

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

**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema  
**Naangwa:** Date: November 18, 2021  
**Maanda Nji:** Re: October 2021 Operations Report

*LBR*

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We respectfully submit the October 2021 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, 2021

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Accounting  
Steve Wheeler

## Finance Division

### Steven Wheeler, Chief Financial Officer

## October, 2021 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. **2021 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2021 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 2021 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 2020 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2018. The 2019 proposal has been submitted and work on the 2020 proposal is in process.

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

## **Property Management:**

***Goal: Improvement of the Property Management function for the organization.***

**Objectives:**

1. Complete and implement asset maintenance procedures including creating and implementing the procedures, creating and organizing physical asset files, 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 2022 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. Update all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. 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 2019 audit took place May 11&12, and May18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

### **STAFF ACCOUNTANTS**

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

- 1. Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center** the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of **October**
  - i. AKI 5 – 2021 Homes – Change Order #1 \$302,311**
  - ii. Muskegon Health Center – Several Request Approved (10) \$49,482.31**
  - iii. Commodities Building Project – 2 payments - \$88,791.30**
- 2. Cash Receipts:** Daily cash receipts totaled for the month of **October**, were, **\$978,907.31** the General & Special Revenue Account had a total of **(237)** 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, ongoing working through the closeout as the business has been closed.
- 4. Pharmacy:** Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,
- 5. Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.
- 6. 1099MISC. – 2020 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2020.**
- 7. Sending out 1099NEC/MISC, Member and Vendor.**
- 8. WEX Card- Monthly Report new fleet card, Reconciliation.**
- 9. Tribal Financial Statement Requirements: Due by the 8<sup>th</sup> of the month.**
  - 1. Cash Deposits**
  - 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**

3. *Utilities report – current payments – monthly report of payments.*

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

***Other Meetings:***

***Oct 19, Change Order # 2 – Food Distribution***

***Oct 25 – Clinic – Muskegon Project***

***Oct 27 – Follow up meeting /Ogema***

***Duties and Accomplishments –***

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

***Meetings Held / Attended –*** White House Update, Homeland Security Region 7, CERT, Dept of Homeland Security, Leads meeting, TERT-Hazard Mitigation, Staff meeting, Job description, renewable energy, BRIC update

***Trainings Held / Attended –*** Science of Disaster, International Association of Emergency Managers Conference

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

***Upcoming Projects / Tasks –*** Hazard Mitigation



## GRANTS MANAGEMENT ADMINISTRATOR

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

- *I sent out October report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that will be ending.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge for indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *I sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *The Tribe received four modifications in September for the following grant:*
  1. *BIA Government to Government IRR Roads additional funding for \$2,930.37.*
  2. *NRCS additional funding for \$17,788.55.*

3. 2021 BIA Self Governance Compact additional funding for \$405,665.60.
  4. 2021 BIA Self Governance Compact additional funding for \$360,017.
- For the grant modifications, I scanned the modifications to the electronic grant folder for that grant. I place the original modification documents in the Grant Program Booklet and identify the modification # on a tab with the dollar amount of the modification. I entered the new funding amount on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. By email I forwarded the modification documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution.
  - When the modification is a no cost grant extension, I enter those additional reports due dates on the reporting calendar. On the Grant Program Facts Sheet that is in the Grant Program Booklet, I identify the additional report due dates on that form and then scan that document to replace the prior form in the electronic grant folder. I enter the new end date for that grant on the Federal Programs Administered by the Tribe and the monthly draw down program list. I enter the new end date of this grant in the Accounting system. I notify by email the Program Administrator of the grant, Purchasing, Comptroller, Accounts Payable, Ogema office of this extension.
  - The Tribe received two new grant awards in September.
    1. 2021-2022 ITC Native Connections for \$70,000 for the period of 7/31/21-7/30/22.
    2. 2022 VOCA grant for \$235,893 for the period of 10/1/21-9/30/22.
  - On the new grants that were awarded Grant Program Booklets and electronic folders were set up. Documents were scanned to the electronic folders and the original documents were placed in the grant files. The new grant awards were entered on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. I sent the new grant information to the Staff Accountant so that she could set these programs up in the Accounting System. The Budget Coordinator was forwarded copies of the new award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once the grant had been accepted into the operating budget, the Budget Coordinator entered the budget into the Accounting System and forwarded me copies of these budgets and signed resolutions. All award documents, budget and resolution were scanned and placed in the electronic folders and originals were placed in the Grant Program Booklet. Notices were sent to the Purchasing dept., Ogema office and Controller letting them know the new grant Information. A Grant Program Booklet was created for the person administering the grant and all program federal & narrative reports due for the life of the grant were scheduled on the reporting calendar.
  - I submitted five billing invoices in September for the following grants:
    1. 2020-2021 ITC Home Visiting Expansion grant for \$5,194.79.
    2. 2020-2021 ITC Behavioral Health Implementation grant for \$4,276.03.
    3. 2021 Mental Health Delivery System grant for \$500.00.
    4. 2020-2021 ITC Head Start COVID grant for \$89.99.
    5. 2020-2021 GSRP grant for \$35,415.00.
  - I created cover letters for each of the billing invoices that went to ITC and had the Ogema sign. I scanned the billing invoices and sent electronically to the Project Officers. I entered the amounts on the July cash receipt journal and July grant spreadsheet. I entered the amounts separately for each grant on the draw down sheets that is in each Grant Program Booklet. I scanned the draw down sheets to the electronic grant folders and placed the documentation in the Grant Program Booklets.
  - I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of September.

- *I worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.*
- *I worked with the Family Services Director and her Staff that manage ITC grants to teach them how a monthly billing statement and SF425 federal financial is prepared and submitted to ITC. Went through the process of how to read the R/E's and detailed general ledgers. I also went through once a new ITC grant is awarded to the Tribe and how the process works on getting that accepted into the operating budget. Answered any questions they had.*
- *Worked on preparing and submitting the final billing invoices, SF425 federal financials and documentation on the GSRP and ITC Head Start and ITC Head Start COVID grant.*
- *Enquired by email to a few Federal agencies on questions that I had.*
- *No one from Tribal Council nor upper Management ever asked me about the impact that closing NGLC would have on the grants that we have that supported the center. There were 11 grants effected by this decision and the impact is significant. This created so much extra work with the special meetings that had to be set up to go over the process of what needs to be done. I was able to get the GSRP and ITC grants closed out with the help of my Program Manager contacts at those agencies that walked me through what was needed. In the upcoming months, I will have to closeout the Dept. of HHS Child Care grants which there are seven of those grants.*

#### ***Meetings Held/Attended***

#### ***Trainings Held/Attendance***

#### ***Specials Tasks/Activities Performed***

#### ***Upcoming Projects/Task***

- *Will be working on the Dept. of Health & Human Services Child Care grants that the Tribe has to close these out due to NGLC closing.*

## **PAYROLL**

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

1. Processed 343 payroll vouchers/checks.
2. Verified 17 PAF's this month which included 2 new employee(s), and 2 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 10/8 and 10/22.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

### ***Meetings Held / Attended –***

- 10/7, 10/14, 10/21 and 10/28 – Employee Recognition Team meeting.
- 10/14 – Leadership Roundtable.
- 10/29 – Meeting with Angela and Kari regarding payroll processing for week of 11/1.

### ***Trainings Held / Attended –***

None

### ***Other Tasks / Activities Performed –***

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in October as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in October as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of September to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Continued Training of Payroll/Finance Clerk.
10. Completed amended quarterly returns for 2<sup>nd</sup> quarter 2020 – 2<sup>nd</sup> quarter 2021 due to COVID Sick Leave wage credits.
11. Completed member eligibility worksheet for December per capita distribution and provided to CFO for payment calculation.

### ***Ongoing Projects / Tasks –***

1. Reissuing outstanding per capita checks that have been uncashed.
2. Revising quick reference guide for payroll processing and procedures, as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Keeping MIP payroll procedures updated to include processing payroll using the HR and EWS modules.

6. Working through processes with MIP Cloud transition.

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

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Continued training of Payroll/Finance Clerk.

### **ACCOUNTS PAYABLE**

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

### **Meetings Held / Attended -**

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

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*

5. *Continue to do voids, liquidations and address changes.*

## **Upcoming Projects / Tasks**

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

## **PURCHASING/ TRAVEL OFFICE**

### **PURCHASING / MAIL ROOM CLERK**

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

1. 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. Working on end of the year contracts and RFP's.
2. Obtained bids and designs for new Justice Center Sign.
3. 10/4 Solicited and monitoring RFP for window cleaning services.
4. 10/4 Solicited RFP for monitoring Electric contracts.
5. 10/4 Solicited RFP for monitoring Plumbing contractors.
6. 10/4 compiled request for approval by the Ogema and Tribal Council for two-year addendums to master contracts for HVAC services.
7. Put together training presentation for Mail functions.
8. 10/7 Employee recognition meeting.
9. 10/12 Site meeting with ABDick.
10. 10/14 Employee recognition meeting.
11. 10/14 Management Team Meeting.
12. 10/21 Employee recognition meeting.

## **PURCHASING SUPERVISOR**

### ***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 –***



## **PROPERTY/RECEIVING OFFICE**

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

1. Received in 333 packages.
2. Issued 132 receiving reports.
3. Returned 1 items for credit
4. Made deliveries

### ***Meetings Held / Attended –***

### ***Trainings Held / Attended –***

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

***GSA billing***

***Mileage of department's vehicles***

***Upcoming Projects / Tasks –***

## **BUDGET COORDINATOR**

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

1. Received in 333 packages.
2. Issued 132 receiving reports.
3. Returned 1 items for credit
4. Made deliveries

### ***Meetings Held / Attended –***

### ***Trainings Held / Attended –***

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

***GSA billing***

***Mileage of department's vehicles***

***Upcoming Projects / Tasks –***

## **Expenditures Update**

Total year to date expenditures for the Finance Division for October, 2021, are \$1,023,657, compared to an annual budget of \$1,477,242. Total expenses for the Finance Division for year to date October, 2021, represent 69% of the total annual budget.

Education  
Yvonne Parsons

## ***Education Department***

***Yvonne Parsons, Education Programs Coordinator***

### **October 2020 Department Report**

#### **I. Department Overview**

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

#### **II. Department reporting section**

- LRBOI Student Services: 1 student received funding for school clothing totaling \$500.
- Higher Education Scholarship: 7 Higher Education Scholarships were processed for October. Total awards were \$16,471.50 providing assistance to 5 university students and 2 community college students. Awards went to 6 women and 1 man.
- College Book Stipend: 6 book stipends were awarded during the month of October totaling \$2400 3 for being enrolled in 4-8 credits, and 3 students received stipends for being enrolled in 9 or more credits.
- Miscellaneous: During the month of October the Education Department began working with a tribal member organizing a Girl Scout event to be held at Aki in November focusing on Three Sisters garden/food, and a hoop dancing demonstration and class. Preparation for zoom meeting with Grand Rapids Public Schools strategic planning session with Michigan tribes.
- - During the month of October, the following meetings were attended:  
10-7 Monthly Staff Meeting recording  
10-13 Tribal Development Team meeting  
10-26-27 Confederation of Michigan Tribal Education Directors Meeting, including a 1 hour session with Dr. Rice, State of Michigan Superintendent of Schools

#### **Budget Expense Justification**

- Activities performed and services rendered fall within budgeted items for the 2021 fiscal year.

## ***Education Department***

***Yvonne Parsons, Education Programs Coordinator***

### **September 2021 Department Report**

#### **I. Department Overview**

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

#### **II. Department reporting section**

- **LRBOI Student Services:** 30 student received LRBOI school clothing/activities funds totaling \$15000. 1 student received funding for driver's training, totaling \$250, 1 student received senior expenses totaling \$125, and 1 student received \$100 for Class Ring
- **Higher Education Scholarship:** 14 Higher Education Scholarships were processed for September. Total awards were \$30,894 providing assistance to 9 university students and 5 community college students. Awards went to 10 women and 4 men.
- **College Book Stipend:** 24 book stipends were awarded during the month of September totaling \$10,100 3 for being enrolled in 1-3 credits, 5 for being enrolled in 4-8 credits, and 16 students received stipends for being enrolled in 9 or more credits.
- **Miscellaneous:** working with tribal member working on a Girl Scout group event to be held in November. Processing 2020 student services receipts

**During the month of September the following meetings were attended:**

**Sept 1, Sept 29- Tribal Development Team Meeting**

**Sept 2, viewed Staff Meeting recording**

**Sept 9, Leadership Roundtable**

**Sept 22, Attended Solid Circle meeting with HR looking at how they are making online fillable forms, working on how to make that work for Education applications specifically for Book Stipend and Student Services. Higher Ed and vocational applications require third party completion by financial aid office personnel and won't work as online submittable forms, but the other two would definitely work**

- **Activities performed and services rendered fall within budgeted items for the 2021 fiscal year.**

Enrollment  
Jessica Wissner

## **ENROLLMENT DEPARTMENT REPORT**

**October Monthly Report - 2021**

**JESSICA WISSNER, ENROLLMENT COORDINATOR**

### **Department Goals**

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

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

### **Department Objectives are:**

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

### **Duties Performed**

- Mailed out: 14 Applications forms for people seeking membership
- Sent out: 42 Address change forms
- Created 58 New and Replacement Tribal ID's from 10/01/2021 through 10/31/2021
- 119 Addresses changed from 10/01/2021 through 10/31/2021
- Final Rejection Letters: 0
- Final Acceptance Letters: 2
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 7
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0

- Notice of Mistake of Fact Investigation: 1
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 2 Applications received since 10/01/2021
- Finalized 2021 Tribal Directory
- List request of Membership: Tax, Member's Assistance & Tribal Court
- Label request of Membership: 0
- Tribal Members Label/List request: 0
- Statistical request: Member's Assistance, Ogema & TERT

- **Department Verifications:**

1. Prosecutor 31
2. Clinic 1
3. Human Resources 2
4. PRC/EHAP 10
5. Member's Assistance 28

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 2 Members passed away for the Bereavement Benefit
- Sent out 2 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 0 Tuition Waiver Verifications
- 448 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

### **Meetings**

- Employee Staff Meeting – October 7<sup>th</sup>
- Leadership Roundtable – October 14<sup>th</sup>
- Enrollment Commission meeting – October 5<sup>th</sup>
- 2022 Budget Review with Tribal Council – October 1<sup>st</sup>

### **Enrollment Statistics**

- Total Membership: 4,068
- Total number of Elders: 1,464
- Total number of Adults (18-54): 2,303
- Total number of Minors (0-17): 301
- Total Tribal Members living in:
  - 9 County Area: 1,679



- Outside 9 County Area: 2,349
- Michigan: 2,663
- Outside Michigan: 1,365
- Undeliverable Addresses: 40

Facilities  
Rusty Smith

## ***Facilities Management Department***

2021 November Monthly Report

*De-Ahna Underwood, Administrative Assistant*

### **I. Department Overview**

Locations: Government Center, Facilities Barn, East Lake, and Area 51.

Anderson, S. EVS Technician

Gibson, R. EVS Technician

Melendez, I. Maintenance Technician

Shalifoe, R. Automotive Mechanic

Smith, R. Maintenance Technician- Lead

Underwood, D. Administrative Assistant

Maintenance Technician: Vacant

EVS Technician: Vacant

***EVS Supervisor: NA***

***Building Supervisor: NA***

***Director: NA***

### **Goals & Objectives**

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

Maintain the department's budget within LRBOI guidelines.

Maintain buildings, structures, and grounds.

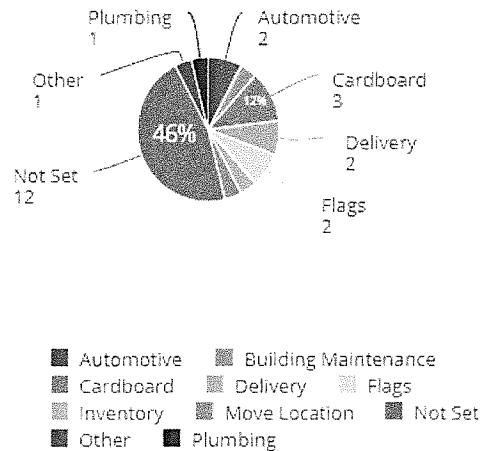
To provide and maintain a safe and clean work environment.

### **Objective.**

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

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

The Department of Facilities Management received 26 work orders and completed all 26, with only 2 maintenance technicians and 3 EVS technicians working this past month. Thank you to the hard working and dedicated Facilities Maintenance personal.



**Figure 1 November Generated Work Orders**

The Maintenance Technicians also continue to disinfect with the electrostatic machine to help prevent the spread of Covid-19. One of our Techs is scheduled to spray every Tuesday and Thursday evening. The EVS Technicians have continued their daily disinfecting at Aki, Justice Center, East Lake, Government Center and Natural Resource Building.

The Facilities Auto Mechanic completed several full-service oil changes and corrective maintenance on vehicles. As well as preventive maintenance on vehicles and equipment.

There is over 250,000 square feet of building space and 100,000 square feet of common area space such as lobbies, bathrooms, hallways, conference rooms, closets, furnace rooms, etc. that need to be serviced. 37 bathrooms and 8 showers that need to be cleaned daily. There are approximately 42 acres of lawn to care for.

Buildings served including but not limited to:

- 11 Buildings in Manistee
- 3 Buildings in Muskegon
- 2 Pole barns
- 5 Outbuildings and sheds
- 1 Pow-wow grounds
- 1 Ceremonial lodge
- 45 Camping spaces

### **III. Budget Expense Justification**

The department has standing purchase orders open to buy supplies to make repairs and complete projects.

### **IV. Travel and Trainings**

N/A: Written out of budget 2008/2009.

End of Report  
De-Ahna Underwood  
Administrative Assistant

Family Services  
Kimberly Crampton

Department Report : Family Services  
Case Worker: Stephanie Persenaire  
Month: October 2021

\*\*\*\*\* Reporting Counties \*\*\*\*\*

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes										
I&Rs										
Open Cases	6	1			4		1			3
<b>Monthly Totals</b>	6	1	0	0	4	0	1	0	0	

Case Management

Total number living in homes served	13	4			12		4			10
Total number of Tribal Citizens living in homes served	9	1			5		2			5
Total number of descendants living in homes served	3	0			1					0
Total number of children living in homes served	5	1			7					4
Total ICWA or ICWP where substance abuse is involved	1				1					1
Child Abuse/Neglect	0	0			1					1
ICWA or ICWP referrals	0	0			0					0
Sexual Abuse of a child	0	0			0					1
Substantiated or Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement	0	1			2					2
Tribal Foster Home										1
Non-Tribal Foster Home										
Alternative placement										
Court appearances					1					
Home Visits	13				8					3
Case Reviews	2									
Binojeeuk	2									
Contacts with outside agencies	55				35					9
Contacts with LRBOI departments	25									
Tribal Elders										
Other referrals	2									
<b>Monthly Totals</b>	117	3	0	0	61	0	2	0	0	27

## LRBOI Be Da Bin Behavioral Health Program October 2021 Report

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

This was another extremely busy month. The Traditional Healer did have sessions this month and talked/had sessions with 8 clients.

Angela Schwandt currently has 39 clients. Angela had 52 individual sessions, 44 follow up calls, 6 referrals to other outpatient services, 7 hours of telepsychiatry and 16 hours of trainings towards her certification and took her test. Dottie Batchelder currently has 25 clients and 5 Recovery Support clients. Dottie had 42 individual sessions, 1 crisis calls, 2 referrals for detox/treatment, 2 referrals for other outpatient services and 52 follow up calls.

Kimberly (Kim) Hinmon attended 6 webinars dealing with alcohol and drug prevention and utilizing Culture as prevention. Kim attended the Peace Keeping training, 2 Tribal Prevention Coalition meetings, SEA meeting on October 28, 2021, and 2 Native Connections meetings. She is also working on the Community Resource Workbook.

Dottie and Angela attended the Manistee County Suicide Prevention Coalition on October 20, 2021 online. Dottie co-chairs the Suicide Prevention Coalition meetings. Dottie attended the Tribal Behavioral Health Communication Network Quarterly Meeting on October 14, 2021 virtually, 2 TOR grant meetings and the SEA meeting on October 28, 2021. Dottie has been working on the administration of Be Da Bin grants and with 2 grants (Tribal Opioid Response and Mental Health Delivery Services/ITC) coming to a close working to finish final reports, the TOR report is still in the process. This month 12 naloxone kits given out. Received our fire proof file cabinets for storage, Dottie was busy working with maintenance to reorganize our storage room and working on budget and Traditional Healer contract.

Staff continues working on continued educational credits for certification needs with webinars, as able.

Respectfully submitted,

Dottie Batchelder



**Shanaviah Canales (Muskegon & Manistee)**

**Advocacy/Case Management**

- Current Cases (4); New Intake(s) (0); Cases closed (0);
  - Provided: advocacy, crisis financial assistance, housing, and safety planning.
- Had (1) face2face; (33) client phone/text/email contacts; (0) transports; (0) court hearing(s)

**Staff Meetings**

- 10/18 – VSP staff meeting & case reviews
- 10/22 – FS staff meeting
- 10/29 – FS staff meeting

**Virtual Collaboration Meetings**

- 10/11 – Manistee DVSART meeting
- 10/13 – Stronghearts Native Line meeting
- 10/14 – Meeting w/Tribal Prosecutor regarding DV ordinance revisions
- 10/19 – Annual U.S. Attorney Office virtual meeting
- 10/28 – Kent Co. DVSA meeting

**Travel & Training/Webinars**

- 10/4 – 10/5 – Collaborative Response to DV in Rural Communities Conference
- 10/21 – Ottawa Co. Partners in Prevention Conference
- 10/21 – Was a presenter for Ottawa Co. PIP Conference/Advocacy & Prevention in Tribal Comm.

**Grants**

- 10/4 & 10/6 – Tribal Council/Accepting additional funds from #4489 FVPSA ARP \$74,595
- 10/4 & 10/6 – Tribal Council/Accepting funds from #4497 VOCA \$235,893
- 10/11 & 10/13 – Tribal Council/Accepting funds from #4500 FVPSA \$56,397
- 10/11 & 10/13 – Tribal Council/Accepting additional funds from #4489 FVPSA ARP \$797
- 10/14 – VOCA Grantee Update Webinar
- 10/15 – VOCA #4460 Quarterly report was submitted
- 10/18 – FVPSA #4378 Care Act Final report was submitted
- 10/27 – VOCA #4497 Annual Certification Checklist was completed
- 10/28 – VOCA #4497 SAR Projection report was submitted
- 10/29 – VOCA #4460 Final SAR report was submitted

**Others**

- 10/5 Interviewed Manistee victim advocate candidates
- 10/6 Interviewed Muskegon victim advocate candidates

**Michol Ludwig (Manistee Outreach Specialist)**

**Advocacy/Case Management**

- Current (1); New Intake(s) (0); Cases closed (3)
- Had (3) client face to face meetings.



## LRBOI Victim Services Program Monthly Report October 2021

- Had (91) telephone/email contacts.

### Staff meetings & reviews

- 10/1 – FS staff meeting
- 10/8 – FS staff meeting
- 10/18 – VSP staff meeting & case reviews
- 10/22 – FS staff meeting
- 10/29 – FS staff meeting

### Virtual Collaboration Efforts/Meetings

- 10/11 – MDVSART Meeting

### Training/Webinars/Pod Casts

- 10/4 – 10/5 - Collaborative Responses to DV in Rural Communities Virtual Conference
- 10/19 – MI ALC Training & Practices Lab

### Outreach/Education

- Made several some social media posts for Domestic Violence Awareness Month.
- Prepared and passed out 65 awareness bags in the Government and Justice Centers.
- Put out awareness ribbons and program-branded hand sanitizer at both the clinic and main entrances of the Government Center.
- Designed a billboard for DV awareness for Manistee and Muskegon.
- Created and implemented a virtual DV awareness virtual scavenger hunt.
- Provided program stickers for use on pizza boxes in Manistee.
- Presented about the VSP services at the October 29<sup>th</sup> FS staff meeting.

### Other

- Prepared and facilitated the MDVSART monthly meeting.
- Completed graphics for several DV awareness month projects.
- Assisted with preparing for the arrival of the two new program advocates.
- Completed several office and program related tasks.

## Monthly Site Dashboard Report

Date Range of Report: Oct 01, 2021 - Oct 31, 2021

Date Report Generated: Nov 18, 2021

### Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	14	3	23

### Total Unique Clients who received at least 1 visit between Oct 01, 2021 - Oct 31, 2021 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	7	0	7

### Total New Clients enrolled between Oct 01, 2021 - Oct 31, 2021 by type

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

### Total Visits between Oct 01, 2021 - Oct 31, 2021 by staff person

Name	Total Visits	Form Type
Holly Lindsey	10	Postpartum Visit/Encounter Form
Holly Lindsey	9	Infant Visit/Encounter Form
Holly Lindsey	2	Fathers and Others Visit/Encounter
<b>Total</b>	<b>21</b>	

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

No data for this section

### Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	Infant/Child	LR20-0004-02	Oct 08, 2021	pediatrician
	Infant/Child	LR20-0011-03	Nov 09, 2021	Early On
	Infant/Child	LR20-0017-02	Oct 08, 2021	mental health therapist
	Infant/Child	LR20-0017-02	Oct 08, 2021	Pediatric Dentist

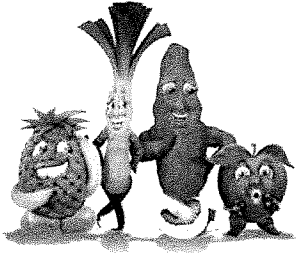
### Forms "in progress"

Client	Client Type	Form Type
	Infant/Child	Infant - Visit/Encounter
	Infant/Child	Infant - Visit/Encounter

### SCRIPT tab modified between Oct 01, 2021 - Oct 31, 2021

Client	Client Type	HSID
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Food Distribution  
Ken LaHaye



# Food Distribution Program

## October 2021 Monthly Report

Ken LaHaye, Meanie Ceplina, and Jamie Friedel

### 1 Department Overviews:

#### Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

### 2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

Ken, Jamie, and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock.

Ken LaHaye, Jamie, and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye, Jamie, and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for November.

Ken, Jamie, and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Jamie conducted deliveries 10/12,10/13, and 10/14

Ken and Jamie conducted deliveries on 10/15.

We conducted 27 deliveries.

We received deliveries on 10/7,10/11 and 10/14.

Food Distribution Office is open to the public by appointment.

Ken, Jamie, and Melanie mailed numerous applications out to potential clients.

### 3 Meetings

Ken, Melanie, and Jamie attended the regional USDA meeting 10/20 and 10/21.

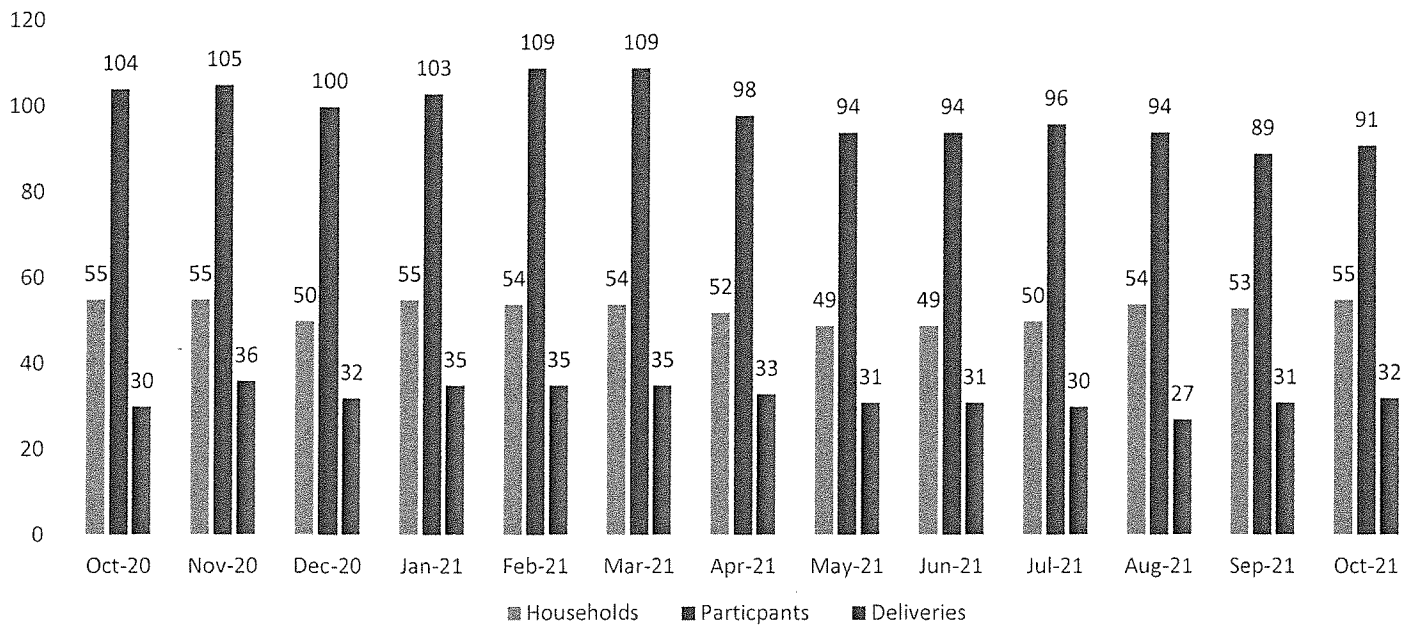
Ken attended onsite construction meeting 10/1.

Ken attended construction meetings on 10/26 and 10/28.

### 4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants  
Lyle Dorr

# Grants Department Monthly Report

October 2021

Lyle Dorr, Grant Writer

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## Key:

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

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

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## Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- ∞ **Participate in Treasury and other CARES/ARP related Consults & Webinars:** Meetings have tapered off some with only one or so a week. It was the same for CARES when it first came out. Usually by September the weekly participation demand is way down, only 1/week or every other week. **Update:** Specifically, Indigenous Communities Program Information Session with EDA; and Coronavirus Capital Projects Fund: Tribal Governments.
- **Update 10/29/21** - It should be noted that ARPA funds can be placed in an interest-bearing account. The interest should be kept in a separate account as they do not need to be paid back, though they do need to be used for ARPA eligible activities/projects.

**Federal Register** /Vol. 86, No. 10 / Friday, January 15, 2021 /Notices (pages 4193-94)

**RE: CARES Act Funds:** May recipients deposit Fund payments into interest bearing accounts? Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses.

- ∞ **Update 10/29/21 - Working with Departments to determine CARE/ARP fund eligible projects to present to Leadership and eventually Council.** Focused on CARES fund expenditures which expires at the end of 2021.

## Aki Maadiziwin

- **Update 10/29/21 - Working with Housing and Families Services to develop guidelines for the Low-Income Household Water Assistance Program (LIHWAP).** The two departments need to determine who will run the program. Most recipients use the Housing Department to distribute the funds. A plan still needs to be developed; I do not believe they have agreed on who will run the project. I did provide Kim Crampton with a few example of policies/procedures for the program.



## Clinic:

- ∞ **Update 10/29/21** - Attending various IHS & SMASHA webinars every month to gather information on funding opportunities and COVID-19 related information. Research and review IHS/HHS funding opportunities.
- **EGrams System Access Update 10/29/21:** Assisting Gabriel & Dr. Wever with EGrams system to respond to supplemental fund allocation MDHHS. Representatives from the State of MI requested a budget modification. Assisted Steve Wheeler with accessing his account and signing report form.
- **Received notice of noncompetitive Treasury funding (\$167,504):** It fits Clinic operations best, so in October I will work with Dr. Alves & Dr. Wever to formulate a budget for submission to take before Council in a WS. **Update 10/29/21:** reviewed allowable uses of the funding, Dr. Alves is leaning toward completing their epidemiology lab that would allow for Tribal training and research to aid in treatment of members.
- **Use of CARES/ARPA funding for several Clinic Projects:** Brought forward several items requesting the use of CARES/ARP funding to use CARES funding before the end of the year on eligible projects. Assisting Dr. Wever, Dr. Alves and Purchasing with compliance to respective purchase with CARES and/or ARPA funding.

## Court:

- ∞ **Reviewed CARES fund projects** HVAC and Camera/media needs for court room to better work with Zoom. These were brought forward to Council in a WS to seek permission to use CARES/ARP funding on them. **Update 10/29/21 –** Have decided to move these projects to ARP funding since neither can be completed before the end of 2021. Assisting the Court Administrator with preparing the agenda request packet and resolution to access ARPA funds for their video software.

## Family Services/ Be-Da-Bin:

- ∞ **Update 10/29/21 No Change - Working with Sandra Deverney & Kim Crampton** with SolidCircle eForms project, which should be in place by the end of November 2021.
- **Assisted Shanaviah with meeting VOCA grant requirements:** Shanaviah asked if I would act as the Civil Rights Compliance Officer. I took the DOJ training and the American Indian Tribe self-test. Together, we submitted the compliance checklist in eGrams (a cumbersome system).

## Food Distribution Center

- Ordered hood for the Food Distribution Project as a part of a FDNPR grant received for kitchen equipment.
- Assisted Construction Task Force with reconciling funding for the Food Distribution Construction Project. 1) the CARES funds allocated to pay for the last mile construction of the project needs to be unencumbered as the project will not be completed by the end of the year. 2) an additional \$100,000 will be needed to complete the project due to elevated costs over supply shortages and change orders.

- Assisting Ken L. with transition from his FDC Director role back to a Natural Resources fishery role. He has a few different grants supporting the Food Distribution Center Construction Project.

### **Historic Preservation & Language:**

- ∞ **Update 10/29/21 – We did Receive this award:** Funds (\$82,609) to begin work on the language web application will be released in September. The project will take about a year to complete, but once done, members will be able to access the language program resources from anywhere on any device. Both functionalities will be improved, and augmented training exercises will be available. This writer heard in a Treasury consultation that less than 50% of eligible tribes submitted a proposal (The Minimum we would receive is \$37,000 and the Maximum \$97,000). Per the resolution to apply for this grant, (\$11,331) of existing department funding will be used to cover the remaining cost of this \$93,940 project. Assisted Kenny with the Work Session and Council Meeting get the Brick House Interactive contract passed. The project was approved and will be completed by September 30, 2022.

### **Maintenance:**

- ∅ **No current projects.**

### **Natural Resources:**

- ∅ **No current projects.** NR does most of their own grant writing work. I do speak with Frank Beaver monthly.

### **Public Safety:**

- ∞ **Update 10/29/21: Worked with Director Medacco to determine potential CARES fund eligible projects/items:** He has a software upgrade to their camera interview system they purchased that is eligible for retro pay (\$1,900). He also had to drop a project last year for Lexus policy making program due to COVID19 financial pressure. It would qualify for purchase (\$20,000).
- Attended a webinar on body camera funding through the DOJ as Director Medacco is interested in securing body cams for his officers. The funding will not be available until summer of 2022.

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

- ∞ **Update 10/29/21 – Two different energy audits are underway, one that is an actual usage that will provide recommendations to cut energy costs, which the saving can be used to justify improvement to energy systems through grants. The other is a renewable energy planning grant that will help LRBOI understand which renewable energy options are viable and allow us to submit for grant funding based on the developed plan. The audits are underway headed up by Gary Lewis. Without these audits, we would not be eligible for funding. Participated in the NORESCO energy audit review and recommended changes. These recommendations will need to be brought forward by Gary in a work session(s) as a part of a renewable energy investment/saving plan.**
- ∞ **Update 10/29/21 – Working with Gary to identify CARES/ARP fund eligible water-waste projects:** Essentially anything related to water-waste is an eligible expense as COVID19 is known to travel through water systems. Once the newly approved redesign of water flow to pounds is complete, projects will be taken to Council for ARP funding approval, which covers any water-waste project. Assisted Gary & Diane in preparing agenda request packets for several items using CARES/ARP funding.

- ∞ Exploring application for an Economic Development Grant to pay for water-sewer upgrades. Gary has information (economic development study by METRA) that may help qualify us to apply.

#### **Special Projects:**

- ∞ **Update 10/29/21 - CARES/ARP Expenditure Plan:** Provided Leadership and Council with feedback regarding Member Relief Payments. Collected and moved forward some ideas departments have regarding eligible programs/projects. It will become clear in August how much funding is available. No ARP funds have been spent other than for Member Assistance payments. Once we know the total available after the 2<sup>nd</sup> allocation, it is hoped that Leadership and Council can meet to review/develop a potential spending plan. I am assisting all departments with CARES/ARP resolution language for audit purposes.
- ∞ **Update 10/29/21 - Treasury deposited the 2nd American Rescue Plan funds will be allocated to Tribes for Economic Development (\$13.3M).** After CARES funds are fully allocated, will work with all departments to submit projects for ARP funding.
- ∞ **Update 10/29/21 - Organizing 2-1 Air Card deactivation:** Directors will have the opportunity to keep cards activated utilizing their own respective budgets. George has provided a list of employees/staff that have 2-1s with active air cards and is sending out the notice. CARES/ARP funds have been used to support them to this point. This will be instituted in October and with Council permission, ARP funding may be used to support them for the foreseeable future. Worked with Angie Rapp to deactivate cards that were not needed by certain staff.

Health  
Daryl Weaver



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

**To:** Larry Romanelli, Ogema

**CC:** William Willis, Health Services Lead

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

**Date:** November , 2021

**Re:** OCTOBER 2021 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 2021. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Forest County Pottawatomi Insurance Department filed 121 claims on behalf of Little River in the amount of \$21,229.88 for third party revenue generation.

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

**CLINIC OPERATIONS:**

392 patients scheduled

27 patients NO-SHOW to scheduled appointments

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

103 cancelled appointments

286 patients attending CLINIC PHYSICIAN appointments\*\*

285 - Clinic Physician Appointments

01 - FNP Home Visit

52 patients PHONE TRIAGE\*\*

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

41 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN OCTOBER (Total Patient Volume): 816

Diabetic patients: 90

Flu Vaccines: 84

Injections: 17

Moderna Vaccines: 0

Pfizer Vaccines: 0

Nursing Visits: 6 \*\*

On-site Labs: 199

COVID-19 Tests: 31

\*\*Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,232

DIRECT CALLS TO CLINIC OPERATIONS: 677

**COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:****OCTOBER 2021**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 7

TRAVEL HOURS: 10

SERVICE HOURS: 7

NUMBER SERVED: 7

**CHR ACTIVITY****LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 146 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

**PHONE CALLS:**

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 5 (included in number served &amp; clients served)

TRAVEL HOURS: 2 1/2

SERVICE HOURS: 2 1/2

NUMBER SERVED: 5

TOTAL TRAVEL HOURS: 12 1/2

TOTAL SERVICE HOURS: 9 1/2

TOTAL CLIENTS SERVED: 12

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$63,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1386

TOTAL PRC PAID IN OCTOBER: \$41,092.31

PHARMACY/OTHER: \$25,136.70

DENTAL: \$14,341.70

TOTAL PATIENTS: 204 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 357

TOTAL CLAIMS ENTERED: 285

TOTAL PRC PAID 2021: \$528,209.14

TOTAL EHAP PAID IN OCTOBER: \$21,913.16

TOTAL EHAP PAID 2021: \$317,202.70

TOTAL ENROLLED EHAP/LRBOI: 1354

NEW APPLICATIONS MAILED OR GIVEN: 20

REASSESSMENTS MAILED OR GIVEN: 17

**MEDICARE LIKE RATE (MLR) Savings for OCTOBER 2021**

Claims submitted:	16	\$12,057.97 (total submitted)
		<u>-\$ 2,914.64 (what we paid)</u>
		<b>\$9,143.33 (total savings)</b>



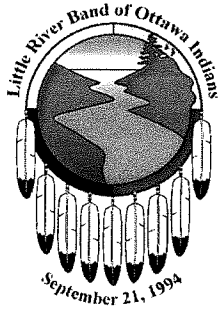
**PHARMACY:                      OCTOBER 2021**

Active patients:            397  
Prescriptions filled:      1681

Insurance charges:                      \$109,289.44  
Insurance payments received:            \$92,925.43  
Non-member cash/copays received:       \$666.33

PRC-equivalent write offs:  
LRBOI:                      \$30,824.02  
Other Tribes:               \$1733.19  
TOTAL:                      \$32,557.21

Housing  
Tara Bailey



## **Little River Band of Ottawa Indians**

### **Housing Department**

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

### **HOUSING DEPARTMENT**

#### **Report to the Ogema**

#### **For October 2021**

#### **Staff**

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Amber Shepard – Housing Specialist

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. During the month, the Department performed the following activities.**

Lease renewals due during the month: 9

Leases renewed: 10

New leases: 0

Annual Inspections: 0 (Annual inspections on hold still due to COVID)

Move-out Inspections: 1

Move outs: 0

Transfers: 1

##### **B. Down Payment and Closing Cost assistance grant (HI 100).**

Applications received this month: 3

Total Number of Awards made during the Year: 12

Total Amount of Awards for the Year: \$55,309

The Housing Department has assisted with \$2,705,600 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!

##### **C. The vacant maintenance position has not been filled; the position has been reposted.**

##### **D. Amber Shepard attended NAIHC Pathways training in Washington, DC on October 4-8<sup>th</sup>. She has passed the exam and is now certified to do Pathways training that involves helping tribal members become more acquainted with home ownership, credit and budget counseling.**

##### **E. Housing assisted with the annual Trunk or Treat event held at the Aki building on 10/29 for the community by providing candy and bowls to all the elders of the elders building, Meijer gift cards to winners of pumpkin decorating contest and providing the pumpkins and painting supplies for the pumpkin contest.**

##### **F. In October the maintenance staff each received a wage increase so that their wages are more in line with outside community. This will hopefully allow us to get some applicants for the current vacant position and also keep the trained, well-seasoned and knowledgeable maintenance staff we do have.**

##### **G. The 2022 Indian Housing Plan has been submitted to HUD for review. The projected IHBG amount we are expecting is \$267,054.**

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

- A. Notice of Delinquency issued: 8
- B. Termination Notice(s) issued: 3
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

**III. Condition of Properties.**

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 1 unit to complete for a move in at this time.

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

LRBOI Housing Department has 81 rental units in total of which 78 were rented giving us an occupancy rating of 96%.

- A. Aki has 55 income based rental units of which 55 were rented during the month as follows:
  - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
  - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  - 3. Aki has 28 low-income family rental units and 28 are rented.
  - 4. Aki has 6 low income family ADA rental units and 6 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

**V. Significant Problems and Accomplishments.**

- A. Custom Sheet Metal and Heating, Inc. will begin doing the annual maintenance inspections on November 1<sup>st</sup> for all units except the elder's complex. Matt from maintenance will be conducting those inspections and changing out furnace filters.
- B. November 1<sup>st</sup>, the Housing department will begin taking rental payments only at the housing office. A new pull up mailbox has been installed for this purpose and during the month of November a new camera will be installed on the AKI building as a precaution for the mailbox. We have only received 1 complaint on this new process and that was from a resident who likes to pay in cash and now will have to do so by check or money order. Previously, we only had about 4 residents out of 81 that were paying with cash, so the change does not affect a large number of our residents.
- C. A total of \$38,831 has been spent out of the Emergency Rental Assistance program leaving a balance of \$343,408 still available in the program.
- D. A plan for the Emergency Mortgage Fund has been completed and sent to the Treasury for approval. This program will assist tribal members with financial assistance if they are in arrearages with the home mortgages, utilities, HOA fees, taxes or other items they may need to assist them to stay in their home. During the quarterly GLIHA meeting on 10/27-28, it was discussed that due to the volume of submissions and other programs the Treasury is in charge of at this time, we may not get an approval until the beginning of the year.

**VI. Plans for the Future.**

- A. In the 2022 Indian Housing Plan, we put that we would be working towards finding out what our tribal membership needs are and devising a plan to where to build and what we need to build for membership. This was also discussed with TC; therefore, the Housing Director will be working towards a strategic plan for the Housing Department in the coming months.

**VII. Other Information.**

**End of Report**  
**Tara Bailey, Housing Director**  
November 3, 2021

Human Resources  
Jeff Simpkins



**Little River Band of Ottawa Indians**  
**Human Resources Department**  
2608 Government Center Drive  
Manistee, Michigan 49660  
(231) 398-6859  
Toll Free 1-888-723-8288  
Fax: (231) 398-9101

**To:** Ogema Romanelli

**From:** J. Simpkins

**Subject:** October 2021 HR Department Report

**Date:** 11/12/21

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

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

**1) HR 2020 Operational Plan**

- a) The 2021 Operational Plan started with 64 projects and major tasks. This number increased to 81 in October.
- b) YTD completed 34 projects/major tasks. YTD Completion Rate: 42%

**2) Talent Acquisition**

a) Talent Acquisition

- i) Month Number of Gains: 0
- ii) Month Number of Tribal Preference Hires: 0
- iii) Number of Requisitions Filled Year to Date: 35
- iv) Number of Gains Year to Date: 31
- v) Number of Applicants Year to Date: 219
- vi) Number of Open Positions: 12
- vii) Turnover Year to Date: 48

viii) October included continued prioritization of the talent acquisition process. At month's end there were 12 open full-time job requisitions. It's important to note that for 2021 year to date HR received 70 requisitions in total. This is the highest number on record since tracking began.

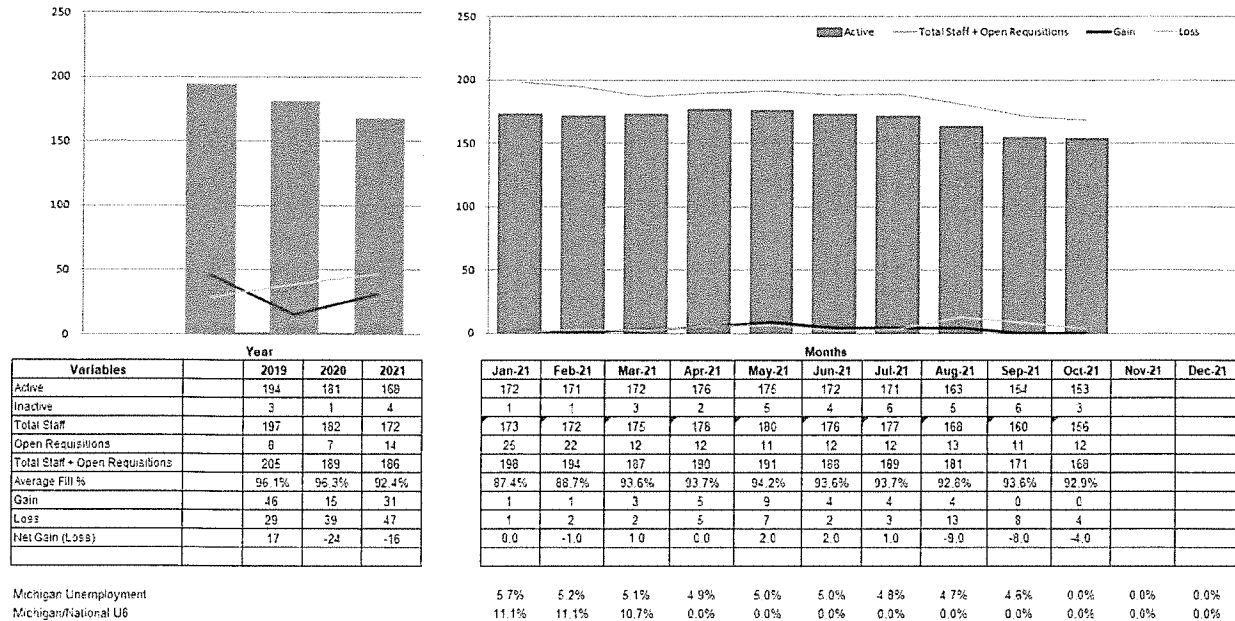
ix) Shifted HR work assignments to permit Alicia Knapp to focus on Talent Acquisition tasks. This yielded benefits as the team prepared 5 new hires for November. Thank you to Alicia Knapp and hiring managers!

x) Continued assisting Tribal Council with new hire support.

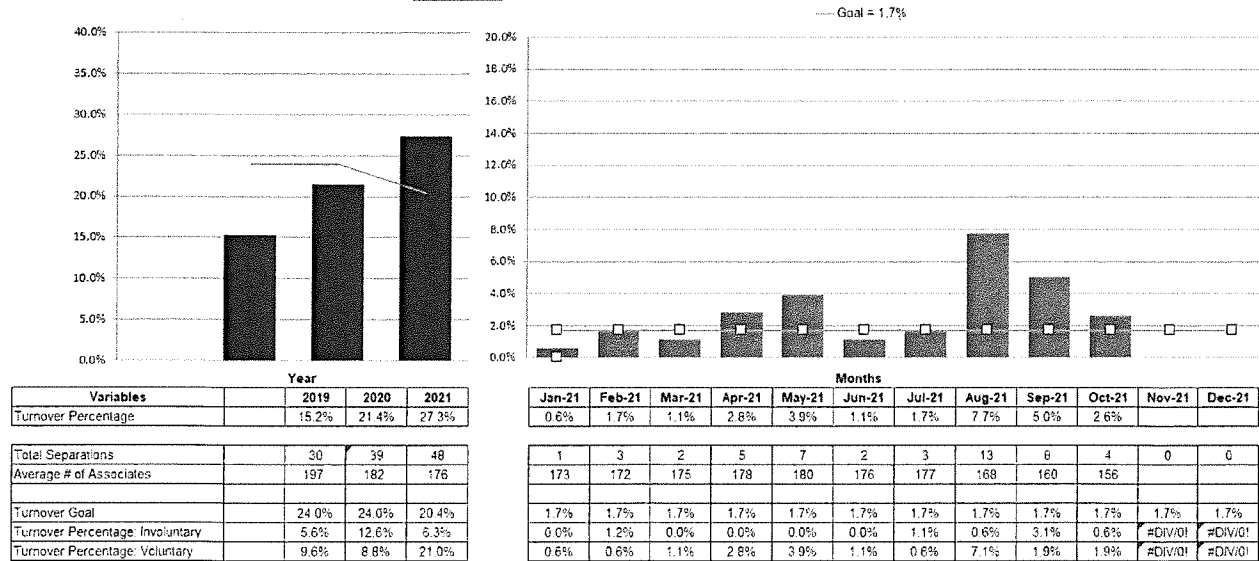
xi) Turnover decreased in October to 50% of the September rate. The organization experienced 4 losses during the month, 2 of which were Tribal Preference employees. This continues to drive significant back-office work as previously mentioned.

- xii) Congratulations to IT, who hired an IT Technician. Nice job team!
- xiii) Alicia Knapp and the Health Clinic worked together to persuade a candidate considering another employer to choose LRBOI. Congratulations Dr. Wever!
- xiv) Sent the first non-select letters in the updated recruiting process. Thanks Alicia!

### Staffing



### Turnover



## 3) Talent Development and Relations

### a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication. The Leadership Roundtable was cancelled in October due to the Employee Recognition Event.

- ii) Provided additional HR support to the leadership of various departments.
- iii) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
- iv) Continued working the 2020 HR Department review cycle in the SABA system. One 2020 performance review remains in-process.
- v) Continued "The River Resource" publication to help team members stay informed and connected. Thanks to Brittney Drake for her good work!
- vi) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
- vii) Assisted Leadership Roundtable participants in operating the Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Jonathon Robertson and Angie Stone for volunteering to help make a difference! October included Michigan Trivia and planning for future events. Great job everyone!
- viii) Assisted the organization in updating the Probationary Period policy.
- ix) Assisted leadership with two sensitive employee relations issues.
- x) Continued the New Supervisor Training Program with our new Controller and Social and Human Services Director. Thanks to Angela Rabb and Kim Crampton for participating!
- xi) Brittney Drake continued conducting exit interviews and developed a tracking spreadsheet during October. Thanks Brittney!

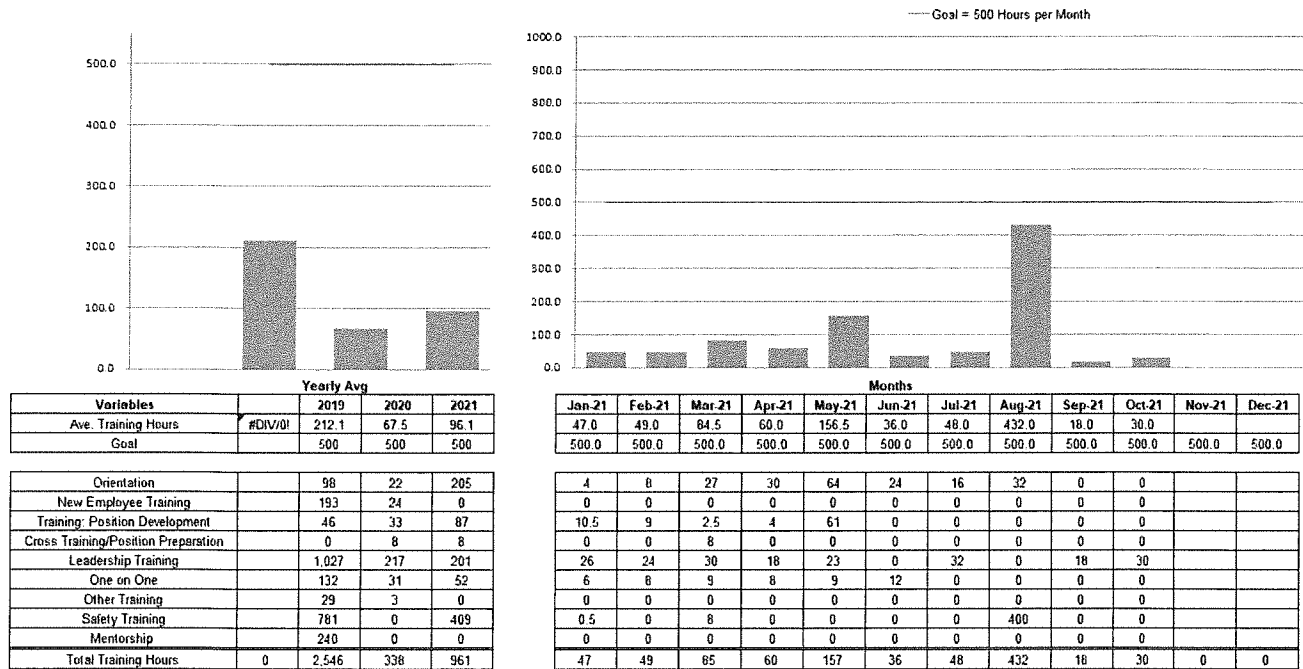
b) HR Department Development Initiatives:

- i) HR Development Events: YTD 3
- ii) Continued file migration to O365 storage solutions.
- iii) Continued project to improve HR use of MIP data.
- iv) The team completed 31% of annual goals by the end of October. The team remains on-pace for all scheduled work in 2021 at 78%. Nice job Alicia, Marcella and Brittney!
- v) Marcella continued the HR filing system project and cleaning the HR storage room. She also completed returning a large number of documents to their appropriate file. Thanks Marcella!
- vi) Completed the annual HR Budget meeting.
- vii) Processed two more personnel file requests.
- viii) Updated the annual HR Effectiveness Survey to the O365 Forms app. Thanks to Brittney Drake!
- ix) Completed the first HR 2022 planning session on 10/28. Thanks to leaders who responded to the 2021 HR Effectiveness Survey!
- x) Thanks to Marcella we were able to clarify a number of phone call response requirements to better serve callers.
- xi) Marcella agreed to take responsibility for scheduling the Government Center 1<sup>st</sup> Floor Conference Room. Thanks Marcella!
- xii) Initiated providing reception feedback to departments.
- xiii) Initiated shredding of documents as approved by Historic Preservation. Thanks to Jay Sam for his help with this project.

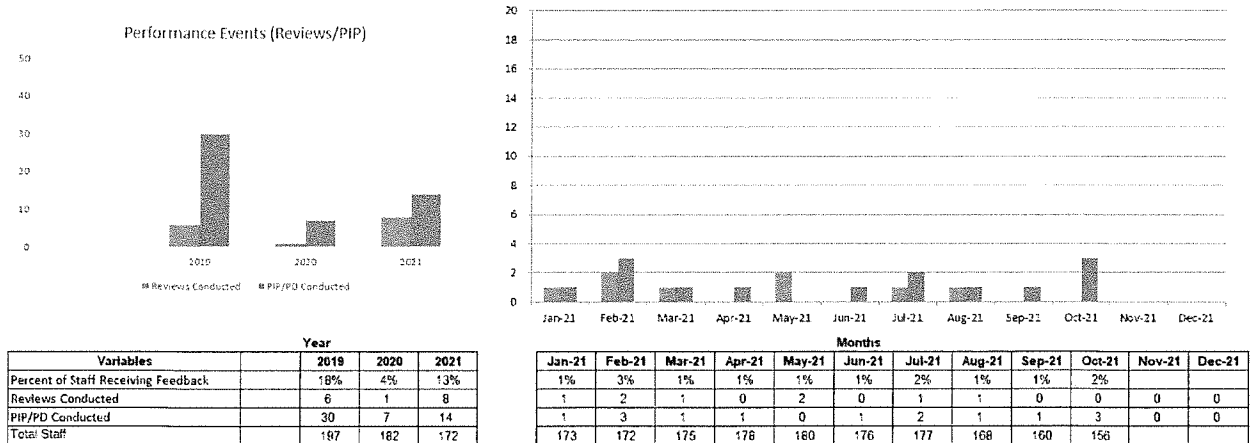


- xiv) Marcella continued assisting callers who were unfamiliar with the LRBOI organization. Thanks for the good customer service Marcella!
- xv) We'd like to thank Melinda Smith for her great teamwork and overall contribution to the team during her time with us. Thank you Mindi, we wish you the best moving forward!

#### Training and Development Hours



#### Performance Events (Reviews/PIP)

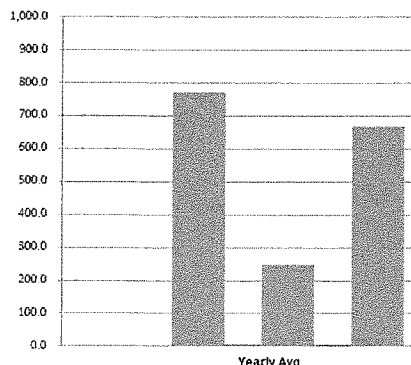


#### 4) Benefits and HR Administration

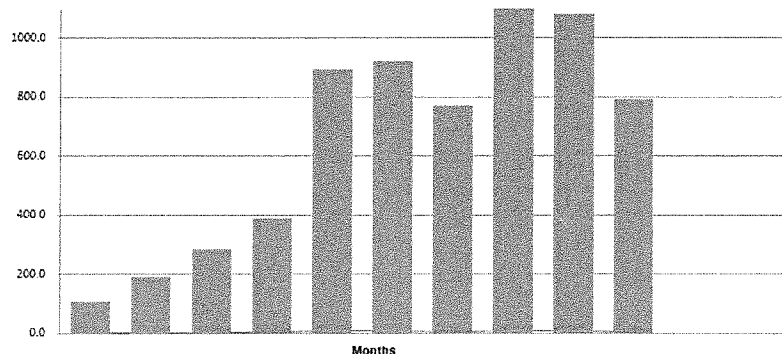
- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 1 – Health Insurance Conversion and Open Enrollment 2 - New Hire/Separation Process, 3 – 401k Form 5500 Filing, 4 - Assisting Team Members with Benefit and Leave Requests
- c) Continued processing 401(k) loans and distributions with our third-party administrator, KDP.

- d) Completed the health insurance conversion data presentation to Blue Cross/Blue Shield (BCBSM). Identified and worked through several data issues.
- e) Completed the audit of the first BCBSM invoices for our new health insurance.
- f) Updated MIP with the new health insurance premiums.
- g) Added health insurance to our current COBRA administrative service.
- h) Obtained the Priority Health Member Responsibility Payment report.
- i) Completed both the 401k 2020 Audit and Form 5500 Filing On-Time.
- j) Continued processing new hire insurance enrollments and separation disenrollment.
- k) Resolved 2 short-term disability issues with MetLife.
- l) Distributed the annual Medicare Part D Notice to eligible employees on-time.
- m) Prepared and coordinated LRBOI's 2022 Open Enrollment process, scheduled for launch on Monday 11/8/21.
- n) Leave hours decreased in October for a second consecutive month. This month leave was again driven by FML. The equivalent of 4.97 Full-Time Equivalent employees were not available for work in October due to leave issues.

#### Leave (Excluding PTO and Holidays)



Variables	2019	2020	2021
Total Leave Hours	771.9	247.5	668.3
Total Leave Events	28.3	5.8	15.2
Number of FTE Positions	4.8	1.5	4.2



Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
110.00	190.00	286.00	391.00	894.00	922.75	772.50	1239.80	1081.50	795.38		
11.00	11.00	16.00	9.00	26.00	21.00	0.00	21.00	17.00	20.00		
0.69	1.19	1.79	2.44	5.59	5.77	4.83	7.75	6.76	4.97		

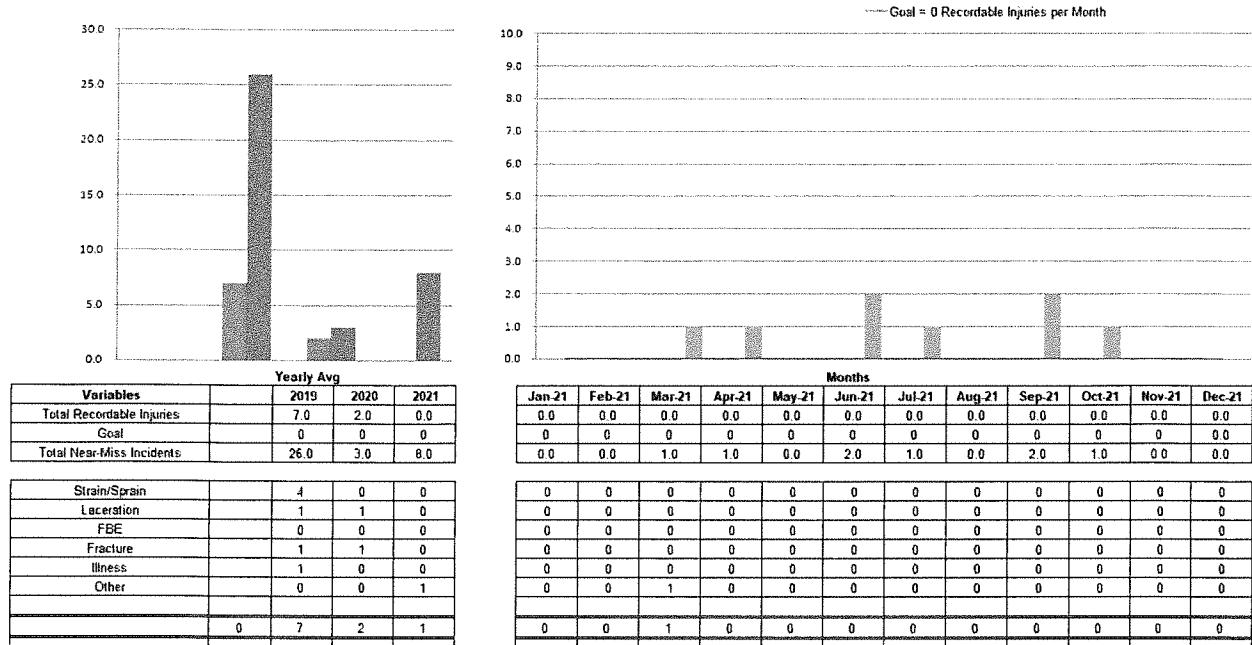
Leave Hours by Type			
Bereavement	1,144	696	672
Education	345	190	139
FML	5,036	1,740	4,480
IFML	267	7	303
Jury Duty/Tribal Witness	0	0	24
LOA	768	192	809
Military	0	0	0
Parental	0	0	0
Wellness	360	145	257
Total Leave Hours	7,920	2,970	6,682

72.00	16.00	32.00	0.00	144.00	104.00	52.00	32.00	104.00	116.00	0.00	0.00
24.00	24.00	12.00	12.00	12.00	6.00	8.00	9.50	8.50	23.00	0.00	0.00
0.00	136.00	192.00	352.00	632.00	480.00	480.00	808.00	800.00	600.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.30	155.00	25.38	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	0.00	0.00	0.00	0.00
0.00	0.00	16.00	0.00	80.00	304.00	208.00	200.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14.00	14.00	34.00	27.00	26.00	28.75	24.50	44.00	14.00	31.00	0.00	0.00
110	190	286	391	894	923	773	1240	1082	795	0	0

## 5) Safety

- i) Continued COVID-19 support and tracking.
- ii) Recordable Injuries: 0
- iii) Near Miss/1<sup>st</sup> Aid: 1

### Safety (Recordable Injuries and Near-Miss Incidents)



### 6) Tribal Preference Report

## LRBOI TRIBAL GOVERNMENT

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

EXECUTIVE  
GAMING  
LEGISLATIVE  
JUDICIAL  
TOTAL

EXECUTIVE  
GAMING  
LEGISLATIVE  
JUDICIAL  
TOTAL

CURRENTLY EMPLOYED					
October 2021					
TM	NA	D	S	NP	TOTAL
56	9	11	6	45	127
9	0	1	3	15	28
10	1	0	0	1	12
5	2	0	1	0	8
80	12	12	10	61	175
Prior Month					
57	9	12	6	47	131
9	0	1	3	15	28
10	1	0	0	1	12
5	2	0	1	0	8
81	12	13	10	63	179

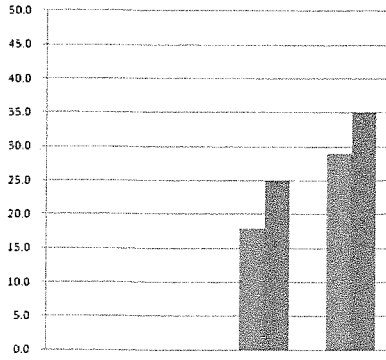
## Notes on Tribal Preference:

1. October Tribal Preference Employment was 65.1% of total employment. Tribal citizen turnover continued in October with one resignation. The team also lost a Tribal descendent.
2. Data since October 2019 shows the following:
  - a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
    - i. 2021 Tribal Preference Applications: 24.7%
    - ii. 2020 Tribal Preference Applications: 15.8%
    - iii. 2019 Tribal Preference Applications: 14.1%
  - b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference selections compared to all selections.
    - i. 2021 Tribal Preference Hires: 56.1% (Great job hiring managers!)
    - ii. 2020 Tribal Preference Hires: 33.3%
    - iii. 2019 Tribal Preference Hires: 26.7%

## 7) Workforce Development

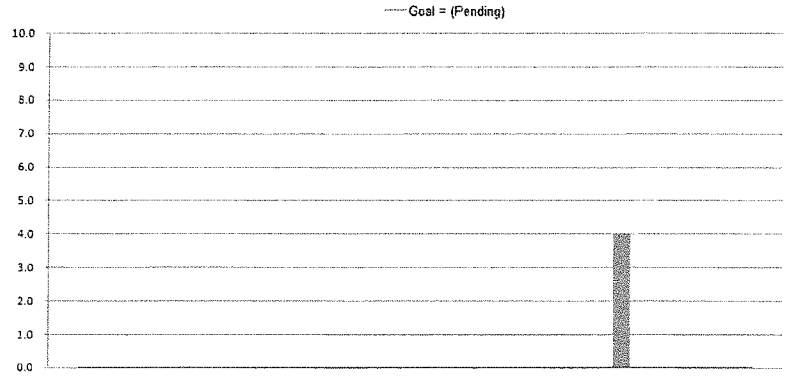
- i) The Tribal Development Team continued operations in October. The team agreed to a strategic planning session in late October to work on purpose and goals. Thanks team!
- ii) The team continued working on social media space. Brittney Drake completed the first Facebook page Thanks to Brittney Drake for putting this together!
- iii) The electronic application and database project continued software development. The LRBOI team completed their work as requested by the vendor. Thanks again to Alicia Knapp and our software partners at SolidCircle for their work on this key project!
- iv) Brittney Drake continued work on the Non-Traditional Apprenticeship project.
- v) Alicia Knapp continued data tracking for Workforce development. Thanks Alicia!
- vi) Presented the MichiganWorks Memo of Understanding to the Leads Group for approval.
- vii) October New Requests for WFD Service: 0
- viii) 2021 Total Requests: 29
- ix) 2021 Total Number in Adult Work Experience: 2

## WorkForce Development



Variables	Yearly Avg		
	2019	2020	2021
Program Accesses/Applications	N/K	18.0	29.0
Inquiries	N/K	25.0	35.0
Approved Applications	28	14	25

Adult (18+) Work Experience	2	1	2	
Career Voucher Program	25	12	20	
Development-Training Program	12	4	3	
Emp. Daycare Assistance	1	1	0	
Intern Housing Program	0	0	0	
Internship Educational Grant	0	0	0	
Youth (16-17) Work experience	0	0	0	
	0	40 (28)	18	25
			6 800	11 300

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Information Technology  
Andrew Jeurink (Interim)

Information Technology Department  
Monthly Report  
September 2021

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

*Duties and Accomplishments –*

1. Configuration of the firewall and the router for the other remote sites continues. Elders, NRD, and AKI are scheduled for replacement in November.
2. Server updates continue as needed every other weekend.
3. Switch replacement project continues. Equipment has been configured. Elevate plans on starting deploying in the first two weeks of November
4. We are currently have camera issues due to the new security settings. This is scheduled to be resolved first week of November.
5. WIFI is now available in the Government Center
6. IT Director position was posted
7. IT Remains severely understaffed and is working diligently to keep up with daily operational demands. We currently have only one staff managing all administrative duties. Staff are currently in burnout stages and we are seeing an increase request of pto usage again.
8. Elevate Contract was approved in middle of October
9. **Mandatory IT Projects by order of priority:**
  1. October 2021
    - i. Government EXSI Host needs a plan in place for replacement
10. 347 new IT work orders were opened in September 2021 and 305 IT work orders completed in September 2021. Our current outstanding tickets are at 90.

*Meetings Held / Attended –*

1. Held Departmental Staff Meetings.
2. Held Planning sessions with contractors upgrading network.
3. Held weekly Professional Development Staff Trainings

*Trainings Held / Attended –*

*Special Tasks / Activities Performed* –Explore options to complete maintenance duties with limited staff.

Legal Assistance  
Mary Witkop



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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: November 10, 2021  
Re: October 2021 report of activities

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Number of tribal members assisted on new issues	74
Number of referrals received	4
Number of continuing cases:	74

Types of legal issues:

Child support	Minor Guardian – Out of State
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Adult Name Change	Conservator - Adult
Trusts	Parenting Time
Pandemic Assistance	Foster Parents
Custody	Register of Deeds
Gift of Down Payment for Real Estate	Personal Injury
Subsistence Fishing	Do Not Resuscitate
Medical Power of Attorney	Property Tax Credit
Post-Divorce Matters	Tenants
Child Protective Services	Garnishment
Amend Trust	Non-Profit Corporation
Power of Attorney	Guardian - Adult
Scams	Employment
Beneficiaries	Legal Separation
Estate Planning – Amendments	Involuntary Psychiatric Hospital
Small Claims	Behavioral Health

Land Contract	Landlord Tenant Issues
Incorporation	Evictions
Civil	Lady Bird Deed
Personal Representative	Estate Administration
Garnishment of Per Capita	S Corporation
Principal Residence Exemption Audit	BIA Probate
Limited Guardian – Minor	Contracts
Affidavit of Parentage	Short Term Disability
Distribution of Assets Upon Death	Emergency Guardian
Disability	Police
Limited Liability Company	Criminal Sexual Conduct
Debt Payment Upon Death	Trust Administration
Child Support Arrearages and Driver's License	

Sample of Work Performed:

Assisted a tribal incorporate their business

Assisted a tribal member with a Do Not Resuscitate document

Assisted a tribal member with a PRE audit

Assisted a tribal member settle a court case without having a judgment entered against them

Assisted a tribal member with parenting time

Assisted a tribal member pursue a tenant who moved out of a rental house leaving damage

Members Assistance  
Kimberly Crampton

# **Members Assistance Department**

## **October 2021 Departmental Report**

Kimberly Crampton Director

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

### **Department Overview:**

#### **Goals**

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

#### **Objectives**

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

### **Current Assistance Programs**

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

## Department Reporting Section

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

- a. MOA BE-18-K28 \$364,000
  - i. Total expensed \$336,889.48
  - ii. Budget remaining 7%
  - iii. 18 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	2	2	0	6	2	0	0	0	0

### 2. Food Assistance Program

- b. Budget \$46,050
- c. Total expensed YTD \$23,000.00
- d. 50% Remaining
- e. 67 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
20	2	1	1	10	4	1	5	3	20

### 3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$17,319.89
- h. 65% Remaining
- i. 21 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	0	0	2	0	0	2	0	10

### 4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$10,776.95
- l. 73% Remaining
- m. 44 total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
16	2	0	0	6	4	2	3	0	11

### 5. LIHEAP – DHHS Grant Funded Program FY 2021

- a. Total Budget \$176,417
- b. Total expensed to date \$46,360.00
- c. 35 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
15	2	1	0	9	2	0	4	2

### 6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$8,806.00
- f. 62% Remaining
- g. 22 Elders accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	0	1	0	3	0	1	2	0	5

**7. Emergency Transportation**

- h. Total Budget \$22,000
- i. Total expensed YTD \$6144.05
- j. 72% Remaining
- k. 22 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	1	0	1	1	0	0	1	1	7

**8. LRBOI Home Repair Program 2021**

- l. Total budget \$100,000
- m. Total expensed YTD \$19,837.50
- n. 80% Remaining
- o. 15 members are in process with this program to date.

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

**9. Bereavement Program**

- p. Total Budget \$453,000
- q. Total expensed YTD \$354,850.00
- r. 22% Remaining (2 COVID Expensed)
- s. 47 members accessed this program.
- t. Average age at passing is 65.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
2	2	0	2	3	3	1	4	0	30

**10. Elders Insurance**

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 311 Elders enrolled in program.
- w. October invoice \$71,834.69

**11. Department Ongoing Activities**

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

**12. Applications to date**

Mailed	Picked up	Emailed	Faxed
219	23	96	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
115	79	48	6	68	64	33	37	15	0

**13. Office Visits**

- bb. 0 visits for the month

Members Assistance has processed 83% of the ARPA, General Welfare Assistance Program. Linda recently started processing the applications for Members Assistance.

Natural Resources  
Frank Beaver





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

**October 2021 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

Assisted with biologist's paperwork as needed

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

### **Fisheries Division:**

- Archie Martell - Fisheries Division Manager
- Vacant – Fisheries Biologist, Sturgeon
- Vacant – Great Lakes Fisheries Biologist
- Vacant – Aquatic/Fisheries Biologist, Inland
- Mike Snyder – Great Lakes Fisheries Technician
- Alycia Peterson – Great Lakes Fisheries Technician
- Vacant - Fisheries Technician, Inland
- Vacant - Fisheries Technician, Inland

### **Administrative/Budget/Reports/Data Entry:**

- Managed budgets
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109/4227 BIA GLRI funding
  - 4018 Great Lakes Fisheries Assessment
  - 4097 BIA Great Lakes Restoration Initiative, Native Species
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
  - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Grant Management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- BIA GLRI Reporting Requirements completed and submitted.
- Implementation of Fisheries Division work plans
- 2021 fishery assessments data management and fish aging
- Equipment maintenance/Field Work/Lab Work:
- Nmé / Sturgeon Streamside Rearing Facility seasonal closing and winterization
- Great Lakes equipment maintenance

#### Meetings/Training/Travel/Conference Calls

- NRD LEADS Huddle (10/1)
- US v Michigan, 2020 Consent Decree Negotiations (10/4)
- US v Michigan, 2020 Consent Decree Negotiations (10/5)
- US v Michigan, 2020 Consent Decree Negotiations, LRBOI caucus (10/5)
- 2000 Consent Decree, MDNR Data Request, LRBOI Meeting (10/6)
- US v Michigan, 2020 Consent Decree Negotiations (10/6)
- LRBOI Staff Meeting (10/7)
- NRD LEADS Huddle (10/7)
- NRD LEADS Huddle (10/11)
- Tribal Council Meeting, GLRI Funding (10/13)
- US v Michigan, 2020 Consent Decree Negotiations (10/13)
- LRBOI Leadership Roundtable Meeting (10/14)
- CPR AED Training (10/18)
- Inland Fisheries Committee Meeting (10/19)
- BIA EAGL2 End of Year Data Call Training (10/21)
- Tribal Biologist Call, Inland Fisheries, Walleye Table (10/25)
- ServPro, Big Blue Inspection for Mold (10/25)
- Technical Fisheries Committee Meeting (10/26)
- CORA Meeting (10/28)
- US v Michigan, 2020 Consent Decree Negotiations, SOM-LRBOI (10/28)
- US v Michigan, 2020 Consent Decree Negotiations, Tribal Attorneys and Biologists (10/28)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon		

#### Wildlife Program

Bob Sanders – Wildlife Division Manager  
Angela Kujawa – Wildlife Biologist  
Vacant – Wildlife Technician  
Rob Larson – Seasonal Wildlife Technician

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

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

- 4137 BIA Great Lakes Restoration Initiative
- 4072 NRCS Project Budget
- Completed monthly report – October
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2021 hunting permit planning – Ongoing
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations, etc.
- Ordered wildlife equipment needed for 2021-2022 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten occupancy survey – On going
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Marten project data entry - on going
- Resources Selection Manuscript writing and model development
- SABA reporting – monthly occurrence
- Contract development for GLRI grant funding 2021
- Marten survey photo ID – 4137
- GLRI reporting – 4137 (April-Sept)
- Elk hunt correspondence (December Hunting Period)
- Eagle repository reporting

#### Equipment Maintenance/Field Work/Lab Work

- Equipment maintenance (Tractors, Skid-steer)
- Vehicle maintenance – Dakota, Ram, Jeep
- Cleaned and service wildlife vehicles - monthly occurrence
- Cleaned and organized equipment at Big Blue
- Tribal Property Site visits and equipment pick up
- Wildlife Check station
- Cavity creation fieldwork with USFS

#### Meetings/Training/Travel/Conference Calls

- Weekly Team meeting – 10/4, 10/11, 10/18, 10/25
- NRD lead huddle – 10/7, 10/11, 10/21
- One on One meeting – 10/11, 10/26,
- Leadership Roundtable – 10/14
- GVSU/UofMN Conference call – 10/14, 10/28, 10/25
- Employee Recognition meeting – 10/7, 10/14, 10/21, 10/28
- Monthly staff meeting – 10/7

- Monthly Tribal Biologist meeting – 10/14
- Wolf consultation strategy call – 10/14, 10/18, 10/21
- NAFWS Conference – 10/03 - 10/08
- Agenda Review & Council Meeting – 10/11, 10/13, 10/25, 10/27
- TC Record Eagle interview and data share – 10/12
- Eagle repository call – 10/21, 10/22

## **Environmental Division**

Allison Smart –Environmental Division Manager  
Corey Wells – Air Quality Specialist  
Zach Prause - Aquatic Biologist – Water Quality  
Alexis DeGabriele– Aquatic Biologist – Wetlands  
*Vacant – Great Lakes Policy Specialist*  
*Vacant – Brownfield Specialist*

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

- EWS Staff Management
- SABA work for 1:1s
- Staff Task List Management
- Team Leadership
- Budget review for PPG and CAA 103 Grants
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- GAP Guidance Review
- GAP Funding Allocation Review
- EPA Rule Changes GAP Allocation Letter Completed
- Started Reporting for CERCLA 128a program
- Started Application for CERCLA 128a Program
- Submitted Supplemental Pre-Application for CAA 103 Funding
- Submitted Pre-Application for EPA ARP funding
- Completed PPG Semi Annual Report
- Completed BIA Reports for GLRI
- Reviewed and Submitted the Air Quality EPA Report
- Reviewed Budgets for environmental programs
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- Completed Wage Review for Environmental Positions

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

- Environmental Division Huddle: 10/5, 10/11 10/18, 10/25
- 1:1 with Staff: 10/11 (x2), 10/12, 10/25, 10/26 (x2)
- 1:1 with Supervisor: 10/12, 10/27
- NRD Leadership Huddle: 10/1, 10/7, 10/21,
- MTEG Debrief with Director: 10/1
- Project Meeting with Team: 10/12, 10/27
- GAP Guidance Revision Meeting w/ HQ- 10/6, 10/13, 10/20, 10/25, 10/27
- Meeting with EPA R5 on PPGs – 10/5
- EPA EJ Debrief for Tribes – 10/5
- Call with USEPA Headquarters on Consultation Follow up – 10/5
- EPA Region 5 / Nuclear Commission EJ Meeting – 10/6
- EPA / Tribes GAP Region 5 check in – 10/7, 10/21
- Tribal Mining Call 10/7
- RRT Planning Call 10/7
- Lake Huron Partnership Group Meeting 10/13, 10/14
- Tribal Council Meeting: 10/11, 10/13, 10/25, 10/27
- Leadership Round Table 10/14

- Region 5 Tribes Listening Session GAP Allocation 10/15
- RTC Discussion Call, 10/19
- RTC/TMPO Call 10/19
- HHW Meeting 10/20
- EPA/Tribes Mining Call 10/21
- NOAA Manoomin Call 10/25
- RTOC Caucus Call 10/30

#### Budgets Managed:

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

#### **Brownfield Program**

##### Administration /Reports/Data Entry

- Position is vacant any deliverables will be recorded under the GAP section

##### Field Work and Equipment Maintenance

•

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

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

##### Administration/Reports/Data Entry

- October Hydrolab data uploaded to WQX.
- Edited ATTAINS big 4 sheet
- Received zooplankton data for summer sampling
- Input assessment units, parameter groups, thresholds, and designated uses to AQWMS
- Completed PPG Semi Annual report

##### Field Work and Equipment Maintenance

- Completed water quality sampling.
- Collected zooplankton
- Deployed old style hobo logger from Pine Creek
- Ordered Hobo Bluetooth logger
- Nutrient samples collected and delivered to GLEC
- Macro invertebrate samples shipped for processing
- Zooplankton samples shipped for processing
- Ordered calibration standards for water quality probes.

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

- 10/5- PLWF Water Quality & Env Monitoring Committee Meeting
- 10/7- Monthly LRBOI Staff meeting
- 10/13- Michigan inland lakes partnership meeting
- 10/14- R5 microplastics monitoring webinar
- 10/18- ATTAINS training
- 10/19- Tribal Water call

- 10/20- AWQMS/ATTAINS Training
- 10/21- Manistee Quarterly Watershed Partnership meeting
- 10/25- PLWF education and outreach committee meeting
- 10/26- PLWF monthly meeting

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

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

- MET Data analysis Complete for 2020, 2019, 2018
- USEPA Q3 report completed and submitted
- PM2.5 and Ozone Q3 Report for EGLE complete and Submitted
- Started Electronic Logs for AMS events (per EGLE Request)
- Pricing and budgeting for Supplemental Air Quality Grant
- Wynd Air Monitoring Instruments Ordered and received
- Big Blue Indoor Air Quality Assessment Report completed

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

- Ozone Weekly Audit x4
- PM 2.5 1-5 Audit x3
- AMS Site Checks x5
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x2
- Bir Blue Indoor Air Quality Assessmentx1
- Mold Assessment and Identificationx1

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

- Region 5 Monthly Tribal Air Call, (10-28-21) 11:00AM till 12:00PM
- NTAA/EPA Air Policy Update Call, (10-27-21) 2:00 AM till 3:00PM
- ARP 103 Funding meeting (10-19-21) 12:00PM till 1:00PM
- PM2.5 Mechanical Training @ EGLE Office 10-6-21 8am till 5:30PM
- Electronic Log Training with EGLE 10-16-21 11 AM till 1:30PM

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

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

- Downloaded/backed-up all 2021 field data.
- Updated wetland delineation polygons in ArcMap.
- Generated wild rice bed polygons based on field mapping.
- Began creating Story Maps for each wild rice bed.
- Created tool in ArcMap for batch converting gpx files to gdb.
- Entered wild rice density data into geodatabase from datasheets.
- BIA Manoomin GLRI Semi-Annual Reporting on wild rice activities.
- EAGL Reporting on wild rice activities.
- Reviewed and sent comments on NOAA geospatial project draft work plan.
- Began Wetland Stewardship Plan draft.

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

- 10/1/21 Bialik parcel: completed wetland Relevé surveys.
- Submitted additional requisitions for field gear.
- 10/1/21: assisted calibrating water probes.
- 10/6/21 stream sites: water quality monitoring.
- 10/7/21 lake sites: water quality monitoring.



- 10/8/21 river sites: water quality monitoring.

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

- 10/14/21: Region 5 Wetlands Working Group Advisory Committee Meeting.
- 10/18/21: American Heart Association CPR & AED Training.
- 10/22/21: watched recording of ASWM webinar on Tribal Wetland Programs.
- 10/25/21: NOAA Manoomin Geospatial Committee Call.
- 10/27/21: Tribal Wild Rice Historic Presence virtual discussion.
- 10/29/21: watched recording of ASWM webinar on Integrated Wetland Management. 10/1/21: State of the Great Lakes Draft Assessments webinars.
- 10/6/21: State of the Great Lakes Draft Assessments webinar.
- 10/18/21: ATTAINS Rollout Monthly Meeting.
- 10/19/21: EPA Water Division Tribal Call.
- 10/20/21: AWQMS meeting with Kayla Gower.
- 10/21/21: MACD Quarterly Watershed Partnership Meeting.
- 10/21/21: NOAA drought update presentation.
- 10/26/21: Portage Lake Watershed Forever meeting.

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

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

- Program is Delayed due to 2020 Hiring Freeze all deliverables listed in the GAP section.

##### Field Work and Equipment Maintenance

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

Planning  
Steve Parsons

## **BIA ROADS/PLANNING DEPARTMENT REPORT**

**October 2021**

**Steve Parsons**

### **Meetings/Conferences/Trainings**

- On October 4, 2021, I attended an Agenda Review session with Tribal Council to represent an item I had placed on the October 6 agenda. The item involved an approval of an amendment to the construction contract with Shultz Excavating for the Commodities Road project.
- On October 6, 2021, I attended the Tribal Council meeting to represent the proposed amendment to the construction contract with Schultz Excavating.
- On October 7, 2021, I attended the virtual monthly staff meeting for Tribal Government employees.
- On October 15, 2021, I attended a virtual meeting sponsored by the U.S. Census Bureau, providing a monthly update to Tribal liaisons within the Chicago regional area.
- On October 19, 2021, I attended a virtual meeting to discuss Change Order #2 for the Food Distribution Center construction project.
- On October 21, 2021, I attended the virtual meeting to discuss the energy audit performed by Noresco Corp. on behalf of the Tribe. This project is being headed up by Gary Lewis of the Utilities Department.
- On October 21, 2021, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians and Hannahville Indian Community also participated in the meeting.
- On October 25, 2021, I met with Bill Willis, Budget Coordinator, to discuss moving additional funding into our BIA Roads Maintenance account.
- On October 26, 2021, I attended the monthly Board of Directors meeting of the Manistee County Community Foundation
- On October 27, 2021, I met with Ken Ockert of GTEC at Aki Maadiziwin to review the condition and possible construction/repair/upgrade of the road system. It was determined that additional reconstruction and repair work was needed and this project will be added to our FY 2022 Tribal Transportation Improvement Plan that will be submitted to Tribal Council for approval in late November.

### **Activities/Accomplishments/Updates**

- LRCR - Construction of Outdoor Pavilion for River Rock Sports Bar: Construction for this project was finished in early October 2021. Final inspections were completed and a Certificate of Occupancy was issued by my office on October 11, 2021.
- BIA Roads – 2021 Projects: Our 2021 road projects are currently in process or have been completed. Here is the latest update on those projects.
  - Cemetery Parcel Road Project: Schultz Excavating is currently working on the construction of the road system on the cemetery parcel. The scheduled time for completion of the road system has been revised to mid/late November 2021. Once the road system has been completed and as long as weather permits, we will work on the

remaining landscaping and infrastructure features during the rest of 2021. Those features that cannot be completed by the end of this year will be addressed in the Spring 2022.

- Commodities Drive Road Project: Schultz Excavating currently has the footprint for the road established. The road project is on the same timeline as the Food Distribution Center building project. Due to a delay in the delivery of some of the building materials needed for the Food Distribution Center, this project will not be completed until spring 2022. The possibility remains that the contractor will not be able to apply asphalt to the road if the project goes into the final weeks of November. This will be based on the availability of asphalt to complete the job, which is generally no longer available after November 15. Any remaining work to pave the road will be scheduled ASAP in the Spring 2022.
- Sugar Shack Road Repair: Elmer's Crane & Dozer completed the work to replace the failed culvert on the Sugar Shack Road on August 13, 2021. The road is now once again open for regular use.
- Roundabout Project: There are no additional updates on the US-31 & M-22 Roundabout Project since my last report. The last project meeting with MDOT was on July 7, 2021, and no additional information has been forthcoming. Here is the latest information on the US-31 & M-22 Roundabout Project.
  - Planning and design of the roundabout will take place during 2021, with the final plan set scheduled for approval by MDOT by November 12, 2021.
  - The project will be bid out by MDOT in January 2022.
  - A tentative construction schedule will not be finalized until bid proposals are received by MDOT in February 2022. The window of time available to contractors bidding on the project will be roughly April 15 to September 2. We will make every effort to narrow the actual construction time frame once bids are received.
  - I'm still working to schedule a meeting with Tribal leadership (Tribal Council & Ogema) with the appropriate MDOT staff to discuss the details of the roundabout project. At this time, I have been unable to get a firm commitment from MDOT on a date that works for them. I'm hoping to have the MDOT Traverse City office manager, Dan Wagner, and Ken Ockert from GTEC also attend the meeting to provide additional information and answer questions. I will keep everyone posted on the date of the meeting once it is scheduled.

Public Safety  
Robert Medacco

**Little River Band of Ottawa Indians**  
**Department of Public Safety Monthly Report**  
**October-21**

**General Patrol**

Assist Citizen	3
Assist Motorist	
Assist Other Agency	7
City Assist	7
County Assist	15
Medical Assist	5
MSP Assist	7
Other Calls for Service	3
Property Checks	524
Suspicious Person	2
Suspicious Situation	2
Well-Being Check	3

**Traffic/Vehicle**

Abandoned Vehicle	2
Accidents	9
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	1
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	18
Unsecured Vehicle	
Verbal Warning	10
Warning Ticket	

**Processes**

Bench Warrant Entered	
Civil Process (Paper Service)	1
PPO Served	
Federal Docket Ticket	

**Criminal Offenses**

Animal Neglect	
Arrest	8
Assault	
B&E	3
Bond Revocation	
Child Abuse	
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	
Death	
Disorderly	1
Domestic Disturbance	4
Drive-Off	3
Drug Violation/VCSA	
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	15
Furnishing Alcohol to Minor	2
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	1
Larceny	6
Liquor Violation	
Minor in Possession	3
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	14
Public Peace	
Resisting	
Robbery	
Sex Offense	

**Criminal Offenses Continued**

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

1

Unwanted Subject

5

**Miscellaneous**

Administrative Hours

282.75

Alarm

2

Attempt to Locate

Boat Dock Checks

Casino Hours

124.75

Civil Standby

1

Community Policing

5

Court Hours

3

Death Notification

Drug Disposal

Follow-Up Investigations

14

Found Property

3

Lost Property

Meetings Attended

Open Door

1

Open Window

PBT

Special Detail

Suicidal Subject

Total Complaints

92

Total Reports

92

Training Hours

4

Transport

Trespassing

2

Tribal Council Meetings

Vehicle Mileage

4935

Voluntary Missing Adult

**Training/Travel**



**Little River Band of Ottawa Indians**  
**Great Lakes Conservation Enforcement Activities**  
**October-21**

Administrative Hours	38
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	4
Contacts	
Court	
Court Hours	
Dock Checks	3
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	292.25
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	4.5
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	19.5
Vehicle Mileage	2441
Verbal Warning(s)	
Written Warning(s)	

**Training/Travel**

October 3-9, 2021 Sgt Robles attended NAFWS National Conference in Spokane, WA

**Little River Band of Ottawa Indians  
Inland Conservation Enforcement Activities  
October-21**

Administrative Hours	197.25
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	3
Assist Hours	3.25
Citation(s)	1
Civil	1
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	11
Contacts	133
Court	
Court Hours	
Follow-up(s)	3
Follow-up Hours	2
Federal Citation(s)	
Hours Worked	473.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	2
Paper Service	
Possible Trespass	
PR Activities	3
PR Activities Hours	15.5
Property Checks	59
Snowmobile Patrol Hours	
Training(s)	4
Training Hours	20.5
Vehicle Mileage	2168
Vehicle Stops	5
Verbal Warning(s)	4
Written Warning(s)	
<b>Training/Travel</b>	

October 3-9, 2021 Officers Gunderson, Bruce attended NAFWS National Conference in Spokane, WA

Tax Office  
Valerie Chandler

## **Tax Department October 2021 Monthly Report**

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

During the month of October 2021, the Tax Department performed the following:

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

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
  - RTM statuses
  - Motor fuel registration
  - Certificates of Exemption
  - Proofs of Residency
  - RTM benefits provided by the Tribe/State Tax Agreement
  - Tax Agreement Area boundaries
  - Per cap issues/questions/1099 copies (which were referred to Enrollment)
  - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for September 2021.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 9 Certificates of Exemption:
  - Purchaser: 9 RTMs    0 Tribe/Entity
  - Purchase Type: 7 Vehicles    1 Construction    1 Recreational Vehicle
9. Reviewed 43 Tribal Member address and/or name changes; 5 required updating of the RTM list and database.
10. Processed 1 Proof of Residency.
11. Processed 2 Motor Fuel Registrations.

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
  - New and re-instated RTMs
  - Deceased RTMs

- Address changes of RTMs
- RTMs no longer eligible for RTM status

*Little River Trading Post Interactions:*

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for November 2021 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,099 Trading Post Motor Fuel and Tobacco Receipts for tribal member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

*Little River Casino Resort Interactions:*

1. Calculated data, processed, and filed month-end tax reports for September, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed September 2021 Tribal tax returns which included:
  - Retail Sales Tax (Little River Trading Post, Little River Casino Resort, and Nectar Spa)
  - Food & Beverage Tax (Little River Casino Resort and Sparks BBQ)
  - Lodging & Occupancy Tax
  - Admissions Tax
  - Service Tax

**\*Variable Duties and Accomplishments:**

1. Contacted the owner of the new restaurant within the Little River Casino Resort to provide the food and beverage tax return form and explain the Tribe's tax laws and answer any questions.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees.
3. Prepared, facilitated, and posted a video recording on Teams of the October government employee staff meeting and the announcement of the September Employee of the Month.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Tribal Affairs regarding a Resident Tribal Member being charged State sales tax on their utilities so that the issue can be corrected.
2. Provided the Treasury with the update of authorized signers for Certificates of Exemption for the Little River Casino Resort.

Little River Trading Post Interactions:

1. Worked with Trading Post Manager to update the OTP prices due to price increases from the wholesaler.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Finance and Purchasing Manager regarding scheduling a training and updates to the authorized signers for Certificates of Exemption.
2. Corresponded with Surveillance Manager regarding video review of a couple of purchases from the Trading Post involving tax exempt tobacco.

**Meetings / Trainings Attended During the Month:**

1. Tribal Council meetings via Zoom on October 13, 2021.
2. Employee staff meeting via Teams on October 7, 2021.
3. Employee Recognition Team meetings via Teams on October 7, 10, 21, and 28, 2021.
4. State Treasury and Tribes meeting via Zoom on October 12, 2021 regarding the proposed Tax Agreement amendments and a status update.
5. Leadership Roundtable meeting via Teams on October 14, 2021.
6. Tribal Council Agenda Review via Zoom on October 18, 2021 regarding the resolution to repeal the Enforcement of the Tax Agreement Ordinance.
7. Met with the Little River Casino Resort Purchasing Manager and General Buyer on October 21, 2021 to review the Tax Agreement regarding the use of Certificates of Exemption.

**Statistics:**

Total Registered Resident Tribal Members (RTMs): 263

- Manistee County: 252
- Mason County: 11

Monthly Tax Revenue\*:

\*September 2021 amounts received in October 2021

- Retail Sales Tax (Little River Trading Post) \$2,211.24
- Retail Sales Tax (Gift Shop) \$1,142.07
- Retail Sales Tax (Nectar Spa) \$67.46
- Service Tax \$642.05
- Admissions Tax \$939.70
- Lodging & Occupancy Tax \$14,245.29
- Food & Beverage Tax (Little River Casino Resort) \$19,565.03
- Food & Beverage Tax (Sparks BBQ) \$1,545.06

*Tax Exempt Savings to Tribal Members (unless noted otherwise):*

- Gasoline (includes eligible Government & Resort vehicles): \$6,116.54
- Diesel (includes eligible Government & Resort vehicles): \$201.52
- Cigarettes: \$9,937.80
- Employee (Government & Resort) Discount on Fuel: \$398.50

*Tribal Member Tax Exemption Rates ("Discounts") for November 2021\*:*

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

- Gasoline: \$0.429/gallon
- Diesel: \$0.435/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products\*): 32% of wholesale price

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

Tribal Historic Preservation  
Jonnie J. Sam



***Department - Historic Preservation Department***  
***Department head and title – Jonnie Jay Sam II, Director***  
***October 2021 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 56 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Communicated with staff from departments about various items.
4. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.
6. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.

7. Continued to communicate with G. Zaring regarding Manistee Historical Society project and Tribal involvement.
8. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
9. Met and established repatriation date for part of the University of Michigan repatriations in October.

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

1. Work session with Tribal Council on Brickhouse contract.
2. Agenda review with Tribal Council on grant application.
3. Working with storyteller of correct version of Sleeping Bear story.
4. Sent information along to DNR about the Ginseng Restoration project.
5. Sent out 30 CD ROM's to the Foster Care project of the Ottawa Tribe of Ok.
6. Produced FB lessons, scheduled a shoot, recorded the lessons & posted.
7. Created language lessons and taught them on Friday mornings.
8. Consultant for Interlochen Radio, Delta Dental, Sleeping Bear Tours.
9. Answered Emails, calls about language and culture.
10. Recycled for LRB Pharmacy.

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

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

WWTP  
Gary Lewis

***Utilities Department***  
***Gary M. Lewis, Utility Director***  
**October 2021, 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.
- Installed electric actuator valves in SBR
- Power shut to wellhouse C and I Electric, inspected by Mark Neison installed breaker prior to wellhouse
- DEMD update meeting held

**Billing**

Water	\$11,413.44
Sewer	\$13,547.40
Irrigation	\$1,817.36
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$15,926.65
Septage	\$5,734.69
Other	\$34.00
Month Total	\$56,542.87
Yr. to Date Water	\$106,001.64
Yr. to Date Sewer	\$139,835.74
Yr. to Date Irrigation	\$26,875.57
Yr. to Date Fire Suppression	\$80,693.30
Yr. to Date Manistee Township	\$165,480.96
Yr. to Date Septage	\$70,314.52
Other Revenue	\$1,096.67
Credit	\$14,201.03
Yr. to Date Total	\$590,298.40

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 2,077,248
    - b. Ave Daily Flow Gallons 69,242
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 2,261,760
    - b. Daily Average Gallons 72,960
  - Effluent Gallons**
    - a. 2,293,573
    - b. Daily Average Gallons 73,986
    - c. Waste Sludge Gallons 41,000
  - Lagoon**
    - a. Influent 1,156,961
    - b. Daily Average Gallons 38,565
- 3. Septic Sewage**
  - a. Gallons 142,099

### **III. Travel / Trainings / Meetings**

**What: A and B Prep Class**  
**Who: Gary Lewis**  
**Where: Zoom**  
**Sponsored by: MWEA**

**What: MTERA Board Meeting**  
**Who: Diane Kerr, Gary Lewis**  
**Where: Zoom**  
**Sponsored by: MTERA**

**What: Operational Support Meeting**  
**Who: Jay Sam**  
**Where: Gov Complex Meeting Room**  
**Sponsored by: LRB**

**What: Work Session Ixom LLC Tower Mixer**  
**Who: Gary Lewis**  
**Where: Zoom**  
**Sponsored by: Council**

**What: MTERA, EDA Grant Submission**  
**Who: Gary Lewis**  
**Where: Zoom**  
**Sponsored by: MTERA**