10/24 – Shifting the Paradigm Building Program Capacity to Effectively
- 10/24 – Leading w/Emotional Intelligence
- 10/24 - Investigating Strangulation
- 10/25 - Strangulation The Last Warning Shot

- 10/25 – Kent Co. noon time educational forum

Collaboration

- 10/3 – Every Women's Place meeting
- 10/3 – Muskegon Co. Veterans Service/DTE Program
- 10/9 – LRBOI VSP meeting
- 10/24 – Muskegon DV Task Force meeting
- 10/24 – Muskegon Human Trafficking meeting
- 10/25 – Muskegon Homeless COC Network meeting

Charlotte Campbell (Manistee Victim Advocate)

Advocacy/Case Management

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

Collaborative Meetings

- 10/8 – Manistee DVSART
- 10/9 – LRBOI VSP meeting

Outreach

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

Trainings/Webinars

- 10/16 – OVW Native Women to Stop Violence Against Native Women
- 10/16 – No Bad Victims Training Advocates on helping incarcerated Survivors/VOCA
- 10/16 – Working Group on Violence Against Indigenous Women
- 10/18 – VAWA Housing Protection for Survivors of DV/SA
- 10/18 – Safety Planning and Risk Assessment w/Victims of DV/SA
- 10/18 – VAWA a Call to Action

Next Generation Learning Center-October 2018

Enrollment Statistics:

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

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	11	5	6	4	3	3
Toddler Classroom (2-3 years old)	13	6	7	2	1	4
Maple Preschool (GSRP)	16	16	0	5	0	2
Poplar Preschool (Head Start)	17	17	0	8	3	4
Cedar Preschool (Head Start/Tuition)	24	18	6	2	4	2
School Age (5-12 years)	28	0 School in Session	28	3	3	5
Totals	109	62	47	22	14	20
Percentages		57%	43%	20%	13%	18%

Current Center Happenings:

- NGLC has 57 children attending one of our preschool programs. We now offer three different preschool programs for families-two of these programs are free to families that qualify. Three children are currently on a wait list for Head Start.
- Cherie, one on our NGLC Teacher’s Aide has passed her CDL test, and two endorsements to drive the bus for Head Start. She will now begin driving for 20 hours and then will go to Grand Rapids for her driving test.
- One NGLC tuition student is receiving \$52.00 per month towards their preschool tuition from a scholarship sponsored by Manistee Great Start Collaborative.
- Michigan Works continues to be within the center on Wednesdays as a satellite location.
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning.
- GSRP attended Orchard Market for a Harvest Field Trip at the end of October.



- Holly attended the Michigan Child Abuse and Neglect conference in Plymouth, MI
- MSU Extension is now coming twice a week to our Preschool and School Aged classrooms to teach children about healthy food choices and participate in cooking lessons.
- Inter-Tribal Council of MI will be holding their Head Start meeting and visit at NGLC during the month of December.
- Eight children currently receive Early On (early intervention special education) or MISD special education services while attending NGLC-2 children receive ABA Therapy for Children with Autism. Early On continue to hold their monthly playgroups at NGLC. Upcoming Events:
 - 11/2/18: Pokagon Tribe Preschool Administrator Tour
 - 11/2/18: GSRP Teachers attended a Professional Learning Community in Cadillac
 - 11/8/18: Manistee Area Chamber of Commerce Leadership Class Awards Dinner
 - 11/14/18: Manistee Area Chamber of Commerce Leadership Class Breakfast Tour
 - 11/14/18: Manistee ISD Early On Playgroup
 - 11/14/18: NGLC Parent Advisory Committee Meeting
 - 11/22-11/23: Center Closed for Thanksgiving
 - 11/26/18: Week of Parent Teacher Conferences
 - 11/28/18: NGLC Family Night
 - 11/30/18: NGLC Children's Trust Fund Audit
 - 12/5-12/7/18: Inter-Tribal Council of Head Start Visit and Meeting

LRBOI Be Da Bin Behavioral Health October 2018 Report

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

October 4, 2018, Angela Schwandt, Sujean Drake, and Dottie Batchelder attended the Mason County Suicide Prevention training in Ludington, MI.

October 10 & 11, 2018, Sujean Drake, Dottie Batchelder, and Jason Cross attended the Quarterly Tribal Behavioral Health Communication Network Meeting in Peshawbestown, MI.

October 12, 2018, Dottie Batchelder with Harm Reduction presented at the Manistee ISD (Intermediate School District) for Overdose Prevention for teachers and support staff (48 attended).

October 16, 2018, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

October 16, 2018, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

October 26, 2018, Dottie Batchelder presented Overdose Prevention (harm reduction) to the KND (Kaleva Norman Dickson) school system (19 attended).

Be Da Bin Staff: Dottie Batchelder has been busy with startup of the STR/TOTR treatment/recovery grant, as well, as this year's Tribal Opioid Prevention Grant. We have renewal of the prevention grant until at least April 2019 and the STR/TOTR to September 2019. This month she has attended the Northern Michigan Recovery Residences Board meetings, planning meetings for the events with opioid epidemic community partners, SEA, and presentations on Overdose prevention. Sujean Drake has been busy with the beginning of the Mental Health Block Grant (tele-psych) and the continuation of "grant" is for another 2 years. Angela Schwandt is assisting Sujean with the tele-psychiatrist clientele and the Traditional Healer.

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor:

16/6 Individual/Recovery Clients

148 Client Contacts for Services

170 Counseling/Administration Hours Delivered

Total Client Service Delivery: 310

Mental Health Counselor/Tele-psychiatry:

37 Individual Clients

Client Contacts for Services

Counseling/Administration Hours Delivered

Total Client Service Delivery:

Mental Health Counselor:

5 Individual Clients
To get on the RPMS system soon.

Traditional Healing: 7 Individual Client Contacts

Departmental Monthly Events & Needs

Meetings:

HSCB – 10/2/18
CIT Meeting – 10/2/18
Strategic planning – 10/9/18
Fall Membership meeting – 10/13/18
MCOE 2020 – 10/16/18
Traditional healer – 10/17/18
ICWA Presentation Mason, Newaygo, and Oceana Counties – 10/30/18

Travel and Trainings:

Behavioral Health quarterly meeting – Peshawbestown – 10/10/18-10/11/18
Tribal State Partnership meeting – New Buffalo – 10/17/18 – 10/18/18

Court

LRBOI – 4

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW
Director of Family Services

Grants
Lyle Dorr

Grants Department Monthly Report

October 2018

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

- Completed all online prerequisite training for Tribal Emergency Response Team (ERT) advanced courses. Members of the team need to at least complete these and roles need to be established in order for the Tribe to access available funding for ERT related activities (There needs to be proof of a functioning team).
- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.
- ∞ **As of 10/31/2018 this grant has not be posted (Michelle P. has heard from the persons who announced this that it has been pushed back into early 2019):** Based on information from the GLIHA quarterly meeting (May 1 at Soaring Eagle) that Frank had me attend with Michelle and him, an upcoming competitive grant Recovery Act Development Process (RADP) in August or September. We received \$2M a few years ago when it came out. I will coordinate with the incoming Housing Director on this opportunity when it is released. Michelle is helping me watch for the posting.

Court:

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

EDC:

- Meeting with Tom, Council, the casino management and others (Nov 13th) to discuss solar energy investment for the Casino and potentially the entire tribe. I will provide input from research I have conducted for smaller scale solar projects. In talking with Tammy, I will not be writing grants for them for this endeavor as they are separate from government operations, but can collaborate and share information.

Family Services/ Be-Da-Bin:

- **Jason has received one of two recently submitted grants, we are waiting to hear on the other.** We received the one for Opioid treatment dollars. We should hear back on IHBG Self-sufficiency Navigator grant program in December.

Food Distribution:

- Ken's program is exploding to twice the original size when he took over a year ago (they have now reached 38 households/73 participates, which is up from 29 households/32 participants a year ago) necessitating a push to find the funding for a new or renovated facility that will have the capacity to serve the members. He and I are starting our searches here in September now that his expanded program budget is accepted by USDA.

We have solicitations out to a few different architects/designers in order to have plans developed for a new Food Distribution Center. We have done this in conjunction with seeking drawings for the Public Safety garage.

Historic Preservation:

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

Maintenance:

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

Natural Resources:

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

Public Safety:

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

Water/Waste:

- ∅ **No updates at this time**

Special Projects:

- On the website committee

- Exploring with IT the acquisition of a Document Management System: This will allow easy conversion of our much older documents into a PDF searchable format. Benefits to this will extend across all departments of government, but especially member searches of archived resolutions and policies, Unified Legal searches and clean-up of laws that conflict, Family Services developing an effective central intake system.
- Ø Continue on the TERT committee

Health
Vacant a Director



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: November 7, 2018

Re: October 2018 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of October 2018. This report will reflect aggregate supplemental information from lead staff members Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

October 13, 2018 – Janice Grant, Clinic Supervisor and Gina Dahlke, PRC/EHAP Supervisor attended the Fall Membership Meeting to be available to the Membership at the Health Services informational table.

October 19, 2018 – Julie Dixon, D.O., Medical Director retired from LRBOI and this was her last day at LRBOI.

October 24, 2018 – Robert Davis, Health Services Director held a short staff meeting with all staff to announce his retirement from LRBOI and his last day would be November 2nd.

Forest County Potawatomi Insurance Department filed 166 claims on behalf of Little River in the amount of \$32,692.14 for third party reimbursement.

There continues to be a concerted effort for Community Health Representative outreach. Both CHR's will continue to perform monthly visits to the Muskegon Office and at the Community Center. The CHR activity continues to show increased activity and the number of clients served. We are encouraged with this trend.

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

CLINIC OPERATIONS:

263 patients scheduled

24 patients NO-SHOW to scheduled appointments

45 patients provided SAME DAY appointments for emergent matters**

66 cancelled appointments

218 patients attending CLINIC PHYSICIAN appointments**

42 patients PHONE TRIAGE**

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

83 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN OCTOBER (Total Patient Volume): 770

Diabetic patients: 91

Flu Vaccines: 87

Injections: 12

Nursing Visits: 05 **

On-site Labs: 219

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,767

DIRECT CALLS TO CLINIC OPERATIONS: 423

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 882

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 27

TRAVEL HOURS: 51 ½

SERVICE HOURS: 33 ¾

NUMBER SERVED: 29

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 136 hours

COMMUNITY VISITS: 23
TRAVEL HOURS: 8
SERVICE HOURS: 6
NUMBER SERVED: 23

HOME VISITS: 20
TRAVEL HOURS: 24
SERVICE HOURS: 29
NUMBER SERVED: 20

GOV'T BUILDING VISITS: 2
SERVICE HOURS: ½
NUMBER SERVED: 2

PHONE CALLS: 142
HOME VISITS SCHEDULED: 24
HOME VISITS REFUSED: 15
HOME VISITS CANCELLED BY PATIENT: 9
HOME VISITS RESCHEDULED: 3
HOME VISITS CANCELLED BY CHR: 3
DUE TO TRANSPORT: 2
DUE TO ILLNESS: 1
HOME VISITS RESCHEDULED: 3

MEDICATION PICK-UP/DELIVERIES: 3 (included in number served & clients served)
TRAVEL HOURS: ¾
SERVICE HOURS: ¾
NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 84 ½

TOTAL SERVICE HOURS: 70

TOTAL CLIENTS SERVED: 77

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$389,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2107

TOTAL PRC PAID IN OCTOBER: \$365,327.53

PHARMACY/OTHER: \$41,846.64

DENTAL: \$17,708.53

TOTAL PATIENTS: 241 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 484

TOTAL CLAIMS ENTERED: 396

TOTAL PRC PAID 2018: \$883,664.73

TOTAL EHAP PAID IN OCTOBER: \$33,082.03

TOTAL EHAP PAID 2018: \$322,759.14

TOTAL ENROLLED EHAP/LRBOI: 1316

NEW APPLICATIONS MAILED OR GIVEN: 52

REASSESSMENTS MAILED OR GIVEN: 166

MEDICARE LIKE RATE (MLR) Savings for OCTOBER 2018

Claims submitted: 42 \$71,139.47 (total submitted)

-\$25,544.83 (what we paid)

\$45,594.64 (total savings)

PATIENT BENEFIT COORDINATORS: OCTOBER 2018

Assisted with on-line applications: 2

Webinars/Trainings: 1 (Roberta out on FML 10-1-18 thru 10-14-18)

Phone calls: 268

New Patient Registration: 16

Established Patient Registration: 157

Referrals to Other Departments: 0

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

PHARMACY

Active patients: 321

Prescriptions filled: 1157

Insurance charges: \$99,008.03

Insurance payments received: \$63,977.25

Non-member cash/copays received: \$450.04

PRC-equivalent write offs:

LRBOI: \$21,171.58

Other Tribes: \$294.56

TOTAL: \$21,466.14

Housing
Vacant a director



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For October 2018

Staff

Michelle Pepera – Administrative Assistant

Chad Gehrke – Grants Clerk

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A.** The Construction of the two four-bedroom Fair Market rentals at Aki are completed. The landscaping for the Aki 10 and the new two four-bedroom units have also been completed.
- B.** The department met four times this month with Rebecca Liebing and Elise McGowan-Cuellan Staff Attorney's and Bill Willis, Members Services Lead.
- C.** I attended a meeting with Tribal Council on the Housing Strategic Plan.
- D.** The 2018 Chevrolet 2500 Silverado maintenance truck with the plow was delivered to the office on October 10, 2018, the salt spreader still needs to be installed.
- E.** The Housing Department submitted to HUD our 2019 Indian Housing Plan on October 11, 2018, which was due by October 17, 2018.
- F.** I meet with Brett Byrnes from TKS Security on location and cost of Security Camera's for the Aki maadiziwin Community.
- G.** The Housing Department attended the Fall 2018 Membership meeting where we answered membership questions and provided information on our Housing.
- H.** I attended a work session with Tribal Council on rental rates of the Elders Apartments
- I.** The Housing Department performed a walk thru with the contractor on October 18, 2018, and the keys were turned over to the Housing Department in preparation for rental. The Housing Department is now making arrangements for the purchase and installation of window treatment, appliance and mail boxes.
- J.** Travois and Wieland Project Managers came into town on October 23, to do a site visit of the Elders Apartment construction site.

K. During the month the Department performed the following activities.

Lease renewals due during the month: 5

Leases renewed: 9

New leases: 1

Annual Inspections: 5

Move-out Inspections: 0

Move outs: 0

Transfers: 0

L. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2018 in the amount of \$75,000, with additional funding of \$15,000.00 by Housing Department budget modification.

Applications received this month: 3

Number of Awards made during the month: 2

Amount of Awards made for the Month: \$6967.00

Total Number of Awards made during the Year: 15

Total Amount of Awards for the Year: \$68,611.00

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 6

B. Termination Notice(s) issued: 3

C. Notice(s) to Vacate or Renew: 0

D. Court Filing(s): 0

III. Condition of Properties.

A. Johnson & Wood LLC the tribes HVAC sole source company is continuing with the annual preventative maintenance inspections on the mechanical items in all the homes.

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

IV. Number of Units and Vacancies.

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

A. Aki has 45 income based rental units of which 45 were rented during the month as follows:

1. Aki has 9 low income elder designated rental units and 9 units are rented.

2. Aki has 2 low income elder ADA designated rental units and 2 are rented.

3. Aki has 28 low-income family rental units and 28 are rented.

4. Aki has 6 low income family ADA rental units and 6 are rented.

B. Aki has 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

A. 2019 Indian Housing Plan (IHP) has been submitted to HUD on October 11, 2018.

VI. Plans for the Future.

A. Continue construction of the Elders Apartment Complex at Aki maadiziwin.

VII. Other Information

A. None

End of Report
Michelle L. Pepera
Administrative Assistant
November 2, 2018

Attachments: October 2018 daily maintenance log, attachment

Cc: File

Housing 2018
Daily Worksheet

Date 10-1 Mileage, EOM paper work, daily logs
Cleared equip ment started winter prep, mowed with
push mower around CC BLD

Date 10-2 Replaced Furnace Filter and checked thermostat @ 2698 OC
Repaired / Adjusted BiFold Doors on Laundry area @
2596 IC

Date 10-3 Cutt Feilds, mowed Elders/Handicap units

Date 10-4 Installed Tenant supplied bulbs @ 2683 IC
checked Lift station @ 2698 OC Called Dave From Johnson+Wood
Possible warranty issue, Continued with Fields and Elder/HK
units mowing
Salt and Ice melt delivered

Date 10-5 Picked up Trash cans for 2 new units lots 51+52
Got PO for Mail Boxes also, scheduled appt for Monday @ 2654 OC
Fueled Grey truck, checked Pullion

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 10-8 snaked / Plunged clogged drain Kitchen @ 2727 OC
Typed up statement for Pavilion Lockset repair,
Plugged in Backup Fridges for morning
Called & scheduled apt for 10-9

Date 10-9 Exchanged Fridge with stop backup @ 2646 IC
Inspected Furnace @ 2654 OC blower motor not working
properly called Dave he ordered and will install motor on Fri
Installed tenant supplied Blinds and toe Kick plate on Door
@ 2711 OC, Mowed New Ten for hydro seeding this week

Date 10-10 Quarterly inspection @ 2658 IC, Mowed and weed
whicked, Picked up new truck and Plow, dropped off Grey
truck for repair, Repaired Bifold Door @ 2690 OC

Date 10-11 Called Tured about washing Machine left message,
Mowed alleys and Fields, Replaced toilet Flush handle @
2602 OC, Got Quote for paint and materials for tenant
paint @ 2631 IC, Walk thru @ 2662 + 2670 OC

Date 10-12 Mowed hill for stalling area, Requested Three
Quotes for Satter, Picked up Grey truck from Proger,
Picked up paint & Materials for 2631 IC, Made extra
keys for New units Lots 51 + 52, Inspected washer @
2646 IC Informed MP/CA should be replaced, dropped off
paint/materials @ 2631 IC, Took new truck for measure
to Amore's,

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 10-15 Closed Pavilion, Annual Inspection @ 2594 IC
annual Inspection @ 2647 OC repaired shower handle and
door knob while there, Inspected toilet @ 2721 Needs
New Fill Valve scheduled for Thurs 9am

Date 10-16 Attached Plow + Satter to Grey truck & Verified working
order, cleaned salt bags for winter Parking Access, took
totes and shovels downstairs for walks, filled ruts along
pavement parking lot, cleaned zero turn

Date 10-17 Final walk thru Lots 51+52, Picked up Blinds
Completed annual Inspection @ 2647 OC, got Quote for
materials to hook up new Appliances, Dumpsters Delivered
Called and scheduled work orders Repairs, Fridges Delivered
to New Units

Date 10-18 Repaired damage in drywall @ 2665P, Replaced Fill
Valve in toilet @ 2721 IC, Installed suction cup style
assist bar in shower, reprogrammed thermostat @ 2596 IC
Repaired door knob and hung picture for tenant @ 2627 OC

Date 10-19 Completed trash in dumpsters, took ranges and
appliance hook ups to 2 new units Lots 51+52
Removed Refrigerator from Dumpster, took old ceiling fans and
misc items to the dumpster, Sorted Blinds for new units

Thank you for filling out this Daily Worksheet

**Housing 2018
Daily Worksheet**

Date 10-22 took down Canopy & stored for winter
Installed New Mail boxes Lots 51 & 52, Annual inspection
@ 2683 IC, Took Blinds, trashcans to new units
Plung Toilet @ 2720 IC

Date 10-23 Installed blinds and appliances and screens @
New Units, 2662 Lot # 52 Missing 8 screens notified
Row @ Stillwater, Checked and ensured working properly Fireplace
@ 2723 OC

Date 10-24 Finished installing Appliances, took times for
tractor to Roger, Installed on tractor, Replaced Drip
Pans and repaired Lock set Deadbolt @ 2654 OC

Date 10-25 Catted board for slider and checked Lock Mechanisms
@ 2648 OC, Installed light bulbs @ 2683 IC, Re installed
Smoke alarm's with batteries @ 2644 IC
Installed New Dryer @ 2647 OC

Date 10-26 Repaired Door Sub main entrance, Replaced
Kitchen Sink sprayer hose and handle, tightened and checked
all Plumbing connections under Kitchen Sink @ 2647 OC
Receipts, Completed work orders submitted

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 10-29 Repaired and moved mailboxes for Lots 51-52
Updated maps + Contact Info for new tenants
Annual Inspection Replaced Doorbell Chime, 3 Smoke alarms
with new batteries tenant supplied, recopied Keys @ 25910C

Date 10-30 Replaced Dryer, Rekeyed Dead bolt @ 25910C
Replaced sprayer handle @ 2631 IC, Ordered Dryer parts
Emailed Invoice to Ron @ Stillwater, Scheduled Sutter install for 10-31
Sun, Installed new light bulb in Fridge @ 2662 OC

Date 10-31 Picked up Materials to install 240 Dryer/Range
hookup in shop for appliance testing, Brush removal
along road and hill side, Installed new batteries in
Smoke alarms @ 27160C

Date 11-1 Mileage, took new truck for Logo installation
Hooked up 240 in shop area for testing Appliances,
Installed New Window Sash and bulb in Fridge @ 2670 OC
Inspected Garage Door Called Eric (Ron) warranty work @ 2693 OC
Picked up more paint for tenant @ 2677 OC,

Date 11-2 Cardboard Run, Receipts, Investigated Photocopy
for street light Control needs to be replaced, Verified
Garage door repair @ 2693 OC
Remove trash from shop area and organize tools equip
Daily log + EOM paperwork

Thank you for filling out this Daily Worksheet

Human Resources

Vacant a director

HUMAN RESOURCES DEPARTMENT

OCTOBER 2018 MONTHLY

REPORT

Hiring/Recruiting October 2018:

In October, there were two (2) new hires welcomed aboard - one (1) at NGLC – Teacher's Aide and one (1) at NRD – Seasonal Wildlife Technician. HR has a few postings on-going, NGLC has one (1) until filled posting but interviews have been granted and was offered but was declined, IT has two (2) positions posted – until filled, it is hoped that interviewing of qualified candidates will take place sometime in October to fill the IT Technician position. Systems Administration position remains open.

Two (2) employees have retired during October; Jim Grabowski – Detective Sergeant for Public Safety and Julie Dixon, DO – Medical Director/Physician. They will be missed and hard to replace.

Health Services posted a position of Staff Physician and one for a Staff Pharmacist to help with coverage in the busy Pharmacy. Both postings are posted as “until filled”.

HR Director and Housing Director remain open. The new recruiter, obtained in early September has updated with that “inquiries and interest in position has been noted but reported that the area and compensation is the reasoning that some interested won't apply”. No selection or interviews have been scheduled.

The Comptroller General position has been offered and accepted. The candidate (NA) is scheduled to start mid-November.

HR had processed paperwork for two (2) terminations/retirements.

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

Human Resources Statistical Reporting:

The tribal demographics did not reflect much of a change in October due to two (2) new hires being processed, along with two (2) terminations.

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

Training

In email conversations with the new Risk Manager, trainings will be set up for the remaining employees needing the 2nd part of the Forklift Certification in October; as a result, two (2) more employees have received their wallet certifications. The six (6) remaining employees eligible for the second part of this training are scheduled with LRCR Risk Manager – at the LRCR Warehouse. Training for MIP will take place in late November. As detailed in the following section.

ADP to MIP

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

MVR Updates

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

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

Job Descriptions, compensation, performance evaluations/reviews, file repair.

Benefits:

Policy Updates

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

Benefits

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

HR is in the process of planning for open enrollment, the Benefits Administrator is in the process of setting up event that is scheduled for November 6 and 7 with most companies represented. AFLAC is scheduled to be here the week after, due to scheduling conflicts.

The Benefits Administrator has also been meeting with a few company representatives getting ideas about maybe moving out of FEHB.

Information Technology

George LeVasseur

Information Technology Department
Monthly Report
October 2018

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. The replacement of the disk storage array has been received. Installation planning with the vendor is ongoing.
2. Mobile Device Manager Software System testing now operational.
3. 222 new IT work orders were opened in October 2018 and 219 IT work orders were completed in October 2018.

Meetings Held / Attended –

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

Trainings Held / Attended –

3. Share point Training has been placed on hold due to IT Personnel reassignment.
4. Set up and ran voter tracking system during Fall Member's Meeting

Special Tasks / Activities Performed –

5. Upgrade of video surveillance at the Justice Center is on hold due to lack of IT Personnel to install and configure the equipment.
6. Wireless and security upgrades for NGLC are on hold due to the lack IT Personnel to work on it and lack of funding.
7. New time clock and attendance system training scheduling.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: November 7, 2018
Re: October 2018 report of activities

Number of tribal members assisted on new issues 108

Number of referrals received 8

Number of continuing cases: 80

Types of legal issues:

Child support	Collections
Probate Estate	Fraud
Divorce	Real Estate
Small Claims	Residential Lease
Garnishment	Security Deposit
Wills	Social Security Disability
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
SSA Representative Payee	Parenting Time
Trusts	General Civil
Contracts	Conservator - Adult
Limited Power of Attorney – Minor	Property Taxes
Guardian – Minor	Public Housing
Landlord – Tenant Issues	Guardian – Adult
Adoption	Eviction
Objection to Personal Protection Order	Change of Custody
Child Protection Services	Adult Adoption
Retention of Security Deposit	Personal Injury
Change of Custody	No Contact Order
Unemployment Taxes	Domestic Violence

Unemployment
Scams
Limited Guardian - Adult
Bereavement
Social Security
Civil Infraction
Criminal
Ex Parte Order for Custody
Objection to Child Support
Fraud by Agent
Name Change
Step-Parent Adoptions
Income Taxes
Property Tax Forfeiture
Termination of Father's Rights
Driver Responsibility Fees

Birth Certificate
Easement
Personal Protection Order
Paternity
Employment
Contempt of Court
Loans
Pensions
Driver's License
Make Up Parenting Time
Parenting Classes
Claim Against Probate Estate
DNA testing
Custody – Out of State
Alimony
Direct Deposit

Attended Membership Meeting

Went to Muskegon Office with several other departments

Met with the EDC

Sample of Work Performed:

Assisted a tribal member obtain a consensual guardianship over their grandchildren

Assisted a tribal member successfully obtain an ex-parte order for supervised parenting time between their ex-spouse and the minor children because they felt the children would be unsafe

Assisted a tribal member successfully prepare and file a small claims action against a person who owed them money and obtain a judgment

Assisted a tribal member who broke a rental lease before moving in not have to pay the early termination fee

Assisted a tribal member obtain an ex-parte order for sole custody of minor children when the other parent was abusing drugs

Assisted a tribal member get an order that their landlord had to return their items of personal property that the landlord had taken

Maintenance
Rusty Smith

Facilities Management Department Report

De-Ahna K. Underwood, Administrative

October 2018

I. Department Overview

**LITTLE RIVER BAND OF OTTAWA INDIANS
FACILITIES MANAGEMENT DEPARTMENT**

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

The EVS Techs stay very active in their daily routine of keeping the Government Center and the other office buildings clean and sanitized. 36 work orders were submitted and completed for the month of October. The maintenance work order requests included, but not limited to handing up a white board, repairing walls, relocating a couple employee offices, swapping out desks and other office furniture for employees, reinstalled snow plow markers and slip and fall signs at all the buildings.

The Maintenance Techs power washed the exterior of the NGLC again. Also took preventive measures to keep pigeons for future nesting.

Automotive

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

III. Budget Expense Justification

Open standing purchase orders until December 21st

IV. Travel and Trainings

**IV. Steve Mickkon, Roger Shalifoe, Jeff Battice, Chuck Shaw, Rusty Smith
and myself attend the Winter Operations**

Members Assistance
Jason Cross (Interim)

Members Assistance Department

October 2018 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

12. Department Ongoing Activities

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

13. Applications

Mailed	Picked up	Emailed	Faxed
301	26	153	52

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
115	108	39	18	91	97	50	28	3	2

14. Office Visits

- z. 25 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Department Reporting Section

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

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

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

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

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

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

3. Food Assistance Program

- b. Budget \$45,000
- c. Total expensed YTD \$32,850.00
- d. 27% Remaining
- e. 162 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
50	10	5	2	32	4	1	8	4	46

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$21,806.56
- h. 38% Remaining
- i. 49 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
16	3	3	2	8	0	0	1	2	14

5. Low Income Energy Assistance Program

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

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

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

- a. Total Budget \$35490
- b. Total expensed to date \$12,798.36
- c. 9 total households accessing this program to date.

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

7. Elder Chore Program

- d. Total Budget \$15,000
- e. Total expensed YTD \$11,430
- f. 23% Remaining
- g. 53 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	2	2	2	9	0	2	1	2	12

8. Emergency Transportation

- h. Total Budget \$25,000
- i. Total expensed YTD \$14,882.54
- j. 40% Remaining
- k. 61 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
28	2	0	1	6	0	0	3	2	19

9. LRBOI Home Repair Program

- l. Total budget \$107,000
- m. Total expensed YTD \$57,236.44
- n. 47% Remaining
- o. 14 members accessed this program

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

10. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$279,350
- r. 38% Remaining
- s. 37 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	3	2	0	6	3	0	3	0	14

11. Elders Insurance

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

12. Department Ongoing Activities

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

13. Applications

Mailed	Picked up	Emailed	Faxed
301	26	153	52

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
115	108	39	18	91	97	50	28	3	2

14. Office Visits

- z. 25 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA GLRI
- Staff Management ADP
- Monthly Staff Activities Reporting
- Member Services (communications with Tribal members regarding fishing opportunities / rights).
- Chinook salmon harvest permitting
- New Great Lakes Fishery Technician hire (10/22/18, Alycia Peterson)
- Adult sturgeon data management
- Sturgeon Rearing Facility “SRF” building contractor coordination.
- Great Lakes fisheries data entry and management
- Data entry and analysis for the wild Rice fish community project
- Inland fisheries scale imaging data entry
- Inland fisheries data entry/management
- Grant management and submitted semi-annual reports
- Fish Distribution to members

Equipment maintenance/Field Work/Lab Work:

- Sturgeon Index netting GL
- Streamside rearing building prep and equipment research
- SRF Site Clean up
- Removal of chain link fence at SRF
- Next Generation Learning Center sturgeon measurements
- Prepared for Juvenile Sturgeon sampling in Muskegon Lake
- Assisted GL with LAT lift and processing
- Lake sturgeon index nets, Manistee
- Net maintenance/Net packing Net tying
- Wild Rice fish community electro fishing
- Fall lake Trout spawning assessments, Arcadia and Ludington
- Walleye Recruitment Assessment – Bear Lake (10-25-18)
- Inland Fisheries scale imaging and data entry
- Fish Scale Imaging for aging
- Wild rice density assessments for fish community project
- Great Lakes gear and work area clean-up
- Great Lakes Truck/Boat maintenance
- Great Lakes Fisheries Assessment Program Gear prep/Gear maintenance
- Fall lake trout spawning assessment net prep
- Boat / Trailer Maintenance and repairs
- Boat Maintenance
- Winterization of equipment
- Oil Changes/Lower Unit oil change on outboards
- Reorganization and cleanup of blue work area
- Repair and fabrication of broken and worn survey equipment
- Blue work area Clean Up

Meetings/Training/Travel/Conference Calls

- Forklift certification
- North American Sturgeon and Paddlefish Society meeting (10/21/18)
- Participation in Scientific Advisory Team (10/9/18)
- New Great Lakes Fishery Tech resume review
- Great Lakes Fish Technician interviews
- Meeting with United Legal Dept. on 2020 negotiations
- TFC meeting (10/16/18)
- 2020 meeting (10/18-19/18)
- Call with GVSU – Arctic Grayling Research Planning (10/12/18)
- Membership Meeting (10/13/18)
- Call with Montana State Biologist – Arctic Grayling Hatchery Operations (10/22/18)
- Freshwater Summit Conference (10/26/18)
- Michigan Arctic Grayling Restoration Initiative Annual Partners Meeting (10/29/18)
- ReWild Michigan – Arctic Grayling Restoration Initiative Donors Meeting (10/29/18)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/	Habitat Restoration Program	

4068 BIA Inland Natural Resources
4086-760/4097/4109 BIA GLRI funding
4031 Fisheries and Water Quality Budgets
4223 EPA LAMP grant
4018 Great Lakes Fisheries Assessment
4137 BIA Great Lakes Restoration Initiative
4227 BIA Great Lakes Restoration Initiative
4223 EPA Great Lakes Restoration Initiative

Wildlife Program – October

Robert Sanders – Senior Wildlife Biologist

Vacant – Wildlife Biologist

John Grocholski – Wildlife Technician

Cory Highway – Seasonal Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
- Completed monthly report - October
- Staff management APD
- Manage budget and review R&E's
- Scheduling/Paperwork for seasonal employees
- Issued tags and permits to members
- Elk and Bear Hunt correspondence and hunt management
- Coordination on CWD issues with MDNR, Tribal Counterparts
- Coordination and set up of Tribal deer check station
- Small Mammal manuscript – Canadian Journal of Zoology
- Worked on wildlife Presentation for counsel
- Fielded questions/requests from Tribal membership regarding wildlife issues

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry and habitat data collection
 - Trapping to collect biological data and deploy radio tracking collars
 - Data Analysis and manuscript preparation
- Snowshoe hare population monitoring and habitat research
 - Telemetry and habitat data collection
 - Trapping to collect biological data and deploy radio tracking collars
- Monitoring Nest boxes for eastern box turtle neonates and outfitted neonates with personnel identification tags
- Serviced and organized field equipment
- Posted Tribal properties
- Mowed River Rd Property

- Snowmobile preparation and maintenance
- 4-wheeler preparation and maintenance
- Worked on snowmobile trailer wiring/lighting
- Built table and head holder for deer check station
- Changed hydraulic filter on tractor
- Organized wildlife area in Big Blue

Meetings/Training/Travel/Conference Calls

- Staff meeting October 5th
- Elk Hunt/data collection – Gaylord Area (October 1st)
- TWS annual meeting in Cleveland, OH (October 6th – 11th)
- Fall membership meeting (October 13th)
- Work session with counsel (October 16th)
- Wildlife staff meeting (October 17th)
- Seasonal wildlife technician interviews (October 23rd)
- Tree presentation for the Educational department (October 25th)
- USFS/Tribal wildlife meeting (October 31st)

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Water Quality Specialist

Joshua Beaulaurier - Aquatic/Fisheries Biologist

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

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report to the Director
- Manage budgets for EPA Programs
- Sent new PPG award to accounting for it to be added to budget
- Staff Management – ADP
- Communicated with USEPA on approval for additional trainings for staff
- Reviewed Line 5 Documents
- Continued working on mapping projects
- Continued communication with partners on invasive species, wild rice, and non-point source pollution projects
- Communicated with USEPA Tribal Liaison on RTOC issues; Upcoming calls
- Completed the 4th semi-annual report and began working on the final report for FY17-18 PPG
- Worked on Recycling Planning for LRBOI Government
- Started work on closing out 4224, and the current PPG.
- Reviewed EPA/MDEQ Requests for consultation on deregulations, grant changes

Meeting/Training/Travel/Conference Calls

- RTOC Caucus Calls: 10/3, 10/26
- Meeting with Lyle to discuss Brown Removal – 10/4
- Phone Meeting with USEPA on Oil Spill Response Training 10/11

- Staff meeting with Environmental Staff 10/10
- attended Fruitbelt Collaborative meeting 10/10
- Meeting with MDEQ Water Division staff 10/9
- RRT5/4 Meeting 10/15-10/18
- ENMUG Meeting 10/23
- HHW Steering Committee Meeting – 10/22
- TIAO Phone Call 10/22
- Air Monitoring Meeting with Public Safety 10/24
- Meeting at UMBS about Biosphere 10/30

Brownfield Program

Administration /Reports/Data Entry

- Updated 128(a) Public Record
- Uploaded updated 128(a) Public Record to NRD website & sent request for Announcement to Currents
- Submitted last semi-annual report for FY17-18 PPG (Oct 18) & edits

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

- Met w/ Supervisor re: UST Bootcamp & Phase II Quotes (Oct 1)
- Attended Environmental Staff Meeting (Oct 8)
- Attended KSU/EPA Workshop in Lac du Flambeau, WI (Oct 9-11)
- Met w/ Supervisor re: KSU/EPA Workshop (Oct 12)
- Sat on EPA 128(a) Technical Assistance Grants Call/Webinar (Oct 23)
- Attended monthly N.MI Tribal Brownfields Workgroup meeting in Traverse City, MI (Oct 29)
- Attended City of Manistee Brownfields Redevelopment Authority meeting (Oct 30)
- Attended Manistee County LEPC/LPT meetings (Oct 31)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered hydrolab data for September and October
- Entered FlowTracker data for September and October
- Entered temp logger data for September and October
- Completed PPG work plan report
- Received zooplankton results
- Received macroinvertebrate sample results
- Sent nutrient samples for analysis

Field Work and Equipment Maintenance

- Calibrated hydrolab
- Completed October Water Quality sampling
- Changed oil and prepared WQ boat for winter

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

- 10/1-10/4 attended Tribal Water Workshop in WI

- 10/9 attended Manistee partnership meeting
- 10/10 attended Fruitbelt Collaborative meeting
- 10/16 attended Pine River Restoration committee meeting and site visit.

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

Administration Reports/Data Entry

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

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 9/7 and 9/26
- Completed PM 2.5, Monthly Maintenance & QC – 9/7 and 9/26
- Completed PM 2.5, Quarterly Maintenance & QC – 9/7/18
- Installed new set of PM 2.5 filters – 9/7 and 9/24
- Sent collected PM 2.5 filter samples to MDEQ – 9/5, 9/10, 9/17 and 9/27
- Completed O3 Multipoint – 9/7 and 9/26

Meeting/Training/Travel/Conference Calls

- Met w/supervisor re: Task list review – 9/6
- Attended Air Sensors International Conference – 9/12-14
- Participated in the Monthly State, Local, and Tribal Air Monitoring Conference Call – 9/26
- Participated in the Monthly R5 Tribal Air Conference Call – 9/27
- Monthly USEPA & NTAA Air Policy Update Conference Call for 9/27 was cancelled

Wild Rice Program

Administration//Reports/Data Entry

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

Field Work and Equipment Maintenance

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

-

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

October 2018

Meetings/Conferences/Trainings

- On October 9, 2018, I attended a Tribal Council work session on strategic planning for land and property use.
- On October 9, 2018, I attended the monthly meeting of the Northwest Michigan Rural Housing Partnership Board. As a working board, we are still busy working on our bylaws, organizational structure, and the hiring of key staff positions.
- On October 18, 2018, I attended a goal setting session for the House Manistee group. The meeting was facilitated by Lisa Leedy, AES Executive Director. Also attending the meeting were Jeff Dontz, Manistee County Commissioner and Laura Heintzelman, Director of the Manistee County Community Foundation.
- On October 22, 2018, I attended the Northwest Michigan Housing Summit in Traverse City.
- On October 23, 2018, I attended a work session with Tribal Council to discuss our Tribal Transportation Improvement Plan for 2019-2022. This was an item on the Tribal Council meeting agenda for October 24, 2018.
- On October 23, 2018, I attended the monthly meeting of the Manistee County Community Foundation Board of Directors.
- I attended the meetings of the Construction Task Force on October 11, 18 & 25, 2018.

Activities/Accomplishments/Updates

- Here is a final summary of the BIA Roads projects for this year:
 - Casino Parcel Road & Parking Lot Construction Project: This project was essentially completed by June 27, 2016. There were two additional punch list items—one that required a Change Order. These additional items were completed in October 2018. (This construction project consisted of two components: construction on the Casino Parcel Road and construction on the Parking Lot. The Casino Parcel Road is contained in our BIA Roads Inventory and therefore eligible for BIA Roads funding. However, the Parking Lot is not. The Little River Casino Resort paid for the costs for the parking lot construction.)
 - Daycare Drive/Parking Lot and Employee Access Drive Construction Project: This project was essentially completed on September 14, 2018. All identified punch list items have been completed.
 - Tribal Cemetery Road/Cemetery Project: Due to unexpected setbacks, this project has been postponed until sometime in 2019. We were unable to obtain Environmental Clearance from the BIA and will work to have that clearance in place by early 2019. We will also continue to work on the master plan on the project with anticipated completion in 2019. This project was included on the FY 2019-2022 Tribal Transportation Improvement Plan that was approved by Tribal Council and submitted to the BIA.

- Our 2019-2022 Tribal Transportation Improvement Plan (TTIP) was approved by Tribal Council at their meeting of November 24, 2018. The authorizing resolution and TTIP was submitted to the BIA on October 26, 2018.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	9
City Assist	10
County Assist	7
Medical Assist	4
MSP Assist	
Other Calls for Service	8
Property Checks	914
Suspicious Person	
Suspicious Situation	4
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	1
Accidents	11
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	3
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	1
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	4
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	12
PPO Served	
Federal Docket Ticket	

Criminal Offenses	
Animal Neglect	
Arrest	2
Assault	2
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	2
Disorderly	
Domestic Disturbance	4
Drive-Off	2
Drug Violation/VCSA	4
Elder Abuse	
Embezzlement	1
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	2
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	1
Larceny	2
Liquor Violation	
Minor in Possession	1
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	3
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	11
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

1

SOR Violation

Stalking

Stolen Property

Threats

1

Unwanted Subject

4

Miscellaneous

Administrative Hours

416

Alarm

4

Attempt to Locate

2

Boat Dock Checks

Casino Hours

144.75

Civil Standby

1

Community Policing

5

Court Hours

11.5

Death Notification

Drug Disposal

Follow-Up Investigations

85

Found Property

Lost Property

Meetings Attended

Open Door

Open Window

PBT

3

Special Detail

Suicidal Subject

Total Complaints

90

Total Reports

90

Training Hours

3.5

Transport

1

Trespassing

Tribal Council Meetings

Vehicle Mileage

7195

Voluntary Missing Adult

Training/Travel

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

Administrative Hours	248
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	8
Assist Hours	7.5
Citation(s)	1
Civil	
Misdemeanor	1
City Assist	1
City Assist Hours	1
City Original	
City Original Hours	
Complaints	4
Contacts	89
Court	1
Court Hours	0.75
Follow-up(s)	4
Follow-up Hours	8.5
Federal Citation(s)	
Hours Worked	316
Joint Patrol(s)	
Marine Time	
Meeting(s)	4
Meeting Hours	8.25
Paper Service	
Possible Trespass	
PR Activities	2
PR Activities Hours	7
Property Checks	121
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	5
Vehicle Mileage	771
Vehicle Stops	
Verbal Warning(s)	1
Written Warning(s)	1
Training/Travel	

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

Administrative Hours	40.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	296.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	5
Paper Service	1
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2139
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

October 15, 2018 Sgt. Robles attended LEC meeting in St. Ignace, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: October 2018

Title: Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department.
2. Issued 5 Certificates of Exemption; 2 for RTM vehicle purchases, 2 for RTM construction, and 1 for the Tribe for a construction project.
3. Registered 8 Tribal members for tax-exempt motor fuel program.
4. Responded to inquiries from Tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, the Certificate of Exemption process, per cap issues/questions (which were referred to the proper staff), Proofs of Residency, Temporary Tribal Tax Licenses, food licensing, and clarification on the Motor Fuel Regulations.
5. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis.
6. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post.
7. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, incorrect fuel discounts, duplicate entries, etc. for a total of 456 errors. A total of 3,066 receipts were processed and completed by the Tax Department in October.
8. Continued reporting Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
9. Worked with Trading Post staff so that all are aware and familiar with the motor fuel registrations forms, motor fuel and tobacco procedures, as well as the Regulations of both.
10. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post.
11. Reviewed and recorded daily motor fuel logs and receipts from the Trading Post.
12. Received and reconciled OTP (other tobacco products) logs from the Trading Post.
13. Received and reconciled September 2018 Tribal tax returns from the Little River Casino Resort which included Retail Sales Tax (Nectar Spa, Little River Trading

Post, and Little River Casino Resort), Food & Beverage Tax, Admissions Tax, and Lodging & Occupancy Tax.

14. Issued 5 Tribal Concessionaire's Tax Licenses; 1 for an entertainer at the Little River Casino Resort, 3 for vendors at the Casino Resort, and 1 qualified fundraiser.
15. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories.
16. Began creating quick reference guides pertaining to the Tax Department policies, procedures, Ordinances, Agreements, and Regulations.
17. Monitored outstanding tax assessments and issued 1 motor fuel warning.
18. Recorded and tallied Blarney Castle invoices for tracking of tax-exempt fuel.
19. Completed and submitted the Tax Department monthly department report for September.
20. Processed 3 Tribal Michigan W-4 Withholding Exemption forms.
21. Processed 84 address changes/reviews from Enrollment for RTM status updates.
22. Processed 11 RTM status and/or address changes.
23. Processed 2 RTM status and Proof of Residencies that were received in the month of October.
24. Mailed 14 Proof of Residency letters requesting members to submit proof of their residency to become or continue their Resident Tribal Member status.
25. Scanned and filed documents such as Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments.
26. Worked with Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Concessionaire's Licenses are issued to entertainers selling merchandise. Also addressed late venue reports which were eventually forwarded to the Tax Department for processing.
27. Processed and submitted 27 Venue Reports to the State of Michigan.
28. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates, Resident Tribal Members' State tax on utilities, and clarification on exemptions allowed by the Tax Agreement.
29. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
30. Updated motor fuel discount schedule for November 2018 and provided it to the Trading Post.
31. Reviewed BP monthly invoice and statement for any errors. Sent an email to remind employees who purchase fuel on how to record their purchase and a reminder of the procedure for purchasing.
32. Worked with the Utilities Department to receive copies of their BP fuel card statements in order to better track their budget and expenses.
33. Worked with Public Affairs office in proofreading the Currents and providing feedback.
34. Updated Tax Department files, binders, forms as necessary to incorporate new Resolutions, amendments, etc.
35. Registered Tax Department staff for upcoming time clock and schedule trainings in November.
36. Prepared calendar and copies of the new Building Use Policy, Use Request form, check lists, and Rental Agreement for implementation and distribution. Corresponded with Maintenance, Elders Meal Program Coordinator, and Housing staff regarding working together to ensure the Community Center is clean and

stocked for events as well as inspected afterward. Also worked with Accounting and I.T. to establish deposit/refund account and set up of an email for any issues associated with the Community Center during a reserved event.

37. Worked with and corresponded with Casino Resort staff regarding the implementation of a swipe card system for tribal member tax exemptions and tax reporting.
38. Worked with Compliance department regarding questions on the pricing of products within the Trading Post and also food vendors on Resort property.
39. Corresponded with Casino Resort staff regarding an insurance program offered by the Department of Equality for underground fuel storage tanks.
40. Worked with and corresponded with Midax company regarding member exemption specifications and tax reporting requirements for the swipe card system.
41. Continued working with Unified Legal staff regarding amendments to Tax Department Regulations, the creation of a new Regulation to address Resident Tribal Members and providing Proofs of Residency, and reviewing other departmental Regulations and Ordinances for any updates and/or corrections.

Meetings attended this month:

1. Attended Tribal Council Agenda Review on October 1 and 8, 2018 regarding proposed amendments to the Tax Regulations.
2. Attended Tribal Council meeting on October 3 and 10, 2018 for the approval of the proposed amendments to the Tax Regulations. The October 3rd meeting did not meet quorum requirements.
3. Attended an optional Directors meeting on October 4, 2018 regarding the new website. Reviewed new possible layouts and received information as to what to expect for each department's dedicated page and information that can be linked.
4. Met with ULD attorney on October 4, 2018 regarding Motor Fuel and Tobacco Enforcement procedures, and the proposed Building Use Rental Agreement.
5. Met with the Ogema and ULD attorney on October 10, 2018 regarding the new Building Use Policy and review of the proposed amendments to the Building Use Rental Agreement.
6. Attended a Tribal Council Work Session on October 11, 2018 regarding the proposed exemption of pharmaceutical sales at the Tribal Pharmacy. Also made Council members aware of the need to rescind a Resolution from 2005 that reimburses the Resort gift shop for sales tax on tax exempt cigarettes sold since that is no longer available.
7. Attended the Fall Membership Meeting on October 13, 2018 and provided information and answered questions at the Tax Department's booth.
8. Attended Tribal Council Work Session on October 16, 2018 regarding proposed amendments to the Building Use Rental Agreement to coincide with the recently revised Building Use Policy approved by the Ogema.
9. Attended Tribal Council Agenda Review on October 22, 2018 regarding rescinding an old Resolution and the proposed Building Use Rental Agreement.
10. Met with Lead Staff and the Ogema on October 23, 2018 to bring attention to the Tribe's BP fuel credit cards, the fees involved, and the suggestion to consider closing those cards and applying for government-issued fuel cards that provide better rates and benefits.

11. Attended Tribal Council meeting on October 24, 2018 for the approval of the proposed Building Use Rental Agreement and rescinding an old Resolution.
12. Attended Staff meeting on October 26, 2018.
13. Attended meetings with Casino Resort staff and phone conference calls with Midax company on October 1 and 15, 2018. Discussed the implementation of the new swipe card system for the Trading Post and the Resort. Provided tax information and requirements necessary for phase one of testing and customization. Also provided tax reporting requirements so that sample reports could be received for review for adequacy and fulfillment of tax reporting to the State per the Tribe's Tax Agreement.

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 39 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended weekly meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Continuing effort to mitigate for NA remains discovered in Manistee by Consumers Energy (with Army Corps of Engineers). Included meeting and second site visit on MOA and plan for remains.
4. Completed Grievances that were assigned to me.

5. Attended MACPRA meeting in Dowagiac (Pokagon Potawatomi) as Tribe's representative.
6. Prepared materials for Fall Fire and Teachings, checked on progress with "coordinator".
7. Prepared tax report for misc. sales of Department for 2nd Quarter.
8. Attended Fall Meeting of Citizens (Membership Meeting).
9. Assisted with Muskegon Statue ceremony.
10. Attended Leads' meeting on HR procedures (new hire, bereavement leave, et al)
11. Helped with staff cook out.
12. Appeared n Tribal Court on an employee related matter.
13. Continued limited wok on Indiana FBI issue involving seized materials.
14. Administered, directed and supervised all departmental activities.
15. Approved ADP timecards and PTO requests as lead for the departments for which I am the Lead for as needed.

The Language Coordinator accomplished the following during this month:

- 1) Helped a tribal citizen with family spirit names.
- 2) Turned in Tax report.
- 3) Attended meeting about new LRBOI website.
- 4) Had computer updated for better application for video editing.
- 5) Processed CD ROM orders.
- 6) Produced video lesson for Face Book show "Endaaying" and coordinated shoots.
- 7) Prepared lessons and taught classes at Kennedy school.
- 8) Prepared presentation for Elders conference.
- 9) Classes at NGLC, Elders, LRB employees and community members.
- 10) Produced lessons for all classes.
- 11) Responded to calls and Emails about language, culture, CD ROM's, Camp.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Supervisor
October 2018, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

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

Billing

Water	\$13,226.51
Sewer	\$24,399.94
Irrigation	\$8,218.19
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$15,660.01
Septage	\$8,446.69
Other	\$65.51
Month Total	\$77,360.85
Yr. to Date Water	\$132,938.32
Yr. to Date Sewer	\$218,741.79
Yr. to Date Fire Suppression	\$73,440.00
Yr. to Date Irrigation	\$31,450.62
Yr. to Date Manistee Township	\$136,164.04
Yr. to Date Septage	\$73,085.19
Other Revenue	\$7,020.51
Credit	\$0.00
Yr. to Date Total	\$672,840.47

- 1. Well House Pumping in Gallons**
Total Flow Gallons
 - a. 3,463,719**
 - b. Ave Daily Flow Gallons 111,732**

- 2. Gallons of Treated Waste Water SBR**
Influent Gallons
 - a. 3,393,090**
 - b. Daily Average Gallons 109,455**

- Effluent Gallons**
 - a. 2,999,779**
 - b. Daily Average Gallons 99,767**
 - c. Waste Sludge Gallons 120,000**

- Lagoon**
 - a. Influent 551,537**
 - b. Daily Average Gallons 17,792**

- 3. Septic Sewage**
 - a. Gallons 180,385**

III. Travel and Trainings

Who: Gary Lewis
Where: Tustin MI
When: Oct 15, 16
What: Water Distribution Short Course

Who: Gary Lewis
Where: Grand Rapids MI
When: Oct 17, 18
What: S-1, Exam Review

Who: Gary Lewis
Where: Okemos MI
When: Oct 24, 25
What: Class A Exam Review