

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LBR*
Naangwa: Date: October 25, 2022
Maanda Nji: Re: September 2022 Operations Report

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

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

Larry B. Romanelli

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

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

September, 2022 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2022 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. The department will also be hiring a new Controller and Grants Administrator very soon.

Finance/Accounting Management:

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

Accounting:

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

Objectives:

1. Completion of the 2021 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 2019. Work on the 2020 and 2021 proposals is in progress.

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

Property Management:

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

Objectives:

1. Complete and implement asset maintenance procedures including creating and implementing the procedures, creating and organizing physical asset files, 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 2023 budget. We are in the process of reviewing the budget requests and will have the budget turned over to tribal council by the September deadline.
2. Define and develop a specific performance- based budgeting model.
3. Develop timeline for implementation of a performance- based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Update all standard operating procedures
2. Educate staff on operating procedures and regulations.
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. 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 2021 audit took place June 13-24, 2022. The firm Dennis, Gartland & Niergarth performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continues to provide information for the auditors to complete the audit. The final audit report was submitted to the Federal Clearinghouse on the September 30, 2022 deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center** the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of **September**
 - i. **AKI 5 – 2021 Homes – \$108,315.00**
 - ii. **Muskegon Health Center – None**
 - iii. **Commodities Building Project – None**
2. **Cash Receipts:** Daily cash receipts totaled for the month of **September**, were, **\$930,833.99** the General & Special Revenue Account had a total of **(211)** receipts.
3. **NGLC:** Ongoing working through the closeout as the business has been closed, **accounts receivable balance.**
4. **Pharmacy:** Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,
5. **Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.
6. **1099MISC. – 2021 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2021. Continued to send tax documents out to the membership.**
7. **WEX Card- Monthly Report, removed the terminated employees, schedule the payment, and reviewed and reconciled the report to the payment.**
8. **Tribal Financial Statement Requirements: Due by the 8th of the month.**
 1. **Cash Deposits**
 2. **Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**
 3. **Utilities report – current payments – monthly report of payments.**

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

Other Meetings:

*Accounting Meeting- Audit / HUD Memo Update - Weekly
Survey Group – No - Meeting*

Duties and Accomplishments –

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

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

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- Finished master chart for grants with reporting due dates, federal grant agency, etc.
- Filed monthly/quarterly reports with various federal agencies and Inter-Tribal Council.
- Requested drawdowns for various grants
- Currently have four (4) staff members working on grants until new Grants Administrator is Hired.

PAYROLL

Duties and Accomplishments –

1. Processed 346 payroll vouchers/checks.
2. Verified 14 PAF's this month which included 3 new employee(s), 2 Job Change/Transfer employee(s), and 5 termed employee(s).
3. Verified 11 Surveillance Holiday Work Schedule Variance Approval Forms for 9/5/22 Holiday.
4. Processed payroll and completed payroll backup cover sheet for pay dates 9/9 and 9/23.
5. Created 401k contribution file and uploaded to John Hancock online.
6. Prepared direct deposit file and uploaded online for processing.

7. Made federal tax deposits as required for each payroll.
8. Printed and/or saved all reports needed for payroll biweekly.
9. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
10. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
11. Reconciled the amounts withheld for Adlife to what was billed for the month.
12. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.
13. Processed 3,732 Per Cap vouchers/checks and saved all reports needed for backup.

Meetings Held / Attended –

9/1 – September Staff Meeting

Trainings Held / Attended –

9/13 – Attended a Virtual Employment Tax Workshop

9/14 – Attended an MIP Webinar

9/14 – Attended a Virtual Employment Tax Workshop

9/15 – Attended a Virtual Employment Tax Workshop

Other Tasks / Activities Performed –

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

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

Prepare biannual Certification of Personnel costs for grant programs

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 –

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

Special Tasks / Activities Performed –

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

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

14. Oversee the Purchasing, Travel, and Mail activities an staff
15. Process purchase requisitions
16. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
17. Responsible for the supply of products and services essential for the Tribe's Operations.
18. Conduct annual training to all staff on department procedures and policies.
19. Provide technical assistance to program directors.
20. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
21. Lead contact with outside vendors.
22. Prepare credit applications.
23. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
24. Process W-9 information.

25. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
26. Maintain well-organized files.
27. Process and place orders.
28. Verify budget availability.
29. Obtain price quotes.
30. Create, solicit, monitor request for proposals.
31. Negotiate and oversee the Tribe's Master Contracts.
32. Seek and partner with reliable vendors and suppliers.
33. Maintain a vendor file.
34. Maintain that local vendors are aware of Tribal Procurement Policies.
35. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
36. Handle invoice discrepancies.
37. Process travel requests.
38. Book flights and lodging accommodations.
39. Register travelers for training.
40. Process travel advance checks.
41. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
42. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
43. Supervise Mail Purchasing Clerk.
44. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 9/6 Represented Gaming's purchase of new copier to Tribal Council.
2. 9/6 Cancelled purchasing card due to fraudulent activity.
3. 9/26 Updated travel forms with 2023 per diem rates. Rates become effective 10/1/2022.
4. 9/29 Adopt-A-Highway program.

BUDGET COORDINATOR

Duties and Accomplishments

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

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) Continue work on FY2021 Indirect Cost Proposal
- 5) Respond to Tribal Council Comments - Draft #1 of FY2023 Budget

Expenditures Update

Total year to date expenditures for the Finance Division for September, 2022, are \$897,048 compared to an annual budget of \$1,451,797. Total expenses for the Finance Division for year-to-date September, 2022, represent 62% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

September 2022 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 19 student received LRBOI school clothing/activities funds totaling \$9500. 1 student received funding for driver's training, totaling \$250, 1 student received senior expenses totaling \$200.
- **Higher Education Scholarship:** 9 Higher Education Scholarships were processed for September. Total awards were \$21837 providing assistance to 6 university students and 3 community college students. Awards went to 6 women and 3 men.
- **College Book Stipend:** 23 book stipends were awarded during the month of September totaling \$10,600 1 for being enrolled in 1-3 credits, 3 for being enrolled in 4-8 credits, and 19 students received stipends for being enrolled in 9 or more credits.
- **Educational Advancement Fund:** 3 students received a combined total of \$878
- **Miscellaneous:** Preparations for various activities, processing MITW applications. September 14th Debra Davis provided instruction for making felt, leather, and beaded orange shirt pins to be worn for September 30th Orange Shirt Day in remembrance of Native people who were forced to attend government and church boarding schools. 20 students participated. September 28th a craft activity was held by the Education Department with Debra Davis facilitating. Sandy Anderson volunteered as an instructor for the project.

**During the month of September the following meetings were attended:
Sept 1, Staff Meeting**

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

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

September Monthly Report - 2022

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

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

Duties Performed

- Mailed out: 1 Applications forms for people seeking membership
- Sent out: 25 Address change forms
- Created 40 New and Replacement Tribal ID's from 09/01/2022 through 09/30/2022
- 45 Addresses changed from 09/01/2022 through 09/30/2022
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 0 Applications received since 09/01/2022
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Members Assistance
- Label request of Membership: Ogema, Tribal Council, Election Board
- Tribal Members Label/List request: 0
- Statistical request: 0

Department Verifications

1. Prosecutor 32
2. Clinic 0
3. Human Resources 0
4. PRC/EHAP 40
5. Member's Assistance 18
6. Housing 0
7. Food Distribution 2
8. Casino 5
9. Family Services 0
10. Tribal Council 0
11. Natural Resources 0

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 3 Members passed away for the Bereavement Benefit
- Sent out 3 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 0 Tuition Waiver Verifications
- 188 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – September 1st
- Enrollment Commission Meeting September 27th

Enrollment Statistics

- Total Membership: 4,000
- Total number of Elders: 1,489
- Total number of Adults (18-54): 2,230
- Total number of Minors (0-17): 281
- Total Tribal Members living in:
 - 9 County Area: 1,662
 - Outside 9 County Area: 2,315
 - Michigan: 2,621
 - Outside Michigan: 1,357
 - Undeliverable Addresses: 22

Facilities
Rusty Smith

Facilities Management Department Report

September 2022

Submitted by De-Ahna Underwood, Administrative Assistant III

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

I. Department Overview

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

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

Current employees

- 3. EVS Technicians
- 1. Automotive Mechanic
- 3. Maintenance Technician
- 1. Administrative Assistant III

Vacant positions

- 2. Vacant. Maintenance Technician
- 2. Vacant. EVS Technician

Goals & Objectives

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

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

II. Department Reporting Section

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

Three Maintenance Technicians worked efficiently as possible to address urgent issues, closing out the nine-teen (19) work orders submitted for the month of September, completing daily tasks and remodeled the Justice Center entrance project.

Automotive mechanic completed all assigned work orders. Obtained quotes, scheduled repairs, addressed urgent repairs, and submitted completed mechanic repair forms for work order closeouts.

Vendors

Pest control, 1 visit, 5 locations
Elevator vendor, Government Center
Fire & safety vendor, 4 locations

III. Budget Expense Justification

September Expenses

Facilities Management	
5299 Vehicles	\$13.86
5601 Small Equipment	\$2,390.00
5602 Supplies	\$68.00
Shared Buildings	
5602 Supplies	\$ 1,296.00
Muskegon- Hackley	
5301 Building Repair	\$325.00

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

Thank you to the hard working and dedicated EVS Technicians, Maintenance Technicians, & Auto Mechanic.

End of Report
De-Ahna Underwood
Administrative Assistant III

Family Services
Vacant Director

Department Report : Family Services

Case Worker : Rachel Kops

Month :

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes				1	0	
Open Cases				1	3	
Monthly Totals				2	3	

Case Management

Total number living in homes served				6	8	
Total number of Tribal Citizens living in homes served				3	6	
Total number of descendants living in homes served				2	1	
Total number of children living in homes served				2	3	
Total ICWA or ICWP where substance abuse is involved				0	1	
Child Abuse/Neglect				0	0	
ICWA or ICWP referrals				0	1	
Sexual Abuse of a child				0	0	
Substantiated or Unsubstantiated by DHS				0	0	
Case Pending with DHS				0	1	
Relative placement				0	0	
Tribal Foster Home				0	0	
Non-Tribal Foster Home				0	0	
Alternative placement				0	0	
Court appearances				0	0	
Home Visits				1	14	
Case Reviews				0	0	
Binojeeuk				0	2	
Contacts with outside agencies				2	20	
Contacts with LRBOI departments				0	2	
Tribal Elders				0	1	
Other referrals				1	1	
Monthly Totals				17	57	

Monthly Site Dashboard Report

Date Range of Report: Sep 01, 2022 - Sep 30, 2022

Date Report Generated: Oct 04, 2022

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
3	15	6	28

Total Unique Clients who received at least 1 visit between Sep 01, 2022 - Sep 30, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	6	0	8

Total New Clients enrolled between Sep 01, 2022 - Sep 30, 2022 by type

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

Total Visits between Sep 01, 2022 - Sep 30, 2022 by staff person

Name	Total Visits	Form Type
	2	Prenatal Visit/Encounter Form
	9	Postpartum Visit/Encounter Form
	9	Infant Visit/Encounter Form
	7	Fathers and Others Visit/Encounter
Total	27	

Forms (assessment, enrollment, etc.) that do not have a Visit Encounter form for the same date

No data for this section

Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	Infant/Child	LR22-0032-01	Jul 27, 2022	Dentist
	Infant/Child	LR22-0032-02	Jul 27, 2022	dentist
	Infant/Child	LR20-0017-03	Jul 29, 2022	dentist
	Infant/Child	LR21-0024-01	Sep 02, 2022	counseling

Forms "in progress"

Client	Client Type	Form Type
	Infant/Child	Infant - Visit/Encounter
	Infant/Child	HRSA - Parent/Child Form
	Infant/Child	Infant - Visit/Encounter

SCRIPT tab modified between Sep 01, 2022 - Sep 30, 2022



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
SEPTEMBER - 2022**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	12
Partial Intakes	3
New Cases	3
Closed Cases	5
Client Face to Face Meetings in Office	9
Client Home or Out of Office Visits	4
Client-related Telephone and Email Contacts	351
Client-related Resource Research and Referrals	22
Court Attendance	1
Advocacy/Referral Assistance (Non-case related)	8

MEETINGS

Victim Service Program Staff Meetings	0
Victim Service Program Supervision/Case Reviews	2
Family Services Department Meetings	0
Community Collaboration Meetings	3
Other Meetings	9

STAFF DEVELOPMENT/TRAINING

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

OUTREACH, NETWORKING, AND EDUCATION EFFORTS

Creation of Program and Outreach Materials	2
Event and Training Planning and Preparation	1
Community Table Events	0
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	3
Networking Activities	0
VSP Presentations	0
Other Activities	0

RESEARCH AND RESOURCE EFFORTS

VSP Website Updates	1
VSP Resource File Efforts	8

LRBOI Be Da Bin Behavioral Health Program September 2022 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 9 clients (one client worked with numerous times for support).

Angela Schwandt currently has 33 clients. Angela had 55 individual sessions, 43 follow up calls, 8 hours of telepsychiatry. She attended trainings on Domestic Violence & Substance Abuse; Fundamentals of Co-Occurring Disorders; Better ID and Prevention of Human Trafficking; Gender & Trauma, and Understanding Addiction Related Implicit Bias. She also attended the Manistee County Suicide Awareness and Prevention Coalition Event.

Kimberly (Kim) Hinmon attended 3 Native Connections meetings and attended the Suicide Awareness & Prevention Coalition's event on September 13, 2022. Kim is working on Native Connections budget.

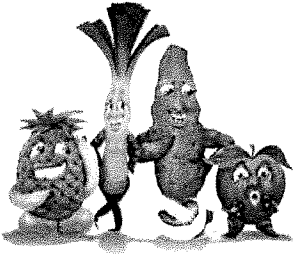
Dottie Batchelder currently has 24 clients and 8 Recovery Support clients. Dottie had 35 individual sessions, 3 referrals for other outpatient services, 1 referral to ER, and 62 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. Dottie coordinated & attended the Suicide Awareness & Prevention Coalition Event on September 13, 2022 at the Youth Armory Project with 76 + in attendance. She is coordinating the "Beyond Opioid Symposium" scheduled for October 20, 2022 and had 5+ planning meetings for this. She worked on finishing out the Mental Health Delivery System Grant with suicide prevention stickers/newspapers and began to complete the final report. She completed trainings on Clinical Supervision Foundations and Better Identification & Prevention of Human Trafficking.

Staff continues working on continued educational credits for certification needs with webinars, as able and budgets of the current grants. This month 2 naloxone kits given out.

Respectfully submitted,

Dottie Batchelder-Streeter

Food Distribution
Jamie Friedel



Food Distribution Program

September 2022 Monthly Report

Jamie Friedel and Melanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Jamie submitted 152 inventory reports to USDA on warehouse.

Jamie submitted Snap checklist to State of Michigan.

Jamie will be submitting department report.

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

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

Jamie and Melanie Ceplina rotated frozen food in freezer.

Jamie and Melanie filled food orders.

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

Jamie ordered food for warehouse for September.

Jamie and Melanie cleaned office.

Jamie and Melanie conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie conducted 39 Deliveries.

We received deliveries on 8/1-8/4-8/11.

Food Distribution Office is open to the public.

Melanie sent out 5 applications.

Melanie sent 8 recertifications out.

Added 1 new Households.

We gave out 47 Cares Act bonus boxes.

We have a total of 54 households with 99 total people

12 MEETINGS:

1. IFMS User group virtual Meeting 9/1
2. Midwest National Meeting set up with Joe VanAlstine 9/6
3. Picked up Walleye in Petoskey/Midwest Glass for doors came 9/7
4. Met with Leading Epoxy/ Freezer doors arrived/Generator start up 9/8
5. Food Delivery/USDA regional Meeting 9/12
6. Regional Meeting 2nd day 9/13
7. Delivery Marion 9/14
8. Delivery Muskegon/ Midwest Glass 9/15
9. Delivery North 9/16
10. Cooler-freezer full delivery 9/19
11. Delivery AKI 9/20
12. Phone call to SRC for Missing door Frame/TKS for Camera hook-up 9/22
13. GTR/TKS onsite/ In contact with SRC about Damaged Items 9/23
14. GTR onsite for Cooler set up 9/26-9/27
15. Produce order in 9/29

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Grants
Lyle Dorr

Grants Department Monthly Report

August 2022

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.
- ∞ **Attended Local Assistance Tribal Consistency Fund (LATCF) Rollout webinar 7/29/22: Update 9/30/22:** Processed with Council this month to get permission to apply for LATCF funding approximately \$1.3M in supplemental, formula funds through the Treasury. We have also been holding back applying until the BABA Tribal waiver came out.
- ∞ **Treasury has notified Tribes that come October 1, 2022:** Technical Support (TA) will be very limited on several ARPA related funding sources. The CAP and LACTF funds are two of those programs.
- ∞ **Standing Note (12/23/21) until ARPA funds are expended - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.**
 - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
 - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
 - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
 - 55. Q: When do tribes have to spend ARP Act money by?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.

Aki Maadiziwin

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

Clinic:

∅ No current projects.

Family Services/ Be-Da-Bin:

- **Assisted Reconciliation of CCDF & CCDD reports:** Will continue to submit quarterly & annual reports until a replacement is found for Tammy.
- **Assisted Bill W. :** Submit program reports for a couple different grants
- **Working with Dottie on her end of year reporting:**
- **Assisted Elise with submission of a waiver request for CCDF & CCDD funding from 2020 & 2021.**

Food Distribution Center

- ∞ **Assisting Jamie Friedel (new Food Distribution Center Supervisor) Managing the USDA supplemental grant: Update 9/30/22:** Jamie is in the final stages of completing the new Food Distribution Center. The floors will be painted by 10/3/22. The Cooler/Freezers are being installed (half or 5 doors needed to be replaced due to shipment damage, but they should be operational in the first week of October. Fiber optics should be installed by the end of October.
- ∞ **Assisted HUD by providing them an article of the new FDC for their monthly new letter.**

Historic Preservation & Language:

- ∞ **Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding. Update 9/30/22: The project is essentially completed. Kenny will demonstrate the new webapp at the October members meeting.**

IT Department

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. **Update 9/30/22: We receive notice that the WIFI portion of the grant is in questions and either needs to be revised or changed. We will resubmit in early October after working on the narrative.**

Maintenance:

∅ No current projects.

Natural Resources:

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

Public Safety:

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

Water/Waste/Renewable Energy:

- ∞ **Working with Gary on a 2022 TEDC grant for evaluating feasibility of the Tribe operating its own substation. Update 9/30/22: The application was submitted 4/27/22; we have not heard anything.**
- ∞ **Participated in WS on the final report for the 2020 TEDC: Reviewed with Council and Tribal Departments the results from a 2020 TEDC planning grant. It revealed potential options for renewable energy development. The most likely option being development of a 30-acre solar field behind the Casino to off-set electric cost. Update 9/30/22: A final presentation took place on September 13, 2022 to help formulate a renewable energy strategy. Funding will be sought in the coming year as it becomes available.**

Special Projects:

- **Participated on Employee Recognition Committee meetings: Working on the Christmas breakfast**
- **Assisting with many responses to agencies for financial reports due for the 4th quarter fiscal year 2022 and related annual reports.** There are many challenges with this as the reports are in various portals of which I have limited experience. Working with accounting staff to appropriately respond.

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, Pharmacist

Date: October 5th, 2022

Re: SEPTEMBER 2022 Report of Activity – Tribal Health Services

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

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

CLINIC OPERATIONS:

343 patients scheduled

41 patients NO-SHOW to scheduled appointments

5 patients provided SAME DAY appointments for emergent matters**

108 cancelled appointments

199 patients attending CLINIC PHYSICIAN appointments**

199 - Clinic Physician Appointments

178 Manistee Location

21 Muskegon Location

0 - FNP Home Visit

35 patients PHONE TRIAGE**

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

50 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN SEPTEMBER (Total Patient Volume): 545

Diabetic patients: 67

Flu Vaccines: 3

Injections: 9

Nursing Visits: 1 **

On-site Labs: 172

COVID-19 Tests: 2

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,086

DIRECT CALLS TO CLINIC OPERATIONS: 697

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:

SEPTEMBER 2022

TRANSPORTS (INCLUDES CHR TRANSPORTS): 7

TRAVEL HOURS: 12

SERVICE HOURS: 13

NUMBER SERVED: 7

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 189 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: 2 (included in number served & clients served)
TRAVEL HOURS: 1
SERVICE HOURS: 1/2
NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 13

TOTAL SERVICE HOURS: 13 1/2

TOTAL CLIENTS SERVED: 9

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$80,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1573

TOTAL PRC PAID IN SEPTEMBER: \$ 31,376.56

PHARMACY/OTHER: \$22,406.36

DENTAL: \$7,120.20

TOTAL PATIENTS: 163 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 461

TOTAL CLAIMS ENTERED: 415

TOTAL PRC PAID 2022: \$420,237.36

TOTAL EHAP PAID IN SEPTEMBER: \$48,386.58

TOTAL EHAP PAID 2022: \$318,050.53

TOTAL ENROLLED EHAP/LRBOI: 1353

NEW APPLICATIONS MAILED OR GIVEN: 23

REASSESSMENTS MAILED OR GIVEN: 283

MEDICARE LIKE RATE (MLR) Savings for September 2022

Claims submitted: 40 \$65,518.55 (total submitted)

-\$18,517.18 (what we paid)

\$47,001.37 (total savings)

PHARMACY: SEPTEMBER 2022

Active patients: 432
Prescriptions filled: 1779

Receipts:
 Insurance payments received: \$252,742.27
 Non-member cash/copays received: \$565.28

Less acquisition cost of medications: \$45,194.89

Net profit: \$208,112.66

PRC-equivalent write offs:
 LRBOI: \$22,707.82
 Other Tribes: \$674.19
 TOTAL: \$23,382.01

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 2022

Staff

Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Krystal Davis – 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: 5

Leases renewed: 4

New leases: 0

Annual Inspections: 5

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: 8

Total Amount of Awards for the Year: \$33192

C. The vacant maintenance position has been filled and the new Maintenance staff member will begin in October.

D. The Emergency Rental Assistance program has received 3 new applications in the month of September and has assisted with \$8016 in assistance in September. There was two denials for the month due to over income. The program ended on September 30.

E. The new Homeowners Assistance Fund received 3 applications in the month of September with 1 denial based on over-income. The program provided assistance in the amount of \$16,535 for September.

F. The 5-home project in AKI is moving closer to completion, the completion date was for September 30th and they are nearly done but we cannot get the utility companies out to complete connections until first part of October. Once the connections are made for electric and water, we should be able to receive our occupancy permits. Housing staff is working on completing the process of eligibility for new move ins and we are hopeful to have all 5 units occupied by the end of October.

G. The Housing Director presented a new Emergency Home Repair program to Tribal Council and is currently working on requested changes as a result of the meeting. The new changes will be provided to TC early in October. The funds will be from the BIA ARPA funds.

H. The Housing Director is working on the 2023 Indian Housing Plan that will be presented to TC in early October so that we can meet the October 15th deadline for submission. The amount forecasted to be allocated to LRBOI for 2023 is \$350,320.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 6
- B. Termination Notice(s) issued: 1
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0 (There was an eviction hearing held on August 1st which resulted in not an actual eviction but the resident agreeing to move out by September 30th. This was a result of non-payment of rent) UPDATE: The tenant has requested a few extra days to remove their items from their unit. This has been granted, their rent will be prorated for the month of October until such time as they turn their keys in; giving possession back to the Housing Department.

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.
- C. Annual inspections of units have commenced and with the exception of the two units still needing follow up, the rest of the units have been in good condition.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 78 were rented giving us an occupancy rating of 97%.

- A. Aki has 55 income based rental units of which 53 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. On October 3, 2022 the road up to AKI community will be getting a face lift. The road will be repaved and improved for water drainage. Information will be provided to the community members of AKI beforehand. UPDATE: The new date for start of project is 10/10/22.

VII. Other Information.

The Housing Department quarterly flyer was sent out to all residents and is attached.

October 17th and 18th will be the next Fall Clean up dates for clean up within the community.

End of Report
Tara Bailey, Housing Director
October 6, 2022

Human Resources
Alicia Knapp

To: Ogema Romanelli
From: Alicia Knapp
Subject: September 2022 HR Department Report
Date: 10/26/22

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

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

1) HR 2022 Operational Plan

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

2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Improvement Plan in-process, approximately 90% complete. The updated process was presented to leaders at the September roundtable event, and leader feedback is pending.
 - (2) Number of Hires During the Month: 4 – 1 TM, 1 TD, and 2 – NP.
 - (3) Number of Open Positions: 18. 4 in process of interviewing and offers being made/accepted.
 - (4) Turnover to date: 21
 - (5) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
 - (6) Thank you, Hiring Managers, for your help and your continued patience!
 - (7) Updated Recruiting Work Priority: 1 – Finance, 2 – NRD, 3 – Clinic, 4 – All Others.
 - (8) Turnover 3 – NP NRD 2- Seasonals and 1 regular FT staff in September.
 - (9) October hopes to bring closure to many of our long-posted positions, so orientations will be weekly, and screenings scheduled for every Tuesday and Wednesday of the next month to accommodate the finally filled positions.

3) Talent Development and Relations

- i) We received our seventh/eighth Performance Review of 2022 during September!
- b) Completed Performance Reviews Returned to HR: 2
- c) Completed PIPs Returned to HR: 2
- d) Training hours sent to HR: 6 Hrs.

4) Benefits and HR Administration

- a) Continued working to improve the previously identified benefit process issues and concerns.
 - i) Actions Taken:
 - (1) Continued 401(k) audit work.
 - (2) Continued previous Benefits Work Priority: 1 – 401(k) Audit Support, 2 – 2023 Health Renewal 3-

Benefit reconciliation.

(3) 401k Loans processed.

(4) Continued processing of new hire insurance enrollments.

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

(6) Processed insurance benefit plan check requests

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

c) Leave Cases

i) FML: 4

ii) IFML: 1

iii) Bereavement: 5

iv) LOA: 1

v) Wellness: 11

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

5) Safety

i) Recordable Injuries: 0

ii) Near Miss/1st Aid: 2

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

6) Tribal Preference Report

Notes on Tribal Preference:

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

Preference Report – Preference Hires in September 2022 - 2

Employee Count by Preference for September 2022

Tribal Preference:

87 Tribal Members	+1 in September 2022	51% (51.1) of Tribal Government Workforce
10 Native American	0 in September 2022	6% (5.8%) of Tribal Government Workforce
09 Tribal Descendants	+1 in September 2022	5% (5.2%) of Tribal Government Workforce
09 Tribal Spouses	0 in September 2022	5% (5.2%) of Tribal Government Workforce
00 Tribal Parents	0 in September 2022	

Total Preference = 114 overall gain of 2

56 Non-preference: 33% (32.7%)

Loss of 3 NP total in September 2022

Total Employee Count for September 2022: 170 – result of an overall loss of 1 employee of the Tribal Gov't Workforce.

7) Workforce Development

- i) New Requests for WFD Service: 2 to be processed for September distribution.
- ii) Inquiries about program – 6, 4 in process for October distribution.
- iii) Still WFD AWE in process about half of program hours completed.
- iv) Changes in program for 2023 are currently in the works.

Regards,

Alicia Knapp

HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
September 2022

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Connection between Gov and satellite sites needs to be tested to verify that if a government site went down, other sites will still function.(we did not have a outage in September)
2. NGLC DMark Equipment has arrived, it is scheduled to be installed is still pending.
3. Government Center Wireless is installed. Gaming building has one access points also.
4. **Mandatory IT Projects by order of priority:**
 1. 2022
 - i. Configure a redundancy line at NGLC to prevent outage at other sites.
 - ii. Resolve Food Distribution fiber install vendor issues.
 - iii. Fix the website problems requested by the Ogema
 - iv. Increase documentation and workflow for the IT department.
 - v. Increase security for lower IT staff and increasing reporting
 - vi. Locate and install automated outlet controller to handle satellite sites that are two hours away.
 2. 2023
 - i. Government EXSI Host a plan in place for replacement has been formed for 2023
 - ii. Intrusion detection software needs to be added to our tool list. Evaluating vendors and pulling three quotes for 2023.
5. 200 new IT work orders were opened in September 2022 and 227 IT work orders completed in September 2022. Our current outstanding tickets are at 102.
6. We saw an increase of 27 tickets this month. With an increase of 8 tickets closed from last month.
7. We only had two voicemails during our office hours 8am-5pm. One of them is between our lunch hour 12pm-2pm

Information Technology Department
Monthly Report
September 2022

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held weekly Professional Development Staff Trainings
3. Held meeting with Elevate to discuss progress on our phase planning
4. ThrivePop Work session was completed on 9/20/2022
5. ZDN Work session was completed on 9/20/2022
6. Artic IT was onsite for the week of 26th to perform the assessment
7. LRCR IT and LRBOI IT held a meeting on the 29th for Fall MM planning

Trainings Held / Attended –

Special Tasks / Activities Performed

- Explore options to automate duties with limited staff.
- Investigating options for end point security and email security
- Investigating options for onsite intrusion detection appliance.
- Alex and Drew completed required LASO training for 2022-2023

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 11, 2022
Re: September 2022 report of activities

Number of tribal members assisted on new issues	87
Number of referrals received	1
Number of continuing cases:	59

Types of legal issues:

Child support	Vital Records
Probate Estate	Housing
Divorce	Real Estate
Wills	Estate Planning
Birth Certificate	Adult Guardian Report
Trusts	SSA Overpayment
Spousal Support - Modify	Conservator Accounting - Adult
Civil	SSA Garnishment
Change of Custody	Wrongful Death
Evictions	Personal Protection Order
Medical Power of Attorney	Stimulus Funds
Post-Divorce Matters	Amend Power of Attorney
Sole Custody	Funeral Representative
Conservator – Adult	Representative Payee
Power of Attorney	Guardian - Adult
Amendment of Trust	Criminal
Enhanced Driver’s License	Trust Administration
Estate Planning – Amendments	Guardian – Minor - Review

Well and Septic Evaluation	SSA
SSI and Tribal Stimulus	Social Security Disability
Marriage License	Name Change – Adult
Landlord – Tenant Issues	Divorce – Out of State
Driver’s License	Paternity
Garnishment	Small Claims
Meals on Wheels	MIEA
Elder Abuse	Personal Injury
Registration of Foreign Order	Banks
Payment Plan	Authenticated Will
Death Certificate	Ex-Parte Order
Ancillary Probate Estate	Alimony Reduction
Guardian – developmentally disabled adult	

Sample of Work Performed:

Assisted a tribal member obtain an authenticated copy of a Will

Assisted a tribal member obtain an ex-parte order for custody of minor child

Assisted a tribal member gather the necessary documents to get an enhanced driver’s license

Assisted a tribal member obtain a Personal Protection Order

Members Assistance
Vacant Director

Members Assistance Department

September 2022 Departmental Report

William Willis - Lead

Linda Wissner – Members Assistance Program Specialist

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, BE 20 K75, BE 22 50 (Ongoing programs)
 - i. Total expensed \$427,902.51
 - ii. Budget remaining 8%
 - iii. 22 total households accessing this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	4	3	0	7	3	0	0	0	0

2. Food Assistance Program

- b. Budget \$45000
- c. Total expensed YTD \$30,000
- d. 33% Remaining
- e. 82 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
23	6	3	2	13	1	3	7	3	21

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$8,069.72
- h. 84% Remaining
- i. 28 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
12	3	1	2	4	0	0	1	0	5

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$9,141.32
- l. 77% Remaining
- m. 53 total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	3	2	2	9	3	2	2	0	20

5. LIHEAP – DHHS Grant Funded Program FY 2021-2022

- a. Total Budget \$257,505
- b. Total expensed to date \$95,775.88
- c. 65 total households accessing this program to date.

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
Heat	12	0	1	0	6	1	0	4	1
Cooling	13	1	1	0	8	2	1	5	3
Weatherization	1	0	0	1	2	0	0	1	0

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$5,126.00
- f. 49% Remaining
- g. 27 Elders accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
12	2	1	0	5	0	1	1	0	5

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$6,843.13
- j. 69% Remaining
- k. 27 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	3	0	1	4	0	1	2	0	7

8. LRBOI Home Repair Program 2022

- l. Total budget \$100,000
- m. Total expensed YTD \$25,810.00
- n. 74% Remaining
- o. 8 members are in process with this program to date. (Rolled over from 2021)

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$392,600.00
- r. 13% Remaining (0 COVID Expensed)
- s. 52 members accessing this program to present (several pending).
- t. Average age at passing is 62

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	2	1	1	6	0	0	0	0	33

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 313 Elders enrolled in program.
- w. September invoice \$71,218.61 YTD \$640,762.11

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
382	57	200	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
130	94	90	58	85	88	47	38	11	1

13. Office Visits

bb. 5 visits for the month

Natural Resources
Frank Beaver



Gaá Číng Ziíbi
Daáwaá
Aníshinaábek

**LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

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

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

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

Department Objectives:

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

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received 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 - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Alycia Peterson – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Vacant - Fisheries Technician, Inland

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

Equipment maintenance/Field Work/Lab Work:

- Sturgeon Rearing Facility (SRF) operation, care of juvenile lake sturgeon
- Sturgeon Rearing Facility maintenance/ repair for operation
- Sturgeon PIT tag, bio data collection
- Great Lakes fisheries assessments Arcadia and Ludington
- Great Lakes fisheries biological data collection/ processing
- Great Lakes fisheries gear/ vessel preparation
- Assisted Enviromental division with Fish Contaminant sampling
- N. Branch Manistee River habitat survey
- PIT tag antenna array installation preparation
- Assisted Enviromental division with water quality sampling
- Electrofishing boat preparation
- Assisted Enviromental division with wild rice surveys
- Assisted Enviromental division with wetland surveys

Meetings/Training/Travel/Conference Calls

- LRBOI Staff Meeting, 9/1
- NRD Enviromental position Interviews, 9/6
- Leadership Roundtable meeting, 9/8
- Surgeon Release Ceremony, 9/10
- CORA Catch Reporting system, 9/13
- NRD Enviromental position Interviews, 9/14
- 100% whitefish meeting, 9/14
- Michigan Inland Lakes Convention presentation, 9/16
- Fisheries Division Huddle, 9/20
- Lake Michigan Technical Committee, 9/20
- CORA Catch Reporting system, 9/27
- Technical Fisheries Committee, Modeling Sub-committee, 9/27-29
- 100% whitefish meeting, 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

Vacant – Wildlife Division Manager

Vacant – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets

- 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Completed monthly report
 - EWS Staff management
 - Manage budget and review R&E's
 - Membership assistance – Issued Permits, applications, regulations
 - 2022 harvest permits, USFS stickers, etc.
 - Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence.
 - Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.
 - Ordered wildlife equipment needed for 2022-2023 surveys and research projects - monthly occurrence
 - Reviewed scientific literature relating to wildlife issues - monthly occurrence
 - Northern Lower Peninsula American marten occupancy project – ongoing
 - Grand Valley State University and University of Minnesota Duluth collaboration and communication: phone calls and emails – monthly occurrence
 - American marten diet identification using DNA barcoding, ongoing collaboration with GVSU – monthly occurrence
 - Connectivity assessment of four rare turtle species, ongoing collaboration with GVSU – monthly occurrence
 - Tribal membership service form – Data entry monthly occurrence
 - Eagle repository reporting, citizen requests and pickup
 - Data entry and management
 - Review 2022 wolf management plan draft
 - Grant reporting

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Habitat work on tribal properties
- Treat invasive plant species at waste water treatment plant
- Live trapped turtles to fit with radio transmitters to gather habitat and movement data. Track turtles previously fitted with transmitters.
- Exploratory cameras
- Live trap American marten to remove radio collars with dead batteries

Meetings/Training/Travel/Conference Calls

- LRBOI staff Meeting – 8/4
- NRD leads meeting – 8/4
- Meetings with Director – 8/3, 8/10
- MITWS Meetings – 8/1, 8/2, 8/4
- Host MITWS Workshop – 8/10

- Leadership Institute meetings – 8/5, 8/9
- Elk hunt orientation – 8/26

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- 1:1 Prep
- Staff Task List Management
- Budget review for PPG, IHS, GLRI, CAA 103 Grants
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Worked on ISWMP with Contractor
- Complete EPA PPG Workplan and Budget edits for grant renewal
- Division SOPs
- Completed EPA Budget Modification
- Submitted contracts to ULD for legal review
- Line 5 review in collaboration with CORA Tribes
- Line 5 EIS Evaluations and readings
- RTOC Deliverables
- Review Staff Documents
- TAS Application
- Finalized ISWMP information

Meeting/Training/Travel/Conference Call

- Environmental Team Huddle: 9/2, 9/6, 9/20
- 1:1 w/team: 9/7, 9/12(x3)
- EPA Drinking Water Meeting: 9/1
- CMU Wild Rice meeting 9/1
- Interviews Great Lakes Policy Specialist 9/6, 9/14
- Enbridge Line 5 Call 9/6(x2), 9/15, 9/20
- WETG 101 Planning Call 9/7
- St. Ignace Line 5 Meetings 9/8 & 9/9
- EPA Air Grant New PO 9/12
- Discover Maple River Day 9/13
- Annual Review Meeting 9/14
- LM LAMP PG 9/14
- Tribal Mining Call 9/15
- RTOC Call 9/20

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

- Reviewed and made suggestions
- Completed drafts for the new public record along with corresponding maps for publishing after review in Word, Excel, and PowerPoint formats.
- Reviewed the QAPP and proposed ordinance and made suggestions and revisions as necessary for formal submission.
- Continued ongoing data management of brownfield database and businesses for future redevelopment
- Reviewed tribal ordinances and minutes as well as online records of the Natural Resource Commission

Field Work and Equipment Maintenance

- Bear Creek boat launch
- Completed a site Survey at Indian Village
- Old House Property Tire removal, and survey on additional waste.

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

- Attended the staff meeting on September 1
- Attended 2022 Tribal Energy Webinar Series on Green Energy and Solar Projects on September 7.
- 1 on 1 meeting on September 12.
- EGLE webinar about PACE Financing regarding financing for green development on September 22.
- 1 on 1 with the Natural Resources Department Director on September 28
- Adopt-A-Highway work/wellness leave on September 29
- Attended an EPA webinar about Brownfield Redevelopment and challenges based on locational factors on September 28

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered physical data to database and AWQMS/WQX
- Entered nutrient data from GLEC
- Started updates to QAPP

Field Work and Equipment Maintenance

- Calibrated eureka
- Completed September WQ sampling
- Shipped macroinvertebrate samples
- Completed fish tissue E-fishing on Tippy Dam Pond and Manistee Lake
- Shipped Fish tissue samples

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

- 9/1- Michigan Road Stream Crossing Workshop
- 9/6- PLWF WQEM meeting
- 9/7- Michigan Invasive Species Grant Program Webinar
- 9/27- Regular PLWF monthly board meeting

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Remote Sensor Platform QAPP continued
- IAQ QAPP Revision 3 finished and submitted to EPA
- Tribal Citizen Services
 - Trespass Permits X3
 - Deer Tags Issued X4
 - Hunting Regulations X2
 - Citizen Appointments X3

Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2
- AMS Site Checks x6
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x3
- Ozone Audits X4
- PM2.5 vacuum gaskets cleaning
- Used Tire Pickup Old house

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

- Tribal Air Funding Q&A 9/14/22
- Region 5 Monthly Tribal Air Call, (9/29/22)
- Region 5 Air Monitoring Call, (9/28/22)
- Food Sovereignty Tribal Council Budget Meeting 9/15/22
- New Project Officer Meeting 9/12/22

Additional Notes:

PM 2.5 needed to have dust/pollen cleaned off of the inner seals to allow for the machine to pull a vacuum. Ozone ran fine and passed its audits. One budget meeting with tribal council to choose a funding source for the Food Sovereignty Program. Several Tribal Citizen arranged appointments for tribal tags/new regulation pickup/trespass permits. IAQ QAPP was revised for a final time and submitted to EPA for review.

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Reviewed Tribal Wetland Working Group documents & provided input.
- Created map of Sugar Shack phragmites for ISN contractors.
- Finished generating Relevé plot polygons in ArcMap, uploaded to AGOL, updated FieldMap, and downloaded new offline maps to phone/tablet.
- Evaluated Manistee River wild rice bed start/end GPS points in ArcMap to identify density beds.
- Weekly field data and photo download/backup.
- Sent additional sedaDNA project proposal updates to SCWRS.
- Drafted ISN treatment check request.

Field Work and Equipment Maintenance

- 9/1/22: Hamlin Lake- completed wild rice density monitoring.
- 9/7/22: Oldhouse Central- Relevé plots.
- 9/8/22: Manistee River- density monitoring.
- 9/9/22: Manistee Lake- density monitoring.
- 9/12/22: Sugar Shack- Relevé plots.

- 9/13/22: Sugar Shack- Relevé plots.
- 9/13/22: Maple River- wild rice scouting.
- 9/14/22: Sugar Shack- Relevé plots.
- 9/15/22: Indian Village- Relevé plots.
- 9/16/22: Indian Village- Relevé plots.
- 9/19/22: Oldhouse East- Relevé plots.
- 9/20/22: Oldhouse West- Relevé plots.
- 9/22/22: Oldhouse Central- completed Relevé plots.
- 9/23/22: Oldhouse East- completed Relevé plots.
- 9/26/22: Justice Center- completed Relevé plots.
- 9/27/22: Sugar Shack- completed Relevé plots.
- 9/28/22: Indian Village- completed Relevé plots.
- 9/29/22: Manistee River- completed wild rice density monitoring.
- 9/30/22: Manistee Lake- wild rice scouting/mapping.

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

- 9/1/22: meeting with CMU regarding potential grad student/project.
- 9/6/22: MWRI Team meeting.
- 9/12/22: 1:1.
- 9/13/22: Discover Maple River event.
- 9/27/22: MWRI Monitoring & Restoration committee 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 2022

Steve Parsons

Meetings/Conferences/Trainings

- On September 13, 2022, I attended a Tribal Council work session on the Solar Microgrid Grant.
- On September 20, 2022, I participated in an online Tribal listening session conducted by the Michigan Infrastructure Office (MIO) to get feedback on funding opportunities from the MIO.
- On September 26, 2022, I attended the Tribal Council Agenda Review session, where I represented an item regarding acceptance of BIA Roads grant funding. This item was on the Tribal Council meeting agenda for September 28, 2022.
- On September 28, 2022, I attended the Tribal Council meeting to represent an agenda item regarding acceptance of BIA Roads grant funding.

Activities/Accomplishments/Updates

- BIA Roads – 2021 Projects: Work on two of our 2021 road projects had been suspended in 2021 (due to weather) and were extended into 2022. Here is the latest update on those projects.
 - Cemetery Parcel Road Project: Schultz Excavating has completed the installation of a gravel road in the cemetery project area. This completes their involvement in this project. This project will extend into 2023, as three areas still need to be completed: landscaping, running electric power to the site, and the installation of a well water source on site.
 - Commodities Drive Road Project: Schultz Excavating completed the remaining work on the Commodities Drive in mid-June 2022. This completes their involvement in this project.
- Roundabout Project: As of September 30, 2022, construction of the roundabout was nearly complete. Remaining work on the Loon Drive portion of the roundabout continued into October 2022. We are hopeful that the project will be completed by mid-October 2022.
- Additional 2022 Road Projects
 - Aki Maadziwin Roads Project: This project will involve a total reconstruction (including the installation of spillways and culverts for improved drainage) of the entry road to Aki Maadziwin (Saw Be Quo Ung), as well as the repair and resurfacing of the remaining roads in the Aki Maadziwin housing project.
The project is tentatively scheduled to begin on October 10, 2022 at the request of the contractor—Elmer's. The project should take no longer than two weeks to complete.
 - Public Safety Parking Lot: This project involves the construction of a smaller staff parking facility between the north side of the Tribal Justice Center and the existing water tower. However, as previously noted in the previous reports, this project has been suspended indefinitely pending the outcome of the funding and possible construction of the proposed victim's shelter which has been tentatively planned for that site. In all likelihood, we will not start of this portion of the project until Spring 2023.
 - Reconstruction and Repair of the Government Center/Tribal Clinic Parking Lot: This project will involve the repair and resurfacing of the parking lot that primarily services the Tribal Clinic. Most of the pervious concrete areas will be taken out and replaced

with standard concrete. This project had been tentatively planned for Fall 2022. However, it has been postponed to Spring 2023.

- Food Distribution Center Project: With the resignation of Ken LaHaye as Commodities Program Director in April 2022, the Ogema assigned to me the responsibility of Owner's Representative for the construction of the Food Distribution Center for the remainder of the project. I am currently fulfilling that responsibility.

During September 2022, we worked on the following items:

- The refrigeration units were delivered in mid-September, and we are currently working to get those installed.
- The concrete floor has been sealed and a final gray coat applied to it.

The remaining outstanding items for the project include: running a fiber optic line to the building, and installing electronic door locks and surveillance cameras. We hope to have these two items completed by the end of October 2022.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	14
City Assist	4
County Assist	11
Medical Assist	10
MSP Assist	2
Other Calls for Service	2
Property Checks	584
Suspicious Person	1
Suspicious Situation	4
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	9
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	1
OID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	33
Unsecured Vehicle	
Verbal Warning	30
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	6
Assault	1
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	2
Domestic Disturbance	7
Drive-Off	1
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	3
Intimidation	
Intoxicated Person	1
Juvenile Runaway	
Larceny	
Liquor Violation	
Minor in Possession	2
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	9
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	331.25
Alarm	
Attempt to Locate	1
Boat Dock Checks	
Casino Hours	68.75
Civil Standby	1
Community Policing	1
Court Hours	
Death Notification	
Drug Disposal	
Follow-Up Investigations	9
Found Property	2
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	
Suicidal Subject	
Total Complaints	68
Total Reports	68
Training Hours	10.5
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	4198
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	42.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	2
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	287
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	16
Vehicle Mileage	2871
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

September 18-23, 2022 Sgt Robles and Officer Brown attended Great Lakes Regional NAFWS Conference in Hayward, WI.

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

Administrative Hours	194.25
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	1
Assist Hours	0.5
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	5
Contacts	246
Court	
Court Hours	
Follow-up(s)	2
Follow-up Hours	1.5
Federal Citation(s)	
Hours Worked	497.75
Joint Patrol(s)	2
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	240
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	16
Vehicle Mileage	3954
Vehicle Stops	4
Verbal Warning(s)	4
Written Warning(s)	

Training/Travel

September 18-23,2022 Officers Gunderson, and Bruce attended Great Lakes Regional NAFWS Conference in Haywood, WI.

Tax Office
Valerie Chandler

Tax Department September 2022 Monthly Report

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

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

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Assistant to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for August 2022.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent communication updates to ULD with any legal questions, issues, etc. as necessary.
8. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
9. Issued 6 Certificates of Exemption:
 - Purchaser: 5 RTMs 1 Tribe/Entity
 - Purchase Type: 4 Vehicle 1 Recreational Vehicle 1 Construction
10. Reviewed 44 Tribal Member address and/or name changes; 6 required updating of the RTM list and database.
11. Processed 2 Proofs of Residency.
12. Processed 1 Motor Fuel Registration.

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 2022 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,747 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 2022 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

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

3. Issued seven Temporary Tribal Business Tax Licenses; five to vendors and two to performers, all selling merchandise on tribal property.

State of Michigan Department of Treasury Tribal Affairs Interactions:

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

Little River Trading Post Interactions:

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

Little River Casino Resort Interactions:

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

Meetings / Trainings Attended During the Month:

1. Monthly Employee Staff meeting via Teams on September 1, 2022.
2. Tribal Council work session via Zoom on September 27, 2022.
3. Met with a Tribal member wanting to do a walk through of the community center with her wedding planner on September 30, 2022.

Statistics:

Total Registered Resident Tribal Members (RTMs): 249

- Manistee County: 238
- Mason County: 11

Monthly Tax Revenue*:

*August 2022 amounts received in September 2022

- Retail Sales Tax (Gift Shop) \$1,581.74
- Retail Sales Tax (Nectar Spa) \$64.80
- Retail Sales Tax (Trading Post) \$5,654.68
- Service Tax \$560.76
- Admissions Tax \$3,235.42
- Lodging & Occupancy Tax \$28,862.27
- Food & Beverage Tax (Little River Casino Resort) \$29,740.56

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

- Gasoline (includes eligible Government & Resort vehicles): \$6,041.34
- Diesel (includes eligible Government & Resort vehicles): \$87.56

- Cigarettes: \$7,363.60
- Employee (Government & Resort) Discount on Fuel: \$362.50

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

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

- Gasoline: \$0.481/gallon
- Diesel: \$0.559/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 2022 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded as appropriate to 106 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in regular meetings with the Ogema and other members of the Lead Group.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.

6. Approved timecards and PTO requests for the departments for which I am the Lead, as needed.
7. Attended remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE.
8. Reviewed the regular monthly staff meeting.
9. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month

1. Attended a mandatory meeting about scheduling our remote work.
2. Worked with Tribal Council on language for the October calendar.
3. Provided feast bundles, recycle bottles in a recyclable grocery bag for "Adopt a highway" group.
4. Finished the whole web/app and getting ready to launch in a few days.
5. Marty Holdgren sent me an agenda of activities planned for Grand Rapids Public Museum.
6. Developed language lessons for class and taught them.
7. Produced lessons for face book show "Endaaying" and posted them.
8. Recycled for LRB Pharmacy.
9. Answered calls and Emails about language, culture, history and camp.
10. Consultant to Interlochen Radio, Delta Dental, G.R. Museum, Mi Nature.

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 2022, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater

Billing

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

- 1. Well House Pumping in Gallons**
Total Flow Gallons
 a. 4,536,198

b. Ave Daily Flow Gallons 151,206

2. Gallons of Treated Wastewater SBR

Influent Gallons

a. 1,798,619

b. Daily Average Gallons 59,953

Effluent Gallons

a. 2,183,039

b. Daily Average Gallons 72,767

Lagoon

a. Influent 1,141,518

b. Daily Average Gallons 38,050

3. Septic Sewage

a. Gallons TBD

III. Travel and Trainings

What: Work Session Woven Energy LLC, Solar Capacity grant

Who: Gary Lewis

Where: Council Chambers

Sponsored by: LRBOI/Woven Energy

What: Board Meeting

Who: Gary Lewis

Where: Zoom

Sponsored by: MTERA

What: High-Tech Operator Course 1

Who: Gary Lewis

Where: Zoom

Sponsored by: AWWA