

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *ybr*
Naangwa: Date: October 29, 2019
Maanda Nji: Re: September 2019, Operations Report

We respectfully submit the September 2019, 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 2019

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

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

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 2020 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 2018 audit took place May 13 - 22, 2019. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued September 30, 2019, and submitted to the Federal Clearinghouse that same date. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; Elders (10) Complex, AKI 2 -2019 homes.*** The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of ***September.***
 - i. ***Elders (10) Complex – MISC Items - \$2,668.08***
 - ii. ***AKI 2 – 2019 Homes – Little Valley Home - \$109,667.00***
2. ***Cash Receipts;*** Daily cash receipts totaled for the month of ***September,*** were, ***\$180,105.06*** the General Fund Operating Account had a total of ***(171)*** 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 2018. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2018.
6. ***Audit work for 2019-2020 – Ongoing working on updating current year purchases, Fixed Asset control.***
7. ***1099MISC. – 2018 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2018.***
8. ***Sending out some of the returned 1099MISC as corrected addresses come in.***
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 - Elders Complex and AKI 2 – 2019 homes.

Other Meetings

September 11 – Finance Performance Management Program

September 11 – I.H.S. Joint Venture Construction

September 12 – Public Safety Garage

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 – Emergency Action Plan-clinic, EAP work session, Department of Homeland Security, Fire Chief, Fast Command, FEMA Grants Coordinator

Trainings Held / Attended – Fire Department, Fire Drill-Government Center, Big Blue, Leadership Class

Special Tasks / Activities Performed – Muskegon visit, Emergency Action Plans, Fire Alarm

Upcoming Projects / Tasks – Fire Drill-Gaming, NGLC

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. Sent out October report notices to Program Administrators to let them know when they needed to submit their grant report to me so that I can prepare the cover letter that will be signed by the Ogema and attached to the report that will be submitted to the funding agency.
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. Reviewed all grant Revenue & Expenditure reports for September to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimbursement the Tribe for those expenses on the grants.
5. Recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.
6. Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits. I identify on the bank statement by writing those grant names and fund numbers assigned so the revenue can be recorded for that grant.
7. Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.
8. 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.
9. Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.
10. Prepared all the cover letters for the Ogema to sign that are attached to the reports that go to the funding agencies.
11. Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic grant report folders.
12. Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.
13. The Tribe received five modifications for the following grants: 2019 IHS Self Governance Compact added funding in the amount of \$115; Shakopee Mdewakanton Sioux Community awarded the Tribe \$130,000 to be used for the Construction of the new ICDBG Food Distribution Center; 2018 BIA Self Governance added funding in the amount of \$392,897, 2017-2018 GSRP notified the Tribe that they are allowing this grant to be used until 9/30/19 and 2019-2021 EPA Air Quality added funding in the amount of \$92,912. Documents were scanned and placed in the electronic grant folder and originals were placed in the grant files. 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 Budget Coordinator was given copies of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.
14. The Tribe received one new grant this month: USDA Forest Service funding for Tribal Officers time to assist the US Forest Service in the amount of \$4,250. 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. The 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 these programs up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution. Once the acceptance resolutions were received they were scanned and placed in the electronic folders and originals were placed in the Grant Program Booklets. A notice was sent to Purchasing, Ogema office and Controller letting them know the new grant information. Grant Program Booklets were created for the person who will be administering the grant.

15. Submitted numerous journal entries to Brandy Martin that needed to be made to move expenses to correct grants for the month of September.

16. Worked with the Grant Program Administrators on any questions they have related to the grant they are overseeing.

17. Prepared monthly billing statements to ITC for the following grants that we have been awarded by them: 2018-2019 ITC Head Start; 2018-2019 ITC Home Visiting Expansion; 2018-2019 ITC Tribal Behavioral Health Implementation and 2018-2019 ITC Tribal Opioid Use Disorder Prevention.

18. Prepared a billing statement to HIHS for the IHS Planning Activities for the Lagoon Wastewater Treatment Facility in the amount of \$17,648.46.

19. The agency for the GSRP grant notified the Tribe that they would allow us to use the 2017-2018 GSRP grant until 9/30/19. Billing invoices had to be prepared from November 2018-August 2019 to meet reporting requirements.

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. Met with Lyle Dorr almost on a daily basis.
6. Attended monthly Lead meetings with Jay, Bill, Larry and Mary.
7. Worked with Daryl Wever a few times each week by phone or email.
8. Met with Shanaviah to discuss her grant.
9. Met with Ken LaHaye about his ICDBG report.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

1. Will be reviewing the old grants from the basement to make sure that all documents have been scanned then they will be shredded.

PAYROLL

Duties and Accomplishments –

1. Processed 429 payroll vouchers/checks.
2. Verified 16 PAF's this month which included 4 new employee(s), and 2 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 9/13 and 9/27.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

None

Trainings Held / Attended –

9/26/19 – Introduction to Leadership course at LRCR.

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2019 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in September as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in September as well as the check request for payment of those taxes.
7. Provided HR with accrual reports for Health, Dental, Vision and Life insurances for the month of September.
8. Addressing payroll concerns and/or corrections as necessary.
9. Processed October 1st per cap distribution and necessary compliance reporting.
10. Completed semi-annual certification of personnel costs for grant programs.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating quick reference guide for payroll processing as necessary.
3. Updating/reviewing employer paid life insurance premiums in ADP as necessary.
4. Ongoing training of payroll Clerk for MIP payroll processing.
5. Working through system/setup issues with MIP payroll, HR and EWS all working together.
6. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.

Upcoming Projects / Tasks –

1. Update MIP payroll procedures to include processing payroll using the HR and EWS modules.
2. Complete new hire entry instructions for HR to use in entering new hires into MIP.
3. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.

4. Complete 3rd quarter Form 941 and reporting of quarterly wages to UIA.

ACCOUNTS PAYABLE

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

Meetings Held / Attended – Περφορμανχε Μαναγεμεντ Προγραμ

Special Tasks / Activities Performed –

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations and address changes.*
6. *Processed 874 checks for a total of \$1,010,726.29.*

- 7. Checks processed for Education 65, Members 119, Travel/Advance & Closeout 67, Child Support 37 and Payroll 19.*
- 8. Logged in 79 Rent, 35 Water, 7 Travel Closeouts, 37 Child Support, 7 Court Filling Fees, 35 CPL/ Fingerprints, 4 Gaming License, 51 Tribal Id's, 7 Daycare payments.*
- 9. Processed 257 checks for Contract Health for a total of \$66,001.74.*
- 10. Entered in 150 per cap withholdings for October payment.*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. 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 –

9/18/19 Solid Circle Meeting

9/19/19 Employee Appreciation Picnic

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. Worked on RFQ for HUD funded project.
2. 9/10 Prepared travel forms for circulation on 10/1 with 2020 per diem rates.
3. 9/11 review RFQ for Food Distribution Program with Project Group.
4. 9/26 Leadership Training.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 272 packages.
2. Issued 147 receiving reports.
3. Returned 14 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2019 Indirect Cost Proposal.
- 4) FY2020 Operating Budget Final Draft submitted to Tribal Council

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2019 Indirect Cost Proposal.
- 4) Disseminate FY2019 Budget R&E's
- 5) Finalize 2020 Budget

Expenditures Update

Total year to date expenditures for the Finance Division for September, 2019, are \$936,473, compared to an annual budget of \$1,293,682. Total expenses for the Finance Division for year to date September, 2019, represent 72% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

September 2019 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: 8 student received LRBOI/JOM activities in place of school clothing (late receipts) funding totaling \$1750.00. 15 students received \$500 school clothing checks, most from address updates, 2 or 3 of them who were mistakenly excluded from the final check list totaling \$7500. 1 student received \$100 for class ring
- Higher Education Scholarship: 20 Higher Education Scholarships were processed for September. Total awards were \$48384.00 providing assistance to 8 university students and 12 community college students. Awards went to 14 women and 6 men.
- College Book Stipend: 25 book stipends were awarded during the month of September totaling \$10900.00. 2 for being enrolled in 1-3 credits, 5 for being enrolled in 4-8 credits, and 13 students received stipends for being enrolled in 9 or more credits.

During the month of September the following meetings were attended:

September 4- Budget Worksession with Tribal Council

September 11-Performance Mgt Introduction/Training at Justice Center

September 18-Tribal Development Team Mtg

September 23-Beading Class at Aki

September 26-Tribal Action Plan Family Services at Justice Center

September 27-Movie Night

September 30-Beading Class at Aki

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2019 fiscal year.

PLEASE SEE ATTACHED DOCUMENT: LRBOI COLLEGE STUDENTS 2019

2019 LRBOI College Students

MICHIGAN UNIVERSITIES

Central Michigan University

Business	Central Michigan University	MBA	Grad
Business	Central Michigan University	MBA	Grad
Business	Central Michigan University	MBA	Grad
Health	Central Michigan University	Master	Grad
Psychology	Central Michigan University	Bachelor	Sr
Undeclared	Central Michigan University	Bachelor	F
Undeclared	Central Michigan University	Bachelor	F
Special Education	Central Michigan University	Bachelor	Sr
Chemistry	Central Michigan University	Bachelor	Sr
Political Science	Central Michigan University	Bachelor	Sr
Technical Theater	Central Michigan University	Bachelor	Soph
Training/Development	Central Michigan University	Master	Grad

Grand Valley State University

Business	Grand Valley State University	Bachelor	F
Exercise Science	Grand Valley State University	Bachelor	Sr
Medical Lab Science	Grand Valley State University	Bachelor	Soph
Pre-Dental	Grand Valley State University	Bachelor	F
Social Work	Grand Valley State University	Bachelor	Sr
Social Work	Grand Valley State University	MSW	Grad
Music Education	Grand Valley State University	Bachelor	Jr
Hospitality/Tourism	Grand Valley State University	Bachelor	Sr

Michigan State University

Psychology	Michigan State University	Bachelor	Sr
Social Work	Michigan State University	MSW	Grad
Agriculture	Michigan State University	Bachelor	Soph
Anthropology	Michigan State University	Bachelor	Sr
English	Michigan State University	Bachelor	F
Law	Michigan State University Law School	JD	Grad

Ferris State University

Business Admin	Ferris State University	Bachelor	Sr
Business	Ferris State University	Bachelor	Sr
Nursing Admin	Ferris State University	Master	Grad
Nursing	Ferris State University	Bachelor	Sr

University of Michigan Flint

Business Admin/Health	University of Michigan Flint	Bachelor	Sr
Health Science	University of Michigan Flint	Bachelor	Sr
Health Science	University of Michigan Flint	Bachelor	Sr
Enviro Sci/Planning	U of M Flint	Bachelor	Sr

Western Michigan University

Accounting	Western Michigan University	Bachelor	F
Business/Mkt	Western Michigan University	Bachelors	Sr
Psychology	Western Michigan University	Master	Grad
Political Science	Western Michigan U	Bachelor	Soph

Wayne State University

Nutrition/Nursing	Wayne State University	Bachelor	Soph
Psychology	Wayne State University	Bachelor	Sr

Davenport University

Business/HR	Davenport	Bachelor	Sr
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Eastern Michigan University

Social Work	Eastern Michigan University	MSW	Grad
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Lake Superior State University

Criminal Justice	Lake Superior State University	Bachelor	Soph
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Northern Michigan University

Criminal Justice	Northern Michigan University	Bachelor	Soph
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Saginaw Valley State University

Business	Saginaw Valley State University	Bachelor	Soph
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Spring Arbor University

Worship Ministry	Spring Arbor University	Bachelor	Sr
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MICHIGAN COMMUNITY COLLEGES

Muskegon Community College

Business Mgt	Muskegon Community College	Associates	Soph
Business/Art	Muskegon Community College	Associate	Soph
Health Science	Muskegon Community College	Associate	F
Medical Assistant	Muskegon Community College	Associate	Soph
Nursing	Muskegon Community College	Associate	F
Nursing	Muskegon Community College	Associate	F
Art/Gen. Studies	Muskegon Community College	Associate	F
Art/Gen. Studies	Muskegon Community College	Associate	Soph
Art/Gen. Studies	Muskegon CC	Associate	Soph
Art/Gen. Studies	Muskegon CC	Associate	Soph
Liberal Arts	Muskegon CC	Associate	F
CADD	Muskegon CC	Associate	Soph
General Studies	Muskegon CC	Associate	F

West Shore Community College

Business Admin	West Shore Community College	Associate	F
Business	West Shore Community College	Associate	F
Business	West Shore Community College	Associates	F
Business/Finance	West Shore Community College	Associate	Soph
Radiology Technician	West Shore Community College	Associate	Soph
General Studies	West Shore Community College	Associate	F
General Studies	West Shore Community College	Associate	F
General Studies	West Shore Community College	Associate	Soph
General Studies	West Shore Community College	Associate	F
Marketing/Mgt	West Shore Community College	Associate	F
Welding	West Shore Community College	Certificate	NA

Grand Rapids Community College

Corrections	Grand Rapids Community College	Associate	F
Criminal Justice	Grand Rapids Community College	Associate	F
Business	Grand Rapids Community College	Associate	Soph
General Studies	Grand Rapids Community College	Associate	F
General Studies	Grand Rapids Community College	Associate	Soph
Liberal Arts	Grand Rapids Community College	Associate	Soph
Child Development	Grand Rapids Community College	Associate	F
Machine Repair	Grand Rapids Community College	Cert	NA
Business/Culinary	Grand Rapids Community College	Associate	F

Saginaw Chippewa Tribal College

Gen. Studies/Science	Saginaw Chippewa Tribal College	Associate	Soph
General Studies	Saginaw Chippewa Tribal College	Associate	F
General Studies	Saginaw Chippewa Tribal College	Associate	F
General Studies	Saginaw Chippewa Tribal College	Associate	Soph
General Studies	Saginaw Chippewa Tribal College	Associate	F

Lansing Community College

Business Admin	Lansing Community College	Associate	Soph
Nursing	Lansing Community College	Associate	F

Mid Michigan Community College

General Studies	Mid Michigan Community College	Associate	F
Admin. Assistant	Mid Michigan Community College	Associate	F

Northwestern Michigan College

General Studies	Northwestern Michigan College	Associate	F
Fine Arts	Northwestern Michigan College	Associate	Soph

Baker College Muskegon

Human Services	Baker College Muskegon		Bachelor	Sr
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Delta

Hospitality Mgt	Delta	Bachelor	Soph
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Jackson Community College

Business	Jackson Community College	Associate	Soph
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Kellogg Community College

Business Admin	Kellogg Community College	Associate	F
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Schoolcraft College

Nursing	Schoolcraft College	Associate	Soph
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WISCONSIN UNIVERSITIES

University of Wisconsin

Parkside

Business Mgt	University of Wisconsin Parkside	Bachelor	Soph
Environmental Sci	University of Wisconsin Parkside	Bachelor	Sr

Oshkosh

Organizational Admin	University of Wisconsin Oshkosh	Bachelor	J
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LaCrosse

Business	University of Wisconsin LaCrosse	Bachelor	F
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WISCONSIN TECHNICAL COLLEGES

Alverno College

Nursing	Alverno College	Bachelor	Sr
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Blackhawk Technical College

Admin Professional	Blackhawk Technical College	Associate	F
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Lakeshore Technical College

Nursing	Lakeshore Technical College	Associate	F
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Northern Wisconsin Technical College

Nursing	Northern Wisconsin Technical College	Associate	F
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OTHER OUT OF STATE UNIVERSITIES

Haskell Indian Nations University

Social Work	Haskell Indian Nations University	Associate	Soph Para-Pro
Education	Haskell Indian Nations University	Associate	Soph

Florida International University

History	Florida International University	Bachelor	Sr
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New Mexico State University

Nursing Practice	New Mexico State University	Doctorate	Grad
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University of Minnesota Duluth

Psychology	University of Minnesota Duluth	Sophomore	
Medical Doctor	University of Minnesota Duluth	Grad	

Texas Technical University

History	Texas Technical University	Bachelor	Sr
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University of Florida

Business	University of Florida	Bachelor	F
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University of New Mexico

Community Health Ed	University of New Mexico	Bachelor	Sr
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University of Washington

Undeclared	University of Washington	Bachelor	Soph
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Western Illinois University

Law Enforce/Justice	Western Illinois University	Bachelor	Sr
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Western Oregon University

Nursing	Western Oregon University	Bachelor	
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OTHER OUT OF STATE COMMUNITY COLLEGES**American River Community College**

General Studies	American River Community College	Associate	Soph
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City College of San Francisco

Teaching Mth/Sci/Span	City College of San Francisco	Associate	Soph
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Clackamas Community College (OR)

Business	Clackamas Community College	Associate	Soph
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Cuesta College (CA)

Human Services	Cuesta College (CA)	Associate	Soph
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Granite State College (NH)

Digital Marketing	Granite State College	Associate	F
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Lamar State College Orange (TX)

Process Operating	Lamar State C (TX)	Associate	Soph
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Onondaga Community College (NY)

Business Admin	Onondaga Community College (NY)	Associate	Soph
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San Jose City College (CA)

Refrigeration/AC	San Jose City C (CA)	Cert	NA
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Spokane Community College (WA)

General Studies Art/Sci	Spokane Community College	Associate	Soph
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Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

September Monthly Report - 2019

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, check 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 database
- Enter and update direct deposit and check cancelation information into the Per Cap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

Duties Performed

- Mailed out: 1 Applications forms for people seeking membership
- Mailed out: 10 Address change forms
- Created 58 New and Replacement ID's from 09/01/2019 through 09/30/2019
- 142 Addresses changed from 09/01/2019 through 09/30/2019
- Final Rejection Letters: 2
- Final Acceptance Letters: 3
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 4
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0

- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 4 Applications received since 09/01/2019
- List request of Membership: Tax Office, Member's Assistance, Public Information, Elder's Committee-2, Election Board-2
- Label request of Membership: Election Board
- Tribal Members Label/List/Statistical request: Sandra Lempke-Mezeske
- Statistical requests: Family Services, Planning

- Department Verifications:
 1. Prosecutor 71
 2. Members Assistance 23
 3. Purchased and Referred Care/EHAP 23
 4. Family Services 14
 5. Election Board 2
 6. Food Distribution 1

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 5 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
- 412 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- 2020 Budget review with Tribal Council – September 4th
- Performance Management Training – September 11th
- Staff Meeting – September 19th
- Enrollment Commission meeting – September 24th
- Leadership Roundtable meeting – September 25th

Enrollment Statistics

- Total Membership: 4,183
- Total number of Elders: 1,397
- Total number of Adults (18-54): 2,426
- Total number of Minors (0-17): 360
- Total Tribal Members living in:
 - 9 County Area: 1,731
 - Outside 9 County Area: 2,366
 - Michigan: 2,719
 - Outside Michigan: 1,378
 - Undeliverable Addresses: 86

Family Services
Jason Cross

Family Services Department

September 2019 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	1
Muskegon	1
Mason	0
Lake	0
Wexford	0
Kent	1
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	2
Total	5

Open Cases.....65

Total number of Tribal members served in open cases: 73

Total number of descendants served in open cases: 20

Total number of individuals served in open cases: 121

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	Ozama	Wexford	Fent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	0	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	0	0	0	0	0	0	0	0	0	0
Stephanie Persenaire Intakes	2	0	0	0	0	1	1	0	0	0
Stephanie Persenaire Open Cases	7	0	1	0	0	0	0	2	0	1
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	1	3	0	0	0	0	0
Amanda McQueen Open Cases	1	1	0	1	6	0	1	2	0	2
Worker Monthly Totals	10	1	1	2	9	1	2	4	0	3

Sandra DeVerney - Case Management

Total number living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of Tribal Citizens living in homes served	0	0	0	0	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	0	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	0	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	0	0	0	0	0	0	0	0	0	0
Case Reviews	0	0	0	0	0	0	0	0	0	0
Binojeuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	0	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	0	0	0	0	0	0	0	0	0	0

Stephanie Persenaire - Case Management

Total number living in homes served	20	0	3	0	0	0	0	6	0	6
Total number of Tribal Citizens living in homes served	9	0	2	0	0	0	0	3	0	4
Total number of descendants living in homes served	0	0	1	0	0	0	0	0	0	0
Total number of children living in homes served	9	0	3	0	0	0	0	4	0	3
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	1	0	0	0	0	1	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	2	0	0	0	0	0	0	2
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	1
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	0	0	2	0	0	0	0	0	0	1
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	4	0	0	0	0	2	0	0
Case Reviews	3	0	0	0	0	0	0	0	0	0
Binojeuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	27	0	6	0	0	0	0	0	0	8
Contacts with LRBOI departments	7	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	82	0	24	0	0	0	0	16	0	26

Amanda McQueen - Case Management

Total number living in homes served	6	6	0	5	19	0	6	9	0	3
Total number of Tribal Citizens living in homes served	1	5	0	4	14	0	1	3	0	2
Total number of descendants living in homes served	0	0	0	0	0	0	4	0	0	0
Total number of children living in homes served	0	4	0	0	7	0	0	4	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	1	3	0	0	0	0	0
Relative placement	0	1	0	0	0	0	0	0	0	0
Tribal Foster Home	1	0	0	0	0	0	0	0	0	0
Non-Tribal Foster	0	0	0	0	0	0	1	0	0	0
Home	0	0	0	2	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	1
Court appearances	1	0	0	0	0	0	0	2	0	1
Home Visits	3	0	0	2	10	0	0	0	0	1
Case Reviews	1	1	0	1	9	0	1	4	0	2
Binojeuk	1	0	0	0	0	0	0	0	0	1
Contacts with outside agencies	4	0	0	4	9	0	5	3	0	7
Contacts with LRBOI departments	0	2	0	0	3	0	2	2	0	3
Tribal Elders	0	0	0	0	1	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	18	19	0	19	75	0	20	27	0	21

LRBOI Victim Services Program Monthly Report
September 2019

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (1); New Intake(s) (0); Cases closed (0)
 - Provided: advocacy, legal assistance, transportation, food, and judicial advocacy.
- Attended (0) Court
- Had (2) client face to face meetings; (0) transports

Collaboration/Program Meetings

- 9/3 – FVPSA phone conference w/grant manager
- 9/9 – Manistee DVSART meeting
- 9/10 – LRBOI VSP Task Force meeting
- 9/12 – Safe Haven Luncheon
- 9/16 – Manistee Prosecutor meeting
- 9/30 – UTFAV board meeting

Travel & Training

- 9/24-9/27 – OVW 4th Tribal Grantee Summit

Outreach/Education

- N/A

Grants

- 9/23 – VOCA 2020 TRBVS Award was received

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (1); New Intake(s) (0); Cases closed (0)
- Provided: ed. material, transportation, legal assistance, and referrals
- Attended (1) court hearing
- Face to face meetings w/clients (1)

Collaboration Efforts

- 9/5 – Oceana's Home Partnership
- 9/9 – WINC women veteran meeting
- 9/10 – LRBOI VSP Task Force meeting
- 9/12 – Safe Haven Luncheon
- 8/14 – Muskegon Legal Aid meeting
- 9/25 – Muskegon DV & SA meeting
- 9/25 – Muskegon Human Trafficking meeting
- 9/26 – DVCCRT Kent County meeting
- 9/26 – Muskegon Case Manager meeting

Training/Webinars

- 9/9 – (2) DV and HT trainings (webinars)
- 9/18 – (3) Collaborating, cultivate collaboration, and confidentiality (webinars)
- 9/11 – Muskegon MCOLES Stalking/PPO training
- 9/20 – Crime Victims Compensation training Ottawa Co.
- 9/24 – Employment Opportunities for HT (webinars)
- 9/25 – MI Bridge Comm. Partner (webinar)
- 9/30 – Intersections of IPV (webinar)

Outreach/Education

- 9/4 – Muskegon Women’s Lunch Distributed Program

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current: New Intake(s) (0); Cases closed (0)
- Had (0) client face to face meetings
- Had (0) telephone contacts
- Had (0) rides provided

Collaboration Efforts

- 9/27- DV Task Force Meeting at Oasis in Cadillac

Training/Webinars

- 9/10- Human Trafficking Training
- 9/16- Completed the MiVan training modules

Outreach/Education

- Completed the VSP program brochure
- Made posts to the VSP’s social media pages
- 9/26- Delivered DV awareness and program materials in Manistee county
- 9/27- Delivered DV awareness and program materials in Wexford county
- 9/27- Delivered smudge kits to CHOICES

Other

- Article for Currents about Tribal Consultation and DV month activities
- 9/5- Meeting with Sara H. at the Vogue Theatre for DV main event planning
- Ongoing communication and work with RCP Web Development regarding website
- Wrote press release for the DV month event and reached out to several media sources for advertising

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current: Open Cases (2); New Intake(s) (0); Cases closed (0)
 - Provided: transportation, legal assistance & advocacy
- Attended (2) court hearing
- Had (4) client face to face meetings; (0) transports

Collaboration Efforts

- 9/3 – Manistee HSCB meeting
- 9/9 – Manistee DVSART meeting
- 9/10 – LRBOI VS Task Force meeting

Training/Webinars

- 9/16 – (2) MiVAN: LGBTQ Survivors & Confidentiality (webinar)
- 9/17 – MiVAN: Historical Trauma (webinar)
- 9/18 – MiVAN: Advocacy w/youth (webinar)
- 9/19 – MiVAN: Credibility Issues for Survivors (webinar)

Outreach/Education

- DV Awareness month planning, organizing and action.
- Created Tab Flyer
- Hung “I Take A Stand” Pledge in Government Center
- Hung t-shirts for the Clothesline Project

Next Generation Learning Center-September 2019

Times of Care: Monday-Friday 5:30a-9:00p

Enrollment Statistics:

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom 0-2 years old	8	5	3	3	1	4
Toddler Classroom 2-3 years old	14	7	7	4	2	5
Preschool Poplar-Head Start	17	17	0	8	2	8
Preschool Cedar-Tuition and Head Start	25	12	13	7	5	4
Preschool Maple-GSRP	14	14	0	1	0	3
School Age 5-12 years	43	0 School in session	43	7	6	3
Totals	121	55	66	30	16	27
Percentages		45.5%	54.5%	28%	13%	22%

Wait List

Age of Child/Classroom	No. of Children	Tribal Affiliation	LRBOI Gov. or Casino Employee
Pregnancy	6	2	3
Infant	21	1	2
Toddler	23	2	0
Preschool	3	0	0
School Age	8	2	0
Totals:	61	7	5

*Children that have affiliation with LRBOI get first priority on wait list when an opening occurs that fits within the schedule the family has requested. Not all siblings are guaranteed enrollment at the same time

Current NA/NI, Local, and State Collaborations:

- NGLC was selected by a panel of state representatives to participate in the “Innovative Programs” Needs Assessment for the State of Michigan conducted by Highscope Research Foundation and International Early Learning Curriculum company to help identify needs and processing for distributing the birth-5 and Preschool Block grants through the state.
- NGLC successfully submitted the Child Care Development and Care grant for the 2020-2023 cycle years. This was done through Region V Child and Families DHHS and National Center for Tribal Childhood Development. Our submission was credited as the application with the least amount of corrections; the agency asked permission to use our grant submission application as a model for other agencies.

- Lisa Brewer-Walraven, Director of Child Development and Care from the Office of Great Start and Michigan Department of Education has included NGLC in their Tribal Coordination, Child Care Business, and Infant/Toddler Care stakeholder groups. This work will continue into the year 2020.
- NGLC Administrator was chosen to help review the standards and training that will be proposed to congress for changes and grand fund processing in the Child Care Business stakeholder group for the state of Michigan. This work will continue through 2020.
- NGLC continues to work with the Inter-Tribal Council of Michigan on a consistent basis to implement the Head Start Preschool program, 13 Moons Indigenous food curriculum, and Parent Educator.
- NGLC collaborates with the Wexford/Missaukee/Manistee ISD to implement the Great Start Readiness Program for 16 children that will enter kindergarten in the fall of 2020.
- NGLC was chosen by the Manistee ISD to attend a statewide training held once a month in Grayling that focuses on children with Autism. The training “Statewide Autism Research and Training” is accredited by Grand Valley State University and once we complete the training we will be accredited as a highly qualified environment to work with children that have behavior and autism needs-which is a trend that is increasing by the year. At this time our Lead Infant teacher, Lead Preschool teacher, and Administrator attend.
- Manistee MiWorks is within the building twice per week, and seeing an average of 3 clients per day; however, they’ve had up to 7 at the NGLC location.
- Frey Foundation and Manistee Community Foundation have funded NGLC Administrator to attend the Leadership Learning Labs that occur once a month until December 2020.
- NGLC is part of the Leadership Advisory Committee for the Manistee Chamber of Commerce. At this time Holly will help lead education day in November, and Jason will lead Tribal day in March.
- West Shore Community College-a National Accredited Early Childhood Program for students continues to send students to NGLC for observations and student teaching.
- The WSCC commercial that features our Lead Infant Teacher Emily Howard has been released and is available to view.

LRBOI Collaborations (Sub Committees)

- Leadership Round Table
- Tribal Emergency Response Team
- Talent Acquisition Team
- MHBG Summative Focus Group

Center Happenings:

- NGLC Head Start and GSRP Preschool programs began their school year on September 3, 2019.
- Kenny Pheasant will continue language/culture lessons with preschool aged children on a weekly basis.
- Adriana Persenaire contracted through Family Services continues to meet with NGLC staff for reflective supervision on a monthly basis.
- Angela Schwandt, LRBOI Be Da Bin Behavioral Health Mental Health Counselor will begin her monthly observations within classrooms to assess the overall mental health of the children that attend NGLC and consult with teachers on techniques to meet the needs of the children that attend. These are done at least monthly and more if needed.
- DHD#10 was within the center on 9/23 and 9/24 to test hearing and vision for our preschool aged children
- Environmental Inspection and Transportation Safety checks were completed by Garrett Steiner, Environmental Health Officer from IHS. Minimal findings were noted and in process of corrections.
- The NGLC payment and satisfaction audit continues to be in process.
- NGLC is in the process of hiring 2 Teacher’s Aides and 1 Maintenance/EVS worker.

Closures:

- September 2-Labor Day

Upcoming Events:

October 4	Fire Drill observed by LRBOI TERT team
October 9, 16, 23, 30	Language Lessons
October 17	NGLC Dental Day
October 17	Larson’s Landscaping on site to consult playground
October 18	START training in Grayling with MISD
October 21-22	Child Abuse and Neglect Conference-St. John

LRBOI Be Da Bin Behavioral Health August 2019 Report

This is the report for Be Da Bin Behavioral Health Program. Staff for Be Da Bin include: Dottie Batchelder, Chemical Dependency Counselor; Sujean Drake, Mental Health Counselor/Tele-psych; Angela Schwandt, Mental Health Counselor; Charlotte Campbell, Case manager/Intake; and James Gibson, Traditional Healer, contractual. New employee, Julie Ramsey, Prevention Worker began on August 12, 2019.

September 12, 2019, Be Da Bin staff attended the Manistee County Suicide Awareness and Prevention Coalition meeting at Centra Wellness.

September 17, 2019, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

September 17, 2019, Be Da Bin/Centra Wellness hosted the Manistee County Suicide Prevention Walk with presentations, walk, refreshments, and a poster contest for the school youth. We had 64 in attendance.

September 25, 2019, Julie Ramsey and Dottie Batchelder attended the Suicide Awareness Training in Ludington.

September 26, 2019, Be Da Bin hosted a Tribal Action Plan (TAP) meeting and Julie is the lead for this. All staff attended.

September 27, 2019, all staff attended the Mental Health Block Grant Focus Group that Sujean and Angela were in charge of.

Be Da Bin Staff: Dottie Batchelder was planning for the presentation of the Tall Cop coming up, STR Tribal Opioid Treatment and Recovery Grant (that has been on-going for this past 2 years) and working on completing the Tribal Opioid Prevention Grant that ends September 28, 2019. This month she has attended the planning meetings for the events with opioid epidemic community partners, SEA coalition, and seeing clients. Sujean Drake has been busy with the Mental Health Block Grant (tele-psych), Focus Group Meeting, and seeing clients. Angela Schwandt is seeing clients and assisting with the tele psych/focus group. She also meets with Sujean for learning/training of services and works with the Next Generation Child care center. Angela also completed 15 hours of Trauma Treatment for Kids. Charlotte worked with the Traditional Healer. Charlotte Campbell is working on doing intakes, and assisting with clients. IT is working to get our computer system working with RPMS (IHS) for rest of staff. Julie Ramsey is shadowing Dottie at meetings and helping with planning activities at this time. Julie is also rearranging prevention and treatment materials for staff and active in all our events.

We had many no shows for services. We have had discharges and intakes this month, some intakes have been directly to detox/inpatient treatment (1 not in our numbers).

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor: (from RPMS)

18/4 Individual/Recovery Clients

130 Client Contacts for Services

173 Counseling/Administration Hours Delivered

Total Training/Client Service Delivery: 305

Mental Health Counselor/Tele-psychiatry:

25 Individual Clients

22 Individual sessions

6 hr. Tele psych

Mental Health Counselor:

18 Individual Clients

27 Individual sessions

7 Supervision hours

5 hrs. Tele psych

4 hrs. NGLC Involvement

To get on the RPMS system soon.

Case Manager/Intake:

3 Intakes and to get on RPMS soon

Traditional Healing: 11 Individual Client Contacts

Departmental Monthly Events & Needs

Meetings:

HSCB Meeting – 9/3/19

Leads meeting – 9/3/19

Budget meeting – 9/9/19

Great Lakes Recovery – 9/12/19

MDHHS Director call – 9/16/19

Be Da Bin staff meeting – 9/17/19

TSP agenda call – 9/18/19

Families first call – 9/23/19

Family Services staff meeting – 9/25/19

TAP Committee meeting – 9/26/19

Tele psych focus group – 9/27/19

Travel and Trainings:

State court improvement task force – 9/13/19

Court

LRBOI – 3

Wisconsin - 1

Identified unmet needs:

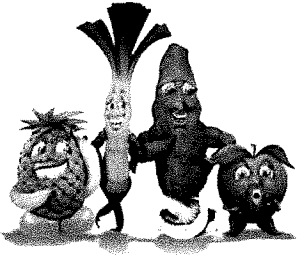
1. Transportation for clients
2. Substance Abuse and Mental Health Services
3. Sub-standard and unaffordable housing

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Food Distribution
Ken LaHaye



Food Distribution Program

September 2019 Monthly Report

Ken LaHaye, Alan Tyler 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 checklist to State of Michigan.

Ken LaHaye submitted department report.

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

Ken 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 conducted deliveries on 9/10, 9/11, and 9/12.

We conducted 26 deliveries.

We received deliveries on 9/5/2019, 9/9/2019, and 9/12/2019.

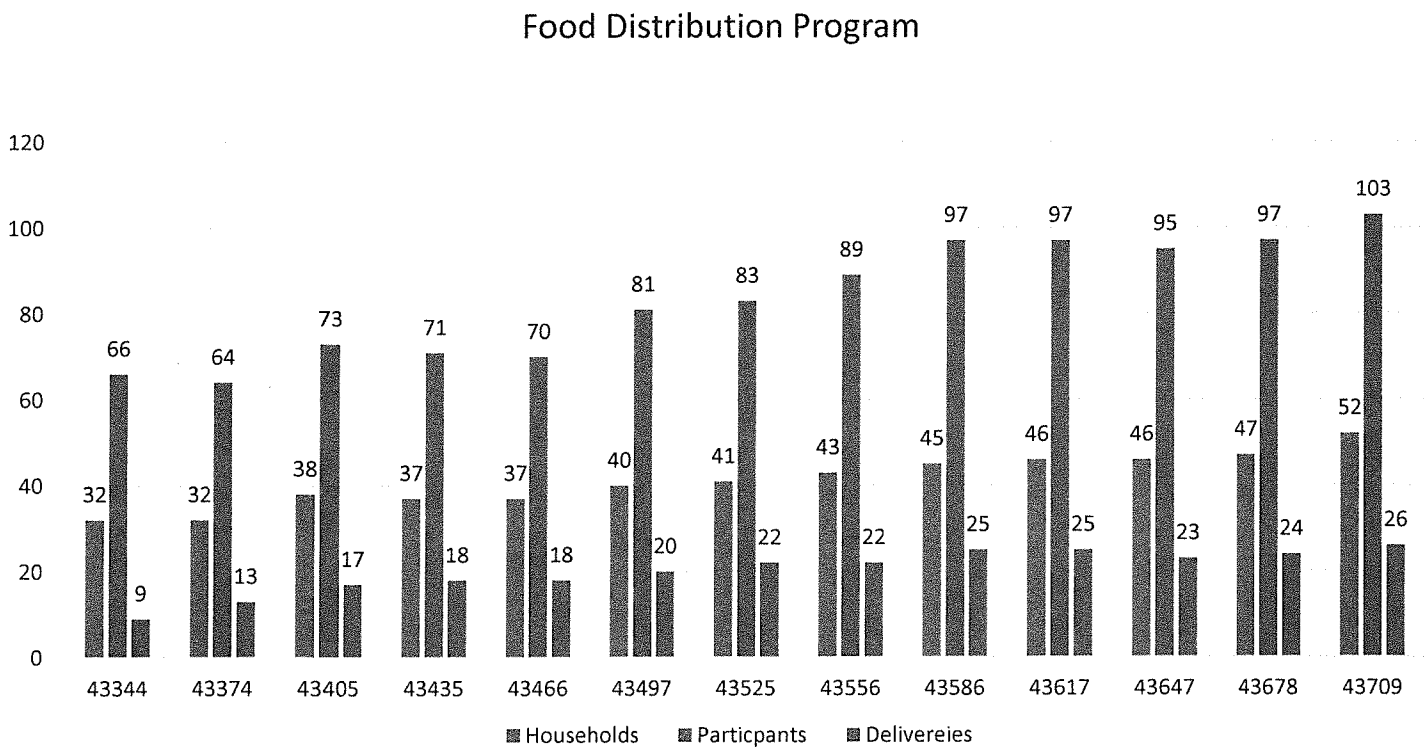
Ken attended Membership Outreach in Muskegon 9/13/2019.

Ken worked on 2020 Budget.

Ken attended Leadership Training on 9/26/2019.

Ken was on vacation 9/17/2019 thru 9/24/2019.

This is the monthly participation chart for Food Distribution Program.



Grants
Lyle Dorr

Grants Department Monthly Report

September 2019

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:

- ∅ 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.

Aki Maadiziwin

- ∞ **Waiting to hear back on the IHBG application Submitted Aug 8th:** Submitted the application for 11 homes at Aki. Ten supported by IHBG application and One by IHBG Annual funding. The request was for \$2,470,400. It is anticipated that we will hear something sometime in November 2019.

Clinic:

- Applied for the IHS Small Ambulatory Construction Grant (SAP). Only 3 out of 8 expected application were submitted to our area regional office in Bemidji, MN. We are expecting to hear that we received the \$2 million to construct a new dental clinic in Manistee and renovate a space in Muskegon for medical and pharmacy services.
- **Submitted a 105 L application/proposal to IHS Bemidji valued at \$528,000 in overhead cost recovery annually.** They immediately responded and said that they received it and are in the process of reconciling the calculations (a 60-day process) so that there is no overlap of funding from the Federal Government.

Court:

- ∅ No Active applications or projects

Family Services/ Be-Da-Bin:

- ∞ **Child Care Development Fund (CCDF) grant worth about \$82,000.** Helping Jason and Holly with the grant application (attended meetings that they were unable to attend), though Holly has done the majority of the work. It is due in early Sept. Other Tribal providers speak very highly of Jason, Holly and the NextGen program and many are considering how they can initiate a Learning Center.

Food Distribution: (We are waiting for responses on the two applications below as described)

- Working with Ken and Michelle to find an architect to design and manage the 2020 construction project. We will also have Steve Wheeler, Steve Parsons and Dale M. on the selection committee. Once someone is selected, they will oversee the subcontracting process to get bids and to assure that Davis-Bacon wages are followed. We will have someone selected by the end of October.

- **Received a contract for a grant funds from the Shakopee Mdewakanton Sioux Community (SMSC) for \$130,000.** Bill Willis completed a budget modification and receive the funds in through Council on 9.25.19.

Historic Preservation:

∅ No Active applications or projects

Maintenance:

- ∞ I am working with maintenance and Gary Lewis regarding updating our light fixtures from florescent to LED. The anticipate savings will be at least 70%. We should be able to get rebates from Consumers as we do the project. It is currently on hold due to the large number of grants that have come up unexpectedly.

Natural Resources:

- ∞ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The temporary trailer will be relocated a 2nd time due to plans for the location of the new PS Garage. Tom's EPA monitoring equipment needs to be relocated to the trailer once set. Once the trailer is relocated and provided power, the vendor can come in and move Tom's equipment. This should be done by late September.

Update: Robert is planning to move forward with a garage project as monies have been deposited in the Public Safety Account. Maintenance, IT and Natural Resources will be coordinating to relocate the temporary trailer by the end of September to be out of the way of future construction. Natural Recourses is having a hard time getting the right profession contracted to move the EPA tower and rewire it to the temp trailer. Once Tom is moved into the temporary trailer, the Brown Trailer will be removed from the Public Safety Property, which will make way for the construction of the Public Safety Garage. Regardless, everyone at Public Safety agrees that it will be the removal of a terrible "eye soar."

Public Safety:

- ∞ **New Car Garage for 2019:** Robert would like garages for his vehicles, storing equipment, and staging exercises. The new structure will go where the Brown modular is currently, that we are removing. It is hoped that the project can be completed by the end of 2019. As the parking lot will be done at the same time, Steve Parsons is waiting on EPA permit approval to proceed.

Water/Waste/Renewable Energy:

- ∞ **Working with Gary Lewis and Diane Kerr on developing a strategic plan for renewable energy initiatives.**

Update: Gary, Diane and I will be going to the 3rd Annual Energy Summit at the Seminole Tribes, Native Learning Center next February. We will establish contacts and gain insight into proceeding with alternative energy strategies starting in 2020. We will focus on finding funding to support our efforts.

Special Projects:

- ∞ **Document Management System:** The initial install of the system has occurred. Solidcircle will be working with IT, Legal, Council Admin Assistants and Rebecca Gohl (re: website application) over the coming month.

Update: The contract workflow system will be fully tested and utilized by the end of October. Both paper and electronic versions of the system will be in place until the end of the year, which will give everyone the opportunity to learn the system and have confidence in it.

∞ **Continue** on the TERT committee:

Update: I have not been able to focus on this area due to grant application demands, but Brandy Martin is keeping it moving forward, which will eventually lead to us being able to apply for funds related to TERT. Things have settled down some, so I will be exploring funding opportunities for the Tribe based on reaching certain ERT milestones required by the Feds.

∞ **M-55 Bridge Work Schedule:** MDOT met with Tribal and Casino staff to update us on the M-55 Replacement project. They will begin work on the bridge in January of 2021 and continue through the end of the year. Traffic will be rerouted via East Lake.

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: Oct 11th, 2019

Re: September 2019 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 2019. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

September 13, 2019 – Gina Dahlke, PRC/EHAP Supervisor and Mark Plouhar, PRC Specialist spent the day working in the Muskegon office.

September 16 & 17, 2019 – Gina Dahlke, PRC/EHAP Supervisor and Roberta Davis, Patient Benefits Coordinator attended a Social Security training at Soaring Eagle in Mt. Pleasant, MI.

September 27, 2019 – Gina Dahlke, PRC/EHAP Supervisor attended the Mental Health Block Grant meeting at the Justice Center.

Digital Foot and Ankle X-ray Machine was implemented in the clinic Sept.

Security Cameras and additional security door locks installed in clinic and PRC area.

Stanley Steamers cleaned the entire clinic and office space areas of the health service department.

TV and Mounts arrived and are currently in the process of implanting.

Image 360 completed sign protocols and masonry contractor has surveyed the area and will be starting foundation Oct 12, 2019.

Physician hiring process has started and will be sending out flyer notification to all Michigan Internal and Family Medicine doctors as well. The process will continue til a highly educated and experienced physician is located.

Dr. Daryl Wever attending Directors meeting in Petoskey and it appears the state is allowing the all-inclusive rate for Pharmacy for Medicaid patients 2020.

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

CLINIC OPERATIONS:

356 patients scheduled

18 patients NO-SHOW to scheduled appointments

14 patients provided SAME DAY appointments for emergent matters**

123 cancelled appointments

229 patients attending CLINIC PHYSICIAN appointments**

18 patients PHONE TRIAGE**

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

51 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN SEPTEMBER (Total Patient Volume): 614

Diabetic patients: 95

Flu Vaccines: 19

Injections: 21

Nursing Visits: 3 **

On-site Labs: 150

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,496

DIRECT CALLS TO CLINIC OPERATIONS: 498

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 438

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 17

TRAVEL HOURS: 38 ½

SERVICE HOURS: 27

NUMBER SERVED: 17

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 183 1/2 hours

COMMUNITY VISITS: 27
TRAVEL HOURS: 7
SERVICE HOURS: 8
NUMBER SERVED: 27

HOME VISITS: 11
TRAVEL HOURS: 5
SERVICE HOURS: 6 ½
NUMBER SERVED: 11

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

PHONE CALLS: 137
CALLS – UNABLE TO CONTACT: 102
HOME VISITS SCHEDULED: 19
HOME VISITS REFUSED: 16
HOME VISITS CANCELLED BY PATIENT: 6
HOME VISITS RESCHEDULED: 6
HOME VISITS CANCELLED BY CHR: 11
DUE TO TRANSPORT: 11
DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 11

MEDICATION PICK-UP/DELIVERIES: 0 (included in number served & clients served)

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 50 ½

TOTAL SERVICE HOURS: 42 ½

TOTAL CLIENTS SERVED: 56

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 158,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1811

TOTAL PRC PAID IN SEPTEMBER: \$ 137,021.67

PHARMACY/OTHER: \$ 31,785.13

DENTAL: \$ 12,802.20

TOTAL PATIENTS: 202 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 552

TOTAL CLAIMS ENTERED: 411

TOTAL PRC PAID 2019: \$ 1,083,569.35

TOTAL EHAP PAID IN SEPTEMBER: \$ 21,331.82

TOTAL EHAP PAID 2019: \$ 341,603.06

TOTAL ENROLLED EHAP/LRBOI: 1345

NEW APPLICATIONS MAILED OR GIVEN: 23

REASSESSMENTS MAILED OR GIVEN: 142

MEDICARE LIKE RATE (MLR) Savings for SEPTEMBER 2019

Claims submitted:	40	\$ 53,526.75 (total submitted)
		<u>-\$ 10,498.58 (what we paid)</u>
		\$ 43,028.17 (total savings)

PATIENT BENEFIT COORDINATORS: SEPTEMBER 2019

Assisted with on-line applications: 1

Webinars/Trainings: 1 webinar, 1 training for Social Security in Mt. Pleasant

Phone calls: Numerous

New Patient Registration: 12

Established Patient Registration: 92

Referrals to Other Departments: 0

****Roberta Davis performs the daily Patient Registration duties for the clinic patients.**

PHARMACY: SEPTEMBER 2019

Active patients: 333

Prescriptions filled: 1187

Insurance charges: \$96,680.01

Insurance payments received: \$96,443.44

Non-member cash/copays received: \$287.59

PRC-equivalent write offs:

LRBOI: \$19,106.79

Other Tribes: \$807.97

TOTAL: \$19,914.76

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 2019

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

Scott Chamberlin – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A.** The Housing Maintenance techs continue working on replacing the back designated elder housing decks.
- B.** I met with Manistee Twp. Fire Chief about the fire suppression and the Knox box at the Elder Apartment Complex
- C.** Bill Willis and I met with Tribal Council on the 2020 Budget's for the department
- D.** Jake and I met with Chris Hoffman of Little Valley Homes in Cadillac to discussed the final details of the 2019 2-Fair market homes
- E.** Numerous department and I went to the Muskegon office to assist tribal members with their questions and needs.
- F.** Met with Scott from C & I Electric about installing new wiring for the Security Camera's up at Aki maadiziwin.
- G.** Sent out postcard's informing the tenants of fall clean up (please see attachment)
- H.** The department met once this month with Elise McGowan-Cuellan, Staff Attorney's and Bill Willis, Members Services Lead.
- I.** During the month, the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 4
 - New leases: 2
 - Annual Inspections:5
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0

- J. Down Payment and Closing Cost assistance grant (HI 100). Funds have been depleted for the remainder of the year, will re-allocate upon budget approval for fiscal year 2020.

Applications received this month: 0

Number of Awards made during the month: 1

Amount of Awards made for the Month: \$4633.00

Total Number of Awards made during the Year: 19

Total Amount of Awards for the Year: \$81467.00

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 8

B. Termination Notice(s) issued: 2

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

D. Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 79 rental units in total of which 74 were rented giving us an occupancy rating of 95%.

- A. Aki has 55 income based rental units of which 50 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 27 are rented.

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

5. Aki has 10 low income elder designated apartment rental units and 6 units are rented.

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

V. Significant Problems and Accomplishments.

- A. Working on replacement of the 12 Elder's back decking

VI. Plans for the Future.

- A. Construction of the 2019 2-Fair market homes

- B. Replacement of the 12 Elder's back decking

C. Other Information

- A. None

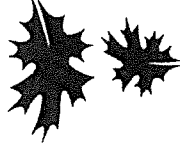
End of Report
Michelle L. Pepera
Administrative Assistant
October 8, 2019

Attachments: September 2019 daily maintenance log
Aki maadiziwin fall clean up postcard

Cc: File



Aki maadiziwin Fall Clean Up



The Housing Department has reserved **Two** dumpster's for October 16 through October 23, 2019, they will be located at the North and South cul-de-sac's for your convenience.

Now would be a good time to clean out the basement/garage/yard and dispose of any items (old furniture, mattress, etc.) before winter.

Items that are **not allowed** in the dumpster are tires, yard waste, liquid flammables and Freon appliances. If you have any questions, please call the office at 398-6875.



Aki maadiziwin Fall Clean Up



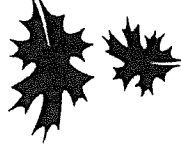
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Aki maadiziwin Fall Clean Up



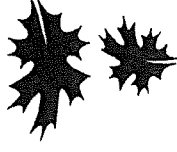
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Housing 2019
Daily Worksheet

Date 9-2 Holiday

Date 9-3 daily logs, took out shop trash, receipts, printed
off move out sheet for 2020 OC

Date 9-4 created list of materials for 2020 OC, adjusted water
heater temp @ 2714 OC

Date 9-5 Mowed ditches 1 Elders row

Date 9-6 Mowed ditches HC + 62 + Older units

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 9-9 Cleaned brake cut off switch and greased
Dodge wheels on older zero turn finished mowing,
Ditches / Fields Continued @ 2626 OC

Date 9-10 Receipts, Annual Inspection @ 2612 OC
Took shop trash out, check fluids tires + filled Toyota
Annual Inspection @ 2647 OC, organized mechanical room
@ Elder Complex, Replaced GFCI outlet apt 109, pedistal top
Installed dishwasher @ 2715 OC

Date 9-11 lowered the Flus, Started making room for salt
clean shop area Continued @ 2626 OC

Date 9-12 Worked on decks, Continued @ 2626 OC
worked on pedistal top, repair washer completed deck
@ 2726 OC started Deck removal @ 2716 OC

Date 9-13 Card board, installed garage door opener @ 2694
Continued @ 2626 OC Repaired plumbing leak @ 2589 OC
Removed broken stove top @ 2591 OC, checked Electrical
light switch @ 2612 OC was LED Bulb issue

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 9-16 opened up 2626 OC for Hagulands, took trash from shop painted plans, checked washing machine, took supplies over to EC, built base for cooktop for 2591 OC as opening was cut to large, mowed, installed top @ EC, 2005 MP fuel fix garage door, clean 103, install condenser top, check pavilion, checked 105,

Date 9-17 talked to Darrel H&H landscaping, dropped off grey truck @ Amer's worked on deck @ 2716 OC annual inspection @ 2663 IC, prepped stove top for 2591 OC, repaired fridge back up continued @ 2626 OC

Date 9-18 talked to Anthony's for quote for landscaping @ 2615 OC Installed cooktop @ 2591 OC finished deck @ 2716 OC

Date 9-19 Checked Pavillion, Moved washers/dryers to Mezzanine Cleaned Shop - Employee Picnic.

Date 9-20 Holiday

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 9-23 Receipts, mowed, checked water heater @ 2679 101
called plumber who installed as unit under warranty
Got quote from Anthony's left message with Matt landscape
he said wld in fut, Larsen's finishing up there quote also
Service tractor, continued @ 262600

Date 9-24 Mowed fields, mowed elders Row
Continued @ 262600, checked Fridge Filter and reinstalled
dead bolt knob @ 260500

Date 9-25 Fueled grey and new red truck, cleaned shop area
Continued on deck project

Date 9-26 Installed batteries and programmed thermostat @
269300, continued on decks, changed light bulbs
cleaned dry vent, put Fresh batteries in smoke alarms @
2720 TC

Date 9-27 EOM paper work, Mikeage, looked at furnace
appeared fine @ 269300, put up new flag and raised
tribal flag

9-30 Continued on Decks, RM103, hung Window Drapes

Thank you for filling out this Daily Worksheet

Human Resources

Jeff Simpkins

To: Ogema Romanelli
From: J. Simpkins
Subject: July 2019 HR Department Report
Date: 10/12/19

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

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

1) HR 2019 Operational Plan

- a) Continuation of the 2019 HR Work Plan.
 - i) 25 of 2019 planned projects are complete. 14 are currently in-process.
 - ii) September Summary: September continued with much recruiting, project work, the launch of organizational leadership training, expansion of the performance management project and continued analysis of health insurance options. Thanks Team!

2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Improvement Plan in-process, approximately 90% complete. The updated process was presented to leaders at the September roundtable event, and leader feedback is pending.
 - (2) Number of Hires During the Month: 6
 - (3) Number of Hires Year to Date: 40
 - (4) Number of Applicants Year to Date: 271
 - (5) Number of Open Positions remained at 5.
 - (6) Continued with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
 - (7) Updated Recruiting Work Priority: 1 – Clinic Physician, 2 – NGLC, 3 – IT, 4 – All Others.
 - (8) Turnover reduced from 6 in August to 1 in September.

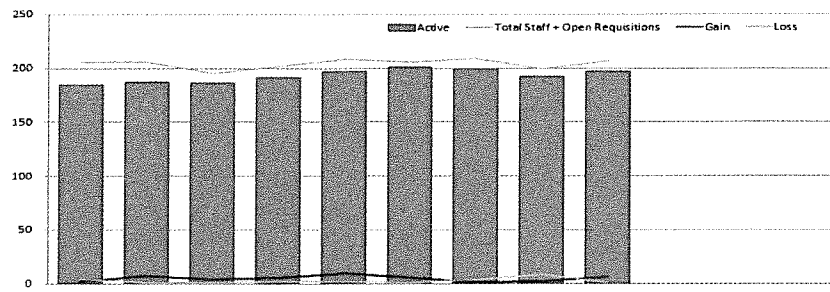
Staffing



Variables	Year			2019 YTD
Active				193
Inactive				3
Total Staff				195
Open Requisitions				0
Total Staff + Open Requisitions				204
Average Fill %				95.7%
Gain				40
Loss				23
Net Gain (Loss)	0	0	0	17

Michigan Unemployment
Michigan/National U6

Active	Year			2019 YTD
Employment				184
Elected/Comm				33
Seasonal				0
Casual				0



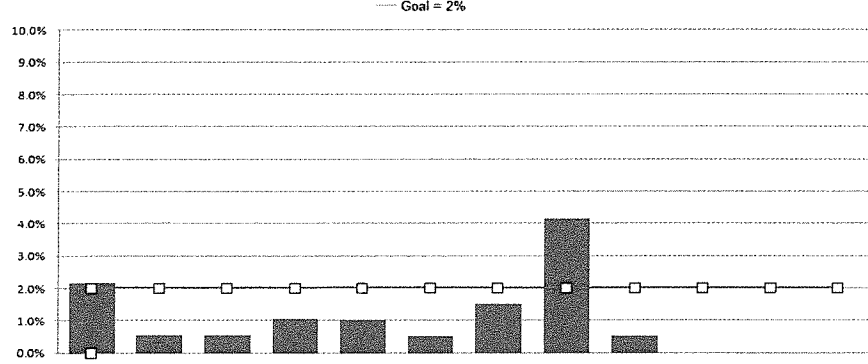
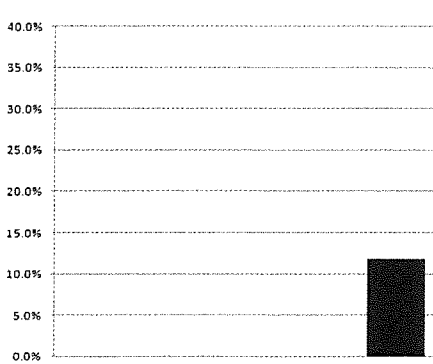
Months	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
184	187	186	181	197	201	189	192	197				
3	3	5	3	2	2	2	2	3				
187	180	191	194	189	203	201	194	200				
19	16	4	8	0	3	8	5	7				
206	206	195	202	208	206	209	199	207				
90.8%	92.2%	97.8%	96.0%	94.7%	97.6%	95.2%	96.5%	95.2%	#DIV/0!	#DIV/0!	#DIV/0!	
2	7	3	5	0	5	1	2	6				
4	1	1	2	2	1	3	8	1				
-2.0	6.0	2.0	3.0	7.0	4.0	-2.0	-6.0	5.0	0.0	0.0	0.0	

4.0% 4.0% 4.0% 4.1% 4.2% 4.2% 4.3% 4.2% 0.0% 0.0% 0.0% 0.0%
7.6% 7.6% 7.6% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

184	33	0	0									
184	33	0	0									

Staffing Safety Turnover Development Performance Leave (+)

Turnover



Variables	Year			2019 YTD
Turnover Percentage	#REF!	#REF!	#REF!	11.6%

Total Separations	0	0	0	23
Average # of Associates				195
Turnover Percentage Last FY/Month				
Turnover Goal				2.0%
Turnover Percentage: Involuntary	#DIV/0!	#DIV/0!	#DIV/0!	3.6%
Turnover Percentage: Voluntary	#DIV/0!	#DIV/0!	#DIV/0!	8.2%
Reasons for Separation				
Termination - Performance				3
Termination - Violation of Policy				0
Term - Attendance				1
Term - Reduction in Force (RIF)				3
Voluntary Quit				16
No call/No show				0

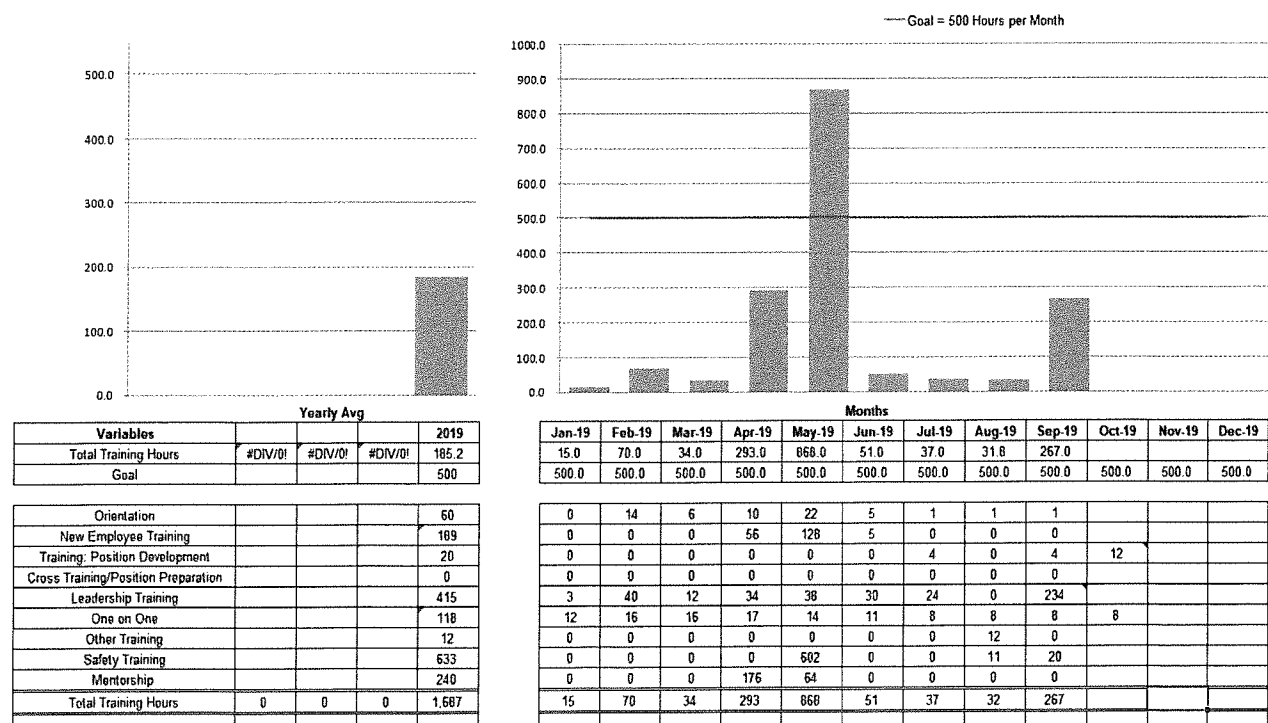
Months	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
2.1%	0.5%	0.5%	1.0%	1.0%	0.5%	1.5%	4.1%	0.5%				

4	1	1	2	2	1	3	6	1				
187	190	191	194	199	203	201	194	200				
2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
0.0%	0.0%	0.0%	1.0%	1.0%	0.5%	0.5%	0.5%	0.0%	#DIV/0!	#DIV/0!	#DIV/0!	
2.1%	0.5%	0.5%	0.0%	0.0%	0.0%	1.0%	3.6%	0.5%				
0	0	0	1	0	1	1	0	0				
0	0	0	0	0	0	0	0	0				
0	0	0	1	0	0	0	0	0				
0	0	0	0	2	0	0	1	0				
4	1	1	0	0	0	2	7	1				
0	0	0	0	0	0	0	0	0				

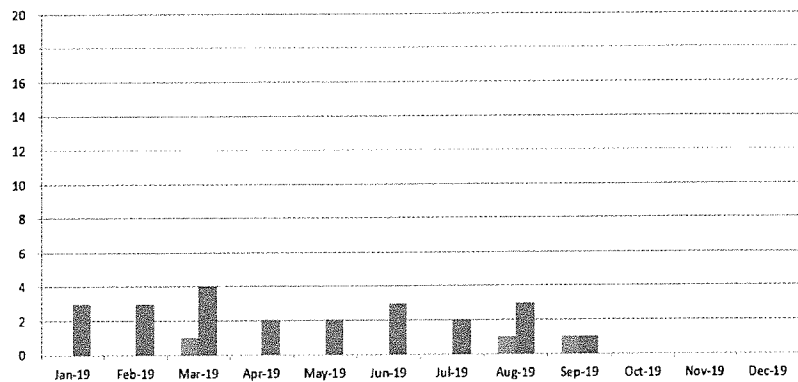
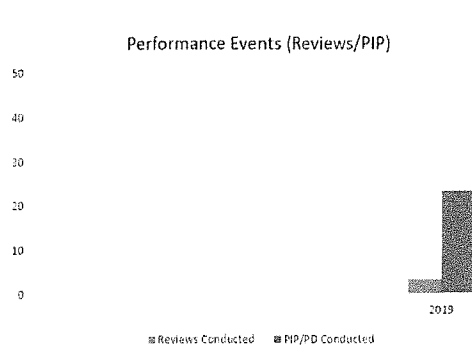
3) Talent Development and Relations

- a) Continued leadership development based on customer needs.
 - i) Result: We completed the first planned leadership training event in September, with the Grand Rapids Employers Association conducting their Introduction to Leadership course on 9/26 at LRCR. 22 supervisors and developing supervisors attended the training. Feedback was so positive we've invited the Association back in October to run a second session. We also plan to follow-up with the Association's Core Leadership course in October and November. To-date in 2019 leader development totals approximately 415 hours.
- b) HR Department Development Initiatives:
 - i) Provided additional HR support to the clinic staff and leadership.
- c) HR provided support to TERT Emergency Action Plan training.
- d) Continued work on Performance Management and Compensation Plan issues, including:
 - i) Compensation Triage Project for Immediate Correction:
 - (1) Balance of Organization Range Low – Pending Action
 - ii) Create a Performance Management Update Project
 - (1) Completed launch of the NRD performance management project. We completed employee launch training. Now all leaders and individual contributors have active access and are able to use the system,
 - (2) We also conducted the first in a series of general performance management implementation training sessions on 9/11. During this session we reviewed the performance management system and taught leaders a method for developing measurable competencies.
 - iii) Continued Compensation Plan Team work to review plan options and make recommendations to executives. We appreciate the leadership team members who volunteered their time to the project.
 - iv) We received our third Performance Review of 2019 during September!
- e) Completed Performance Reviews Returned to HR: 1
- f) Completed PIPs Returned to HR: 1

Training and Development Hours



Performance Events (Reviews/PIP)



Variables	Year	2019
Percent of Staff Receiving Feedback		100%
Reviews Conducted		3
PIP/PD Conducted		23
Total Staff		1759

Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
2%	2%	3%	1%	1%	1%	1%	2%	1%	0%	0%	0%
0	0	1	0	0	0	0	1	1	#DIV/0!	#DIV/0!	#DIV/0!
3	3	4	2	2	3	2	3	1			
187	190	191	194	199	203	201	194	200			

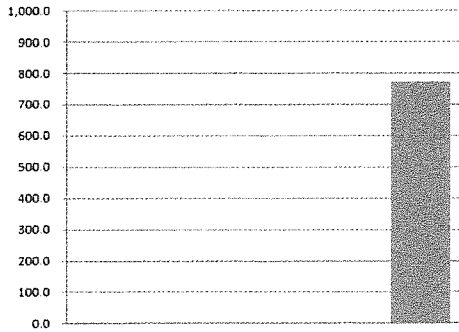
Reviews	Year	2019
Elected, Commissioner		0
Health & Human Services		0

0	0	1	0	0	0	0	1	1			
0	0	0	0	0	0	0	0	0			
0	0	0	0	0	0	0	0	0			

4) Benefits and HR Administration

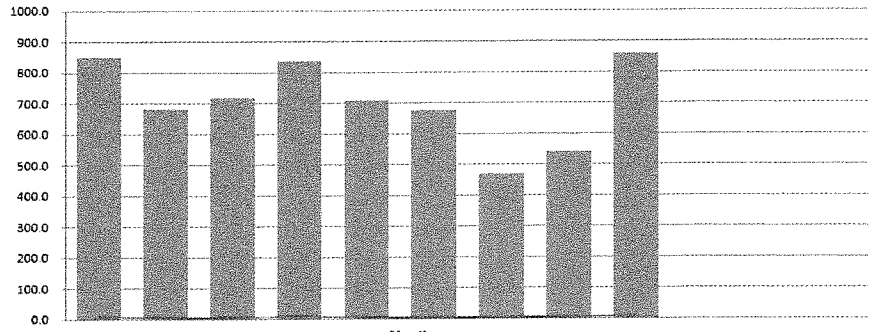
- a) Continued working to improve the previously identified benefit process issues and concerns.
 - i) Actions Taken:
 - (1) The Hartford is our new life and disability vendor. August was the first month of coverage. The updated plan documents are still pending.
 - (2) The Health Insurance Team continued its work. We received the agent proposals on schedule by 9/27, and the team is involved in the next steps with executive leadership.
 - (3) Continued 401(k) audit work.
 - (4) Continued previous Benefits Work Priority: 1 – 401(k) Audit Support, 2 – 2020 Health Renewal.
- b) Continue testing the capability of Abila HRIS system with additional data and documents.
- c) Continually adjusting tracking documents to simplify the data collection process for metrics.
- d) Leave Cases
 - i) FML: 5
 - ii) IFML: 3
 - iii) Bereavement: 5
 - iv) LOA: 1
 - v) Education: 7
 - vi) Wellness: 11
 - vii) Leave Hours during the month increased significantly, and were at 861. This is the first month since June where the organization has seen an increase.

Leave (Excluding PTO and Holidays)



Yearly Avg			
Variables	#DIV/0!	#DIV/0!	2019
Total Leave Hours	#DIV/0!	#DIV/0!	771.9
Total Leave Events	#DIV/0!	#DIV/0!	28.3
Number of FTE Positions			4.8

Leave Hours by Type			
Variables	#DIV/0!	#DIV/0!	2019
Bereavement			664
Education			220
FML			3,980
IFML			243
Jury Duty/Tribal Witness			0
LOA			768
Military			0
Parental			0
Wellness			270
Total Leave Hours	0	0	6,345



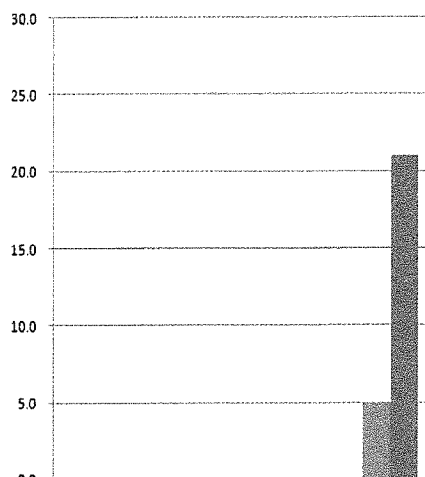
Months											
Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
24.00	33.00	24.00	32.0	26.0	32.0	16.0	23.0	32.0			
5.31	4.26	4.49	5.24	4.43	4.23	2.93	3.39	5.38			

Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
336.50	123.50	84.00	40.00	16.00	112.00	0.00	48	104			
12.00	12.00	16.75	20.50	25.25	26.75	28.00	17	62			
336.00	368.00	552.25	696.00	572.00	384.00	264.00	248	560			
13.00	18.00	0.00	43.50	64.00	88.00	0.00	16	0			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0			
152.00	128.00	32.00	0.00	0.00	32.00	144.00	176	104			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0			
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0			
0.00	32.00	33.75	37.75	31.70	33.50	33.00	37	32			
850	682	719	838	709	676	469	542	861			

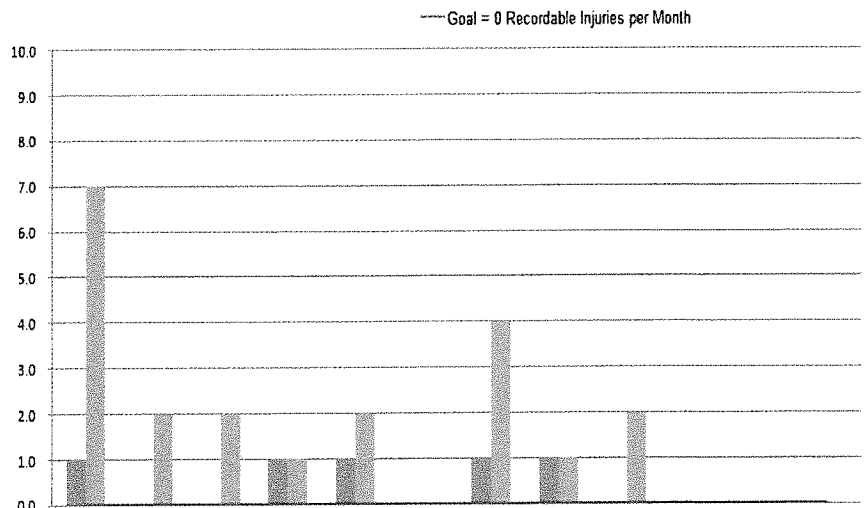
5) Safety

- i) Recordable Injuries: 0
- ii) Near Miss/1st Aid: 2
- iii) September was our fourth month in 2019 with no recordable injuries. Great Job Team!
- iv) HR sent the Injury Reaction Plan update to leaders for feedback.

Safety (Recordable Injuries and Near-Miss Incidents)



Yearly Avg			
Variables			2019
Total Recordable Injuries			5.0
Goal			
Total Near-Miss Incidents			21.0



Months											
Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
1.0	0.0	0.0	1.0	1.0	0.0	1.0	1.0	0.0			
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7.0	2.0	2.0	1.0	2.0	0.0	4.0	1.0	2.0			

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY

INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

	CURRENTLY EMPLOYED						
	September 2019						
	TM	NA	D	S	NP	TOTAL	
	EXECUTIVE	74	8	10	9	63	164
	GAMING	10	1	1	3	15	30
	LEGISLATIVE	11	2	0	0	1	14
	JUDICIAL	5	2	0	1	1	9
	TOTAL	100	13	11	13	80	217
	Prior Month						
	EXECUTIVE	72	8	9	9	62	160
	GAMING	10	1	1	3	15	30
	LEGISLATIVE	11	2	0	0	1	14
	JUDICIAL	5	2	0	1	1	9
	TOTAL	98	13	10	13	79	213

Notes on Tribal Preference:

1. In September Tribal Preference was 63.1% of total employment, an increase from last month. There were 3 Tribal Preference hires and no Tribal Preference losses.
2. 2019 data shows the following:
 - a. The organization is receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes).
 - i. Tribal Preference applications are 14.6% of all applications received. This is a decrease from August.
 - b. Tribal Preference applicants are experiencing issues with position qualifications, as evidenced by the following data:
 - i. Tribal Preference hires increased to 28.2% of all hires (11 out of 39) during September.
3. This is an issue vital to the organization. As such, LRBOI Government formed a Tribal Development Task Team. The team brings together partners from Education, Workforce Development, Little River Casino and Resort, and Human Resources. During September this team worked together on data and action items critical to understanding the issue. Representatives from each department provided data, highlighted by the report from Education of students at each college and university by degree program and year of study. This will provide leaders with information on the developing Tribal talent pool and permit connections. The team also purchased a table at the Ferris State University career fair, with the intent of connecting the organization with students and to begin the LRBOI branding process in the marketplace. Thanks Team!

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
September 2019

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. IT Department remains at 66% staffing. Day to day operations, remain the priority, some projects have restarted.

2. Mandatory IT Projects by order of priority:

- a. Telephone system upgrade or replace. E911 compliance required by 12/31/2019, current system not capable. Least costly option is to go with cloud-based system. Due Date 12/31/19. RFQ was completed in September quotes are due October 11th.
- b. Windows 7 End of Life. Microsoft operating system Windows 7 will be at end of life on January 14th 2019 and will no longer be support all Windows 7 systems must be upgraded to Windows 10. Due Date 12/31/19 –there are 8 computers left to replace.
- c. Windows Server 2008 End of Life. Microsoft operating system Windows Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows Server 2008 systems must be upgraded to Windows Server 2016 or Windows Server 2019. Due Date 12/31/19 – there are 6 servers left to update.
- d. Windows SQL Server 2008 End of Life. Microsoft operating system Windows SQL Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows SQL Server 2008 systems must be upgraded to Windows SQL Server 2017. Due Date 12/31/19 there a 3 servers that need to be upgraded and we will need to upgrade the software running on those five servers.
- e. Solid Circle Document Management System installed and setup. The document management system first priority is to assist the new website and the Unified Legal Department.
- f. Muskegon Clinic & Pharmacy project planning. This project has been pushed to 2020
- g. Security Upgrades:
 - i. Government Center Parking Lot Camera System (Due Date TBD).
 - ii. NRD Camera System (Due Date TBD).
 - iii. NGLC Camera System replacement (Due Date ASAP).

- 3.** 204 new IT work orders opened in September 2019 and 198 IT work orders completed in September 2019.

Meetings Held / Attended –

- 1.** Held Departmental Staff Meetings.
- 2.** Held Planning sessions for 2019 IT Projects

Trainings Held / Attended –

- 1.** Attended Leadership roundtable sponsored by HR Director Simpkins

Special Tasks / Activities Performed –

Maintenance
Rusty Smith

Facilities Management Department

2019 September Monthly Report

De-Ahna K. Underwood, Administrative Assistant

I. Department Overview

Goals & Objectives

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

This month 31 work orders submitted and completed for the month of September. Facilities work order requests included, but not limited to grounds keeping, installing lights, and hanging wall decorations, repairing walls, moving employees to new offices, assembling office furniture at Aki, NRD, GC JC, NGLC and NMHSI.

There are 1 remaining work orders open. The Justice Center has continues issues with their 20 year old AC units and furnace. Jay Sams the Facilities Lead, has submitted the paper work, waiting for the item to appear on Tribal Councils agenda. In the meantime the old furnace has been turned on due to the weather changing. The company chosen to replace the AC did not include repairing the furnace. Facilities is unaware of the cost to make repairs or if it's even possible due to its old age. A new bidding process may need to be started to replace the old outdated furnace. The Government Center parking lot is in need of repairs, possibly will be bided and completed in 2021. Bobs Roofing replaced the roof, yet Gaming is still dealing with leaks. Bob's Roofing was contacted and waiting for them to make the needed repairs.

Facilities is still understaffed and we are unable to keep up with all the grounds landscaping that needs to be done. As well as cleaning the parking lots. Facilities would greatly benefit having additional employees to help the day to day operations of the department. We have done what we can as far as weeding and blowing debris out of the parking spaces. Work Force Developments has obtained two employees for us, which has been helpful. Yet, we are still in need of skilled and knowledgeable Technicians.

The EVS Techs stay very active in their daily routine of keeping the Government Center and the other office buildings clean and sanitized. EVS is also attended to the bath house for all of the campers. EVS continues their weekly pick up of recycling and shred to dispose of properly.

III. Budget Expense Justification

Open standing purchase orders until December 31, 2019.

IV. Travel and Trainings

Nothing to report at this time.

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 1, 2019
Re: September 2019 report of activities

Number of tribal members assisted on new issues	49
Number of referrals received	0
Number of continuing cases:	18

Types of legal issues:

Child support	Collections
Probate Estate	Adoption
Divorce	Real Estate
Alternate Service of Civil Documents	Child Protective Services
Garnishment	Estate Planning
Post Divorce Matters	Estate Distribution
Trusts	Guardian- Adult
General Civil	Bankruptcy
Criminal	Personal Protection Order
SSD	Medicaid
Small Claims	ICWA
Land Contract Amendment	IRA
Personal Injury	Debt Consolidation
Guardian – Minor	QDRO
Step Parent Adoption	Terminate Parental Rights
Grand Parent Visitation	Eviction
Name Change – Adult	Show Cause
Expungement of Criminal Conviction	Workers Compensation
Contracts	Guardian – Minor – Modify

Sample of Work Performed:

Assisted a tribal member with a step parent adoption

Assisted a tribal member add a family member to their real estate

Assisted a tribal member distribute property upon a family member's death

Assisted a tribal member with a show cause hearing for contempt of court

Assisted a tribal member obtain a garnishment after receiving a judgment in their favor

Members Assistance
Jason Cross (Interim)

Members Assistance Department

September 2019 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-16-J72 \$312,000
 - i. Total expensed \$255,068.68
 - ii. Budget remaining 7%
 - iii. 26 total households served with this program.

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

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

- a. MOA BE-18-K28 \$364,000
 - i. Total expensed \$274,534.28
 - ii. Budget remaining 25%
 - iii. 10 total households served with this program.

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

3. Food Assistance Program

- b. Budget \$47,000
- c. Total expensed YTD \$30,300
- d. 39% Remaining
- e. 146 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
45	9	4	2	28	5	1	7	3	41

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$20,261.92
- h. 42% Remaining
- i. 42 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	1	3	0	5	0	0	5	1	20

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$24,575
- l. 39% Remaining
- m. 116 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
31	3	8	2	25	6	3	2	1	35

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

- a. Total Budget \$26,200
- b. Total expensed to date \$24,178.50
- c. 19 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
10	2	2	0	8	3	2	0	2

7. LIHEAP – DHHS Grant Funded Program FY 2019

- d. Total Budget \$179,209
- e. Total expensed to date \$60,978.29
- f. 86 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
31	8	3	2	32	2	1	5	3

8. Elder Chore Program

- g. Total Budget \$15,000
- h. Total expensed YTD \$8,695
- i. 40% Remaining
- j. 44 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
17	3	1	1	9	0	1	1	1	10

9. Emergency Transportation

- k. Total Budget \$25,000
- l. Total expensed YTD \$13,397.60
- m. 46% Remaining
- n. 57 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
19	4	1	1	14	2	0	3	1	12

10. LRBOI Home Repair Program 2019

- o. Total budget \$107,000
- p. Total expensed YTD \$10,340.00
- q. 90% Remaining
- r. 9 members accessed this program

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

11. Bereavement Program

- s. Total Budget \$453,000
- t. Total expensed YTD \$286,900
- u. 37% Remaining
- v. 32 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	1	0	0	3	0	1	6	2	16

12. Elders Insurance

- w. Cost per Elder \$249.99 Medical and \$108.00 prescription benefit per month.
- x. 312 Elders enrolled in program.

13. Department Ongoing Activities

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

14. Applications

Mailed	Picked up	Emailed	Faxed
263	33	153	1

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
116	103	25	32	78	87	40	28	5	4

15. Office Visits

- cc. 20 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi Daáwaá Aníshinaábek
LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

**310 9th Street
Manistee, MI 49660
(231) 723-1594**

**September 2019 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
Vacant – Aquatic/Fisheries Biologist, Inland
Corey Jerome – Fisheries Biologist, Sturgeon
Joshua Beaulaurier – Fisheries Biologist
Barry Weldon – Great Lakes Fisheries Biologist
Mike Snyder – Great Lakes Fisheries Technician
Alycia Peterson – Great Lakes Fisheries Technician
Corey Wells - Fisheries Technician
Cheyanne Bartynski – Seasonal 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 EWS
- Monthly Staff Activities Reporting
- Budget monitoring and coordination
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Sturgeon data management
- Interviews for Aquatic/Fisheries Biologist position.
- Inland Fisheries Harvest Permitting
- Inland Fisheries data entry and management
- Great Lakes Fisheries data entry and management
- Equipment and supplies procurement
- Data entry and analysis for the wild Rice fish community project
- Fish Distribution to membership

Equipment maintenance/Field Work/Lab Work:

- Next Generation Learning Center sturgeon measurements, Education/ Outreach
- Muskegon River, Save Our Sturgeon (9/3-7,9)
- Release of SOS LAS Sept 11th
- GL Gear prep and Gear maintenance
- GL Fishery Independent Whitefish Survey—Pentwater
- Great Lakes, biodata collections from fisheries assessments
- GL Fishing net construction and net maintenance
- Lake Sturgeon Index surveying—Muskegon (9/16-18)
- GL Freezer maintenance and repair
- Coordination with GVSU and FWS for sea lamprey control treatment
- Muskegon index netting for Sturgeon (9/16-18)
- SRF winter prep
- Muskegon sturgeon information gathering

- Great Lakes Fishery Assessment program, gear prep and gear maintenance
- Fish scale aging and imaging with microscope Sigmascan system
- Great Lakes Equipment and gear prep and maintenance cleaning, rebuilding, storage, and organization

Meetings/Training/Travel/Conference Calls

- Inland Fisheries Biologist Interviews (9/13, 16)
- 2020 Consent Decree negotiations (9/19)
- September CORA meeting (9/19)
- Modeling sub-Committee meeting (9/24-26)
- Leadership Roundtable Meeting (9/25)
- Leadership Training (9/26)
- NRD Lead Staff Meeting (9/27)
- National American fisheries Society Meeting (Sept 29-Oct 4)
- Scientific Advisory Team meeting (8/12, Alpena)

<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

Bob Sanders – Senior Wildlife Biologist

Angela Kujawa – Wildlife Biologist

John Grocholski – Wildlife Technician

Spencer West – Seasonal Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report – September
- EWS - Staff management
- Manage budget and review R&E's
- Scheduling employees
- Membership assistance/front counter coverage
- Coordination on CWD issues with MDNR, Tribal Counterparts
- Answered questions/requests from Tribal membership regarding wildlife issues
- Research and ordered wildlife equipment needed for surveys and research projects
- Reviewed scientific literature relating to wildlife issues
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- 2019 Elk letter(s) and calls regarding Hunt periods
- Northern Lower Peninsula camera survey data entry/analysis
- Updated job descriptions
- Small mammal manuscript editing. This manuscript was accepted to be published Oct. 4, 2019
- Resource Selection Function manuscript preparation and development – ongoing until published

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry – Ongoing
 - Northern Lower Peninsula marten distribution camera survey – Ongoing
- Serviced Kubota tractors and farming implements
- Eastern Box Turtle conservation effort; Checked on nests and released neonates when needed
- Power washed wildlife equipment
- General maintenance on wildlife machinery – on going
- Field preparation on Tribal properties (Disking, cultivating, mowing, packing, seeding). This is ongoing during the growing season. Parcel's this month include; Custer, Tippy, Kettle Hole, River Rd. and AKI.

- Invasive species removal on tribal properties – On going throughout growing season
- New farm equipment pickup.

Meetings/Training/Travel/Conference Calls

- Compensation plan develop meeting - 9/4, 9/18
- Meeting with Frank & Bill Willis regarding tree planting at AKI – 9/5
- Bald Eagle webinar – 9/9
- Natural Resources Commission meeting – 9/9
- Deer aging clinic, Gaylord, MI – 9/11
- Elk hunter support and data collection – 9/12,9/13,9/16
- Site visit with Michigan Nature Association Mason County – 9/17
- Saba Training – 9/18
- Wildlife Technical Meeting, St Ignace, MI – 9/19
- Forestry practices and management meeting NRCS – 9/22
- Grand Valley State University meeting – 9/24
- Bear Spray Protocol meeting – 9/27
- The Wildlife Society annual meeting – 9/27 thru 10/4

Environmental Program

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

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

GAP Program

Administration/Budget/Reports/Data Entry

- EWS Staff Management and SABA
- Program work plan reviews
- Compiled and Reviewed Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- Worked on GIS Maps for reservation lands
- Communicated with USEPA and SOM on various environmental issues
- Worked towards IHS management of solid waste plan.
- Managed EPA Budgets and worked with USEPA on budget modifications
- Worked with NRD leadership team on developing protocols for the department.

Meeting/Training/Travel/Conference Call

- Staff huddles: 9/3, 9/9, 9/23, 9/30
- Health Insurance Team Meetings 9/4, 9/18
- TERT Meeting 9/4, 9/5
- One on Ones / Meetings with Staff: 9/5, 9/18, 9/10
- Meeting with CRA 9/11
- Performance Management Leadership Rollout 9/11
- WS with council Public Safety/ AMS Garage 9/12
- USEPA Listening session in Chicago for proposed changes to CWA 104 9/16-9/17
- RTOC Calls 9/17
- SABA Rollout to NRD 9/18
- Leadership Round Table 9/25
- Leadership Training Course 9/26
- NRD leads meeting 9/27
- Consultation with MEGLE 9/30

Brownfield Program

Administration//Reports/Data Entry

- Newland Academy Site Survey Inventory
- Vitaz Rd S. Site Survey Inventory
- Indian Villages I & II Site Surveys Inventory

Field Work and Equipment Maintenance

- Site Survey of Newland Academy parcel
- Site Survey of Vitaz Rd S. Parcel
- Site Survey of Indian Village I & II parcels
- Cleaning of EPA Jeep per Env. Staff schedule

Meeting/Training/Travel/Conference Calls

- Weekly Environmental Staff Huddle (Sept 2, 9, 16, 23, 30)

- 1-on-1 regular meeting with supervisor (Sept 3)
- Sat on 128(a) R5 Tribal Call (Sept 10)
- Met with supervisor re: RFP funding (Sept 18)
- Attended SABA Dept/HR meeting (Sept 18)
- Met with supervisor re: HMRP progress (Sept 23)

Water Program (106 and 319)

- Received staff sweatshirts
- Received ATV goggles and gloves
- Received permit application for culvert
- Received zooplankton data and sent check for services
- Received nutrient data from GLEC
- Input data into water quality report card
- Revised parts of fish tissue QAPP
- Received quote for fish tissue sampling
- Received quote for ATV trailer graphics

Field Work and Equipment Maintenance

- Completed September Water Quality sampling
- Calibrated hydrolabs
- Picked up ATV from Peacock
- Had hole in ATV trailer tire repaired

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

- 9/11- Meeting with CRA/NRCS to discuss Pine River Project
- 9/25- Attended Portage Lake Watershed meeting
- Planned meeting to discuss Custer culvert
- 9/29-10/3 Attended National AFS/TWS conference

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 – 9/9 and 9/25
- Completed PM 2.5, Monthly Maintenance & QC – 9/9 and 9/25
- Completed PM 2.5, Quarterly Maintenance & QC – 3/25 and 5/28
- Completed PM 2.5, Annual Maintenance & QC – 12/16/18
- Installed new set of PM 2.5 filters – 9/5 and 9/25
- Sent collected PM 2.5 filter samples to MDEQ – 9/10 and 9/23
- Completed O3 Multipoint – 9/11 and 9/24
- O3 Analyzer, SN 912 removed from service – 9/23
- O3 Analyzer, SN 1615 put into service – 9/23

Meeting/Training/Travel/Conference Calls

- SABA Software Rollout meeting – 9/18
- Employee Appreciation Picnic – 9/19

- Participated in the Monthly USEPA & NTAA Air Policy Update Conference Call – 9/19
- Participated in the Monthly State, Local, and Tribal Air Monitoring Conference Call – 9/25
- Participated in the Monthly R5 Tribal Air Conference Call – 9/26

Wild Rice Program

Administration//Reports/Data Entry

- Subcommittee call agendas
- Fish scales aging, and image scales
- Revising restoration parameters document
- Wild Rice Programs documents revising
- AFS Poster for the National Conference
- Data entry for Density work.

Field Work and Equipment Maintenance

- Rice densities were done for Muskegon River.
- Put fyke nets and minnow traps away for the year
- Calibrated conductivity meters

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

- Monitoring and restoration subcommittee 9/24/19
- American Fisheries Society 9/30-10/3

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

September 2019

Meetings/Conferences/Trainings

- On September 2, 2019, I attended a meeting with the Tribal Council to review the Planning Department Budget for FY 2020.
- On September 9, 2029, I met with Ken Ockert (GTEC) to review the steps necessary to add roads in Muskegon County to our BIA Roads inventory. This was done at the request of the Ogema.
- On September 10, 2019, I attended the monthly meeting of Housing North (the regional board focusing on the need for more affordable housing in Northwest Michigan). The meeting was held at the Networks Northwest offices in Traverse City.
- On September 10, 2019, I attended a meeting regarding an update on the Manistee "Rising Tide" Project. The meeting was organized by the EDC and was attended by Lissette Reyes (Rising Tide Project Coordinator), Tom St. Dennis, and Tyler Leppanen.
- On September 11, 2019, I met with Randy Rhodes of Rhodes Engineering (in Muskegon) so that he could check out the HVAC system in the Gaming Commission Entryway. Mr. Rhodes is working with Pat Machin of Machin Engineering on the project to repair the Gaming Commission Entryway. More information on this project is contained later in this report.
- On September 11, 2019, I attended a meeting regarding the RFQ process for the New Food Distribution Center. Also attending the meeting was Michelle Lucas, Purchasing Coordinator; Lyle Dorr, Grant Writer; and members of the Finance Department.
- On September 11, 2019, I met with Lyle Door, Grant Writer, regarding the potential of IHS funding for a Joint Venture Construction Program. As I understand it, there is potential for the Tribe to capture IHS funding for future construction and program projects.
- On September 12, 2019, I attended a Tribal Council work session regarding the proposed Public Safety Garage which is scheduled for construction in the Fall 2019.
- On September 24, 2019, I attended the Tribal Council's Strategic Planning Quarterly Update meeting.
- On September 26, 2019, I attended the Construction Task Force meeting.

Activities/Accomplishments/Updates

- Gaming Commission Entryway: Pat Machin from Machin Engineering submitted a preliminary plan for the necessary work to repair the Gaming Commission Entryway on September 23, 2019. I presented the plan to the Construction Task Force at their September 26, 2019 meeting for review and approval. The Task Force approved the plan. Pat Machin is now working to put together a bid proposal and bid tab for use in the advertising of the project, which will take place in early October 2019. The goal is to select a contractor to perform the construction and get the construction contract to Tribal Council by their October 23 meeting. Construction will hopefully begin during the last week of October – early November. Pat feels that the entire project should take no more than 30 days to complete, and should be completed yet this year.
- US Census: We have finished the feedback portion of the US Census review of the addresses at Aki Maadiziwin, and we have confirmed that the Census has all the current addresses in their geographical data base. The Census representative for Northern Michigan confirmed with me that they will be canvassing homes and confirming address numbers at Aki Maadiziwin sometime during October of 2019. The Ogema has given his written permission for Census workers to do

this. The Census will begin contacting residents at Aki Maadiziwin by mail sometime in March 2020. I plan to have a table at the Fall Membership Meeting On October 12, distributing information on the Census and answering questions.

- 2019 BIA Roads Projects: Unfortunately, we were not able to complete any of the scheduled 2019 BIA Roads projects on our Tribal Transportation Improvement Plan (TTIP). Three projects—Cemetery Parcel Road, Commodities Road, and the Public Safety Parking Lot*—were held up due to our Environmental Clearance not being completed by the BIA, due to BIA Area Office staffing issues. We will include these three projects in our 2020 TTIP submittal to the BIA which is due by October 31, 2019.

The fourth project—the Elder’s Complex Parking Lot—was completed earlier this year using tribal funds that had already been committed to the Elder’s Complex project. We were not able to use federal highway funding on this project as the Elder’s Complex Parking Lot was never added to our BIA Road Inventory. We are still attempting to add the parking lot to our inventory.

*As a footnote, we did receive environmental clearance for the Public Safety Parking Lot on September 30, 2019. I submitted the environmental clearance along with the BIA ROW request (including Tribal Council resolution) to Esther Johnson at the BIA Michigan Agency Realty Office on October 1, 2019, so they can begin the work on the necessary Rights-of-Way for the project. Due to the lateness in the current construction season, this project is still scheduled to begin in the spring of 2020.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
September-19

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	4
City Assist	9
County Assist	1
Medical Assist	5
MSP Assist	1
Other Calls for Service	4
Property Checks	738
Suspicious Person	1
Suspicious Situation	6
Well-Being Check	4

Traffic/Vehicle

Abandoned Vehicle	
Accidents	6
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	3
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	2
Towed Vehicle	
Traffic Stop	4
Unsecured Vehicle	
Verbal Warning	3
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	9
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	7
Assault	1
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	
Disorderly	3
Domestic Disturbance	5
Drive-Off	3
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	1
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	2
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	1
Intimidation	
Intoxicated Person	1
Juvenile Runaway	
Larceny	7
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	3
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	6
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	427.5
Alarm	2
Attempt to Locate	
Boat Dock Checks	
Casino Hours	208.5
Civil Standby	1
Community Policing	6
Court Hours	17
Death Notification	
Drug Disposal	
Follow-Up Investigations	20
Found Property	3
Lost Property	
Meetings Attended	
Open Door	3
Open Window	
PBT	
Special Detail	1
Suicidal Subject	1
Total Complaints	85
Total Reports	85
Training Hours	64.5
Transport	
Trespassing	1
Tribal Council Meetings	
Vehicle Mileage	4513
Voluntary Missing Adult	

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
September-19

Administrative Hours	39.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	350.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	7
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	5
Vehicle Mileage	1948
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

September 22-26, 2019 Sgt Robles and Officer Brown attended Great Lakes Regional Native American Fish and Wildlife Society Conference in Hayward, WI.

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
September-19**

Administrative Hours	228	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	3	
Assist Hours	1.5	
Citation(s)		
Civil		
Misdemeanor		
City Assist	1	
City Assist Hours	0.5	
City Original		
City Original Hours		
Complaints	4	
Contacts	86	
Court		
Court Hours		
Follow-up(s)	1	
Follow-up Hours	0.5	
Federal Citation(s)		
Hours Worked	334	
Joint Patrol(s)		
Marine Time	2	
Meeting(s)	1	
Meeting Hours	1.25	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	37	
Snowmobile Patrol Hours		
Training(s)	2	
Training Hours	7.5	
Vehicle Mileage	1357	
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

September 22-26,2019 Officer Gunderson attended Great Lakes Regional Native American Fish and Wildlife Society Conference in Hayward, WI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: September 2019

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:

- Certificates of Exemption Issued: 4 (RTM) 0 (Tribe/Entity)
Type: 3 Vehicles
0 Recreational vehicle / watercraft
1 Construction
0 Mobile / Modular Home
0 Treaty Fishing
0 Bereavement / Burial Program
 - Address / Status Changes Reviewed: 76
 - Address / Status Changes Processed in RTM database: 3
 - Proofs of Residency Processed: 3
 - Proof of Residency Letters Mailed: 16
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 1 (LRCR)
 - Motor Fuel Registrations Processed: 4
 - Temporary Tribal Business Tax Licenses Issued: 2
0 (Entertainers) 0 (Vendors) 2 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 5
 - Little River Casino Resort Venue Reports Processed: 0
 - Tax Warnings Issued: 0 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Tax Assessments Issued: 1 (Fuel) 1 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Trading Post Motor Fuel and Tobacco Receipts Processed: 2,636
 - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 313
1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
 2. Responded to inquiries from Tribal members and employees regarding, but were not limited to:
 - RTM statuses
 - Tax-exempt utilities
 - Motor fuel registration

- Certificate of Exemption process
 - Per cap issues/questions (which were referred to the proper staff)
 - Proofs of Residency
 - Tax benefits available to Tribal members
 - Tax Agreement Area boundaries
 - Reservations for Aki Maadiziwin Community Center
 - Claiming per capita payments on taxes
3. Collected, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
 4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
 5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
 6. Reviewed, recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
 7. Received, reconciled, recorded, and filed OTP (other tobacco products) logs from the Trading Post.
 8. Received, reconciled, recorded, and filed August 2019 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
 - Lodging & Occupancy Tax
 - Service Tax
 9. Reconciled and monitored motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
 10. Continued work on creating quick reference guides pertaining to the Tax Department policies, procedures, Ordinances, Agreements, and Regulations.
 11. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
 12. Completed and submitted the Tax Department monthly department report for August.
 13. Processed Aki Maadiziwin Community Center reservations and Rental Agreements as necessary, including receiving deposits. Prepared and submitted check requests for deposit refunds as applicable.
 14. Calculated data, processed, and filed month-end tax reports for August, including providing Tribal Member fuel and tobacco purchases to the Casino Resort.
 15. Scanned and filed Tax Department documents such as Proofs of Residency, Temporary Tribal Business Tax Licenses, Certificates of Exemption, financial and tax reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments.
 16. Worked with Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Temporary Tribal Business Tax Licenses are issued to entertainers selling merchandise.

17. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax exemptions on utilities.
18. Worked with the Trading Post staff regarding the new OTP log sheets and more tax exemption benefits for Tribal Members purchasing "other tobacco products".
19. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
20. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
21. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for October 2019 and provided it to the Trading Post.
22. Reviewed and filed BP monthly invoice and statement for any errors and/or questionable purchases.
23. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
24. Prepared and submitted departmental article for the Currents announcing the addition of more OTP (other tobacco products) available for tax exemption purchases by Tribal members.
25. Worked with the newly hired Tax Department Administrative Assistant to begin training, office needs, and answer any questions.
26. Worked with Public Affairs Office in proofreading the Currents.
27. Submitted a maintenance work request on September 10, 2019 and tried to manage the best as possible for nearly a week without lights in the Tax Office when a motion sensor pack blew and took out many lights.
28. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, Housing staff, and Public Safety Director on a weekly basis regarding Community Center reservations to ensure the building is clean and stocked for events, inspected after events, repairs are completed, as well as patrolled and secured at all times.

Meetings attended this month:

1. Attended a work session with Tribal Council on September 5, 2019 regarding the review of the Tax Department draft budget for 2020.
2. Attended a training and introduction of the Performance Management program presented by Human Resources on September 11, 2019.
3. Met with the EDC Assistant Director on September 13, 2019 regarding possible tax benefits for potential business ventures.
4. Met with the Comptroller General on September 13, 2019 regarding a tax assessment appeal.
5. Attended Employee Appreciation picnic and meeting on September 19, 2019.
6. Attended the Leadership Roundtable meeting on September 25, 2019 regarding the Human Resources' project for talent acquisition and the new hiring process.
7. Attended a Core Leadership training at the Resort on September 26, 2019.

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
September 2019 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 according to the Collection Policy.
- **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 74 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 meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Met with the Tribal Action Plan group to begin development of plan.
4. Attended training on the evaluation program.

5. Met with Frank Beaver and Robert Sanders to discuss a EWS timeclock issue in NRD.
6. Met with Frank Beaver about request to carry over additional PTO by an NRD staff person.
7. Attended a work session of Tribal Council in reference to the 2020 Budget(s) {THP, Maintenance, others}.
8. Gave a presentation to the Michigan Historical Society Conference in Ludington about Tribal culture and history.
9. Assisted with the Anishinaabe Family Language & Culture Camp by review of evaluations and discussion of them.
10. Attended several work session with Council in re: budgets for 2020 of Departments that I either submitted or are their Lead.
11. Attended meeting.
12. Continued contact with ACE, Consumers Energy in regard to the Manistee Gas Plant site {inadvertent discoveries of which there have been 4 to date}.
13. Participated in a conference call with MSU and MACPRA Tribes in regard to MSU NAGPRA compliance.
14. Met with the Ogema and staff that had concerns about interview process.
15. Attended meeting of the Compensation Plan Team.
16. Met with Directors and Supervisors of departments in my Lead Group.
17. Administered, directed and supervised all departmental activities.
18. Approved ADP timecards and PTO requests for the departments for which I am the Lead or approver, as needed.

The Language Coordinator accomplished the following during this month:

- 1) Coordinated make up class from July 5 day off for LRB students.
- 2) Created a memo for a former student to attend language class again.
- 3) Corrections and recorded improvements to LRB newsletter.
- 4) Researching ways to have class for Muskegon group by streaming video.
- 5) Developing picture language books for LRB citizens.
- 6) Processed CD ROM orders.
- 7) Set up class schedule for Kennedy school and LRB fall semester.
- 8) Participated in Solid Circle training about contracts.
- 9) Working on interactive language lessons on face book page "Endaaying".
- 10) Found out that Wikwemikong 1st nation high school is using Endaaying videos.
- 11) Recorded scheduled video shoot.
- 12) Produced lessons for all classes including Face Book.
- 13) Classes at NGLC, Elders, LRB Employees and citizens.
- 14) Responded to Emails and calls about language, CD ROMs, culture.

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 2019, 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.
- Total Coliform / E Coli tested, Absence of Presence for – Bear Lake Highlands Golf
- Other Routine Maintenance

Billing

Water	\$16,429.94
Sewer	\$40,558.50
Irrigation	\$2,537.55
Fire Suppression	\$8,069.93
Manistee Township Sewer	\$13,275.52
Septage	\$8,421.25
Other	\$71.95
Month Total	\$89,364.64
Yr. to Date Water	\$117,558.10
Yr. to Date Sewer	\$210,342.80
Yr. to Date Irrigation	\$23,357.43
Yr. to Date Fire Suppression	\$59,477.93
Yr. to Date Manistee Township	\$115,794.20
Yr. to Date Septage	\$58,162.09
Other Revenue	\$78,052.87
Credit	\$0.00
Yr. to Date Total	\$662,745.42

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 4,193,976**
 - b. Ave Daily Flow Gallons 135,289**
- 2. Gallons of Treated Waste Water SBR**
 - Influent Gallons**
 - a. 3,598,175**
 - b. Daily Average Gallons 116,070**
 - Effluent Gallons**
 - a. 3,335,579**
 - b. Daily Average Gallons 107,599**
 - c. Waste Sludge Gallons 95,000**
 - Lagoon**
 - a. Influent 451,256**
 - b. Daily Average Gallons 14,557**
- 3. Septic Sewage**
 - a. Gallons 159,365**

III. Travel and Trainings

What: MTERA Board Meeting
Who: Diane Kerr, Gary Lewis
Where: Phone Conference
Sponsored by: MTERA

What: Effective Utility Management Workshop
Who: Diane Kerr, Clatus Clyne, Jonathon Robertson, Gregory Walters, Gary Lewis
Where: LRRCR
Sponsored by: Inter Tribal Council of Arizona – EPA