

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 *LB*
Naangwa: Date: September 14, 2017
Maanda Nji: Re: August, 2017 Operations Report

We respectfully submit the August, 2017 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
August, 2017

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

August, 2017 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. **2017 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2017 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 2017 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 2016 audit and filing with the appropriate agencies.
- 2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
- 3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
- 4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
- 5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
- 6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2014. Work is in process on the 2015 Indirect Cost Proposal.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2018 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2016 audit took place May 15 - 23, 2017. The firm Dennis, Gartland & Niergarth, performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for year ended December 31, 2016, has been issued to the Tribe with an Audit opinion date of August 18, 2017. The audit presentation took place Tuesday, August 29, at 1:00pm, in the Tribal Council conference room, with the Ogema and Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report will be filed with all appropriate federal agencies before the September 30, 2017, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI (10) Homes, Pharmacy Renovation, Child & Family Development Center, Odeno-Fruitport Housing Project and Gathering Grounds. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of August.***
 - i. ***US 31 Sewer Extension Project: None***
 - ii. ***Child & Family Development – Approvals /Purchase's - \$28,919.03***
 - iii. ***Pharmacy Renovation - None***
 - iv. ***Odeno-Fruitport Housing- \$141,409.90***
 - v. ***2017- AKI 10 - \$302,000***
 - vi. ***Gathering Grounds -\$2,000***
2. ***Cash Receipts; Daily cash receipts totaled for the month of August, were, \$597,771.30 the General Fund Operating Account had a total of (221) receipts.***
3. ***Lead Facilitator – Health and Human Services Division: Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.***
4. ***Judgment Trust Account: Final stages of this program information, should be concluding.***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.***
6. ***Payroll: ADP system, currently review and approve at director level ongoing.***
7. ***1099MISC. – continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2016.***

8. **Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.**
 9. **Tribal Financial Statement Requirements: Due by the 8th of the month.**
 1. Cash Deposits
 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.
 3. Utilities report – current payments – monthly report of payments.
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Construction Task Force –Weekly Meeting - Thursday - review, US 31 Sewer Extension and Pharmacy Renovation, Child & Family Day Care, Odeno – Fruitport Housing Project, AKI (10) Homes, Gathering Grounds.

Other Meetings

- **Lead Facilitator Meeting – Several throughout the month**
- **Budget – Brain Storming Meeting**
- **Family Service – Meetings**
- **Clinic / Budget Meeting – Director / Clinic Staff– Meetings**
- **Pharmacy Meeting- Director, Pharmacist, CFO**
- **Employee Meeting on the Manual – Casino Resort**
- **Finance – Special Payout Project – CFO Office**
- **Tribal Council – Payout Review**
- **HR – Applicant Reviews / Employee Matters**
- **Finance – NGLC – Budget Review**

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. Weekly payroll for Trading Post
6. AP including tax payments for Trading Post
7. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
8. Void Stale dated checks
9. Positive Pay
10. Warriors Society Banking

Meetings Held / Attended – Pharmacy, Trading Post, Mandatory Staff

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of September.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
12. *Met with HR regarding Yvonne Theodore retiring in October. I went over job Description to revise so this could be posted.*
13. *Met with Kathy in HR and Jessica Wissner to go over the Enrollment job descriptions so that they could be revised.*
14. *A release of claims was signed by the Ogema showing that all deliverables were accomplished on the 2012 BIA AFA Law Enforcement contract and sent back to Dept. of Interior to close this grant out.*
15. *The grant files were purged in the basement making sure that everything in those grant files was scanned and placed in the electronic computer files. The hard copies were then shredded. The grant files that ended that were in my office were moved to the basement storage.*
16. *The Tribe received four modifications for the following grants: 2017-2019 EPA Air Quality additional funding in the amount of \$35,245 was received, BIA Government to Government IRR Roads additional funding in the amount of \$206,733.28 was received, the Crime Victim Assistance-VOCA budget modification was approved moving the budget around to fit needs and 2017 BIA Self Governance additional funding in the amount of \$20,000. Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*

17. The Tribe received one new grant: ITC Tribal Health Behavioral Implementation Tele-Psychiatry in the amount of \$42,450. A new grant program booklet was created and electronic folders were set up. Documents were scanned to the electronic folders and originals were placed in the grant files. The new funding amount was added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the new award document so that he could take to Tribal Council to have accepted into the operating budget by resolution.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis on numerous occasions to discuss grant issues.
3. Met with Larry, Mary and Leads on 8/1/17 and 8/22/17.
4. Met with Jessica Wissner on 8/1/17.
5. Met with Unified Legal, HR and Leads on 8/8/17.
6. Attended Mandatory Staff meeting on 8/10/17.
7. Attended work session with TC, Unified Legal and Enrollment on 8/14/17.
8. Met with Ogema and Leads on 8/15/17.
9. Met with Nancy in HR on 8/17/17.
10. Met with Bill, Steve and Dale on 8/17/17.
11. Met with Nancy in HR and Frank Figgels on 8/22/17.
12. Met with Kathy in HR and Jessica Wissner on 8/23/17.

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 409 payroll checks through ADP.
2. Verified 24 PAF's this month which included 3 new employee(s), and 2 terminated employee(s).
3. Completed payroll and payroll backup cover sheet for pay dates 8/4 and 8/18.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto spreadsheet biweekly.
7. Entered all Unum deductions onto spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.
10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
11. Requested/received the following month's invoice for Mutual of Omaha from HR for review.

Meetings Held / Attended –

1. 8/3, 8/4, 8/18, 8/22, 8/24, & 8/31 – Benefit reconciliation with Kathy.
2. 8/31 – Overview call with ADP.

Trainings Held / Attended –

1. None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing the ADP system.
5. Created drop down menu in ADP for custom Preference field.
6. Determined per cap eligibility for the October 1st payment to be made on September 29th.
7. Worked with ADP on completing the leave code merge and balance transfer for employees.
8. Verified payment amounts/calculation for a one-time payment made to employees and completed the import file to upload into ADP for payment to be made with the 9/1/17 payroll.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. Creating/updating a quick reference guide for payroll.
4. Training payroll backup for ADP payroll processing.
5. Working with Kathy on reconciling benefits for life, health, dental, and vision.

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
3. Reconciliation of benefits for the month of September and add in Mutual of Omaha.
4. Processing of the October 1st per cap payment to be made on September 29th.
5. Completing bi-annual certification of personnel costs for grant programs.

ACCOUNTS PAYABLE

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

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

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Maintain purchase orders, certified, bulk and fed-ex files
2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail
4. Date and distribute invoices & checks

5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail
9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files
13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

Meetings Held / Attended –

8/10/17 Mandatory Staff Meeting at Casino –Personnel Manual

Special Tasks / Activities Performed –

1. Cross-training in travel
2. Setting up Travel folders into shared drive
3. Merging vendors in MIP system
4. Manage and order mail supplies
5. Date stamp and log incoming checks & distribute to AP
6. Process bulk mail
7. Scan and distribute purchase orders and contracts
8. Distribute Tribal certificate of Exemption for sales and use tax certificates
9. Track copier meter readings and process payment requests
10. Enter W-9's into MIP
11. Entering new vendor ID's into MIP
12. Verifying and tracking travel closeouts throughout the month
13. Enter Purchase order item Cancellations
14. Consolidating RFP Packets
15. Backup for the tax officer

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

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

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 348 packages.
2. Issued 243 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 work on FY2015 Indirect Cost Proposal

Meetings Held / Attended –

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) Working on finalize FY2015 Indirect Cost Proposal.

Expenditures Update

Total year to date expenditures for the Finance Division for August, 2017, are \$771,756, compared to an annual budget of \$1,241,213. Total expenses for the Finance Division for year to date August, 2017, represented 62% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ August 2017

1 Department Overviews:

Goals and objectives:

The goal of commodity department is to serve low income Native American households living on and off the reservation.

Providing families with nutritional commodity 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.

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:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore & L. Jackson warehouse / rotated stock/ inventory stock

Y. Theodore rotated frozen food in freezer

Y. Theodore received food put in 152 AIS

Y. Theodore & L. Jackson filled food orders

Y. Theodore & L. Jackson waited on clients & loaded food in their vehicles

L. Jackson certified client's applications

Y. Theodore got with USDA on generator it is to be utilities to another LRBOI program still being worked on

Y. Theodore attend FDPIR operation call: 8-17-17

Y. Theodore attend council Monday 14th budget

Y. Theodore attend council Wednesday 16th 2018 budget

Y. Theodore submitted 2018 budget in July to USDA on FDPIR program

y. Theodore attend directors meeting Aug 28th thru Sept. 1st 2018

Y. Theodore order food for warehouse / and ordered fresh produce for September

Y. Theodore attended directors meeting SSM

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

August 2017 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 2 student received LRBOI/JOM activities funding totaling \$170, 1 student received \$250 toward driver's training and 193 school clothing checks were processed and mailed.
- **Higher Education Scholarship:** 25 Higher Education Scholarships were processed for August. Total awards were \$54917.50, providing assistance to 15 community college students, and 10 university students, 16 women, 9 men.
- **College Book Stipend:** 56 book stipends were awarded during the month of August totaling \$123,500. 7 for being enrolled in 1-3 credits, 12 for being enrolled in 4-8 credits, and 37 students received stipends for being enrolled in 9 or more credits.
- **Miscellaneous Information:** Ordered, sorted and gave out Monarch butterfly larvae for Monarch Rearing project.

Eclipse Activity, August 21st, 25 people participated

Preparation and planning for Kids' Cooking Class Dinner Party where graduates of the July cooking class prepared a full dinner for their families and other invited guests

Debra Davis worked with Bedabin Behavioral Health planning September moccasin making class to be held in Manistee, and a second to be held at a future date in Muskegon. The project is a collaboration between Bedabin, Education, and Natural Resources.

Santana processed 193 check requests for student services School Clothing program for 2017 first run

This month we processed many Michigan Indian Tuition Waivers, and took numerous phone calls and emails regarding student school clothing

checks, book stipends and scholarships. This time of year also includes much telephone correspondence between various college financial aid offices and this department, and also general information provided to potential students deciding to attend college. As with each start of a new academic year many calls are received requesting information about how to begin applying for college.

Meetings Attended:

- **August 11- Met with Peacemaking and Natural Resources to discuss Education working with both departments regarding Indian Village Camp in 2018, Peacemaking/Probation Offices, Yvonne Parsons and Debra Davis attended**
- **Expense Justification**
 - **Activities performed and services rendered fall within budgeted items for the 2017 fiscal year.**

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

August Monthly Report - 2017

JESSICA WISSNER, ENROLLMENT ASSISTANT

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 8 Applications forms for people seeking membership
- Mailed out: 29 Address change forms
- Created New 48 and Replacement Ids from 08/01/2017 through 08/31/2017
- 201 Addresses changed from 08/01/2017 through 08/31/2017
- Final Rejection Letters: 1
- Final Acceptance Letters: 2
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 4
- Provisional Acceptance Letter: 1
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0

- Notice of Blood Quantum Increase: 1
- Reinstatement Notice: 1
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 6 Applications received since 08/01/2017
- List Request of membership: Tax Officer, Public Information-2, Elders, Tribal Council
- Label Request of membership: Public Information-2, Elders
- Tribal Members Label/List or Statistical Request: 0
- Statistical Requests: Commerce
- Department Verifications:
 1. Prosecutor 75
 2. Members Assistance 33
 3. Purchased and Referred Care 100
 4. Family Services 14
 5. Casino 2
 6. Election Board 5
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 2 Members passed away for the Burial Fund Money
- Sent out 2 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 4 Tuition Waiver Verifications
- 347 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Staff Meeting August 10
- Notary Training August 15th
- Enrollment Meeting August 23

- Total Membership: 4,247
- Total number of Elders: 1,272

- Total number of Adults (18-54): 2,576
- Total number of Minors (0-17): 399
- Total Tribal Members living in:
 - 9 County Area: 1,788
 - Outside 9 County Area: 2,362
 - Michigan: 2,790
 - Outside Michigan: 1,360
 - Undeliverable Addresses: 97

Family Services
Jason Cross

Family Services Department

August 2017 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Kent.....1

Manistee.....4

Muskegon.....3

Total.....8

Open Cases.....53

Total number of Tribal members served in open cases: 74

Total number of descendants served in open cases: 18

Total number of individuals served in open cases: 136

Cases Management:

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

Sandra Deverney, MSW – Family Services Social Worker Total 10
Indian Child Welfare – 4 Services Only - 6

Total number living in homes served	68
Total number of Tribal Members living in homes served	41
Total number of descendants living in homes served	7
Total number of children living in homes served	16
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	8
Home visits this month	8
Case reviews this month	4
Binojeeuk reviews this month	4
Contacts with outside agencies	32
Contacts with LTBOI departments	4
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amanda McQueen, BA – Family Services Case Manager **Total: 13**
Indian Child Welfare: 13 Juvenile Justice: 0

Total number living in homes served	50
Total number of Tribal Members living in homes served	29
Total number of descendants living in homes served	0
Total number of children living in homes served	2
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	8
Case reviews this month	5
Binojeeuk reviews this month	3
Contacts with outside agencies	157
Contacts with LTBOI departments	21
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 10
Domestic Violence: 10

Total number living in homes served	28
Total number of Tribal Members living in homes served	13
Total number of descendants living in homes served	8
Total number of children living in homes served	6
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	3
Home visits this month	27
Case reviews this month	8
Binojeeuk reviews this month	0
Contacts with outside agencies	15
Contacts with LTBOI departments	14
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 6**

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	8	Muskegon
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	97	
<i>Face to face</i>	19	
<i>Phone Conferences</i>	0	
Meetings	Oceans, Lake, & Mason DV Lakeshore Human Trafficking LRBOI staff meeting	Pentwater Muskegon Manistee
Training	6 Online DV trainings	Office
Court	2	Ottawa & LRBOI

Next Generation Learning Center

Enrollment Statistics:

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

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	17	7	10	2	5	3
Toddler Classroom (2-3 years old)	17	3	14	3	3	5
3-Year-Old Preschool	17	8	9	1	0	1
4-Year-Old Preschool	17	13	4	4	2	2
School Age (5-12 years)	17	0	17	6	1	3
Totals	85	31	54	16	11	14
Percentages		36%	64%	19%	13%	16%

5 Families have received full time employment since the opening of NGLC	10 families are currently enrolled in CDC funding
---	---

Current Center Happenings:

- With the school year officially beginning most of our school aged children will not return until next summer. Approximately 10 additional families have requested care during snow days and school vacations.
- Kenny Pheasant will begin a language curriculum with our 3 and 4-year-old preschool classrooms each Monday
- MSU Extension has asked NGLC to participate in a food program for young children
- NGLC was awarded 32 slots/16 children for the Great Start Readiness Preschool Program (GSRP) The first official day of GSRP is Monday September 11. Children will be in attendance from 8:00a-3:25p.
- NGLC has been accepted into the Child and Adult Food Program (CACFP) and will begin getting reimbursements for food that is purchased for children.
- We continue to work with CDC for payment.
- We are currently hiring 1 more Teacher’s Aides
- Great Start Collaborative has implemented their Friday playgroup at NGLC from 9:30a-11:00p. Onekama, Bear Lake, Brethren/Kaleva playgroups will be held at NGLC on the second Friday of the month.
- Manistee ISD Early On program (0-3years) to hold the monthly playgroup meeting at NGLC for the school year starting in October. Their director will be located within our office 3 days a week.

- Manistee ISD continues to see children with developmental delays and do therapy within classrooms.
- Holly will attend Manistee County Leadership Program as a representative for NGLC starting September 14.

Upcoming Events:

- September 11-Official first day of GSRP Preschool Programming

**LRBOI Victim Services Program August 2017
Monthly Summary**

- Current Open Cases: 10; New Intake(s): 1; Cases that were closed this month: 2
 - Provided: utilities, household goods, ed. material, transportation, clothing, daycare, food, legal assistance, and rental assistance.
- New intake on: 8/16/17 (Manistee)
- Attended 1 court hearing.
- Had 10 client face to face meetings.
- Collaboration meetings:
 - LRBOI's task force on 8/8/17
 - Manistee DV & SA on 8/14/17
- Did a training/presentation for Muskegon DHHS for CPS & Child Welfare on 8/18/17.
- Attended 2nd Annual Tribal Government Summit in St. Paul, MN 8/28/17 – 8/31/17.
- Submitted OVW grant budget modification on 8/7/17.

Departmental Monthly Events & Needs

Meetings:

HSCB – 8/1/2017

Benzie County – 8/3/2017

MISD CTE – 8/9/2017

Health Center Week event – 8/16/2017

Construction Task Force - Every Thursday

Travel and Trainings:

None

Court

Washtenaw County - 8/4/2017

Muskegon County – 8/7/2017

LRBOI – 8/14/2017

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: August 2017

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

1. Secure grant funding that will employ Ogema & Tribal Council approved strategies in order to:
 - ♦ Advance the Tribe's efforts to build community;
 - ♦ Address the socioeconomic needs of Tribal members and families;
 - ♦ Strengthen the Tribe's governmental infrastructure;
 - ♦ Enhance Tribe's capacity to protect/preserve its cultural/natural/financial resources.
2. Promote effective and efficient systems, including staffing and training for the development and administration of grant-funded projects/programs.

II. Department Reporting Section

- Since June, the Health Department and Be-Da-Bin Behavioral Health have been working the Inter-Tribal Council of Michigan (ITC) on several state (Michigan) funding opportunities, the full outcome of which ITC (and LRBOI) are still working through. ITC is recognized by the State as the medium for collaboration among the tribes within the state (and will act as the fiduciary for such awards). LRBOI's Tribal Council did approve LRBOI participation in these grant activities as well as the MOUs involved. In the course of these developments, it became evident to those involved that it would likely be to LRBOI's advantage to re-join ITC. LRBOI was the only Michigan tribe not a member. This recommendation was subsequently formalized and submitted to the Leadership for further action. Several Tribal Work Sessions were held over the last several months exploring the pros and cons of this consideration. In the latter part of August, ITC's Executive Director, Mr. L. John Lufkins, made the trip from Sault Ste. Marie to attend one such work session. It was at this time that it was decided that LRBOI would indeed seek to rejoin ITC. Arrangements were planned and largely executed in August on the part of LRBOI so this matter would be ready for approval by ITC's Board of Directors meeting in September.
- Off and on, throughout August, the Grants Department has also worked with Yvonne Theodore on a grant submission to continue our current Commodities Program for another year (2018). This process was also formally reviewed with, and approved by, both the Ogema and Tribal Council. Funding for 2018 is expected to be similar to that that LRBOI received in 2017. It also deserved to be mentioned that Yvonne Theodore will be retiring before the end of the year (2017).
- Also in August, Steve Parsons and I began talking about the Transportation Grant, the RFP of which was expected soon. Since that time, there were several delays, the reasons for which are not clear (but probably related to the funding). LRBOI (through Steve) has been assured that this funding opportunity will be out in the near future; however, the RFP has not yet been released. This funding will be used to plan and construct an underpass (under US31) to help assure pedestrian safety.

IV. Other duties and activities performed during the month of July 2017:

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared grant submission and ITC rejoining and approval packages for the tribal leaderships as needed.
- Worked variably with different tribal departments/representatives to develop grant applications that work for the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any/all mandatory meetings/other meetings that I was invited to attend.
- As possible, attended Language Classes on the regular Friday schedule.
- Attended regularly scheduled Warrior Society monthly meetings and participated in other activities.
- Attended the August LRBOI Enrollment Commission meeting as a Commission member.
- Participated as the Elder in employment interviews in the month of August.
- Continued to pursue self-education efforts related to grants development and/or personal/professional development.
- Enrolled and stated classes in the Entrepreneurial Course sponsored by the tribe.

V. Budget Expense Justification and FY2017 budget introduction: There are no current year grant department budget matters/issues/justifications to report regarding FY2016 budget.

VI. Travel and Training: The Grant Professionals Association Annual Meeting is scheduled November 8-11, 2017 (in San Diego) – I am still tentatively planning to attend – this subject was discussed in the July budget meeting. I have not yet made any of the necessary arrangements as I am not yet sure what the future holds.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

From: Don MacDonald, Director of Health Services
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Dottie Batchelder, BEDABIN Substance Abuse Counselor

Date: September 8, 2017

Re: August 2017 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of August 2017. This report will reflect aggregate supplemental information from lead staff members Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor.

August 2nd, 16th, and 30th 2017- Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, and Janice Grant, Clinic Supervisor participated in our biweekly call with personnel from Forest County Potawatomi Insurance Department to discuss third party billing, Medicare Like Rates, and 506 Recovery.

August 7, 2017 – Don MacDonald, Director of Health Services, met with IHS Facility Engineers for a general discussion of Health Clinic and Pharmacy needs.

August 10, 2017 – Health Services Personnel attended the Mandatory Staff Meeting at the request of Ogema Romanelli.

August 14, 2017 – Joan Schmidt, R.N. joined the health services team as a clinic nurse.

August 15, 2017, The Traditional Healer seen patients/clients through Be Da Bin Behavioral Health.

August 15, 2017 – Director of Health Services, SuJean Drake, Mental Health Counselor and Dottie Batchelder, SUD Counselor met with members of the Tele-Psychiatric Grant Coalition at the Justice Center to discuss implementation needs.

August 16, 2017 – Direct Care Clinic Staff Meeting attended by: Julie Dixon, D.O., Medical Director, Maxine Lipon, D.O., Clinic Physician, Debra Najdowski, R.N., Clinic Nurse, Joan Schmidt, R.N., Clinic Nurse, Amy Doering, Medical Assistant, Teresa Johnson, CHR, Janice

Grant, Clinic Supervisor, Don MacDonald, Director of Health Services, and Dale Magoon, Lead Facilitator Health Services.

August 16, 2017, Be Da Bin hosted the Manistee County Suicide Awareness & Prevention Coalition meeting.

August 18 and 24, 2017, Don MacDonald, Director of Health Services, and Dottie Batchelder, Chemical Dependency Counselor, attended work sessions with the Tribal Council for re-joining Inter-Tribal Council of Michigan (ITC).

August 23, 2017 – Julie Dixon, D.O., Medical Director, Maxine Lipon, D.O., Clinic Physician, Debra Najdowski, R.N., Clinic Nurse, and Joan Schmidt, R.N., Clinic Nurse participated in a meeting to discuss direct patient services.

August 29, 2017-Be Da Bin Staff hosted the 6th Annual Suicide Prevention Walk (also with Centra Wellness and the Coalition). We have received much publicity from this event.

August 29, 2017 – Don MacDonald, Director of Health Services, met with Tribal Council and other Tribal Directors to provide a status update on the Tribal Strategic Plan.

August 30, 2017-Tribal Police hosted an Opioid Training by the FBI/DEA, US Attorney's Office/Western District of Michigan. It was attended by Sujean Drake, Mental Health Counselor; Dottie Batchelder, Chemical Dependency Counselor; Dr. Julie Dixon, D.O., Medical Director; Dr. Maxine Lipon, D.O., Clinic Physician; Debra Najdowski, R.N. Clinic Nurse; and Joan Schmidt, R.N., Clinic Nurse.

August 30, 2017 – Gina Dahlke, PRC/EHAP Supervisor and Don MacDonald, Director of Health Services, participated in a Webinar from the Self Governance Committee regarding ACA and Tribal Sponsorship.

Don MacDonald, Director of Health Services, Keith Jacque, Chief Pharmacist, and Dale Magoon, Health & Family Services Lead continue to meet on a weekly basis to discuss pharmacy operational needs.

Don MacDonald, Director of Health Services and Keith Jacque, Chief Pharmacist continue to participate in regular conference calls with Pharmacy Consultant, Jennifer Turner.

Forest County Potawatomi Insurance Department filed 150 claims on behalf of Little River in the amount of \$29,114.52 for third party revenue generation.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, continuing to work on the Tribal Opioid Treatment & Recovery Grant and ATR IV Grant as we work these together for the next year. She is also working on the Tribal Prevention Opioid Grant to begin October 2017. She has been attending meetings for Northern Michigan Recovery Residences (NMRR), Suicide Awareness & Prevention Coalition (Sujean also attending); Manistee County Substance Abuse Education & Awareness (SEA) Committee (Sujean is also attending); and fund raising event for NMRR the 5k Run/Walk. Sujean Drake, Mental Health Counselor, is also busy developing and hosting focus groups for the Mental Health tele-psychiatry grant and working on procedures/policies. She is also working with Pine Rest and the tele-psychiatrist in this process. Krystal Davis, Intake Worker, works with the Traditional Healer and is also doing patient registration as needed in the Health Clinic. She started her college courses on August 28, 2017. All staff have been on different webinars this month.

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

CLINIC OPERATIONS:

277 patients scheduled

34 patients NO-SHOW to scheduled appointments

03 patients provided SAME DAY appointments for emergent matters**

59 cancelled appointments

187 patients attending CLINIC PHYSICIAN appointments**

34 patients PHONE TRIAGE**

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

64 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN AUGUST (Total Patient Volume): 687

Diabetic patients: 66

Flu Vaccines: -0-

Injections: 05

Nursing Visits: -0- **

On-site Labs: 130

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,803

DIRECT CALLS TO CLINIC OPERATIONS: 438

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 794

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDENCY COUNSELOR:

20/10 INDIVIDUAL /RECOVERY SUPPORT CLIENTS

139 CLIENT CONTACTS FOR SERVICES

180 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 220

MENTAL HEALTH COUNSELOR:

26 INDIVIDUAL CLIENTS

51 CLIENT CONTACTS FOR SERVICES

138 COUNSELING/ADMINISTRATIVE HOURS

TOTAL CLIENT SERVICE DELIVERY: 74

INTAKE WORKER:

27 CLIENT CONTACTS FOR SERVICES

130 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICES DELIVERY: 48

TRADITIONAL HEALING: 4 INDIVIDUAL CLIENT CONTACTS

NO SHOWS FOR ALL: 16

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 15

TRAVEL HOURS: 69

HOME VISITS: 02

TOTAL CLIENTS SERVED: 20

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 140,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2258

TOTAL PRC PAID IN AUGUST: \$ 104,769.41

PHARMACY/OTHER: \$ 43,753.38

DENTAL: \$ 11,877.25

TOTAL PATIENTS: 238 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 498

TOTAL CLAIMS ENTERED: 530

TOTAL PRC PAID 2017: \$ 833,189.94

TOTAL EHAP PAID IN AUGUST: \$ 33,142.48

TOTAL EHAP PAID 2017: \$ 300,035.21

TOTAL ENROLLED EHAP/LRBOI: 1287

MEDICARE LIKE RATE (MLR) Savings for AUGUST 2017

Claims submitted:	53	\$ 114,244.38 (total submitted)
		<u>-\$ 22,529.14 (what we paid)</u>
		\$ 91,715.24 (total savings)

PATIENT BENEFIT COORDINATORS: AUGUST 2017

New Applications mailed or given: 60

Reassessments mailed or given: 198

Follow-up mailings: 35

Certified mailings: 11

Enrollment Verifications: 46

Assisted with online applications: 1

Webinars/Trainings: CAC re-certification training August 21 thru August 25

2 Webinars

Patient Registration for Clinic: Roberta assisted with registration 3 days per week

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For August 2017

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities

- A.** The development of 10 more Fair Market housing units at Aki continues to move forward. The Department has been advised two units will be completed in September and ready for occupancy, two more in October and the balance by the end of December 2017.
- B.** We have submitted information to IHS that we are planning the development of 18 Elder Apartments for 2018 and are requesting funding from them for the furnishing and installing of the water and sewer connections to the mains.
- C.** We continue working with Travois by providing information and input for the Low Income Housing Tax Credit (LIHTC) application. We have been phone conferencing with them weekly.

On August 17, 2017 we reviewed with the Housing Commission the planning to date for the LIHTC Elder Apartment Complex application. The plan includes 18 Elder Apartments with a Community Area to be located at Aki maadiziwin lots 18, 19, 20, 21, 89, 90, 91, 92 & 118. The Housing Commission approved Resolution #17-0817-03 supporting LIHTC for the development of an Elder Housing Complex.

On August 28, 2017 we met in a work session with Tribal Council to review the planning to date for the LIHTC application. Tom St Dennis discussed the plan with Council and advised we would like to present a Resolution to Council for approval to submit the LIHTC application to MISHDA. We are currently planning on September 6, 2017 or the following meeting to present to Council.

- D. On August 29, 2017 I met with Tribal Council to discuss their strategic plan as it related to the Housing Department. Other Departments met with them as well.
- E. During the month the Department performed the following activities.
 - Lease renewals due during the month: 2
 - Leases renewed: 4
 - New leases: 3
 - Annual Inspections: 2
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- F. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$2433
 - Total Number of Awards made during the Year: 12
 - Total Amount of Awards for the Year: \$49,763.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 6
- B. Termination Notice(s) issued: 5
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 64 rental units in total of which all 64 are rented giving us an occupancy rating of 100%.

- A. Aki has 57 income based rental units of which 57 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 also has 12 fair market rentals and 12 are rented.
- B. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- C. We also have 2 short-term rentals in the City of Manistee and 2 are rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

- 1. Housing Commission support for the LIHTC plan for Elder Apartments at Aki maadiziwin.

VI. Plans for the Future.

- A. Submittal of our 2018 Indian Housing Plan (IHP) to HUD by October 18, 2017.
- B. Complete construction of the 10 Fair Market Rental units at Aki maadiziwin in December 2017.
- C. Development of an Elders Apartment Complex at Aki maadiziwin. The development of the apartments is planned to be funded through Low Income Housing Tax Credits (LIHTC) and our application is to be submitted in October 2017.

VII. Other Information

- A. None.

End of Report
Frank Figgels, Housing Director
September 5, 2017

Attachment: August 2017 daily maintenance log

Cc: file

Housing 2017
Daily Worksheet

Date 7-31 CUT GRASS, STARTED - CLEANING 2665

Date 8-1 REPAIR DRAIN 2615, FINISHED 2665
PULLED ALL 1/4 INCH IN LOCKETS & DEAD BOLTS & REKEYED
TOOK TRASH CAN TO 2615 ALSO CHANGED LIGHT BULB
STARTED CUTTING GRASS LOWER SECTION

Date 8-2 FINISH CUTTING GRASS LOWER SECTION
CUT GRASS AND FLOWERS REPAIRED SINK FAUCET 2678

Date 8-3 Took materials to 2724 took air purifiers also
Cleaned up shop area, Turned in Stry's Daily logs

Date 8-4 Removed trash started cleaning Appliances, Floors
tested spots on walls Ceiling @ 2724 AC
Michelle to contact for stove change out and Duct cleaning
will be wash Down & repaint

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 8/7 Cleared Pavilion, Disconnected Appliances moved
to Garage for Cleaning @ 2724 OC Dropped Grey truck
@ Rogers took Medical Items to Clinic and goodwill
Took Carpet Shampooer, Scaffolding, Ladders, tools + materials
to 2724 OC

Date 8/8 Replaced hood vent @ 2715 OC
Continued @ 2724 OC
Adjusted Dishwasher Feet checked for leaks @ 2678 IC
Look @ windows @ 2723 OC need to order replacement
Sash and Awning as both are rotted

Date 8/9 Continued @ 2724 OC

Date 8/10 STAFF MEETING

Date 8/11 CONTINUED @ 2724 CUT GRASS, REMOVE TREE
LIMBS, REPLACE PITE (WATER) 230 NINTH ST

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 8-14-17

WORK ON (2724) CLEAN CARPET
WENT TO FREEMANS TO GET FRONT TIRES FOR
KUBOTA ZERO TURN

Date 8-15-17

TOOK OFF FRONT TIRES ON KUBOTA ZERO TURN AND REPLACE
WITH NEW, STARTED CUTTING ALLEYS
REMOVED MICROWAVE FROM 2724

Date 8-16-17

REPLACE MICROWAVE WITH A USED ONE (2695)
CUT GRASS

Date 8-17-17 Continued @ 27240C

Date 8-18-17 Continued @ 27240C
Receipts, work orders

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 8-21 Continued @ 27240C

Date 8-22 Continued @ 27240C

Checked AC unit @ 27166 called custom with Tenant Info
Programmed Garage Door Remote @ 2680 OC (New Universal)

Date 8-23 Continued @ 27240C

Oiled Garage Rollers + Springs @ 2641 OC

Date 8-24 Mowed Ditches, Elders, Vacants, HC units

Date 8-25 Fueled and cleaned Toro mower, removed trash and
Cardboard From Shop, Replaced Flapper in toilet Tank
at Shop

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 8-28 Continued @ 2724 OC
Corrected time off Due to ADP Changes

Date 8-29 Continued @ 2724 OC

Date 8-30 Continued @ 2724 OC
Reset AFCI outlet and repaired sink leak @ 230 1/2 PM

Date 8-31 Continued @ 2724 OC

Date 9-1 Mileage, receipts, Logs
Continued @ 2724 OC

Due Every Friday
Thank you for filling out this Daily Worksheet

Human Resources

Nancy Malory

HUMAN RESOURCES DEPARTMENT

JULY 2017 MONTHLY REPORT

Hiring/Recruiting July 2017:

During the month of August the HR Department recruited for 17 positions. Three positions (highlighted in Blue) were reposting to gain qualified applicants.

RECRUITING SUMMARY						
INDIAN PREFERENCE IN EMPLOYMENT						
ORDINANCE #15-600-02						
1-Aug						
POSTED	TM	NA	TD	TS	NP	TOTAL
Security System Adm				1	2	3
Victim Advocate			1			1
Dir of Public Affairs		1			1	2
Nurse Practitioner						0
Comptroller General						0
HR Generalist	3	1	1			5
Case Mgr Generalist			1		3	4
TP Manager	2				2	4
System Adm	1	1		1	2	5
IT Tech			1		1	2
Admin. Asst II Comm	5	1			3	9
Housing Maint Tech	1		1			2
Teachers Aide					6	6
Prosecutor					2	2
Deli Clerk			1			1
Commodities Super	2			1		3
Temporary	3				1	4
Total	17	4	6	3	23	53
	32%	8%	11%	6%	43%	

Closed/ Offer Made	TM	NA	TD	TS	NP	TOTAL	Date Closed
Victim Advocate			1			1	8/1/2017
System Administrator	1	1		1	2	5	7/20/2017
IT Tech			1		1	2	7/20/2017
Case Mgr Generalist			1		3	4	8/10/2017
HR Generalist	3	1	1			5	8/10/2017
Security System Adm				1	2	3	8/10/2017
TP Manager	2				2	4	8/30/2017
Admin Asst Comm	5	1			3	9	8/30/2017
Teachers Aide					6	6	8/18/2017
Total	11	3	4	2	19	39	

Offers Made

HR Generalist	TM	
System Administrator	NP	
IT Technician	TD	
Case Manager	NP	
Victim Advocate	TD	Offered Declined
Teachers Aide	NP	Two declined, One Accepted

New Hires

	TM	NA	TD	TS	NP
System Admin					1
IT Technician			1		

Terminations

	TM	NA	TD	TS	NP
Legal Intern					1
Case Mgr	1				
Ogema Receptionist	1				
Teacher Aide					1
Seasonal Fish Tech					1

Human Resources Statistical Reporting:

Excel Spread Sheet provided.

Special Projects: Job Analysis/ Job Description

Human Resources is coordinating with Department Directors:

1. Update Job Descriptions to include wages, Reports to (Add Leaders), Organizational Charts (Add Leaders) and job responsibilities.
2. Review Wage Analysis Chart

HR will meet with department directors to determine any additional responsibilities by job. The job analysis project will result in updated job descriptions (if needed) for every position in Tribal Government. Following the job description update, the next step will lead into the final phase of salary administration repair and evaluation under FLSA regulations. HR staff will meet with the Ogema and review the analysis and findings.

Benefits Review

The Benefits Administrator is finalizing the 401(K) Audit. Meetings have been set to discuss benefit renewals for Vision and Dental, Supplemental and FSA.

We are in the process of coordinating a Representative for Market Place benefits for Tribal Members, Health Benefits Representatives, set times for Flexible Spending Accounts Information, and 401 (K) Information.

Hiring Process

There were seventeen (17) positions we recruited for in August. Each position is posted on the tribal website and Pure Michigan Talent Connect.

HR coordinated interviews for six (6) positions in August. The new hires, System Administrator, IT Technician, Teachers Aide, and Case Manager began work.

The Director of Public Affairs position has been closed until further notice.

Employee Updated Manual

The Employee Manual Update Employee Meeting on August 10th rolled out the updated Policy and Procedures. The HR Staff assisted employees with questions regarding new policy implementation. The Unified Legal Depart will review some policies and make changes for future consideration.

Training

Alicia and Kathy attended FEHB training August 8th and 9th in Washington DC. All three HR Staff can now implement information in TIPS for FEHB. Renewal rates will be available late October.

National Native American Human Resources Association (NNAHRA) will host an annual convention in North Carolina September 24th – 28th. Kathy and Alicia will be attending.

HR will be scheduling Tribal First for onsite Safety training for Natural Resources, Maintenance, Housekeeping and Commodities. An email was sent out to each Department Director with information about the safety training. It will be implemented the first week in November.

Time & Attendance HRIS

The Tribe utilizes ADP for time and attendance, payroll and limited Human Resources information. Additional services in ADP to utilize the information to create analysis reporting, Recruitment on-line, and benefit administration (enrollment, termination of benefits), is an HR Project currently in process.

RECRUITING SUMMARY						
INDIAN PREFERENCE IN EMPLOYMENT						
ORDINANCE #15-600-02						
1-Aug						
POSTED	TM	NA	TD	TS	NP	TOTAL
Security System Adm				1	2	3
Victim Advocate			1			1
Dir of Public Affairs		1			1	2
Nurse Practitioner						0
Comptroller General						0
HR Generalist	3	1	1			5
Case Mgr Generalist			1		3	4
TP Manager	2				2	4
System Adm	1	1		1	2	5
IT Tech			1		1	2
Admin. Asst II Comm	5	1			3	9
Housing Maint Tech	1		1			2
Teachers Aide					6	6
Prosecutor					2	2
Deli Clerk			1			1
Commodities Super	2			1		3
Temporary	3				1	4
Total	17	4	6	3	23	53
	32%	8%	11%	6%	43%	

Closed/ Offer Made	TM	NA	TD	TS	NP	TOTAL	Date Closed
Victim Advocate			1			1	8/1/2017
System Administrator	1	1		1	2	5	7/20/2017
IT Tech			1		1	2	7/20/2017
Case Mgr Generalist			1		3	4	8/10/2017
HR Generalist	3	1	1			5	8/10/2017
Security System Adm				1	2	3	8/10/2017
TP Manager	2				2	4	8/30/2017
Admin Asst Comm	5	1			3	9	8/30/2017
Teachers Aide					6	6	8/18/2017
Total	11	3	4	2	19	39	

Offers Made

HR Generalist	TM	
System Administrator	NP	
IT Technician	TD	
Case Manager	NP	
Victim Advocate	TD	Offered Declined
Teachers Aide	NP	Two declined, One Accepted

New Hires

System Admin

IT Technician

TM	NA	TD	TS	NP
				1
		1		

Terminations

Legal Intern

Case Mgr

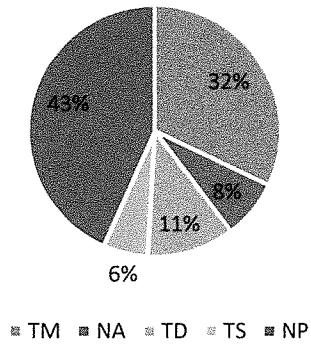
Ogema Receptionist

Teacher Aide

Seasonal Fish Tech

TM	NA	TD	TS	NP
				1
1				
1				
				1
				1

Recruiting Summary





LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY*
INDIAN PREFERENCE IN EMPLOYMENT
ORDINANCE #15-600-02

* Count includes Legislative members

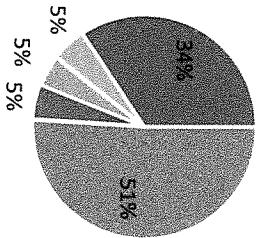
Apr-17

	TM	NA	TD	TS	NP	TOTAL
EXECUTIVE	78	10	8	7	48	151
GAMING	11	0	1	2	17	31
LEGISLATIVE	10	0	0	0	1	11
JUDICIAL	2	0	0	1	2	5
TOTAL	101	10	9	10	68	198

51% 5% 5% 5% 34%

76%
16%
6%
3%

Staffing Matrix

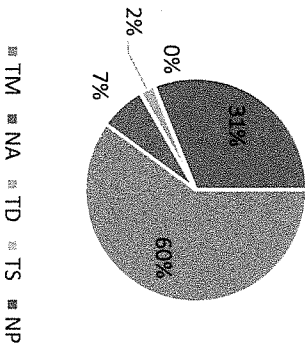


TM NA TD TS NP

LEADERSHIP						
	TM	NA	TD	TS	NP	TOTAL
Supervisor	6		1		5	12
Leader	3				1	4
Director	18	3			8	29
TOTAL	27	3	1	0	14	45

60%7%2%0%31%

Leadership



It is important to note that there are variables that influence the reporting of the department. For example, Elected Official positions are counted in the preference statistics, however, they are not technically employees, yet the employer pays salary and benefit costs associated with those positions. An example is the Legislative Branch, as 9 council members who are all tribal members are included in the numbers. So while the Legislative Branch may have a 90.0% (10/11) preference rate, the actual employment by the Legislative Branch is a 50% (1/2) Employment Statistics for August: * **Count includes Legislative members**

Information Technology

George LeVasseur

Information Technology Department
Monthly Report
August 2017

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Domain level system rebuilds project continues. VMSphere software upgrades installed.
2. 219 new IT work orders were opened in August 2017 and 222 IT work orders were completed in August 2017.
3. Ayaa has decided to contract IT Support, the transition is complete.
4. Disk space project continues with vendor conference calls to discuss the upgrade or replacement of the SAN.
5. Rx-30 Pharmacy Management Software and POS system implementation began in July and will completed in August.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Assist with remodeling in the Muskegon Office.

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: September 8, 2017
Re: August 2017 report of activities

Number of tribal members assisted on new issues 74

Number of referrals received 7

Number of continuing cases: 64

Types of legal issues:

Child support	Funeral Designee
Probate Estate	Child Support Arrearages
Divorce	Real Estate
Release of Adoption Information	Guardian – Adult
Amend Power of Attorneys	Loan Repayment
Wills	Supervised Parenting Time
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Minor Child Alone Overnight	Parenting Time
Trusts	General Civil
Revocation of Power of Attorney	Residential Lease
Termination of Personal Protection Order	Conservator – Minor
Employment	Easements
Landlord – Tenant Issues	Land Contract Default
Personal Protection Orders	Lemon Law
Contracts	Life Insurance
Limited Power of Attorney – minor	SSI and Per Capita
Evictions	Criminal - Juvenile
Income Taxes	Expunge Criminal Record
Ex Parte Order for Supervised Parenting Time	Limited Liability Company

Garnishment Objection
Codicil to Will
Children's Protection Services
Violation of Personal Protection Order
Property Division in Divorce
Garnishments
Conservator Accountings
Extension of Personal Protection Order
Admission of Psychiatric Hospital
Separate Maintenance
Settlement Conference

Criminal
Eviction – Out of State
Adoption
Child Abuse
Birth Certificates
HUD Housing
Adoption by Guardian
Hold on Debit Cards
Sell Real Estate from Trust
Scams
Claims Against Probate Estate

Attended mandatory meeting regarding changes to the Personnel Policy

Assisted in handing out food from food truck at Community Resource Fair

Attended Strategic Planning Quarterly Meeting

Attended Meeting on Civil Commitment

Sample of Work Performed:

Assisted a tribal member obtain an ex parte order for their minor child's other parent to have supervised parenting time

Assisted a tribal member whose employer was deducting child support from their paycheck but not forwarding it to the state

Assisted a tribal member who purchased real estate on land contract when the seller changed the locks and took their items of personal property from the home

Assisted a tribal member create a Limited Liability Company

Assisted a tribal member expunge their criminal record

Maintenance
Rusty Smith

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant

August 2017

I. Department Overview

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

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

To reduce work related injuries

To maintain the life expectancy of our facilities

II. Department Reporting Section

This month 39 work orders were submitted and completed. Facilities continued painting the exterior of the Justice Center. We also continued renovations and repairs at the Bank Building for Commerce. The Facilities Technicians are continuing their summer routines of lawn care at all of the buildings. We are beginning prep for the upcoming winter season.

Automotive

The mechanic worked on various vehicles for Public Safety, Natural Resources, Utilities and Facilities.

III. Budget Expense Justification

Open standing purchase orders until December 31st.

IV. Travel and Trainings

Nothing to report at this time.

Members Assistance
Jason Cross (Interim)

Members Assistance Department

August 2017 Departmental Report

Jason Cross – Supervisor

Linda Wissner – Members Assistance Program Specialist

Raven Lewis – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

a. MOA BE-11-G62 \$68,000

i. Total expensed \$63,522.58

ii. Budget remaining 7%

iii. 16 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	0	1	6	2	0	0	0	2

b. MOA BE-16-J72 \$261,000

i. Total expensed \$100,017.89

ii. Budget remaining 62%

iii. 16 total households served with this program.

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

c. MOA BE-14-J33 \$126,000

i. Total expensed \$130,496.93

ii. Budget remaining -4%

iii. 23 total households served with this program.

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

2. Food Assistance Program

a. Budget \$45,000

b. Carry over \$16,650

c. Total budget \$61,650

d. Total expensed YTD \$34,200

e. 61% Remaining

f. 152 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
40	3	5	3	38	5	3	16	2	42

3. Rental and Mortgage Assistance Program

a. Total Budget \$30,000

b. Total expensed YTD \$23,130.62

c. 23% Remaining

d. 67 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	1	0	1	12	1	2	6	1	31

4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$23,743.83
- c. 47% Remaining
- d. 115 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
28	3	5	1	21	5	3	9	1	39

5. LIHEAP – DHHS Grant Funded Program FY 2017

- a. Total Budget \$148,770
- b. Total expensed to date \$25,335.03
- c. 97 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
36	9	8	4	28	3	2	6	1

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$7,550
- c. 50% Remaining
- d. 37 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
13	2	2	0	8	0	1	1	0	10

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$15,351.59
- c. 39% Remaining
- d. 66 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	2	1	2	11	2	1	5	0	21

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$98,499.15
- c. 10% Remaining
- d. 29 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	2	0	14	0	1	0	0	9

9. Bereavement Program

- a. Total Budget \$453,000
- b. Total expensed YTD \$218,950
- c. 52% Remaining
- d. 29 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	1	0	0	5	0	0	1	1	15

10. Elders Insurance

- a. Cost per Elder \$240.00 Medical and \$225.00 benefit per month.

11. Department Ongoing Activities

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.
- d. MMAP – Linda Wissner maintaining service delivery.

12. Applications

Mailed	Picked up	Emailed	Faxed
265	22	124	7

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
159	114	39	37	85	100	41	34	6	0

13. Office Visits

- a. 29 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

**August 2017 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

- Assisted with biologists paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
- Staff Management ADP
- 2017 Monthly Staff Reporting
- Inland and Great Lakes Fisheries Data entry and processing
- Inland Consent Decree – Inland fisheries permitting
- Inland Consent Decree fisheries harvest reporting

Equipment maintenance/Field Work/Lab Work:

- Gear prep, maintenance, break down (Ken, Mike)
- Boat prep, cleanup and maintenance (Ken, Mike)
- Net repair and replacement (Ken, Mike)
- Boat trailer maintenance (Ken, Mike)
- Lake Michigan whitefish assessments
- Lake Michigan Whitefish assessments
- Electrofishing boat maintenance
- Fabrication and assembly of sturgeon egg mat frames
- Sturgeon Streamside Rearing Facility operation and maintenance
- Muskegon/Manistee River Visual survey prep
- Cleaned and organized work area in Big-Blue.

- Sturgeon Release preparations
- Manistee River Sturgeon Visual surveys Aug 14-17
- Muskegon River Sturgeon Rescue prep
- Black Lake Sturgeon management
- Seasonal internship project assistance

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

Wildlife Program

Ari Cornman - Senior Wildlife Biologist
 Robert Sanders - Wildlife Biologist
 John Grocholski - Wildlife Technician

Tasks and Accomplishments

- Reviewing and commenting on DNR, USFS, NPS, and USFWS actions
- Grant/Project proposal preparation
- Work on hunting/fishing regulations
- Bear and elk regulations
- Climate change work with SSM
- Work on LCC Charter
- Editing and commenting on Line 5 NRDA plan
- Reviewing Line 5 Alternatives Plan
- Migratory bird hunting regulations

Administration/Budget/Reports/Data Entry

- Completed monthly reports
- Manage budget and review R&E's
- Research items to order, create requisitions and follow through
- ICD reporting
- Vehicle management
- Timesheets

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Servicing field equipment
- Surveying loons, monitoring loon platforms and buoys
- Spraying invasives and planting tribal properties
- Turtle surveys and conservation
- Cora and Executive Council meetings

- Setting camera traps for marten and hare

Meetings/Training/Travel/Conference Calls

- Marten and hare coordination meetings and calls with partners
- NRC meeting
- NRD staff meetings & presentations
- LCC conference calls
- WTC meeting
- Wolf workshop presentation

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Shaughn Barnett- Water Quality Specialist

Josh Beaulaurier- Aquatic Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Staff Management - ADP
- Reviewed current work plans
- Worked on TAS application for CAA 105, 505
- Collaborated with Commerce and Tax Departments on Map Updates
- Reviewed Enbridge Line 5 Documents
- Prepared comments on several local environmental issues
- Updated and created map booklets of all Tribal properties in Mason and Manistee Counties
- Presented at Tribal Lands and Environmental Forum
- Continued communication with partners on invasive species and wild rice

Meeting/Training/Travel/Conference Calls

- Meeting with Commerce and Taxation departments- property maps- Aug 2
- EPA Tribal Liaison Site Visit Aug-8
- LRBOI/EPA Water Quality Assurance Project Plan (QAPP) conference call 8-9
- In-situ Burn Working Group Call 8-9
- Tribal Lands and Environmental Forum 8-13 thru 8-18
- Household Hazardous Waste Day in Collaboration w. Manistee County 8-19
- NRD Leads Meeting 8-22
- NRD Staff Meeting 8-25
- Work Session with TC on properties 8-28
- MTEG Conference Call 8-29
- Mackinaw City In-situ Burning (Oil Spill Response) Workshop 8-30

Brownfield Program

Administration/Budget/Reports/Data Entry

- Continuing compilation of Master Property Database for all Tribally-owned properties
- Worked with Environmental Coordinator on a list of trainings to attend when returning from leave

Field Work and Equipment Maintenance

- None this Month

Meeting/Training/Travel/Conference Calls

- None this month

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed monthly report for LRBOI.
- Updated 2017 Water Quality Monitoring QAPP
- Began editing Fish Contaminant Monitoring QAPP
- Reviewed USFS SOPA Report
- Reviewed MDEQ MiWaters for upcoming permits

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Calls

-

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration Reports/Data Entry

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

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 8/9 and 8/28
- Completed PM 2.5, Monthly Maintenance & QC – 8/9 and 8/28
- Completed PM 2.5, Quarterly Maintenance & QC – 4/25
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Installed new set of PM 2.5 filters – 8/14 and 8/29
- Sent collected PM 2.5 filter samples to MDEQ – 8/1, 8/7, 8/21 and 8/24
- Completed O3 Multipoint – 8/9 and 8/28

Meeting/Training/Travel/Conference Calls

- Participated in PEPH's Community-Based Air Monitoring webinar – 8/24
- Participated in Monthly State, Local, and Tribal Conference Call – 8/23
- Participated in Monthly Region 5 Tribal Air Conference Call – 8/31
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 8/31
- LR NRD Staff meeting – 8/25

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Updated work plan for 2017
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Wild Rice literature Research

- Data entry on potential wild rice sites
- Development of Wild rice signs for the harbors

Field Work and Equipment Maintenance

- Conducted Wild Rice Fish community on Manistee Lake
- Ordered supplies for those Wild Rice Fish Community surveys
- Checked the hobo on Hamlin Lake
- Research on future projects dealing with wild rice
- Field gear prep for 2017
- Conducted wild rice densities on Manistee Lake and Hamlin Lake
- Site visit of Muskegon River beds to see how they are doing this

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- American Fishery Society (8-18-8/24)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

August 2017

Meetings/Conferences/Trainings

- On August 7, 2018, I attended a preconstruction meeting for the M-22 Realignment Project. This project will add an additional southbound lane on M-22 where it intersects with US-31, and is funded through the Tribal Transportation Safety Program. Besides me, others attending the meeting were: Ken Ockert, RCA, LLC (Project Manager); Matt Hunter CDM Smith (Engineering Design); Heather Jamison, Gourdie-Fraser (On-site Project Management); Jeremy Wiest, MDOT; Dave Pax, MDOT; Nick Broad, Elmer's Crane & Dozer (Contractor). This project was scheduled to begin on August 21, 2017. However, Elmer's has requested a later start date of October 2, with the understanding the project will be completed in three weeks.
- On August 8, 2017, I attended a meeting of the Manistee County Community Foundation Board.
- On August 9, 2017, I attended a meeting of the M-22 Pure Byway Committee at Onekama Township Hall. The committee consists of representatives of local government agencies from Manistee and Benzie counties that are located on or near the M-22 corridor. During this meeting we reviewed the M-22 Corridor Management Plan and determined appropriate next steps for this project.
- On August 10, 2017, I attended a LRBOI Government employee meeting held at the Little River Casino Resort Event Center. The meeting consisted of a review of our new Personnel Manual.
- On August 24, 2017, I attended a presentation to Tribal Council of the US-31 Corridor Management Plan. The presentation was made by Rob Carson, Manistee County Planner and Tamara Buswinka from the Alliance for Economic Success.
- I attended meetings of the Construction Task Force on the following dates: August 9 and August 24, 2017.

Activities/Accomplishments/Updates

- The planned road projects for 2017 are still moving forward, and I have the following updates:
 - Gathering Grounds Improvements-Phase 1: This project concluded on June 23, 2017. All parts of this project have been completed except for the hookup of the new electrical system (including some parking/street lights and electric outlets for most of the new campsites). There have been a number of delays in dealing with Consumers Energy on the issue. Since the Gathering Grounds is on Tribal Trust land, the BIA will have to grant the easement, and at this time we are waiting for Consumers to submit the required BIA Right-of-Way application. The application is currently with Consumers Energy's legal department for review. It is hoped that we can have the completed application in time to include it with a resolution so that it can be approved by Tribal Council in September 2017. The application and resolution will then be sent to the BIA so that they can issue the easement to Consumers. The electric hookup can then be installed at that time. With any luck, we can get all of this done in September.
 - US-31 & M-22 Intersection Safety Realignment Project: Due to the delays in getting environmental clearance from the BIA and all applicable Rights-of-Way approved, this

project has been delayed. The bid process has been concluded and the construction contract was awarded to Elmer's Crane & Dozer and approved by Tribal Council on July 19, 2017. At this time, the project is scheduled to begin on October 2, 2017, and Elmer's has said that the project will be completed in three weeks. Once the construction schedule has been finalized and approved we will get advance notice out to the affected communities (Tribe, Casino, Townships, and County) as soon as possible.

- Suida-Kott Road Project: I was notified by Mark Sohlden, Manistee County Road Commission manager that the project has essentially been completed on August 23, 2017. A few minor items, including pavement markings and landscaping, still need to be completed, but the road is now open to regular traffic. A final project inspection will be scheduled for late September 2017, and I plan to attend.
- Harvey Street Reconstruction Project: The contractor for the project, Brenner Excavating, submitted a notice of substantial completion on August 8, 2017. As of August 14, 2017, I was informed by Jim Murphy, Public Works Director for Norton Shores that Harvey Street is now fully open to both lanes of traffic, with just a few punch list items that remain to be completed.
- Service Drive for the Next Generations Learning Center: We received an update on this proposed project from Bryan Hewitt when he was here for a site visit on July 26, 2017. Bryan indicated that the road will be added to the national road inventory and that, even though this project is not on our Transportation Improvement Plan (TIP) for this year, we can still make plans to have the road constructed later in 2017, if we still wanted to do that. Since the BIA area office has been aware of our wish to do this project for quite a while now, they would approve the project without it needing to be on the TIP. Although this is fantastic news, I am not sure whether there is sufficient time to get this project completed this year. In the alternative, we can formally add this project to our 2018 TIP and schedule the construction for next year.

Public Information
Vacant
No report submitted

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
August

General Patrol

Assist Citizen	4
Assist Motorist	
Assist Other Agency	17
City Assist	9
County Assist	23
Medical Assist	7
MSP Assist	
Other Calls for Service	11
Property Checks	1514
Suspicious Person	1
Suspicious Situation	6
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	3
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	1
OWI	1
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	
Assault	2
B&E	2
Bond Revocation	
Child Abuse	1
Child Custody	
Child Neglect	1
Contempt of Court	
Counterfeiting/Forgery	1
CSC	1
Death	
Disorderly	1
Domestic Disturbance	10
Drive-Off	2
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	44
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	1
Juvenile Runaway	
Larceny	3
Liquor Violation	
Minor in Possession	1
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	1
Neighbor Dispute	1
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	3
Public Peace	1
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	519
Alarm	2
Attempt to Locate	
Boat Dock Checks	
Casino Hours	296
Civil Standby	
Community Policing	5
Court Hours	7.75
Death Notification	
Drug Disposal	1
Follow-Up Investigations	93
Found Property	2
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	97
Total Reports	97
Training Hours	34.25
Transport	1
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	7037
Voluntary Missing Adult	

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
August

Administrative Hours	23.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	221.5
Joint Patrol(s)	3
Marine Time	
Meeting(s)	3
Meeting Hours	16.5
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	833
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

August 8-11, 2017, Sgt. Robles and Officer Brown participated in a CORA Patrol in Mackinaw City, MI

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
August

Administrative Hours	181.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	3
Assist Hours	1.5
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	14
Contacts	61
Court	
Court Hours	
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	177
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	8.5
Paper Service	
Possible Trespass	
PR Activities	1
PR Activities Hours	2
Property Checks	18
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	4
Vehicle Mileage	
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: August 2017

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

During the month of August, the Staff Accountant / Tax Officer performed the following:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 5 Certificates of Exemption for Resident Tribal Members purchasing vehicles
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 5 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, the Certificate of Exemption process for vehicles, RTM benefits, the Sales and Use Tax Credit Form 4013, Tax Agreement Area boundaries, Concessionaire's licenses, per capita payments and tax filing, exemptions for construction materials and building within the Agreement Area, and a request for information
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, incorrect fuel discounts, etc. for a total of 652 errors. A total of 2,823 receipts were processed and completed by the Tax Office in August
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled July Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 2 Tribal Concessionaire's Tax Licenses for entertainers at the Little River Casino Resort
13. Monitored outstanding tax assessments; 1 motor fuel assessment was issued in August
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
16. Prepared July 2017 monthly department report

17. Processed 1 Tribal Michigan W-4 Withholding Exemption forms for an employee
18. Processed 73 address changes/reviews from Enrollment for RTM status updates
19. Processed 3 RTM status and/or address changes
20. Processed 2 RTM statuses and Proofs of Residency were received in the month of August
21. Prepared and mailed 17 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. Worked Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Concessionaire's Licenses are issued to entertainers selling merchandise
25. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
26. Prepared month-end tax reports for July 2017
27. Processed 4 Venue Reports and submitted them to the State of Michigan for the month of August
28. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
29. Updated motor fuel discount schedule for September 2017 and provided it to the Trading Post
30. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
31. Worked on revising motor fuel and tobacco enforcement procedures
32. Worked with Tribal Attorney regarding amendment proposals to the Tribal Tax and Revenue Ordinance
33. Completed and submitted 2nd Quarter Tax Sharing return and report to the State of Michigan
34. Worked on setting up online account access with Altria Brands for the Trading Post so that our contracts, buydowns, and promotional reimbursements can be viewed and tracked
35. Tracked and submitted weekly totals to the Ogema's office for the Two for the Road coupons that are being given to Resort hotel guests in hopes of increasing sales at the Trading Post
36. Worked with the Little River Casino Resort to correct an error made in the tax payment to the Tribe for July
37. Coordinated with Human Resources to utilize a temporary worker to assist with data entry; worked with temp to train on computer program
38. Continued to work with the Commerce Department on sorting out and attempting to fix Trading Post contracts, payments, profitability, and reports
39. Assisted with Trading Post store reset including layout, price adjustments, and displays
40. Corresponded with Bay Mills gas station/store manager regarding their experience with a swipe card system and software

41. Worked with Commerce Department and Natural Resources regarding status of tribal and trust lands, including those that are currently going through and will be applied for trust status
42. Contacted Cops and Doughnuts of Ludington for information in providing fresh doughnuts at the Trading Post; passed along information for the Casino Resort because the company is looking to market in Manistee, preferably at the Resort
43. Researched information and received approval to apply for the Tribe to provide tax preparation services in 2018 as a VITA/TCE (Volunteer Income Tax Assistance/Tax Counseling for the Elderly) site through the Internal Revenue Service
44. Prepared and submitted the 2018 Projected Tax Revenue report to the Budget Coordinator
45. Worked with Tribal Attorney regarding updates and amendments to the Tax Ordinance

Meetings attended this month:

1. Attended meetings on August 3, 4, 25, and 29, 2017 with Tom St. Dennis regarding the Trading Post profitability, continued financial questions for Accounting, contracts, staffing, rep contacts, waste reports, and prepaid sales tax
2. Attended meeting on August 3, 2017 with Tom St. Dennis and Sheri Main from SAS, to discuss cigarette contracts for the Trading Post
3. Attended mandatory staff meeting on August 10, 2017
4. Met with Trading Post's Altria brands cigarette rep on August 15, 2017 to discuss setting up online account to view contracts, promos, payments, and buy downs
5. Attended meeting on August 2, 2017 with Tom St. Dennis and Natural Resource staff regarding land updates and which should be proposed to Tribal Council to apply for trust status
6. Attended Work Session with Tribal Council on August 28, 2017 regarding the proposed land parcels to apply for trust status
7. Attended quarterly Strategic Planning meeting on August 29, 2017

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
August 2017 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 staffing, 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 54 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.
2. Attended and participated in a Departmental evaluation meeting called by the Ogema to determine staffing levels.
3. Attended meetings with Council with regard to the Fire Lodge and a private meeting.
4. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
5. Closed out the the Jiingtamok finances.

6. Attended a Staff meeting to review the new employee manual.
7. Continued work as the Public Affairs\Information person with T Tyler.
8. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
9. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
10. Administered, directed and supervised all departmental activities.

The Language Coordinator accomplished the following during this month:

- 1) Closed up language camp and did a report.
- 2) Coordinating a proposal to build a small website for the library grant.
- 3) Coordinating a radio show to promote the new website and resource center for the library grant.
- 4) Ordered recycling material for next year's language camp and stored them in the shed. .
- 5) Coordinating a training for the PA system and an inventory of Audio/visual material.
- 6) Coordinated Theater group Debajimujik from Wikwemikong 1st nation to perform and do workshops for next year's 25th anniversary camp.
- 7) Coordinated Crystal Shawanda to come and do a special performance and the 25th anniversary camp.
- 8) Classes with Next Generation on Monday's.
- 9) Produced and reposted lessons on Anishinaabemdaa face book page.
- 10) Classes with LRB Employees on Friday's.
- 11) Responded to Emails, calls, notifications about camp, language, CD ROM's, culture.

The Audio-Videographer accomplished the following during the month:

Position vacant after 7/12/2017, may be filled in 2018.

Tribal Historic Preservation Coordinator accomplished the following

Position vacant, not scheduled to be refilled.

The Historic Preservation Administrative Assistant accomplished the following during the month:

Position vacant, not scheduled for refilling.

Public Affairs Administrative Assistant

Report filed separately through Director as Lead.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Supervisor
August 2017, Department Report

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS
UTILITIES DEPARTMENT
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.
- Vacuumed and Jetted Government Complex Pervious cement
- I.H.S. Sanitation Deficiency Inspection Water and Sewer completed August 8th
- Routine Maintenance

Billing

Water	\$13,405.71
Sewer	\$26,394.67
Irrigation	\$4,325.58
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$15,842.50
Septage	\$7,133.71
Month Total	\$74,446.17
Yr. to Date Water	\$99,737.25
Yr. to Date Sewer	\$153,267.49
Yr. to Date Fire Suppression	\$66,096.00
Yr. to Date Irrigation	\$19,686.45
Yr. to Date Manistee Township	\$110,748.63
Yr. to Date Septage	\$49,069.13
Credit	
Yr. to Date Total	\$498,604.95

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 7,727,437**
 - a. Peak Flow 272,823**
 - b. Low Flow Gallons 185,556**
 - c. Ave Daily Flow Gallons 217,014**
- 2. Gallons of Treated Waste Water SBR**
 - 1. Influent Gallons 2,290,550**
 - a. Peak Flow Gallons 81,293**
 - b. Low Flow Gallons 56,559**
 - c. Daily Average Gallons 73,593**
 - 2. Effluent Gallons 2,176,206**
 - a. Peak Flow 86,063**
 - b. Low Flow Gallons 63,419**
 - c. Daily Average Gallons 70,200**
 - e. Waste Sludge Gallons 135,000**
 - 3. Lagoon**
 - a. Influent 1,920,796**
 - b. Peak Flow 72,017**
 - c. Low Flow 50,071**
 - b. Daily Average Gallons 61,961**
- 3. Septic Sewage**
 - a. Gallons 139,820**

III. Travel and Trainings

N/A