

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: December 14 2021
Maanda Nji: Re: November 2021 Operations Report

JB

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

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

Larry B. Romanelli

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

TABLE OF CONTENTS

Accounting	Steve Wheeler
Education	Yvonne Parsons
Enrollment	Jessica Wissner
Facilities	Rusty Smith (Interim)
Family Services	Kimberly Crampton
Food Distribution	Ken LaHaye
Grants	Lyle Dorr
Health	Daryl Wever
Housing	Tara Bailey
Human Resources	Jeff Simpkins
Information Technologies	Andrew Jeurink (Interim)
Legal Assistance	Mary Witkop
Members Assistance	Kimberly Crampton
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting
Steve Wheeler

Finance Division
Steven Wheeler, Chief Financial Officer
November, 2021 Department Report

I. Department Overview

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

Finance/Accounting Management:

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

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

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

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. Projects: AKI 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 November***
 - i. AKI 5 – 2021 Homes – \$116,755.56***
 - ii. Muskegon Health Center – \$307,828.00***
 - iii. Commodities Building Project – payments / None***
- 2. Cash Receipts: Daily cash receipts totaled for the month of November, were, \$1,029,434.19 the General & Special Revenue Account had a total of (260) receipts.***
- 3. NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement, ongoing working through the closeout as the business has been closed, still ongoing.***
- 4. Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,***
- 5. Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.***
- 6. 1099MISC. – 2020 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2020. Ordered the new software for 2021 tax year, and had (IT) install on my computer, ordered the forms and envelopes, ready to go.***
- 7. Sending out 1099NEC/MISC, Member and Vendor.***
- 8. WEX Card- Monthly Report, ordered new fleet card for the new vehicles, removed the terminated employees, schedule the payment and reviewed and reconciled the report to the payment.***
- 9. Tribal Financial Statement Requirements: Due by the 8th of the month.***
 - i. Cash Deposits***

2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
3. *Utilities report – current payments – monthly report of payments.*

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

Other Meetings:

Nov 8, – Food Distribution

Nov 9, – Clinic – Muskegon Project

Nov 22, CFO- COLA / Wage and Job Description review

Nov 29, Controller – Wage and Job Description process

Duties and Accomplishments –

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

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Dept of Homeland Security, Leads meeting, TERT-Hazard Mitigation, Staff meeting, Health Commission, IHS COVID update, HR-OSHA, Reg 5 Tribal National Summit, Council, CDP-Tribal Nations

Trainings Held / Attended – IS-400, CPR/First Aid

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Hazard Mitigation

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *I sent out December report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that have ended.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge for indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *I sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *There were no grant modifications received in November.*
- *There were no new grants awarded in November.*
- *On the new grants awarded, Grant Program Booklets and electronic folders were set up. Scanned the grant documents to the electronic folders and placed the original documents in the grant files. Entered the new grant awards on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. I sent the new grant information to the Staff Accountant so that she could set these programs up in the Accounting System. Forwarded to the Budget Coordinator was copies of the new award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once the grant had been accepted into the operating budget, the Budget Coordinator entered the budget into the Accounting System. A copy of the budget entered and executed resolution was given to me. I scanned all award documents, budget and resolution were saved in the electronic folders. Original documents were placed in the Grant Program Booklet. Notice of these grant awards were sent to the Purchasing dept., Ogema office, Accounts Payable and Controller letting them know the new grant*

Information. I created a Grant Program Booklet for the person administering the grant. I scheduled all program federal & narrative reports due for the life of the grant on the reporting calendar.

- *I submitted two billing invoices in November for the following grants:*
 1. *2021-2022 ITC Native Connections grant for \$5,193.58.*
 2. *2021 Mental Health Delivery System grant for \$8,576.64.*
- *I created cover letters for each of the billing invoices that went to ITC and had the Ogema sign. I scanned the billing invoices and sent electronically to the Project Officers. I entered the amounts on the July cash receipt journal and July grant spreadsheet. I entered the amounts separately for each grant on the draw down sheets that is in each Grant Program Booklet. I scanned the draw down sheets to the electronic grant folders and placed the documentation in the Grant Program Booklets.*
- *I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of November.*
- *I worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.*
- *I met regularly with the Grant Writer to go over projects/grants he is working on.*
- *I meet with the Family Services Director and the Staff who manage any grant to see if they had any questions or concerns regarding the grant they are managing.*
- *Enquired by email to a few Federal agencies on questions that I had.*
- *Worked with my contact person from HUD because one of the grants was locked so I couldn't draw any funds. Once this was cleared up, I was able to draw the funds.*
- *Most of this month, I played catch up on all the things that I wasn't able to get done from October.*
- *Also had PTO that I had to use or I would lose the end of December because of only being able to carryover 120 hours.*
- *Worked with my contact person from USDA on the FPRS system that I file reports in because one of the reports that needed to be filed I couldn't view. I had to fill out an authorization request form and have the CFO sign and send back to the agency to give me access.*

Meetings Held/Attended

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 357 payroll vouchers/checks.
2. Verified 15 PAF's this month which included 6 new employee(s), and 5 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 11/5 and 11/19.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

- 11/4 and 11/18 – Employee Recognition Team meeting.
- 11/4 – Monthly Staff Meeting.
- 11/17 – Meeting with Angie regarding IRS notice received and year end life insurance adj's.

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in November 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 November as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the months of October and November to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Continued Training of Payroll/Finance Clerk.
10. Updating year end life insurance adjustment spreadsheet for 2021 adjustment to be processed.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Revising quick reference guide for payroll processing and procedures, as necessary.

3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Keeping MIP payroll procedures updated to include processing payroll using the HR and EWS modules.
6. Working through processes with MIP Cloud transition.

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Processing of December 15th per capita distribution and required compliance reporting.
3. Processing of year end life insurance adjustments and required compliance reporting.

ACCOUNTS PAYABLE

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

Meetings Held / Attended -

Special Tasks / Activities Performed –

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations and address changes.*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.

20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. Working on end of the year contracts and RFP's.
2. Visa Spend Clarity Training.
3. 11/4 extended solicitation date on RFP for plumbing contractors.
4. 11/4 Employee recognition meeting.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 352 packages.
2. Issued 85 receiving reports.
3. Returned 4 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued to work on finalizing FY2020 Indirect Cost Proposal.
- 4) Worked on completing Final Draft of the FY2022 Operations Budget to Tribal Council

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2020 Indirect Cost Proposal.
- 4) Begin work on FY2021 Indirect Cost Proposal
- 5) Adoption of FY2022 Operations Budget

Expenditures Update

Total year to date expenditures for the Finance Division for November, 2021, are \$1,118,815, compared to an annual budget of \$1,477,242. Total expenses for the Finance Division for year to date November, 2021, represent 76% of the total annual budget.

Education
Yvonne Parsons

Education Department Monthly Report

November 2021

LRBOI Student Services:

In November, the Education Department had prepared for three presentations to a Girl Scout group activity planned at the Aki Community Center by tribal member, Angela Potter. Angela had planned an event which we thought was a group of Girl Scouts and her staff- the expected number of attendants was 50, which concerned me because of Covid issues, but Girl Scout rules and CDC allowed it, so we were going to go ahead, but a few days before, an article went into the Manistee News Advocate inviting anyone to attend. With tremendous concern about the numbers of people that could have included, we decided to cancel the event. It was a last minute cancellation, and we did not want to do it, but couldn't put the community at that risk, so had to make the decision.

In November, 5 student services checks for school clothing/activities were issued totaling \$2500. 2 students requested and received funding for 12th grade computers totaling \$2000, and 2 students requested senior expenses totaling \$269.50

Higher Education:

Three Higher Education Scholarships were awarded in November totaling \$7500, two community college students and on university student, two female students and 1 male

College Book Stipend

8 students requested book stipend assistance totaling \$2500, 2 enrolled in 1-3 credits, 2 enrolled in 4-8 credits, and 3 enrolled in 9 or more credits

Educational Advancement Fund:

1 student requested Educational Advancement funding totaling \$274.54

Additional

In November I began compiling a list of all tribal members who have received tribal funding for higher education programs. The effort is part of the Development Team process of promoting the tribal government for employment for tribal citizens, and to help learn what things may be issues in terms of tribal citizens seeking employment with the government. The plan is to request information from tribal members who have had at least some college courses to help determine what may be roadblocks to them choosing to seek employment here. There are more than 1000 tribal citizens who have attended at least some college with assistance from tribal education programs. I have been working to update addresses and note name changes and get the information together. This has been a longer process than I expected, but exciting to realize how many tribal members have been able to attend college classes with assistance from the tribal government.

Meetings Attended:

Nov 4th : Monthly Staff Meeting; Leadership Roundtable

Nove 10th: Development Team Meeting

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

November Monthly Report - 2021

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

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

Duties Performed

- Mailed out: 7 Applications forms for people seeking membership
- Sent out: 25 Address change forms
- Created 53 New and Replacement Tribal ID's from 11/01/2021 through 11/30/2021
- 93 Addresses changed from 11/01/2021 through 11/30/2021
- Final Rejection Letters: 0
- Final Acceptance Letters: 7
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 2
- Provisional Acceptance Letter: 6
- Notice of Blood Quantum Reduction Letter: 1
- 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
- 2 Applications received since 11/01/2021
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Family Services & Ogema
- Label request of Membership: Ogema
- Tribal Members Label/List request: 0
- Statistical request: TERT

Department Verifications

1. Prosecutor 45
 2. Clinic 1
 3. Human Resources 4
 4. PRC/EHAP 13
 5. Member's Assistance 15
 6. Family Services 2
- Ordering/ Correspondence
 - Enrollment verifications to other tribes
 - Certifications of Blood Degrees
 - Certification for Spouses and Descendants for Tribal Preference
 - 8 Members passed away for the Bereavement Benefit
 - Sent out 6 Tribal Flags
 - Sent out PerCap Earnings reports
 - Updated Citizen Validation folder
 - 3 Tuition Waiver Verifications
 - 349 Phone calls logged
 - Eagle Feather Permit Verifications
 - Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – November 4th
- Leadership Roundtable – November 4th
- Enrollment Commission meeting – November 16th

Enrollment Statistics

- Total Membership: 4,066
- Total number of Elders: 1,469
- Total number of Adults (18-54): 2,292
- Total number of Minors (0-17): 305
- Total Tribal Members living in:
 - 9 County Area: 1,675
 - Outside 9 County Area: 2,352

- Michigan: 2,658
- Outside Michigan: 1,369
- Undeliverable Addresses: 39

Facilities
Rusty Smith

Facilities Management Department
2021 November Monthly Report
De-Ahna Underwood, Administrative Assistant

I. Department Overview

Walk like a penguin, it could be slippery!!

The Facilities Management Department is comprised of Facilities Maintenance, EVS, and Fleet Services. This department is scattered in various locations throughout Manistee. We provide services to all the Tribal properties in Manistee County and the Tribes properties in Muskegon.

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

EVS Technicians

Anderson, S. EVS Technician
Gibson, R. EVS Technician
Zamborowski, F. EVS Technician

Mechanic

Shalifoe, R. Automotive Mechanic

Maintenance Technicians

Smith, R. Maintenance Technician
Smith J. Maintenance Technician

Administration

Underwood, D. Administrative Assistant

Vacant Positions available 2021

3 Maintenance Technician: Vacant
1 EVS Technician: Vacant

Other Vacant Positions

EVS Supervisor: Vacant for 10 years
Building Supervisor: Vacant for 5 years
Director: Vacant for 17 years

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

The Facilities Management Technicians are on property Monday-Friday, with no option of working remotely. The Department of Facilities Management received 34 work order through the work order system this month. The loyalty and dedication to this organization is constantly shown daily by the 2 Maintenance Technicians that diligently work to complete work orders and other requests asked outside of the work order system. The importance of building and employee health shines through with the commitment of the 3 hardworking EVS technicians. The Facilities Auto Mechanic continues to be an efficient one-man shop that provides full-service oil changes, corrective, as well as preventive maintenance on vehicles, off road vehicles, gas carts, and equipment.

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

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

Buildings served including but not limited to:

- 11 Buildings in Manistee
- 3 Buildings in Muskegon
- 2 Pole barns
- 5 Outbuildings and sheds
- 1 Pow-wow grounds & Bathhouse (closed winter season)
- 1 Ceremonial lodge
- 45 Camping spaces (closed winter season)

III. Budget Expense Justification

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

IV. Travel and Trainings

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

Thank you for your time and attention.
De-Ahna Underwood
Administrative Assistant

Family Services
Kimberly Crampton

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

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

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

Case Management

Total number living in homes served	5	2		1	11					9
Total number of Tribal Citizens living in homes served	3	2		1	6					7
Total number of descendants living in homes served					1					
Total number of children living in homes served	1	1			9					4
Total ICWA or ICWP where substance abuse is involved	1	1			2					1
Child Abuse/Neglect										1
ICWA or ICWP referrals										
Sexual Abuse of a child										1
Substantiated or Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement		1			3					2
Tribal Foster Home										
Non-Tribal Foster Home		1								
Alternative placement										
Court appearances	2				1					
Home Visits	7	1		1	9					2
Case Reviews	2									
Binojeeuk	2									
Contacts with outside agencies	44	5			102			3		13
Contacts with LRBOI departments	38									
Tribal Elders										
Other referrals										
Monthly Totals	100	12	0	2	133	0	0	3	0	31

Monthly Site Dashboard Report

Date Range of Report: Nov 01, 2021 - Nov 30, 2021

Date Report Generated: Dec 01, 2021

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	14	3	23

Total Unique Clients who received at least 1 visit between Nov 01, 2021 - Nov 30, 2021 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	8	0	5

Total New Clients enrolled between Nov 01, 2021 - Nov 30, 2021 by type

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

Total Visits between Nov 01, 2021 - Nov 30, 2021 by staff person

Name	Total Visits	Form Type
H L	13	Postpartum Visit/Encounter Form
H L	6	Infant Visit/Encounter Form
H L	1	Fathers and Others Visit/Encounter
Total	20	

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	LR20-0011-03	Nov 09, 2021	Early On
	Infant/Child	LR20-0004-02	Oct 08, 2021	pediatrician
	Infant/Child	LR20-0011-02	Nov 30, 2021	counseling
	Infant/Child	LR20-0011-03	Nov 30, 2021	counseling
	PostPartum Mother	LR20-0017-00	Nov 19, 2021	DHHS

Forms "in progress"

Client	Client Type	Form Type
	Infant/Child	Infant - Visit/Encounter
	Infant/Child	Infant - Visit/Encounter
	Infant/Child	Infant - Visit/Encounter
	PostPartum Mother	Postpartum - Visit/Encounter



LRBOI Victim Services Program Monthly Report November 2021

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Cases (0); New Intake(s) (0); Cases closed (4);
 - Provided: advocacy, crisis financial assistance, housing, and safety planning.
- Had (1) face2face; (26) client phone/text/email contacts

Staff Meetings

- 11/22 – VSP staff meeting & case reviews

Virtual/In-Person Collaboration Meetings

- 11/2 – Tribal Council work session regarding MOU w/Stronghearts Native Helpline
- 11/5-11/6 – State DVS Agency Directors Meeting
- 11/8 – Manistee DVSART meeting
- 11/10 – MTVAC quarterly meeting
- 11/10 – Tribal Council
- 11/12 – Manistee CAC Advisory meeting
- 11/16 – Ottawa LAADSV meeting
- 11/17 – Met w/State DVS Tribal liaison Sandra Pilgram-Lewis
- 11/22 – Met w/Kent Co. YWCA director Charisse Mitchell
- 11/29 – Met w/Manistee United Way

Travel & Training/Webinars

- 11/29 – Training session w/Sandra Pilgram-Lewis for ALC

Grants

- 11/17 – FVPSA ARP phone meeting

Others

- 11/1 – Heidi Gossard Muskegon new victim advocate started
- 11/8 – Lindsey Grant Manistee new advocate started

Michol Ludwig (Manistee Outreach Specialist)

Advocacy/Case Management

- Current (1); New Intake(s) (0); Cases closed (0); Partial Intake (1)
- Had (0) client face to face meetings.
- Had (18) telephone/email contacts.

Staff meetings & reviews

- 11/5 – FS Staff meeting
- 11/12 – FS Staff meeting
- 11/23 – VSP staff meeting & case reviews

Virtual Collaboration Efforts/Meetings



LRBOI Victim Services Program Monthly Report November 2021

- 11/8 – MDVSART Meeting
- 11/15 – Manistee Teen Dating Violence Awareness Brainstorming meeting
- 11/22 – Informational meeting w/Cristina Biggs (re: Teen Dating Violence Awareness Guest)
- 11/29 – Manistee Teen Dating Violence Awareness Follow Up Workgroup Meeting

Training/Webinars/Pod Casts

- 11/9 – MI ALC Training & Practice Lab
- 11/16 – MI ALC Training & Practice Lab
- 11/16 – UTFAV Indigenized Advocacy New Service Provider Training, Part 1
- 11/17 thru 11/19 – 25th Annual BISC-MI Conference
- 11/29 – VSP ALC Training with Sandra Pilgrim-Lewis

Outreach/Education

- Made some social media posts.
- Updated cover photos for the VSP and the MDVSART Facebook pages.
- Worked on updating the program brochure.
- Researched information to add to table tents for Sexual Assault Awareness Month.
- Researched possible speakers for Teen Dating Violence Awareness Month.
- Ordered updated Crime Victims' Compensation and MI-VINE brochures.

Other

- Prepared for and facilitated the MDVSART monthly meeting.
- Prepared for and facilitated the Teen Dating Violence Awareness work group meetings.
- Assisted with training the two new program advocates.
- Completed several office and program related tasks.
- Added resources to the VSP files.

Lindsey Grant (Manistee Victim Advocate)

Advocacy/Case Management

- Current (0); New Intake(s) (0); Cases closed (0)

Staff Meetings

- 11/12 - FS Staff meeting
- 11/19 – FS Staff meeting
- 11/22 – VSP staff meeting

Virtual/In-Person Collaboration Meetings

- 11/8 – Manistee DVSART meeting
- 11/16 – UTF: Indigenized Advocacy
- 11/29 – Training session w/Sandra Pilgrim-Lewis for ALC
- 11/30 – UTF: Indigenized Advocacy

Travel & Training/Webinars



LRBOI Victim Services Program Monthly Report November 2021

- 11/15 – OVC Specific Considerations – American Indians/Alaska Native Populations
- 11/15 – OVC Basics – Tribal Justice Systems
- 11/15 – OVC Crimes – Intimate Partner Violence
- 11/16 – OVC Core Competencies & Skills – Culture, Diversity, and Inclusion
- 11/16 – MIVAN Understanding the Confidentiality Requirements of VOCA, FVPSA[<] and VAWA
- 11/17 – MIVAN Crime Victim Services Compensation Program Eligibility
- 11/17 – MIVAN Silver of a Full Moon w/Panel Discussion
- 11/18 – MIVAN Doing Advocacy Remotely: Conveying Empathy by Phone & Text
- 11/21 – MIVAN Trauma Across the Lifespan
- 11/22 – MIVAN MI-VINE & VINE Watch training
- 11/24 – MIVAN Historical Trauma
- 11/24 – MIVAN Specific Considerations/Victims w/Mental Health Issues
- 11/30 – OVC Specific Considerations – Victims w/Mental Health Issues
- 11/30 – UTFAV Indigenized Advocacy New Services Provider Training

Heidi Gossard (Muskegon Victim Advocate)

Advocacy/Case Management

- Current (0); New Intake(s) (2); Cases closed (0)
- Had (1) client face to face meetings.
- Had (30) telephone/email contacts

Staff Meetings

- 11/5 - FS Staff meeting
- 11/12 – FS Staff meeting
- 11/19 – FS staff meeting
- 11/23 – VSP staff meeting

Virtual/In-Person Collaboration Meetings

- 11/8 – Manistee DVSART meeting
- 11/15 – Manistee Teen Dating Violence Awareness Brainstorming Meeting
- 11/15 – Muskegon SART Meeting
- 11/16 – Ottawa LAADSV November Meeting
- 11/17 – Newaygo County DV Monthly Task Force meeting
- 11/18 – UTFAV Call on January's Stalking and Human Trafficking Awareness Month Planning
- 11/22 – Kent Co. YWCA meeting
- 11/29 – Manistee Teen Dating Violence Awareness Follow Up Workgroup Meeting

Travel & Training/Webinars

- 11/5 – MI-VINE and VINEWatch Training
- 11/8 – Understanding the Confidentiality Requirements of VOCA, FVPSA, and VAWA (2020)
- 11/8 – Crime Victim Services Compensation Program Eligibility
- 11/9 – Basics: Tribal Justice Systems

- 11/9 – Basics: Victim Compensation
- 11/9 – Crimes: Property Crime
- 11/9 – Crimes: Assault
- 11/10 – DocuSign trainings
- 11/10 – Core Competencies and Skills: Culture, Diversity, and Inclusion
- 11/10 – Crimes: Intimate Partner Violence
- 11/12 – Indian Child Welfare Act: Education Resource Video
- 11/12 – Historical Trauma: My Auntie Survived residential school.
- 11/15 – Basics_ Victims' Rights
- 11/15 – Specific Considerations: American Indian/Alaskan Native Population
- 11/16 – Historical and Generational Trauma
- 11/16 – UTFAV Indigenized Advocacy New Service Provider Training, Part 1
- 11/17 – Doing Advocacy Remotely: Conveying Empathy by Phone and Text
- 11/18 – Sliver of a Full Moon and Panel Discussion
- 11/19 – Survivors of Sexual Abuse and Assault Reveal an Important Truth
- 11/19 – Trauma Across the Lifespan
- 11/19 – Intimate Partner Sexual Assault
- 11/22 – Crimes: Human Trafficking
- 11/22 – Basic: Ethics
- 11/23 – Core Competencies and Skills: Advocacy
- 11/23 – Core Competencies and Skills: Assessing Victims' Needs
- 11/23 – Core Competencies and Skills: Collaboration
- 11/23 – Core Competencies and Skills: Crisis Intervention
- 11/23 – Core Competencies and Skills: Referrals
- 11/24 – Just Mercy' Book Launch
- 11/24 – Women are Sacred 2021 Closing
- 11/24 – Core Competencies: Trauma-Informed Care
- 11/24 – Specific Considerations: LGBTQ
- 11/29 - Something to Talk About Live: State Department issues first gender-neutral United States Passport
- 11/29 – VSP ALC Training with Sandra Pilgrim-Lewis
- 11/30 – UTFAV Indigenized Advocacy New Service Provider Training, Part 2
-

Outreach/Education

- Researched information to add to table tents for Sexual Assault Awareness Month.

LRBOI Be Da Bin Behavioral Health Program November 2021 Report

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

This was another extremely busy month. The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.

Angela Schwandt currently has 38 clients. Angela had 69 individual sessions, 43 follow up calls, 1 referrals to other outpatient services, 8 hours of telepsychiatry and attended Trauma Focused- Cognitive Behavioral Therapy training. Dottie Batchelder currently has 28 clients and 5 Recovery Support clients. Dottie had 43 individual sessions, 1 crisis calls, 1 referrals for detox/treatment, 2 referrals for other outpatient services and 39 follow up calls. Dottie had time off this month to start using her PTO and working on home studies on time off.

Kimberly (Kim) Hinmon attended 7 webinars dealing with alcohol and drug prevention and utilizing Culture as prevention. Kim attended 2 Tribal Prevention Coalition meetings, and 2 Native Connections meetings. She also had time off this month.

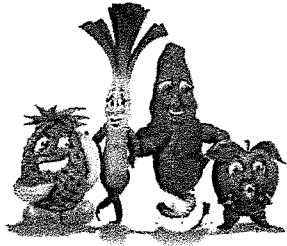
Dottie and Angela attended the Manistee County Suicide Prevention Coalition on November 10, 2021 online. Dottie co-chairs the Suicide Prevention Coalition meetings. Dottie attended the Muskegon County Suicide Prevention and the State Suicide Prevention meetings, 1 TOR grant meetings and the SEA meeting on November 18, 2021. Dottie has been working on the administration of Be Da Bin grants and with 2 grants (Tribal Opioid Response and Mental Health Delivery Services/ITC) coming to a close working to finish final reports, the TOR report is still in the process. This month 13 naloxone kits given out. Received our fire proof file cabinets for storage, Angela and Dottie worked to move charts to straighten the cart/storage room. Dottie was busy working with maintenance to reorganize our storage room and working on budget and Traditional Healer contract.

Staff continues working on continued educational credits for certification needs with webinars, as able and attend Family Services staff meetings.

Respectfully submitted,

Dottie Batchelder

Food Distribution
Ken LaHaye



Food Distribution Program

November 2021 Monthly Report

Ken LaHaye, Meanie Ceplina, and Jamie Friedel

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

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

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

Ken LaHaye, Jamie, and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for November.

Ken, Jamie, and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Jamie conducted deliveries 11/9, 11/10, and 11/12

We conducted 35 deliveries.

We received deliveries on 11/4 and 11/8.

Food Distribution Office is open to the public by appointment.

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

Ken was on Vacation from 11/18 till 11/29.

Jamie took donation to Echo His Love 11/30.

Melanie was on bereavement leave 11/24, 11/29, and 11/30.

3 Meetings

Ken attended Leadership meeting 11/4.

Ken, Melanie, and Jamie attended CPR training 11/5.

Ken attended Progress meeting 11/19.

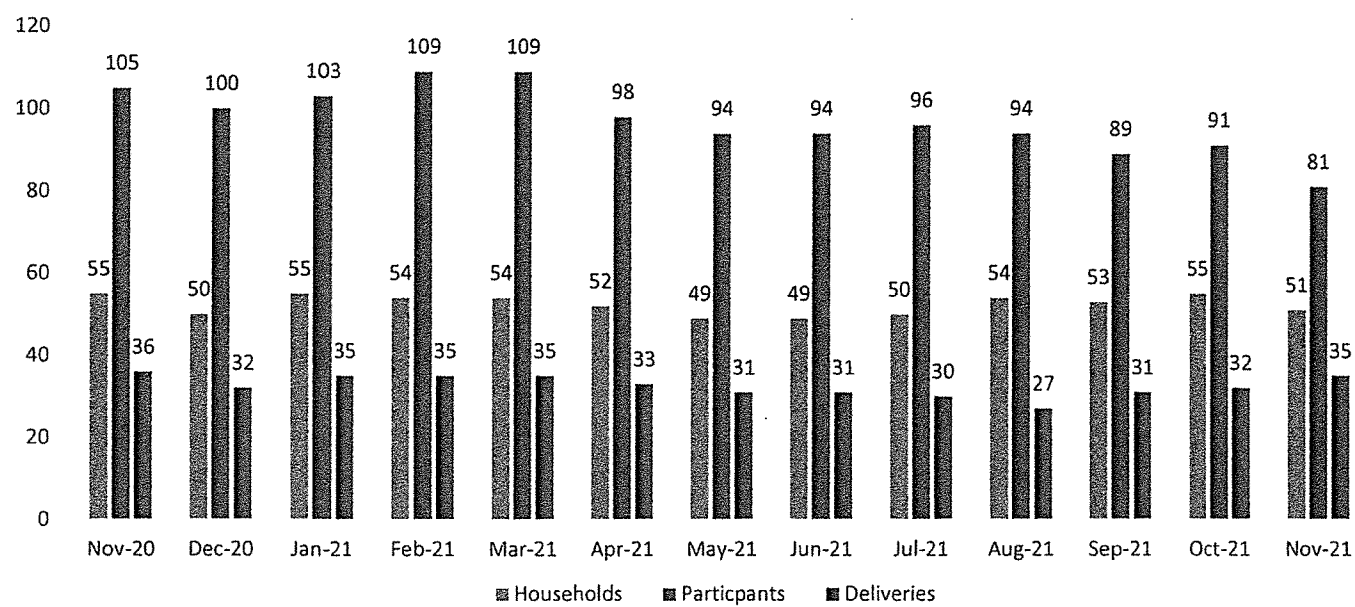
Ken attended construction Task Force meetings on 11/4 and 11/18.

Ken attended work session with council on 11/30.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants
Lyle Dorr

Grants Department Monthly Report

November 2021

Lyle Dorr, Grant Writer

Key:

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

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- ∞ **Participate in Treasury and other CARES/ARP related Consults & Webinars:** Meetings have tapered off some with only one or so a week. It was the same for CARES when it first came out. Usually by September the weekly participation demand is way down, only 1/week or every other week. **Update:** Specifically, FEMA Public Assistance Supports COVID-19 Vaccine Administration to Children.
- **Update 11/30/21 - It should be noted that per FAQs, ARPA funds 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.
- ∞ **Update 11/30/21 - Working with Departments to determine CARE/ARP fund eligible projects to present to Leadership and eventually Council. Focused on CARES fund expenditures which expires at the end of 2021. We are needing to make a few reallocations of funds from CARES to ARPA on projects/purchases that won't occur until after the first of the year.**

There is a bill out there tied to one of the two large federal expenditure packages that will need to be passed. If it is left in, Tribes would have until the end of 2022 to spend the remaining CARES funds. The challenge is we will not know until closer to the end of the year – so spending CARES down is advisable.

Aki Maadiziwin

∅ No current projects.

Clinic:

- ∞ **Received notice of noncompetitive Treasury funding (\$167,504):** It fits Clinic operations best, so in October I will work with Dr. Alves & Dr. Wever to formulate a budget for submission to take before Council in a WS. **Update 11/30/21:** Will work with Dr. Wever & Dr. Alves as we come into the new year to access these funds for the Muskegon project. We have until June 1, 2022, to apply.
- **Use of CARES/ARPA funding for several Clinic Projects:** Brought forward several items requesting the use of CARES/ARP funding to use CARES funding before the end of the year on eligible projects. Assisting Dr. Wever, Dr. Alves and Purchasing with compliance to respective purchase with CARES and/or ARPA funding. **Update 11/30/21:** Clinic items are some of those that need to have reallocation of CARES to ARPA funding sources as the project won't be completed this year.

Court:

- ∞ **Reviewed CARES fund projects** HVAC and Camera/media needs for court room to better work with Zoom. These were brought forward to Council in a WS to seek permission to use CARES/ARP funding on them. **Update 11/30/21 –** Have decided to move these projects to ARP funding since neither can be completed before the end of 2021. Assisting the Court Administrator with preparing the agenda request packet and resolution to access ARPA funds for their video software. They are very busy with court case right now, so this will be postponed until next year regardless of funding source.

Family Services/ Be-Da-Bin:

- ∞ **Update 11/30/21 No Change - Working with Sandra Deverney & Kim Crampton** with SolidCircle eForms project, which should be in place by the end of November 2021.
- **Assisted Shanaviah with meeting VOCA grant requirements:** Shanaviah asked if I would act as the Civil Rights Compliance Officer. I took the DOJ training and the American Indian Tribe self-test. Together, we submitted the compliance checklist in eGrams (a cumbersome system).\
- **Assisted Kim Crampton with creating a WS & Agenda request for Tribal designation of “Qualified Expert Witnesses.”** ICWA requires this designation for Tribal staff to be able to testify in child welfare removal and termination cases.

Food Distribution Center

- Ordered fire suppression hood for the Food Distribution Project as a part of a FDNPR grant received for kitchen equipment.
- Assisted Ken LaHaye & Construction Task Force with reconciling funding for the Food Distribution Construction Project. 1) the CARES funds reallocated to pay for the last mile construction of the project needs from CARES to ARPA as the project will not be completed by the end of the year. 2)

an additional \$117,604.00 from two change orders may be able to be paid for through supplemental FDPIR COVID19 funding – helped Ken prepare and submit a packet for USDA review. If approved, we can apply in December.

Historic Preservation & Language:

- ∞ No current projects.
- ∞ Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program. It will be completed by October of 2022. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding.

Maintenance:

- ∅ No current projects.

Natural Resources:

- ∅ No current projects. NR does most of their own grant writing work. I do speak with Frank Beaver monthly.

Public Safety:

- ∞ **Update 11/30/21: Worked with Director Medacco to determine potential CARES fund eligible projects/items:** He has a software upgrade to their camera interview system they purchased that is eligible for retro pay (\$1,900). He also had to drop a project last year for Lexus policy making program due to COVID19 financial pressure. It would qualify for purchase (\$20,000).

Water/Waste/Renewable Energy:

- ∞ **Update 11/30/21 – Two different energy audits are underway, one that is an actual usage that will provide recommendations to cut energy costs, which the saving can be used to justify improvement to energy systems through grants. The other is a renewable energy planning grant that will help LRBOI understand which renewable energy options are viable and allow us to submit for grant funding based on the developed plan. The audits are underway headed up by Gary Lewis. Without these audits, we would not be eligible for funding. Participated in the NORESCO energy audit review and recommended changes. These recommendations will need to be brought forward by Gary in a work session(s) as a part of a renewable energy investment/saving plan.**
- ∞ **Update 11/30/21 – Working with Gary to identify CARES/ARP fund eligible water-waste projects:** Essentially anything related to water-waste is an eligible expense as COVID19 is known to travel through water systems. Once the newly approved redesign of water flow to pounds is complete, projects will be taken to Council for ARP funding approval, which covers any water-waste project. Assisted Gary & Diane in preparing agenda request packets for several items using CARES/ARP funding.
- ∞ Exploring application for an Economic Development Grant to pay for water-sewer upgrades. Gary has information (economic development study by METRA) that may help qualify us to apply. Will make a decision on this application by the end of the year.

Special Projects:

- ∞ **Update 11/30/21 - CARES/ARP Expenditure Plan:** I am assisting all departments with CARES/ARP resolution language for audit purposes.
- **Participated in the two day ICS-400 training as a part of the TERT team.** As the Tribal Emergency Response Team continues to develop we position ourselves to qualify for state and federal grants.
- **Participated in initial LRBOI Hazard Mitigate Planning meeting 11/17/21:** This is a two-year process, but at the end of it, the Tribe will be able to apply for funding opportunities related to emergency management. We are scheduled to be completed by December of 2023.

Health
Daryl Weaver



**Little River Band of Ottawa Indians
HEALTH OPERATIONS REPORT**

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: _____, 2021

Re: **NOVEMBER 2021 Report of Activity – Tribal Health Services**

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

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

CLINIC OPERATIONS:

394 patients scheduled

23 patients NO-SHOW to scheduled appointments

12 patients provided SAME DAY appointments for emergent matters**

86 cancelled appointments

297 patients attending CLINIC PHYSICIAN appointments**

296 - Clinic Physician Appointments

1 - FNP Home Visit

45 patients PHONE TRIAGE**

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

52 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN NOVEMBER (Total Patient Volume): 747

Diabetic patients: 107

Flu Vaccines: 56

Injections: 26

Moderna Vaccines: 0

Pfizer Vaccines: 0

Nursing Visits: 9 **

On-site Labs: 191

COVID-19 Tests: 39

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,110

DIRECT CALLS TO CLINIC OPERATIONS: 562

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

TRANSPORTS (INCLUDES CHR TRANSPORTS): 10

TRAVEL HOURS: 32

SERVICE HOURS: 14

NUMBER SERVED: 10

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 135 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: 3 (included in number served & clients served)

TRAVEL HOURS: 1

SERVICE HOURS: 1

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 33

TOTAL SERVICE HOURS: 15

TOTAL CLIENTS SERVED: 13

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$51,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1354

TOTAL PRC PAID IN NOVEMBER: \$31,844.31

PHARMACY/OTHER: \$18,000

DENTAL: \$9,323.60

TOTAL PATIENTS: 185 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 438

TOTAL CLAIMS ENTERED: 196

TOTAL PRC PAID 2021: \$566,830.04

TOTAL EHAP PAID IN NOVEMBER: \$18,974.55

TOTAL EHAP PAID 2021: \$336,177.25

TOTAL ENROLLED EHAP/LRBOI: 1351

NEW APPLICATIONS MAILED OR GIVEN: 30

REASSESSMENTS MAILED OR GIVEN: 14

MEDICARE LIKE RATE (MLR) Savings for NOVEMBER 2021

Claims submitted:	17	\$11,455.10 (total submitted)
		<u>-\$ 3,041.71 (what we paid)</u>
		\$ 8,413.39 (total savings)

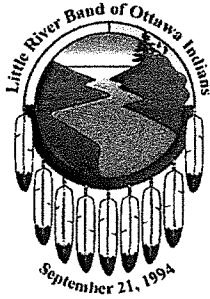
PHARMACY: NOVEMBER 2021

Active patients: 396
Prescriptions filled: 1798

Insurance charges: \$138,192.87
Insurance payments received: \$143,993.75
Non-member cash/copays received: \$495.66

PRC-equivalent write offs:
 LRBOI: \$22,690.63
 Other Tribes: \$2,491.42
 TOTAL: \$25,182.05

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 November 2021

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Amber Shepard – Housing Specialist

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

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

Lease renewals due during the month: 5

Leases renewed: 5

New leases: 1

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

Move-out Inspections: 1

Move outs: 1

Transfers: 0

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

Applications received this month: 4

Total Number of Awards made during the Year: 14

Total Amount of Awards for the Year: \$65,138

The Housing Department has assisted with \$3,100,797.00 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!

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

D. Chapters 3 and 6 have been put out for a 30-day comment period.

E. A camera has been installed outside of the AKI community building that oversees the parking area and the new rent drop box that is next to the flag poles.

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 7

B. Termination Notice(s) issued: 2

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

D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 unit to complete for a move in at this time.

IV. Number of Units and Vacancies.

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

- A. Aki has 55 income based rental units of which 54 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki 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.

- A. Custom Sheet Metal and Heating, Inc. will begin doing the annual maintenance inspections on November 1st for all units except the elder's complex. Matt from maintenance will be conducting those inspections and changing out furnace filters. This project is nearing completion.
- B. November 1st, the Housing department will begin taking rental payments only at the housing office. A new pull up mailbox has been installed for this purpose and during the month of November a new camera will be installed on the AKI building as a precaution for the mailbox. We have only received 1 complaint on this new process and that was from a resident who likes to pay in cash and now will have to do so by check or money order. Previously, we only had about 4 residents out of 81 that were paying with cash, so the change does not affect a large number of our residents. **UPDATE: This transition has gone smoothly with no significant issues occurring with the change.**
- C. A total of \$66,573 has been spent out of the Emergency Rental Assistance program leaving a balance of \$315,666 still available in the program.

VI. Plans for the Future.

- A. It has come to our attention that the children in the community have to meet at the park pavilion to wait for the bus and in the mornings, it is dark; therefore, we will be installing a light in the pavilion area for them to be able to see.

VII. Other Information.

The Housing Director will be attending the NAIHC Legal Symposium on December 6-8th in Las Vegas, NV. Maintenance technician, Matthew Alexander will be attending a TCP Training in Grand Rapids, MI for Air Conditioning and Refrigeration December 6-7th.

End of Report
Tara Bailey, Housing Director
December 2, 2021

Human Resources
Jeff Simpkins



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

To: Ogema Romanelli

From: J. Simpkins

Subject: November 2021 HR Department Report

Date: 12/10/21

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

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

1) HR 2020 Operational Plan

- a) The 2021 Operational Plan started with 64 projects and major tasks. This number increased to 82 in November.
- b) YTD completed 34 projects/major tasks. YTD Completion Rate: 42%

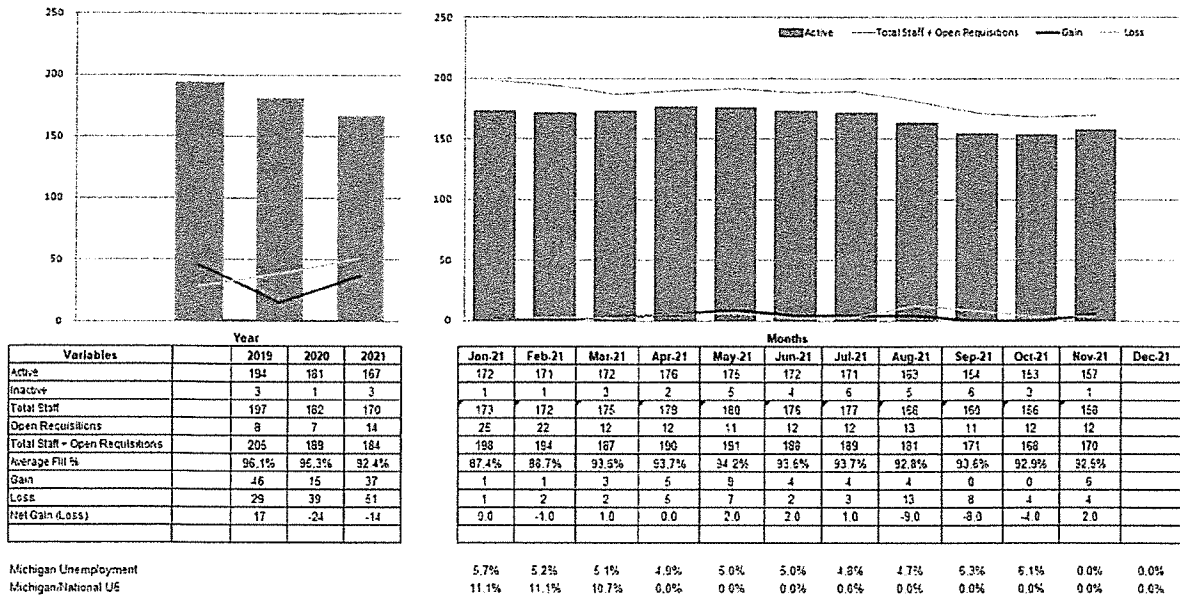
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a) Talent Acquisition

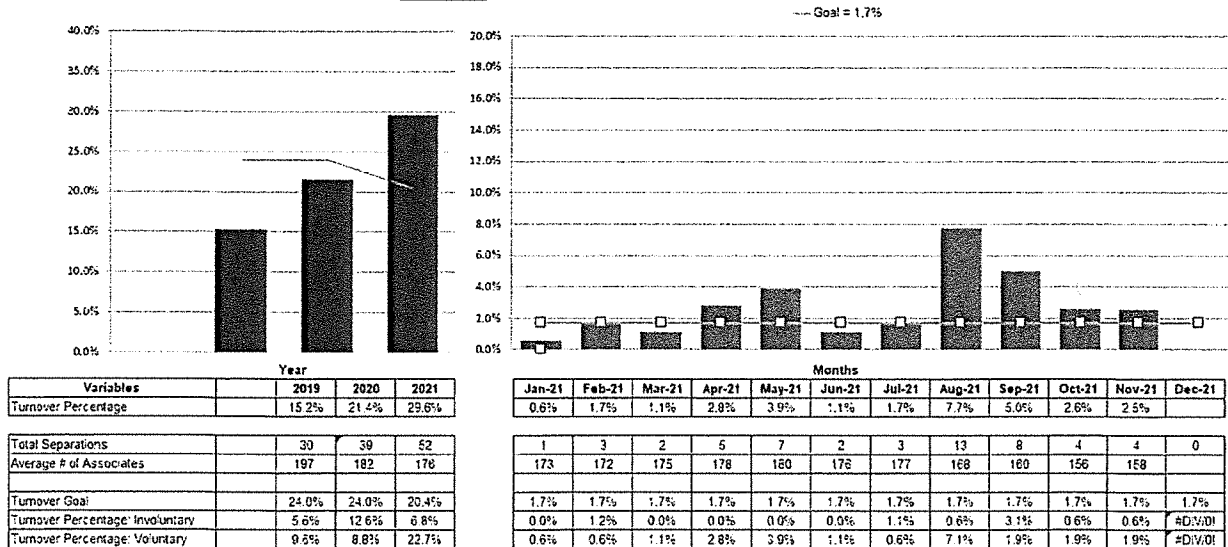
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- vii) Turnover Year to Date: 51
- viii) November included continued prioritization of the talent acquisition process. At month's end there were 12 open full-time job requisitions. It's important to note that for 2021 year to date HR received 77 requisitions in total. This is the highest number on record since tracking began.
- ix) Continued the adjusted HR work assignments to permit Alicia Knapp to focus on Talent Acquisition tasks. Thank you to Alicia Knapp and hiring managers!
- x) Continued assisting Tribal Council with new hire support.
- xi) Turnover remained that same in November. The organization experienced 4 losses during the month, 2 of which were Tribal Preference employees. This continues to drive significant back-office work as previously mentioned.
- xii) November was the first month since July where the number of gains exceeded losses.

- xiii) November positions filled included Family Services, Health Clinic and IT. Nice job team!
- xiv) Conducted 2 orientation sessions in November. Updated the orientation benefits presentation.
- xv) Helped hiring managers with 3 accepted offers in Gaming and Natural Resources.

Staffing



Turnover



3) Talent Development and Relations

a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication. The Leadership Roundtable started again in November with 14 participants. The team

participated in a great discussion about performance management and compensation.

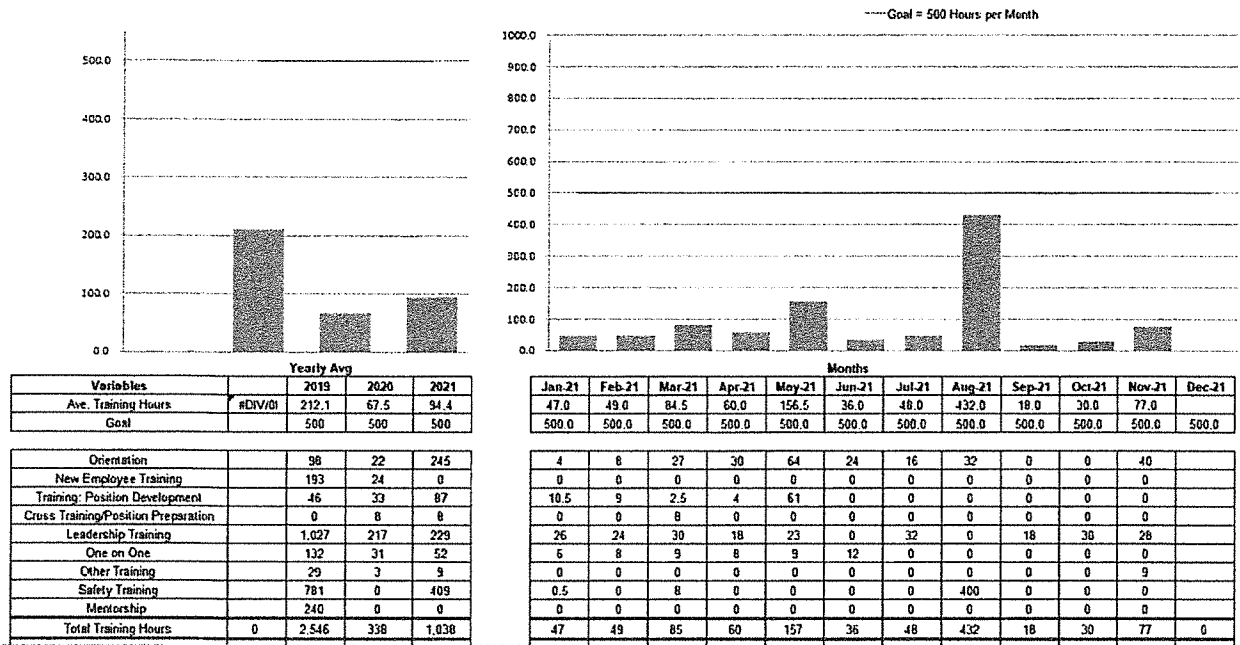
- ii) Provided additional HR support to the leadership of various departments.
- iii) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
- iv) Continued working the 2020 HR Department review cycle in the SABA system. One 2020 performance review remains in-process.
- v) Continued "The River Resource" publication to help team members stay informed and connected. Thanks to Brittney Drake for her good work!
- vi) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
- vii) Assisted Leadership Roundtable participants in operating the Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Jonathon Robertson and Angie Stone for volunteering to help make a difference! November included planning and shopping for the Christmas Breakfast. Great job everyone!
- viii) Assisted leadership with two sensitive employee relations issues.
- ix) Continued participating in the Operations Department Head meeting.
- x) Assisted departments with job description update and wage analysis support.
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b) HR Department Development Initiatives:

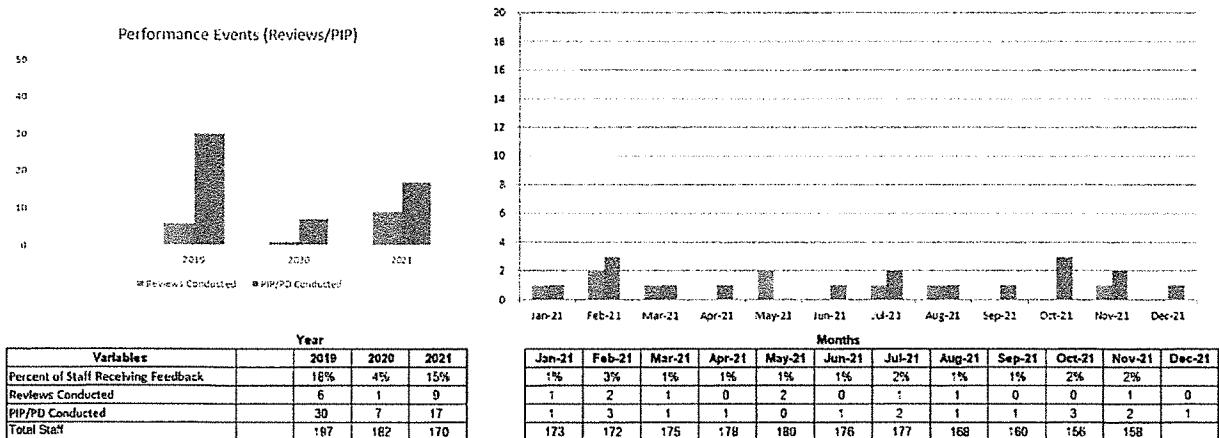
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- ii) Alicia Knapp and Brittney Drake participated in The Employers Association Annual Fall HR Conference.
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- iv) Continued project to improve HR use of MIP data.
- v) The team completed 41% of annual goals by the end of November. The team remains on-pace for all scheduled work in 2021 at 84%. Nice job Alicia, Marcella and Brittney!
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- xii) Resolved technical issues thanks to the IT team. Thank you!
- xiii) Brittney Drake conducted continuing development interview with one department.

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Training and Development Hours



Performance Events (Reviews/PIP)

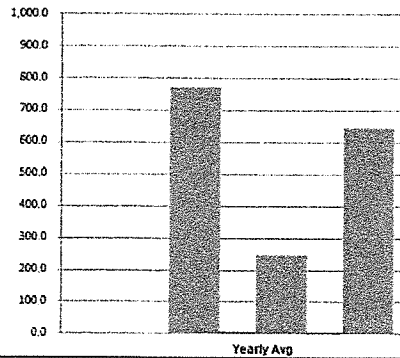


4) Benefits and HR Administration

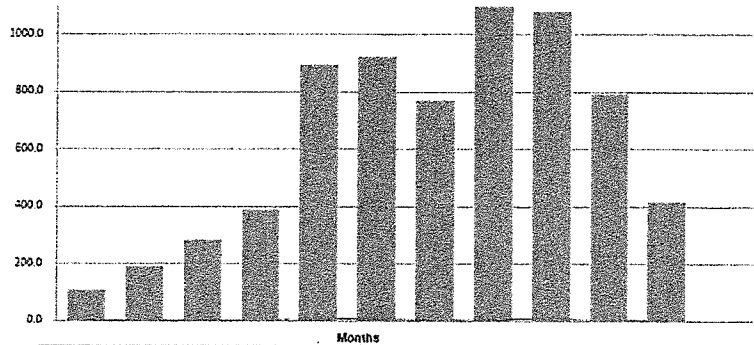
- Continued working to improve benefit processes.
- Benefits Work Priority: 1 – Health Insurance Conversion and Open Enrollment 2 - New Hire/Separation Process, 3 –Assisting Team Members with Benefit and Leave Requests
- Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- Completed open enrollment insurance vendor visits and regular announcements via email and newsletter.

- e) Alicia Knapp resolved an unemployment benefits issue, Thanks Alicia.
- f) Continued processing new hire insurance enrollments and separation disenrollment.
- g) Resolved MetLife launch coverage issues.
- h) Leave hours decreased in November for a third consecutive month. This month leave was again driven by FML. The equivalent of 2.61 Full-Time Equivalent employees were not available for work in November due to leave issues.

Leave (Excluding PTO and Holidays)



Variables	2019	2020	2021
Total Leave Hours	771.9	247.5	645.5
Total Leave Events	28.3	5.8	15.5
Number of FTE Positions	4.8	1.5	4.0



Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
110.00	190.00	286.00	391.00	894.00	923.75	772.50	1239.80	1081.50	795.38	417.50	
11.00	11.00	16.00	9.00	26.00	21.00	0.00	21.00	17.00	20.00	19.00	
0.69	1.19	1.79	2.44	5.59	5.77	4.83	7.75	6.76	4.97	2.61	

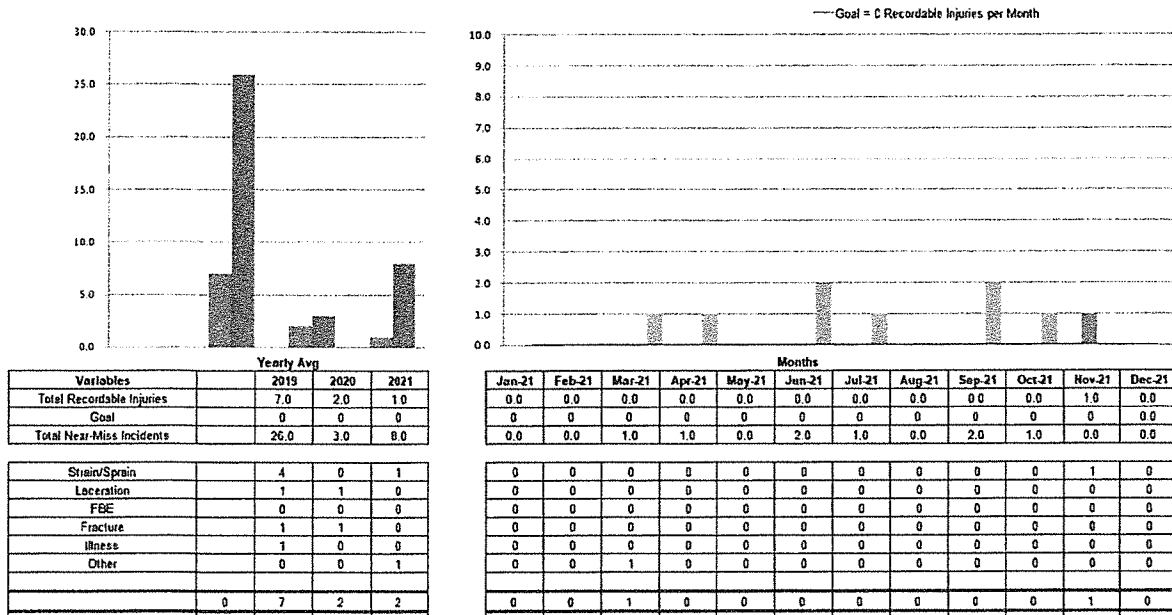
Leave Hours by Type			
Bereavement	1,144	596	820
Education	345	190	153
FML	5,036	1,740	4,696
IFML	257	7	303
Jury Duty/Tribal Witness	0	0	40
LOA	763	192	808
Military	0	0	0
Parental	0	0	0
Wellness	360	145	281
Total Leave Hours	7,920	2,970	7,100

72.00	16.00	32.00	0.00	144.00	104.00	52.00	32.00	104.00	116.00	148.00	0.00
24.00	24.00	12.00	12.00	12.00	6.00	6.00	9.50	8.50	23.00	13.50	0.00
0.00	136.00	192.00	352.00	632.00	480.00	480.00	808.00	800.00	600.00	216.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.30	155.00	25.28	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	0.00	0.00	16.00	0.00
0.00	0.00	16.00	0.00	80.00	304.00	208.00	200.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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110	190	286	391	894	923	773	1240	1082	795	418	0

5) Safety

- i) Continued COVID-19 support and tracking. Assisted the organization with 6 events during the month.
- ii) Assisted the organization in preparation for the OSHA Vaccination and Testing Emergency Temporary Standard.
- iii) Recordable Injuries: 1
- iv) Near Miss/1st Aid: 0

Safety (Recordable Injuries and Near-Miss Incidents)



6) Tribal Preference Report

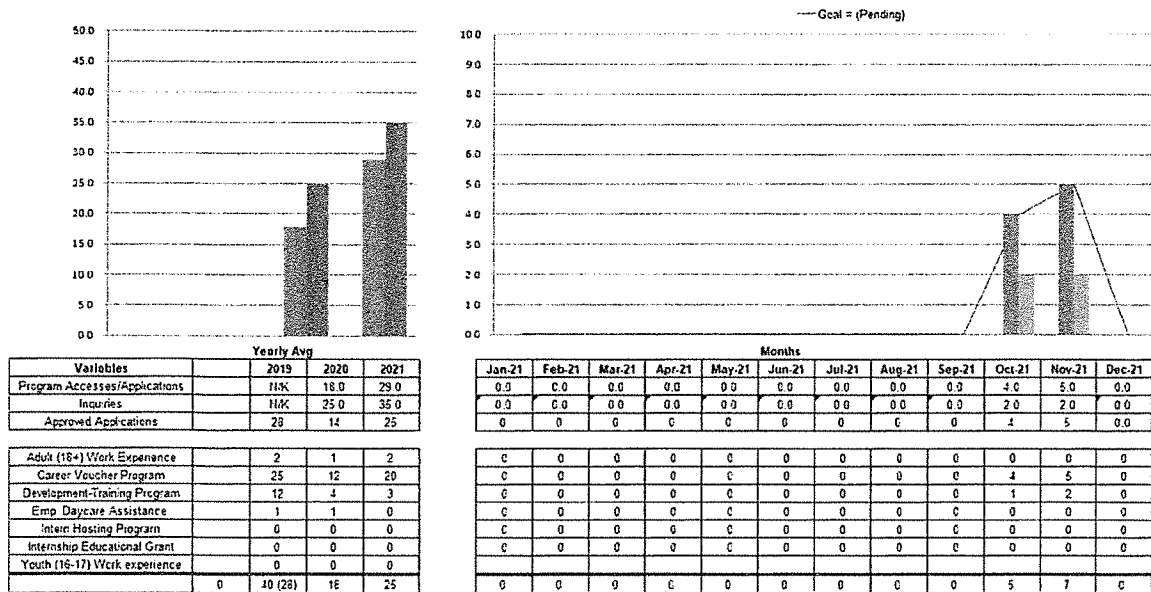
Notes on Tribal Preference:

1. November Tribal Preference Employment was 65.5% of total employment. Tribal citizen turnover continued in November with one resignation. The team also lost a Tribal citizen from another Tribe.
2. Data since November 2019 shows the following:
 - a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
 - i. 2021 Tribal Preference Applications: 15.5%
 - ii. 2020 Tribal Preference Applications: 15.8%
 - iii. 2019 Tribal Preference Applications: 14.1%
 - b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference selections compared to all selections.
 - i. 2021 Tribal Preference Hires: 56.8% (Great job hiring managers!)
 - ii. 2020 Tribal Preference Hires: 33.3%
 - iii. 2019 Tribal Preference Hires: 26.7%

7) Workforce Development

- i) The Tribal Development Team continued operations in November. The team conducted its first strategic planning session in November. Thanks team!

- ### WorkForce Development





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

To: Ogema Romanelli

From: J. Simpkins

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Date: 12/10/21

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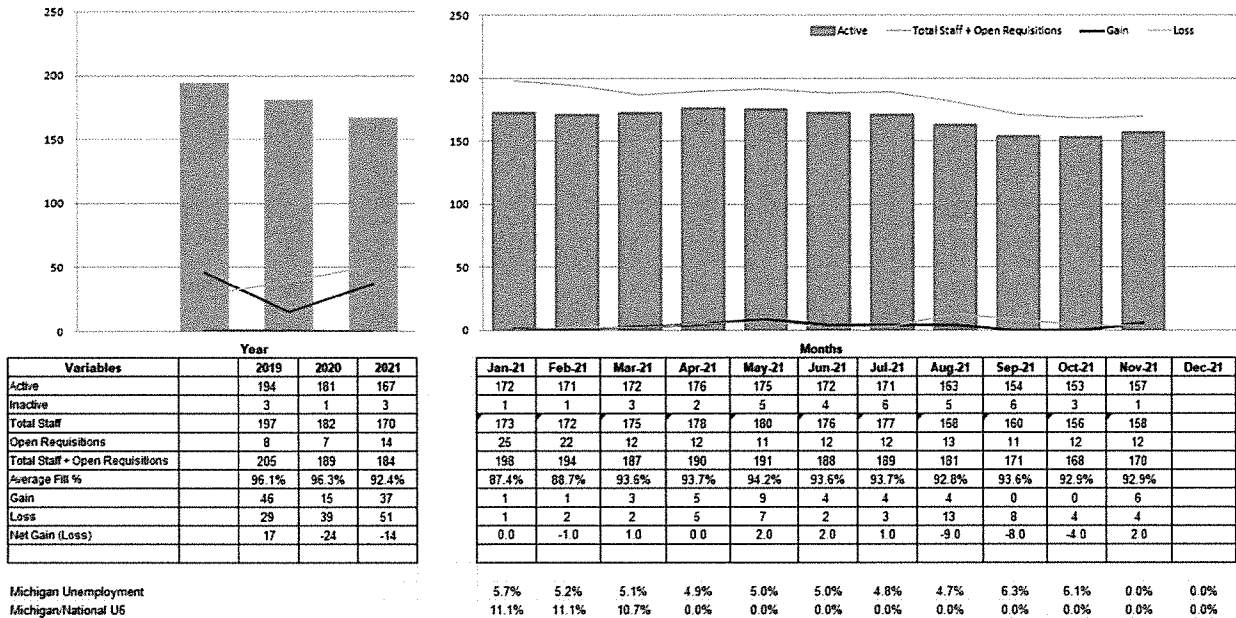
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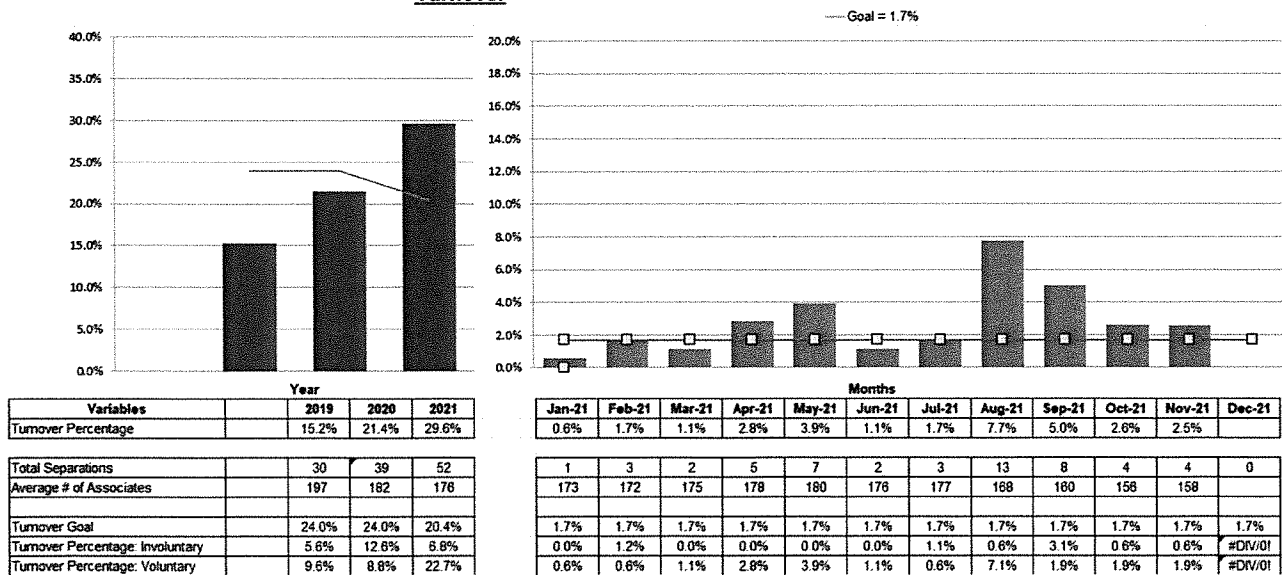
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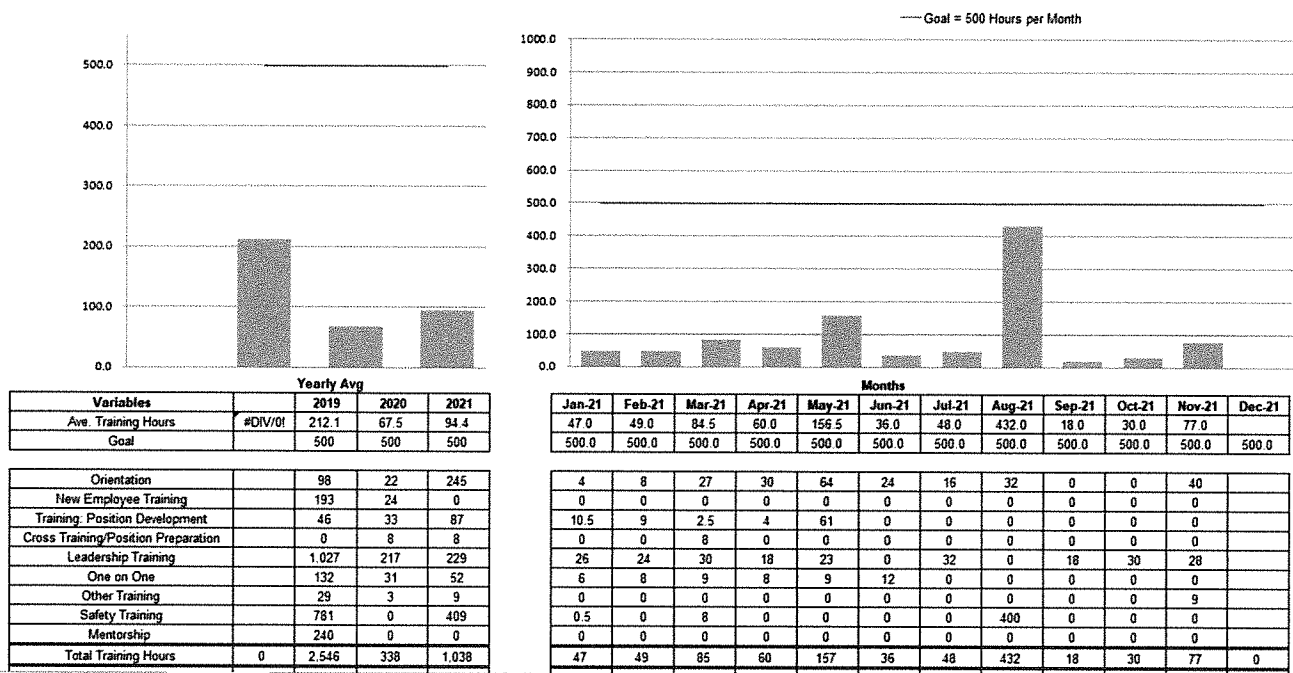
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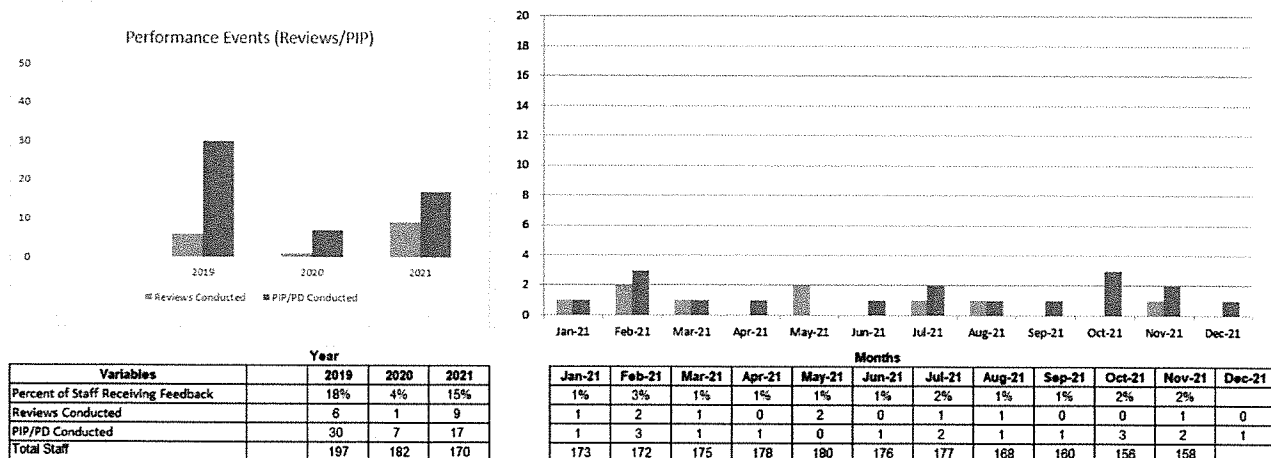
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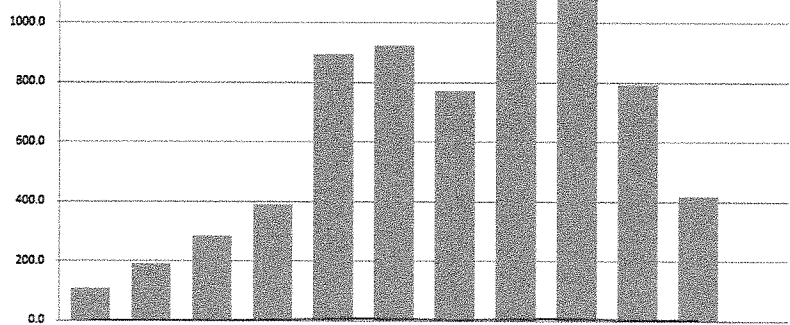
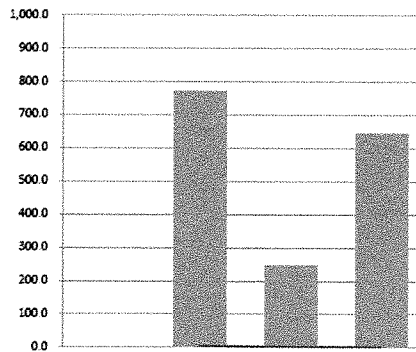


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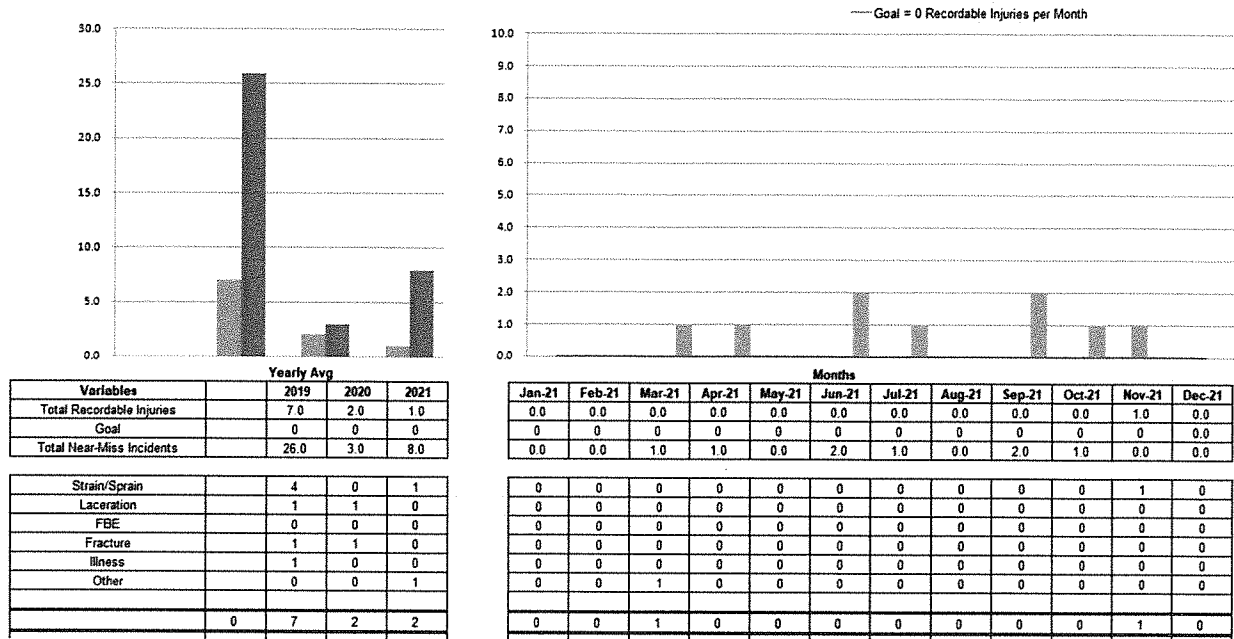
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0.00	0.00	0.00	0.00	0.00	0.00	0.00	122.36	155.00	25.38	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.00	0.00	0.00	16.00	0.00
0.00	0.00	16.00	0.00	80.00	304.00	208.00	200.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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5) Safety

- i) Continued COVID-19 support and tracking. Assisted the organization with 6 events during the month.
- ii) Assisted the organization in preparation for the OSHA Vaccination and Testing Emergency Temporary Standard.
- iii) Recordable Injuries: 1
- iv) Near Miss/1st Aid: 0

Safety (Recordable Injuries and Near-Miss Incidents)



6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY

INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

CURRENTLY EMPLOYED

November 2021

	TM	NA	D	S	NP	TOTAL
EXECUTIVE	57	9	11	6	45	128
GAMING	9	0	1	3	15	28
LEGISLATIVE	11	1	0	0	1	13
JUDICIAL	5	2	0	1	0	8
TOTAL	82	12	12	10	61	177

Prior Month

	56	9	11	6	45	127
EXECUTIVE	56	9	11	6	45	127
GAMING	9	0	1	3	15	28
LEGISLATIVE	10	1	0	0	1	12
JUDICIAL	5	2	0	1	0	8
TOTAL	80	12	12	10	61	175

Notes on Tribal Preference:

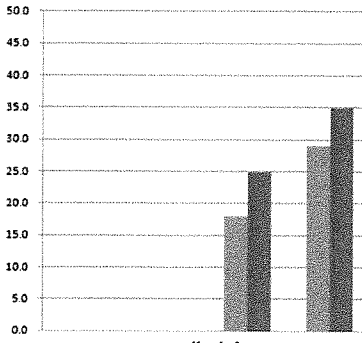
1. November Tribal Preference Employment was 65.5% of total employment. Tribal citizen turnover continued in November with one resignation. The team also lost a Tribal citizen from another Tribe.
2. Data since November 2019 shows the following:

- a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
 - i. 2021 Tribal Preference Applications: 15.5%
 - ii. 2020 Tribal Preference Applications: 15.8%
 - iii. 2019 Tribal Preference Applications: 14.1%
- b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference selections compared to all selections.
 - i. 2021 Tribal Preference Hires: 56.8% (Great job hiring managers!)
 - ii. 2020 Tribal Preference Hires: 33.3%
 - iii. 2019 Tribal Preference Hires: 26.7%

7) Workforce Development

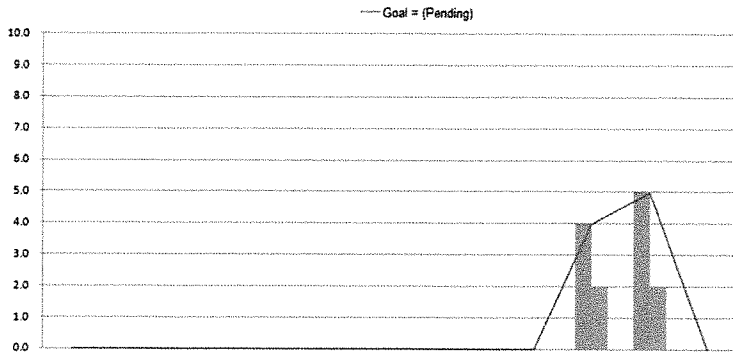
- i) The Tribal Development Team continued operations in November. The team conducted its first strategic planning session in November. Thanks team!
- ii) The team continued working on social media space. Brittney Drake completed the first Facebook page Thanks to Brittney Drake for putting this together!
- iii) The electronic application and database project continued software development. The LRBOI team completed their work as requested by the vendor. Thanks again to Alicia Knapp and our software partners at SolidCircle for their work on this key project!
- iv) Brittney Drake continued work on the Non-Traditional Apprenticeship project.
- v) Brittney Drake and Yvonne Parsons began work on a Tribal Student Survey to learn more about the reasons Tribal Students do not apply for work at LRBOI.
- vi) Alicia Knapp conducted background check orientation with a Workforce Development applicant. Thanks Alicia!
- vii) November New Requests for WFD Service: 7
- viii) 2021 Total Requests: 39
- ix) 2021 Total Number in Adult Work Experience: 2

WorkForce Development



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

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



Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	4.0	5.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.0	2.0	0.0
0	0	0	0	0	0	0	0	0	4	5	0.0

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Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
November 2021

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Configuration of the firewall and the router for the other remote sites continues. Elders are scheduled for replacement in December. Was told we had some hiccups when attempting to install it last month
2. Server updates continue as needed every other weekend.
3. Switch replacement project continues. We have a few rooms we have to complete that require us to do it outside of hours.
4. We are currently setting up new servers to increase productivity and delays in IT.
5. WIFI is now available in the Government Center, but the older equipment is now showing certain failures that was expected. We are looking at other options.
6. IT Director position is currently still open. We have not gotten any updates about applications or if any have been submitted.
7. Elevate has corrected our backups and has corrected a storage issue not known to IT staff.
8. IT Remains severely understaffed and is working diligently to keep up with daily operational demands. We currently have only one staff managing all administrative duties. Elevate is slowly decreasing the work load but I am concerned about relying too much on them.

9. Mandatory IT Projects by order of priority:

1. 2022
 - i. Government EXSI Host needs a plan in place for replacement
10. 267 new IT work orders were opened in November 2021 and 287 IT work orders completed in September 2021. Our current outstanding tickets are at 69.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions with contractors to bring our network and tools current or pre-disaster timeframe.
3. Held weekly Professional Development Staff Trainings

Information Technology Department
Monthly Report
November 2021

Trainings Held / Attended –

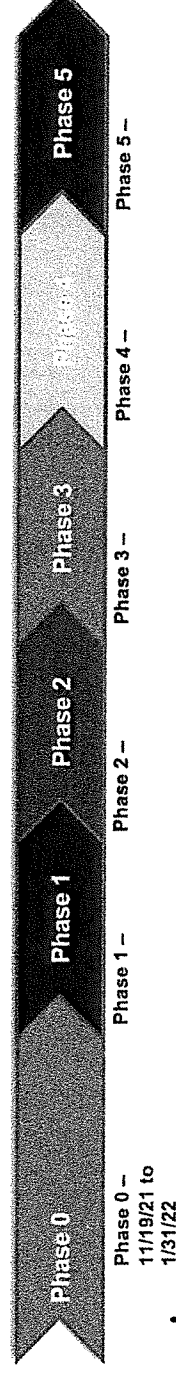
Special Tasks / Activities Performed –Explore options to complete maintenance duties with limited staff.

Managed Services Project Status 11/20/2021

Tasks
Done: <ul style="list-style-type: none"> • Network Switch Refresh • Get backups working
To Do: <ul style="list-style-type: none"> • Create user accounts • Setup GPO for FIPS compliance • Implement Internet filtering • Setup Asset management • Peripheral Management • DR Testing implementation and testing • Systems Cleanup • Documentation development and validation for processes and policies • Assist with training • Configuration Management (Server and Network) • ITIL Framework deployment and training • VLAN Security Review

Tasks to add to plan
To Do: <ul style="list-style-type: none"> • Vulnerability Management and Patch Management • Reporting and Dashboarding • Budget planning and forecasting • Contract management • Project Management Tracking • Strategic Planning Documentation and process • SharePoint Cleanup and file server migration • SOC and 24X7 monitoring • Hardware / Software Lifecycles process and policies • M365 / Azure utilization optimization • Process Automation • Self Services portal • Knowledgebase Technical / End User • Wireless Roll out • Centralized Network Management

Current Phase	Target Phase Completion Date
Phase 0	Asset Management Documentation / VLAN Review
Phase 1	Group Policy updates Configuration Management
Phase 2	Internet Filtering ITIL Framework Deployment
Phase 3	Process Improvement Documentation updates
Phase 4	Audit Process Remediation Process
Phase 5	Training Disaster Recovery Testing
Phase 6	Hand off back to LRBOI



Phase 0

Tasks

- Asset Management
 - Deploy SCCM for software inventory and reporting
 - Deploy Dell integration for SCCM for Warranty status
 - Setup hardware reporting
- Documentation of Policies and Processes
 - Get a link to where current documents are stored
 - Go over each document and see if it is still current and effective
 - Setup repository in SharePoint and setup versioning and review timelines
- VLAN Review and rule validation
 - Pull configs from all switches and document rules for review
- Vulnerability Management and reporting
 - Deploy OpenVAS vulnerability management scanner and reporting tool
- Patch Management and reporting
 - Deploy SCCM for rolling out patches to Microsoft and 3rd Party applications
- 24X7 Monitoring
 - Deploy SCOM for server monitoring and switch monitoring (deprecate NPM)
- Dashboarding of Services
 - Deploy SCCM and Graphana if needed
- MSSP discussions to begin with leadership
 - Work on IT Alerting with SCOM
 - Work on SEIM rule possibilities

Due Dates*

- SCCM
 - Deployment – 12-1/21
 - Configure – 12-14-21
 - Agent push – 12-31-21
 - Report Setup – 1-14-22
 - Patch Management Deployment – 1-31-22
 - Patch Management Roll Out – 1-31-22
- SCOM
 - Deployment – 12/1/21
 - Configure – 12-14-21
 - Agent push – 12-14-21
 - SNMP Setup – 12-14-21
 - Report Setup – 12-14-21
 - Alerting Setup – 12/31/21
- OpenVAS
 - Deployment – 12-14-21
 - Configure – 12-14-21
 - Scanning groups 12-21-21
 - Automated scanning configure – 12-31-21
 - Reporting – 12-31-21
- VLAN Review
 - Config pull – 12-10-21
 - Documentation of VLAN rules and traffic flows – 12-31-21
- SharePoint Policy Review
 - Find current Policy location – 12-1-21
 - Review Policies and validate they still work – 12-31-21
 - Setup yearly review and update cadence – 1-15-21

*These dates are when deliver is to be expected from Elevate. Customer sign off to be within 7-10 days of delivery.

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: December 13, 2021
Re: November 2021 report of activities

Number of tribal members assisted on new issues	72
Number of referrals received	3
Number of continuing cases:	66

Types of legal issues:

Child support	Civil Procedure
Probate Estate	Residential Lease
Divorce	Real Estate
Wills	Estate Planning
Funeral Representative	Conservator - Adult
Trusts	Parenting Time
Stimulus	Service Animals
Custody	Subpoenas
Unemployment Overpayment	Minor Guardian
Adult Adoption	Expungement of Criminal Record
Medical Power of Attorney	Per Capita
Post-Divorce Matters	Resident Agent
Child Protective Services	DNR ticket
Amend Trust	Change of Custody
Power of Attorney	Guardian - Adult
Accounting for Probate Estate	Employment
Medical Power of Attorney	Small Estate
Estate Planning – Amendments	Court Filing Fees
Real Estate Taxes	Land Division

Land Contract	Evictions
Civil	Lady Bird Deed
Limited Guardian – Minor	Limited Liability Company
Trust Administration	Child Support Review
Insurance Claim Denial	Conservator – Adult – Accounting
Certificate of Trust Existence	Bench Warrant
Adult Conservator – Terminate	SSI
Funeral Arrangements	

Sample of Work Performed:

Assisted a tribal member evict a person from their rental home

Assisted a tribal member terminate a conservatorship over them when they regained the ability to handle their own financial affairs

Assisted a tribal member obtain a guardianship over a minor who was left in their care

Assisted a tribal member dispute to an insurance claim denial

Assisted a tribal member with information regarding service animals

Assisted a tribal member obtain conservatorship over a family member who was in the hospital and had bills that needed to be paid

~~Assisted a tribal incorporate their business~~

~~Assisted a tribal member with a Do Not Resuscitate document~~

~~Assisted a tribal member with a PRE audit~~

~~Assisted a tribal member settle a court case without having a judgment entered against them~~

~~Assisted a tribal member with parenting time~~

~~Assisted a tribal member pursue a tenant who moved out of a rental house leaving damage~~

Members Assistance
Kimberly Crampton

Members Assistance Department

November 2021 Departmental Report

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

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

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

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	2	2	0	6	2	0	0	0	0

2. Food Assistance Program

- b. Budget \$46,050
- c. Total expensed YTD \$23,000.00
- d. 50% Remaining
- e. 67 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	2	1	1	12	4	1	5	3	22

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$17,319.89
- h. 65% Remaining
- i. 21 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	0	0	2	0	0	2	0	11

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$10,776.95
- l. 73% Remaining
- m. 44 total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
17	2	0	0	6	4	2	3	0	14

5. LIHEAP – DHHS Grant Funded Program FY 2021

- a. Total Budget \$176,417
- b. Total expensed to date \$46,360.00
- c. 35 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
15	2	1	0	9	2	0	4	2

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$8,806.00
- f. 62% Remaining
- g. 22 Elders accessing this program to date.

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

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$6144.05
- j. 72% Remaining
- k. 22 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
11	1	0	1	2	0	0	1	1	7

8. LRBOI Home Repair Program 2021

- l. Total budget \$100,000
- m. Total expensed YTD \$19,837.50
- n. 80% Remaining
- o. 15 members are in process with this program to date.

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$354,850.00
- r. 22% Remaining (2 COVID Expensed)
- s. 47 members accessed this program.
- t. Average age at passing is 65.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	2	0	2	4	3	1	4	0	32

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 310 Elders enrolled in program.
- w. October invoice \$69,309.59

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
247	23	112	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
129	88	53	6	81	73	37	38	15	0

13. Office Visits

- bb. 0 visits for the month

Members Assistance has processed 84% of the ARPA, General Welfare Assistance Program. Linda recently started processing the applications for Members Assistance.

Natural Resources
Frank Beaver



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

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

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

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

Department Objectives:

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

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Vacant – Fisheries Biologist, Sturgeon
- Vacant – Great Lakes Fisheries Biologist
- Vacant – Aquatic/Fisheries Biologist, Inland
- Mike Snyder – Great Lakes Fisheries Technician
- Alycia Peterson – Great Lakes Fisheries Technician
- Vacant - Fisheries Technician, Inland
- Vacant - Fisheries Technician, Inland
- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Grant Management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Implementation of Fisheries Division work plans
- Data entry/ management, Great Lakes fisheries
- Catch Report data entry
- 2021 fishery assessments data management and fish aging

Equipment maintenance/Field Work/Lab Work:

- Great Lakes equipment maintenance
- Fish aging

- Boat / equipment winterization

Meetings/Training/Travel/Conference Calls

- US v Michigan, 2020 Consent Decree Negotiations, LRBOI meeting (11/2)
- US v Michigan, 2020 Consent Decree Negotiations, LRBOI meeting (11/3)
- US v Michigan, 2020 Consent Decree Negotiations, LRBOI and State of Michigan meeting (11/3)
- Monthly LRBOI Staff Meeting (11/4)
- NRD LEADS Huddle (11/4)
- Leadership Roundtable meeting (11/4)
- US v Michigan, 2020 Consent Decree Negotiations, Tribal Biologist Meeting (11/8)
- Tribal Council US v Michigan, 2020 Consent Decree Negotiations Update (11/9)
- NRD Leads Huddle (11/10)
- NRD Leads Huddle (11/16)
- NRD Job Description Review/ Discussion (11/16)
- Resume Review, Great Lakes Policy Specialist (11/17)
- US v Michigan, 2020 Consent Decree Negotiations, Tribal Attorney/ Biologist Meeting (10/5)
- Technical Fisheries Committee Meeting (11/23)
- RSI equipment exchange (11/29)
- NRD Leads job descriptions review/ discussion (11/30)
-

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

Wildlife Program

Bob Sanders – Wildlife Division Manager
 Angela Kujawa – Wildlife Biologist
 Vacant – Wildlife Technician
 Vacant – Seasonal Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative

- 4072 NRCS Project Budget
- Completed monthly report – November
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2021 hunting permit planning – Ongoing
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations, etc.
- Ordered wildlife equipment needed for 2021-2022 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Northern Lower Peninsula American marten occupancy survey – On going
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Marten project data entry - on going
- SABA reporting – monthly occurrence
- Marten survey photo ID – 4137
- Elk hunt correspondence (December Hunting Period)
- Eagle repository reporting
- Native Peoples Working Group Article

Equipment Maintenance/Field Work/Lab Work

- Vehicle maintenance – Dakota, Ram, Jeep
- Cleaned and service wildlife vehicles - monthly occurrence
- Cleaned and organized equipment at Big Blue
- Tribal Property Site visits and equipment pick up
- Wildlife Check station
- Cavity creation fieldwork with USFS

Meetings/Training/Travel/Conference Calls

- Weekly Team meeting – 11/1, 11/8, 11/22
- NRD lead huddle – 11/4, 11/10, 11/16
- One on One meeting – 11/9,
- Agenda Review – 11/8
- Tribal Council meeting – 11/10
- Conference call U of M – 11/9
- Job Description Meeting – 11/16
- PA marten habitat assessment – 11/1 -11/3
- GVSU committee meeting – 11/23
- Employee Recognition meeting – 11/4, 11/18
- Monthly staff meeting – 11/4
- Job posting conference call with HR – 11/23

Environmental Division

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

Environmental Division Capacity Building (IGAP)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA work for 1:1s
- Staff Task List Management
- Team Leadership
- Budget review for PPG and CAA 103 Grants
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- GAP Guidance Review
- Completed and submitted GAP Allocation Letter
- Started Reporting for CERCLA 128a program
- Completed Pre-Application for CERCLA 128a Program
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- Develop Lead education and outreach materials
- Started collecting information for the ISWMP

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 11/1, 11/8, 11/16, 11/22, 11/29
- 1:1 with Staff: 11/8 (x2), 11/9, 11/22 (x2), 11/23
- 1:1 with Supervisor: 11/8,
- NRD Leadership Huddle: 11/4, 11/10, 11/16, 11/30
- Leadership Round Table 11/4
- GLIFWC CORA Line 5 Meeting 11/2
- Tribal Council 11/1, 11/3, 11/9, 11/16
- Maple River Meeting – 11/3, 11/19
- Enbridge Line 5 ACOE Meeting 11/2
- RTC Caucus Meeting 11/2
- RTOC Meeting 11/3, 11/4
- Meeting with Grant Writer re. ETEP – 11/8
- Planning for No Spills 11/9
- Tribal EGLE Call 11/9
- GAP Guidance w/ R5 11/10
- GAP Guidance with HQ 11/10, 11/17
- Job Description Updates with lead/HR 11/16
- Resume Review GLPS 11/17
- Hazard Mitigation Planning 11/17
- Tribal/EPA Mining Issues 11/18
- TEPM Planning 11/22
- Energy @ LRBOI Meeting 11/22

- Kick-off meeting ISWMP 11/23
- RTC/Climate Change 11/29

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

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

Field Work and Equipment Maintenance

-

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

Water Program (106 and 319)

Administration/Reports/Data Entry

- Received Nutrient data from GLEC
- Entered parameters, thresholds, and assessments into AQWMS
- Received Macro invert data
- Sent Check to Cole for Macro invert data
- Starting Cycle fixed in ATTAINS
- Completed winter work list
- Updated invasive prevention SOP draft.
- Updated vehicle logs to include invasive prevention check.

Field Work and Equipment Maintenance

- Scheduled WQ boat for Winterization
- R and Open Refine installed on office computer and 2-in-1
- Checked on Turbidity standards ordered but not received

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

- 11/2- NRCS State Bio CRA visit Pine River at Silver Creek Campground project
- 11/4- Monthly Staff meeting
- 11/16-11/18- Tribal-DATA: intro to R workshop
- 11/19- PLWF new board member discussion
- 11/22-ATTAINS monthly call
- 11/1/21: State of the Great Lakes Draft Assessments webinar.
- 11/2/21: Portage Lake Watershed Forever Water Quality & Environmental Monitoring meeting.
- 11/3/21: Region 5 RTOC meeting Day 1.
- 11/4/21: Region 5 RTOC meeting Day 2.
- 11/12/21: EPA GenX Chemicals webinar.
- 11/16/21: met with Zach and Allison to discuss ATTAINS/WQAR graph reporting.
- 11/16/21: Tribal Exchange Network Training on R & OpenRefine for Data Visualization Day 1.
- 11/17/21: Tribal Exchange Network Training on R for Data Visualization Day 2.

- 11/18/21: Tribal Exchange Network Training on R for Data Visualization Day 3.
- 11/22/21: ATTAINS Rollout monthly call.
-

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- MET Data analysis Complete for 2017, 2016, 2015
- Website Information rewritten and edited

Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x3
- AMS Site Checks x5
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x2
- Semi Annual Audit PM2.5 EGLE
- Ozone take offline
- Digi was take offline due to a State Network issue

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

- Region 5 Monthly Tribal Air Call, (11-4-21)

Additional Notes:

Ongoing Issues with FRM is still persisting, rewiring the FRM plugs did not restore communication, might be a cable issue or a communication board issue. A shortened month with holidays and time off. Also, most of my meeting toe November were cancelled or combined with December's meetings. Started the director shadowing and meeting once a week, building on the food sovereignty program.

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Updated Field Map to include water quality data collection layer.
- Created wetlands map template draft in ArcMap.
- Exported draft maps of all wetlands delineated in 2021 field season.
- Keyed out unknown grasses/sedges collected during Relevé surveys.
- Data management: utilized plot photos to QA/QC data from Relevé surveys.
- Data management: organizing, cleaning, projecting, etc. GIS data to prepare for analysis in Q1.
- Updated monitoring SOP's with modifications including elimination of nested plots.
- Downloaded National Wetland Condition Assessment wetlands data from 2011 and 2016.
- Continued updating Wetland Stewardship Plan draft.
- Investigated MNFI data request options and drafted letter of inquiry.

Field Work and Equipment Maintenance

- Hamlin Lake: retrieved Hobo depth logger.
- Devoe, Orchard Landing, Vitaz, High Bridge, & Bialik parcels: used sonde to collect water quality measurements of all 2021-surveyed parcels with standing water.
- assembled & greased new waterproof tablet case.

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

- 11/2/21: Wild Rice Initiative Team meeting.
 - 11/8/21: Regional Tribal Wild Rice Working Group meeting.
 - 11/8/21: EPA Tribal Wetlands Collaboratives Training Day 1.
 - 11/9/21: EPA Tribal Wetlands Collaboratives Training Day 2.
- 11/29/21: NOAA Hyperspectral Geospatial Committee Call.

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

November 2021

Steve Parsons

Meetings/Conferences/Trainings

- On November 4, 2021, I participated in the monthly virtual staff meeting for LRBOI Government employees.
- On November 4, 2021, I participated in a virtual meeting regarding the Food Distribution Building currently under construction. Others who attended the meeting were Ken LaHaye, Dale Magoon and Steve Wheeler.
- On November 8, 2021, I participated in a virtual meeting with members of MDOT staff to discuss the plan review for the US-31/M-22 Roundabout.
- On November 10, 2021, I participated in the virtual meeting between MDOT and Michigan Tribes to discuss the renewal of the Section 106 Programmatic Agreement. Jay Sam (Historic Preservation Director) is the Tribal lead representative on this issue.
- On November 12, 2021, I participated in a virtual meeting with members of MDOT staff to prepare for the upcoming virtual work session with Tribal Council on November 16, 2021, to discuss the plans for construction of the US-31/M-22 Roundabout, scheduled for construction in 2022.
- On November 16, 2021, I participated in a virtual work session with members of Tribal Council and MDOT staff to review the design plans for the US-31/M-22 Roundabout project.
- On November 17, 2021, I participated in a meeting to discuss the creation of a LRBOI Tribal Hazard Mitigation Plan. The meeting was held at the Justice Center and also included representatives from Networks Northwest who will be assisting in the development of the plan.
- On November 18, I participated in the weekly meeting of the Construction Task Force.
- On November 18, I participated in the monthly Operational Support Department Head Meeting, which was conducted by the Human Resources Department.
- On November 19, 2021, I participated in a virtual meeting regarding an update on the Food Distribution Center.
- On November 22, 2021, I participated in the Tribal Council Agenda Review meeting, where I represented an item on the November 22, 2021 agenda. The item was for Tribal Council to approve our Tribal Transportation Improvement Plan so that it could be submitted to the BIA.
- On November 23, 2022, I participated in a virtual work session with members of Tribal Council and MDOT staff to discuss the construction schedule for Roundabout construction in 2022. It was agreed that construction would commence in mid-July 2022.
- On November 24, 2022, I participated in the virtual Tribal Council meeting representing the agenda item to improve our Tribal Transportation Improvement Plan.

Activities/Accomplishments/Updates

- Submittal of our 2022-25 Tribal Transportation Improvement Plan: The plan was approved by Tribal Council on November 24, 2021, and was submitted to the BIA on November 29, 2021.
- BIA Roads – 2021 Projects: Two of our 2021 road projects are currently in process and will extend into 2022. Here is the latest update on those projects.

- Cemetery Parcel Road Project: Schultz Excavating was working on the construction of the road system on the cemetery parcel through most of November 2021. During November, they finished grading the road and began to install the road base. Work on the project was stopped in late November due to the arrival of inclement weather (snow) and the inability to continue work. Final work on installing the gravel road will commence in the Spring of 2022 when weather allows. Once the road system has been completed, we will work on the remaining landscaping and infrastructure features during the early part of 2022.
- Commodities Drive Road Project: Schultz Excavating currently has the footprint for the road established and has completed initial grading and some paving. The road project is on the same timeline as the Food Distribution Center building project. Due to a delay in the delivery of some of the building materials needed for the Food Distribution Center, this project will not be completed until spring 2022. Any remaining work to pave the road will be scheduled ASAP in the Spring 2022.
- Roundabout Project: As explained in the previous session, there were several virtual meetings with Tribal Council members and MDOT staff. Here is the latest information on the US-31 & M-22 Roundabout Project.
 - Planning and design of the roundabout has finished, with a final plan set being approved by MDOT in late November.
 - The project will be bid out by MDOT in January 2022.
 - After discussion between MDOT staff and members of Tribal Council, it was decided that the construction project will begin sometime in mid-July 2022. MDOT will make every effort to expedite the project and complete construction as soon as possible.

Public Safety
Robert Medacco

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

General Patrol	
Assist Citizen	8
Assist Motorist	
Assist Other Agency	4
City Assist	2
County Assist	18
Medical Assist	3
MSP Assist	
Other Calls for Service	3
Property Checks	583
Suspicious Person	1
Suspicious Situation	3
Well-Being Check	3
Traffic/Vehicle	
Abandoned Vehicle	
Accidents	12
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	
OUID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	1
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	4
Unsecured Vehicle	
Verbal Warning	5
Warning Ticket	
Processes	
Bench Warrant Entered	
Civil Process (Paper Service)	3
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	4
Assault	2
B&E	3
Bond Revocation	
Child Abuse	
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	
Disorderly	
Domestic Disturbance	4
Drive-Off	
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	2
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	
Liquor Violation	
Minor in Possession	1
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	12
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

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

261

3

1

116

4.75

5

2

3

63

63

10.25

3722

Training/Travel

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

Administrative Hours	41.5
Arrest(s)	
Male	
Female	
Assist(s)	1
Boardings	5
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	7
Court	
Court Hours	
Dock Checks	2
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	171.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	3
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	6.5
Vehicle Mileage	1724
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

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

Administrative Hours	181.75	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	9	
Assist Hours	15	
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	13	
Contacts	99	
Court		
Court Hours		
Follow-up(s)	3	
Follow-up Hours	4.5	
Federal Citation(s)		
Hours Worked	397	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	1.5	
Paper Service		
Possible Trespass	1	
PR Activities		
PR Activities Hours		
Property Checks	143	
Snowmobile Patrol Hours		
Training(s)	8	
Training Hours	18	
Vehicle Mileage	3171	
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

Tax Office
Valerie Chandler

Tax Department November 2021 Monthly Report

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

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

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for October 2021.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 8 Certificates of Exemption:
 - Purchaser: 7 RTMs 1 Tribe/Entity
 - Purchase Type: 5 Vehicles 2 Construction 1 Burial Program
9. Reviewed 37 Tribal Member address and/or name changes; 4 required updating of the RTM list and database.
10. Processed 2 Proofs of Residency.
11. Prepared and mailed 9 Proof of Residency request letters.
12. Processed 4 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

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

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

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for December 2021 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,005 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 October, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed October 2021 Tribal tax returns which included:
 - Retail Sales Tax (Little River Trading Post, Little River Casino Resort, and Nectar Spa)
 - Food & Beverage Tax (Little River Casino Resort and Sparks BBQ)
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Corresponded with the Da J Wok's accountant regarding the food and beverage tax return form, explained the Tribe's tax laws and answered questions.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees.
3. Prepared the announcement of the November Employee of the Month for another team member to present since I was not going to be available.

State of Michigan Department of Treasury Tribal Affairs Interactions:

None for the month.

Little River Trading Post Interactions:

1. Worked with Trading Post Manager to update the OTP prices due to price increases from the wholesaler.

Little River Casino Resort Interactions:

1. Issued one Temporary Tribal Business Tax License for the Chris Janson concert.

Meetings / Trainings Attended During the Month:

1. Tribal Council work session via Zoom on November 2, 2021 regarding discussions of a farmer's market.
2. Tribal Council meetings via Zoom on November 3 and 10, 2021.
3. Employee Recognition Team meeting via Teams on November 18, 2021.
4. Attended Lead meeting on November 30, 2021 as part of the Employee Recognition Team to update the Ogema and Leads.

Statistics:

Total Registered Resident Tribal Members (RTMs): 261

- Manistee County: 250
- Mason County: 11

Monthly Tax Revenue:*

*October 2021 amounts received in November 2021

- Retail Sales Tax (Gift Shop) \$1,386.99
- Retail Sales Tax (Nectar Spa) \$39.72
- Service Tax \$649.07
- Admissions Tax \$2,655.99
- Lodging & Occupancy Tax \$11,844.70
- Food & Beverage Tax (Little River Casino Resort) \$21,662.37
- Food & Beverage Tax (Sparks BBQ) \$1,590.68

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

- Gasoline (includes eligible Government & Resort vehicles): \$5,576.63
- Diesel (includes eligible Government & Resort vehicles): \$183.82
- Cigarettes: \$8,939.48
- Employee (Government & Resort) Discount on Fuel: \$395.25

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

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

- Gasoline: \$0.434/gallon
- Diesel: \$0.446/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
November 2021 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 44 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Communicated with staff from departments about various items.
4. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.
6. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.

7. Continued to communicate with G. Zaring regarding Manistee Historical Society project and Tribal involvement.
8. 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. Working with Brickhouse on our new web/app.
2. Working with story teller of the legend of Sleeping Bear.
3. Processed paper work and meetings for the Brickhouse contract.
4. Working with students on re-designing the zoom language classes.
5. Grand Rapids museum contacted with me for updating the language project.
6. Starting to work with NMC on a chat line connected to Interlochen Radio.
7. Produced face book lessons, recorded them and posted them.
8. Produced language lessons for students and taught them.
9. Consultant to Interlochen Radio, Delta Dental, Sleeping Bear Tours.
10. Answers Emails and calls about language and culture.
11. Recycled for LRB Pharmacy.

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

November 2021, Department Report

I. Department Overview

MISSION STATEMENT

...Is to identify the requirements of our customers & earning their respect by communicating openly, clearly, courteously, and promptly to any issues that may arise.

...to exercise our sovereign powers by, providing excellent quality water & sanitation services in accordance with LRB Utility Ordinance, the U.S. Safe Drinking Water Act, & other applicable laws that are beneficial to the safety of the Citizens of the Little River Band of Ottawa Indians & Patrons utilizing our facilities.

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Completed eye wash station for OSHA compliance
- Installed new B.O.D. incubator
- Tied in back up generator at casino lift station due to scheduled maintenance at casino (no Power available)
- VFD'S installed at wellhouse

Billing

Water	\$10,816.69
Sewer	\$10,441.55
Irrigation	\$1,811.84
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,884.07
Septage	\$5,480.88
Other	\$93.48
Month Total	\$51,597.84
Yr. to Date Water	\$116,818.33
Yr. to Date Sewer	\$150,277.29
Yr. to Date Irrigation	\$28,687.41
Yr. to Date Fire Suppression	\$88,762.63
Yr. to Date Manistee Township	\$180,365.03
Yr. to Date Septage	\$75,795.40
Other Revenue	\$1,190.15
Credit	\$14,201.03
Yr. to Date Total	\$641,896.24

1. Well House Pumping in Gallons
 - Total Flow Gallons
 - a. 1,741,412
 - b. Ave Daily Flow Gallons 58,047
2. Gallons of Treated Wastewater SBR
 - Influent Gallons
 - a. 2,661,664
 - b. Daily Average Gallons 88,722
 -
 - Effluent Gallons
 - a. 2,553,156
 - b. Daily Average Gallons 85,105
 -
 - Lagoon
 - a. Influent 418,303
 - b. Daily Average Gallons 13,943
3. Septic Sewage
 - a. Gallons 124,038

III. Travel / Trainings / Meetings

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

What: Operational Support Meeting
Who: Jay Sam
Where: Gov Complex Meeting Room
Sponsored by: LRB

What: Work Session Office /Garage Expansion
Who: Gary Lewis
Where: Zoom
Sponsored by: Council