

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LBR*
Naangwa: Date: October 24, 2018
Maanda Nji: Re: September, 2018 Operations Report

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

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

Larry B. Romanelli

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

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

September, 2018 Department Report

I. Department Overview

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

Finance/Accounting Management:

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

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2017 audit took place May 14 - 18, 2018. The audit firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continues to provide information for the auditors to complete the audit. It is anticipated that the final audit report will be issued in September, 2018.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; AKI (10) Homes, AKI (2) 2018, Elders (10) Complex 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. ***AKI (10) Housing- None***
 - ii. ***AKI (2) 2018 - Timber Run- \$46,980***
 - iii. ***Gathering Grounds – Elmer's -\$18,305***
 - iv. ***Elders (10) Complex – Travois - \$85,795.05***
2. ***Cash Receipts; Daily cash receipts totaled for the month of September, were, \$604,349.88 the General Fund Operating Account had a total of (249) receipts.***
3. ***NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.***
4. ***Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2017. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2017.***
6. ***Audit work for 2018 Asset – Ongoing working on updating current year purchases, asset control...***
7. ***1099MISC. – 2017 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2017. Sending out some of returned 1099MISC as corrected addresses come in.***
8. ***Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks, this is in the final stages of reconciliation as the Casino Resort has taken on the duties almost done, bank account closed.***
9. ***BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.***
10. ***Tribal Financial Statement Requirements: Due by the 8th of the month.***
 1. ***Cash Deposits***
 2. ***Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.***

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

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

Other Meetings

- ***Project Recap – overview – Controllers Office***

Duties and Accomplishments –

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

Meetings Held / Attended – TERT

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – PR/HR implementation

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 Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *Sent Brandi Cook a notice reminding her that I need the monthly patrol activities report if there were reimbursements submitted to USDA Forest Services.*
12. *The Tribe received six modifications for the following grants: 2017-2019 EPA Air Quality additional funding in the amount of \$16,835, 2017 BIA Self Governance additional funding in the amount of \$664, BIA Government to Government IRR Roads additional funding in the amount of \$3,686, 2018 IHS Self Governance additional funding in the amount of \$7,695, 2018-2019 Caregiver additional funding in the amount of \$190 and 2018 IHS Self Governance additional funding in the amount of \$13,009. Documents were Scanned and placed in the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
13. *The Tribe received two new grants this month: 2018 Family Violence Prevention in the amount of \$29,896 for the time period of 10/1/17-9/30/19 and 2018 VOCA in the amount of \$237,372 for the time period of 10/1/18-9/30/19. Grant program booklets were created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. A fund number was assigned and the new funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the*

grants ever awarded to the Tribe. The new grant information was given to the Staff Accountant so that she could set this program up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution. Once the acceptance resolution was received it was scanned and placed in the electronic folder and original placed in the Grant program booklet. A notice was sent to Purchasing, Ogema and Controller letting them know the new grant information. A Grant program booklet was created for the person who will be administering this grant.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Jason Cross a few times each week.
4. Met with Valerie Chandler on different occasions.
5. Converse daily with Lyle Dorr (Grant Writer).
6. Attended meetings with the Leads, Ogema, Mary on 9/4/18 and 9/11/18.
7. Met with Bob Davis on 9/28/18.

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 416 payroll vouchers/checks through ADP.
2. Verified 19 PAF's this month which included new 4 employee(s), and 2 terminated employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 9/14 and 9/28.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
7. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

1. 9/10 – Call with Christina from ADP regarding leave accrual issue and time off reports.
2. 9/13 – Call with Christina from ADP regarding new time off policy assignment.
3. 9/18 – Call with JMT to review import file details and verify HR module access.
4. 9/19 – Call with JMT to begin benefit plan setup.
5. 9/28 – Call with JMT to complete benefit plan setup and begin leave plan setup.

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing the ADP system.
5. Processed October 1st per capita distribution and all necessary reporting.
6. Provided information to budget coordinator as requested for use in preparing 2019 budget.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. Updating quick reference guide for payroll as necessary.
4. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
5. Training payroll Clerk for ADP payroll processing.
6. Completed bi-annual certifications of personnel costs for period of 3/1/18 – 8/31/18.
7. Provided completed master file to JMT for MIP data import.
8. Payroll/HR conversion to MIP.
9. Completing timeline tasks for conversion to MIP.

Upcoming Projects / Tasks –

1. Updating employer paid life insurance premiums in ADP as necessary.
2. HR module and EWS (Employee Web Services) training for future transition to MIP.
3. Importing employee data into MIP as part of MIP conversion.
4. Data entry of all employee deductions and benefits into MIP.
5. Dual maintenance of ADP and MIP systems until 12/16/18 when we begin using only MIP system for 1/1/19 transition.

ACCOUNTS PAYABLE

- Generated checks twice weekly for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, and purchase orders
- A check register was printed and forwarded to Contract Health and Members Assistance
- Keyed in all information into the system for processing and printing checks.
- Ensured checks were then signed off and stuffed into envelopes for distribution.

- Check requests were organized with check stubs and given to the clerk to be filed away.
- Printed a check register after each check run so that the Staff Accountant can submit a report to the bank for Positive Pay immediately after checks are cut.
- Recorded payments received throughout the month for the cash receipt report.
- Voided stale dated checks.

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Assist with invoice discrepancies

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 9/11 ordered credit card for Andrew Hurford. Created new user and mapped in account.
2. 9/19 meeting with NRD regarding contract for processing wood.
3. 9/24 meeting with Bloxom Roofing regarding NRD roof.
4. 9/24 put out request for bids to remove and replace roof located at 310 9th Street.
5. 9/25 sought quote to have tribal roofs assessed. Seeking current condition of roofs and estimated remaining life.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 291 packages.
2. Issued 139 receiving reports.
3. Returned 0 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 completion of FY2016 Indirect Cost Proposal
- 4) Commenced work on FY2017 Indirect Cost Proposal
- 5) Facilitated FY2019 Budget Hearing

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

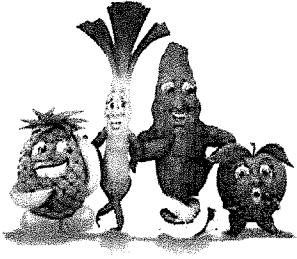
Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2016 & FY2017 Indirect Cost Proposals.
- 4) Continue FY2019 Budget Development

Expenditures Update

Total year to date expenditures for the Finance Division for September, 2018, are \$922,800, compared to an annual budget of \$1,216,991. Total expenses for the Finance Division for year to date September, 2018, represent 76% of the total annual budget.

Commodities
Ken LaHaye



Food Distribution Program

September 2018 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Ken LaHaye submitted department report

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

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye and Melanie filled food orders

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

Ken LaHaye ordered food for warehouse for October.

Ken and Melanie cleaned office

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken LaHaye attended QTR phone conference with USDA

Ken ordered equipment and supplies for delivery van.

Ken submitted department budget for review to the USDA.

Ken and Melanie conducted deliveries.

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

Ken and Melanie conducted a luncheon at the community center.

Ken was on vacation from 9/20-9/25.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

September 2018 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 16 student received LRBOI/JOM activities funding totaling \$2640.51. 11 of these students were requesting activities funds in place of school clothing, because they returned registrations and/or receipts past the deadline. 5 students received \$300 school clothing checks, most from address updates, 2 or 3 of them who were mistakenly excluded from the final check
- Higher Education Scholarship: 14 Higher Education Scholarships were processed for September. Total awards were \$28548.50 providing assistance to 8 university students and 6 community college students. Awards went to 9 women and 5 men.
- College Book Stipend: 18 book stipends were awarded during the month of September totaling \$7600. 2 for being enrolled in 1-3 credits, 4 for being enrolled in 4-8 credits, and 12 students received stipends for being enrolled in 9 or more credits.

During the month of September the following meetings were attended:

September 11- Budget Worksession with Tribal Council

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2018 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

September Monthly Report - 2018

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 11 Applications forms for people seeking membership
- Mailed out: 16 Address change forms
- Created 65 New and Replacement ID's from 09/01/2018 through 09/30/2018
- 216 Addresses changed from 09/01/2018 through 09/30/2018
- Final Rejection Letters: 1
- Final Acceptance Letters: 2
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 2
- Provisional Acceptance Letter: 2
- 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: 1
 - Denial letter: 0
 - 0 Applications received since 09/01/2018
 - List Request of membership: Tax Office, Member's Assistance and Public Information
 - Label Request of Membership: Public Information and Elder's Committee
 - Tribal Members Label/List or Statistical Request: 0
 - Statistical Requests: Food Distribution
-
- Department Verifications:
 1. Prosecutor 33
 2. Members Assistance 25
 3. Purchased and Referred Care 87
 4. Family Services 8
 5. Casino 3
 6. Food Distribution 1
 7. Human Resources 1
-
- Ordering/ Correspondence
 - Enrollment Verifications to other tribes
 - Certifications of Blood Degrees
 - Certification for Spouses and Descendants for Tribal Preference
 - 3 Members passed away for the Bereavement Fund
 - Sent out 3 Tribal Flags
 - Sent out PerCap Earnings reports
 - Updated Citizen Validation folder
 - 2 Tuition Waiver Verifications
 - 378 Phone calls logged
 - Eagle Feather Permit Verifications
 - Requests for copy of Digital Copies

Meetings

- PerCap process work session with Tribal Council – September 13th
- Enrollment Commission Meeting – September 17th
- Budget review with Tribal Council – September 18th

- Total Membership: 4,217
- Total number of Elders: 1,337
- Total number of Adults (18-54): 2,493
- Total number of Minors (0-17): 387
- Total Tribal Members living in:
 - 9 County Area: 1,750
 - Outside 9 County Area: 2,379
 - Michigan: 2,755
 - Outside Michigan: 1,374
 - Undeliverable Addresses: 88

Family Services
Jason Cross

Family Services Department

September 2018 Departmental Report

I. Department Overview:

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

I. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

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

Open Cases.....59

Total number of Tribal members served in open cases: 61

Total number of descendants served in open cases: 14

Total number of individuals served in open cases: 114

Cases Management:

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	1	0	0	0	1	0	1	0	0	0
Sandra DeVerney Open Cases	0	0	0	1	0	0	1	0	0	5
Stephanie Persenaire I & R's	2	0	0	0	0	1	0	0	0	0
Stephanie Persenaire Intakes	4	0	0	0	2	0	0	1	1	1
Stephanie Persenaire Open Cases	0	0	0	0	0	0	0	0	0	0
Amanda McQueen I & R's	1	0	0	0	1	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Open Cases	0	0	0	1	5	0	1	0	0	3
Worker Monthly Totals	8	0	0	2	9	1	3	1	1	9

Sandra DeVerney - Case Management

Total number living in homes served	2	0	0	3	0	0	0	0	0	0
Total number of Tribal Citizens living in homes served	2	0	0	1	0	0	0	0	0	0
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	0	0	1	0	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster	0	0	0	0	0	0	0	0	0	0
Home	1	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	0	0	0	0	0	0
Home Visits	1	0	0	0	0	0	0	0	0	0
Case Reviews	0	0	0	0	0	0	0	0	0	0
Binojocuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	4	0	0	0	0	0	0	0	0	0
Contacts with LRBOI departments	0	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	10	0	0	5	0	0	0	0	0	0

Stephanie Persenaire - Case Management

Total number living in homes served	6	0	0	6	0	0	0	0	0	6
Total number of Tribal Citizens living in homes served	5	0	0	2	0	0	0	0	0	5
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	4	0	0	4	0	0	0	0	0	4
Total ICWA or ICWP where substance abuse is involved	4	0	0	0	0	0	0	0	0	2
Child Abuse/Neglect	4	0	0	1	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	1
Sexual Abuse of a child	0	0	0	1	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	1	0	0	0	0	0	0
Non-Tribal Foster	0	0	0	0	0	0	0	0	0	0
Home	4	0	0	0	0	0	0	0	0	3
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	2	0	0	0	0	0	0	0	0	0
Home Visits	3	0	0	2	0	0	0	0	0	2
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojocuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	19	0	0	0	0	0	0	0	0	23
Contacts with LRBOI departments	6	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	61	0	0	17	0	0	0	0	0	47

Amanda McQueen - Case Management

Total number living in homes served	2	0	0	3	15	0	5	0	0	10
Total number of Tribal Citizens living in homes served	2	0	0	1	6	0	1	0	0	3
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	0	0	1	6	0	3	0	0	8
Total ICWA or ICWP where substance abuse is involved	0	0	0	1	2	0	0	0	0	2
Child Abuse/Neglect	0	0	0	1	0	0	1	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	1	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster	0	0	0	1	1	0	1	0	0	1
Home	0	0	0	0	1	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	2
Court appearances	0	0	0	0	1	0	0	0	0	0
Home Visits	1	0	0	1	15	0	1	0	0	0
Case Reviews	0	0	0	1	5	0	1	0	0	3
Binojocuk	0	0	0	0	1	0	0	0	0	0
Contacts with outside agencies	4	0	0	5	18	0	4	0	0	16
Contacts with LRBOI departments	0	0	0	4	9	0	2	0	0	7
Tribal Elders	0	0	0	0	2	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	6	0	0	10	51	0	19	0	0	53

LRBOI Victim Services Program Monthly Report
September 2018

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (3); New Intake(s) (0); Cases closed (0)
 - Provided: utilities, transportation, legal assistance, judicial advocacy, and transitional housing.
- Attended (0) court hearing
- Had (3) client face to face meetings; (1) transports

Collaboration Efforts

- 9/10 – Manistee DVSART meeting
- 9/18 – LRBOI VSP Task Force
- 9/19 – Manistee Youth Armory meeting

Travel & Training

- 9/10 – 9/12 – UTFAV Tribal Leadership Summit
- 9/13 – VOCA Tribal Advocate Quarterly Meeting
- 9/24 – 9/27 – OVW 3rd Annual Tribal Government Program Summit

Outreach/Education

- N/A

Grants

- 9/18 – Submitted VOCA 2019 Tribal Victim Services Award Packet
- 9/24 – Submitted FVPSA 2019 Award Packet

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (3); New Intake(s) (1); Cases closed (1)
- Provided: Ed. Material, Transportation assistance, and Legal Assistance Services
- Attended (0) court hearing
- FTM (0)
- Had (9) client face to face meetings

Outreach

- 9/25 – Handed out upcoming info on DV Speaker
- 9/27 – Project Homeless Connect Veterans Expo
- 9/28 – Muskegon Elders Meal/clothesline project and trivia

Training

- 9/13 – Facilitated MCOLES Strangulation Training for Muskegon County

Webinars

- 9/11 - Evidence-Based “CUES Intervention” to address IPV/Human Trafficking in Primary Care Settings, and Tools for Ryan White-Funded HIV Programs
- 9/11 - The Benefits of Mentorship: Empower, Lead, succeed in Organizations Serving Survivors of Violence
- 9/11 - Conducting a Thoughtful Needs Assessment: A Comprehensive Approach to Program Design for Adult and Children Survivors of DV
- 9/12 - Safety for Native Women: VAWA 101 Primer
- 9/12 - Care in Tribal Communities for SA Survivors Through Partnership and Technology

- 9/17 - Tools for Transformation: Becoming Accessible, Culturally Responsive and Trauma-Informed Organizations
- 9/17 - Power Over to Power with: Applying a Trauma-Informed Approach to Our Work
- 9/17 - Support Groups for Women Experiencing Substance Abuse and Domestic Violence, Sexual Assault, Trauma & Oppression, Part I
- 9/17 - Children and Domestic Violence (Webinar 1)
- 9/19 - IPV/Human Trafficking and Substance Abuse and Treatment, with a Lens on Behavioral Health, Substance Abuse Programs and DV Agencies
- 9/19 - Succession Planning within Domestic Violence and Sexual Assault Organizations
- 9/19 - Strategies for Centralizing the Voices of Young People of Color in Anti-Violence Wk
- 9/19 - Indigenous Adolescent girls EMPOWERMENT NETWORK
- 9/20 - The Benefits of Mentorship: Empower, Lead, succeed in Organizations Serving Survivors of Violence
- 9/20 - Prosecuting Sex Traffickers: Trial Preparation
- 9/24 - What is Human Trafficking and How Common is it in Michigan?
- 9/24 - Project STARFISH for Education
- 9/25 - Centering Survivor Leadership at the Intersections of Oppression: A Comprehensive Approach to Ending Intimate Partner Violence
- 9/27 - Missing and Abducted College Students

Collaboration

- 9/6 – Oceana Co. Home Partnership meeting
- 9/7 – Mason/Lake/Oceana DV Task Force
- 9/18 – LRBOI VSP Task Force (via phone)
- 9/26 – Muskegon County DV Task Force
- 9/26 – Muskegon Human Trafficking Task Force
- 9/27 – Muskegon Homeless COC Network meeting
- 9/27 – Kent Co. DVCCRT meeting

Charlotte Campbell (Manistee Victim Advocate)

Advocacy/Case Management

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

Collaborative Meetings

- 9/7 – Mason, Lake, Oceana DV Task Force Meeting
- 9/18 – LRBOI VSP Task Force meeting
- 9/28 – Wexford Co. Family Violence Task Force meeting

Outreach

- Handed out DV event flyers to Manistee and Benzie Co. community agencies.

Trainings/Webinars

- 9/17 - 1 hour Computer Class

Next Generation Learning Center-September 2018

Enrollment Statistics:

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

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

Current Center Happenings:

- NGLC has opened another classroom-Poplar. LRBOI Maintenance constructed the classroom within the large School Age room and is now our new infant classroom. This has allowed us to have an infant and toddler wing, and a preschool wing.
- NGLC has 57 children attending one of our preschool programs. We now offer three different preschool programs for families-two of these programs are free to families that qualify.
- NGLC is in need of a Teacher's Aide and Bus Driver.
- Michigan Works continues to be within the center on Wednesdays as a satellite location.
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning.
- MSU Extension is now coming twice a week to our Preschool and School Aged classrooms to teach children about healthy food choices and participate in cooking lessons.
- Inter-Tribal Council of MI will be holding their Head Start meeting and visit at NGLC during the month of December.
- Eight children currently receive Early On (early intervention special education) or MISD special education services while attending NGLC-2 children receive ABA Therapy for Children with Autism. Early On continue to hold their monthly playgroups at NGLC.

Upcoming Events:

- September 17-First Day of Preschool Programming
- September 27-28 Early Childhood Summit at WSCC

LRBOI Be Da Bin Behavioral Health September 2018 Report

This is the report for Be Da Bin Behavioral Health Program. Staff for Be Da Bin include: Dottie Batchelder, Chemical Dependency Counselor; Sujean Drake, Mental Health Counselor; and James Gibson, Traditional Healer, contractual. We had a busy month. We now have new staff member, Angela Schwandt, Mental Health Counselor.(just started her position).

September 4, 2018, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

September 10, 2018, Be Da Bin with the Manistee County Suicide Awareness and Prevention Coalition showed the film, "Suicide The Ripple Effect" at the Vogue theater with 56 attending.

September 12, 2018, the Suicide Prevention Walk was held sponsored by the Suicide Awareness and Prevention Coalition (Be Da Bin/Centra Wellness) with about 65 in attendance.

September 17 & 18, 2018, Sujean Drake and Dottie Batchelder attended the State Substance Use Disorder and Co-Occurring Conference in Grand Rapids, MI.

September 18, 2018, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

Be Da Bin Staff: Dottie Batchelder has been busy with the many events and relocating her office. She completed closing out the ATR IV grant and continuing with the STR/TOTR treatment/recovery grant, as well, as the completing of this year's Tribal Opioid Prevention Grant. We have renewal of the prevention grant til at least April 2019 and the STR/TOTR to September 2019. This month she has attended the Northern Michigan Recovery Residences Board meeting, planning meetings for the events with opioid epidemic community partners, SEA, and the Community Partners (Centra Wellness) Meeting. Sujean Drake has been busy with the ending of the Mental Health Block Grant (tele-psyc) and the continuation of the "grant" for another 2 years and assisting with the events. Angela Schwandt started on August 24, 2018.

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor:

17/8 Individual/Recovery Clients

139 Client Contacts for Services

176 Counseling/Administration Hours Delivered

Total Client Service Delivery: 306

Mental Health Counselor:

30 Individual Clients

Client Contacts for Services

Counseling/Administration Hours Delivered

Total Client Service Delivery:

Traditional Healing: 10 Individual Client Contacts

Departmental Monthly Events & Needs

Meetings:

HSCB – 9/4/18
DHHS site visit consultation – 9/4/2018
MAPS busing meeting – 9/11/18
CSBG audit call – 9/12/18
TSP conference call – 9/13/18
Elders insurance work session – 9/14/18
Strategic planning – 9/17/18
Traditional healer – 9/18/18

Travel and Trainings:

Court

LRBOI – 2
California – 1

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW
Director of Family Services

Grants
Lyle Dorr

Grants Department Monthly Report

September 2018

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

- Attended an evaluation training offered free of charge by the Office of Minority Health (Aug 28-29). It was very good and I was able to make connections with other Native grant writing colleagues.
- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.
- ∞ **As of 9/28/2018 this grant has not be posted:** Based on information from the GLIHA quarterly meeting (May 1 at Soaring Eagle) that Frank had me attend with Michelle and him, an upcoming competitive grant Recovery Act Development Process (RADP) in August or September. We received \$2M a few years ago when it came out. I will coordinate with the incoming Housing Director on this opportunity when it is released. Michelle is helping me watch for the posting.
- ∅ I am a member of the Tribal Emergency Response Team which meets the 1st Wed. of each month. We are pushing forward as a committee to determine roles and update past policies and procedures. It appears the team will be fully functional by June of 2019 we reestablish the Team.

Court:

- ∞ **OVC Grant Application: We have not heard on this award as of 9/28/2018:** Worked with Shayne and Jason re: funding from the Office of Violence of Crime (OVC). Funding would be near \$200,000 a year for 3 years to fund a Rehabilitation Specialist to work with Tribal members in the justice system. It would also provide funding for other items not covered under existing grants.

EDC:

- ∅ Nothing currently, but coordinating with Tom from time to time on potential projects such as housing development and solar potential.

Family Services/ Be-Da-Bin:

- ∞ **Submitted with Jason Grant App: Jason and I have worked on a couple of grants together.** One I took the lead on which included monies for Shayne and Jason's Department through DOJ. And one with Jason taking lead for Opioid treatment dollars (This is one we could go for because Be- Da-Bin now is under Family Service. We would not have been qualified to apply had they not been under the new structure.) We should hear back on these in October. I did most of the work on this grant.
- **Received an Opioid related grant, mostly done by Jason.** We are waiting to hear on a Self-sufficiency Navigator grant that will help fill out Jason's programming and service needs (Should hear on the front end of October.

- We recently received two renewal grants for Shanaviah's program, mostly completed by her.

Food Distribution:

- Ken's program is exploding necessitating a push to find the funding for a new or renovated facility that will have the capacity to serve the members. He and I are starting our searches here in September now that his expanded program budget is accepted by USDA.

Historic Preservation:

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

Maintenance:

- ∞ Consumers Energy Contract and subcontractors are signed work will begin in October: We will need to help them with permits, which would normally take months. Frank and Allison will help Consumers in the application process with calls. If we get the work done before December, we save \$3,000 for winter work charge.

Natural Resources:

- Replace Brown Modular used by Tom (EPA Air Quality Monitor): This will be likely be completed in September, but no later than mid-October.

Public Safety:

- ∞ New Car Garage for 2019: We have found unspent carryover funds near \$500,000. Robert would like garages for his vehicles. The new structure may go where the Brown modular is currently that we are removing. I will be assisting in the process to get this project initiated. We are trying to locate someone to complete drawings for us so that we can put it out to bid for construction in the Spring of 2019.
- ∞ Maintenance is working on removing the Brown Modular, which will allow for Robert to place his garage in that area. We are coordinating with Natural Resources regarding the transfer of their Ozone Monitoring equipment. They will completely remove the modular in the first couple of weeks in November. Monitoring equipment will be moved to a temporary trailer.

Water/Waste:

- ∅ No updates at this time

Special Projects:

- Arranged for Michelle Lucas of Purchasing to coordinate with Jim Stuck, Housing Maintenance Supervisor to have large items temporarily stored at the Housing Maintenance Building until they can be used/placed. It does not happen often, but when it does, it costs the Tribe \$2,400 for special delivery. This site should reduce that cost and we will look into creating a loading dock on a maintenance building should we go forward with it in the future.

- Arranged for agreement among everyone to let the back door to the accounting area be unlocked so that UPS, Jackpine and other delivery personnel can leave items for Robert when he is not there. UPS in particular has expressed frustration with leaving packages for us and having to call for someone to open the door. George suggested leaving the back door open during regular business hours.

Health
Robert Davis



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

From: Bob Davis, Health Services Director
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Keith Jacque, Chief Pharmacist

Date: 10/11, 2018

Re: September 2018 Report of Activity – Tribal Health Services

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

September 13th and 14th, Janice Grant, Clinic Supervisor, and Gina Dahlke, PRC/EHAP Supervisor, travelled to Bemidji, MN to accept the Bemidji Area Director's Award for Outstanding Tribal Health Employee awarded to Amy Doering. Amy was out of state for a family wedding.

Forest County Potawatomi Insurance Department filed 76 claims on behalf of Little River in the amount of \$14,507.61 for third party reimbursement.

There has been an effort to better enable Community Health Representatives to be successful. Lists have been developed to identify elders and disabled tribal clients of the Health Clinic to call for making home visit appointments. Additionally, once a month at the Muskegon office lunch and at the Community Center, two CHR's have been taking vitals and testing glucose levels for anyone that makes a request. The efforts resulted in more than 3 times the number of home visits in September as compared to August. We are encouraged with this trend.

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

CLINIC OPERATIONS:

255 patients scheduled

14 patients NO-SHOW to scheduled appointments

21 patients provided SAME DAY appointments for emergent matters**

79 cancelled appointments

183 patients attending CLINIC PHYSICIAN appointments**

21 patients PHONE TRIAGE**

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

61 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN September (Total Patient Volume): 647

Diabetic patients: 64

Flu Vaccines: 31 (given by Pharmacist)

Injections: 18

Nursing Visits: 01 **

On-site Labs: 133

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,736

DIRECT CALLS TO CLINIC OPERATIONS: 425

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 669

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 18

TRAVEL HOURS: 43
SERVICE HOURS: 25 ½
NUMBER SERVED: 18

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 86

COMMUNITY VISITS: 11
TRAVEL HOURS: 2
SERVICE HOURS: 4
NUMBER SERVED: 11

HOME VISITS: 17
TRAVEL HOURS: 31
SERVICE HOURS: 20
NUMBER SERVED: 17

GOV'T BUILDING VISITS: 2
SERVICE HOURS: 1 ¼
NUMBER SERVED: 2

PHONE CALLS: 117
HOME VISITS SCHEDULED: 28
HOME VISITS REFUSED: 28
HOME VISITS CANCELLED BY PATIENT: 4
HOME VISITS RESCHEDULED: 4
HOME VISITS CANCELLED BY CHR: 2 (due to illness)
HOME VISITS RESCHEDULED: 4

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

TRAVEL HOURS: 8
SERVICE HOURS: 6
NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 84

TOTAL SERVICE HOURS: 56 ¾

TOTAL CLIENTS SERVED: 50

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$66,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2257

TOTAL PRC PAID IN SEPTEMBER: \$ 39,322.83

PHARMACY/OTHER: \$ 22,297.57

DENTAL: \$ 7,101.95

TOTAL PATIENTS: 158 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 404

TOTAL CLAIMS ENTERED: 348

TOTAL PRC PAID 2018: \$ 804,093.44

TOTAL EHAP PAID IN SEPTEMBER: \$ 26,927.32

TOTAL EHAP PAID 2018: \$ 316,604.43

TOTAL ENROLLED EHAP/LRBOI: 1312

NEW APPLICATIONS MAILED OR GIVEN: 24

REASSESSMENTS MAILED OR GIVEN: 116

MEDICARE LIKE RATE (MLR) Savings for SEPTEMBER 2018

Claims submitted: 50 \$ 73,111.28 (total submitted)

-\$ 20,624.59 (what we paid)

\$ 52,486.69 (total savings)

PATIENT BENEFIT COORDINATORS: SEPTEMBER 2018

Assisted with on-line applications: 2

Webinars/Trainings: 2

Phone calls: 268

New Patient Registration: 7
Established Patient Registration: 118
Referrals to Other Departments: 3

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

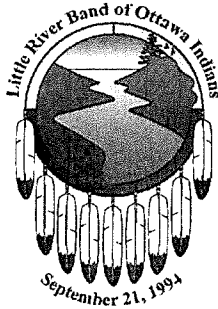
PHARMACY

Active patients: 283
Prescriptions filled: 962

Insurance charges: \$86,102.99
Insurance payments received: \$82,834.85
Non-member cash/copays received: \$171.84

PRC-equivalent write offs:
LRBOI: \$19,119.80
Other Tribes: \$379.52
TOTAL: \$19,499.32

Housing
Vacant a director



Little River Band of Ottawa Indians
Housing Department
Mailing Address: 2608 Government Center Drive
Physical Address: 2953 Shaw Be Quo ung
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT
Report to the Ogema
For September 2018

Staff

Michelle Pepera – Administrative Assistant
Chad Gehrke – Grants Clerk
Jim Stuck – Housing Maintenance Technician
Stephen (Jake) Shepard - Housing Maintenance Technician
Matthew Alexander – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A. Every six months the Housing Department must submit a report called the Semi-Annual Labor Standards Report, to the Department of Labor. It is a report on the use of Federal Funds in this case our IHBG Grant and that we are complying with labor laws. It was due September 30 and was submitted on September 11, 2018.
- B. The Construction of the two four-bedroom Fair Market rentals at Aki should be completed by mid-to late October. The landscaping for the Aki 10 and these two units has been pushed back to the first week in October.
- C. Groundbreaking ceremony for the Elder Apartment complex was held on September 4, 2018.
- D. The department met twice this month with Rebecca Liebing, Staff Attorney and Bill Willis, Members Services Lead.
- E. I attended a Tribal Council work session this month on the 2019 Housing Department Tribal budget.
- F. Travois and Wieland Project Managers came into town to do a site visit of the Elders Apartment construction site, they are schedule to do a site visit once a month.
- G. September 26, Tribal Council approved the purchase of a 2018 Chevrolet 2500 Silverado maintenance truck with a plow, funding is coming out of our 2018 IHBG funds, as written in the 2018 Indian Housing Plan. Resolution # 18-0926-280

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

Lease renewals due during the month: 4

Leases renewed: 1

New leases: 0

Annual Inspections: 4

Move-out Inspections: 0

Move outs: 0

Transfers: 0

I. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2018 in the amount of \$75,000.

Applications received this month: 2

Number of Awards made during the month: 1

Amount of Awards made for the Month: \$2,667.00

Total Number of Awards made during the Year: 13

Total Amount of Awards for the Year: \$61,644.00

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 11

B. Termination Notice(s) issued: 5

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

D. Court Filing(s): 1

III. Condition of Properties.

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

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 67 rental units in total of which all 67 were rented giving us an occupancy rating of **100%**.

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

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

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

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

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

B. Aki has 22 Fair Market rentals and 22 are rented.

V. Significant Problems and Accomplishments.

A. On time submission of the Semi Annual Labor Standard Report to the Department of Labor for the period of April 1, 2018 through September 30, 2018.

B. Approval from Tribal Council on the Purchase of a new Housing Maintenance Truck

VI. Plans for the Future.

- A. Submittal of our 2019 Indian Housing Plan (IHP) to HUD by October 17, 2018.
- B. Complete construction of the two four bedroom fair market rentals by the end of October
- C. Start of construction of the Elders Apartment Complex at Aki maadiziwin.

VII. Other Information

- A. None

End of Report
Michelle L. Pepera
Administrative Assistant
October 5, 2018

Attachments: September 2018 daily maintenance log, attachment #1
Elder Apartment Complex groundbreaking ceremony, attachment #2
Two- Four bedroom home updated photos, attachment #3
Elder Apartment Complex Excavation & Grading updated photos, attachment #4

Cc: File

Housing 2018
Daily Worksheet

Date 9/3 Holiday

Date 9/4 Receipts, Daily logs, Mileage EOM Paperwork
Mowed Fields, cleaned mower Deck underside replaced
blades (installed New) on Kubota zero turnDate 9/5 Repaired Cable and installed new flag, Checked with
Local Dealership for Quote on truck, Mowed Fields
and around BLD
Checked locksets @ Pavilion, Mens side stuck in Locked
Position got open and seems to operate properlyDate 9/6 Checked for water leak in basement @ 2693 OC
discovered grading issue at one of the small windows next to
downspout, also checked garage for beetles, sprayed again
Checked lock assembly @ Pavilion, need to replace assembly on
Womens Restroom, Cut Autumn olives off of Dontz Rd. for better
turning viewDate 9/7 No Take - Cut down by Aki, meeting with
Bill, Went to Elmers to get a quote for lime stone, crushed Stone,
3 top Soil. Cleaned Mower decks, took out garbage

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 9/10 Mowed All of the ditches with Kubota, cleaned & put away.
Filled in ditches (Roadside edges) with dirt & packed, cleaned
Bathroom & Shop

Date 9/11 Continued Filling washouts along drive, started
cutting fields, Compared safety equipment pricing and
availability from Fastenal/Gilgrip, Checked on Uniform allowances
Lowered Flags

Date 9/12 Found & Installed screen @ 2684 OC, Verified window
not leaking, Raised Flags, cleaned pavilion, repaired drinking
fountain, Followed Chad to Big Blue so he could drop the Toyota
off for repairs, Cleaned and oiled seat adjustments and seat belt
hardware on Kubota zero turn, Mowed fields & Elders

Date 9/13 Started cutting elders/Hc Lawns, Continued mowing
fields and removing invasive trees/shrubs, cleaned and greased
Toro zero turn, cleaned Red truck,

Date 9/14 No Jim Finished mowing elders/Hc Lawns, clean-up
around shop area, Spoke to Berger to verify truck
availability.

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 9/17 Finished mowing Ditches inner and outer circle, Continued invasive shrub removal along roads and ditches

Date 9/18 Demo raised garden beds by shop, piled soil for future use, Annual Inspection @ 2637 OC

Date 9/19 Continued invasive shrub/tree removal along road Annual inspection @ 2626 IC

Date 9/20 Repair and reinstalled register diffuser @ 2665 IC, organize shop area, rain day clean up

Date 9/21 Holiday

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 9/24 Continued invasive tree/shrub removal
Annual Inspection 2698 OC

Date 9/25 Continued invasive tree/shrub removal
Annual Inspection
Checked Locksets + Deadbolts had Keys made for 2583 IC

Date 9/26 Continued invasive tree/shrub removal
along road side, went over Work orders and annual inspect
sheets with MP,

Date 9/27 Continued invasive removal/clean up
Inspected appliances installed tenant supplied window treatments
inspected and cleaned weep holes/channel on windows @ 2714 OC
Inspected Dryer and venting, cleaned venting and Back of Dryer
@ 2645 IC

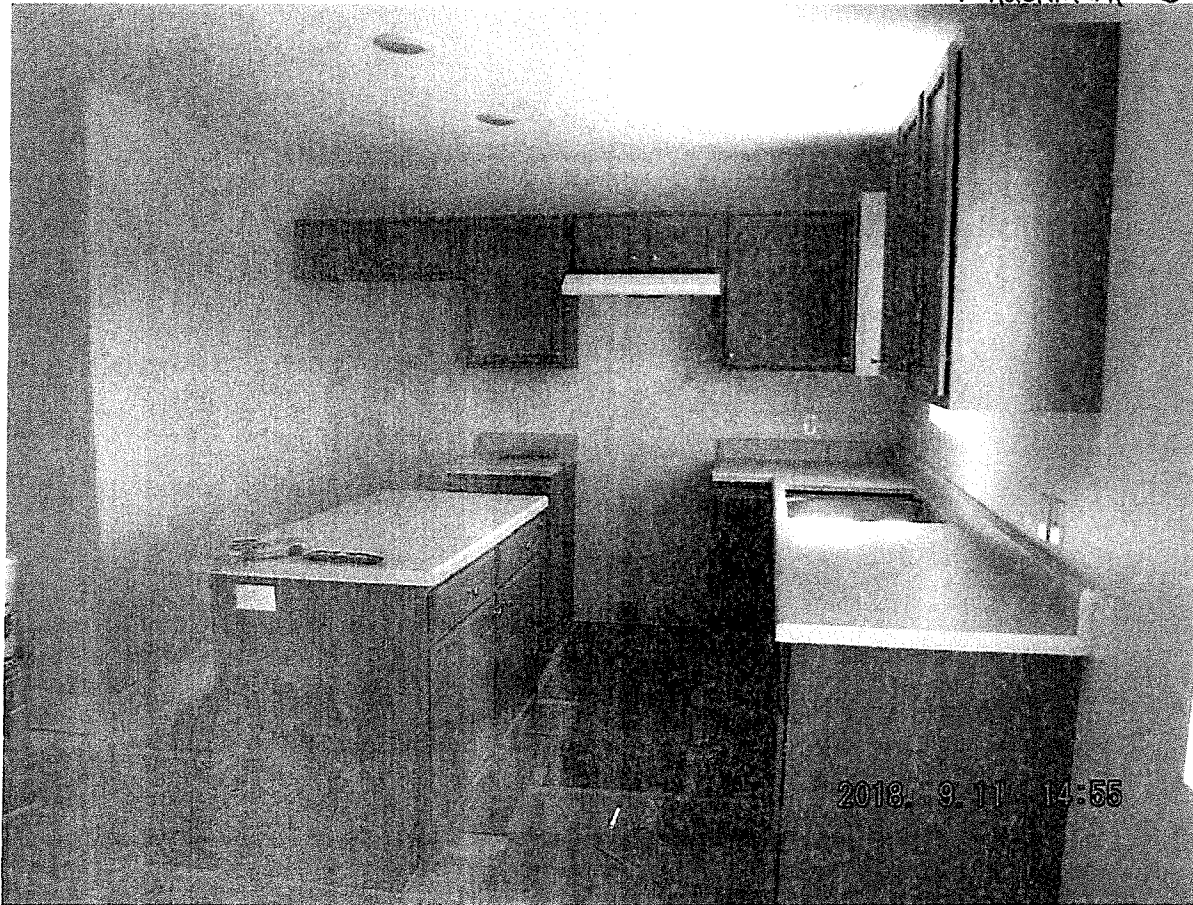
Date 9/28 Spoke to tenant about washer/Dryer @ 2645 IC
ask to keep us informed as to Dryer issue, Submitted/ Completed
Work orders, and receipts, reinstalled loose siding on back
of house @ 2605 OC, Measured for window treatments
at Two new units Lots 51 + 52
Wrote Memo and sent to BW about tenant issue @ 2714 OC
Phone call recieved

Thank you for filling out this Daily Worksheet

Attachment #2



Attachment #3



Lot 51

Walls
painted
counter tops
and vinyl
flooring
installed
throughout
the home



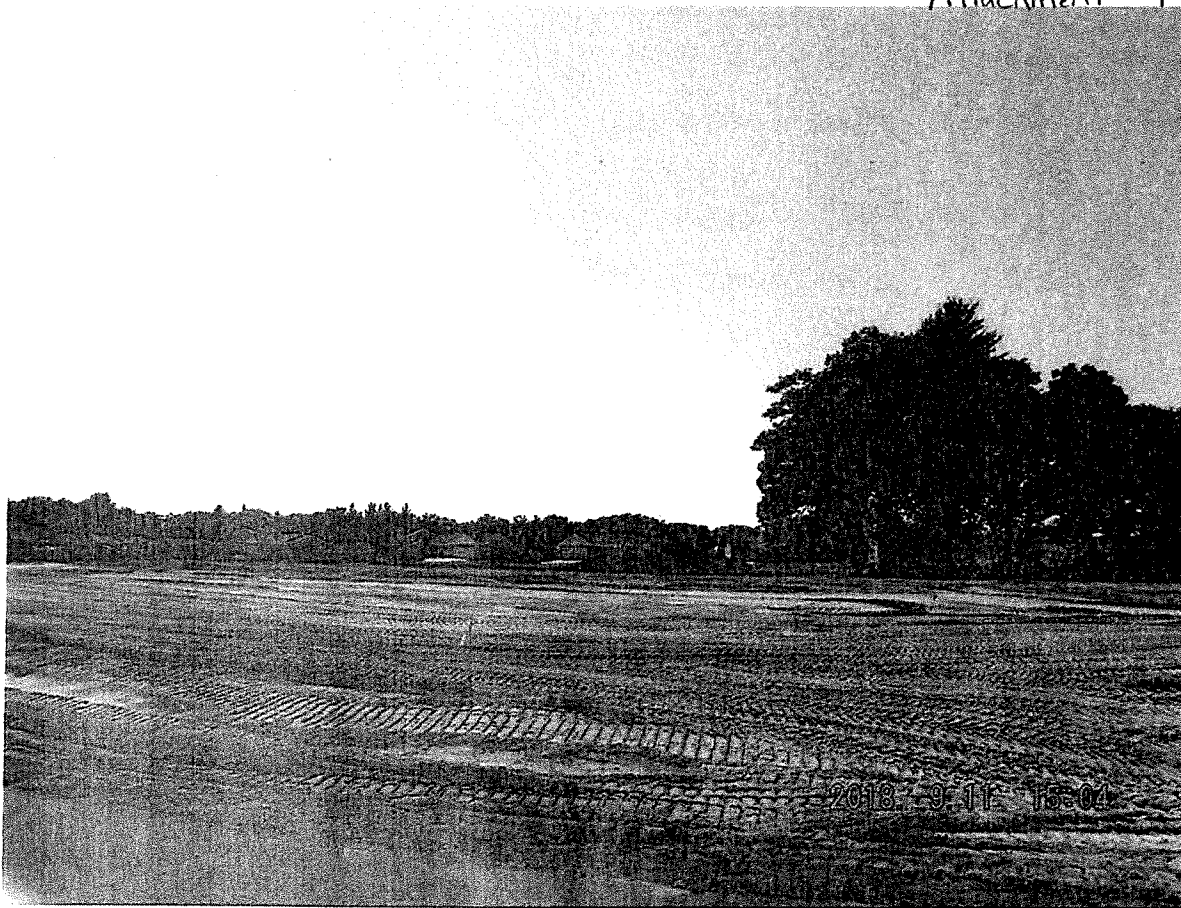
Lot 52

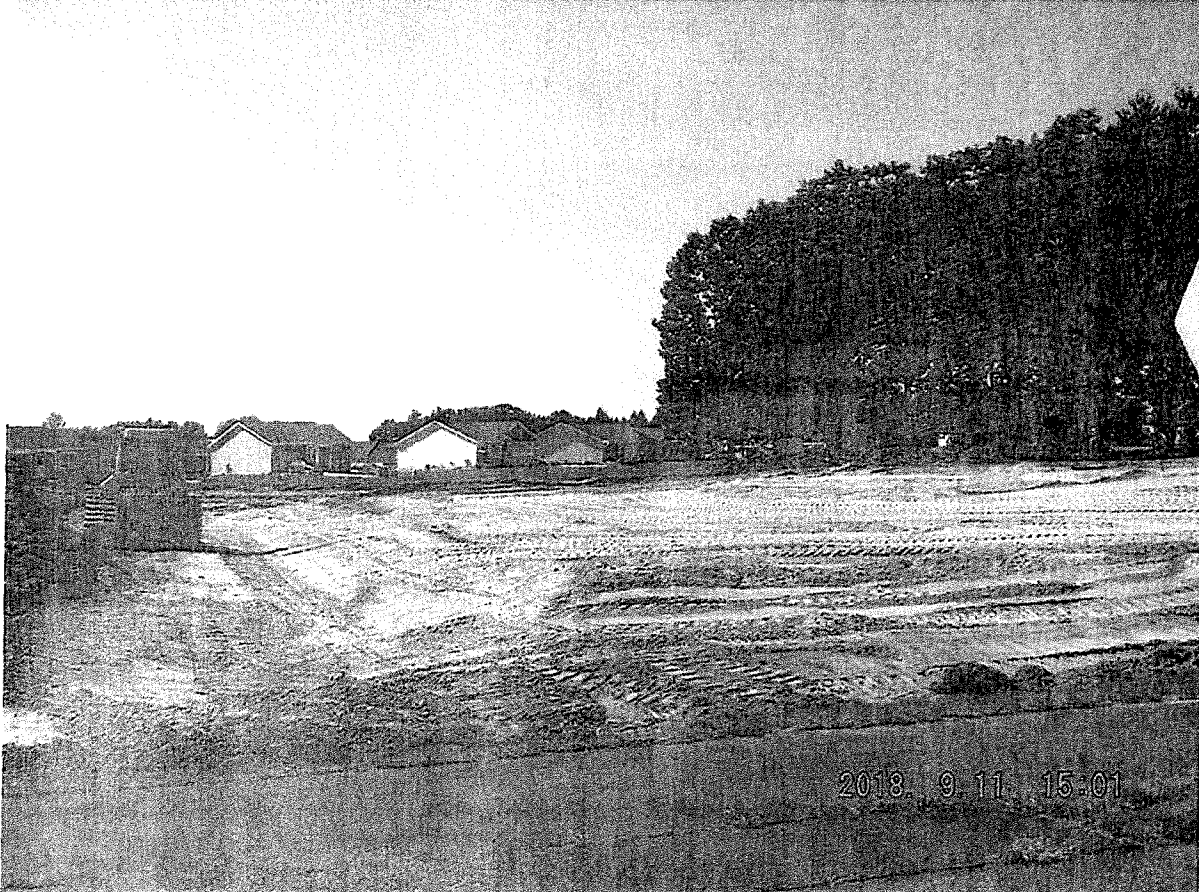
Walls
primed and
vinyl
flooring
installed
throughout
the home

Attachment #4

Elders/Housing
Complex

Excavation
& Grading





Human Resources

Vacant a director

HUMAN RESOURCES DEPARTMENT

SEPTEMBER 2018 MONTHLY

REPORT

Hiring/Recruiting September 2018:

In September, there were four (4) new hires welcomed aboard - two (2) at NGLC, one (1) at Public Safety, and one (1) Be da bin- Family Services. HR has a few postings on-going, NGLC has one (1) until filled posting but interviews have been granted and was offered but was declined, IT has two (2) positions posted – until filled, it is hoped that interviewing of qualified candidates will take place sometime in October to fill the IT Technician position. Systems Administration position remains open.

The Director of Health Services has started this month.

The new Detective Sergeant has started and is fitting in quite well. This position is replacement for Detective Jim Grabowski, who is set to retire at the end of October, he agreed to mentor and work with the new Detective to teach him the ropes.

Be da bin – Mental health Counselor employee has started as well.

The Teaching positions for Head Start have started. However, the Bus Driver/Floater remains open until filled.

HR Director and Housing Director remain open. A new recruiter has been acquired for HR; the hope is they will provide qualified candidates for our open Director positions. A Comptroller position has been offered but waiting for it to be accepted.

The Medical Director/Physician has given the notice of retirement this month. Her last day is scheduled to be October 19. Health Services will be posting that position and one for a Staff Pharmacist to help with coverage in the busy Pharmacy.

HR had processed paperwork for four (4) terminations –three (3) being seasonal and one (1) a FT employee.

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

Human Resources Statistical Reporting:

The tribal demographics did not reflect much of a change in September due to four (4) new hires being processed, along with four (4) terminations.

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

Training

Update -In July, I did reach out again to get an answer but did not receive one, might be due to the Casino hiring a new Risk Manager. Will keep on inquiring to see everyone gets his or her certification as promised – The new Risk Manager has finally got back with me and the employees needing the wallet certifications are to finally be processed early September. In email conversations with the new Risk Manager, trainings will be set up for the remaining employees needing the 2nd part of the Forklift

Certification in October.

MVR Updates

Yearly update processing of MVR's began in August starting with Family Services including NGLC, Utilities and Maintenance. IT, Food Distribution, HR and Natural Resources were processed in the month of September and will continue into October to finish the rest of the employees in the remaining departments.

Salary.com

The Ogema has ended the contract with Salary.com. HR will continue to research alternatives and use credible Professional HR sites to help with Job descriptions, pay issues, etc. when needed.

Benefits:

401k Audit

At this time is still in progress, making sure everything is sent in for verification purposes, the process will then be selecting employees for individual auditing to make sure files have the right documentation. The extension we asked for this month is until mid-October when all should be finalized.

Policy Updates

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

Benefits

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

HR is in the process of planning for open enrollment, the Benefits Administrator is in the process of setting up the process. The Benefits Administrator has also been meeting with a few company representatives getting ideas about maybe moving out of FEHB.

ADP to MIP

Trainings will be set up for the conversion from ADP to MIP; those are set to take place in late November. HR is working with accounting to make sure all data needed is in ADP for a smoother upload/conversion to the MIP.

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
September 2018

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. The replacement of the disk storage array has been received. Installation planning with the vendor is ongoing.
2. Implementing Mobile Device Manager Software. System testing is now continuing.
3. 240 new IT work orders were opened in September 2018 and 226 IT work orders were completed in September 2018.

Meetings Held / Attended –

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

Trainings Held / Attended –

3. Share point Training has been placed on hold due to IT Personnel reassignment.

Special Tasks / Activities Performed –

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

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: October 3, 2018
Re: September 2018 report of activities

Number of tribal members assisted on new issues 75

Number of referrals received 2

Number of continuing cases: 56

Types of legal issues:

Child support	Collections
Probate Estate	Associations
Divorce	Real Estate
Small Claims	Residential Lease
Garnishment	Security Deposit
Wills	Automobile Title
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
SSA Representative Payee	Parenting Time
Trusts	General Civil
Transfer of Assets After Death	Title Insurance
Move Out of State with Children – out of state	Supervised Parenting Time
Guardian – Minor	Minor Guardian – Out of State
Landlord – Tenant Issues	Guardian – Adult
Relief from Civil Judgment	Eviction
Dissolve Association	Change of Custody
Child Protection Services	SSA and Per Capita
Objection to Retention of Security Deposit	Harassment
Claim for Damages by Landlord	Cashing Checks
Indian Child Welfare Act	Guardian – Minor - Modify

Per Capita and SSI
Medical Malpractice
Visitations of Minor who has Guardian
Abuse Neglect of Minors
Security Deposit
Bereavement
Damages by Tenant
Social Security
Department of Human Services
Employment
Distribution of Trust Assets
Civil Infraction Ticket
Objection to Personal Protection Order
Criminal

Bankruptcy
Unemployment Taxes
Scams
Easement
Personal Protection Order
Informal Complaint
Paternity
Purchase of Real Estate
Medicaid
Business Debts
CDL License
Adult Protection Services
Contempt of Court

Met with Tribal Council Regarding Budget

Attended Victim Services Task Force meeting

Sample of Work Performed:

Assisted a tribal member with an eviction of a tenant who was not paying rent from their rental home

Assisted a tribal member with a divorce action

Assisted a tribal member get a court order so that their ex-spouse could not have a specific person present when they had parenting time with the minor children

Assisted a tribal member prepare for a trial where they were being charged for damages to the rental house that they were not responsible for and be successful at trial

Maintenance
Rusty Smith

Facilities Management Department Report
De-Ahna K. Underwood, Administrative Assistant III
September 2018

I. Department Overview

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

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

The EVS Techs stay very active in their daily routine of keeping the Government Center and the other office buildings clean and sanitized. 66 work orders were submitted for the month of September. The maintenance work order requests included, but not limited to handing up a white board, repairing walls, relocating a couple employee offices, swapping out desks and other office furniture for employees, landscaping and trimming shrubs around the Government Building.

The Maintenance Techs have also power washed the exterior of the NGLC for their open house. (Pigeon poop) Repaired walls inside the NMHSI as well as walls inside the NGLC class rooms.

Automotive

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

III. Budget Expense Justification

Open standing purchase orders until June 30th

IV. Travel and Trainings

IV. Nothing to report at this time.

Members Assistance
Jason Cross (Interim)

Members Assistance Department

September 2018 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-16-J72 \$312,000
 - i. Total expensed \$252,612.38
 - ii. Budget remaining 7%
 - iii. 23 total households served with this program.

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

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

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

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

3. Food Assistance Program

- b. Budget \$45,000
- c. Total expensed YTD \$30,450
- d. 32% Remaining
- e. 149 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
48	8	5	2	26	3	1	8	4	44

4. Rental and Mortgage Assistance Program

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

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

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$23,852.25
- l. 40% Remaining
- m. 114 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
33	5	4	2	21	2	3	5	1	38

6. LIHEAP – DHHS Grant Funded Program FY 2018

- a. Total Budget \$152,870
- b. Total expensed to date \$21,100.83
- c. 72 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
34	4	2	2	21	1	1	2	5

7. Elder Chore Program

- d. Total Budget \$15,000
- e. Total expensed YTD \$10,955
- f. 27% Remaining
- g. 52 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	2	2	2	8	0	2	1	2	12

8. Emergency Transportation

- h. Total Budget \$25,000
- i. Total expensed YTD \$12,089.38
- j. 52% Remaining
- k. 54 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
24	2	0	1	5	0	0	3	2	17

9. LRBOI Home Repair Program

- l. Total budget \$107,000
- m. Total expensed YTD \$49,041.44
- n. 54% Remaining
- o. 14 members accessed this program

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

10. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$256,700
- r. 43% Remaining
- s. 34 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	3	2	0	6	2	0	3	0	12

11. Elders Insurance

- t. Cost per Elder \$210.02 Medical and \$108.00 prescription benefit per month.
- u. 291 Elders enrolled in program.

12. Department Ongoing Activities

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

13. Applications

Mailed	Picked up	Emailed	Faxed
273	25	146	52

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
107	100	37	18	82	89	47	26	3	2

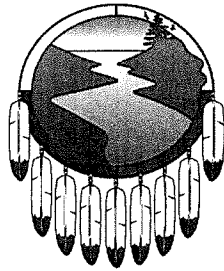
14. Office Visits

- z. 28 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Aquatic/Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Vacant – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA GLRI
- Staff Management ADP
- Monthly Staff Activities Reporting
- Member Services (communications with Tribal members regarding fishing opportunities / rights).
- Senior Wildlife Biologist Interview(s)
- Adult sturgeon data management
- Sturgeon Rearing Facility “SRF” building specifications and RFP development.
- Great Lakes fisheries data entry and management
- Data entry and analysis for the wild Rice fish community project
- Inland fisheries data entry/management
- Grant management and reporting
- Fish Distribution to members

Equipment maintenance/Field Work/Lab Work:

- Sturgeon Rearing Facility "SRF" Weekend and weekday operation and maintenance
- PIT tagged SRF Sturgeon
- Released SRF sturgeon due to complications of power outage/back up systems from severe weather
- Assist in Black Lake/River Sturgeon Visual Survey
- Fishery Independent Whitefish Survey, WFM07 Lk. Michigan
- Seasonal Project—Lake Trout Diet data collection and Analysis
- Seasonal Project—Cisco and Lake Whitefish Detection, south of the 1836 Treaty Line, in partnership with MDNR
- Great Lakes Fisheries Assessment Program Gear prep/Gear maintenance
- Fall lake trout spawning assessment net prep
- Seasonal Project—Crayfish Population Study
- Assist install of lake sturgeon scientific weir
- Lake sturgeon visual assessment--Muskegon River
- Arctic Grayling – North Branch Manistee River Habitat Assessment
- Weir Installation, Weir panels moved, Designed Weir Drivers, Fabrication of weir pin drivers
- Daily Weir Operation Checks and cleaning
- Boat / Trailer Maintenance and repairs
- Blue work area Clean Up
- Revised Workbench Lighting

Meetings/Training/Travel/Conference Calls

- Inland Fisheries – Call with LTBB, Grayling/Dam Removal Updates (Aug 7)
- Inland Fisheries – Call with MDNR Tribal Coordination Unit – Manistee Lake Salmon Closure (Aug 8)
- Scientific Advisory Team meeting, Traverse City (Aug 13)
- Arctic Grayling – Coordination with MSU/MDNR in regards to research (Aug 13)
- Seasonal Project Presentations to the NRD full time staff (Aug 22)
- 2018 Executive Council meeting, presentation, Traverse City, (Aug 23)
- Arctic Grayling – Call with GVSU, Presentation planning for upcoming Grayling Initiative Meeting (Aug 30)
- Conference call with Fisheries and Oceans Canada about streamside rearing design
- US Forest Service staff Sturgeon Weir site visit tour

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Fisheries and Water Quality Budgets		
4223 EPA LAMP grant		
4018 Great Lakes Fisheries Assessment		
4137 BIA Great Lakes Restoration Initiative		
4227 BIA Great Lakes Restoration Initiative		
4223 EPA Great Lakes Restoration Initiative		

Wildlife Program

Robert Sanders – Senior Wildlife Biologist

Vacant – Wildlife Biologist

John Grocholski – Wildlife Technician

Administration/Budget/Reports/Data Entry

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

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry and habitat data collection
 - Trapping to collect biological data and deploy radio tracking collars
 - Data Analysis
- Snowshoe hare population monitoring and habitat research
 - Telemetry and habitat data collection
 - Trapping to collect biological data and deploy radio tracking collars
- Food plot preparation and planting on Tribal properties (Custer, High bridge, Kettle Hole)
- Monitoring Nest boxes for eastern box turtle neonates and outfitted neonates with personnel identification tags
- Serviced and organized field equipment
- Calibrated Truax seed drill

Meetings/Training/Travel/Conference Calls

- Lead staff meeting September 4th
- Elk Hunt/data collection – Gaylord Area (September 14th - 16th)
- Lead staff meeting September 18th
- Meeting with HR September 18th
- Oak wilt conference call September 25th

Environmental Program

Allison Smart – Environmental Coordinator
Tom Shepard – Air Quality Specialist
Breanna Knudsen – Brownfield Specialist
Zach Prause - Water Quality Specialist
Joshua Beaulaurier - Aquatic/Fisheries Biologist

EPA Programs under Performance Partnership Grant Funding (PPG-4224)

EPA GAP Program

Administration/Budget/Reports/Data Entry

Managed Budgets

4224 – EPA PPG

4228 EPA CAA 103

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

Meeting/Training/Travel/Conference Calls

- NRD Lead Staff Meetings: 9/4, 9/18
- TERT Meeting 9/5
- Disaster Debris Discussion with Breanna 9/5
- RTOC Caucus Calls: 9/11,
- MTEG 9/12
- Wild Rice Meeting 9/13
- Meeting with HR – Job Descriptions 9/18
- Changes in EPA Indirect Cost Policy Meeting with Bill Willis 9/18
- USCG Manistique Full Scale Exercise 9/20
- Conference Call with USEPA on Solid Waste Management Plan 9/25
- Little River PFAS Conference Call with USEPA 9.26
- Consultation Line 5 9/27

Brownfield Program

Administration /Reports/Data Entry

- Created order for Brownfields Program Outreach Items (Sep 4)
- Compiled site research for Jebavy I Property (Sep 6-7)
- Completed site inventory for Jebavy I Property survey (Sep 11-12)
- Compiled site research for Jebavy II Property (Sep 13-14)
- Completed site inventory for Jebavy II Property survey (Sep 18-19)
- Compiled Site History & Research resources document (Sep 13)

- Updated Site Survey & Inventory SOP (Sep 18)
- Created draft of Brownfields Program Community Involvement Plan (Sep 24)
- Updated PDF of LRBOI Cleanup Plan Review Manual (Sep 28)
- Created outline for LRBOI Hazardous Materials Release Plan (Sep 28)
- Created draft/literature review for Brownfields Program Verification & Certification of Cleanup Activities (Sep 28)

Field Work and Equipment Maintenance

- Conducted Jebavy I Property survey (Sep 10)
- Site visits of Orchard Warehouse & Wissner 40 with AKT Peerless (Sep 12)
- Conducted Jebavy II Property survey (Sep 17)

Meeting/Training/Travel/Conference Calls

- Met w/ supervisor re: Disaster Debris Training (Sep 5)
- Assisted with NRD Sturgeon Release Ceremony (Sep 8)
- Sat on KSUTAB/EPA @ LDF Planning Call (Sep 18)
- Participated in USCG Swift Current FSE in Manistique, MI (Sep 20)
- Attended Oneida UST Bootcamp in Williamsburg, MI (Sep 25-27)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Sent Macroinvertebrate samples out for workup
- Sent zooplankton samples out for workup
- Sent fish tissue samples for analysis
- Entered nutrient sample data
- Developed outreach ideas
- Received quote for outreach items

Field Work and Equipment Maintenance

- Completed September Water Quality sampling
- Collected macroinvertebrate samples
- Collected and processed fish for fish tissue samples

Meeting/Training/Travel/Conference Calls

- 9/11-9/12 Attended MTEG meeting
- 9/24-9/26 Attended GLNAFW society meeting

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

Administration Reports/Data Entry

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

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 9/7 and 9/26
- Completed PM 2.5, Monthly Maintenance & QC – 9/7 and 9/26
- Completed PM 2.5, Quarterly Maintenance & QC – 3/29/18, 6/22/18, 9/7/18
- Installed new set of PM 2.5 filters – 9/7 and 9/24

- Sent collected PM 2.5 filter samples to MDEQ – 9/5, 9/10, 9/17 and 9/27
- Completed O3 Multipoint – 9/7 and 9/26

Meeting/Training/Travel/Conference Calls

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

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Implementing work plan of 2018
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Entering 2018 Wild Rice fish data
- Creating a database for all the Wild rice fish data in access

Field Work and Equipment Maintenance

- Ordered supplies for Wild Rice Fish Community surveys
- Research on future projects dealing with wild rice
- Field gear prep for 2018
- Bed Density on Manistee River of Z. Aquatica
- Put Fyke nets away for the year

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Wild Rice subcommittee call for monitoring and restoration
- Michigan Wild Rice initiative call
- Meeting with Sunset Bluff resort owners and concerned citizens about Hamlin Rice 8/30

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

September 2018

Meetings/Conferences/Trainings

- On September 6 & 19, 2018, I attended the initial meetings of the Northwest Michigan Rural Housing Partnership Board. I am one of five board members representing different regions of Northwest Michigan served by Networks Northwest. These meetings focused on developing a mission and strategy for the board moving forward. We plan to initially meet one to two times a month during this organizational phase.
- On September 11, 2018, I met with Tribal Council to discuss the proposed 2019 budget for the Planning Department.
- On September 12, 2018, I attended the M-22 Pure Michigan Byway Committee meeting in Frankfort. The meeting involved a demonstration of the proposed website for the byway and a discussion of the elements of the proposed wayfinding guide.
- On September 17, I attended the Strategic Planning Quarterly Update meeting of the Tribal Council.
- On September 24, 2018, I participated in a walkthrough of the Casino Parcel Road & Parking Lot Construction Project to develop a punch list of items that would need additional follow-up by Elmer's Crane & Dozer. Ken Ockert of Grand Traverse Engineering & Construction and Nick Broad of Elmer's Crane & Dozer also participated in the walkthrough. The issues that were identified will be taken care of within the next few weeks.
- On September 24, 2018, I met with Ken Ockert to review proposed updates to our BIA Roads inventory and develop a Tribal Transportation Improvement Plan for approval by Tribal Council before October 31, 2018.
- On September 27, 2018, I met with Ken Ockert of Grand Traverse Engineering & Construction and Michael Burmeister, LRCR Facilities Director to discuss additional work that needs to be performed by Elmer's Crane & Dozer on the Casino Parcel Drive. This additional work is in addition to the punch list work items that Elmer's will perform in early October 2018.

Activities/Accomplishments/Updates

- **Stop Sign Update:** At a meeting on August 10, 2018, Tribal Council decided to place standard stop signs on the right side of any intersection involving a Tribal Road. The bilingual stop sign will be moved to left hand side of the road as recommended by the BIA. Regarding those intersections where a Tribal Road intersects with a state or county road, Tribal Council has mandated that only the standard stop sign will be placed on the right hand side of the Tribal Road, and there will be no bilingual stop sign on the left hand side of the same Tribal Road. I am currently working with Maintenance Department staff to carry out the directive from Tribal Council. We have identified the additional stop signs and sign posts that need to be ordered for all the requested changes to happen. Before we can order the additional equipment, there needed to be a modification of the BIA Roads Maintenance budget requiring Tribal Council approval. That budget modification was approved on September 26, 2018. As of October 1, I am still waiting for documentation that the budget modification was made to the budget. Soon thereafter, I plan to order the sign posts and the additional stop signs. It is our intention to have all the directed changes complete by the end of October 2018.

- Here is an update for the planned BIA Roads projects for 2018:
 - Casino Parcel Road & Parking Lot Construction Project: This project was essentially completed by June 27, 2016. There are two additional punch list items that need to be completed by Elmer's Crane & Dozer. This additional work should be completed by early October 2018. (This construction project consisted of two components: construction on the Casino Parcel Road and construction on the Parking Lot. The Casino Parcel Road is contained in our BIA Roads Inventory and therefore eligible for BIA Roads funding. However, the Parking Lot is not. The Little River Casino Resort paid for the costs for the parking lot construction.)
 - Daycare Drive/Parking Lot and Employee Access Drive Construction Project: This project was essentially completed on September 14, 2018. A final walkthrough was completed and punch list developed on September 24, 2018. Elmer's will address the punch list items by early October 2018.
 - Tribal Cemetery Road/Cemetery Project: Due to unexpected setbacks, this project will be postponed until sometime in 2019. We were unable to obtain Environmental Clearance from the BIA and will work to have that clearance in place by early 2019. We will also continue to work on the master plan on the project with anticipated completion in 2019. It is my intention to include this project on the Tribal Transportation Improvement Plan that is submitted to the BIA for FY 2019.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	3
Assist Motorist	
Assist Other Agency	11
City Assist	5
County Assist	8
Medical Assist	7
MSP Assist	1
Other Calls for Service	7
Property Checks	836
Suspicious Person	2
Suspicious Situation	3
Well-Being Check	4

Traffic/Vehicle

Abandoned Vehicle	
Accidents	11
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	2
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	8
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	5
PPO Served	
Federal Docket Ticket	

Criminal Offenses

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

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	2
Unwanted Subject	1

Miscellaneous

Administrative Hours	369.25
Alarm	3
Attempt to Locate	1
Boat Dock Checks	
Casino Hours	170.75
Civil Standby	1
Community Policing	15
Court Hours	9.25
Death Notification	
Drug Disposal	
Follow-Up Investigations	91
Found Property	1
Lost Property	1
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	2
Total Complaints	88
Total Reports	88
Training Hours	17.5
Transport	2
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	7401
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	130.25
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	1
Assist Hours	1
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	
Contacts	43
Court	
Court Hours	
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	136.25
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	2.5
Paper Service	
Possible Trespass	
PR Activities	2
PR Activities Hours	4.5
Property Checks	15
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	16
Vehicle Mileage	
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

September 10-12, 2018 Officer Johnson-Cook attended Regional SORNA training in Petoskey, MI.
September 23-27, 2018 Officer Gunderson attended GLNAFWS Conference in New Buffalo, MI.

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

Administrative Hours	22
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	4
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	137
Joint Patrol(s)	1
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1400
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

September 23-27, 2018 Sgt. Robles and Officer Brown attended GLNAFWS Conference in New Buffalo, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: September 2018

Title: Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department.
2. Issued 4 Certificates of Exemption; 1 for a RTM vehicle purchase, 1 for a RTM recreational vehicle, and 2 for the Tribe for construction projects.
3. Registered 10 Tribal members for tax-exempt motor fuel program.
4. Responded to inquiries from Tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, the Certificate of Exemption process, Tax Agreement Area boundaries, per cap issues/questions (which were referred to the proper staff), Tax Assessments, Proofs of Residency, and Concessionaire's Tribal Tax Licenses.
5. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis.
6. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post.
7. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, incorrect fuel discounts, duplicate entries, etc. for a total of 389 errors. A total of 2,762 receipts were processed and completed by the Tax Department in September.
8. Continued reporting Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
9. Worked with Trading Post staff so that all are aware and familiar with the motor fuel registrations forms, motor fuel and tobacco procedures, as well as the Regulations of both.
10. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post.
11. Reviewed and recorded daily motor fuel logs and receipts from the Trading Post.
12. Received and reconciled OTP (other tobacco products) logs from the Trading Post.
13. Received and reconciled August 2018 Tribal tax returns from the Little River Casino Resort which included Retail Sales Tax (Nectar Spa, Little River Trading Post, and Little River Casino Resort), Food & Beverage Tax, Admissions Tax, and

Lodging & Occupancy Tax. Corresponded with staff member that prepares the returns for the Resort for review of an error. Corrections were made and the return was resubmitted to the Tax Department for filing.

14. Issued 5 Tribal Concessionaire's Tax Licenses; 1 for an entertainer at the Little River Casino Resort, 2 for vendors at the Casino Resort, and 2 qualified fundraisers.
15. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories.
16. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Department.
17. Monitored outstanding tax assessments.
18. Recorded and tallied Blarney Castle invoices for tracking of tax-exempt fuel.
19. Completed and submitted the Tax Department monthly department report for August.
20. Processed 3 Tribal Michigan W-4 Withholding Exemption forms.
21. Processed 84 address changes/reviews from Enrollment for RTM status updates.
22. Processed 6 RTM status and/or address changes.
23. Processed 7 RTM status and Proof of Residencies that were received in the month of September.
24. Mailed 13 Proof of Residency letters requesting members to submit proof of their residency to become or continue their Resident Tribal Member status.
25. Scanned and filed documents such as Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments.
26. Worked with Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Concessionaire's Licenses are issued to entertainers selling merchandise.
27. Processed and submitted 0 Venue Reports to the State of Michigan.
28. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates, Resident Tribal Members' State tax on utilities, and clarification on exemptions allowed by the Tax Agreement.
29. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
30. Updated motor fuel discount schedule for October 2018 and provided it to the Trading Post.
31. Reviewed BP monthly invoice and statement for any errors. Sent an email to remind employees who purchase fuel on how to record their purchase and a reminder of the procedure for purchasing.
32. Corresponded with Blarney Castle Oil regarding an error in tax exemptions for fuel purchases. Their billing office was relocated and a new representative was assigned who was not familiar with the Tax Agreement and when and where fuel exemptions are allowed.
33. Contacted local utility company regarding a RTM's tax exemption status and provided information for State contact so that they can access the State's utility provider secure website for tribal member verification.
34. Provided information and clarification on the Tribe's tax laws regarding waivers to Admissions Tax for events that are not tribally sponsored.
35. Worked with the Utilities Department to receive copies of their BP fuel card statements in order to better track their budget and expenses.

36. Worked with Public Affairs office in proofreading the Currents and providing feedback.
37. Updated Tax Department files, binders, forms as necessary to incorporate new Resolutions, amendments, etc.
38. Worked with and corresponded with Casino Resort staff regarding the implementation of a swipe card system for tribal member tax exemptions and tax reporting. Also worked with Government I.T. Director in locating a computer system for the swipe cards that was sent to the Trading Post in January and accidentally relocated for disposal. The computer was located for use.
39. Worked with and corresponded with Midax company regarding member exemption specifications and tax reporting requirements for the swipe card system.
40. Continued working with Unified Legal staff regarding amendments to Tax Department Regulations, the creation of a new Regulation to address Resident Tribal Members and providing Proofs of Residency, amendments to the Building Use and Rental Agreement, rescinding an old Tax Department Resolution, and sales tax reporting from the Tribal Pharmacy.

Meetings attended this month:

1. Had a phone conference on September 5, 2018 with the State Treasury Tribal Affairs office regarding clarifications for Certificates of Exemption and Sales and Use Tax Exemptions for the Casino Resort compared to the Tribal Government and the definition of "gaming activities".
2. Met with Casino Resort staff and phone conference call with Midax company on September 10, 2018 regarding the implementation of the new swipe card system for the Trading Post and the Resort. Provided tax information and requirements necessary for phase one of testing and customization.
3. Attended work session with Tribal Council on September 11, 2018 for review of the Tax Department 2019 budget.
4. Attended work session with Tribal Council on September 20, 2018 regarding the proposed amendments to the Tribal Tax Regulations and any comments received from the 30-day public comment posting.
5. Met with the Ogema on September 25, 2018 regarding clarification and intent of the new Building Use Policy and Rental Agreement since ULD and the Tax Department are working on amendments to the current policy.

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 53 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended weekly meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Continuing effort to mitigate for NA remains discovered in Manistee by Consumers Energy (with Army Corps of Engineers).
4. Participated in Council budget working sessions for various departments 2019 budgets.

5. Assisted with ceremony at Sturgeon facility in lieu of releasing Sturgeon.
6. Attended regular weekly meetings of HR and Unified Legal.
7. Continued limited work on Indiana FBI issue involving seized materials.
8. Administered, directed and supervised all departmental activities.
9. Approved ADP timecards and PTO requests as lead for the departments for which I am the Lead for as needed.

The Language Coordinator accomplished the following during this month:

- 1) Processed CD ROM orders.
- 2) Worked with community on community on eagle staff.
- 3) Produced lessons for face book show "Endaaying".
- 4) Coordinated shoot and recorded for show "Endaaying".
- 5) Created a schedule for Kennedy school.
- 6) Prepared lessons for Kennedy school.
- 7) Created fall schedule for LRB classes.
- 8) Preparing presentation for Elders conference.
- 9) Classes with NGLC, Elders, and LRB Employees.
- 10) Produced lessons for all classes.
- 11) Responded to calls and Emails about language, culture, camp and CD ROMs

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 2018, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Routine Maintenance/chart recorder failed (flow rates, awaiting repair)
- Repaired Sheriff Lift Station back-up generator bolts

Billing

Water	\$14,032.46
Sewer	\$24,698.70
Irrigation	\$2,441.88
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$12,278.40
Septage	\$7,929.62
Other	\$25.00
Month Total	\$68,750.06
Yr. to Date Water	\$119,711.81
Yr. to Date Sewer	\$194,341.85
Yr. to Date Fire Suppression	\$66,096.00
Yr. to Date Irrigation	\$23,232.43
Yr. to Date Manistee Township	\$120,504.03
Yr. to Date Septage	\$64,638.50
Other Revenue	\$6,955.00
Credit	\$0.00
Yr. to Date Total	\$595,479.62

1. Well House Pumping in Gallons

Total Flow Gallons

a. 4,758,309

b. Ave Daily Flow Gallons 148,697

2. Gallons of Treated Waste Water SBR

Influent Gallons

a. 3,381,004

b. Daily Average Gallons 109,064

Effluent Gallons

a. 3,298,455

b. Daily Average Gallons 106,402

c. Waste Sludge Gallons 36,000

Lagoon

a. Influent 435,792

b. Daily Average Gallons 14,058

3. Septic Sewage

a. Gallons 149,403

III. Travel and Trainings

N/A