

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: October 16, 2017
Maanda Nji: Re: September, 2017 Operations Report

EBR

We respectfully submit the September, 2017 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
September, 2017

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

September, 2017 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. **2017 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2017 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2017 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

1. Completion of the 2016 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2014. Work is in process on the 2015 Indirect Cost Proposal.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2018 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2016 audit took place May 15 - 23, 2017. 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. The audit report for year ended December 31, 2016, has been issued to the Tribe with an Audit opinion date of August 18, 2017. The audit presentation took place Tuesday, August 29, at 1:00pm, in the Tribal Council conference room, with the Ogema and Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report was filed with all appropriate federal agencies before the September 30, 2017, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI (10) Homes, Pharmacy Renovation, Child & Family Development Center, Odeno-Fruitport Housing Project and Gathering Grounds. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of September.***
 - i. ***US 31 Sewer Extension Project: None***
 - ii. ***Child & Family Development – Approvals /Purchase's -***
 - iii. ***Pharmacy Renovation - None***
 - iv. ***Odeno-Fruitport Housing- \$250,304.18***
 - v. ***2017- AKI 10 - \$234,500***
 - vi. ***Gathering Grounds -***
2. ***Cash Receipts; Daily cash receipts totaled for the month of September, were, \$556,892.78 the General Fund Operating Account had a total of (310) receipts.***
3. ***Lead Facilitator – Health and Human Services Division: Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.***
4. ***Judgment Trust Account: Final stages of this program information, should be concluding. No Change***
5. ***Computer Replacement - Finally got the replacement of outdated computer after 3 months.***
6. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.***
7. ***Payroll: ADP system, currently review and approve at director level ongoing.***

8. **1099MISC.** – continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2016.
9. **Trading Post - Monthly reconciliation** – Bank statement, on a monthly basis reconcile payroll and A/P checks.
10. **Tribal Financial Statement Requirements:** Due by the 8th of the month.
 1. Cash Deposits
 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.
 3. Utilities report – current payments – monthly report of payments.

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Construction Task Force –Weekly Meeting - Thursday - review, US 31 Sewer Extension, Child & Family Day Care, Odeno – Fruitport Housing Project, AKI (10) Homes, Gathering Grounds.

Other Meetings

- **Lead Facilitator Meeting** – Several throughout the month
- **Budget – Brain Storming Meeting**
- **Family Service – Meetings**
- **Clinic / Budget Meeting** – Director / Clinic Staff– Meetings
- **Pharmacy Meeting-** Director, Pharmacist, CFO
- **HR – Applicant Reviews / Employee Matters**
- **Finance – NGLC – Budget Review**
- **Fixed Asset Discussion-** Controller/CFO – Audit
- **Department Revision – Ogema**
- **Next Generation – Meeting – Accounting**
- **Odeno Budget – Commerce / Accounting**

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. Weekly payroll for Trading Post
6. AP including tax payments for Trading Post
7. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
8. Void Stale dated checks
9. Positive Pay
10. Warriors Society Banking

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of October.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received seven modifications for the following grants: 2017 IHS Self Governance added funding in the amount of \$1,471; 2017 LIHEAP added funding in the amount of \$194; 2017 BIA Self Governance added funding in the amount of \$141; 2017-2019 EPA PPG added funding in the amount of \$128,126; 2017 BIA Self Governance added funding in the amount of \$11,704; BIA Government to Government IRR Roads added funding in the amount of \$3,740; 2017 IHS Self Governance added funding in the amount of \$7. Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
12. *The Tribe received one new grant: 2017 IHBG in the amount of \$287,836 A Grant Program booklet was created and electronic folders were set up. Documents were scanned to the electronic folders and originals were placed in the grant files. The new funding amount was added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the new award document so that he could take to Tribal Council to have accepted into the operating budget by resolution.*

13. Attending Focus group meeting to better understand the ITC Mental Health Block grant on the tele-site grant.

14. Met with Don MacDonald to go over the expenses for the ITC Tribal Health Behavioral Implementation Tele-Psychiatry grant to see if any of the expenses were coded incorrectly to any other program.

Meetings Held/Attended

- 1. Met with Steve Wheeler to discuss grant issues on different occasions.*
- 2. Met with Bill Willis on numerous occasions to discuss grant issues.*
- 3. Met with Larry, Mary and Leads on 9/12/17 and 9/13/17.*
- 4. Met with Chad on 9/7/17.*
- 5. Met with Michelle Pepera on 9/7/17.*
- 6. Met with Steve, Lani, Dale and Jay on 9/13/17.*
- 7. Met with Steve, Lani and Dale on 9/14/17.*
- 8. Participated in Conference Call with Yvonne Parsons and Larry on 9/14/17.*
- 9. Met with Yvonne Parsons on 9/14/17.*
- 10. Met with Don MacDonald on 9/14/17.*
- 11. Met with HR and Jessica Wissner on 9/14/17.*
- 12. Met with Nancy on 9/18/17.*
- 13. Met with Jessica on 9/27/17.*
- 14. Met with Jason on 9/28/17.*
- 15. Met with Shanavah on 9/28/17.*
- 16. Attended meeting on the ITC Mental Focus group on 9/28/17*

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

- 1. Processed 621 payroll checks through ADP.*
- 2. Verified 34 PAF's this month which included 10 new employee(s), and 9 termed employee(s).*
- 3. Processed payroll and completed payroll backup cover sheet for pay dates 9/1, 9/15 and 9/29.*
- 4. Verified 401k contribution file totals, uploaded to John Hancock online.*
- 5. Printed and/or saved all reports needed for payroll biweekly.*
- 6. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.*
- 7. Entered all Unum deductions onto reconciliation spreadsheet biweekly.*
- 8. Reconciled the amounts withheld for Adlife to what was billed for the month.*
- 9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.*
- 10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.*

11. Requested/received the following months invoice for Mutual of Omaha from HR for review.

Meetings Held / Attended –

1. 9/1, 9/14, & 9/15 – Benefit reconciliation with Kathy.
2. 8/31 – Overview call with ADP.

Trainings Held / Attended –

1. 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 the ADP system.
5. Processed the October 1st per capita payment on September 29th, printed necessary reports for the payment and made the tax deposit for the voluntary federal withholding.
6. Created import file for health insurance rate changes due to administration fee suspension and imported the file into ADP to update health benefit accruals.
7. Provided all requested information to Unified Legal for a pending lawsuit.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. Updating a quick reference guide for payroll as necessary.
4. Training payroll backup for ADP payroll processing.
5. Working with Kathy on reconciling benefits for life, health, dental, and vision.
6. Completed bi-annual certifications of personnel costs and provided to program supervisors/directors for review and approval.

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
3. Reconciliation of benefits for the month of October with Mutual of Omaha.
4. Determine member eligibility for the December 15th per capita payment.

ACCOUNTS PAYABLE

- Generated checks twice weekly for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, and purchase orders

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

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Maintain purchase orders, certified, bulk and fed-ex files

2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail
4. Date and distribute invoices & checks
5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail
9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files
13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Cross-training in travel
2. Setting up Travel folders into shared drive
3. Merging vendors in MIP system
4. Manage and order mail supplies
5. Date stamp and log incoming checks & distribute to AP
6. Process bulk mail
7. Scan and distribute purchase orders and contracts
8. Distribute Tribal certificate of Exemption for sales and use tax certificates
9. Track copier meter readings and process payment requests
10. Enter W-9's into MIP
11. Entering new vendor ID's into MIP
12. Verifying and tracking travel closeouts throughout the month
13. Enter Purchase order item Cancellations
14. Consolidating RFP Packets
15. Backup for the tax officer

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.
14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Handle invoice discrepancies.
24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 9/13 EDC bid opening.

2. 9/15 Initiated mailbox request to be placed at Next Generation Center per US Postal Service's request.
3. 9/18 resolved credit card discrepancy on hotel reservation fee.
4. 9/18 sent out RFP for General Financial Statement Audit for 2017, 2018, and 2019.
5. 9/22 set up warranty work on shredder for Clinic.
6. 9/27 spoke to HR Director in regards to individual Programs purchasing over the counter medications. Informed this is allowable if there is documentation that medication was placed in Tribal First Aid Kit.
7. 9/27

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 216 packages.
2. Issued 95 receiving reports.
3. Returned 8 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2015 Indirect Cost Proposal

Meetings Held / Attended –

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Working on finalize FY2015 Indirect Cost Proposal.

Expenditures Update

Total year to date expenditures for the Finance Division for September, 2017, are \$923,750, compared to an annual budget of \$1,241,213. Total expenses for the Finance Division for year to date September, 2017, represented 74% of the total annual budget.

Commerce Department
Vacant

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ September 2017

1 Department Overviews:

Goals and objectives:

The goal of commodity department is to serve low income Native American households living on and off the reservation.

Providing families with nutritional commodity 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.

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

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

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

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

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

2 Department Report Section:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore & L. Jackson warehouse / rotated stock/ inventory stock

Y. Theodore rotated frozen food in freezer

Y. Theodore & L. Jackson filled food orders

Y. Theodore & L. Jackson waited on clients & loaded food in their vehicles

Y. Theodore resubmitted 2018 budget in August do to retirement

Y. Theodore order food for warehouse for October

Y. Theodore placed an order for shed to hold snow blower

Y. Theodore attend HR on applications for job posting

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

September 2016 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 6 student received LRBOI/JOM activities funding totaling \$475.67. 85 students were in second run of the school clothing program (received registration after original due date but before final due date) totaling \$34,000, 2 students received Senior Expenses totaling \$325, and one student received Driver's Training Assistance totaling \$250
- **Higher Education Scholarship:** 28 Higher Education Scholarships were processed for September. Total awards were \$60,312.25 providing assistance to 9 university students and 19 community college students. Awards went to 16 women and 12 men.
- **College Book Stipend:** 44 book stipends were awarded during the month of September totaling \$18,600. 6 for being enrolled in 1-3 credits, 8 for being enrolled in 4-8 credits, and 30 students received stipends for being enrolled in 9 or more credits.
- **Miscellaneous:** Monarch Butterfly project began in September with around 200 caterpillars provided. Education worked with Bedabin to provide a moccasin making class on September 20th which was attended by 25 participants. Preparation for Education table at Membership Meeting

During the month of September the following meetings were attended:

September 12- Trunk or Treat Meeting, working with Bedabin, meeting attended by Debra Davis

September 13- Phone Meeting with Ogema Romanelli and Tammy Bowen, Yvonne Parsons attended

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2017 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

September Monthly Report - 2017

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 6 Applications forms for people seeking membership
- Mailed out: 30 Address change forms
- Created 38 New and Replacement Ids from 09/01/2017 through 09/30/2017
- 196 Addresses changed from 09/01/2017 through 09/30/2017
- Final Rejection Letters: 4
- Final Acceptance Letters: 1
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 3
- Provisional Acceptance Letter: 3
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0

- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received since 09/01/2017
- List Request of membership: Tax Officer, Public Information, CHR-2, Election Board, Members Assistance
- Label Request of membership: Public Information, Elders-2, Election Board
- Tribal Members Label/List or Statistical Request: 0
- Statistical Requests: Election Board
- Department Verifications:
 1. Prosecutor 49
 2. Members Assistance 58
 3. Purchased and Referred Care 89
 4. Family Services 4
 5. Casino 3
 6. Election Board 1
 7. Human Resources 13
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 4 Members passed away for the Burial Fund Money
- Sent out 4 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 444 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Went to Muskegon Office September 29th
- Enrollment Meeting September 27th

- Total Membership: 4,242
- Total number of Elders: 1,293

- Total number of Adults (18-54): 2,552
- Total number of Minors (0-17): 397
- Total Tribal Members living in:
 - 9 County Area: 1,789
 - Outside 9 County Area: 2,387
 - Michigan: 2,804
 - Outside Michigan: 1,372
 - Undeliverable Addresses: 66

Family Services
Jason Cross

Family Services Department

September 2017 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee.....2

Out of State.....1

Total.....3

Open Cases.....47

Total number of Tribal members served in open cases: 68

Total number of descendants served in open cases: 16

Total number of individuals served in open cases: 122

Cases Management:

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

Sandra Deverney, MSW – Family Services Social Worker Total 19
Indian Child Welfare – 4 Services Only - 16

Total number living in homes served	68
Total number of Tribal Members living in homes served	41
Total number of descendants living in homes served	7
Total number of children living in homes served	16
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	8
Home visits this month	8
Case reviews this month	4
Binojeeuk reviews this month	4
Contacts with outside agencies	32
Contacts with LTBOI departments	4
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amanda McQueen, BA – Family Services Case Manager **Total: 8**
Indian Child Welfare: 8 Juvenile Justice: 0

Total number living in homes served	26
Total number of Tribal Members living in homes served	12
Total number of descendants living in homes served	1
Total number of children living in homes served	1
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	7
Case reviews this month	3
Binojeeuk reviews this month	3
Contacts with outside agencies	66
Contacts with LTBOI departments	16
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 10
Domestic Violence: 10

Total number living in homes served	28
Total number of Tribal Members living in homes served	13
Total number of descendants living in homes served	8
Total number of children living in homes served	6
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	3
Home visits this month	29
Case reviews this month	6
Binojeeuk reviews this month	0
Contacts with outside agencies	18
Contacts with LTBOI departments	20
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 6**

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	7	Muskegon
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	33	
<i>Face to face</i>	10	
<i>Phone Conferences</i>	0	
Meetings	MTVAC. UTFAF Tribal Leadership	Pentwater Mackinaw Island
Training	\$ Online courses	
Court	1	Ottawa

Next Generation Learning Center

Enrollment Statistics:

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

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	17	7	10	2	5	3
Toddler Classroom (2-3 years old)	18	3	14	3	3	5
3-Year-Old Preschool	16	8	9	1	0	1
4-Year-Old Preschool	20	13	4	4	2	2
School Age (5-12 years)	17	0	17	6	1	3
Totals	85	33	52	16	11	14
Percentages		39%	61%	19%	13%	16%

5 Families have received full time employment since the opening of NGLC	20 Children are supported by CDC funding.
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Current Center Happenings:

- Kenny Pheasant has begun a language curriculum with our 3 and 4-year-old preschool classrooms each Monday
- MSU Extension has asked NGLC to participate in a food program for young children
- NGLC has been accepted into the Child and Adult Food Program (CACFP) and will begin getting reimbursements for food that is purchased for children. Lois, our Nutrition Consultant continues to incorporate more whole foods and meals from scratch as well as CACFP.
- We continue to work with Michigan Department of Education and CDC for payment.
- We’ve hired a new teacher’s assistant-Cheri-that will begin on Monday October 9
- Great Start Collaborative has implemented their Friday playgroup at NGLC for Onekama, Bear Lake, Brethren/Kaleva which are held at NGLC on the second Friday of the month.
- Manistee ISD Early On program (0-3years) to hold their playgroup meeting at NGLC October 12.
- Manistee ISD continues to see children with developmental delays and do therapy within classrooms.
- Manistee Rotary Club will be eating lunch with children and touring the facility on October 5.
- Benzie Co. League of Voters will be holding their monthly meeting at NGLC on Thursday October 12.

Departmental Monthly Events & Needs

Meetings:

HSCB – 9/52/2017
Children's Protection Code – 9/6/2017
GSRP – 9/6/2017
44 North – 9/12/2017
MCOE 2020 – 9/26/2017
Sysco – 9/27/2017
Inter-Tribal Council – 9/28/2017
Construction Task Force - Every Thursday

Travel and Trainings:

None

Court

LRBOI – 9/1/2017
LRBOI – 9/15/2017

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW
Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: September 2017

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

1. Secure grant funding that will employ Ogema & Tribal Council approved strategies in order to:
 - ♦ Advance the Tribe's efforts to build community;
 - ♦ Address the socioeconomic needs of Tribal members and families;
 - ♦ Strengthen the Tribe's governmental infrastructure;
 - ♦ Enhance Tribe's capacity to protect/preserve its cultural/natural/financial resources.
2. Promote effective and efficient systems, including staffing and training for the development and administration of grant-funded projects/programs.

II. Department Reporting Section

- In September, the Board of Directors of the Inter-Tribal Council of Michigan, Inc. approved LRBOI's rejoining their organization. Prior to this change, LRBOI was the only Michigan Tribe that was not a member of ITC: ITC now represents all Michigan tribes. ITC is currently recognized by the State of Michigan as the medium for collaboration funding initiatives for Michigan tribes. Over the recent past, it appears that the State has begun to offer more collaborative/collective funding opportunities to Indian Country through the MDHHS. As a result of re-joining ITC, there is solidarity among all Michigan tribes and LRBOI is better aligned to take advantage of future state funding opportunities.
- Related to the above, also in September, LRBOI processed an MOA with ITC for an Opioid Prevention Grant which will be administered by ITC and benefit LRBOI in an amount not to exceed \$43,709.00 to help "Prevent" opioid abuse. LRBOI had previously received similar funding through the same funding source and ITC for a tribal Opioid Treatment Program.
- In August (and September), the Grants Department worked with Yvonne Theodore on a grant submission to continue our current Commodities Program for another year (2018). This process was also reviewed and approved by both the Ogema and Tribal Council. Funding for 2018 is expected to be similar to that that LRBOI received in 2017 and is expected to be approved by USDA in the near future. Also of note, Yvonne Theodore will be retiring in the Month of October, 2017.
- In September, the Transportation Grant Steve Parsons has been anticipating finally materialized. The RFP has been reviewed and work has been initiated to respond to the application. Funding will be directed to the intersection of US31 and M22: An underpass (under US31) is planned that will assure pedestrian safety. The application will involve technical engineering work for a pedestrian walkway under US31. The deadline for the grant application is in mid-December, 2017.

IV. Other duties and activities performed during the month of September 2017:

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared approval package that facilitated LRBOI's rejoining ITC.
- Worked variably with different tribal departments/representatives to develop grant applications that work for the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any/all mandatory meetings/other meetings that I was invited to attend.
- As possible, attended Language Classes on the regular Friday schedule.
- Attended the regularly scheduled Warrior Society monthly meeting, which was held at the Muskegon office.
- As a Commission member, I attended September's Enrollment Commission meeting. Of note, it is expected that there will be an October meeting, which may be the last meeting of the year (although this is not definite at this time).
- Participated as the Elder in employment interviews in the month of September.
- Continued to pursue self-education efforts related to grants development and/or personal/professional development.
- Enrolled and been attending classes in the Entrepreneurial Course sponsored by the tribe.

V. Budget Expense Justification, FY2017 Budget & FY2018 Budget Introduction:

There are no 2017 grant department budget matters/issues/justifications to report. The Grants Department has submitted the 2018 departmental budget which has been substantially reduced as compared to the 2017 budget.

VI. Travel and Training: Although I had been planning on attending my last GPA (Grant Professional Associations) Annual Conference, I recently decided that I would not pursue this interest because, to my mind, it appeared that it would benefit me more than it would the tribe. This decision is related to the fact that, as matters stand, I will likely not be working for the tribe much beyond the New Year (2018). It can also be mentioned that, due to my expected retirement, I have not taken any time or funds from the department for any travel and/or training during FY2017.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

From: Don MacDonald, Director of Health Services
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Dottie Batchelder, BEDABIN Substance Abuse Counselor

Date: 10/6/2017

Re: SEPTEMBER 2017 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of September 2017. This report will reflect aggregate supplemental information from lead staff members Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor.

September 2017 – Don MacDonald, Director of Health Services continues to meet on a weekly basis with Chief Pharmacist, Keith Jacques, and Health and Family Services Lead, Dale Magoon to discuss ongoing pharmacy development needs.

September 2017 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, and Gina Dahlke, PRC/EHAP Supervisor continue to make bi-weekly conference calls with the Forrest County Potawatomi Insurance Department to address any potential ongoing issues, or needs related the services they provide.

September 5, 2017- Don MacDonald, Director of Health Services, and Dottie Batchelder, Chemical Dependency Counselor, meet with the Tribal Council on re-joining Inter Tribal Council of Michigan (ITC) to assist with further funding initiatives.

September 12, 2017 – Don MacDonald, Director of Health Services and Sujean Drake, Be-Da-Bin Mental Health Counselor video conferenced with the psychiatrist that will be providing client services as a part of the Tele-Psychiatry Grant.

September 28, 2017 – Sujean Drake, Mental Health Counselor, hosted another Focus Group for the tele-psychiatry grant, many of the Tribal Health Clinic staff attended (Dottie Batchelder assisted).

September 29, 2017 – Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, Keith Jacque, Chief Pharmacist and Dale Magoon, Health & Family Services Lead attended a Budget work session with Tribal Council in Tribal Council Chambers.

Forrest County Potawatomi Insurance Department filed 122 claims on behalf of Little River in the amount of \$25,367.01

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, worked on closing out the ATR IV Grant and on the MOA's for Tribal Opioid Treatment and Recovery Grant (ATR extension) and the Tribal Prevention Opioid Grant all through ITC and State of Michigan. She also was in charge of the 5k Run for Recovery on September 23, 2017 for the Northern Michigan Recovery Residences (NMRR). She attended meetings for NMRR and did some public relations for the Manistee County Suicide Awareness and Prevention Coalition and NMRR. Sujean Drake, Mental Health Counselor, has been developing and getting ready for the tele-psychiatrist program starting October 1, 2017, also through a grant through ITC. She has had numerous meetings on this. Krystal Davis, Intake Worker, works with the Traditional Healer and is also doing patient registration as needed in the Health Clinic. She has also started college courses and is working on the Trunk and Treat planning for October.

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

CLINIC OPERATIONS:

245 patients scheduled

27 patients NO-SHOW to scheduled appointments

03 patients provided SAME DAY appointments for emergent matters**

66 cancelled appointments

155 patients attending CLINIC PHYSICIAN appointments**

24 patients PHONE TRIAGE**

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

49 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN SEPTEMBER (Total Patient Volume): 536

Diabetic patients: 77

Flu Vaccines: -0-

Injections: 07

Nursing Visits: 06 **

On-site Labs: 160

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,663

DIRECT CALLS TO CLINIC OPERATIONS: 518

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 600

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDANCY COUNSELOR:

18/ 8 INDIVIDUAL/RECOVERY SUPPORT CLIENTS

130 CLIENT CONTACTS FOR SERVICES

161 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 162

MENTAL HEALTH COUNSELOR:

26 INDIVIDUAL CLIENTS

45 CLIENT CONTACTS FOR SERVICES

104 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 45

INTAKE WORKER:

15 CLIENT CONTACTS FOR SERVICES

82 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICES DELIVERY: 15

TRADITIONAL HEALING: 1 INDIVIDUAL CLIENT CONTACTS (6 NO SHOWS)

NO SHOWS THIS MONTH: 25

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 11

TRAVEL HOURS: 50

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 13

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 90,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2151

TOTAL PRC PAID IN SEPTEMBER: \$ 68,281.27

PHARMACY/OTHER: \$ 26,771.22

DENTAL: \$ 6,706.60

TOTAL PATIENTS: 196 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 425

TOTAL CLAIMS ENTERED: 342

TOTAL PRC PAID 2017: \$ 872,218.29

TOTAL EHAP PAID IN SEPTEMBER: \$ 21,690.78

TOTAL EHAP PAID 2017: \$ 321,725.99

TOTAL ENROLLED EHAP/LRBOI: 1289

MEDICARE LIKE RATE (MLR) Savings for SEPTEMBER 2017

Claims submitted: 17 \$ 26,759.07 (total submitted)

-\$ 5,684.64 (what we paid)

\$ 21,074.43(total savings)

PATIENT BENEFIT COORDINATORS: SEPTEMBER 2017

New Applications mailed or given: 11

Reassessments mailed or given: 227

Follow up mailings: 41

Certified mailings: 48

Enrollment Verifications: 72

Assisted with on-line applications: 4

Webinars/Trainings: 3

Outreach to Muskegon office: Teresa went to Muskegon office on 9-29-17

Patient Registration: Roberta and Teresa assisted with registration 3 days a week.

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For September 2017

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nicholas Berentsen – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities

- A. The Housing Department had an Occupancy Rating of 100% for September.**
- B.** The development of 10 more Fair Market housing units at Aki continues to move forward. The Department has been advised two units will be completed the middle of October vs. September as previously notified.
- C.** At the time of this report Tribal Council has put on hold the renting of any of the 10 new Fair Market Rentals until they determine waiting list placement and the rental rates.
- D.** We continue working with Travois by providing information and input for the Low Income Housing Tax Credit (LIHTC) application. We have been phone conferencing with them weekly. Tribal Council has approved a resolution for the submittal of the application to MISHDA and Travois is finalizing the application with the intent of submitting it on September 29, 2017.
- E.** During the month the Department performed the following activities.
 - Lease renewals due during the month: 4
 - Leases renewed: 2
 - New leases: 0
 - Annual Inspections: 4
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0

- F. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.

Applications received this month: 3

Number of Awards made during the month: 3

Amount of Awards made for the Month: \$11,950

Total Number of Awards made during the Year: 15

Total Amount of Awards for the Year: \$61,713.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 9
- B. Termination Notice(s) issued: 5
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 1

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 64 rental units in total of which all 64 are rented giving us an occupancy rating of 100%.

- A. Aki has 57 income based rental units of which 57 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low income family rental units and 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki also has 12 fair market rentals and 12 are rented.
- B. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- C. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

- A. **Accomplishments:**
 - 1. Tribal Council approval to submit the LIHTC application to MISHDA.

VI. Plans for the Future.

- A. Submittal of our 2018 Indian Housing Plan (IHP) to HUD by October 18, 2017.
- B. Complete construction of the 10 Fair Market Rental units at Aki maadiziwin in December 2017.
- C. Development of an Elders Apartment Complex at Aki maadiziwin. The development of the apartments is planned to be funded through Low Income Housing Tax Credits (LIHTC) and our application is to be submitted in October 2017.

VII. Other Information

- A.** The Housing Department has a new employee, Nicholas Berentsen – Housing Maintenance Technician. Please welcome Nick when you see him.

End of Report
Frank Figgels, Housing Director
October 3, 2017

Attachment: September 2017 daily maintenance log
Housing News Letter to Tenants

Cc: file

Important Notice to our Tenants

Annual Maintenance Inspection

In the next week or so Custom Sheet Metal & Heating, Inc., will be contacting you to schedule an appointment to perform maintenance inspection on your mechanical equipment in the home. (i.e. furnace, humidifier, water heater and air conditioner).

Janice Bjorkquist will be the contact person if you should have any questions.

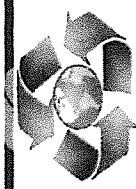
231-464-5436. Inspection dates are Monday October 2 thru Friday October 20, 2017

Appointment time will be between 8-4 p.m. Please keep your scheduled appointments as we are on a tight schedule this year to have them completed in a timely manner.

Thank you for your cooperation.

The Pavilion will be closing the
week of

October 9, 2017
for the winter season



Do you know about
Recycling in your local
community.

You can recycle your newspaper & cardboard boxes at Maristee Catholic Central on Tuesday's and Thursday's from 3:15—5:15, & Saturday's from 10 - 1 p.m.

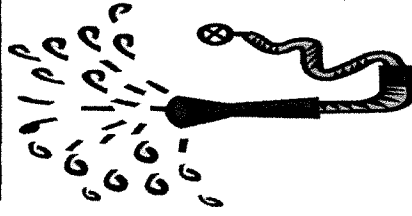
Time To Fall Back

Daylight Savings Time Ends
November 5, 2017 2 a.m.



Reminder: now would be a good time to change all your batteries in your smoke detectors. If you need assistance please call our maintenance techs.

Housing Maintenance winter hours start on November 5, 2017, 6 a.m.—2:30 p.m.



The Housing Department would like to remind everyone with the cold weather fast approaching to disconnect your garden hoses from the outdoor water faucet, this is to drain the faucet and keep it from freezing.

Fall Clean Up

Your Housing Department has reserved two dumpsters for October 11 — 18, 2017 which will be located at the North and South Kaw gay Kaw bowe cul-de-sacs

Items that are not allowed in the dumpster are tires, yard Waste and liquid

Little River Band Tribal Events

Listed below are just a few events going on in our Tribal Community.

Watch for more events and details in the next Currents and Rapid River News

- ⇒ Annual Maintenance Inspection During the month of October
- ⇒ Fall Fire & Anishinaabe Lifeways Teachings October 5 - 7, 2017 @LRBOI Tribal Gathering Grounds
- ⇒ 2017 Fall Membership Meeting October 7, 2017, @ LRCR Event Center
- ⇒ Annual Elders Conference 2017 November 4th and 5th @ LRCR
- ⇒ November 10, 2017 Veteran's Day Government Office's Closed
- ⇒ November 23 & 24, 2017 Thanksgiving Government Office's Closed

HOUSING COMMISSION YEARLY OPEN MEETING

SEPTEMBER 28, 2017, 2:00 — 3:30
Aki Community Center
Everyone Welcome

NEW TIME

Housing Commission Meeting Dates 2017

Regular Housing Commission meetings have been established for the third Thursday of each month starting at 10:00 a.m.

All meetings held at Aki Conference Room
September 28, 2017 October 19, 2017
November 16, 2017 December 21, 2017



Little River Band of Ottawa Indians
Housing Department
2608 Government Center Drive
Manistee, Michigan 49660

CHRISTMAS HOLIDAY CLOSURE !

The Ogema has declared the Government Offices will be closed for official business over the Christmas Holiday! We will be closed at 5 p.m. on Friday December 22, 2017 and reopen Tuesday January 2, 2018 @ 8:00 a.m.

The Housing Maintenance will be on call for Emergencies only, Please contact Nick Berentsen @ 231-690-7181 or Jim Stuck at 231-690-3501, if you are unsure your issue is an emergency please call Nick and he will advise. Please be sure to leave a message if he does not answer and he will get back to you soon. If Nick is unable to service you he will contact the appropriate entity.

Please remember that the Housing Department does not maintain the road ways at Aki Maadiziwin, Snow removal for the roads at Aki maadiziwin are provided by the Maintenance Department please contact them @ 231-655-9400.

The Housing Department will be providing snow removal during the office closure and winter for the following: Elder Designated Units, ADA Housing Units, Households where all household members are at least 62 years old and the Aki maadiziwin Community Center.

Please be sure your driveways are clear of all miscellaneous items. Our snow blower has sheer pins and any obstruction, even a toy, will cause the pins to sheer off and the machine will be down until the pin(s) can be replaced. That will just delay the removal of snow from your driveway and others.

Housing 2017
Daily Worksheet

Date 9-4 Holiday

Date 9-5 Cleaned Pavilion
Continued @ 2724 OC

Date 9-6 Continued @ 2724 OC

Date 9-7 Continued @ 2724 OC
Replaced Microwave Bulbs (tenant supplied) @ 2615 OC
Painted Defussers for 2714

Date 9-8 Installed Defussers @ 2714
Painted Air Returns for 2714 + Installed
Continued @ 2724 OC
Checked Washer/Frig Leak @ 2646 IC
Removed Ignitor from stove @ 148 Ford need to order replacement

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 9-11 Receipts / Work orders

Checked Microwave and gave info to Michelle for 2640 OC
Picked up Cabinet Door for repair @ 2724 OC
Continued @ 2724 OC

Date 9-12 Continued @ 2724 OC

Date 9-13 Continued @ 2724 OC

Date 9-14 Continued @ 2724 OC

Date 9-15 Continued @ 2724 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 9-18 Continued @ 2724 OC

Date 9-19 Completed 2724 OC turned in keys

Date 9-20 Installed new shower head and adjusted slider screen
@ 2683 IC, Checked smoke alarms and changed Batteries @ ~~2683~~
2605 OC, Replaced MDF Base board in Bath, replaced faucet
Valve in kitchen @ 2654 OC

Date 9-21 Holiday

Date 9-22

Wendy whisked creamed up around Aki, moved fields & 2715, 2724
CUT FIELDS, INSTALL CABINET DOORS (2724)
INSTALL NEW SMOKE ALARMS (2605)

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 9-25 Receipts, Work orders, Cleared Drain @ 27230C
Repaired toilet leak, soffit, Replaced shower head @ 26370C
Called Frank Nick & Sake over 1 1/2 hrs

Date 9-26
Fixed Water Spigot, Tub drain, & siding @ 2637 0C
took care of mattresses in dumpster
put smaller gapped screen in vent fan exhausts

Date 9-27 Replaced out let for water heater @ 27240C
Tightened Entry Door Handle @ 2698 0C
Reinstalled Cable on garage Door, Need to order New Infrared sensors for garage Door @ 2594 IC

Date 9-28 Replaced window crank and cleaned & oiled slides @ 2589 0C
Installed Tub splash guard (Tenant Provided) @ 26540C
Cleaned Pavilion

Date 9-29 Checked windows @ 148 Ford St. Organized Shop area made room for Ice Melt, cleaned mowers & Gung
Checked dryer @ 2583 IC needs to be replaced (sears)
Finished last Mowing

Due Every Friday

Thank you for filling out this Daily Worksheet

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

September 2017

Meetings/Conferences/Trainings

- On September 7, 2017, I met with Ken Ockert of RCA, LLC to discuss some BIA Roads-related issues, including: Proposed Tribal Transportation Improvement Plan (TTIP) for 2018; suggestions for proceeding with porous concrete repair (Gov't Center Parking Lot); preliminary information and discussion of our Tribal Transportation Safety Funding application for FY 2018; and discussion on how to address the "BIA proposed roads issue."
- On September 19, 2017, Ken Ockert and I met with workers from Elmer's Crane & Dozer to discuss additional "punch list" items that needed to be addressed with the Gathering Grounds project. The primary items were some additional seeding in areas where grass did not come in, and addressing a drainage issue in a water retainage area near the new parking lot.
- On September 26, 2017, I met with Chuck Fisher to discuss the recently issued NOFO for the Tribal Transportation Safety Funding grant, establish a timeline for the grant submittal, and discuss potential projects for which we would apply for funding. At this time, the safety project that appears to work best would be a pedestrian underpass on US-31 between the Little River Trading Post and the Little River Casino Resort. The deadline for submitting the application for safety grant funding is December 11, 2017.
- On September 28, 2017, I met with Mike Burmeister, Facilities Director at the Little River Casino Resort for a preliminary discussion on potential road construction projects at the Casino that we could include in our TTIP for 2018.
- I attended meetings of the Construction Task Force on the following dates: September 7, 14 & 28, 2017.

Activities/Accomplishments/Updates

- Here are updates on the 2017 road construction projects:
 - Gathering Grounds Improvements-Phase 1: This project concluded on June 23, 2017. As noted earlier in this report, we met with Elmer's representatives to discuss additional "punch list" items that needed to be completed and those have been taken care of. In addition, we are still waiting for the application from Consumers Energy for a BIA Easement in order to install the primary electric hookup for the Gathering Grounds.
 - US-31 & M-22 Intersection Safety Realignment Project: This project is scheduled to begin on October 2, 2017, and should take roughly three weeks to complete. The media release was issued on September 27, 2017 and things are ready to proceed.
 - Suida-Kott Road Project: This project concluded on August 23, 2017. A final project inspection is scheduled for October 3, 2017.
 - Harvey Street Reconstruction Project: The project concluded on August 8, 2017. Harvey Street is now open to normal traffic.
 - Service Drive for the Next Generations Learning Center: Unfortunately, the drive was not added to our BIA Road Inventory until September 2017, which did not allow enough time to schedule the project for this year. We will be adding this project to our 2018 TTIP and would like to schedule it for the late spring/early summer of next year.

Human Resources

Nancy Malory

HUMAN RESOURCES DEPARTMENT
SEPTEMBER 2017 MONTHLY REPORT

Hiring/Recruiting September 2017:

Displayed on Tribal Recruiting Spread Sheet.

- The TP Store Manager position has been placed on hold pending further review.
- The Commerce Admin Asst II position has been placed on hold pending further review.
- The Comptroller General position has one applicant from Tracy McCarty & Assoc.

Human Resources Statistical Reporting:

Excel Spread Sheet provided.

Special Projects: Job Analysis/ Job Description

Human Resources is coordinating with Department Directors:

1. Update Job Descriptions to include wages, Reports to (Add Leaders), Organizational Charts (Add Leaders) and job responsibilities.
2. Review Wage Analysis Chart

HR has been meeting with department directors to determine any additional responsibilities by job and revisions to the Department Org Charts. The job analysis project will result in updated job descriptions (if needed) for every position in Tribal Government. Following the job description update, the next step will lead into the final phase of salary administration repair and evaluation under FLSA regulations. HR staff will meet with the Ogema and review the analysis and findings.

Benefits Review

The Benefits Administrator has finalizing the 401(K) Audit. Meetings have been set to discuss benefit renewals for Vision and Dental, Supplemental and FSA.

Health Benefits Representatives will be on site at set times for Supplemental, Health, Dental, Vision, Flexible Spending Accounts Information, and 401 (K) Information.

Hiring Process

There were eleven (11) positions we recruited for in September. Each position is posted on the tribal website and Pure Michigan Talent Connect.

HR coordinated interviews for seven (7) positions in September. The new hires, Maintenance Tech, System Administrator, System Security Administrator, Case Manager, and Teachers Aide began work.

Training

Alicia and Kathy attended NNAHRA training September 24th through the 28th in North Carolina and gained valuable information about benefit administration, workplace development and new contacts.

HR has coordinated with the casino scheduling of Tribal First for onsite Safety training for Natural Resources, Maintenance, Housekeeping and Commodities. An email was sent out to each Department Director with information about the safety training. It will be implemented the first week in November.

Time & Attendance HRIS

The Tribe utilizes ADP for time and attendance, payroll and limited Human Resources information. Additional services in ADP to utilize the information to create analysis reporting, Recruitment on-line, and benefit administration (enrollment, termination of benefits), is an HR Project currently in process.

Drug-Free Workplace Policy

HR has reviewed and revised information in the Drug-Free Workplace Policy. The revisions include:

1. Verbiage to explain proper use of over the counter drugs and possession of prescribed medication.
2. Effective October 1, 2017 the Federal Guidelines for drugs to be tested in the tribes pre-employment drug tests now includes Oxycodone, oxymorphone, hydrocodone, hydromorphone and methylenedioxyamphetamine.
3. The previous policy listed Opiates initial test level and MS confirm test level at 300 ng/ml. The federal level is 2000 ng/nl and have been utilized by Munson for a while. The revised policy has also been updated. The purpose of raising the level: positive results were triggered by diet (poppy seeds being one) and this caused additional expense for the employer and testing facility. The level of 2000 ng/nl may appear as an enormous jump. The new federal guidelines require specific testing for Oxycodone, Oxymorphone, Hydrocodone and Hydromorphone. I am not able to provide specifics on how Quest lab has updated their techniques.
4. Federal guidelines authorize collection of an alternate specimen (e.g., oral fluid) when a donor is unable to provide a sufficient amount of urine specimen at the collection site.
5. HR is reviewing department grant guidelines to assure the tribe is implementing proper procedures such as Drug Free training, random testing and correct verbiage in the policy.

The Tribe continues to implement the current policy and will meet with the Legal Department to review and implement the revised policy.

101 Things Managers & Supervisors Need To Know About Tribal Employment Training

HR has begun coordinating Atty. Richard McGee to provide tools and information about tribal employment. The cost to have the training onsite is \$4,850 with unlimited attendance. HR is coordinating the training with the Casino and Gaming.

HR met with Israel, Austin and Lee Iverson from the casino to discuss the opportunity to build a database of information that will be utilized for Department Leaders, HR Staff, and the Ogema. Information, once entered in the set up phase, will include

- Employees job title, performance, and development
- Reports utilizing the information entered to review staffing, development, and preference.
- Training for jobs and enhancement in leadership skills, CEU's for professionals, safety, etc.
- Discipline actions (Electronically coordinated to each respective person involved in the action)
- Employee Evaluations- The database provides tools to develop evaluations based on performance, 90 day evaluations, 360 from surrounding peers, team projects, and leadership.
- The Casino is offering the database with training to both employees and leaders, assistance to IT in set up, and ongoing help as needed.
- All this at no cost to the Tribe.

Over the remainder of 2017 HR will

- finalize the updates of Job Descriptions, Org Charts,
- Open enrollment for 2018 benefits,
- continue updating internal policies (Drug-Free Workplace, Wellness, Education)
- input data into the database from the casino to provide better source of information to Tribal Leaders.
- Develop a Human Resource Strategic Plan for 2018 to include projects to be implemented and time frame for development.

RECRUITING SUMMARY						
INDIAN PREFERENCE IN EMPLOYMENT						
ORDINANCE #15-600-02						
1-Aug						
POSTED	TM	NA	TD	TS	NP	TOTAL
Security System Adm				1	2	3
Victim Advocate	1					1
Admin Asst. Gaming	5		1		6	12
Comptroller General						0
Case Mgr Generalist			1		3	4
TP Manager	1					1
Road Patrol					4	4
Prosecutor		1			2	3
Program Specialist	6	1	2	1	1	11
Commodities Super	4			1		5
Temporary	1				1	2
Total	18	2	4	3	19	46
	39%	4%	9%	7%	41%	

Closed/ Offer Made	TM	NA	TD	TS	NP	TOTAL	Date Closed
Prosecutor		1			2	3	9/8/2017
LRTP Store Mgr	3				2	5	8/20/2017
Maintenance Tech	1		1			2	8/16/2017
Security System Adm		1				1	9/14/2017
TP Manager	2				2	4	9/14/2017
Admin Asst Comm	5	1			3	9	9/29/2017
Teachers Aide					6	6	8/30/2017
Road Patrol Officer						0	9/21/2017
						0	
Total	11	3	1	0	15	30	

Offers Made

Maintenance Tech	TD
WFD Natural Res	TM
System Admin	NP
WFD Admin Asst	TM
Case Mgr	NP
Temp Recep	TM
Teacher Aide	NP

New Hires

	TM	NA	TD	TS	NP
Maintenance Tech			1		
WFD Natural Res	1				
WFD Admin Asst	1				

Temp Recep
Case Mgr
System Admin

1				
				1
				1

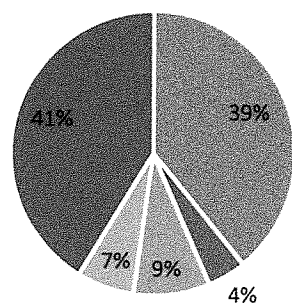
Terminations

Fishery Tech
System Admin
Temp, Recep

TM	NA	TD	TS	NP
				2
				1
1				

|

Recruiting Summary



TM NA TD TS NP



LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY*

INDIAN PREFERENCE IN EMPLOYMENT

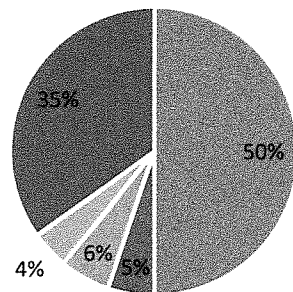
ORDINANCE #15-600-02

Aug-17

* Count includes Legislat

	TM	NA	TD	TS	NP	TOTAL	
EXECUTIVE	81	11	11	6	54	163	77%
GAMING	11	0	1	2	16	30	14%
LEGISLATIVE	10	0	0	0	1	11	5%
JUDICIAL	4	0	0	1	3	8	4%
TOTAL	106	11	12	9	74	212	
	50%	5%	6%	4%	35%		

Staffing Matrix

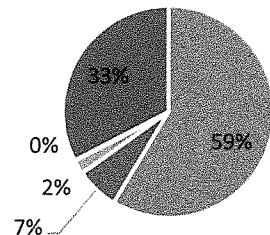


■ TM ■ NA ■ TD ■ TS ■ NP

LEADERSHIP

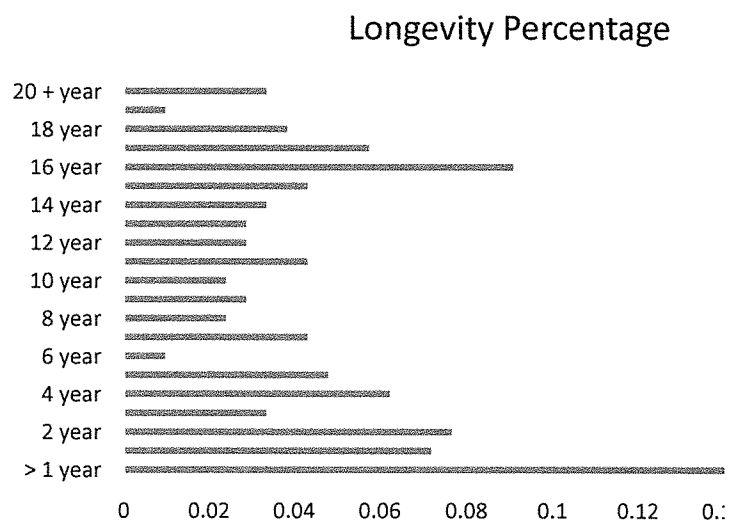
	TM	NA	TD	TS	NP	TOTAL
Supervisor	6		1		5	12
Leader	3				1	4
Director	18	3			9	30
TOTAL	27	3	1	0	15	46
	59%	7%	2%	0%	33%	

Leadership



■ TM ■ NA ■ TD ■ TS ■ NP

Yrs of Service	Longevity	Percentage
> 1 year	39	18%
1 year	15	7%
2 year	16	8%
3 year	7	3%
4 year	13	6%
5 year	10	5%
6 year	2	1%
7 year	9	4%
8 year	5	2%
9 year	6	3%
10 year	5	2%
11 year	9	4%
12 year	6	3%
13 year	6	3%
14 year	7	3%
15 year	9	4%
16 year	19	9%
17 year	12	6%
18 year	8	4%
19 year	2	1%
20 + year	7	3%
	212	



It is important to note that there are variables that influence

the reporting of the department. For example, Elected Official positions are counted in the preference statistics, however, they are not technically employees, yet the employer pays salary and benefit costs associated with those positions. An example is the Legislative Branch, as 9 council members who are all tribal members are included in the numbers. So while the Legislative Branch may have a 90.0% (10/11) preference rate, the actual employment by the Legislative Branch is a 50% (1/2)

Employment Statistics for August: * **Count includes Legislative members**

ative members

XXXXXXXXXXXXXXXXXXXX

14 0.16 0.18 0.2

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
September 2017

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

- 1.** Domain level system rebuilds project continues. VMSphere software upgrades installed.
- 2.** 223 new IT work orders were opened in September 2017 and 225 IT work orders were completed in September 2017.
- 3.** Disk space project continues with vendor conference calls to discuss the upgrade or replacement of the SAN.
- 4.** Rx-30 Pharmacy Management Software and POS system implementation began in July and has completed in September.

Meetings Held / Attended –

- 1.** Held Departmental Staff Meetings.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Assist with remodeling in the downtown building for lease preparation.

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: October 13, 2017
Re: September 2017 report of activities

Number of tribal members assisted on new issues 63

Number of referrals received 4

Number of continuing cases: 38

Types of legal issues:

Child support	Change of Custody
Probate Estate	Child Support Arrearages
Divorce	Real Estate
Release of Adoption Information	Guardian – Adult
Amend Power of Attorneys	Release From Hospital
Wills	Will Contest
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Co-sign for Student Loan	Parenting Time
Trusts	General Civil
Trespass	Child Support Overpayment
Objection to Personal Protection Order	SSD Appeal
Employment	Easements
Landlord – Tenant Issues	QDRO
Personal Protection Orders	Retention of Security Deposit
Contracts	Collections
Termination of Limited Power of Attorney – minor	Guardian - Minor
SSI	Juvenile Delinquency
Sex Offenders	Expunge Criminal Record
Supervised Parenting Time	Discrimination

Garnishment Objection
Codicil to Will
Adoption
Garnishments
Minor Guardian – Supervised Parenting Time
Power of Attorney – Minor – Out of State
Incorrigibility Petition
Lady Bird Deeds

Criminal
Nursing Homes
Violation of Court Order
Scams
Terminate Minor Guardian
Abuse Neglect of Minor
Counseling
Estate Recovery

Attended meeting on Civil Commitment

Attended Domestic Violence Task Force meeting

Went to Muskegon office with other departments

Sample of Work Performed:

Assisted a tribal member obtain sole physical custody of minor children when the other parent had a severe drug problem

Assisted a tribal member get an adjacent property owner to stop using the tribal member's property for access to their property

Assisted a tribal member get identifying information on birth parents after adoption

Assisted a tribal member whose child was incorrigible

Assisted a tribal member obtain a Personal Protection Order when the parent of their child was abusive to them in front of the child and obtain an order that the other parent could not have contact with the child

Maintenance
Rusty Smith

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant II

September 2017

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS

FACILITIES DEPARTMENT

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

To reduce work related injuries

To maintain the life expectancy of our facilities

II. Department Reporting Section

This month 32 work orders were submitted, 30 completed and 2 currently open. 1 of 2 works in progress: Four of the Aki Reservations street lights have gone out; fuses were ordered and waiting for them to be received. 2 of 2: Finishing touches to the Muskegon building. We are trying to schedule a couple technicians two go down and completed the work before the first snow fall.

Facilities has halted painting the exterior of the Justice Center. With the unusually warm weather is making it hard for the guys to work outside for long periods of time and it's also heating up the paint, which is causing issues. Once the temps have dropped we will return to this project, we are estimating this to be completed by the end of October.

We also continued renovations and repairs at the Bank Building for Commerce. The scope of the job keeps changing and getting more extensive. The projected end date and clean up for this project is October 27th for Commerce has a tenant that is scheduled to move in the 1st of November.

Facilities is also prepping for the upcoming winter season. The mechanic is working on various vehicles and preventative maintenance on the plows for the Facilities Department.

Facilities Management Department Report

The EVS staff has less time in the clinic to clean in the mornings. We used to have 2.5 hours and now we are down to 45mins. We've had to have a Maintenance Tech help in the Clinic to get the job done before 8am. I believe this will cause an issue during our winter season when we need all 4 Technicians on deck for plowing. Being we are used to having 5 Technicians plowing during our winter season.

Automotive

The mechanic worked on various vehicles for Public Safety, Natural Resources, Utilities and Facilities.

III. Budget Expense Justification

Open standing purchase orders until December 31st.

IV. Travel and Trainings

Nothing to report at this time.

Members Assistance
Jason Cross (Interim)

Members Assistance Department

September 2017 Departmental Report

Jason Cross – Supervisor
Linda Wissner – Members Assistance Program Specialist
Raven Lewis – Members Assistance Program Specialist
Noelle Cross – Elder Meal Program Administrator
Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-11-G62 \$68,000
 - i. Total expensed \$63,522.58
 - ii. Budget remaining 7%
 - iii. 16 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	0	1	6	2	0	0	0	2

- b. MOA BE-16-J72 \$261,000
 - i. Total expensed \$100,017.89
 - ii. Budget remaining 62%
 - iii. 16 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	2	1	0	9	0	0	0	0	1

- c. MOA BE-14-J33 \$126,000
 - i. Total expensed \$130,496.93
 - ii. Budget remaining -4%
 - iii. 23 total households served with this program.

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

2. Food Assistance Program

- a. Budget \$45,000
- b. Carry over \$16,650
- c. Total budget \$61,650
- d. Total expensed YTD \$36,750
- e. 55% Remaining
- f. 167 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
45	3	5	3	39	6	3	16	3	44

3. Rental and Mortgage Assistance Program

- a. Total Budget \$30,000
- b. Total expensed YTD \$25,918.62
- c. 14% Remaining
- d. 71 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
12	1	0	1	13	1	2	7	1	33

4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$25,424.19
- c. 44% Remaining
- d. 123 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
29	3	5	1	23	5	3	9	1	44

5. LIHEAP – DHHS Grant Funded Program FY 2017

- a. Total Budget \$148,770
- b. Total expensed to date \$33,249.57
- c. 109 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
40	9	9	4	33	5	2	6	1

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$7,550
- c. 50% Remaining
- d. 41 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
14	2	2	0	9	1	1	1	0	11

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$16,912.50
- c. 32% Remaining
- d. 74 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
25	2	1	2	13	2	1	5	0	23

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$98,499.15
- c. 10% Remaining
- d. 29 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	2	0	14	0	1	0	0	9

9. Bereavement Program

- a. Total Budget \$453,000
- b. Total expensed YTD \$249,150
- c. 45% Remaining
- d. 33 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	3	0	0	5	0	0	1	1	17

10. Elders Insurance

- a. Cost per Elder \$240.00 Medical and \$225.00 benefit per month.

11. Department Ongoing Activities

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.
- d. MMAP – Linda Wissner maintaining service delivery.

12. Applications

Mailed	Picked up	Emailed	Faxed
285	22	131	9

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
167	124	42	37	97	106	44	34	8	0

13. Office Visits

- a. 35 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

**September 2017 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

- Assisted with biologists paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
- Staff Management ADP
- 2017 Monthly Staff Reporting
- Inland and Great Lakes Fisheries Data entry and processing
- Inland Consent Decree – Inland fisheries permitting
- Inland Consent Decree - fisheries harvest reporting
- Worked on Manistee Sturgeon Genetics publication
- Grayling – Planning for upcoming Partnership Meeting
- Grayling – Preparing presentation for upcoming partnership meeting
- LRBOI/MSU Burbot publication review / edit

Equipment maintenance/Field Work/Lab Work:

- Gear prep, maintenance, break down (Ken, Mike)
- Boat prep, cleanup and maintenance (Ken, Mike)
- Net repair and replacement (Ken, Mike)
- Sturgeon Streamside Rearing Facility maintenance Prep for removal
- Muskegon/Manistee River Visual survey prep
- Cleaned and organized work area in Big-Blue.
- Sturgeon Release preparations

- Manistee River Sturgeon Visual surveys Aug 14-17
- Muskegon River Sturgeon Rescue prep
- Prepared for Muskegon Juvenile LAS netting
- Muskegon River sturgeon rescue (SOS) in advance of TFM treatment (September 5-13th)
- Monitoring Muskegon Lake Sturgeon September 14-22
- Grayling – Remote site incubator construction/modification
- Walleye – Planning and preparation for Fall recruitment surveys
- Electrofishing equipment maintenance

Meetings/Training/Travel/Conference Calls

- Lake Sturgeon Release Ceremony – September 2nd
- CORA Meeting (9/21/17—Barry)
- Muskegon Sturgeon Release – September 23rd
- International Coregonid Symposium (9/10-9/15/17—Ken, Barry, Archie)
- Modeling Sub-Committee mtg (9/26-9/28/17—Barry)
- Special Great Lakes Resource Committee mtg for CORA (9/28/17—Barry)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Fisheries and Water Quality Budgets		
4223 EPA LAMP grant		
4018 Great Lakes Fisheries Assessment		

Wildlife Program

Ari Cornman - Senior Wildlife Biologist
 Robert Sanders - Wildlife Biologist
 John Grocholski - Wildlife Technician

Tasks and Accomplishments

- Reviewing and commenting on DNR, USFS, NPS, and USFWS actions
- Grant/Project proposal preparation
- Work on hunting/fishing regulations
- Climate change work with SSM
- Work on LCC Charter
- Editing and commenting on Line 5 NRDA plan
- Migratory bird hunting regulations
- Interviews with NatureChange
- Elk hunt
- Bear and CITES sealing

Administration/Budget/Reports/Data Entry

- Completed monthly reports
- Manage budget and review R&E's
- Research items to order, create requisitions and follow through
- ICD reporting
- Vehicle management

- Timesheets

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Servicing field equipment
- Surveying loons, monitoring loon platforms and buoys
- Turtle surveys and conservation
- Setting camera traps for marten and hare

Meetings/Training/Travel/Conference Calls

- Marten and hare coordination meetings and calls with partners
- NRC meeting
- NRDAR conference call
- Wildlife Society conference

Environmental Program

Allison Smart – Environmental Coordinator
 Tom Shepard – Air Quality Specialist
 Breanna Knudsen – Brownfield Specialist
 Shaughn Barnett- Water Quality Specialist
 Josh Beaulaurier- Aquatic Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Staff Management - ADP
- Reviewed current work plans
- Worked on TAS application for CAA 105, 505 – Submitted for Legal Review
- Collaborated with Commerce and Tax Departments on Map Updates
- Reviewed Enbridge Line 5 Documents
- Reviewed Nestle Documents
- Prepared comments for the TES Filer Natural Gas Expansion
- Completed work to be on the Region 5 Tribal Operations Committee
- Continued communication with partners on invasive species and wild rice

Meeting/Training/Travel/Conference Calls

- Internal Climate Change Funding Discussion Sep-1
- NRD In situ Burning Discussion Sep-1
- QAPP call with USEPA Sep-6
- RTOC Conference Call Sep-6
- RTOC Tribal Caucus Call Sep-7
- Property List Discussion with Breanna Sep-7
- NRD Lead Staff MTG Sep-8
- Consultation on Enbridge Line 5 Supports with MDEQ Sep-11
- Meeting with Tom about Air Program Sep-12
- Meeting with Shaughn on Source Water Protection Plan Sep-12

- Staff Meeting Sep-19
- CORA Sep-21
- Meeting with CMU – Final Genetics wild rice Sep-25
- Presented at the Michigan Wetlands Association Conference Sep-26-Sep-27

Brownfield Program

Administration//Reports/Data Entry

- Continued to assist with compilation of LRBOI Property Database
- Completed compiling list of all LRBOI Property Phase Assessments – September 7th
- Continue items on Task List created by Supervisor to meet PPG Workplan Components
- Continue searching for MBE/WBE companies for quotes for Water Testing in East Lake

Field Work and Equipment Maintenance

- Assisted with yearly Sturgeon Release Ceremony – September 2nd

Meeting/Training/Travel/Conference Calls

- Traveled to Mt. Pleasant to meet with EPA Representatives and other Tribal Brownfields representatives – September 12th
- Traveled to Manistique for a U.S. Coast Guard PREP TTX Workshop – September 14th
- Attended Department Meeting – September 19th
- Attended EPA Tier II (Sara Title III) Webinar – September 20th
- Attended bi-monthly Local Emergency Planning Committee (LEPC) meeting – September 27th
- Sat on ISB USCG Conference Call – September 7th

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed monthly report for LRBOI.
- Drafted Internal Procedure for E.coli levels
- Quotes for E.coli sampling
- Submitted 2017 Water Quality Monitoring QAPP to EPA
- Continued editing Fish Contaminant Monitoring QAPP
- Reviewed MDEQ MiWaters for upcoming permits
- Updated chemical and physical WQ graphs for FY 17-18
- Uploaded HOBO temperature data and Flowtracker data to database
- Uploaded physical/chemical parameters to WQX
- Updated stream discharge rating curves
- Reviewed USFS SOPA Report
- Fixed Nutrient data worksheet

- Performed Indicator Species Analyses for macroinvertebrates
- Performed NMDS analyses for macroinvertebrates

Field Work and Equipment Maintenance

- Completed September water quality sampling
- Calibration of Hydrolab sondes

Meeting/Training/Travel/Conference Calls

- 9/6 – QAPP Call w/ Ed Hammer (EPA)
- 9/12 – Source Water Protection Plan Meeting w/ Allison (NRD)
- 9/13-Little Manistee Watershed Meeting
- 9/18-Manistee Conservation District Meeting
- 9/19-Department Monthly Meeting (NRD)
- 9/26-Portage Lake Watershed Meeting

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration Reports/Data Entry

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

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 9/12 and 9/27
- Completed PM 2.5, Monthly Maintenance & QC – 9/12 and 9/27
- Completed PM 2.5, Quarterly Maintenance & QC – 9/27
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Installed new set of PM 2.5 filters – 9/22
- Sent collected PM 2.5 filter samples to MDEQ – 9/6, 9/14 and 9/26
- Completed O3 Multipoint – 9/12 and 9/27

Meeting/Training/Travel/Conference Calls

- Meeting with Supervisor to discuss LRBOI's Air Program – 9/12
- Participated in PEPH's Extreme Events, Environmental Health, and the Elderly webinar – 9/15
- Unable to participate in Monthly State, Local, and Tribal Conference Call – 9/20
- Participated in Monthly Region 5 Tribal Air Conference Call – 9/28
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 9/28

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Updated work plan for 2017
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Wild Rice literature Research
- Data entry on potential wild rice sites
- Development of Wild rice signs for the harbors

Field Work and Equipment Maintenance

- Ordered supplies for those Wild Rice Fish Community surveys
- Checked the hobo on Hamlin Lake

- Research on future projects dealing with wild rice
- Field gear prep for 2017
- Conducted wild rice densities on River Rice
- Collected wild rice seed from Manistee Lake, Hamlin, and River rice for heavy metals containment testing again.

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Wild Rice Call with GTB 9/28

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

May 2017

Meetings/Conferences/Trainings

- On May 1, 2017, I attended a work session with Tribal Council (at my request) to discuss the residential building codes that were being used with the current housing construction project at Aki Maadiziwin. It was determined that the Tribal Council had authorized the use of the 2009 Michigan Residential Code for this project. I communicated this to our building inspector, Mark Niesen, and he agreed to provide inspections using the 2009 code.
- On May 9, 2017, I attended the Executive Committee meeting of the Manistee County Community Foundation.
- On May 12, 2017, I participated (by conference call) in the Finance Committee meeting of the Manistee County Community Foundation
- On May 15, 2017, I attended a meeting with Tom St. Dennis (Commerce Department) and Frank Beaver (Natural Resources Director) to discuss the Tribe's potential involvement in the "Explore the Shores" initiative being organized and promoted by the Alliance for Economic Success.
- On May 17, 2017, I met with Ken Ockert of RCA, LLC to discuss minor changes to the Gathering Grounds construction project. More information on the project is contained in the next section of this report.
- On May 23, 2017, I met with Tom St. Dennis (Commerce Department) and Frank Beaver (Natural Resources Director) to discuss the Tribe's possible involvement in the Manistee County Outdoor Recreation initiative.
- On May 31, 2017, I attended the quarterly meeting regarding the Tribal Council's Strategic Plan.
- During the month of May 2017, I attended meetings of the Construction Task Force on the following dates: May 4, 11, 18 & 25, 2017.

Activities/Accomplishments/Updates

- The planned road projects for 2017 are still moving forward, and I have the following updates:
 - Gathering Grounds Improvements-Phase 1: Construction began on April 24, 2017 and continued throughout May 2017. The project is currently on schedule. It is very likely that the project will conclude before the scheduled completion date of June 23, 2017. There have been a few minor glitches along the way (sidewalk around the dance circle, campsite power/light poles, accidental severing of AT&T communication cable), but all were eventually remedied at no additional expense to the project.
 - US-31 & M-22 Intersection Safety Realignment Project: This project is now tentatively scheduled to begin on July 17, 2017 due to delays in the Right-of-Way process and obtaining environmental clearance from the BIA. Tribal Council granted a Right-of-Way to the BIA in May 2017. The BIA is in the process of granting the same Right-of-Way to MDOT. We have been told that the ROW will be granted in plenty of time for construction to begin in mid-July. On May 27, 2017, we received a notice from the BIA that they intend to issue a Finding of No Significant Impact (FONSI) which would provide the environmental clearance that we need to proceed. The Tribe is obligated to post the notice for 14 days, which has

been done. We expect the FONSI to be officially issued by the BIA sometime in mid-June 2017.

This project is tentatively scheduled to run from July 17 to August 25, 2017.

- Suida-Kott Road Project: All the approvals and agreements regarding this project are in place. We are now waiting for the MDOT Bid Letting which is scheduled for June 2, 2017. The construction period has been tentatively scheduled from mid-July to mid-September, with a target construction end date of September 22, 2017.
- Harvey Street Reconstruction Project: All the approvals and agreements regarding this project are in place. The engineering design portion of the project has been completed and the Tribe was invoiced for its share of the design costs on May 16, 2017. The bid letting date for the project was pushed up by MDOT to May 5, 2017 and all bid proposals have been received. In all nine bids were received, with six bids being under the engineer's estimated cost for the project. We are waiting for word as to which contractor has been selected.
The construction schedule set by MDOT begins on July 17, 2017 and concludes on October 13, 2017, for a total of 77 calendar days. Everything appears to be in place for this project to proceed on schedule.
- Service Drive for the Next Generations Learning Center: There has been no movement on this proposed project. The road has still not been added to our inventory by the BIA, which is a necessary first step before we can add the project to our TTIP. At this time, it is nearly impossible to obtain the remaining approvals necessary to complete this project in 2017. My recommendation is to add this project to our 2018 TTIP in October.

- During the month of May 2017, I was working with Chuck Fisher in regard to the ICDBG grant application to HUD. We are hoping to receive funding to assist with Phase 2 of the Gathering Grounds project. Chuck did a great job in putting the grant proposal together and it was submitted on May 18, 2017. Ken Ockert of RCA, LLC was also instrumental in providing cost estimates and plan documents that were included in the grant proposal. We hope to hear word about a possible grant award in August 2018.

Public Information
Vacant

MONTYLY REPORTS

During the month of September, I did the following:

Got Rapid River News put together and submitted online each Monday

Got check to post office to mail October Currents

Picked up bags from post office to mail October Currents

Labeled 3161 Currents newsletters

Sorted by zip code and organized the 3161 newsletters

Filled out proper postage reports for Currents

Filled out proper purchase orders for postage and printing

Researched on-line for news articles, and activities

Sent and received several e mails concerning Currents and RRN

Got Sturgeon Release pictures and put in October Currents

Worked on new items for October Currents

Delivered October Currents to Natural Resources, Community Center,

Justice Center, Next Generation Learning Center, Surveillance, Trading Post,

Clinic, 2nd floor reception area & meeting area, council offices & 1st floor reception area

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
September

General Patrol

Assist Citizen	3
Assist Motorist	
Assist Other Agency	12
City Assist	7
County Assist	14
Medical Assist	4
MSP Assist	4
Other Calls for Service	10
Property Checks	1451
Suspicious Person	
Suspicious Situation	3
Well-Being Check	3

Traffic/Vehicle

Abandoned Vehicle	
Accidents	5
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	1
OUID	1
OUIL	
OWI	3
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	4
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

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

Criminal Offenses

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

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	443.5
Alarm	3
Attempt to Locate	4
Boat Dock Checks	
Casino Hours	247.75
Civil Standby	
Community Policing	7
Court Hours	3.5
Death Notification	
Drug Disposal	2
Follow-Up Investigations	87
Found Property	4
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	77
Total Reports	77
Training Hours	33.25
Transport	1
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	5326
Voluntary Missing Adult	

Training/Travel

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
September**

Administrative Hours	143.5	
Arrest(s)	2	
Male	1	
Female	1	
ATV Patrol Hours		
Assist(s)		
Assist Hours		
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	1	
Contacts	63	
Court		
Court Hours		
Follow-up(s)		
Follow-up Hours		
Federal Citation(s)		
Hours Worked	134	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	17	
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage		
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
September**

Administrative Hours	28.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	211.5
Joint Patrol(s)	6
Marine Time	
Meeting(s)	1
Meeting Hours	4
Paper Service	
PR Activities	1
PR Activities Hours	2
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	32
Vehicle Mileage	2240
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

September 5-8, 2017 Sgt. Robles and Officer Brown participated in a CORA Joint patrol in Mackinaw City, MI
September 10-15, 2017 Sgt. Robles and Officer Brown attended NAFWS Great Lakes Regional Conference in Prior Lake, MN
September 11-14, 2017, Sgt. Robles and Officer Brown attended Trapper Training during the NAFWS Conference in Prior Lake, MN

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: September 2017

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

During the month of September, the Staff Accountant / Tax Officer performed the following:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 3 Certificates of Exemption for Resident Tribal Members purchasing vehicles and for construction materials
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 1 Tribal member for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, the Certificate of Exemption process for vehicles, RTM benefits, the Sales and Use Tax Credit Form 4013, Tax Agreement Area boundaries, Concessionaire's licenses, exemptions for construction materials and building within the Agreement Area
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, incorrect fuel discounts, etc. for a total of 552 errors. A total of 2,851 receipts were processed and completed by the Tax Office in September
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled August Tribal tax returns from the Little River Casino Resort
12. Issued 2 Tribal Concessionaire's Tax Licenses; one for an entertainer at the Little River Casino Resort and one for a vendor on tribal property
13. Monitored outstanding tax assessments; 1 tobacco warning was issued in September
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
16. Prepared August 2017 monthly department report

17. Processed 1 Tribal Michigan W-4 Withholding Exemption forms for an employee
18. Processed 93 address changes/reviews from Enrollment for RTM status updates
19. Processed 13 RTM status and/or address changes
20. Processed 4 RTM statuses and Proofs of Residency were received in the month of September along with 1 partial Proof of Residency
21. Prepared and mailed 18 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. Worked Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Concessionaire's Licenses are issued to entertainers selling merchandise
25. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
26. Processed 5 Venue Reports and submitted them to the State of Michigan for the month of September
27. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
28. Updated motor fuel discount schedule for October 2017 and provided it to the Trading Post
29. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
30. Worked with Tribal Attorney regarding amendment proposals to the Tribal Tax and Revenue Ordinance
31. Tracked and submitted weekly totals to the Ogema's office for the Two for the Road coupons that are being given to Resort hotel guests in hopes of increasing sales at the Trading Post
32. Continued to work with the Commerce Department on sorting out and attempting to fix Trading Post contracts, payments, profitability, and reports
33. Researched and discovered an outstanding audit request from one of the Trading Post's tobacco companies from 2013, which has blocked all payments to the Tribe for tobacco discounts, buy downs, and promotional refunds
34. Researched, retrieved, and submitted reports and information necessary for the Trading Post's tobacco audit
35. Sorted, invoiced, and submitted the Trading Post's coupons to the appropriate clearinghouses to be reimbursed. Also submitted an invoice to Accounting to reduce the coupons receivable for expired coupons
36. Reviewed the Tax Office 2018 draft budget in preparation for the work session with Tribal Council
37. Contacted the Michigan Tribal Affairs office for clarification of "casino gaming" as it pertains to the Tax Agreement Certificates of Exemption; forwarded the response to the tribal attorney for reference
38. Resubmitted the Tribe's federal excise tax exemption renewal form since a notice was received stating it wasn't completed, but provided proof that it had already been completed earlier this year

Meetings attended this month:

1. Met with the Tribal Entrepreneurship class on September 7, 2017 to discuss the benefits of operating a business within the Tax Agreement area or on tribal land versus outside of the Tax Agreement area.
2. Attended meetings on September 11 and 19, 2017 with Tom St. Dennis regarding the Trading Post profitability, continued financial questions for Accounting, contracts, staffing, rep contacts, waste reports, and prepaid sales tax
3. Attended meeting on September 20, 2017 with the Ogema and other departments regarding lack of cooperation and issues involving the Trading Post
4. Attended Trading Post staff meeting on September 25, 2017
5. Met with Mercer technician on September 25, 2017 at the Trading Post to obtain specialized reports
6. Attended Work Session with Tribal Council on September 26, 2017 regarding the proposed Tax Ordinance amendments

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
September 2017 Department Report

1. Department Overview

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
- **GOALS:**
 - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
 - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
 - Management and maintenance of Tribal Archives and collections.
- **OBJECTIVES**
 - ❖ Respond to NHPA, NAGPRA and related requests and issues.
 - ❖ Inventory historic properties, items or collections and archives for preservation.
 - ❖ Hold events that support and preserve the culture and language of the Tribe.
 - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
 - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through staffing, 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 31 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.
2. Attended and participated in the annual Sturgeon Release.
3. Attended meetings with Ogema and others in reference to the ongoing evaluation of departments re: budget 2018.
4. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
5. Attended a work session on the 2018 Budgets for Historic Preservation/Public Affairs.

6. Facilitated access to building and close up of building for beadwork classes.
7. Continued work as the Public Affairs\Information person with T Tyler.
8. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
9. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
10. Administered, directed and supervised all departmental activities.

The Language Coordinator accomplished the following during this month:

- 1) I forgot to mention this in my August report- Attended the language camp in Peshawbestown in August.
- 2) Attempted to coordinate training for the PA system.
- 3) Meeting with Jack O'Malley about a show in November (Native American Awareness month) to promote new site.
- 4) Meeting with Jim Sundberg about developing new site from the library grant and recording Endaaying on Face book.
- 5) Developed a mini coarse outline for Next Generation parents.
- 6) Produced a schedule for 5th grade teachers at Kennedy school.
- 7) Worked on grant resource material.
- 8) Mailed out CD ROM's.
- 9) Coordinating tree planting with Natural Resources for spring time.
- 10) Working with our Ogema on language for an opening prayer.
- 11) Classes with Next Generation on Monday mornings.

The Audio-Videographer accomplished the following during the month:
Position vacant after 7/12/2017, may be filled in 2018.

Tribal Historic Preservation Coordinator accomplished the following
Position vacant, not scheduled to be refilled.

The Historic Preservation Administrative Assistant accomplished the following during the month:
Position vacant, not scheduled for refilling.

Public Affairs Administrative Assistant
Report filed separately through Director as Lead.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Supervisor
September 2017, Department Report

I. Department Overview
LITTLE RIVER BAND OF OTTAWA INDIANS
UTILITIES DEPARTMENT
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.
- Vac Truck cleaned 4 Storage Tanks grit for septage receiving
- Routine Maintenance

Billing

Water	\$13,243.74
Sewer	\$25,221.43
Irrigation	\$8,495.99
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$14,425.61
Septage	\$6,849.52
Month Total	\$75,580.29
Yr. to Date Water	\$112,980.99
Yr. to Date Sewer	\$178,488.92
Yr. to Date Fire Suppression	\$73,440.00
Yr. to Date Irrigation	\$28,182.44
Yr. to Date Manistee Township	\$125,174.24
Yr. to Date Septage	\$55,918.65
Credit	
Yr. to Date Total	\$574,185.24

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 6,915,454**
 - a. Peak Flow 233,991**
 - b. Low Flow Gallons 147,351**
 - c. Ave Daily Flow Gallons 230,515**
- 2. Gallons of Treated Waste Water SBR**
 - 1. Influent Gallons 2,222,995**
 - a. Peak Flow Gallons 83,323**
 - b. Low Flow Gallons 65,404**
 - c. Daily Average Gallons 74,099**
 - 2. Effluent Gallons 2,060,793**
 - a. Peak Flow 80,645**
 - b. Low Flow Gallons 58,577**
 - c. Daily Average Gallons 68,693**
 - e. Waste Sludge Gallons 115,000**
 - 3. Lagoon**
 - a. Influent 1,769,705**
 - b. Peak Flow 112,491**
 - c. Low Flow 50,594**
 - b. Daily Average Gallons 58,990**
- 3. Septic Sewage**
 - a. Gallons 142,520**

III. Travel and Trainings

N/A