

**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: December 1, 2022, 2022 *LBR*
Maanda Nji: Re: October 2022 Operations Report

We respectfully submit the October 2022 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
October, 2022

TABLE OF CONTENTS

Accounting	Angela Rabb
Education	Yvonne Parsons
Enrollment	Mary Carpenter
Facilities	Rusty Smith
Family Services	Vacant Director
Food Distribution	Jamie Friedel
Grants	Lyle Dorr
Health	Daryl Wever
Housing	Tara Bailey
Human Resources	Alicia Knapp
Information Technologies	Andrew Jeurink (Interim)
Legal Assistance	Mary Witkop
Members Assistance	Vacant Director
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

October 2022 Department Report

I. Department Overview

a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.

b. **2022 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. The department has filled the Grants Administrator position and training has commenced for that person. The Controller position remains vacant. The most recent posting for Controller expires on November 11, 2022, and after that interviews will be scheduled. The Budget Coordinator has been hired for the Tribal Manager position, so we will need to have a job posting for the Budget Coordinator's position. Finally, we need to post the Grant Writer position.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2022 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli in reviewing/changing existing department job descriptions.

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

Objectives:

1. The 2021 audit has been completed and filed with the Federal Clearinghouse by the deadline of 9/30/2022.
2. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our

Indirect Cost Rates for all years through 2019. Work on the 2020 and 2021 proposals is in progress.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2023 budget. We are in the process of reviewing the budget requests and will have the budget turned over to the tribal council by the September deadline.
2. Define and develop a specific performance- based budgeting model.
3. Develop timeline for implementation of a performance- based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2021 audit took place June 13-24, 2022. The firm Dennis, Gartland & Niergarth 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 submitted to the Federal Clearinghouse on the September 30, 2022 deadline.

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 – \$95,940.00**
 - ii. **Commodities Building Project – \$40,013.00**
2. **Cash Receipts: Daily cash receipts totaled for the month of October were \$1,198,608.67 the General & Special Revenue Account had a total of (224) receipts.**
3. **NGLC: Ongoing working through the closeout as the business has been closed, accounts receivable balance.**
4. **Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,**
5. **Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.**
6. **1099MISC. – 2021 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2021. Continued to send tax documents out to the membership.**
7. **WEX Card- Monthly Report, removed the terminated employees, scheduled the payment, and reviewed and reconciled the report to the payment.**
8. **Tribal Financial Statement Requirements: Due by the 8th of the month.**
 1. **Cash Deposits**
 2. **Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**
 3. **Utilities report – current payments – monthly report of payments.**

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

Other Meetings:

Duties and Accomplishments –

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

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, Audit, HUD, Reg 7 Citizen Corps, MMIP, FEMA Reg 5, EPA Climate Change, Monkeypox

Training Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- Finished master chart for grants with reporting due dates, federal grant agency, etc.
- Filed monthly/quarterly reports with various federal agencies and Inter-Tribal Council.
- Requested drawdowns for various grants
- Hired new Grants Administrator effective 10/31/2022

Aki Maadiziwin

- ∞ Worked with Tara and Angie R. re (Continuing this through November): Reconciliation of some recent financial reports – matching LOCCS financial system with HUD financial reporting system.

Clinic:

- ∅ No current projects.

Family Services/ Be-Da-Bin:

- ∞ Assisted Reconciliation of CCDF & CCDD reports - Update 10/31/22: These reports had errors in them due to GrantSolutions Award Notice errors which caused our accounting system to be off. Will continue to work on corrections to until reconciled, which is requiring coordination

with funding agencies.

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

Food Distribution Center

- **Assisted with coordinating fiber optic installation through grant funding.**

Historic Preservation & Language:

- ∞ Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding. **Update 10/31/22:** The project is completed. Kenny will demonstrate the new webapp at the October members meeting. Submitted the FS-425 financial report for the end of the year 2022.

IT Department

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. **Update 10/31/22:** We receive notice that the WIFI portion of the grant is in questions and either needs to be revised or changed. We resubmitted in early October and should hear by sometime in November.

Maintenance:

- ∅ **No current projects.**

Natural Resources:

- ∞ NR does most of their own grant writing work but working with them on financial reporting for their grants while Tammy's replacement is being sought. I do speak with Frank Beaver monthly.

Public Safety:

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

Water/Waste/Renewable Energy:

- ∞ **Working with Gary on a 2022 TEDC grant for evaluating feasibility of the Tribe operating its own substation.** **Update 10/31/22:** The application was submitted 4/27/22; we have not heard anything.
- ∞ **Participated in WS on the final report for the 2020 TEDC:** Reviewed with Council and Tribal Departments the results from a 2020 TEDC planning grant. It revealed potential options for renewable energy development. The most likely option being the development of a 30-acre solar field behind the Casino to off-set electric costs. **Update 10/31/22:** A final presentation took place on September 13, 2022 to help formulate a renewable energy strategy. Funding will be sought in the coming year as it becomes available.

Special Projects:

- ∞ **Participated in Employee Recognition Committee meetings:** Working on the Christmas breakfast, though participation has been limited due to new and ongoing grant management responsibilities.
- ∞ **Assisting with many responses to agencies for financial reports due for the 4th quarter fiscal year 2022 and related annual reports.** There are many challenges with this as the reports are in various portals of which I have limited experience. Working with accounting staff to appropriately respond. **Update 10/31/22:** This process continues and will go at least through November.

PAYROLL

Duties and Accomplishments –

1. Processed 345 payroll vouchers/checks.
2. Verified 159 PAF's this month which included 7 new employee(s), 1 Job Change/Transfer employee(s), and 2 termed employee(s).
3. Verified 17 Surveillance Holiday Work Schedule Variance Approval Forms for 9/21/22 Holiday.
4. Processed payroll and completed payroll backup cover sheet for pay dates 10/7 and 10/21.
5. Created 401k contribution file and uploaded it to John Hancock online.
6. Prepared direct deposit file and uploaded online for processing.
7. Made federal tax deposits as required for each payroll.
8. Printed and/or saved all reports needed for payroll biweekly.
9. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
10. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
11. Reconciled the amounts withheld for Adlife to what was billed for the month.
12. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.
13. Prepared and filed Form 941 Employer's Quarterly Federal Tax Return
14. Prepared and filed Form UIA 1028 Employer's Quarterly Wage/Tax Report
15. Prepared Eligibility List for 12/15/2022 Per Capita Payment

Meetings Held / Attended –

10/24 – October Staff Meeting (watched recording of 10/6/22 meeting)

Training Held / Attended – None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in 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 October to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Provided information as requested for 401k audit.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Prepare biannual Certification of Personnel costs for grant programs.
2. December 15, 2022 Per Cap

ACCOUNTS PAYABLE

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

Meetings Held / Attended –

Met with other Finance staff regarding potential future Tribal Council program for member assistance using ARPA funds

Special Tasks / Activities Performed –

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*

3. Pay Pharmacy Invoices every Monday and give the report to Brandy.
4. Contact vendors/departments with discrepancies on invoices.
5. Continue to do voids, liquidations, and address changes.

Upcoming Projects / Tasks

1. Process checks for per cap withholdings, per court ordered. Send out garnishee disclosures.
2. ARPA Members Assistance Program checks

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities and 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 for 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. Participated 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. Put together and solicited RFP for snow removal and lawn services for Hackley Muskegon office.

2. Presented addendum to master agreement with Continental Linen.
3. Represented purchase of new copier for Government Center, 1st floor copy center.
4. Obtained and presented quote for 2023 cleaning services for Hackley Muskegon office to Maintenance Lead.
5. Working on a means to set up departments with SPO for office supplies.
6. 10/6 Employee Recognition Meeting.
7. 10/13 Employee Recognition Meeting.
8. 10/20 Employee Recognition Meeting.
9. 10/25 Work session, seeking approval for a two-year addendum to contract with Continental Linen.
10. 10/25 Work session, seeking approval for the purchases of new copier for Gov Center.
11. 10/31 Agenda review, seeking approval for a two-year addendum to contract with Continental Linen and approval for the purchases of new copier for Gov Center.

Budget Coordinator

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued to work on finalizing FY2020 Indirect Cost Proposal.
- 4) Continued work on the FY2021 Indirect Cost Proposal
- 5) Submitted Final Draft - FY2023 Budget

Meetings Held / Attended –

None

Training Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2020 Indirect Cost Proposal.
- 4) Continuing work on FY2021 Indirect Cost Proposal

Expenditures Update

Total year to date expenditures for the Finance Division for October 2022 are \$970,236 compared to an annual budget of \$1,451,797. Total expenses for the Finance Division for year-to-date October 2022 , represent 66.8% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

October 2022 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 12 student received funding for school clothing totaling \$6000. 2 senior expenses totaled \$525, 2 class rings at \$200, 1 12th grade computer totaling \$1000, and 1 driver's training totaling \$250
- **Higher Education Scholarship:** 5 Higher Education Scholarships were processed for October. Total awards were \$10732 providing assistance to 4 university. This is an unusual month in that all five students are female, and all are attending universities.
- **College Book Stipend:** 7 book stipends were awarded during the month of October totaling \$3100 2 for being enrolled in 4-8 credits, and 5 students received stipends for being enrolled in 9 or more credits.
- **Educational Advancement:** 1 student, \$300
- **Miscellaneous:** During the month of October, in addition to the normal processing of scholarships, book stipends, student services and MITW, and planning for the Fall Membership Meeting, we undertook a large amount of planning for activities. During October we completed a dream catcher wreath project, Debra Davis instructing. We also completed a Fall Dream Catcher Wreath project on October 12th. This event was attended by around 40 people, and demand was so great that we had to begin planning for an additional event to be held in Muskegon in November. In addition to the wreath making project, we also held the Halloween Trunk or Treat on October 28th, with around 200 attendees and was the first large event coming out of the Covid Pandemic lull in activities. In addition to the actual Trunk or Treat event, we held an employee cardboard box haunted house building and competition. We had 7 entries and the houses were a big hit at the Halloween Trunk or Treat. We were assisted for the Trunk or Treat, not only by departments who participated in the contest, but also Maintenance, Family Services, Purchasing, Housing, and a large donation of candy from Tribal Council. In addition to October activities, we also spent much time planning events to occur in November, including a Rock

Your Mocs moccasin making class, assisting with Princess Prep for introducing tribal girls to the requirements and preparation for entering the Princess competition. We also worked out plans for a December Movie Night. This month Purchasing and Receiving were incredibly helpful in getting everything we needed for preparation for so many activities

- **During the month of October, the following meetings were attended:
10-6 Monthly Staff Meeting recording
10-8 Membership Meeting**

Budget Expense Justification

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

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

October Monthly Report - 2022

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

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

Duties Performed

- Mailed out: 5 Applications forms for people seeking membership
- Sent out: 17 Address change forms
- Created 76 New and Replacement Tribal ID's from 10/01/2022 through 10/31/2022
- 49 Addresses changed from 10/01/2022 through 10/31/2022
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 4
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received since 10/01/2022
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Members Assistance, Tribal Court, Ogema
- Label request of Membership: Ogema, Election Board
- Tribal Members Label/List request: 3
- Statistical request: 0

Department Verifications

1. Prosecutor 73
2. Clinic 0
3. Human Resources 0
4. PRC/EHAP 52
5. Member's Assistance 27
6. Housing 0
7. Food Distribution 0
8. Casino 0
9. Family Services 3
10. Tribal Council 0
11. Natural Resources 0

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 4 Members passed away for the Bereavement Benefit
- Sent out 4 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 4 Tuition Waiver Verifications
- 283 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – October 6th
- Enrollment Commission Meeting – October 11th

Enrollment Statistics

- Total Membership: 3,996
- Total number of Elders: 1,488
- Total number of Adults (18-54): 2,228
- Total number of Minors (0-17): 280
- Total Tribal Members living in:
 - 9 County Area: 1,663
 - Outside 9 County Area: 2,318
 - Michigan: 2,625
 - Outside Michigan: 1,357
 - Undeliverable Addresses: 16

Facilities
Rusty Smith

Facilities Management Department Report

October 2022

Submitted by De-Ahna Underwood, Office Manager

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

I. Department Overview

Technician Hours of Service: Monday-Friday 6am-2:30pm
Office Hours: Monday-Friday 8am-4:30pm (no remote work)

Locations: Office and EVS Room, Government Center
Storage Locations: Facilities Barn, East Lake, and Area 51.
Auto Mechanic Location: East Lake

Current employees (October 18th)

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

Vacant positions

2. Vacant. Maintenance Technician

Goals & Objectives

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

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

II. Department Reporting Section

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

Three Maintenance Technicians worked efficiently as possible to address urgent issues, closing out twenty-five of the twenty-seven work orders submitted for the month of October, all while completing daily tasks and projects.

Automotive mechanic completed all assigned work orders. Obtained quotes, scheduled repairs, addressed urgent repairs, and submitted completed mechanic repair forms for work order closeouts. Preparing vehicles and equipment for the upcoming winter season.

Vendors

Pest control (1 visit, 6 locations)
 Service Elevator PM-Government Center
 HVAC- Government Center areas in low 60s.
 PM HVAC- Aki

Muskegon Hackley Location

Janitorial 2 visits
 Maintenance 1 visit
 Pest Control 1 visit

III. Budget Expense Justification

Facilities Management

5299 Vehicles	\$580.00
5602 Supplies	\$400.00
5600 Equip. Repair	\$160.00
5601 Sm. Equip.	\$4,670.00

Shared Buildings

5301 Building Repair	\$2,131.00
5602 Supplies	\$5,360.00

Muskegon- Hackley

5301 Building Repair	\$860.00
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IV. Travel and Trainings

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

Registration paid by another department on the behalf of Facilities Management for the Maintenance Technician, Mechanic, and Administrative Assistant to attend the Michigan Winter Operation Conference via Zoom held from 8am-3pm on Tuesday October 17th & 8am-12pm on Wednesday October 18th. This conference helps new and experienced operators and office staff with their day-to-day winter operations. Snow removal is a top priority for Facilities Management in the winter season and each year we strive to provide

End of Report
 De-Ahna Underwood
 Office Manager

Family Services
Vacant Director

Department Report : Family Services

Case Worker : Stephanie Persenaire

Month : October

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent
I & R's Intakes	1							
Open Cases	10				1			
Monthly Total	11				1			

Case Management

Total number	31				6			
Total number of Tribal Citizens living in homes served	19				2			
Total number of descendants living in homes served	6				4			
Total number of children living in homes served	10				5			
Total ICWA or ICWP where substance abuse is involved	0				1			
Child Abuse/	0				0			
ICWA or ICV	0				0			
Sexual Abuse	0				0			

Substantiated or Unsubstantiated by DHS	0			1		
Case Pending	0			0		
Relative placement	0			1		
Tribal Foster	0			0		
Non-Tribal Foster	0			0		
Home	0			0		
Alternative placement	0			0		
Court appearances	3			0		
Home Visits	14			2		
Case Reviews	0					
Binojeeuk	2					
Contacts with	56			2		
Contacts with	17			0		
Tribal Elders						
Other referrals						
Monthly Total	158			24		



Newaygo

Other

	2
	1
	3

	7
	2
	2
	2
	0
	0
	0
	0

	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	5
	0
	18

Department Report : Family Services

Case Worker : Rachel Kops

Month : October

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's	1				0	
Intakes	1				1	
Open Cases	1				3	
Monthly Totals	3				4	

Case Management

Total number living in homes served	3				9	
Total number of Tribal Citizens living in homes served	1				6	
Total number of descendants living in homes served						
Total number of children living in homes served	1				3	
Total ICWA or ICWP where substance abuse is involved						
Child Abuse/Neglect						
ICWA or ICWP referrals						
Sexual Abuse of a child						
Substantiated or Unsubstantiated by DHS						
Case Pending with DHS						
Relative placement	1					
Tribal Foster Home						
Non-Tribal Foster Home						
Alternative placement						
Court appearances						
Home Visits	3				6	
Case Reviews						
Binojeeuk					2	
Contacts with outside agencies					5	
Contacts with LRBOI departments	1				2	
Tribal Elders	1				1	
Other referrals						
Monthly Totals	11				34	

Wexford

Kent

Newaygo

Other

			1
			1
			2

			1
			1
			10
			3
			1
			2
			18

Monthly Site Dashboard Report

Date Range of Report: Oct 01, 2022 - Oct 31, 2022

Date Report Generated: Nov 02, 2022

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
3	12	5	24

Total Unique Clients who received at least 1 visit between Oct 01, 2022 - Oct 31, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	7	0	13

Total New Clients enrolled between Oct 01, 2022 - Oct 31, 2022 by type

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

Total Visits between Oct 01, 2022 - Oct 31, 2022 by staff person

Name	Total Visits	Form Type
	3	Prenatal Visit/Encounter Form
	10	Postpartum Visit/Encounter Form
	15	Infant Visit/Encounter Form
	11	Fathers and Others Visit/Encounter
Total	39	

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	LR20-0017-03	Jul 29, 2022	dentist

Forms "in progress"

Client	Client Type	Form Type
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SCRIPT tab modified between Oct 01, 2022 - Oct 31, 2022

Client	Client Type	HSID
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**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
OCTOBER - 2022**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	10
Partial Intakes	3
New Cases	0
Closed Cases	0
Client Face to Face Meetings in Office	5
Client Home or Out of Office Visits	5
Client-related Telephone and Email Contacts	122
Client-related Resource Research and Referrals	6
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	6

MEETINGS

Victim Service Program Staff Meetings	0
Victim Service Program Supervision/Case Reviews	0
Family Services Department Meetings	0
Community Collaboration Meetings	7
Other Meetings	5

STAFF DEVELOPMENT/TRAINING

Virtual Training	7
In Person Training and Conferences	3
Self-Paced Training Modules	1
Other Training	0

OUTREACH, NETWORKING, AND EDUCATION EFFORTS

Creation of Program and Outreach Materials	5
Event and Training Planning and Preparation	8
Community Table Events	2
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	42
Networking Activities	2
VSP Presentations	1

Other Activities	5
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RESEARCH AND RESOURCE EFFORTS

VSP Website Updates	0
VSP Resource File Efforts	8

LRBOI Be Da Bin Behavioral Health Program October 2022 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.

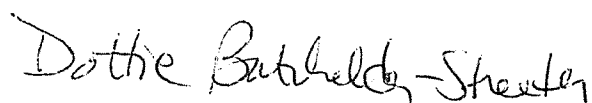
Angela Schwandt currently has 31 clients. Angela had 3 referrals for outpatient services, 41 individual sessions, 46 follow up calls, 4 hours of telepsychiatry. She received the CAADC certification from MCBAP (Michigan Certification Board of Addiction Professionals) this month!! She attended trainings on Domestic Violence & Substance Abuse and Dual Diagnosis Personality Disorders.

Kimberly (Kim) Hinmon attended 3 Native Connections meetings, 1 Statewide coalition (MASP) and the Manistee County Suicide Awareness & Prevention Coalition meeting. Kim and Dottie presented Narcan training to the Youth Worker Network Group on October 7, 2022 and attended the Beyond Opioid Symposium at LRCR on October 20, 2022. She attended the Grant Management Bootcamp and the Care and Share for Prevention, Treatment, and Recovery webinars.

Dottie Batchelder currently has 22 clients and 7 Recovery Support clients. Dottie had 5 referrals to inpatient treatment and 2 referrals to other outpatient services. Dottie had 27 individual sessions, and 45 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings which was on October 5, 2022. Dottie coordinated and ended up as the MC for the "Beyond Opioid Symposium" on October 20, 2022 and had 5+ planning meetings and set up. There was 142 in attendance and working on a wrap up meeting for this. She attended the Tribal Quarterly Behavioral Health Communication Network Meeting October 12 & 13, 2022 in Petoskey, MI and on the 27th attended the Tribal Prevention Coalition Meeting (remotely). Dottie received her 3 year certification from MCBAP for CADC, CCS-M, CPRC, and CPRM this month.

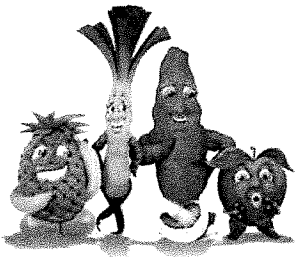
This month 36 naloxone kits given out.

Respectfully submitted,



Dottie Batchelder-Streeter

Food Distribution
Jamie Friedel



Food Distribution Program

October 2022 Monthly Report

Jamie Friedel and Melanie Ceplina

1 Department Overviews:

Goals and objectives:

The goal of the Food Distribution Department is to serve income based Tribal households living on and off the reservation.

Providing families with nutritional foods, using the food distribution program as directed by the USDA, we will obtain our goals by.

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

2 Department Report Section:

Jamie submitted 152 inventory reports to USDA in the warehouse.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie will be submitting the department report.

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

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

Jamie and Melanie Ceplina rotated frozen food in the freezer.

Jamie and Melanie filled food orders.

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

Jamie ordered October food for the warehouse.

Jamie and Melanie cleaned the office.

Jamie and Melanie conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie conducted 38 Deliveries.

We received deliveries on 8-26/ 9-3/ 9-13.

The Food Distribution Office is open to the public.

Melanie sent out 6 applications.

Melanie sent 8 recertifications out.

Added 3 new Households.

Gave out 16 Apps at membership meeting.

Gave out 1328 meals at membership meeting.
We have a total of 54 households with 98 total people

12 MEETINGS:

1. Delivery of Cooler Frame
2. Produce delivery, Monthly Employee meeting
3. Received delivery of Nesco food
4. Membership Meeting
5. Coder for Doors installed, Advantage onsite
6. Operations call, Advantage onsite
7. GTR to set up coolers onsite, found bent frame
8. Jamie to National Meeting 10-17-10-21
9. Fixed Application to reflect changes, picked up product from Pokagon Band, emailed cooler supplier
10. New hire interview, submitted Nutrition budget
11. IMF store concept training
12. Leading Edge floor guys onsite to touch up

Jamie Friedel Supervisor
Melanie Ceplina Program Assistant

Grants
Lyle Dorr

Grants Department Monthly Report

October 2022

Lyle Dorr, Grant Management Administrator

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

Grant Department:

- **Was promoted to Grant Management Administrator on 10/25/22.**
- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- ∞ **Attended Local Assistance Tribal Consistency Fund (LATCF) Rollout webinar 7/29/22: Update 10/31/22:** Processed with Council this month to get permission to apply for LATCF funding approximately \$1.3M in supplemental, formula funds through the Treasury. We have also been holding back applying until the BABA Tribal waiver came out.
- ∞ **Treasury has notified Tribes that come October 1, 2022 - Technical Support (TA) will be very limited on several ARPA related funding sources. The CAP and LACTF funds are two of those programs (Maintain note until the end of 2022).**
- ∞ **Standing Note (12/23/21) until ARPA funds are expended - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.**
 - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
 - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
 - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
 - 55. Q: When do tribes have to spend ARP Act money by?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.

Aki Maadiziwin

- ∞ **Worked with Tara and Angie R. re (Continuing this through November):** Reconciliation of some recent financial reports – matching LOCCS financial system with HUD financial reporting system.

Clinic:

- ∅ **No current projects.**

Family Services/ Be-Da-Bin:

- ∞ **Assisted Reconciliation of CCDF & CCDD reports - Update 10/31/22:** These reports had errors in them due to GrantSolutions Award Notice errors which caused our accounting system to be off. Will continue to work on corrections to until reconciled, which is requiring coordination with funding agencies.
- ∞ **Assisted Bill W.:** Submit program reports for a couple different grants

Food Distribution Center

- **Assisted with coordinating fiber optic install through grant funding.**

Historic Preservation & Language:

- ∞ **Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding. Update 10/31/22: The project is completed. Kenny will demonstrate the new webapp at the October members meeting. Submitted the FS-425 financial report for end of year 2022.**

IT Department

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. **Update 10/31/22: We receive notice that the WIFI portion of the grant is in questions and either needs to be revised or changed. We resubmitted in early October and should hear by sometime in November.**

Maintenance:

- ∅ **No current projects.**

Natural Resources:

- ∞ **NR does most of their own grant writing work, but working with them on financial reporting for their grants while Tammy's replacement is being sought. I do speak with Frank Beaver monthly.**

Public Safety:

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

Water/Waste/Renewable Energy:

- ∞ **Working with Gary on a 2022 TEDC grant for evaluating feasibility of the Tribe operating its own substation.** Update 10/31/22: The application was submitted 4/27/22; we have not heard anything.
- ∞ **Participated in WS on the final report for the 2020 TEDC:** Reviewed with Council and Tribal Departments the results from a 2020 TEDC planning grant. It revealed potential options for renewable energy development. The most likely option being development of a 30-acre solar field behind the Casino to off-set electric cost. Update 10/31/22: A final presentation took place on September 13, 2022 to help formulate a renewable energy strategy. Funding will be sought in the coming year as it becomes available.

Special Projects:

- ∞ **Participated on Employee Recognition Committee meetings:** Working on the Christmas breakfast, though participation has been limited due to new and ongoing grant management responsibilities.
- ∞ **Assisting with many responses to agencies for financial reports due for the 4th quarter fiscal year 2022 and related annual reports.** There are many challenges with this as the reports are in various portals of which I have limited experience. Working with accounting staff to appropriately respond. Update 10/31/22: This process continues and will go at least through November.

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 11th, 2022

Re: OCTOBER 2022 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of October 2022. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Forrest County Pottawatomi Insurance Department filed 196 Claims on behalf of Little River in the amount of \$32,555.62 for third party revenue generation.

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

CLINIC OPERATIONS:

398 patients scheduled

32 patients NO-SHOW to scheduled appointments

8 patients provided SAME DAY appointments for emergent matters**

99 cancelled appointments

275 patients attending CLINIC PHYSICIAN appointments**

275 - Clinic Physician Appointments

219 Manistee Location

56 Muskegon Location

0 - FNP Home Visit

35 patients PHONE TRIAGE**

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

84 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN OCTOBER (Total Patient Volume): 567

Diabetic patients: 83

Flu Vaccines: 61

Injections: 13

Nursing Visits: 6 **

On-site Labs: 178

COVID-19 Tests: 0

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,136

DIRECT CALLS TO CLINIC OPERATIONS: 645

608 Manistee Location

37 Muskegon Location

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

OCTOBER 2022

TRANSPORTS (INCLUDES CHR TRANSPORTS): 10

TRAVEL HOURS: 14

SERVICE HOURS: 11

NUMBER SERVED: 10

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 212 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: 0
CALLS – UNABLE TO CONTACT: 0
HOME VISITS SCHEDULED: 0
HOME VISITS REFUSED: 0
HOME VISITS CANCELLED BY PATIENT: 0
HOME VISITS RESCHEDULED: 0
HOME VISITS CANCELLED BY CHR: 0
DUE TO TRANSPORT: 0
DUE TO ILLNESS: 0
HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 4 (included in number served & clients served)
TRAVEL HOURS: 2
SERVICE HOURS: 1
NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 16

TOTAL SERVICE HOURS: 12

TOTAL CLIENTS SERVED: 14

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$109,00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1821

TOTAL PRC PAID IN OCTOBER: \$53,130.30

PHARMACY/OTHER: \$39,529.15

DENTAL: \$13,601.15

TOTAL PATIENTS: 232 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 421

TOTAL CLAIMS ENTERED: 287

TOTAL PRC PAID 2022: \$474,368.27

TOTAL EHAP PAID IN OCTOBER: \$55,586.95

TOTAL EHAP PAID 2022: \$373,637.48

TOTAL ENROLLED EHAP/LRBOI: 1326

NEW APPLICATIONS MAILED OR GIVEN: 25

REASSESSMENTS MAILED OR GIVEN: 395

MEDICARE LIKE RATE (MLR) Savings for October 2022

Claims submitted:	45	\$80,357.01 (total submitted)
		<u>-\$25,930.17 (what we paid)</u>
		\$54,426.84 (total savings)

PHARMACY: OCTOBER 2022

Active patients: 421
Prescriptions filled: 1900

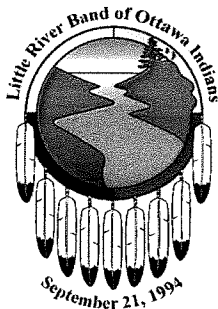
Receipts:
 Insurance payments received: \$293,547.79
 Non-member cash/copays received: \$627.06

Less acquisition cost of medications: \$45,078.63

Net profit: \$249,096.22

PRC-equivalent write offs:
 LRBOI: \$21,405.22
 Other Tribes: \$1,511.24
 TOTAL: \$22,916.46

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 2022

Staff

Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Krystal Davis – Housing Specialist
Stephen (Jake) Shepard - Housing Maintenance Technician
Matthew Alexander – Housing Maintenance Technician
Mike Pannill – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A.** During the month, the Department performed the following activities.
Lease renewals due during the month: 9
Leases renewed: 8
New leases: 0
Annual Inspections: 8
Move-out Inspections: 0
Move outs: 0
Transfers: 0
- B.** Down Payment and Closing Cost assistance grant (HI 100).
Applications received this month: 2
Total Number of Awards made during the Year: 8
Total Amount of Awards for the Year: \$33192
- C.** The Emergency Rental Assistance program ended on 9/30/22; housing is now working on closing out the grant with the funding agency.
- D.** The new Homeowners Assistance Fund received 3 applications this month. The program provided assistance in the amount of \$9945 and a total of \$26,479 since the program started.
- E.** The 5-home project in AKI is moving closer to completion, the completion date was for September 30th and they are nearly done but due to utility hook ups and continual delays with sub-contractors we are hopeful to have the homes completed by mid-November. The process has started to get new residents into the homes by the time we receive occupancy permits.
- F.** The Housing Director presented a new Emergency Home Repair program to Tribal Council and is currently working on requested changes but is waiting on information pertaining to the funding source. The funds will be from the BIA ARPA funds.
- G.** The Housing Director is working on the ASER report due to HUD for the ICDBG grant that is due November 15th. This report is for the 5 home project whose main source of funding is the ICDBG grant.
- H.** Jim Stuck, Housing Maintenance has transferred to Government EVS effective October 10th. His presence and knowledge will be missed by the department but he said we can still call on him.

- I. The 2023 Indian Housing Plan was submitted to HUD on October 14th, meeting the October 15th deadline.
- II. **Rental Payment Information for the Month.**
 - A. Notice of Delinquency issued: 2
 - B. Termination Notice(s) issued: 2
 - C. Notice(s) to Vacate or Renew: 0
 - D. Court Filing(s): 0 (There was an eviction hearing held on August 1st which resulted in not an actual eviction but the resident agreeing to move out by September 30th. This was a result of non-payment of rent) UPDATE: The tenant has not turned the unit over to the housing department as of yet; therefore, ULD is preparing paperwork to present to court as the tenant has not abided by the agreement she made with the court.
- 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.
 - C. Annual inspections of units have commenced, and units inspected this month are in safe and decent conditions.
 - D. During inspections we are finding many smoke detectors out of date; therefore, new smoke detectors have been ordered and will be replaced.
 - E. Custom Sheet Metal has started their fall maintenance of all units in preparation of winter. They will provide a report on any needed repairs/replacements/etc. after they are completed.
- 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 97%.

 - A. Aki has 55 income based rental units of which 53 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 5 are rented.
 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
 - B. Aki has 26 Fair Market rentals and 25 are rented.
- V. **Significant Problems and Accomplishments.**
- VI. **Plans for the Future.**
 - A. On October 3, 2022 the road up to AKI community will be getting a face lift. The road will be repaved and improved for water drainage. Information will be provided to the community members of AKI beforehand. UPDATE: The project has been put on hold until Spring due to weather conditions.
- VII. **Other Information.**

The Housing Director was out of office for a good portion of the month due to family emergencies.

End of Report
Tara Bailey, Housing Director
November 1, 2022

Human Resources
Alicia Knapp

To: Ogema Romanelli
From: Alicia Knapp
Subject: October 2022 HR Department Report
Date: 11/09/22

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

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

1) HR 2022 Operational Plan

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

2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Improvement Plan in-process, approximately 92% complete. The updated process is currently in the works.
 - (2) Number of Hires During the Month: 7 – 4 TM, 2 TD, and 1 – NP.
 - (3) Number of Open Positions: 17. 5 in process of interviewing and offers being made/accepted.
 - (4) Turnover to date: 21 – no terminations in October
 - (5) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
 - (6) Thank you, Hiring Managers, for your help and your continued patience!
 - (7) Updated Recruiting Work Priority: 1 – Finance, 1 – NRD, 3 – Clinic, 3 – All Others.
 - (8) Turnover 0 – NP NRD 0- Seasonals and 0 regular FT – October no turnover.
 - (9) November hopes to bring closure to many of our long-posted positions, so orientations will be weekly, and screenings scheduled for every Tuesday and Wednesday of the next month to accommodate the finally filled positions.

3) Talent Development and Relations

- i) We received our ninth Performance Review of 2022 during October!
- b) Completed Performance Reviews Returned to HR: 1
- c) Completed PIPs Returned to HR: 1
- d) Training hours sent to HR: 4 Hrs. – turned in by HR.

4) Benefits and HR Administration

- a) Continued working to improve the previously identified benefit process issues and concerns.
 - i) Actions Taken:
 - (1) Continued 401(k) audit work and was completed by the extension due date. Thank you to everyone involved, especially Kari Stuck.
 - (2) Continued previous Benefits Work Priority: 1 – 401(k) Audit Support, 2 – 2023 Health Renewal 3-

Benefit reconciliation 4 – Open Enrollment.

(3) 401k Loans processed - 3

(4) Continued processing of new hire insurance enrollments – 4.

(5) 401k advisor end of month visit facilitated.

(6) Processed insurance benefit plan check requests.

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

c) Leave Cases

i) FML: 4

ii) IFML: 1

iii) Bereavement: 4

iv) LOA: 1

v) Wellness: 11

vi) Leave Hours during the month increased significantly, due to FML/IFML and Bereavement.

5) Safety

i) Recordable Injuries: 0

ii) Near Miss/1st Aid: 1

iii) October was our fifth month in 2022 with no recordable injuries. Great Job Team!

6) Tribal Preference Report

Notes on Tribal Preference:

1. In October Tribal Preference increased from last month. There were 4 Tribal Member, 2 Tribal Descendent hires and no Tribal Preference losses. 1 NP hired and no NP losses.
2. This is an issue vital to the organization. LRBOI Government Human Resources worked on data and action items critical to understanding the issue of low applicants to all of our important issues. Currently working on a plan to travel to Muskegon for Job Fairs to help the Clinic fill their new positions for the opening of the clinic in Muskegon. For October, applications are still down.

Preference Report – Preference Hires in October 2022 – 6 preference hires

Employee Count by Preference for September 2022

Tribal Preference:

91 Tribal Members	+4 in September 2022	51% (51.4%) of Tribal Government Workforce
10 Native American	0 in September 2022	6% (5.6%) of Tribal Government Workforce
11 Tribal Descendants	+2 in September 2022	6% (5.7%) of Tribal Government Workforce
09 Tribal Spouses	0 in September 2022	5% (5.1%) of Tribal Government Workforce
00 Tribal Parents	0 in September 2022	0%

Total Preference = 120 overall gain of 6 68% (67.8%)

57 Non-preference: 32% (32.2%)

Gain of 1 NP total in October 2022

Total Employee Count for October 2022: 177 - Result of an overall gain of 6 employees of the Tribal Gov't Workforce.

7) Workforce Development

- i) New Requests for WFD Service: 2 to be processed for October.
- ii) Inquiries about program – 7, 4 in process for November distribution.
- iii) Still WFD AWE in process about ¾ of program hours completed.
- iv) Changes in the program for 2023 are currently in the works.

Regards,

Alicia Knapp

HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
October 2022

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. NGLC DMark Equipment has arrived, it is scheduled to be installed is 11/09/2022
2. **Mandatory IT Projects by order of priority:**
 1. 2022
 - i. Food Distribution fiber install is in progress.
 - ii. Fix the website problems requested by the Ogema in progress.
 - iii. Increase documentation and workflow for the IT department. – This has been completed
 - iv. Increase security for lower IT staff and increasing reporting. - This has been completed
 - v. Install automated outlet controller to handle satellite sites that are two hours away. In progress.
 2. 2023
 - i. Government EXSI Host a plan in place for replacement has been formed for 2023
 - ii. Intrusion detection software needs to be added to our tool list. Evaluating vendors and pulling three quotes for 2023. In progress
3. 339 new IT work orders were opened in October 2022 and 295 IT work orders completed in October 2022. Our current outstanding tickets are at 59.
4. We saw an increase of 139 tickets this month. With an increase of 68 tickets closed from last month.
5. We only had three voicemails during our office hours 8am-5pm. Two of them is between our lunch hour 12pm-2pm

Meetings Held / Attended –

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

Information Technology Department
Monthly Report
October 2022

4. LRRCR IT and LRBOI IT performed duties for Fall MM.

Trainings Held / Attended –

Special Tasks / Activities Performed

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

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: November 9, 2022
Re: October 2022 report of activities

Number of tribal members assisted on new issues	85
Number of referrals received	5
Number of continuing cases:	55

Types of legal issues:

Child support	Cancel Membership with Company
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Child Support Modification	Collections
Trusts	SSA Overpayment
Motion to Compel Discovery	Conservator Accounting - Adult
Civil	Successor Trustee
Change of Custody	Nursing Homes
Evictions	Personal Protection Order
Medical Power of Attorney	Parenting Time
Post-Divorce Matters	Show Cause Hearing
Mortgage	Funeral Representative
Conservator – Adult - Modify	Contracts
Power of Attorney	Guardian - Adult
Amendment of Trust	Harassment
Class Action Lawsuit Settlement	Trust Administration
Estate Planning – Amendments	Notary

Abuse – Neglect of Minor
Landlord – Tenant Issues
Paternity
Moving Company
Temporary Minor Guardian
Involuntary Rehab
Lease
Trust Distribution
Codicil
Health Savings Account
Per Capita
VA Disability
Autopsy
Bankruptcy

Name Change – Adult
Driver’s License
Small Claims
Fraud
Civil Ticket
Claim and Delivery
Lady Bird Deed
Unemployment Appeal
Insurance
Conservator- Adult – Terminate
Camp Lejeune Lawsuit
Certificate of Trust Existence
ICWA

Sample of Work Performed:

Assisted a tribal member terminate a conservatorship over them

Assisted a tribal member with an appeal of unemployment

Assisted a tribal member cancel a membership with a company

Assisted a tribal member make amendments to their Estate Planning documents

Assisted a tribal member become a temporary guardian over a minor child who needed immediate medical care

Members Assistance
Vacant Director

No report submitted for this month
Coordinator just began employment

Natural Resources
Frank Beaver



Gaá Čhíng Zííbi
Daáwaá
Aníshinaábek

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

**September 2022 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

Monthly, the department prepares newsletter articles, staff reports, participates in Staff,

Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Vacant - Fisheries Technician, Inland

- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Great Lakes Restoration Initiative grant management and annual reports
- Great Lakes Fishery Trust grant management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Consent Decree(s) information reporting
- 2020 Great Lakes Consent Decree negotiations
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Sturgeon Data entry and management
- Artic Grayling literature research for reintroduction
- Inland fisheries program workplan development
- Data entry/ management, Great Lakes fisheries
- Catch report data entry

- Fisheries Division position requisition

Equipment maintenance/Field Work/Lab Work:

- Great Lakes fisheries assessments Lk. Michigan, Port-Manistee
- Great Lakes fisheries biological data collection/ processing
- Great Lakes fisheries gear/ vessel preparation
- Designed inland long-term stratified-random sampling universe for Manistee Lake, Portage Lake, and Upper Manistee River
- Habitat survey planning in North Branch Manistee River for aerial imaging for Arctic Grayling restoration
- Manistee River sturgeon genetic analysis discussions with GVSU and MSU
- Sturgeon Streamside Rearing Facility winterization
- Lk. Michigan, Manistee, juvenile sturgeon assessment, 10/10-11
- ROV field testing, 10/27-28
- Great Lakes, Fall lake trout spawning assessment, 10/31

Meetings/Training/Travel/Conference Calls

- Manistee Pit antenna installation site visit with Biomark and Dive contractor, 10/3
- CORA Catch Reporting System meeting with contractor, 10/4
- Portage Lake Watershed Forever meeting, 10/4
- LRBOI Staff Meeting, 10/6
- NRD LEADs Meeting, 10/6
- LRBOI Fall Membership Meeting, 10/8
- Great Lakes Fishery Trust SAT Meeting, Lansing, 10/11
- GLRI EAGL training session, 10/12
- Tribal Biologist pre-IFC tribal biologist meeting, 10/12
- EAGL2 End-of-Year Data Call Training for Tribes and BIA, 10/12
- NRD LEADs meeting, 10/12
- Inland Fisheries Committee IFC meeting in Charlevoix, 10/19
- Oden hatchery (MiDNR) Arctic Grayling restoration, 10/20
- NRD LEADs Meeting, 10/20
- Riparian Ash restoration partner call, 10/21

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

Wildlife Program

Vacant – Wildlife Division Manager
 Vacant – Wildlife Biologist
 Andrew Kaiser – Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget

- Completed monthly report
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2022 harvest permits, USFS access passes, etc.
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence.
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.

Equipment Maintenance/Field Work/Lab Work

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

Meetings/Training/Travel/Conference Calls

-

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- 1:1 Prep
- Staff Task List Management
- Budget review for PPG, IHS, GLRI, CAA 103 Grants
- Program work plan reviews
- SOPs
- End of Employment work
- Worked on ISWMP with Contractor
- Division SOPs
- Submitted contracts to ULD for legal review
- Line 5 review in collaboration with CORA Tribes
- Line 5 EIS Evaluations and readings
- RTOC Deliverables
- Review Staff Documents
- TAS Application
- Finalized ISWMP information

Meeting/Training/Travel/Conference Call

- Environmental Team Huddle: 10/3, 10/7, 10/17, 10/18, 10/24, 10/31
- 1:1 w/team:10/3, 10/4, 10/31,
-
- R5 EPA TMPO Meeting 10/4
- NLWM Sub-Area Meeting 10/5
- WETG Meeting: 10/5
- NRD Leadership Huddle: 10/6, 10/12
- ACE Line 5 Meeting 10/7, 10/20, 10/26
- OES meeting 10/7
- RTC meeting 10/11
- BIA EAGL Call 10/12
- ISWMP Meeting: 10/14, 10/21, 10/28
- LAMP Lake MI Call 10/20

- LAMP Lake Huron Call 10/27 (x2)

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

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

Field Work and Equipment Maintenance

- Put air in both Trail Hawk and Red car tires
- Performed a site survey at the Bull Jebavy parcels to include in inventory and future exploration and action as necessary

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

- Attended the staff meeting on October 6
- Attended staff Huddle on October 7,
- Attended 1 on 1 meetings on October 4, 17, and 26
- Attended the Michigan Sustainability conference in Lansing on October 24-25.
- Meeting with Oneida Engineering Services on October 7 to discuss final QAPP results, submission, funding, and moving forward. We had another meeting on October 21 to discuss new details and assessments soon.
- ESRI webinar which was about new tools and analyzing risk and on using GIS to access pollution datasets on October 11 and 19.
- Planners gathering webinar on October 12 regarding zoning and land cover/use.
- 3 webinars on October 13, 3d point clouds, proposed changes in point source pollution, and the EPA toxicity extraction tool.
- Household Hazardous Waste Steering Committee Meeting in Ludington on October 18
- Teams Meeting to discuss Hazardous Waste Management Plan

Water Program (106 and 319)

Administration/Reports/Data Entry

- Made updates to QAPP
- Sent check request for macro sample processing
- Sent check request for GLEC nutrient sample processing
- Completed travel closeout
- Coordinated Portage Lake CLMP data entry and investigated 2023 monitoring options.
- Reviewed & edited PLWf Special Meeting minutes.
- Travel request and close-out for Tribal Water Workshop

Field Work and Equipment Maintenance

- Calibrated eureka
- Received new eureka probe
- Completed October WQ sampling
- Delivered water samples to GLEC
- 10/10/22: WQ monitoring lake sites.
- 10/22/22: WQ monitoring river & stream sites.

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

- 10/5- PLWf (Portage Lake Watershed Forever) Special water quality and invasive species meeting
- 10/17-21- Stream simulation and design for Aquatic organism passage training
- 10/27- Region 5 monitoring webinar- potential ion criteria overview
- 10/4/22: PLWf WQEM-DNR Special Meeting to discuss Portage Lake fishery.
- 10/5/22: ABAT harmful algal bloom webinar.
- 10/6/22: call with PLWf president.
- 10/13/22: call with Onekama Invasive Committee chair.
- 10/17/22: travel to Tribal Water Workshop.
- 10/18/22: Tribal Water Workshop.
- 10/19/22: Tribal Water Workshop.
- 10/20/22: Tribal Water Workshop.
- 10/21/22: travel back from Tribal Water Workshop.
- 10/25/22: PLWf Board Meeting.
- 10/27/22: IERQC Dreissena webinar.
- 10/27/22: call with PLWf president.

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- 2023/2024 EPA 103 Grant Draft
- 2023/2024 EPA 103 (Air) Grant Budget Draft
- 2021/2022 EPA 103 3rd Quarter Report
- Remote Sensor Platform solar testing and purchase

Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x3
- AMS Site Checks x5
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x4
- Ozone Audits X5
- Remote Sensor Platform Prototype Construction

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

- Tribal Air Funding Q&A 10/12/22 11:00AM-12:00PM
- Region 5 Monthly Tribal Air Call, (10/26/22) 11:00AM till 12:00PM
- Region 5 Air Monitoring Call, (10/27/22) 11:00AM till 12:00PM
- CAA 103 Grant Revision Meeting 10/25/22 10:00 AM to 11:30 AM

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Reviewed & approved ELI's draft report on protection of non-WOTUS.
- Printed copies of wild rice materials for Spring Membership Meeting.
- Emailed wild rice lake maps requested by LRBOI member.
- Updated sedaDNA project workplan.
- Final download/backup of 2022 data.
- Updated/edited invasive prevention protocols, shared with NRD staff, and incorporated suggested edits.
- Drafted and submitted letter of support for NCCISMA's MISGP application.
- Completed GLRI grant reporting.
- NOAA Geospatial project follow-up regarding final data products.
- Reviewed MWRI Stewardship Plan draft outline.

Field Work and Equipment Maintenance

- 10/3/22: Sugar Shack- met ISN contractors on-site re phragmites treatment.

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

- 10/3/22: 1:1 with Allison.
- 10/4/22: MWRI Team meeting.
- 10/8/22: LRBOI Fall Membership Meeting- NRD table.
- 10/11/22: TWWG Advisory Committee meeting.
- 10/24/22: phone call with LRBOI member re MWRI interview.
- 10/24/22: 1:1 with Allison.
- 10/25/22: Esri WIM webinar.
- 10/27/22: meeting with Allison to discuss GLRI grant process.
- 10/28/22: call with Vicki Sawicki (NCCISMA) re LOS & MISC presentation.

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 2022

Steve Parsons

Meetings/Conferences/Trainings

- On October 6, 2022, I attended the October staff meeting held via Microsoft Teams.
- On October 17, 2022, I attended the Tribal Council Agenda Review session, where I represented a budget modification to the BIA Roads Safety Grant. This item would appear on the Tribal Council meeting Agenda later that week.
- On October 19, 2022, I attended the Tribal Council meeting to represent an agenda item regarding a budget modification to the BIA Roads Safety Grant.

Activities/Accomplishments/Updates

- BIA Roads – 2021 Projects that were extended into 2022:
 - Cemetery Parcel Road Project: Schultz Excavating completed the installation of a gravel road in the cemetery project area by August 2022. This completes their involvement in this project. This project will extend into 2023, as three areas still need to be completed: landscaping, running electric power to the site, and the installation of a well water source on site.
 - Commodities Drive Road Project: Schultz Excavating completed the remaining work on the Commodities Drive in mid-June 2022. This completes their involvement in this project.
- Roundabout Project: As of the end of October 2022, this project is essentially complete. Items that remain to be completed are: Connecting electrical power to the overhead lighting in the area, landscaping in the inner circle of the roundabout, and installation of more directional signage and pavement markings.
- Additional 2022 Road Projects
 - Aki Maadziwin Roads Project: This project involves a total reconstruction (including the installation of spillways and culverts for improved drainage) of the entry road to Aki Maadziwin (Saw Be Quo Ung), as well as the repair and resurfacing of the remaining roads in the Aki Maadziwin housing project. The project began on October 10, 2022 and was temporarily halted on October 24, 2022 due to inclement weather. After four days of steady rain, Elmer's was concerned with the viability of the construction area and the risks of proceeding. They requested that the project be stopped with the intent of picking it back up again in the Spring of 2023, and that request was granted.
 - Public Safety Parking Lot: This project has been extended to include the construction of a smaller staff parking facility between the north side of the Tribal Justice Center and the existing water tower. However, as noted in the previous reports, this project had been temporarily suspended pending the outcome of the funding and possible construction of the proposed victim's shelter which had been tentatively planned for that site. The decision not to pursue this funding was made by Tribal Council in the summer of 2022. As a result of this delay, this project will not continue until Spring 2023.

- Reconstruction and Repair of the Government Center/Tribal Clinic Parking Lot: This project will involve the repair and resurfacing of the parking lot that primarily services the Tribal Clinic. Most of the pervious concrete areas will be taken out and replaced with standard concrete. This project had been tentatively planned for Fall 2022. However, it has been postponed to Spring 2023.
- Food Distribution Center Project: With the resignation of Ken LaHaye as Commodities Program Director in April 2022, the Ogema assigned to me the responsibility of Owner's Representative for the construction of the Food Distribution Center for the remainder of the project. I am currently fulfilling that responsibility.

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

- The refrigeration units were delivered in mid-September 2022. However the doors to the units were damaged and had to be shipped again, and then shipped again, delaying the project further. Installation of the refrigeration units is now scheduled for the second week of November 2022.
- The concrete floor has been sealed and a final gray coat applied to it.
- We are also still working on running a fiber optic cable line to the building, and installing electronic door locks and surveillance cameras.
- We hope to have final inspections scheduled for November 14, with a Certificate of Occupancy issued shortly after that.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	4
Assist Motorist	
Assist Other Agency	8
City Assist	13
County Assist	18
Medical Assist	5
MSP Assist	2
Other Calls for Service	4
Property Checks	566
Suspicious Person	5
Suspicious Situation	4
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	
Accidents	19
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	2
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	1
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	1
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	10
Unsecured Vehicle	
Verbal Warning	6
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	3
PPO Served	1
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	5
Assault	1
B&E	4
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	1
Death	1
Disorderly	1
Domestic Disturbance	3
Drive-Off	3
Drug Violation/VCSA	2
Elder Abuse	1
Embezzlement	1
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	
Fraud	1
Furnishing Alcohol to Minor	1
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	1
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	2
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	19
Public Peace	
Resisting	
Robbery	

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

Administrative Hours	43.25
Arrest(s)	
Male	
Female	
Assist(s)	1
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	3
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	293.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	2
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	2.5
Vehicle Mileage	2980
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	2
Unwanted Subject	3

Miscellaneous

Administrative Hours	305.75
Alarm	3
Attempt to Locate	
Boat Dock Checks	
Casino Hours	131.25
Civil Standby	
Community Policing	6
Court Hours	
Death Notification	1
Drug Disposal	
Follow-Up Investigations	10
Found Property	1
Lost Property	
Meetings Attended	
Open Door	2
Open Window	
PBT	
Special Detail	
Suicidal Subject	3
Total Complaints	94
Total Reports	94
Training Hours	20.25
Transport	1
Trespassing	5
Tribal Council Meetings	
Vehicle Mileage	5770
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	193
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	3
Assist Hours	2.25
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	18
Contacts	371
Court	1
Court Hours	2
Follow-up(s)	1
Follow-up Hours	0.5
Federal Citation(s)	
Hours Worked	406.5
Joint Patrol(s)	3
Marine Time	
Meeting(s)	5
Meeting Hours	11.5
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	109
Snowmobile Patrol Hours	
Training(s)	13
Training Hours	38.5
Vehicle Mileage	3055
Vehicle Stops	1
Verbal Warning(s)	1
Written Warning(s)	
Training/Travel	

Tax Office
Valerie Chandler

Tax Department October 2022 Monthly Report

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

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

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Assistant to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for September 2022.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent communication updates to ULD with any legal questions, issues, etc. as necessary.
8. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
9. Issued 3 Certificates of Exemption:
 - Purchaser: 3 RTMs 0 Tribe/Entity
 - Purchase Type: 3 Vehicle 0 Recreational Vehicle 0 Construction
10. Reviewed 47 Tribal Member address and/or name changes; 4 required updating of the RTM list and database.
11. Processed 0 Proofs of Residency.
12. Processed 3 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 2022 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,186 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 2022 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

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

3. Issued six Temporary Tribal Business Tax Licenses; all to vendors selling merchandise on tribal property.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities.
2. Continued to correspond and work with the State of Michigan Department of Treasury staff conducting the Tax Agreement audit. Retrieved, scanned, prepared, and sent all records and reports that were requested and responded to any questions as necessary.

Little River Trading Post Interactions:

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

Little River Casino Resort Interactions:

1. Corresponded with Audit staff to obtain copies of receipts that were missing from tribal tax-exempt fuel and tobacco logs throughout the month.
2. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.

Meetings / Trainings Attended During the Month:

1. Attended Council work session via Zoom on October 4, 2022 regarding the placement of the c-store and golf course.
2. Monthly Employee Staff meeting via Teams on October 6, 2022.

Statistics:

Total Registered Resident Tribal Members (RTMs): 249

- Manistee County: 238
- Mason County: 11

Monthly Tax Revenue*:

*September 2022 amounts received in October 2022

- Retail Sales Tax (Gift Shop) \$1,483.31
- Retail Sales Tax (Nectar Spa) \$29.02
- Service Tax \$478.44
- Admissions Tax \$1,298.46
- Lodging & Occupancy Tax \$20,704.84
- Food & Beverage Tax (Little River Casino Resort) \$29,215.25

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

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

- Gasoline: \$0.477/gallon
- Diesel: \$0.560/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 2022 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded as appropriate to 58 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in regular meetings with the Ogema and other members of the Lead Group.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Attended and assisted in the Heritage Walk Opening at First Street Beach.
5. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
6. Assisted conducting job interviews for various positions.

7. Administered, directed, and supervised all departmental activities.
8. Approved timecards and PTO requests for the departments for which I am the Lead, as needed.
9. Attended remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE.
10. Attended the regular monthly staff meeting.
11. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
12. Attended the DIA-MACPRA planning meeting (online).

The Language Coordinator accomplished the following during this month

1. Launched our new updated website anishinaabemdaa.com
2. Helped create the flyer for the launch.
3. Created a lesson for Currents for November.
4. Attended membership meeting to present new website.
5. Created the first draft agenda for the next language camp.
6. Started a draft budget for the next language camp.
7. Developed language lesson for class and taught them.
8. Created lessons for face book show, recorded them and posted them.
9. Consultant to Interlochen Public Radio, Delta Dental, G.R. Museum, Mi, Nature association.
10. Recycled for LRB Pharmacy.
11. Answered Emails and calls about language, culture, and language camp.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
October 2022, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Vac Truck Cleaning Reactor 2 and Influent Basin, cleaning grit out of basins

Billing

Water	TBD
Sewer	TBD
Irrigation	TBD
Fire Suppression	TBD
Manistee Township Sewer	TBD
Septage	TBD
Other	TBD
Month Total	\$0.00
Yr. to Date Water	\$87,416.08
Yr. to Date Sewer	\$134,478.40
Yr. to Date Irrigation	\$17,431.21
Yr. to Date Fire Suppression	\$56,485.31
Yr. to Date Manistee Township	\$111,650.25
Yr. to Date Septage	\$57,132.57
Other Revenue	\$3,413.35
Credit	\$0.00
Yr. to Date Total	\$468,007.17

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,783,434
 - b. Ave Daily Flow Gallons 89,788

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 1,380,589
 - b. Daily Average Gallons 44,535

 - Effluent Gallons**
 - a. 1,645,676
 - b. Daily Average Gallons 53,086

 - Lagoon**
 - a. Influent 839,868
 - b. Daily Average Gallons 27,092

- 3. Septic Sewage**
 - a. Gallons TBD

III. Travel and Trainings

What: Chemical Feed and Disinfection

Who: Clatus Clyne, Gregory Walters, Jonathon Robertson, Gary Lewis

Where: Gov Center

Sponsored by: MRWA

What: High-Tech Operator Course 2 and 3

Who: Gary Lewis

Where: Zoom

Sponsored by: AWWA

What: UCMR 5

Who: Gary Lewis

Where: Zoom

Sponsored by: EPA