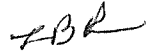


**Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
Manistee MI 49660**

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema 
Naangwa: Date: October 19, 2021
Maanda Nji: Re: September 2021 Operations Report

We respectfully submit the September 2021 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
September, 2021

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WWTP	Gary Lewis

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

September, 2021 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2021 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2021 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2021 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2022 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2019 audit took place May 11&12, and May18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. Projects: AKI 4 -2021 homes, Commodities Bldg., and Muskegon Health Center the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of September**
 - i. AKI 4 – 2021 Homes – no activity**
 - ii. Muskegon Health Center – \$8,859.23**
 - iii. Commodities Building Project – No Activity**
- 2. Cash Receipts: Daily cash receipts totaled for the month of September, were, \$1,318,433.60 the General & Special Revenue Account had a total of (264) 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. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.**
- 6. 1099MISC. – 2020 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2020.**
- 7. Sending out 1099NEC/MISC, Member and Vendor.**
- 8. WEX Card- Monthly Report new fleet card, Reconciliation.**
- 9. Tribal Financial Statement Requirements: Due by the 8th of the month.**
 - 1. Cash Deposits**
 - 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**
 - 3. Utilities report – current payments – monthly report of payments.**

—

Construction Task Force –Weekly Meeting - Thursday – review - AKI 4 – 2021 homes, Commodities and Muskegon Health Center.

Other Meetings:

Sept 13, Doorways meeting with Housing on the Software

Sept 15 – Clinic Budget – Muskegon Project

Sept 16 – Grants Management Meeting review

Sept 17 – Audit update and discussion

Sept 17 – Muskegon Racetrack- homeless camp

Sept 23 – Accounting – Department – Housing Rental Payments

Duties and Accomplishments –

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

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Dept of Homeland Security, Leads meeting, Housing Software, Staff meeting, Warriors Society, Tribal Health, FEMA, Grants, Audit, CPG 101 Webinar, Work session, LEPC, LPT

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Hazard Mitigation

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

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

2. NRCS additional funding for \$17,788.55.
 3. 2021 BIA Self Governance Compact additional funding for \$405,665.60.
 4. 2021 BIA Self Governance Compact additional funding for \$360,017.
- For the grant modifications, I scanned the modifications to the electronic grant folder for that grant. I place the original modification documents in the Grant Program Booklet and identify the modification # on a tab with the dollar amount of the modification. I entered the new funding amount on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. By email I forwarded the modification documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution.
 - When the modification is a no cost grant extension, I enter those additional reports due dates on the reporting calendar. On the Grant Program Facts Sheet that is in the Grant Program Booklet, I identify the additional report due dates on that form and then scan that document to replace the prior form in the electronic grant folder. I enter the new end date for that grant on the Federal Programs Administered by the Tribe and the monthly draw down program list. I enter the new end date of this grant in the Accounting system. I notify by email the Program Administrator of the grant, Purchasing, Comptroller, Accounts Payable, Ogema office of this extension.
 - The Tribe received two new grant awards in September.
 1. 2021-2022 ITC Native Connections for \$70,000 for the period of 7/31/21-7/30/22.
 2. 2022 VOCA grant for \$235,893 for the period of 10/1/21-9/30/22.
 - On the new grants that were awarded Grant Program Booklets and electronic folders were set up. Documents were scanned to the electronic folders and the original documents were placed in the grant files. The new grant awards were entered on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. I sent the new grant information to the Staff Accountant so that she could set these programs up in the Accounting System. The Budget Coordinator was forwarded copies of the new award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once the grant had been accepted into the operating budget, the Budget Coordinator entered the budget into the Accounting System and forwarded me copies of these budgets and signed resolutions. All award documents, budget and resolution were scanned and placed in the electronic folders and originals were placed in the Grant Program Booklet. Notices were sent to the Purchasing dept., Ogema office and Controller letting them know the new grant Information. A Grant Program Booklet was created for the person administering the grant and all program federal & narrative reports due for the life of the grant were scheduled on the reporting calendar.
 - I submitted five billing invoices in September for the following grants:
 1. 2020-2021 ITC Home Visiting Expansion grant for \$5,194.79.
 2. 2020-2021 ITC Behavioral Health Implementation grant for \$4,276.03.
 3. 2021 Mental Health Delivery System grant for \$500.00.
 4. 2020-2021 ITC Head Start COVID grant for \$89.99.
 5. 2020-2021 GSRP grant for \$35,415.00.
 - I created cover letters for each of the billing invoices that went to ITC and had the Ogema sign. I scanned the billing invoices and sent electronically to the Project Officers. I entered the amounts on the July cash receipt journal and July grant spreadsheet. I entered the amounts separately for each grant on the draw down sheets that is in each Grant Program Booklet. I scanned the draw down sheets to the electronic grant folders and placed the documentation in the Grant Program Booklets.
 - I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of September.

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

Meetings Held/Attended

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

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

PAYROLL

Duties and Accomplishments –

1. Processed 372 payroll vouchers/checks.
2. Verified 37 PAF's this month which included 1 new employee(s), and 15 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 9/10 and 9/24.
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 –

- 9/9, 9/16, 9/23 and 9/30 – Employee Recognition Team meeting.
- 9/30 – Payroll/HR Coordination meeting.
- 9/9 – Leadership Roundtable.
- 9/17 – COVID Leave SOP/Act Reporting meeting with HR/Finance/Lead.

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in 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. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of August to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Continued Training of Payroll/Finance Clerk.
10. Processed October 1st per capita distribution and necessary compliance reporting.
11. Completed biannual certification of personnel costs.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

- 1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.*
- 2. Continued training of Payroll/Finance Clerk.*
- 3. Completion of amended quarterly returns for 2nd quarter 2020 – 2nd quarter 2021 due to COVID Sick Leave wage credits.*

ACCOUNTS PAYABLE

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

Meetings Held / Attended -

Special Tasks / Activities Performed –

- 1. Worked on binding monthly financial reports.*
- 2. Worked on payroll garnishments every other week.*
- 3. Pay Pharmacy Invoices every Monday and give report to Brandy.*

4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations and address changes.*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. 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 –

9/23/21 – Meeting about housing rentals payments

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

24. Create and maintain monthly department reports.

Meetings Held / Attended –

9/23/21 – Meeting about housing rentals payments

Special Tasks / Activities Performed –

2. Backup for the Tax Officer

Upcoming Projects / Tasks –

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 242 packages.
2. Issued 106 receiving reports.
3. Returned 2 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 to work on finalizing FY2020 Indirect Cost Proposal.
- 4) Submitted Draft #1 of the FY2022 Operations Budget 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 FY2020 Indirect Cost Proposal.
- 4) Begin work on FY2021 Indirect Cost Proposal
- 5) Adoption of FY2022 Operations Budget

Expenditures Update

Total year to date expenditures for the Finance Division for September, 2021, are \$925,634, compared to an annual budget of \$1,477,242. Total expenses for the Finance Division for year to date September, 2021, represent 63% of the total annual budget.

Education
Yvonne Parsons

No report submitted

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

September Monthly Report - 2021

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

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

Duties Performed

- Mailed out: 8 Applications forms for people seeking membership
- Sent out: 63 Address change forms
- Created 48 New and Replacement Tribal ID's from 09/01/2021 through 09/30/2021
- 163 Addresses changed from 09/01/2021 through 09/30/2021
- Final Rejection Letters: 4
- Final Acceptance Letters: 2
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 2
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0

- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 14 Applications received since 09/01/2021
- List request of Membership: Public Information, Tax, Member's Assistance, Election Board, Human Resources
- Label request of Membership: Human Resources
- Tribal Members Label/List request: 0
- Statistical request: 0

- **Department Verifications:**

1. Prosecutor 46
 2. Family Services 7
 3. Human Resources 5
 4. PRC/EHAP 22
 5. Casino 5
- 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 Benefit
 - Sent out 7 Tribal Flags
 - Sent out PerCap Earnings reports
 - Updated Citizen Validation folder
 - 2 Tuition Waiver Verifications
 - 574 Phone calls logged
 - Eagle Feather Permit Verifications
 - Requests for copy of Digital Copies

Meetings

- Employee In-service – August 12th
- Employee Staff Meeting – September 2nd
- Leadership Roundtable – September 9th
- Survey Results Leader Suggestions – September 16th
- Warrior Society/Tribal Flags – September 8th

Enrollment Statistics

- Total Membership: 4,063
- Total number of Elders: 1,453
- Total number of Adults (18-54): 2,309
- Total number of Minors (0-17): 301
- Total Tribal Members living in:

- 9 County Area: 1,678
- Outside 9 County Area: 2,344
- Michigan: 2,664
- Outside Michigan: 1,358
- Undeliverable Addresses: 41

Facilities
Rusty Smith

Facilities Management Department

2021 September Monthly Report

De-Ahna Underwood, Administrative Assistant

I. Department Overview

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

Anderson, S. EVS Technician

Gibson, R. EVS Technician

Melendez, I. Maintenance Technician

Shalifoe, R. Automotive Mechanic

Smith, R. Maintenance Technician- Lead

Underwood, D. Administrative Assistant

Maintenance Technician: Vacant

EVS Technician: Vacant

EVS Supervisor: NA

Building Supervisor: NA

Director: NA

Goals & Objectives

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

Maintain the department's budget within LRBOI guidelines.

Maintain buildings, structures, and grounds.

To provide and maintain a safe and clean work environment.

Objective.

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

II. Department Reporting Section

The Department of Facilities Management received 26 work orders and completed all 26.

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

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

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

Buildings served including but not limited to:

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

III. Budget Expense Justification

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

IV. Travel and Trainings

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

End of Report
De-Ahna Underwood
Administrative Assistant

Family Services
Kimberly Crampton

**Family Services Department
September 2021 Departmental Report**

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.

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	7
Muskegon	7
Mason	1
Lake	0
Wexford	0
Kent	1
Ottawa	1
Oceana	0
Newaygo	0
Out of area	6
Total	23

Open Cases.....23

Case 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.



LRBOI Victim Services Program Monthly Report September 2021

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Cases (3); New Intake(s) (1); Cases closed (1);
 - Provided: advocacy, legal assistance, housing, safety planning, and judicial advocacy.
- Had (1) face2face; (8) client phone/text/email contacts; (0) transports; (0) court hearing(s)

Staff Meetings

- 9/30 – Case reviews

Virtual Collaboration Meetings

- 9/8 – Ottawa Co. PIP conference/preparation meeting
- 9/13 – Manistee DVSART monthly meeting
- 9/21 – Ottawa Co. LAADSV zoom meeting

Travel & Training/Webinars

- 9/1 – UTFAV Housing Training
- 9/9 – MCEDSV Horizontal Hostility during COVID: What we can control and what we can't
- 9/10 – MCEDSV Serving Survivors of Trafficking
- 9/14 – MCEDSV Strategic Hiring & Mission training

Grants

- 9/17 – SDVCJ grant meeting w/Elise & Robert

Michol Ludwig (Manistee Outreach Specialist)

Advocacy/Case Management

- Current (4); New Intake(s) (0); Cases closed (0)
- Had (2) client face to face meetings.
- Had (10) home visits.
- Had (115) telephone/email contacts.

Virtual Collaboration Efforts/Meetings

- 9/7 – HSCB Meeting
- 9/10 – Meeting with Cecilia LaPointe - (Healing Stories)
- 9/13 – MDVSART Meeting
- 9/16 – Safe Place Brainstorming Meeting
- 9/29 – Meeting with Rose Fosdick (HSCB) – (Brainstorming for TDVAM)

Training/Webinars/Pod Casts

- 9/1 Tools for Online Privacy and Security

Outreach/Education

- Made some social media posts.
- Provided VSP program handouts for the Manistee Suicide Prevention & Awareness Event



LRBOI Victim Services Program Monthly Report September 2021

- Prepared orders for DV outreach stickers and other materials.

Other

- Prepared and facilitated the MDVSART monthly meeting.
- Completed graphics for several DV awareness month projects.
- Worked on updates to the program brochure.

LRBOI Be Da Bin Behavioral Health Program September 2021 Report

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

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

Angela Schwandt currently has 40 clients. Angela had 43 individual sessions, 42 follow up calls, 1 referral to outpatient services, 5 hours of telepsychiatry and 18 hours of trainings towards her certification. Dottie Batchelder currently has 31 clients (after 6 discharges) and 4 Recovery Support clients. Dottie had 48 sessions, 2 crisis calls, 2 referrals for detox/treatment, 3 referrals for other outpatient services and 43 follow up calls.

Kimberly (Kim) Hinmon attended 9 webinars dealing with alcohol and drug prevention and utilizing Culture as prevention. The Movie night for the Muskegon area took place on September 17, 2021 and for the Manistee Area was September 24, 2021. Kim attended a Safe Talk training, Tribal Prevention Coalition meeting, SEA meeting on September 23, 2021, and Native Connections meetings.

Dottie and Angela attended the Manistee County Suicide Prevention Coalition on September 15, online. Dottie co-chairs the Suicide Prevention Coalition meetings and was busy planning for our annual event that occurred on September 28, 2021 at the Lion's Pavilion area at First Street Beach. The event had Community Health and Wellness vendor informational tables, games, speakers, and a walk for Suicide Prevention and Awareness. At least 110 people attended. Dottie has been working on the administration of Be Da Bin grants and with 2 grants (Tribal Opioid Response and Mental Health Delivery Services/ITC) coming to a close working to complete what we could for each of the projects. This month 8 naloxone kits given out. Dottie attended the HSCB (Human Services Collaborative Board) meeting on September 7, 2021; SEA meeting on September 23, 2021; and TOR grant meetings (2). Staff continues working on continued educational credits for certification needs with webinars, as able.

Respectfully submitted,

Dottie Batchelder

Department Report : Family Services
 Director: Kimberly Crampton
 Month : September 2021

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oscoda	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	1	0	0	0	0	0
Sandra DeVerney Intakes	0	0	0	0	3	0	0	0	0	0
Sandra DeVerney Open Cases	0	1	0	1	3	0	0	0	0	4
Stephanie Persenaire I & R's	4	0	0	0	0	0	0	0	0	2
Stephanie Persenaire Intakes	0	0	0	0	1	0	0	0	0	0
Stephanie Persenaire Open Cases	3	0	0	0	1	0	0	0	0	1
Amanda McQueen I & R's	0	0	0	0	2	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Open Cases	0	1	0	1	3	0	0	1	0	3
Worker Monthly Totals	7	2	0	2	14	0	0	1	0	10

Vacant - ROSS Service Coordinator

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 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	10	0	0	0	3	0	0	0	0	5
Total number of Tribal Citizens living in homes served	2	0	0	0	2	0	0	0	0	0
Total number of descendants living in homes served	4	0	0	0	3	0	0	0	0	2
Total number of children living in homes served	1	0	0	0	0	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	1	0	0	0	0	1
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	1
Sexual Abuse of a child	1	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	1	0	0	0	0	1
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 Home	1	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	13	0	0	0	4	0	0	0	0	3
Home Visits	2	0	0	0	0	0	0	0	0	0
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojeuk	26	0	0	0	11	0	0	0	0	4
Contacts with outside agencies	15	0	0	0	0	0	0	0	0	0
Contacts with LRBOI departments	3	0	0	0	0	0	0	0	0	0
Tribal Elders	4	0	0	0	0	0	0	0	0	1
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	84	0	0	0	25	0	0	0	0	18

Amanda McQueen - Case Management

Total number living in homes served	0	4	0	3	12	0	0	2	0	8
Total number of Tribal Citizens living in homes served	0	3	0	1	5	0	0	2	0	5
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	2	0	0	6	0	0	0	0	3
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	1	0	0	0	0	1
Child Abuse/Neglect	0	0	0	0	1	0	0	0	0	0
ICWA or ICWP referrals	0	1	0	0	0	0	0	0	0	1
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	1	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	1
Non-Tribal Foster	0	0	0	0	0	0	0	0	0	0
Home	0	0	0	0	0	0	0	0	0	1
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	0	0	0	0	0	1
Home Visits	0	1	0	2	5	0	0	1	0	3
Case Reviews	0	1	0	1	3	0	0	0	0	3
Binojceuk	0	0	0	0	0	0	0	0	0	1
Contacts with outside agencies	0	3	0	8	11	0	0	1	0	22
Contacts with LRBOI departments	0	0	0	2	7	0	0	3	0	3
Tribal Elders	0	0	0	1	0	0	0	2	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	0	15	0	18	52	0	0	11	0	53

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

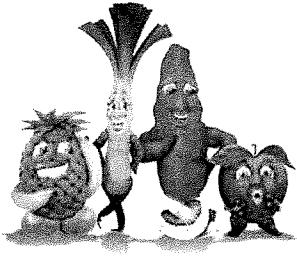
***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes					1					
I&Rs	4									2
Open Cases	3				1					1
Monthly Totals	7	0	0	0	2	0	0	0	0	3

Case Management

Total number living in homes served	18				8					6
Total number of Tribal Citizens living in homes served	10				3					5
Total number of descendants living in homes served	2				2					0
Total number of children living in homes served	4				3					2
Total ICWA or ICWP where substance abuse is involved	1									
Child Abuse/Neglect					1					1
ICWA or ICWP referrals										
Sexual Abuse of a child										1
Substantiated or Unsubstantiated by DHS	1									
Case Pending with DHS										
Relative placement					1					1
Tribal Foster Home										
Non-Tribal Foster Home	1									
Alternative placement										
Court appearances										
Home Visits	13				4					3
Case Reviews	2									
Binojeeuk	2									
Contacts with outside agencies	26				11					4
Contacts with LRBOI departments	15									
Tribal Elders	3									
Other referrals	4									1
Monthly Totals	84	0	0	0	25	0	0	0	0	18

Food Distribution
Ken LaHaye



Food Distribution Program

September 2021 Monthly Report

Ken LaHaye, Meanie Ceplina, and Jamie Friedel

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

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

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

Ken LaHaye, Jamie, and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for October.

Ken, Jamie, and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken and Jamie conducted deliveries on 9/14, 9/15, and 9/17.

We conducted 27 deliveries.

We received deliveries on 9/9, and 9/13.

Food Distribution Office is open to the public by appointment.

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

Holidays 9/6 and 9/21.

3 Meetings

Ken attended USDA meeting 9/8.

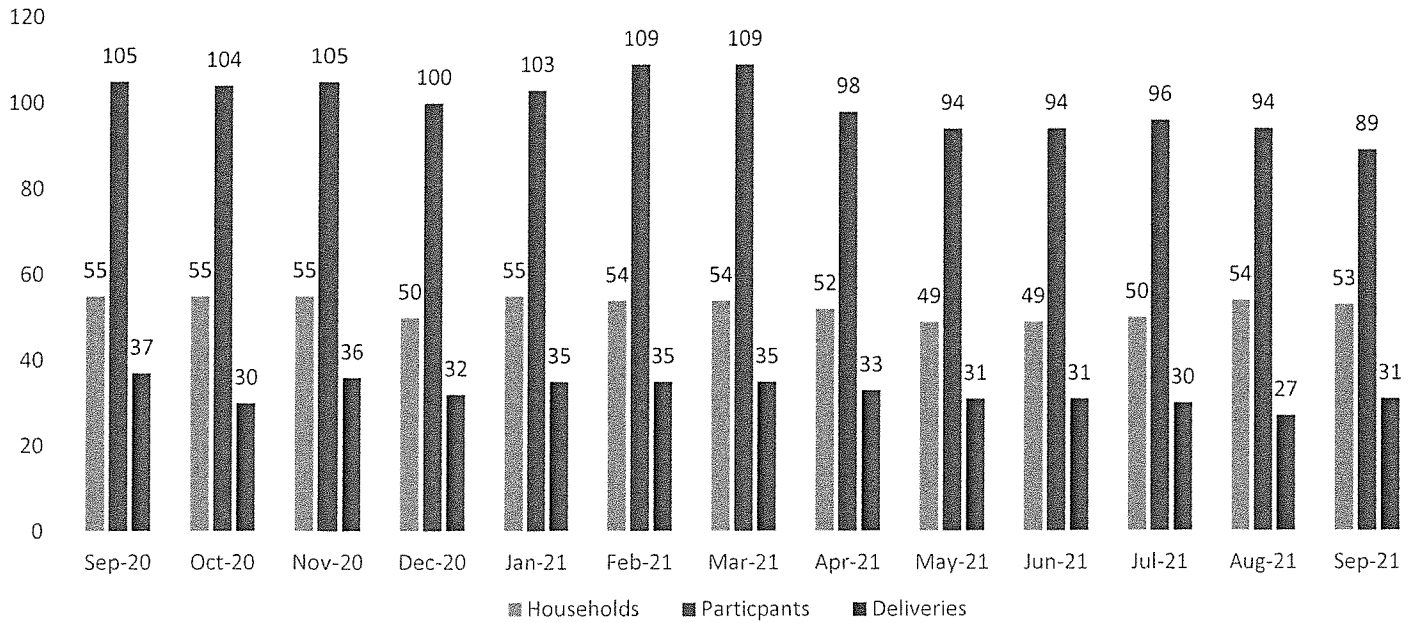
Ken attended onsite construction meeting 9/3.

Ken attended HR meeting 9/29.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants
Lyle Dorr

Grants Department Monthly Report

September 2021

Lyle Dorr, Grant Writer

Key:

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

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- ∞ **Participate in Treasury and other CARES/ARP related Consults & Webinars:** Meetings have tapered off some with only one or so a week. It was the same for CARES when it first came out. Usually by September the weekly participation demand is way down, only 1/week or every other week. **Update:** Specifically, ARPA IT/water-waste/Broadband infrastructure uses and portal use for eGrams and Grant Solutions.
- ∞ **Update 9/30/21 - Working with Departments to determine CARE/ARP fund eligible projects to present to Leadership and eventually Council.** Focused on CARES fund expenditures which expires at the end of 2021.

Aki Maadiziwin

- **Reviewed FY21 IHBG NOFA due December** As LRBOI received an ICDBG grant last year for new homes, and are still in the process of building them, likelihood of award is low. Tara and the grants department will be evaluating the ICDBG and IHBG availability next year once we completed the current project and also consider the last loop infrastructure as a project.

Clinic:

- ∞ **Update 9/30/21** - Attending various IHS & SMASHA webinars every month to gather information on funding opportunities and COVID-19 related information.
- ∞ **EGrams System Access Update 9/30/21:** Assisting Gabriel & Dr. Wever with EGrams system to respond to supplemental fund allocation MDHHS. Representatives from the State of MI requested a budget modification. Assisted Dr. Alves with last minute access.
- **Received notice of noncompetitive Treasury funding (\$167,504):** It fits Clinic operations best, so in October I will work with Dr. Alves & Dr. Wever to formulate a budget for submission to take before Council in a WS.
- **Use of CARES/ARPA funding for several Clinic Projects:** Brought forward several items requesting the use of CARES/ARP funding to use CARES funding before the end of the year on eligible projects.

Court:

- **Reviewed CARES fund projects Update 9/30/21** - HVAC and Camera/media needs for court room to better work with Zoom. These were brought forward to Council in a WS to seek permission to use CARES/ARP funding on them. Working in October to bring them forward to Council.

Family Services/ Be-Da-Bin:

- **Review GLITEC Save Lives Program RFP Update 9/30/21:** Viewed a webinar (8.18.21) on the program and this years focus of funding (opioid use reduction and overdose prevention). Kim Crampton wanted to review the RFP once the NextGen closure was complete. It was confirmed that currently neither the Clinic or Family Services believes they have the capacity to do a project.
- ∞ **Assisted Kim Crampton Update 9/30/21:** process for returning the red van to GSA and converting the use to a smaller white delivery van for elders meals. Kim is now pursuing this.
- ∞ **Update 9/30/21 No Change - Working with Sandra Deverney & Kim Crampton** with SolidCircle eForms project, which should be in place by the end of September/October 2021.

Food Distribution Center

- Reviewed Kens FDPNE annual grant progress report before submission
- Reviewed Kens USDA annual budget before submission – he received approval and it will be received into to the Tribal budget in October.

Historic Preservation & Language:

- ∞ **Update 9/30/21 – We did Receive this award:** Funds (\$82,609) to begin work on the language web application will be released in September. The project will take about a year to complete, but once done, members will be able to access the language program resources from anywhere on any device. Both functionalities will be improved, and augmented training exercises will be available. This writer heard in a Treasury consultation that less than 50% of eligible tribes submitted a proposal (The Minimum we would receive is \$37,000 and the Maximum \$97,000). Per the resolution to apply for this grant, (\$11,331) of existing department funding will be used to cover the remaining cost of this \$93,940 project.

Maintenance:

- ∅ **No current projects.**

Natural Resources:

- ∅ **No current projects.** NR does most of their own grant writing work. I do speak with Frank Beaver monthly.
- **Met with Frank Beaver regarding exploring funding for a new NR building.**

NextGen Learning Center:

- ∞ **Assisted with impact on grant funding sources.** Holly's last day was Wednesday, Aug. 25, 2021. Kim Crampton held a meeting with Tammy B., Sandy D. and me to review impact of childcare admittance policy established by Council on future grant funding. All eleven grants will stop funding the program once the policy takes effect Oct. 1. A couple have already stopped & equipment they funded was picked up. At this point it appears that we have not violated any federal grant administration rules as we served multiple racial populations with the funds up to closing. Had we continued drawing on them past October 1, we would have been in federal violation of at least a few, which could have led to disbarment from applying for any future grants (3-5 years).

Public Safety:

- ∞ **Update 9/30/21: Worked with Director Medacco to determine potential CARES fund eligible projects/items:** He has a software upgrade to their camera interview system they purchased that is eligible for retro pay (\$1,900). He also had to drop a project last year for Lexus policy making program due to COVID19 financial pressure. It would qualify for purchase (\$20,000). Director Medacco was unable to attend a WS on CARES funding planning, so I filled Council in the best I could. Internal funding can be used for the \$1,900 and the policy making program can be moved the ARP funding.

Water/Waste/Renewable Energy:

- ∞ **Update 9/30/21 – Two different energy audits are underway, one that is an actual usage that will provide recommendations to cut energy costs, which the saving can be used to justify improvement to energy systems through grants. The other is a renewable energy planning grant that will help LRBOI understand which renewable energy options are viable and allow us to submit for grant funding based on the developed plan. The audits are underway headed up by Gary Lewis. Without these audits, we would not be eligible for funding. Participated in the NORESCO energy audit review and recommended changes. These recommendations will need to be brought forward by Gary in a work session(s) as a part of a renewable energy investment/saving plan.**
- ∞ **Update 9/30/21 – Working with Gary to identify CARES/ARP fund eligible water-waste projects:** Essentially anything related to water-waste is an eligible expense as COVID19 is known to travel through water systems. Once the newly approved redesign of water flow to pounds is complete, projects will be taken to Council for ARP funding approval, which covers any water-waste project. Coordinated a WS to review various CARES projects that would qualify and be used before the end of the year. All four items presented including a waste vac truck were supported. Utilities will bring them forward in October. I am assisting in CARES/ARP resolution language for audit purposes.

Special Projects:

- ∞ **Update 9/30/21 - CARES/ARP Expenditure Plan:** Provided Leadership and Council with feedback regarding Member Relief Payments. Collected and moved forward some ideas departments have regarding eligible programs/projects. It will become clear in August how much funding is available. No ARP funds have been spent other than for Member Assistance payments. Once we know the total available after the 2nd allocation, it is hoped that Leadership and Council can meet to review/develop a potential spending plan. I am assisting all departments with CARES/ARP resolution language for audit purposes.
- ∞ **Update 9/30/21 - Treasury deposited the 2nd American Rescue Plan funds will be allocated to Tribes for Economic Development (\$13.3M). This should be received into the budget in October.**

- ∞ **Update 9/30/21 - Organizing 2-1 Air Card deactivation:** Directors will have the opportunity to keep cards activated utilizing their own respective budgets. George has provided a list of employees/staff that have 2-1s with active air cards and is sending out the notice. CARES/ARP funds have been used to support them to this point. This will be instituted in October and with Council permission, ARP funding may be used to support them for the foreseeable future.

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William, Willis, Health Services Lead

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

Date: October 8th, 2021

Re: SEPTEMBER 2021 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of September 2021. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

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

CLINIC OPERATIONS:

359 patients scheduled

26 patients NO-SHOW to scheduled appointments

24 patients provided SAME DAY appointments for emergent matters**

90 cancelled appointments

267 patients attending CLINIC PHYSICIAN appointments**

263 - Clinic Physician Appointments

4 - FNP Home Visit

35 patients PHONE TRIAGE**

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

59 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN SEPTEMBER (Total Patient Volume): 693

Diabetic patients: 80

Flu Vaccines: 27

Injections: 22

Moderna Vaccines: 2

Pfizer Vaccines: 0

Nursing Visits: 5 **

On-site Labs: 192

COVID-19 Tests: 47

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,137

DIRECT CALLS TO CLINIC OPERATIONS: 528

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

TRANSPORTS (INCLUDES CHR TRANSPORTS): 10

TRAVEL HOURS: 21

SERVICE HOURS: 11

NUMBER SERVED: 10

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 132 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

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

TRAVEL HOURS: 1 1/2

SERVICE HOURS: 1

NUMBER SERVED: 5

TOTAL TRAVEL HOURS: 22 1/2

TOTAL SERVICE HOURS: 12

TOTAL CLIENTS SERVED: 15

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$68,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1251

TOTAL PRC PAID IN SEPTEMBER: \$36,999.33

PHARMACY/OTHER: \$25,342.03

DENTAL: \$11,202.44

TOTAL PATIENTS: 170 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 410

TOTAL CLAIMS ENTERED: 415

TOTAL PRC PAID 2021: \$485,251.93

TOTAL EHAP PAID IN SEPTEMBER: \$31,296.42

TOTAL EHAP PAID 2021: \$295,289.54

TOTAL ENROLLED EHAP/LRBOI: 1358

NEW APPLICATIONS MAILED OR GIVEN: 18

REASSESSMENTS MAILED OR GIVEN: 22

MEDICARE LIKE RATE (MLR) Savings for SEPTEMBER 2021

Claims submitted: 20 \$76,387.71 (total submitted)

-\$23,302.73 (what we paid)

\$53,084.98 (total savings)

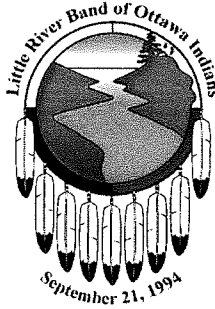
PHARMACY: SEPTEMBER 2021

Active patients: 426
Prescriptions filled: 2017

Insurance charges: \$141,177.76
Insurance payments received: \$124,177.76
Non-member cash/copays received: \$678.61

PRC-equivalent write offs:
 LRBOI: \$37,169.43
 Other Tribes: \$1923.95
 TOTAL: \$39,093.38

Housing
Tara Bailey



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For September 2021

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Amber Shepard – Housing Specialist

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

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

Lease renewals due during the month: 7

Leases renewed: 4

New leases: 0

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

Move-out Inspections: 0

Move outs: 0

Transfers: 0

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

Applications received this month: 1

Total Number of Awards made during the Year: 10

Total Amount of Awards for the Year: \$47,517

The Housing Department has assisted with \$2,471,600 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!

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

D. Housing Director attended a virtual training through National American Indian Housing Association (NAIHC) on September 30th, regarding policy training. The Housing Commission attended the same training on September 29th.

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 7 and 17 total for late fee delinquency

B. Termination Notice(s) issued: 0

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

D. Court Filing(s): 0

III. Condition of Properties.

A. Nothing major has occurred this month regarding our units.

B. Maintenance currently has 2 units to complete for a move in at this time.

IV. Number of Units and Vacancies.

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

A. Aki has 55 income based rental units of which 54 were rented during the month as follows:

1. Aki has 9 low income elder designated rental units and 8 units are rented.
2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
3. Aki has 28 low-income family rental units and 28 are rented.
4. Aki has 6 low income family ADA rental units and 6 are rented.
5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.

B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. C&I Electric has begun the process of changing out the defective lights by the manufacturer and installing the new lights that have a new 10 year warranty.
- B. September 1st the Housing Department went live with our new program Doorways. All information has been entered into the program and we can now track all rents and payments in the system along with work orders.
- C. We have seen a slow down in applications for the ERAP; therefore, Housing Specialist, went around to various locations and put up fliers for LRBOI members to see and know about the program. Due to the lack of response on this program, we did not meet the threshold of obligating 65% of our funding; therefore, the Treasury department could reallocate the funds to another Tribe that has continual need for the funds. They have not issued how and when or how much of the funding could be reallocated.

VI. Plans for the Future.

- A. Working on RFP for maintenance garage addition to building
- B. Working on RFP for the replacement of 12 elders' homes roofs that need to be redone due to age.

VII. Other Information.

Met with Tribal Council on 9/28/21 to go over Chapter 6 Pet Policy of the Housing Regulations. They would like to change from 2 pets to 3.

The 2022 Indian Housing Plan is due to HUD by 10/18/21; therefore, it has been submitted to Tribal Council for approval on the 10/13/21 TC meeting.

End of Report
Tara Bailey, Housing Director
October 7, 2021

Human Resources
Jeff Simpkins



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

To: Ogema Romanelli

From: J. Simpkins

Subject: September 2021 HR Department Report

Date: 10/8/21

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

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

1) HR 2020 Operational Plan

- a) The 2021 Operational Plan started with 64 projects and major tasks. This number increased to 80 in September.
- b) YTD completed 25 projects/major tasks. YTD Completion Rate: 31%

2) Talent Acquisition

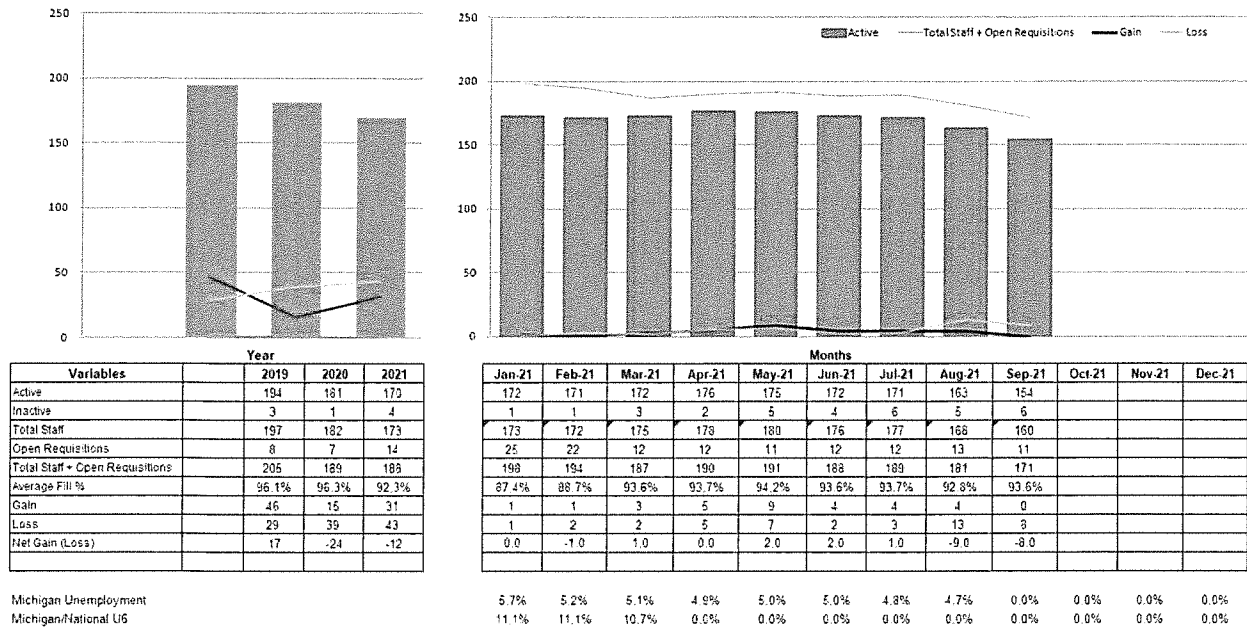
a) Talent Acquisition

- i) Month Number of Gains: 1
- ii) Month Number of Tribal Preference Hires: 1
- iii) Number of Requisitions Filled Year to Date: 35
- iv) Number of Gains Year to Date: 31
- v) Number of Applicants Year to Date: 219
- vi) Number of Open Positions: 11
- vii) Turnover Year to Date: 44
- viii) September included continued prioritization of the talent acquisition process. At month's end there were 11 open full-time job requisitions. It's important to note that for 2021 year to date HR received 63 requisitions in total. This is the highest number on record since tracking began.
- ix) The team conducted the interview process for several open Natural Resource positions and continued gathering candidates for open positions. Two candidates accepted positions in Natural Resources. Thanks to Alicia Knapp for her hard work and commitment to helping hiring managers!
- x) Continued assisting Tribal Council with new hire support.
- xi) September was a second significant month for turnover. The organization experienced 8 losses during the month, 1 of which was a Tribal Preference

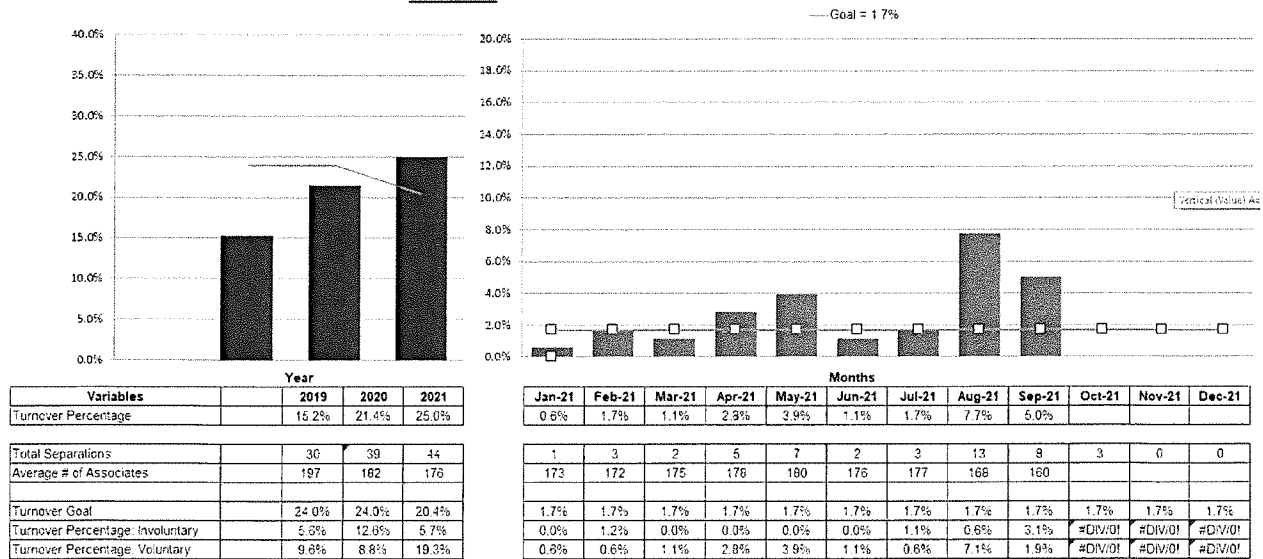
employee. This continues to drive significant back-office work as previously mentioned.

xii) SolidCircle continued developing the electronic application project.

Staffing



Turnover



3) Talent Development and Relations

a) Leadership and Team Member Development.

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

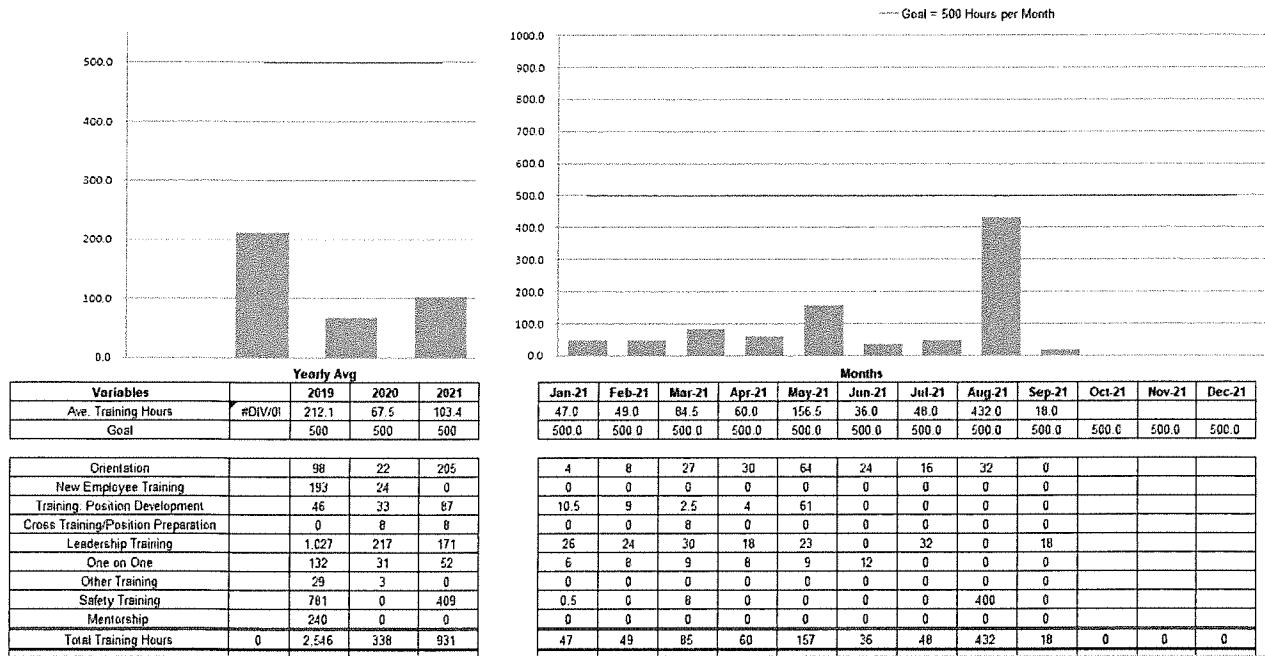
ii) Provided additional HR support to the leadership of various departments.

- iii) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
- iv) Continued working the 2020 HR Department review cycle in the SABA system. One 2020 performance review remains in-process.
- v) Continued "The River Resource" publication to help team members stay informed and connected. Thanks to Brittney Drake for her good work!
- vi) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
- vii) Assisted Leadership Roundtable participants in operating the Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Jonathon Robertson and Angie Stone for volunteering to help make a difference! September included Michigan Trivia and planning for future events. Great job everyone!
- viii) Five department heads reviewed the Employee Engagement Survey results and discussed improvement suggestions based on employee feedback. Thanks to Gary Lewis, Frank Beaver, Jessica Wissner, Valerie Chandler and Jay Sam for attending!
- ix) Continued working with other leaders to coordinate suspension of NGLC operations.
- x) Assisted leadership with a sensitive employee relations issue.
- xi) Conducted multiple market wage analysis' in support of compensation planning.
- xii) Launched a New Supervisor Training Program with our new Controller and Social and Human Services Director. Thanks to Angela Rabb and Kim Crampton for participating!

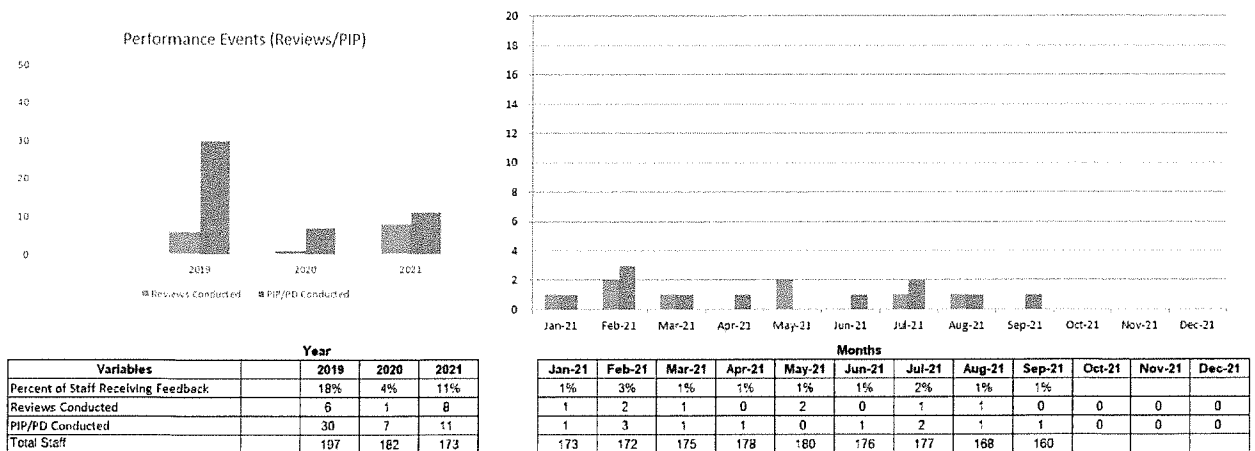
b) HR Department Development Initiatives:

- i) HR Development Events: YTD 3
- ii) Continued file migration to O365 storage solutions.
- iii) Continued project to improve HR use of MIP data.
- iv) The team completed 31% of annual goals by the end of September. The team remains on-pace for all scheduled work in 2021 at 67%. Nice job Alicia, Mindi, Marcella and Brittney!
- v) Marcella work on the HR filing system project and cleaning the HR storage room. Thanks Marcella!
- vi) Responded to four file requests.
- vii) Scheduled the HR 2022 planning sessions in October and December.
- viii) Brittney Drake learned our electronic filing methodology. Thanks to Alicia Knapp for providing great training!

Training and Development Hours



Performance Events (Reviews/PIP)

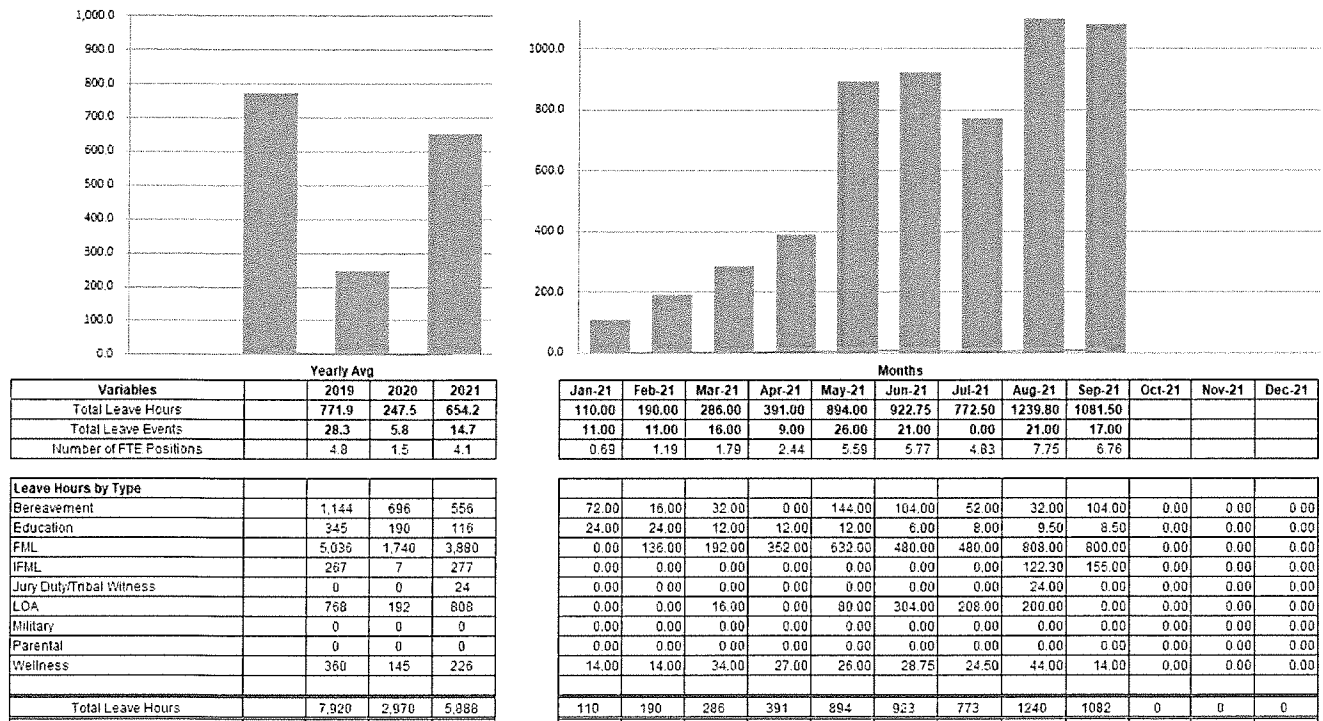


4) Benefits and HR Administration

- Continued working to improve benefit processes.
- Benefits Work Priority: 1 – Health Insurance Conversion and Open Enrollment 2 - New Hire/Separation Process, 3 – 401k Audit, 4 - Assisting Team Members with Benefit and Leave Requests
- Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- Completed the health insurance conversion data presentation to Blue Cross/Blue Shield (BCBSM). Because LRBOI team members returned their forms in a timely manner, BCBSM was able to enter the data in their systems and mail insurance cards in advance of the 10/1 conversion date.
- Completed the plan termination process in the FEHB system.
- Facilitated three new short-term disability claims with our new vendor, MetLife.

- g) Updated the FML tracking process.
- h) Continued providing data for the 401k audit and responded to auditor questions.
- i) Continued the monthly Payroll/HR coordination meetings.
- j) Continued processing new hire insurance enrollments and separation disenrollment.
- k) Leave Notes
 - i) Leave hours decreased slightly in September. This month leave was again driven by FML. The equivalent of 6.75 Full-Time Equivalent employees were not available for work in September due to leave issues.

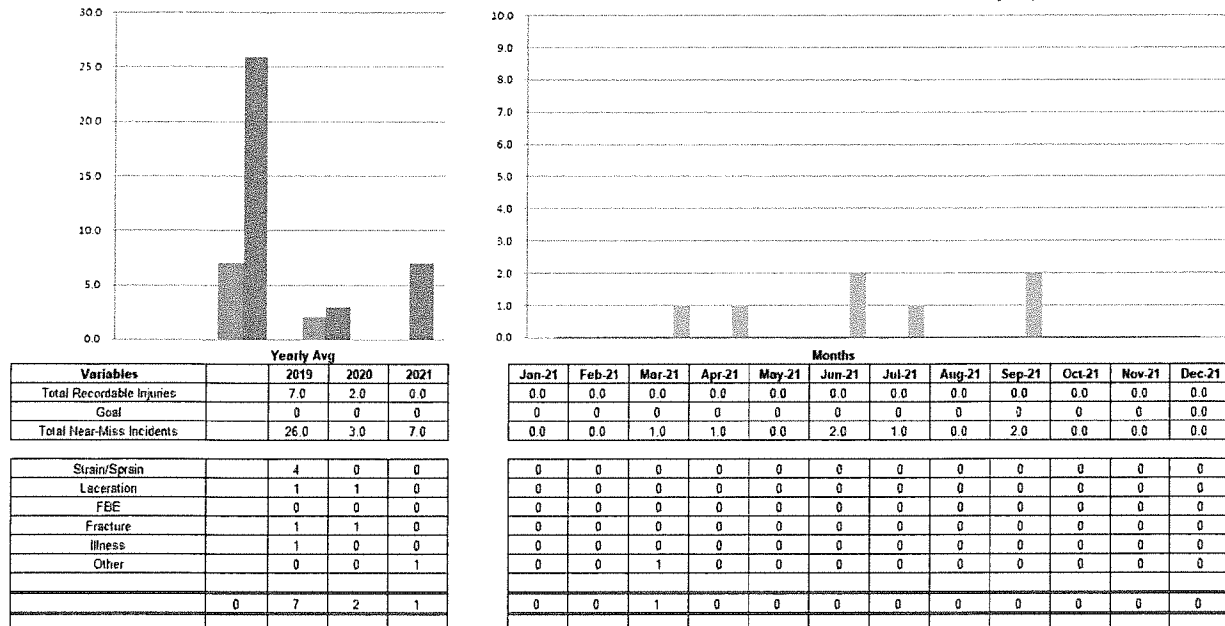
Leave (Excluding PTO and Holidays)



5) Safety

- i) Continued COVID-19 support and tracking.
- ii) Updated the COVID-19 Paid Leave SOP
- iii) Recordable Injuries: 0
- iv) Near Miss/1st Aid: 2

Safety (Recordable Injuries and Near-Miss Incidents)



6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT EMPLOYMENT SUMMARY INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

CURRENTLY EMPLOYED					
September 2021					
TM	NA	D	S	NP	TOTAL
57	9	12	6	47	131
9	0	1	3	15	28
10	1	0	0	1	12
5	2	0	1	0	8
81	12	13	10	63	179
Prior Month					
58	9	12	6	54	139
9	0	1	3	15	28
10	1	0	0	1	12
5	2	0	1	0	8
82	12	13	10	70	187

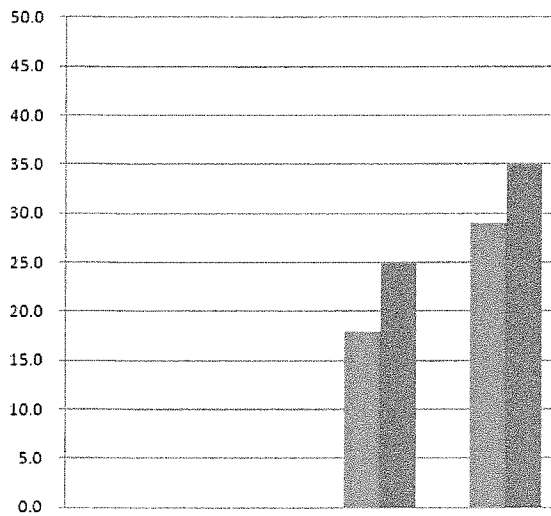
Notes on Tribal Preference:

1. September Tribal Preference Employment was 64.8% of total employment. Tribal citizen turnover continued in September with one resignation.
2. Data since September 2019 shows the following:
 - a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
 - i. 2021 Tribal Preference Applications: 24.7%
 - ii. 2020 Tribal Preference Applications: 15.8%
 - iii. 2019 Tribal Preference Applications: 14.1%
 - b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference selections compared to all selections.
 - i. 2021 Tribal Preference Hires: 59.5% (Great job hiring managers!)
 - ii. 2020 Tribal Preference Hires: 33.3%
 - iii. 2019 Tribal Preference Hires: 26.7%

7) Workforce Development

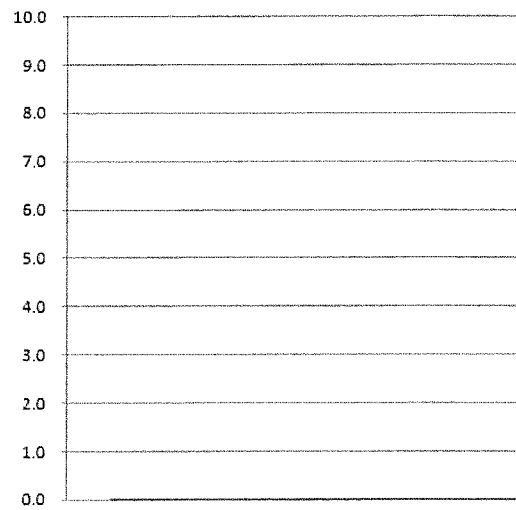
- i) The Tribal Development Team continued operations in September. The team continued working to promote connections and develop an online application system. Thanks team!
- ii) The team continued working on social media space. Brittney Drake drafted the first version of our new Facebook page. Thanks to Brittney Drake and Deidre Morel for their work on this key project!
- iii) The team also completed its first mailer to Tribal students. Thanks to Brittney Drake, who made it happen!
- iv) The electronic application and database project continued software development. Thanks again to Alicia Knapp and our software partners at SolidCircle for their work on this key project!
- v) Brittney Drake began work on the Non-Traditional Apprenticeship project.
- vi) Added the LRBOI Job Requisition form to the electronic application project.
- vii) Alicia Knapp initiated data tracking for Workforce development. Thanks Alicia!
- viii) September New Requests for WFD Service: 4
- ix) 2021 Total Requests: 29
- x) 2021 Total Number in Adult Work Experience: 2

WorkForce Development



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

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



Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
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	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	0
0	0	0	0	0
0	0	0	0	0

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
September 2021

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Configuration of the firewall and the router for the other remote sites continues. Muskegon SD-WAN has been completed. Elders and AKI are next.
2. New Firewall VPN are now live and operating. We are still discovering pathway issues the more people we enroll. Elevate has been assisting on correcting this
3. Server updates continue as needed every other weekend.
4. Switch replacement project continues. Equipment has finally arrive. Elevate plans on starting 10/11/21

5. Mandatory IT Projects by order of priority:

- a. September 2021
 - i. Government EXSI Host needs a plan in place for replacement
 - ii. Elevate Contract was further delayed until October
6. 229 new IT work orders were opened in August 2021 and 235 IT work orders completed in August 2021.
7. Our current outstanding tickets are at 49
8. IT Remains severely understaffed and is working diligently to keep up with daily operational demands.

Meetings Held / Attended –

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

Trainings Held / Attended –

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

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: October 8, 2021
Re: September 2021 report of activities

Number of tribal members assisted on new issues	83
Number of referrals received	2
Number of continuing cases:	58

Types of legal issues:

Child support	Real Estate – Out of State
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Protective Order	Conservator - Adult
Trusts	Parenting Time
Special Needs Trust	Temporary Custody
Custody	Auctioneer
Adult Adoption	Inventory
COVID Vaccinations and Religious Exemption	Do Not Resuscitate
Medical Power of Attorney	Driver's License Restoration
Post-Divorce Matters	Tenants
Child Protective Services	Letters of Authority
Amend Trust	Non-Profit Corporation
Power of Attorney	Guardian - Adult
Banks	Bail Bondsman
Service of Civil Documents	Mortgage
Estate Planning – Amendments	Psychiatric Hospital
Insurance Claims	Health Care Services

Guardian - Minor	Landlord Tenant Issues
Collections	Evictions
PTSD	Driver's License
Civil	Lady Bird Deed
Income Taxes	Operating Under the Influence
Adult Guardian – Modify	Personal Representative
Make Up Parenting Time	Estate Administration
Sale of Real Estate	Restated Trust
High BAC OUIL	Personal Protection Order
Discharge of Mortgage	Wrongful Death
Falling Trees and Damage	SSI and Per Capita
Injured Spouse – Income Taxes	Worker's Compensation
House Insurance	Post Adoption
Certificate of Trust Existence and Authority	Trust Administration
Affirmative Defenses – Civil	Insurance Coverage – Denial
Funeral Representative	S Corporation
Implied Consent – Driver's License	Quit Claim Deed

Attended monthly staff meeting

Attended leadership roundtable

Attended meeting with MILS for needs assessment

Attended meeting with Tribal Council on 2022 budget

Sample of Work Performed:

Assisted a tribal member with an implied consent refusal hearing

Assisted a tribal member file as an injured spouse with the IRS when their spouse's tax return was being garnished

Assisted a tribal member execute a funeral representative designation so that a person other than their spouse could make funeral arrangements for them

Assisted a tribal member change the parenting time schedule

Assisted a tribal member place a lien on real estate

Assisted a tribal member become guardian for a parent who had serious health issues and could no longer care for themselves

Members Assistance
Kimberly Crampton

Members Assistance Department September 2021 Departmental Report

Kimberly Crampton Director
Linda Wissner – Members Assistance Program Specialist
Noelle Cross – Elder Meal Program Administrator
Jennifer Black – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

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

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	2	2	0	5	1	0	0	0	0

2. Food Assistance Program

- b. Budget \$46,050
- c. Total expensed YTD \$20,500.00
- d. 55% Remaining
- e. 61 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
20	1	1	1	8	3	1	4	3	19

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$17,319.89
- h. 65% Remaining
- i. 20 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	0	0	2	0	0	1	0	10

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$8,822.41
- l. 78% Remaining
- m. 38 total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
15	1	0	0	5	4	2	3	0	8

5. LIHEAP – DHHS Grant Funded Program FY 2021

- a. Total Budget \$176,417
- b. Total expensed to date \$37,560.00
- c. 29 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
15	1	1	0	5	2	0	3	2	

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$2,046.00
- f. 80% Remaining
- g. 18 Elders accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	1	0	2	0	1	2	0	5

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$4664.05
- j. 79% Remaining
- k. 20 Members accessing this program to date.

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

8. LRBOI Home Repair Program 2021

- l. Total budget \$100,000
- m. Total expensed YTD \$8,762.00
- n. 91% Remaining
- o. 5 members accessed this program to date.

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$218,950.00
- r. 52% Remaining (2 COVID Expensed)
- s. 31 members accessed this program.
- t. Average age at passing is 65.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
0	2	0	1	3	0	1	3	0	21

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 303 Elders enrolled in program.
- w. June invoice \$70,389.55

11. Department Ongoing Activities

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

12. Applications to date

Mailed	Picked up	Emailed	Faxed
165	22	81	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
95	72	43	6	47	56	25	25	12	0

13. Office Visits

- bb. 0 visits for the month

Members Assistance submitted September 2021 report reflecting July 21 data due to the American Relief Funds being processed. Linda recently started processing the applications for Members Assistance.

Natural Resources
Frank Beaver



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

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

**September 2021 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

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

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Grant Management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Implementation of Fisheries Division work plans
- Communications / coordination with Sturgeon Documentary crew
- Coordinated with USFWS Green Bay office for field assistance.
- GLFT Grant Extension request, grant management
- 2021 fishery assessments data management

Equipment maintenance/Field Work/Lab Work:

- Nmé / Sturgeon Streamside Rearing Facility operation and preparation for release
- NGLC sturgeon aquarium maintenance
- Great Lakes equipment maintenance

Meetings/Training/Travel/Conference Calls

- 2020 Consent Decree Negotiations, Tribal caucus (9/2)
- LRBOI Staff Meeting (9/2)
- NRD Leads Meeting (9/8)
- USFWS Susan Wells coordination meeting (9/8)
- Interview Sturgeon rehabilitation program (9/9)
- Native American Fish & Wildlife Society conference planning meeting (9/9)
- Leadership Roundtable meeting (9/9)
- Nmé sturgeon release (9/11)
- 2020 Consent Decree Negotiations LRBOI meeting (9/13)
- 2020 Consent Decree Negotiations (9/14)
- Fisheries Technician Interviews (9/14)
- SABA meeting with NRD Director (9/15)
- 2020 Negotiations, Allocation work group (9/15)
- NRD Leads meeting (9/15)
- CORA Meeting (9/16)
- US v. Michigan (9/17)
- 2020 Negotiations LRBOI Meeting (9/17)
- Native American Fish and Wildlife Society Sturgeon facility tour (9/20)
- US v. Michigan (9/22)
- US v. Michigan, LRBOI meeting (9/22)
- US v. Michigan Tribal Federal meeting (9/22)
- NRD Director meeting (9/23)
- US v. Michigan Tribal Federal meeting (9/23)
- US v. Michigan negotiations (9/27)
- US v. Michigan Tribal Meeting (9/27)
- Modeling Sub-Committee Meeting (9/28)
- US v. Michigan Tribal Federal meeting (9/28)
- Modeling Sub-Committee Meeting (9/29)
- US v. Michigan negotiations (9/29)
- Modeling Sub-Committee Meeting (9/30)
- US v. Michigan Tribal Federal meeting (9/30)
- US v. Michigan negotiations (9/30)

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

Wildlife Program

Bob Sanders – Wildlife Division Manager

Angela Kujawa – Wildlife Biologist

Vacant – Wildlife Technician

Rob Larson – Seasonal Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Completed monthly report – September
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2021 hunting permit planning – Ongoing
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations, etc.
- Ordered wildlife equipment needed for 2021 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten occupancy survey – On going
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Marten project data entry - on going
- Resources Selection Manuscript writing and model development
- SABA reporting – monthly occurrence
- NAFWS presentation
- Contract development for GLRI grant funding 2021
- Constructed Tribal Property maps
- Camping permit fact sheet development

Equipment Maintenance/Field Work/Lab Work

- Equipment maintenance (Tractors, Skid-steer)
- Vehicle maintenance – Dakota, Ram, Jeep
- Cleaned and service wildlife vehicles - monthly occurrence
- Turtle Trapping (Blanding's, Box, Spotted, Wood)

- Cleaned and organized equipment at Big Blue
- Custer property maintenance
- Turtle nesting box survey
- Tribal Property Site visits
- Wildlife Check station
- Elk hunt support NLP

Meetings/Training/Travel/Conference Calls

- Weekly Team meeting – 9/6, 9/13, 9/20, 9/27
- NRD lead huddle – 9/8, 9/15
- PA Marten conference call – 9/8
- NAFWS Planning Call – 9/9, 9/16
- Leadership Roundtable – 9-9
- GVSU Conference call – 9/13
- USFS meeting – 9/7
- Monthly Tribal Biologist meeting – 9/2
- Wildlife and Fisheries tech interviews – 9/14
- Sturgeon Release – 9/11
- NAFWS Conference – 9/20 - 9/23
- Agenda Review & Council Meeting – 9/20, 9/22
- Wolf Management Planning Meeting – 9/29
- Meeting with Josh Shield – 9/14
- Meeting with NRCS – 9/29
- One on One Team meetings – 9/29, 9/30
- Employee Recognition Meeting – 9/30

Environmental Division

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

Environmental Division Capacity Building (IGAP)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA work for 1:1s
- Staff Task List Management
- Team Leadership
- Budget review for PPG and CAA 103 Grants
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- GAP Guidance Review
- GAP Funding Allocation Review
- EPA Rule Changes WQS in Indian Country Comment Letter Completed
- EPA Rule Changes WQS in Reserved Areas Comment Letter Completed
- MPSC Comment Letter Complete
- Michigan WQS Triennial Review Comment Letter Completed
- Reviewed Budgets for environmental programs
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- Assisted with field work and AMS deck Build

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 8/7 9/27, 9/20, 9/13
- 1:1 with Staff: 9/27(x2), 9/29
- 1:1 with Supervisor: 9/14, 9/29
- NRD Leadership Huddle: 9/8
- GAP Guidance Revision Meeting w/ HQ- 9/1, 9/8
- ACOE Enbridge Line 5 Meeting 9/7
- Lake Michigan Partnership Working Group 9/8
- R5 GAP Guidance Meeting 9/9, 9/23, 9/29
- NAFWS Planning 9/9
- Leadership Round Table 9/9
- Maple River Project Meeting with MRWA 9/10
- EPA Listen Session w/ Region V Tribes WQS 9/10
- GAP Revisions PPG Work Group Meeting 9/13, 9/20, 9/27
- Interviews for Inland Fish Techs 9/14
- MI NTOC/RTOC Reps Call 9/17
- Consultation with USEPA on WQS rule changes 9/20
- GLNAFWS Conference 9/22
- EPA Lunch and Learn on Treaty Rights 9/22
- Lake Huron Partnership Group Meeting 9/23
- EPA Call on ARP and CAA 103 Funding 9/24

- Lake Michigan NOAA Manoomin Group 9/27
- Planning for Tribal Session at No Spills 9/28
- Meeting with Colorado PhD Candidate 9/28
- EPA SPCC Overview for Tribes 9/29
- MTEG 9/30

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

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

Field Work and Equipment Maintenance

-

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

Water Program (106 and 319)

Administration/Reports/Data Entry

- September Hydrolab data uploaded to WQX.
- Completed ATTAINS big 4 sheet
- Received zooplankton data for summer sampling

Field Work and Equipment Maintenance

- Completed water quality sampling.
- Collected macro invertebrates
- Installed new hose for WQ boat
- Removed hobo logger from Pine Creek due to failure.
- Received quotes for logger for Pine Creek

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

- 9/16- Public hearing requesting public input and suggestions on modification to Michigan's Part 4 and Part 8 Water Quality Rules
- 9/20- ATTAINS meeting
- 9/20&9/22- ACWA Water Quality Modeling
- 9/20,9/22,9/23- Native American Fish and Wildlife Society meeting.
- 9/28-Portage Lake Watershed Forever meeting
- 9/30- MTEG

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- FRM was having Firmware issues with the whole state after two days we (EGLE) and Corey got the AMS FRM connection back into operation.

Field Work and Equipment Maintenance

- Ozone Weekly Audit x5
- PM 2.5 1-5 Audit x1 (PM 2.5 Offline for two weeks)
- AMS Site Checks x6
- Changed PM2.5 Filters x1
- Sent PM2.5 Filters to MIDEGL for analysis x2
-

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

- Fish and Wildlife Conference 9-20-21 to 9-23-21
- Region 5 Monthly Tribal Air Call, (9-30-21)
- NTAA/EPA Air Policy Update Call, (9-23-21)
- ARP 103 Funding meeting (9-24-21)

Additional Notes:

Office and administration duties took a back seat for the month of August, as field work took the priority, in conjunction with the ozone calibrators certification running out.

Wetlands (Wild Rice) Program

Administration Reports/Data Entry

- Daily data download/backup.
- Created NWCA Relevé polygon template in ArcMap.
- Randomly placed wetland Relevé plots in ArcMap and uploaded to AGOL.
- Updated wetland and wild rice web maps and downloaded for offline use with Field Maps Beta app.
- Collected wetland plot data in Survey123 app in the field.

Field Work and Equipment Maintenance

- Manistee River: wild rice density surveys.
- Manistee River: completed wild rice density surveys.
- Houghton Lake and Deadstream Flooding wild rice scouting, density surveys in Cut River.
- Manistee Lake: wild rice density surveys.
- Vitaz and Orchard Landing parcels: wetland Relevé surveys.
- Bialik and High Bridge parcels: wetland Relevé surveys.
- Orchard Landing parcels: wetland Relevé surveys.
- High Bridge parcel: wetland Relevé surveys.
- Devoe Parcel: wetland Relevé surveys.
- Vitaz parcel: wetland Relevé surveys.
- Devoe parcel: wetland Relevé surveys.
- High Bridge parcel: wetland Relevé surveys.
- Orchard Landing & Bialik parcels: wetland Relevé surveys.
- Orchard Landing & Devoe parcels: wetland Relevé surveys.

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

- 9/22-23/21 & 9/27-30/21 EPA virtual wetlands workshop.
- 9/28/21 MWRI Monitoring & Restoration Subcommittee meeting.

Great Lakes Policy Program

Administration//Reports/Data Entry

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

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

September 2021

Steve Parsons

Meetings/Conferences/Trainings

- On September 3, 2021, I participated in a progress meeting regarding the construction of our new Food Distribution Center. The meeting was held at the building construction site, and was run by Mike Bullinger of Mercer, Inc., the General Contractor for the project.
- On September 13, 2021, I met with Ken Ockert (GTEC) regarding the status of our road construction projects.
- On September 13, 2021, I met with Nick Broad of Elmer's Crane & Dozer regarding providing a cost estimate for the removal and replacement of the porous concrete areas of the Health Clinic parking lot. I hope to have the information in time to make the necessary repairs during 2021.
- On September 14, 2021, I attended a Tribal Council work session on Reservation Restoration.
- On September 15, 2021, I met with Scott Grove of Seven Generations A&E (a wholly owned corporation of the Pokagon Band of Potawatomi) to discuss what services they provide. I also passed along their information to Michelle Lucas (Purchasing Coordinator) to add Seven Generations as a preferred vendor.
- On September 16, 2021, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. A representative from the Sault Ste. Marie Tribe of Chippewa Indians also participated in the meeting.
- On September 17, 2021, I met with Steve Wheeler and Dale Magoon of the Finance Department regarding the Ogema's request to come up with a plan to remove the Jockey's Quarters on the Tribal Property in Muskegon that has been designated as a site for a new gaming property.
- On September 20, I participated in the Agenda Review meeting to represent an agenda item on the September 22 agenda. The item was the acceptance of Road Construction funding returned to the Tribe from the BIA. I would also represent this item at the September 22 Tribal Council meeting.
- On September 30, 2021, I participated in a meeting with Tribal Council to review the 2022 budget submission from the Planning Department.

Activities/Accomplishments/Updates

- **BIA Roads – 2021 Projects:** Most of our 2021 road projects are already underway. Here is the latest update on those projects.
 - **Cemetery Parcel Road Project:** Schultz Excavating is currently working on the construction of the road system on the cemetery parcel. The scheduled time for completion of the road system is the end of October 2021. Once the road system has been completed and as long as weather permits, we will work on the remaining landscaping and infrastructure features during the rest of 2021. Those features that cannot be completed by the end of this year will be addressed in the Spring 2022.
 - **Commodities Drive Road Project:** Schultz Excavating currently has the footprint for the road established. The road project is on the same timeline as the Food Distribution

Center building project. Due to a delay in the delivery of some of the building materials needed for the Food Distribution Center, this project will not be completed until November 2021. The possibility remains that the contractor will not be able to apply asphalt to the road if the project goes into the final weeks of November. This will be based on the availability of asphalt to complete the job, which is generally no longer available after November 15. Any remaining work to pave the road will be scheduled ASAP in the Spring 2022.

- Sugar Shack Road Repair: Elmer's Crane & Dozer completed the work to replace the failed culvert on the Sugar Shack Road on August 13, 2021. The road is now once again open for regular use.
- Roundabout Project: There are no additional updates on the US-31 & M-22 Roundabout Project since my last report. The last project meeting with MDOT was on July 7, 2021, and no additional information has been forthcoming. Here is the latest information on the US-31 & M-22 Roundabout Project.
 - Planning and design of the roundabout will take place during 2021, with the final plan set scheduled for approval by MDOT by November 12, 2021.
 - The project will be bid out by MDOT on February 4, 2022.
 - Although a tentative construction schedule has not been finalized, it is anticipated that construction will start as soon as weather permits in the late spring/early summer of 2022. The project is anticipated to last for around 2 months, with an advertised construction schedule contained in the bid documents that are sent out in February 2022.
 - I'm still working to schedule a meeting with Tribal leadership (Tribal Council & Ogema) with the appropriate MDOT staff to discuss the details of the roundabout project. At this time, I have been unable to get a firm commitment from MDOT on a date that works for them. I'm hoping to have the MDOT Traverse City office manager, Dan Wagner, and Ken Ockert from GTEC also attend the meeting to provide additional information and answer questions. I will keep everyone posted on the date of the meeting once it is scheduled.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	2
Assist Motorist	1
Assist Other Agency	4
City Assist	8
County Assist	17
Medical Assist	2
MSP Assist	4
Other Calls for Service	9
Property Checks	611
Suspicious Person	3
Suspicious Situation	5
Well-Being Check	3

Traffic/Vehicle

Abandoned Vehicle	
Accidents	7
Disobeying Stop Sign	
Driving License Suspended	3
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	1
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	3
Other Traffic Citation	3
OID	1
OUIL	
OWI	3
Parking Ticket	
Reckless Driver	1
Speeding Ticket	1
Stolen Vehicle	
Suspicious Vehicle	2
Towed Vehicle	
Traffic Stop	8
Unsecured Vehicle	
Verbal Warning	5
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	6
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	15
Assault	1
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	1
Disorderly	1
Domestic Disturbance	5
Drive-Off	1
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	1
Fraud	1
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	1
Intimidation	1
Intoxicated Person	
Juvenile Runaway	
Larceny	7
Liquor Violation	
Minor in Possession	
Missing Person	3
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	7
Public Peace	
Resisting	
Robbery	
Sex Offense	1

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	231.5
Alarm	3
Attempt to Locate	5
Boat Dock Checks	
Casino Hours	119.5
Civil Standby	1
Community Policing	3
Court Hours	4.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	11
Found Property	3
Lost Property	2
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	
Suicidal Subject	4
Total Complaints	100
Total Reports	100
Training Hours	26.25
Transport	
Trespassing	1
Tribal Council Meetings	
Vehicle Mileage	5114
Voluntary Missing Adult	

Training/Travel

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

September 2021	
Administrative Hours	35.5
Arrest(s)	
Male	
Female	
Assist(s)	1
Boardings	1
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	74
Court	
Court Hours	
Dock Checks	14
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	377.25
Joint Patrol(s)	1
Marine Time	19
Meeting(s)	3
Meeting Hours	12.25
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	10
Training Hours	37
Vehicle Mileage	2774
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

September 2021 Officers participated in PPCT/Taser Treaining at Justice Center.
September 7-10, 2021 Officer Brown and K9 Frekki attended Advanced Hard Service Tracking in Port Huron, MI.
September 20-23, 2021 Sgt Robles and Officer Brown attended NAFWS Great Lake Region Conference in Manistee, MI.

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

Administrative Hours	236
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	11
Assist Hours	11.75
Citation(s)	2
Civil	2
Misdemeanor	
City Assist	1
City Assist Hours	0.5
City Original	
City Original Hours	
Complaints	7
Contacts	176
Court	
Court Hours	
Follow-up(s)	2
Follow-up Hours	1.5
Federal Citation(s)	
Hours Worked	378.75
Joint Patrol(s)	4
Marine Time	
Meeting(s)	6
Meeting Hours	13
Paper Service	
Possible Trespass	
PR Activities	1
PR Activities Hours	3.5
Property Checks	60
Snowmobile Patrol Hours	
Training(s)	15
Training Hours	63.5
Vehicle Mileage	3372
Vehicle Stops	7
Verbal Warning(s)	4
Written Warning(s)	

Training/Travel

September 2021 Officers participated in PPCT/Taser Training at Justice Center.
September 7-10, 2021 Officer Brown and K9 Frekki attended Advance Hard Surface Tracking in Port Huron, MI.

Tax Office
Valerie Chandler

Tax Department September 2021 Monthly Report

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

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

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for August 2021.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 2 Certificates of Exemption:
 - Purchaser: 2 RTMs 0 Tribe/Entity
 - Purchase Type: 1 Vehicles 1 Construction 0 Burial Program
9. Reviewed 73 Tribal Member address and/or name changes; 6 required updating of the RTM list and database.
10. Processed 4 Proofs of Residency.
11. Processed 3 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

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

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

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for October 2021 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,086 Trading Post Motor Fuel and Tobacco Receipts for tribal member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

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

***Variable Duties and Accomplishments:**

1. Continued to review, redline, and comment on all Tax Department Ordinances and Regulations for draft amendments. Also researching and comparing other Tribes' tax documents for reference.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees.
3. Prepared, facilitated, and posted a video recording on Teams of the September government employee staff meeting and the announcement of the August Employee of the Month.
4. Submitted suggestions to Grants for funding projects to be considered where monies are allowable to be expended.

5. Provided feedback regarding the Employee Engagement survey and suggestions on how to address the issues identified.
6. Prepared and submitted the Resolution and Agenda Request packet paperwork updating the authorized signers for Certificates of Exemption at the Little River Casino Resort due to a change in personnel.
7. Issued two Temporary Tribal Business Tax Licenses to performers selling merchandise at concerts at the Little River Casino Resort.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. None for the month.

Little River Trading Post Interactions:

1. Nothing out of the ordinary for the month.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Finance and Purchasing Manager regarding scheduling a training and updates to the authorized signers for Certificates of Exemption.
2. Corresponded with Purchasing regarding a request that the Tax Department received from a vendor asking for a Sales Tax Exemption Certificate.
3. Corresponded and worked with Entertainment staff regarding temporary licensing of performers that will be selling merchandise at their upcoming concerts.

Meetings / Trainings Attended During the Month:

1. Tribal Council meetings via Zoom on September 1, 8, 15, and 22, 2021.
2. Employee staff meeting via Teams on September 2, 2021.
3. Employee Recognition Team meetings via Teams on September 2, 9, 23, and 30, 2021.
4. Tribal Council Agenda Review via Zoom on September 7 and 20, 2021.
5. Leadership Roundtable meeting via Teams on September 9, 2021.
6. Leadership Roundtable meeting on September 16, 2021 to discuss the Employee Engagement survey and how to address the issues identified.
7. Tribal Council Work Session to review the Tax Department 2022 draft budget on September 30, 2021.

Statistics:

Total Registered Resident Tribal Members (RTMs): 263

- Manistee County: 252
- Mason County: 11

Monthly Tax Revenue*:

*August 2021 amounts received in September 2021

- Retail Sales Tax (Little River Trading Post) \$3,930.41
- Retail Sales Tax (Gift Shop) \$877.45
- Retail Sales Tax (Nectar Spa) \$17.76
- Service Tax \$170.58

- Admissions Tax \$2,049.62
- Lodging & Occupancy Tax \$18,470.52
- Food & Beverage Tax (Little River Casino Resort) \$21,352.95
- Food & Beverage Tax (Sparks BBQ) \$1,353.47

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

- Gasoline (includes eligible Government & Resort vehicles): \$5,917.16
- Diesel (includes eligible Government & Resort vehicles): \$224.26
- Cigarettes: \$9,412.52
- Employee (Government & Resort) Discount on Fuel: \$392.82

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

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

- Gasoline: \$0.431/gallon
- Diesel: \$0.434/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price
*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
September 2021 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 68 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Communicated with staff from departments about various items.
4. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.
6. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.

7. Attended budget working sessions for 2022 budget.
8. Met with G. Zaring regarding Manistee Historical Society project and Tribal involvement.
9. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
10. Met and established repatriation date for part of the University of Michigan repatriations in October.

The Language Coordinator accomplished the following during this month

1. Working with Grant department and Tribal Council on grant application.
2. Participated with ANA Recipient Orientation.
3. Made contact with the LRCR marketing about doing voice over in language.
4. Results are it can be done for cultural and education purposes.
5. Have been working with the Ottawa Tribe of Oklahoma on historical video.
6. Results are they have finished their video with mentions of language camp.
7. Scheduled a video shoot and did the shoot.
8. Created face book lessons and posted them.
9. Asked Brickhouse to create a link face book about count of views on video.
10. Created language lessons for Friday class and taught them.
11. Working with Interlochen Public Radio, Delta Dental, Sleeping Bear Tour Co.
12. Recycled for LRB Pharmacy & answers Emails & calls about language.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
September 2021, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- DEMD Grant Kick off meeting held
- Noresco Energy preliminary Audit completed
- DEMD Grant Kick off meeting held

Billing

Water	\$11,675.16
Sewer	\$14,971.19
Irrigation	\$3,326.29
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,419.02
Septage	\$9,719.26
Other	\$57.00
Month Total	\$62,237.25
Yr. to Date Water	\$94,588.20
Yr. to Date Sewer	\$126,288.34
Yr. to Date Irrigation	\$25,058.21
Yr. to Date Fire Suppression	\$72,623.97
Yr. to Date Manistee Township	\$149,554.31
Yr. to Date Septage	\$64,579.83
Other Revenue	\$1,062.67
Credit	\$14,201.03
Yr. to Date Total	\$519,554.50

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 3,967,743
 - b. Ave Daily Flow Gallons 132,258
- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 2,683,937
 - b. Daily Average Gallons 89,464
 - Effluent Gallons**
 - a. 2,654,869
 - b. Daily Average Gallons 88,495
 - c. Waste Sludge Gallons 27,000
 - Lagoon**
 - a. Influent 315,270
 - b. Daily Average Gallons 10,509
- 3. Septic Sewage**
 - a. Gallons 177,684

III. Travel / Trainings / Meetings

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

What: DEMD Grant Kick-Off meeting
Who: Diane Kerr, Gary Lewis
Where: Zoom
Sponsored by: DEMD

What: Class A and B Wastewater exam review
Who: Gary Lewis
Where: Zoom
Sponsored by: MWEA

What: LRB Survey Results
Who: Gary Lewis
Where: Adawa Room LRCR
Sponsored by: Human Resources

What: Leadership Roundtable
Who: Gary Lewis
Where: Zoom
Sponsored by: Human Resources

What: SETO Guide Draft Discussion

Who: Gary Lewis

Where: Zoom

Sponsored by: MTERA

What: Cares Funding

Who: Gary Lewis

Where: Zoom

Sponsored by: Grants Dept. / Tribal Council