

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *ybr*
Naangwa: Date: September 11, 2018
Maanda Nji: Re: August, 2018 Operations Report

We respectfully submit the July, 2018 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, 2018

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

August, 2018 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. **2018 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2018 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 2018 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 2017 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 – 2017 Indirect Cost Proposals.

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 2019 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 2017 audit took place May 14 - 18, 2018. The audit firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continues to provide information for the auditors to complete the audit. It is anticipated that the final audit report will be issued in September, 2018.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; AKI (10) Homes, AKI (2) 2018, Elders (10) Complex 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. ***AKI (10) Housing- None***
 - ii. ***AKI (2) 2018 - Timber Run- \$93,960***
 - iii. ***Gathering Grounds – Change Order-N/A***
 - iv. ***Elders (10) Complex – N/A***
2. ***Cash Receipts; Daily cash receipts totaled for the month of August, were, \$1,330,602.63 the General Fund Operating Account had a total of (306) receipts.***
3. ***NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.***
4. ***Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2017. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2017.***
6. ***Audit work for 2017 Asset – Ongoing working on Inventory with other Staff Accountant, asset control...***
7. ***1099MISC. – 2017 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2017. Sending out some of returned 1099MISC as corrected addresses come in.***
8. ***Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks, this is in the final stages of reconciliation as the Casino Resort has taken on the duties almost done, bank account closed.***
9. ***BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.***
10. ***Tribal Financial Statement Requirements: Due by the 8th of the month.***
 1. ***Cash Deposits***

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

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Construction Task Force –Weekly Meeting - Thursday – review - AKI (2) - 2018 Homes, AKI (10), Elders Complex and Gathering Grounds.

Other Meetings

- ***HIPAA – Training – Casino Resort***
- ***GASB-87 – Training / review – Gov. Center***
- ***Getting the most out of ABILA MIP- Phoenix***
- ***MIP Recap – Training overview – CFO Office***

Duties and Accomplishments –

1. Reconcile 14 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay
7. Warriors Society Banking

Meetings Held / Attended – HIPA, MIP training follow up

Trainings Held / Attended – Gasb 87 webinar, MIP

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – PR/HR implementation

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 Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *Sent Brandi Cook a notice reminding her that I need the monthly patrol activities report if there were reimbursements submitted to USDA Forest Services.*
12. *The Tribe received eight modifications for the following grants: ITC Adult Mental Health additional funding in the amount of \$38,675; 2018 BIA Self Governance additional funding in the amount of \$206,003; 2018 IHS Self Governance additional funding in the amount of \$43,787; EPA Lake Sturgeon grant extension from 8/1/16-8/1/18 to 8/1/16-1/31/19; 2016-2018 EPA PPG additional funding in the amount of \$79,653; 2017 LIHEAP decrease in funding in the amount of \$62,871; 2018 LIHEAP additional funding in the amount of \$31.00 and 2018 BIA Self Governance additional funding in the amount of \$695,239. 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.*
13. *The Tribe received two new grants this month: IHS Planning Activities for the Lagoon Wastewater Treatment Facility in the amount of \$64,000*

for the time period of 8/2/18-4/30/19 and IHS Planning Activities for Solid Waste Planning and Clean Up in the amount of \$37,000 for the time period 8/2/18-4/30/19. Grant program booklets were created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. The new funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

14. Had to update my information in the Dept. of Payment Management System for the "B" and "P" accounts allowing me to update the Tribes banking information if it needs to be changed.
15. The Tribe received a decrease in funding on the 2017 LIHEAP so I researched the expenses and encumbrances to make sure we didn't overspend.
16. There were outstanding PO's in the NGLC program so I researched Those for 2017 and 2018 so that Holly would know what she had left. I explained that 2017 PO's were liquidated and sent her a copy of the Current PO's for 2018.
17. Created a letter authorizing me to be the SAM System Administrator that had to be signed by the Ogema and notarized and mailed to SAM. This will allow me to go into the SAM system and update annually and make changes that maybe necessary for tribal contacts and banking.
18. Worked with Bill and Steve to identify deferred revenue and ways to spend the amounts.
19. Worked with Public Safety on the submission for a reimbursement request for patrol activities in the amount of \$1,610.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Jason Cross a few times each week.
4. Converse daily with Lyle Dorr (Grant Writer).
5. Met with Gina and Janice a few times each week.
6. Attended Lead meetings with the Ogema, Mary, Jay and Bill on 8/7/18 and 8/21/18.
7. Met with Lani, Steve and Jason on 8/15/18.
8. Attended Tribal Council work sessions on 8/20/18 and 8/30/18.
9. Met with Bill and Steve on 8/27/18.

Trainings Held/Attended

1. Attended HIPPA training at the casino on 8/1/18.
2. Attended ERIC/HUD training on 8/28/18 and 8/29/18.

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 646 payroll vouchers/checks through ADP.
2. Verified 34 PAF's this month which included new 3 employee(s), and 16 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 8/3, 8/17 and 8/31.
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 reconciliation spreadsheet biweekly.
7. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

1. 8/3 – Call with JMT regarding Payroll/HR conversion to MIP.
2. 8/16 – Meeting with George to discuss MIP conversion timeline and set November training dates.
3. 8/27 – Call with JMT to discuss conversion timeline and training.
4. 8/27 – Call with JMT regarding local tax and the master template provided for data import.

Trainings Held / Attended –

1. 8/1 – HIPPA Training

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. Determined October 1st per cap payment member eligibility for payment calculation.
6. Received master file template provided by JMT for MIP data import and began populating and putting the file together.

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. Updating quick reference guide for payroll as necessary.
4. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
5. Training payroll Clerk for ADP payroll processing.
6. Updating bi-annual certifications of personnel costs as necessary.
7. Payroll/HR conversion to MIP.

Upcoming Projects / Tasks –

1. Updating employer paid life insurance premiums in ADP as necessary.
2. HR module and EWS (Employee Web Services) training for future transition to MIP.
3. Completing the bi-annual certifications of personnel costs for period of 3/1/18 – 8/31/18.
4. Provide completed master file to JMT for MIP data import.
5. Completing timeline tasks for conversion to MIP.

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

Meetings Held / Attended –

8-1-18 Mandatory HIPPA Training

8-8-18 Webinar

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.
14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.

18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Handle invoice discrepancies.
24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 8/1 HIPAA Training.
2. 8/2 compiled report of appliances purchased for Housing from August 2017 to August 2018 for Ogema.
3. 8/6 extended bid request for NRD Pole Barn. Solicited amendment.
4. 8/6 solicited RFP for Elders Units.
5. 8/8 GASB Lease Accounting Changes Webinar.
6. 8/9 phone conference with vendor regarding memorial plaques.
7. 8/15 complied cost comparison spread sheets on bids received for a truck that will be used by the Housing Department. Also complied spread sheet on bids obtained by former Housing Director.
8. 8/15 put together cost comparison spread sheet on bids received for memorial plaques.
9. 8/15-8/16 sent out notices to staff that have master contracts expiring at the end of 2018. Where allowable, requested recommendations to amend agreements or to prepare solicitations for the next fiscal year.
10. 8/16 revised travel forms with FY2019 per diem rates that become effective on October 1, 2018.
11. 8/16 phone conference on memorial plaques.
12. 8/16-8/20 obtained fitness equipment bids. Compiled cost comparison sheet on bids received.
13. 8/27 meeting with HR. Overview of contract process and how encumbrances work. Reviewed benefit contracts.
14. 8/29 meeting with Continental Linen Services. Introduction to new sales rep and reviewed status of current contracts. Meeting with Clinic regarding status of new uniforms and introduction of new sales rep.
15. 8/29 Assisted in setting up

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 227 packages.
2. Issued 129 receiving reports.
3. Returned 11 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 FY2016 Indirect Cost Proposal
- 4) Facilitated FY2019 Budget Hearing

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

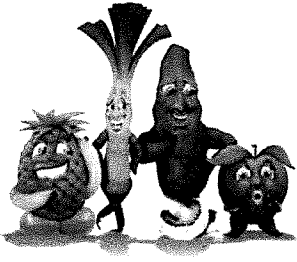
Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Continued work on FY2016 Indirect Cost Proposal.
- 4) Continue FY2019 Budget Development

Expenditures Update

Total year to date expenditures for the Finance Division for August, 2018, are \$830,330, compared to an annual budget of \$1,216,991. Total expenses for the Finance Division for year to date August, 2018, represent 68% of the total annual budget.

Commodities
Ken LaHaye



Food Distribution Program

August 2018 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Ken LaHaye submitted department report

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

Ken LaHaye and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye and Melanie filled food orders

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

Ken LaHaye ordered food for warehouse for August

Ken and Melanie cleaned office

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken LaHaye attended QTR phone conference with USDA

Ken ordered equipment and supplies for delivery van.

Ken submitted department budget for review to the USDA.

Ken and Melanie conducted deliveries for the first time with the new delivery van.

Ken and Melanie attended the Midwest Regional conference.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

August 2018 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:** 4 student received LRBOI/JOM activities funding totaling \$391, 1 student received \$250 toward driver's training, 228 school clothing checks were mailed for full funding of \$300, 6 more were funded at \$200, using Activities in place of School Clothing for those who missed the deadline but eventually turned in receipts for previous year and requested activities in place of the normal funding.
- **Higher Education Scholarship:** 17 Higher Education Scholarships were processed for August. Total awards were \$36,877.50, providing assistance to 13 community college students and 4 university students. 11 students were female, 6 male.
- **Vocational Assistance:** 1 student requested and received vocational assistance in August totaling \$2574
- **College Book Stipend:** 51 book stipends were awarded during the month of August totaling \$20,800. 5 for being enrolled in 1-3 credits, 16 for being enrolled in 4-8 credits, and 30 students received stipends for being enrolled in 9 or more credits.
- **Miscellaneous Information:** 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. During this month Debra Davis, Office Assistance was out on medical leave. In August we continued the Monarch rearing project, with a very successful result of a majority of the caterpillars raised (around 240 of them) survived and transformed to their Monarch butterfly stage.

Meetings attended:

August 14: Work Session with Tribal Council regarding changes to school clothing and activities amounts.

Justification

- **Activities performed and services rendered fall within budgeted items for the 2018 fiscal year.**

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

August Monthly Report - 2018

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

To assist all Tribal members, as needed in terms of address changes, bereavement forms, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal ID's, Per Cap Information, Direct Deposits, 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: 2 Applications forms for people seeking membership
- Mailed out: 22 Address change forms
- Created 46 New and Replacement ID's from 08/01/2018 through 08/31/2018
- 148 Addresses changed from 08/01/2018 through 08/31/2018
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 1
- Provisional Acceptance Letter: 2
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0

- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received since 08/01/2018
- List Request of membership: Tax Office, Member's Assistance, Public Information, Elder's Committee, Warrior Society
- Label Request of Membership: Pharmacy, Election Board
- Tribal Members Label/List or Statistical Request: 0
- Statistical Requests: Food Distribution, Grants, Historic Preservation

- Department Verifications:
 1. Prosecutor 46
 2. Members Assistance 26
 3. Purchased and Referred Care 57
 4. Family Services 6
 5. Casino 1
 6. Food Distribution 2
 7. Human Resources 3
 8. Gaming 1

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 1 Member passed away for the Bereavement Fund
- Sent out 2 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 8 Tuition Waiver Verifications
- 402 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- HIPAA Training – August 1st
- Work Session with Enrollment Commission and Tribal Council – August 13th
- Enrollment Commission Meeting – August 14th

- Meeting with the Election Board – August 21st

- Total Membership: 4,218
- Total number of Elders: 1,327
- Total number of Adults (18-54): 2,505
- Total number of Minors (0-17): 386
- Total Tribal Members living in:
 - 9 County Area: 1,743
 - Outside 9 County Area: 2,380
 - Michigan: 2,750
 - Outside Michigan: 1,373
 - Undeliverable Addresses: 95

Family Services
Jason Cross

Family Services Department

August 2018 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	1
Muskegon	1
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	1
Out Of Area	1
Total	4

Open Cases.....53

Total number of Tribal members served in open cases: 57

Total number of descendants served in open cases: 10

Total number of individuals served in open cases: 106

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.

	Manitoba	Manitowish	Lake	Ottawa	Muskegon	Ozama	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	4	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	6	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	3	0	0	0	0	1	0	0	0	1
Stephanie Persenaire Intakes	0	0	0	0	1	0	0	0	1	0
Stephanie Persenaire Open Cases	0	0	0	0	0	0	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	1	1	0	0	0	0	0
Amanda McQueen Open Cases	0	0	0	0	6	0	1	0	0	3
Worker Monthly Totals	13	0	0	1	8	1	1	0	1	4

Sandra DeVerney - Case Management

Total number living in homes served	13	0	0	0	0	0	0	0	0	0
Total number of Tribal Citizens living in homes served	8	0	0	0	0	0	0	0	0	0
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	0	0	0	0	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster	0	0	0	0	0	0	0	0	0	0
Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	0	0	0	0	0	0
Home Visits	9	0	0	0	0	0	0	0	0	0
Case Reviews	4	0	0	0	0	0	0	0	0	0
Binojaak	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	6	0	0	0	0	0	0	0	0	0
Contacts with LRBOI departments	7	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	49	0	0	0	0	0	0	0	0	0

Stephanie Persenaire - Case Management

Total number living in homes served	10	11	0	0	0	0	0	0	0	17
Total number of Tribal Citizens living in homes served	6	3	0	0	0	0	0	0	0	10
Total number of descendants living in homes served	0	1	0	0	0	0	0	0	0	0
Total number of children living in homes served	5	8	0	0	0	0	0	0	0	7
Total ICWA or ICWP where substance abuse is involved	5	0	0	0	0	0	0	0	0	1
Child Abuse/Neglect	5	3	0	0	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	1	0	0	0	0	0	0	0	0	1
Substantiated or Unsubstantiated by DHS	0	1	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	2
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster	0	0	0	0	0	0	0	0	0	0
Home	5	3	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	2	1	0	0	0	0	0	0	0	0
Home Visits	2	1	0	0	0	0	0	0	0	2
Case Reviews	1	0	0	0	0	0	0	0	0	0
Binojaak	1	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	15	14	0	0	0	0	0	0	0	23
Contacts with LRBOI departments	3	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	61	46	0	0	0	0	0	0	0	64

Amanda McQueen - Case Management

Total number living in homes served	0	0	0	3	18	0	5	0	0	10
Total number of Tribal Citizens living in homes served	0	0	0	1	9	0	1	0	0	3
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	0	0	1	8	0	3	0	0	8
Total ICWA or ICWP where substance abuse is involved	0	0	0	1	2	0	0	0	0	2
Child Abuse/Neglect	0	0	0	1	0	0	1	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	1	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster	0	0	0	1	1	0	1	0	0	1
Home	0	0	0	0	1	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	2
Court appearances	0	0	0	1	2	0	1	0	0	1
Home Visits	0	0	0	1	11	0	3	0	0	1
Case Reviews	0	0	0	1	6	0	1	0	0	3
Binojaak	0	0	0	0	2	0	1	0	0	1
Contacts with outside agencies	0	0	0	4	23	0	13	0	0	24
Contacts with LRBOI departments	0	0	0	3	11	0	8	0	0	15
Tribal Elders	0	0	0	0	1	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	0	0	0	18	96	0	38	0	0	72

LRBOI Victim Services Program Monthly Report
August 2018

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (3); New Intake(s) (0); Cases closed (0)
 - Provided: utilities, transportation, legal assistance, judicial advocacy, and transitional housing.
- Attended (1) court hearing
- Had (4) client face to face meetings; (0) transports

Collaboration Efforts

- 8/6 – MSU/MiVAN Advocate phone conference
- 8/13 – Manistee Youth Involvement meeting
- 8/13 – Manistee DVSART meeting
- 8/14 – LRBOI VSP Task Force
- 8/14-8/15 – FVPSA Tribal Advocates meeting
- 8/27 – Manistee School Principal meeting
- 8/30 – Manistee & Tribal Prosecutors, and Family Service Director meeting on SANE

Travel & Training

- 8/1 - LRBOI HIPPA Training
- 8/20-8/22 – Protection Order Practice for Attorneys and Advocates
- 8/30 – Teen Dating/Healthy Relationship Webinar training

Outreach/Education

- N/A

Grants

- 8/7 – VOCA revisions for Tribal Services Grant was completed
- 8/17 – VOCA desk audit for June 2018 was completed

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (3); New Intake(s) (1); Cases closed (0)
- Provided: Ed. Material, Transportation assistance, and Legal Assistance Services
- Attended (1) court hearing
- FTM (0)
- Had (6) client face to face meetings

Outreach

- 8/15 – Crime Victim Legal Assistance Project

Training

- 8/1 – LRBOI HIPPA Training

Webinars

- 8/6 – Module XIII: Recommendations for Improving Ct Response to IP Sexual Abuse
- 8/6 – Intimate partner SA Developing Issues
- 8/17 – Beyond Halal & Haram: Muslims, Sex, and Relationships
- 8/17 – Campus Sexual & Dating Violence: The Role of Campus Health
- 8/17 – Succession Planning Within DV & SA Organizations

- 8/20 – Assessing Trauma Informed Practice: Lessons Learned from a Trauma Audit
- 8/20 – Culturally Specific Approaches to Trauma & DV
- 8/21 – Child SA Health Consequences & the Role of the Health Care Provider

Collaboration

- 8/2 – Oceana's Home Partnership
- 8/8 – Muskegon EWP meeting
- 8/9 – Muskegon COC network meeting
- 8/13 – Muskegon Community Encompass meeting
- 8/22 – Muskegon DV Task Force meeting
- 8/22 – Muskegon Human Trafficking TF meeting

Charlotte Campbell (Manistee Victim Advocate)

Advocacy/Case Management

- Current: Open Cases (1); New Intake(s) (1); Cases closed (1)
- (4) face to face; (0) transports

Collaborative Meetings

- 8/3 – Mason, Lake, Oceana Co. DV Task Force Meeting
- 8/7 – Manistee HSCB meeting
- 8/13 – Manistee DVSART meeting
- 8/14 – LRBOI VSP Task Force meeting

Outreach

- N/A

Trainings/Webinars

- 8/1 – LRBOI HIPPA training
- 8/6 – Manistee Computer Class
- 8/13 – Manistee Computer Class
- 8/20 – Manistee Computer Class
- 8/24 – OVC TTAC/U.S. Based services for Citizens Victimized Overseas

Next Generation Learning Center-August 2018

Enrollment Statistics:

97 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)	13	6	7	2	3	4
Toddler Classroom (2-3 years old)	16	8	8	1	2	4
Maple Preschool	18	9	7	2	4	4
Cedar Preschool	23	8	13	3	0	2
School Age (5-12 years)	30	11	19	7	2	2
Totals	97	41	54	14	11	16
Percentages		44%	56%	14%	11%	16%

5 Families have received full time employment since the opening of NGLC	24 Children are receiving Child Development and Care Subsidy (CDC) from MDE	2 children have received a Childcare scholarship from Great Start Collaborative of Manistee Co. 2 children are receiving a scholarship from an anonymous donor	NLGC currently has a wait list of 51 children between the ages of 0-12.
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Current Center Happenings:

- NGLC has begun enrolling children in the three and four year old preschool programs. There are three options for families, two are free to those that qualify and one is tuition based. Interested applicants should call the center 231.398.6718 to schedule an appointment for enrollment.
- NGLC is in need of a Teacher’s Aide. We also have postings for our Head Start positions including a Lead Teacher, Bus Driver, and an additional Teacher’s Aide.
- Michigan Works continues to be within the center on Wednesdays as a satellite location; during the month of July Michigan Works used our spare office Monday-Friday while the DHHS office was temporarily closed.
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning.
- MSU Extension is now coming twice a week to our Preschool and School Aged classrooms to teach children about healthy food choices and participate in cooking lessons.
- Eight children currently receive Early On (early intervention special education) or MISD special education services while attending NGLC-2 children receive ABA Therapy for Children with Autism. Early On continue to hold their monthly playgroups at NGLC.
- Wexford-Missaukee ISD Adult Career Training is interested in working with NGLC on a Child Development Associate (CDA) course for students.

Upcoming Events:

- August 6-20: Preschool Enrollment Appointments with families
- August 8-10: Administrative Head Start Training in Sault Ste. Marie
- August 27: WSCC fall semester begins-NGLC will be receiving a new student teacher
- September 3: NGLC Closed for Labor Day
- September 13: NGLC Preschool Open House 5:00-7:00p
- September 17: NGLC Head Start and NGLC GSRP Preschool First Day

LRBOI Be Da Bin Behavioral Health August 2018 Report

This is the report for Be Da Bin Behavioral Health Program that has now moved under the Family Services Department. Staff for Be Da Bin include: Dottie Batchelder, Chemical Dependency Counselor; Sujean Drake, Mental Health Counselor; and James Gibson, Traditional Healer, contractual. We had a busy month.

August 1, 2018, Staff attended the mandatory HIPPA Training at LRCCR.

August 9, 2018, Be Da Bin hosted a Harm Reduction Training at the Manistee Marina Building (with community partners). We had about 45 in attendance. That evening we also showed the film "Prey or Predator" on the Opioid Crisis and had 14 in attendance.

August 9, 2018, the Mental Health Block Grant Focus Group met at the LRBOI Justice Center to discuss the completing of the grant and the renewal for 2018/2019.

August 14, 2018, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

August 21, 2018, the Traditional Healer was here to see clients through Be Da Bin (Krystal Davis, Tribal Health Clinic, assisted with this).

August 21-23, 2018, Dottie Batchelder, Sujean Drake, Jason Cross, and Ron Wittenberg, all flew to St. Paul, MN for the Bemidji Area Tribal Opioid Meeting.

August 28, 2018, Dottie Batchelder and Sujean Drake, attended the Train the Trainers Harm Reduction Trainings sponsored by Inter-Tribal Council of Michigan.

August 30, 2018, International Overdose Awareness Day event/Memorial was hosted by Be Da Bin with our community partners with 54 attending.

Be Da Bin Staff: Dottie Batchelder has been busy with the many events and planning for upcoming ones in September. She is working on closing out the ATR IV grant and continuing with the STR/TOPR treatment/recovery grant, as well, as the completing of this year's Tribal Opioid Prevention Grant. We have renewal of the prevention grant until at least April 2019. This month have attended the Northern Michigan Recovery Residences Board meeting, planning meetings for the events with community partners, and assisted in putting up an Overdose Awareness window display at the Marina Hotel. Sujean Drake has been busy with the ending of the Mental Health Block Grant (tele-psych) and the continuation of the "grant" for another 2 years. The Focus group has also kept her busy. Both staff began to work on moving.

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor:

18/8 Individual/Recovery Clients

127 Client Contacts for Services

187 Counseling/Administration Hours Delivered

Total Client Service Delivery: 280

Mental Health Counselor:

30 Individual Clients

79 Client Contacts for Services

110 Counseling/Administration Hours Delivered

Total Client Service Delivery: 94

Traditional Healing: 9 Individual Client Contacts

Departmental Monthly Events & Needs

Meetings:

HSCB – 8/7/18
Tele-Psych Focus group – 8/9/18
Tribal consultation with DHHS – Lansing – 8/13/18
NGLC work session – 8/15/18
Tribal defendant protocol – 8/17/18
CIT – 8/28/18
Elders Insurance – 8/28/18
SANE project with Prosecutors – 8/30/18

Travel and Trainings:

Tribal State Partnership – Bay Mills – 8/1/18 and 8/2/18
Opioid Prevention - Manistee – 8/9/18
Tribal Opioid Strategic Planning Conference – St. Paul – 8/22/18 and 8/23/18

Court

LRBOI – 4
Mason County – 2
Muskegon County – 8/20/18

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
Lyle Dorr

Grants Department Monthly Report

August 2018

Lyle Dorr, Grant Writer

Key:

- New report Item
- ∞ Updated item status from previous report(s)
- ∅ No update, but a continuation from previous report(s)

Grant Department:

- Attended an evaluation training offered free of charge by the Office of Minority Health (Aug 28-29). It was very good and I was able to make connections with other Native grant writing colleagues.
- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.
- ∞ **As of 9/7/2018 this grant has not be posted:** Based on information from the GLIHA quarterly meeting (May 1 at Soaring Eagle) that Frank had me attend with Michelle and him, an upcoming competitive grant Recovery Act Development Process (RADP) in August or September. We received \$2M a few years ago when it came out. I will coordinate with the incoming Housing Director on this opportunity when it is released. Michelle is helping me watch for the posting.
- ∞ I am a member of the Tribal Emergency Response Team which meets the 1st Wed. of each month. We are pushing forward as a committee to determine roles and update past policies and procedures. It appears the team will be fully functional by June of 2019 we reestablish the Team.

Court:

- ∞ **OVC Grant Application: We have not heard on this award as of 9/10/2018:** Worked with Shayne and Jason re: funding from the Office of Violence of Crime (OVC). Funding would be near \$200,000 a year for 3 years to fund a Rehabilitation Specialist to work with Tribal members in the justice system. It would also provide funding for other items not covered under existing grants.

EDC:

- ∅ Nothing currently, but coordinating with Tom from time to time on potential projects such as housing development and solar potential.

Family Services/ Be-Da-Bin:

- **Submitted with Jason Grant App: Jason and I have worked on a couple of grants together.** One I took the lead on which included monies for Shayne and Jason's Department through DOJ. And one with Jason taking lead for Opioid treatment dollars (This is one we could go for because Be-Da-Bin now is under Family Service. We would not have been qualified to apply had they not been under the new structure.) We should hear back on these in September.

Food Distribution:

- Ken's program is exploding necessitating a push to find the funding for a new or renovated facility that will have the capacity to serve the members. He and I are starting our searches here in September

now that his expanded program budget is accepted by USDA.

Historic Preservation:

- Ø Nothing new, but regularly meet with Jay for support on historical prospective when writing grants. Also, working with him on special project under his Lead title: Big Blue Electrical Upgrade and Big Brown trailer replacement at Public Safety.

Maintenance:

- ∞ **Still waiting on both the Consumers Energy Contract and subcontractors 9/7/2018:** Waiting on bids from Consumers Energy and subcontractors for the work and the Leads have decided to have the electrical converted to Secondary service from the current Primary service. This means that Consumers will be responsible for the equipment up to Big Blue building once the upgrades are made.

Natural Resources:

- **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** This will be likely be completed in September, but no later than mid-October.

Public Safety:

- **New Car Garage for 2019:** We have found unspent carryover funds near \$500,000. Robert would like garages for his vehicles. The new structure may go where the Brown modular is currently that we are removing. I will be assisting in the process to get this project initiated.

Water/Waste:

No updates at this time

Special Projects:

- ∞ **Still waiting for a Consumers Electric Contract 9/10/2018:** **Big Blue electrical upgrade:** I am working with the Leads and Maintenance on quickly repairing/upgrading the electrical at Big Blue. If it goes down prior to us taking action, we will be without power for 3-4 months at significant more cost. We should have a decision on a vendor by the end of July.

Health
Vacant a director



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

From: Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Keith Jacque, Chief Pharmacist

Date: September 6, 2018

Re: August 2018 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 2018. This report will reflect aggregate supplemental information from lead staff members Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

August 1, 2018 - All Health Services Staff participated in the Mandatory HIPAA training.

August 7, 2018 - Janice Grant, Clinic Supervisor and Gina Dahlke, PRC/EHAP Supervisor attended a Tribal Council work session with Linda Wissner, Members Assistance to discuss the Elder's insurance processes and procedures.

August 10, 2018 - Shelby Shelder, first year medical student and Tribal Member completed her internship with the health clinic.

August 14, 2018 – Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, along with the 2 Clinic Physicians, participated in a meeting with Family Services regarding a Tribal Opioid grant.

August 27, 2018 - Janice Grant, Clinic Supervisor and Gina Dahlke, PRC/EHAP Supervisor participated in Tribal Consultation with MDHHS regarding work requirements for Healthy Michigan Plan participants via phone.

August 28, 2018 – Gina Dahlke, PRC/EHAP Supervisor attended a Tribal Council work session with Linda Wissner, Member's Assistance, Jason Cross, Family Services Director, and Linda Hook from 44North to go over plan options for 2019.

Forest County Potawatomi Insurance Department filed 147 claims on behalf of Little River in the amount of \$29,487.93 for third party reimbursement.

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

CLINIC OPERATIONS:

308 patients scheduled

19 patients NO-SHOW to scheduled appointments

18 patients provided SAME DAY appointments for emergent matters**

82 cancelled appointments

225 patients attending CLINIC PHYSICIAN appointments**

62 patients PHONE TRIAGE**

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

86 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN August (Total Patient Volume): 729

Diabetic patients: 79

Flu Vaccines: -0-

Injections: 14

Nursing Visits: 03 **

On-site Labs: 175

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,617

DIRECT CALLS TO CLINIC OPERATIONS: 459

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 854

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 24

TRAVEL HOURS: 65

SERVICE HOURS: 31

NUMBER SERVED: 24

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 206 hours

COMMUNITY VISITS: 04 Activity Time: 1 hour

HOME VISITS: 05 Activity Time: 10 hours

TELEPHONE: 06 Activity Time: 3 hours

TRAVEL HOURS: 28

SERVICE HOURS: 14

NUMBER SERVED: 17

MEDICATION PICK-UP/DELIVERIES: 02 (included in number served & total clients served)

PHONE CONTACTS: 38

TOTAL CLIENTS SERVED: 41

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$137,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1627

TOTAL PRC PAID IN AUGUST: \$ 96,076.71

PHARMACY/OTHER: \$49,556.00

DENTAL: \$16,119.75

TOTAL PATIENTS: 237 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 607

TOTAL CLAIMS ENTERED: 617

TOTAL PRC PAID 2018: \$774,675.21

TOTAL EHAP PAID IN AUGUST: \$40,469.01

TOTAL EHAP PAID 2018: \$289,677.11

TOTAL ENROLLED EHAP/LRBOI: 1307

MEDICARE LIKE RATE (MLR) Savings for AUGUST 2018

Claims submitted:	81	\$76,949.41 (total submitted)
		<u>-\$22,461.21 (what we paid)</u>
		\$54,488.20 (total savings)

PATIENT BENEFIT COORDINATORS: AUGUST 2018

New Applications mailed or given: 24

Reassessments mailed or given: 95

Enrollment Verifications: 56

Certified Mailings: 188

Assisted with on-line applications: 0

Webinars/Trainings: 1

Phone calls: 853

Patient Registration: Daily duties for both physicians

Roberta Davis – completed the annual Certification testing for Marketplace Assistors August 14 and 15, 2018.

Teresa Callis – completed the annual Certification testing for Marketplace Assistors August 16 and 17, 2018.

PHARMACY

Active patients: 304

Prescriptions filled: 1068

Insurance charges: \$75,277.87

Insurance payments received: \$70,972.83

Non-member cash/copays received: \$361.16

PRC-equivalent write offs:

LRBOI: \$20,989.36

Other Tribes: \$305.39

TOTAL: \$21,294.75

Housing
Vacant a director



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For August 2018

Staff

Michelle Pepera – Administrative Assistant

Chad Gehrke – Grants Clerk

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

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 Construction of the two four-bedroom Fair Market rentals at Aki are progressing nicely. Lot 51 the painting is complete and the cabinets are in, Lot 52 the drywall is hung and cabinets are being installed. The landscaping for the Aki 10 and these two units is scheduled to start first of September.
- B.** The Elder Housing Project came in over budget and with some hard decisions and a lot of discussion from Tom St. Dennis, Marcella Leusby, Travois Architects, Wieland and myself we accomplished getting the project under budget, so the contractor will be breaking ground the first week in September.
- C.** I met twice this month with Elise McGowan-Cuellar, Staff Attorney and Bill Willis, Members Services Lead.
- D.** At the August Housing Commission meeting, the housing department made a recommendation to the Commission for the rental rate for the new two-four bedroom fair market homes.
- E.** Housing Commission discussed what the maximum allotted amount of water that the Housing Department will pay for in Elder Designated Housing
- F.** Housing Commission discussed providing grass cutting for Elder homes aged sixty-two (62) and over and those that are ADA qualified at Aki maaiziwin.
- G.** I attended two Tribal Council work session this month, for setting of the rental rates for the two-four bedroom homes and housing commission suggested changes to the Aki maadiziwin Building Ordinance.
- H.** The Housing Department sent out correspondence to the Elder Designed Homes advising them of the new maximum allotted amount of water usage per month that the department will pay for starting October 1, 2018, along with a copy of the Housing Commission Resolution.

- I. Tammy Burmeister, Grants Coordinator, Bill Willis, Members Services Lead, Chad Gehrke, Grants Clerk and myself attend a two day ONAP training for EPIC (Energy and Performance Information Center) held at the Aki maaiziwin Community Center Conference room to learn the new electronic format for the Indian Housing Plan and Annual Performance Report.
- J. The department mailed out to all Aki tenants an informational newsletter
- K. During the month the Department performed the following activities.
 Lease renewals due during the month: 3
 Leases renewed: 2
 New leases: 0
 Annual Inspections: 2
 Move-out Inspections: 0
 Move outs: 0
 Transfers: 0
- L. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2018 in the amount of \$75,000.
 Applications received this month: 1
 Number of Awards made during the month: 3
 Amount of Awards made for the Month: \$16,997.00
 Total Number of Awards made during the Year: 12
 Total Amount of Awards for the Year: \$58,977.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 8
- 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 67 rental units in total of which all 67 were rented giving us an occupancy rating of **100%**.

- A. Aki has 45 income based rental units of which 45 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.
- B. Aki has 22 Fair Market rentals and 22 are rented.

V. Significant Problems and Accomplishments.

- A. Housing Commission passed by Resolution HC-18-0809-05 the new rate for the two-four bedroom fair market homes
- B. Tribal Council passed by Resolution #18-0815-250 the new rental rate for the two-four bedroom fair market homes at \$725.00 per month
- C. Housing Commission established the maximum allotted amount of water that the Housing Department will pay for in Elder Designated Housing by Resolution #18-0809-04, of 5000 gallons per unit
- D. Housing Commission authorizing and directing the Housing Department to provide grass cutting for Elder homes aged sixty-two (62) and over and those that are ADA qualified at Aki maaiziwin by Resolution #18-0808-03

VI. Plans for the Future.

- A. Complete construction of the two four bedroom fair market rentals by the end of October
- B. Start of construction of the Elders Apartment Complex at Aki maadiziwin.

VII. Other Information

- A. None

End of Report
Michelle L. Pepera
Administrative Assistant
September 7, 2018

Attachments: August 2018 daily maintenance log, attachment #1
Photos of Lot 51 & 52, attachment #2
Aki tenant's informational newsletter, attachment #3
Letter notifying the Elder Designed Homes of the new maximum allotted amount of water usage, attachment #4
3 Resolutions from the Housing Commission, #5, 6 & 7

Cc: File

Housing 2018
Daily Worksheet

Date 7-30 EOM Paperwork, Mileage, Talk to Renee @ Stillwater about window @ 2684 OC, Replaced Vent Cover and ordered faucet parts for shower @ 2727 OC, Sprayed for bees in outlet and let tenant know we are aware of Bees under Deck @ 2698 OC. Checking with Carter for Manufacturer Warranty and Contact info for slider Screen / Faucet Hardware for 2727 OC

Date 7-31 Sprayed Round Up Elders Drives and around houses, Mowed

8-1
Date Mowed Elder and Handicap units, Installed hose connections and hoses to clean out under deck of mower. Spoke to Jeld Wgn window Rep about windows and cranks @ 2573, 2581, 2589 OC

8-2
Date Clean shop area, organized faucet parts area mowed, Power washed Pavilion concrete (Builder) Mike caulked egress window, Installed Mixing Valve @ 2727 OC

8-8
Date Secured Facia on elder units Porches, Reinstalled weather strip on Garage Door @ 2677 OC, Reattached Facia @ 2596 IC, Adjusted Feet on dishwasher @ 2727 OC mowed, Checked Pavilion Bathrooms

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 8-6 Checked AC unit, built step @ Front porch
@ 2613 OC

Date 8-7

Date 8-8 Disconnected Washer / Dryer moved to garage for
replacement on 8-10 @ 2690 OC
Clean + organize shop area, worked on quote for door
cabinet replacement

Date 8-9 Picked up vents for new Dryer installs for 8-10
Called About window 2684 OC (Left Message)
Quote for Decking replacement
Mowed Fields

Date 8-10 Installed new Gas Dryers @ 2690 OC +
2677 OC, Repaired Electric Dryer (Backup) at Shop
Continued getting Quote for Decking Replacement
Landscaping Park area, Cleaned Gang mower Deck

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 8-13 Installed Door handle & tightened set screw @ 26150C
Installed new oven/stove @ 26980C
Annual Inspection @ 2685 IC
Continued landscaping Project for new Park area

Date 8-14 Cleaned mower Deck underside, installed new
Blades on Toro, Cut Elders + HC units
Looked @ Garage Door with Chad @ 25970C
Continued landscaping park area

Date 8-15 Met with Chad @ 25970C Garage door installers
for Quoting purposes, Continued landscaping project
Organize shop area
Tightened door handles for Garage to house Door @ 26150C

Date 8-16 Worked on park project area, sharpened used
mower blades for Toro, Annual inspection @ 27240C
tightened Door handles on friel @ 2724

Date 8-17 Cleaned bathrooms @ Pavilion, cleaned Airiator mess in
Organized tools, Cleaned trucks
Daily log sheets

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 8-20 Sprayed for Beetles in Garage @ 2693 OC
Reorganized Utility Room Restocked materials @
Pavilion

Date 8-21 Continued cleaning and organizing shop / storage
areas, Cutt ~~Fields~~ Fields, Checked Pavilion, Emailed
Renee about Dryer vent issue @ 2684 OC

Date 8-22 Continued shop organization + Storage
Cutt Fields, Landscaping

Date 8-23 Continued sorting and organizing tools / materials
@ Shop, continued landscaping project removal of
invasive tree ~~tree~~
Inspection @ 2576 OC reinstalled Door handle, new unit

Date 8-24 Continued landscaping Projects invasive species
removal, weed whacked ~~stay~~ area

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 8-27 NO Jim Adjusted Anti scald shower handle @
2683 TC, Assisted Maintenance in removal of balloons
and stringers From Farns Community Center, Meeting
with Bill w/ Chad about occupancy issues, Ordered salt/
Ice melt

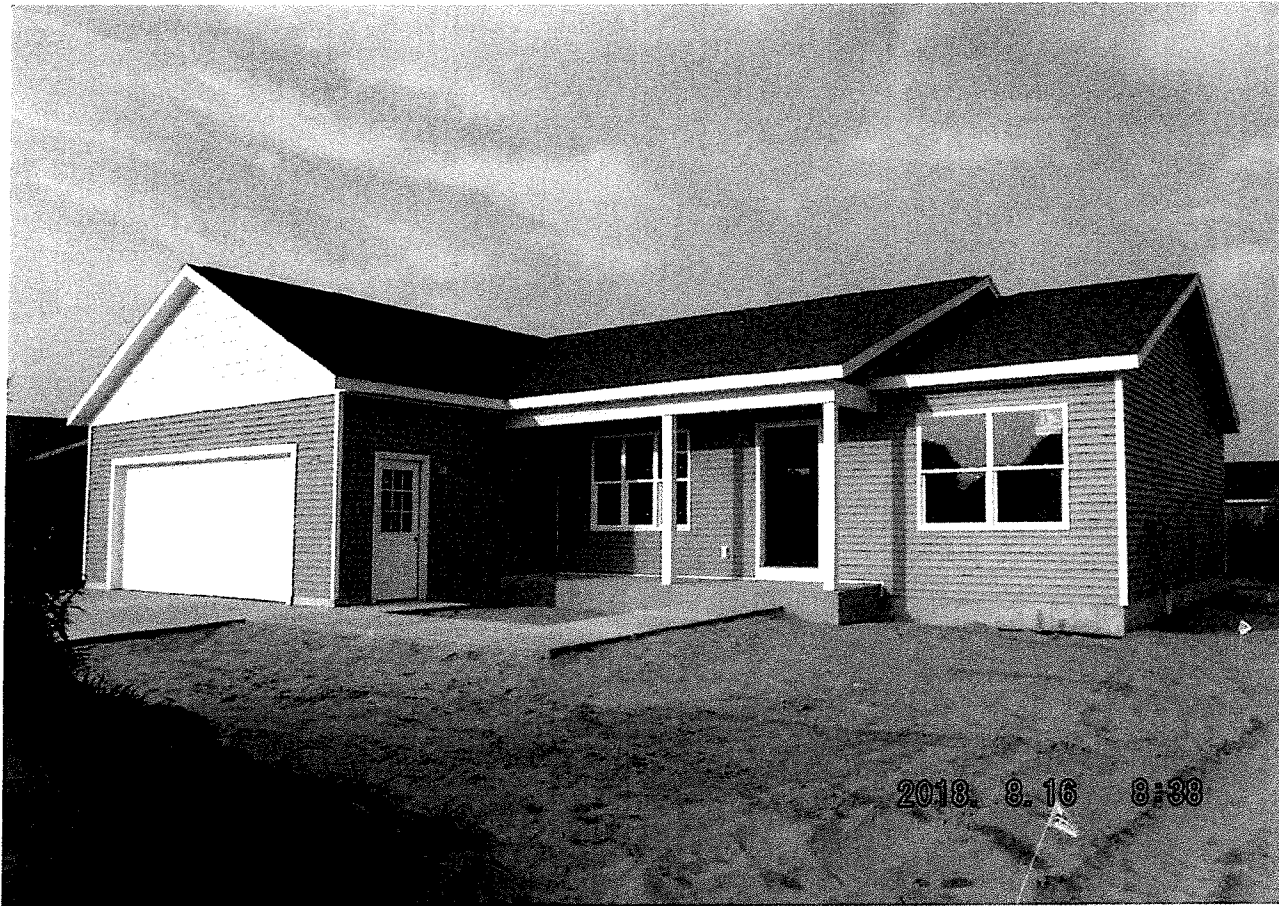
Date 8-28 NO Jim Fueled Red truck, Picked up shovels
and paint for ground breaking for new Elder Complex
sanded Finish off shovels, Painted First Coat paint
Removed Brush Main Drive Visibility issue
Check back porch for broken Rotted Board @ 2690 OC
cleaned tools + wood shop

Date 8-29: Finished Shovels, Cut fields

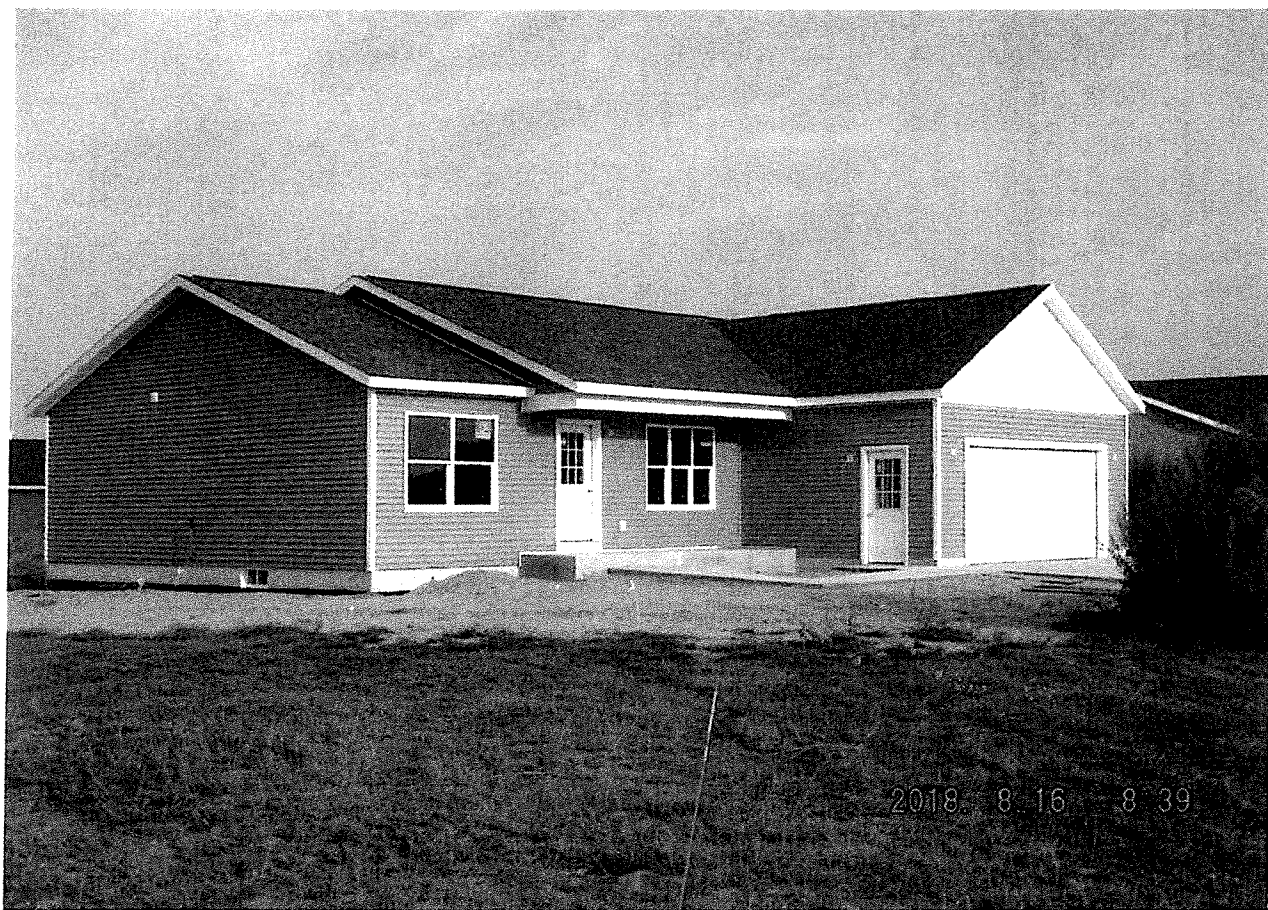
Date 8-30 NO Jake Cut ditches 3 fields

Date 8-31 NO Jake Cut ditches 3 fields

Thank you for filling out this Daily Worksheet



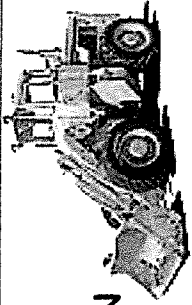
Lot 52



Aki maadziwin

CONSTRUCTION

NOTICE



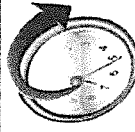
We will begin the construction of more housing at Aki maadziwin. This construction project is for the construction of 10 elder apartments & a community room. **With the start of construction comes safety concerns.** The higher traffic volume and the construction site with sand piles and open excavations are a natural draw for everyone and especially our children. The contractor will put up barricades which is a warning tape around the open excavations to warn of danger.

However, we need you to help us keep our community and the job sites safe by talking to your children and letting them know of the dangers. Please ask the children not to go past the warning tape and to stay off the sand piles. The Public Safety Department will keep an eye on the construction sites while they are patrolling however, they cannot be there all the time and that's where we all can help keep each other safe. If you see something that concerns you please contact the Housing Department or Public Safety if it's after hours.

Time To Fall Back

Daylight Savings Time Ends

November 4, 2018, 2 a.m.



CHRISTMAS HOLIDAY CLOSURE!

The Ogema has declared the Government Offices will be closed for official business over the Christmas Holiday! We will be closed at noon on Monday, December 24, 2018 and reopen Wednesday January 2, 2019 @ 8:00 a.m.

The Housing Maintenance will be on call for **Emergencies** only, please remember that the Housing Department does not maintain the road ways at Aki Maadziwin, for road issues please call the Tribal Maintenance Department @ 231-655-9400. Thank you

Just a Friendly Reminder

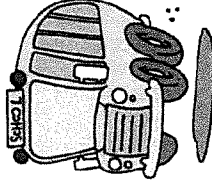
The sidewalks are intended for walking and riding your bike. **PLEASE** do not park your vehicles on the sidewalks. We thank you & your neighbors Thank you :)

Safety First

With school starting soon.

Please keep an eye out

for children who are getting on and off the school bus



News from the Utility Department

Starting on September 11, 2018, utilities will be flushing the water mains & ending on September 14. This may result in a slight discoloration of the water which could result in discolored laundry.

There are no side affects from the consumption of the water due to this process.



The Housing Department would like to remind everyone with the cold weather fast approaching to disconnect your garden hoses from the outdoor water faucet. This is to drain the faucet and keep it from freezing.

Fall Clean Up

Your Housing Department has reserved Two dumpster's for October 17- 24, 2018, they will be located at the North & South cul-de-sac's Items that are **not** allowed in the dumpster are tires, yard waste, liquid flammables and Freon appliances

Clip & Save

Little River Tribal Events

Listed below are just a few events going on in your Tribal Community. Watch for more events and details in the next Currents and the Rapid River News

- Labor Day September 3, 2018
Government Office's Closed
- Reaffirmation Day September 21, 2018
Government Office's Closed
- Fall Membership Meeting
October 13, 2018 @ LRCR
- Fall Clean-up October 17 - 24, 2018
- Elder's Conference November 3 & 4, 2018
@ Little River Casino Resort
- Veteran's Day November 11, 2018
Observed Monday November 12, 2018
Government Office's Closed
- November 22 & 23, 2018 Thanksgiving
Government Office's Closed
- Elder's Christmas Party December 1, 2018
@ Little River Casino Resort
- Children's Christmas Party December 2, 2018
@ Little River Casino Resort

The Pavilion will be closing for the Season on October 15, 2018

Housing Commission Meeting Dates 2018

Regular Housing Commission meetings have been established for the second Thursday of each month starting at 10:00 a.m.

All meetings held at Aki Conference Room

September 13, 2018 November 8, 2018
October 11, 2018 December 13, 2018



Little River Band of Ottawa Indians
Housing Department
Office Location: 2953 Shaw Be Quo ung
Mailing Address: 2608 Government Center Drive
Manistee MI 49660
(231) 723.8288

August 23, 2018

Boozhoo LRBOI Elder Designated Housing Department Tenants.

Dear Head of Household:

At the July Housing Commission monthly meeting the Housing Commission approved Resolution # 18-0809-04, *Resolution to establish the maximum allotted amount of water that the Housing Department will pay for in Elder Designated Housing*. Resolution #18-0809-04 is attached to this letter for your review.

Whereas the Utilities Department determined that the average use of water in Elder designated housing is 5000 gallons per unit, per month, the Housing Commission has established this allowance for continued free service.

Effective October 1, 2018, the Housing Department will only be paying up to 5000 gallons per unit, per month. If the unit goes over the maximum allowed amount, the tenant will be responsible for paying the difference to the Housing Department. Tenants will be provided with an invoice documenting usage with a bill for any amount over 5000 gallons. This bill will be due with the next months rent. There is no need for further action by any tenant and no need to contact the Utilities Department. For those tenants that are curious about their use and would like a record of use for planning future expenses, please contact the Housing Department and we will assist you.

If you have any questions please contact me at your earliest convenience.

We hope you all had a great summer full of fun and good health.

William (Bill) Willis
Members Services Lead

Cc: Ogema Romanelli
Tribal Council Speaker Riley II
Housing Commission
Unified Legal Department



**Little River Band of Ottawa Indians
Housing Commission
2608 Government Center Dr.
Manistee, MI 49660
(231) 723-8288**

Resolution # HC 18-0809-05

*Housing Commission Recommended Rental Rates for the
Four-Bedroom Houses on Lot 51 and 52*

WHEREAS, the status of the *Gaá Čhing Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; and

WHEREAS, the legislative powers of the Little River Band are vested in the Tribal Council at Article IV, Section 7 of the Constitution; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) of the Constitution to enact ordinances and adopt resolutions to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members and to govern the conduct of members of the Little River Band and other persons within its jurisdiction; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(f) to create by ordinance regulatory commissions or subordinate organizations and to delegate to such organizations the power to manage the affairs of the Little River Band; and

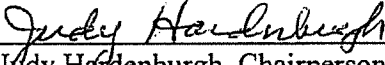
WHEREAS, the Tribal Council did by Ordinance #04-700-01 create the Housing Commission to oversee and regulate the Tribe's housing with the delegated power in Section 6.02(f) to establish by resolution the rent

NOW THEREFORE IT IS RESOLVED that the Housing Commission sets the rate for four-bedroom houses to \$ 725.00.

IT IS FINALLY RESOLVED that the Housing Commission shall forward this resolution to Tribal Council.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Housing Commission with 3 FOR, 0 AGAINST, 0 ABSTAINING 0 and 2 ABSENT at a regular session of the Little River Band of Ottawa Indians Housing Commission held on - 8-9-2018, at the Aki Maadiziwin Community Center in Manistee, Michigan, with a quorum being present for such vote.


Judy Hardenburgh, Chairperson

Distribution: Tribal Council
Housing Department
Unified Legal Department



Little River Band of Ottawa Indians
Housing Commission
2608 Government Center Dr.
Manistee, MI 49660
(231) 723-8288

Resolution # 18-0809-04

Resolution to establish the maximum allotted amount of water that the Housing Department will pay for in Elder Designated Housing

WHEREAS, the status of the *Gaá Čhing Ziibi Daáwaa Anishinaabek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

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WHEREAS, the legislative powers of the Little River Band are vested in the Tribal Council at Article IV, Section 7 of the Constitution; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) of the Constitution to enact ordinances and adopt resolutions to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members and to govern the conduct of members of the Little River Band and other persons within its jurisdiction; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(f) to create by ordinance regulatory commissions or subordinate organizations and to delegate to such organizations the power to manage the affairs of the Little River Band; and

WHEREAS, the Tribal Council did by Ordinance #04-700-01 create the Housing Commission to oversee and regulate the Tribe's housing with the delegated power in Section 6.01(a) of that ordinance to develop and adopt regulations governing Tribal housing on Tribal trust or fee lands; and

WHEREAS, the Utilities Department has determined that the average use of water by Elder's in Elder designated housing is 5000 gallons per unit, per month.

NOW THEREFORE IT IS RESOLVED that the Utilities Department will determine the average amount of water per occupancy of each elder designated housing units and should the unit go over the maximum allocated amount the tenant(s) will be responsible for paying the difference to the Little River Band of Ottawa Indian's Utilities Department.

IT IS FINALLY RESOLVED that the Housing Commission shall forward this resolution to the Housing Department for implementation.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Housing Commission with 3 FOR, 0 AGAINST, 0 ABSTAINING 0 and 2 ABSENT at a regular session of the Little River Band of Ottawa Indians Housing Commission held on August 9, 2018, at the Aki Maadiziwin Community Center in Manistee, Michigan, with a quorum being present for such vote.


Judy Hardenburgh, Chairperson

Distribution: Tribal Council
Housing Department
Unified Legal Department



Little River Band of Ottawa Indians
Housing Commission
2608 Government Center Dr.
Manistee, MI 49660
(231) 723-8288

Resolution # HC -18 -0809-03

Authorizing and Directing the Housing Department to Provide Grass Cutting for Homes of Elders Aged Sixty-two (62) and Over and those that are ADA qualified at Aki Maadiziwin

WHEREAS, the status of the *Gaá Čhíng Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

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WHEREAS, the legislative powers of the Little River Band are vested in the Tribal Council at Article IV, Section 7 of the Constitution; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) of the Constitution to enact ordinances and adopt resolutions to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members and to govern the conduct of members of the Little River Band and other persons within its jurisdiction; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(f) to create by ordinance regulatory commissions or subordinate organizations and to delegate to such organizations the power to manage the affairs of the Little River Band; and

WHEREAS, the Tribal Council did by Ordinance #04-700-01 create the Housing Commission to oversee and regulate the Tribe's housing with the delegated power in Section 6.01(a) of that ordinance to develop and adopt regulations governing Tribal housing on Tribal trust or fee lands.

WHEREAS, the Housing Commission is authorized by Section 6.02(b) of the Housing Commission Ordinance to issue orders and directives not inconsistent with the Ordinance or its Regulations regulating the housing activities of the Tribe; and

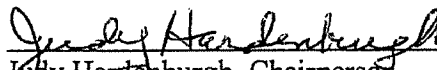
WHEREAS, the Housing Commission is aware of this Tribe's heritage as Anishinaabe people, and take pride in the traditional way of Anishinaabe to respect and care for elders and individuals in need; and

WHEREAS, the Housing Commission considers grass cutting by the Housing Department to be a housing activity that falls within its purview as a regulatory commission.

NOW THEREFORE IT IS RESOLVED that the Housing Commission issues a directive to the Housing Department, giving it the authority to provide for grass cutting of Aki Maadiziwin that are occupied exclusively by Tribal Members aged sixty-two (62) years or older or who by reason of disability are not able to cut their lawns themselves and request the Housing Departments assistance.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Housing Commission with 3 FOR, 0 AGAINST, 0 ABSTAINING 0 and 2 ABSENT at a regular session of the Little River Band of Ottawa Indians Housing Commission held on August 9, 2018, at the Aki Maadiziwin Community Center in Manistee, Michigan, with a quorum being present for such vote.


Judy Hardenburgh, Chairperson

Distribution: Tribal Council
Housing Department
Unified Legal Department

Human Resources
Vacant a director

HUMAN RESOURCES DEPARTMENT

August 2018 MONTHLY REPORT

Hiring/Recruiting August 2018:

In August, there were one (1) new hire and two (2) transfers during the month and a few have postings are on-going, NGLC until filled postings, IT has two (2) positons posted – until filled and the Mental Health Counselor position interviews took place at the end of August. Senior Wildlife Biologist posting came down; interview was conducted, was accepted – it was a transfer and that took place during this month. The Director of Health Services posting has been filled (TM) – the interview took place, and then offered/accepted. The candidate is ready to start in the first half of September.

The Detective Sergeant – PS (NP) posting resulted in selection, interview, and an offer extended as well as accepted. The new Detective Sergeant is scheduled for a late September start. This position is replacement for Detective Jim Grabowski, who is set to retire sometime in the fall, he agreed to mentor and work with the new Detective to teach him the ropes.

Teacher's Aide for NGLC posting is ongoing and remains open. Another offer was made and accepted. Waiting for prescreening to take place and have a mid-August start. A Lead Teacher for NGLC has resigned and interviews to fill that position in early August. **Update** - that position is now filled, the result was a transfer. End of August start date was agreed upon. This transfer led to the Teacher's Aide position needing to again be filled. Interviews are ongoing. Head Start positions for Lead Teacher and Teacher's Aide are expected to be filled soon. The Bus Driver/Floater remains open with the deadline fast approaching.

HR Director and Housing Director remain open. A new recruiter will be starting for us to will provide qualified candidates for our open positions. A Comptroller position movement is expected to take place sometime within the first half of September.

All hiring/recruiting is in accordance (Tribal Preference) with Ordinance #15-600-02. Recruiting is facilitated with electronic information on the Tribal Website, Michigan Works and organizations specific to the position. The tribe has utilized Indeed, MI Talent, Casino Careers, local newspaper and others coordinated with the Department Leaders.

Human Resources Statistical Reporting:

The tribal demographics is did not reflect much of a change in August due to one (1) new hires being processed, along with three (3) transfers. Look for new totals in the totals toward the end of August and early September to fluctuate a bit with many of our seasonal/intern employees, eight (8) returning to their studies and new hires coming onboard.

Demographics information is given to the Bureau of Labor Statistics monthly, information given is usually limited to Total employees of organization, reasons for large changes in employees numbers (+ or -) and how many women are employed in the organization.

Training

Update -In July, I did reach out again to get an answer but did not receive one, might be due to the Casino hiring a new Risk Manager. Will keep on inquiring to see everyone gets his or her certification as promised – The new Risk Manager has finally got back with me and the employees needing the wallet certifications are to finally processed early September. In emails conversations with the new Risk Manager, trainings will be set up for the remaining employees needing the 2nd part of the Forklift Certification in the near future.

MVR Updates

Yearly update processing of MVR's began in August starting with Family Services including NGLC, Utilities and Maintenance. More will follow with HR sending emails to the directors/department supervisors and employees regarding the requirement for the MVR to be updated.

New Hire Orientation

Orientation has been behind for a few months now and with Fall fast approaching, HR is working to get this back on track when our department gets closer to being fully staffed. The New Hire Orientation was been implemented to provide the new employees with the tools needed to understand their role with the Tribal Government. The orientation begins at 8AM and concludes at after a pizza lunch at 1PM. The general set up was:

1. Introduction
2. Go over Employee Handbook policy, procedures, and answer questions.
3. Department Structure and contact information for their reports to.
4. Job Description and performance expectations.
5. Complete their benefits documentation (if still needed)
6. Tribal History
7. IT set up to begin their services
8. Short tour and meeting other department's staff.
9. Set up time keeping access and review attendance policy.

We look forward to providing the right information for the new hire to succeed.

Salary.com

The Ogema and Leads did gain their access information with Salary.com. I took the tutorial and did a little comparison to some our current positions as well. This seems to be an in-depth process, so time will be a factor in completing comparisons to any job descriptions we currently have. After finally getting access, many have tried to go through the process and it is quite time-consuming, leaving a few to wonder if we should continue with the service.

Benefits:

401k Audit

At this time is still in progress, making sure everything is sent in, the process will then be selecting employees for individual auditing to make sure files have the right documentation. The extension we asked for this month is until mid-October when all should be finalized.

Policy Updates

Policy updates are still on going. Unified Legal is still in the process of fine-tuning the HR forms to be in line with the policies in the new Manual. Many have already have replaced the old ones on the L-drive. HR

has received back most of the receipts for the New Manuals. HR will be sending emails out when all the new forms are on the L-drive for use. Some forms have been finished while some are still in the process. Updates/corrections for the new manual are still being considered and made.

Benefits

Benefit reconciliation is still ongoing; the hope is that they will be brought up to the current month, quarter, year depending on the benefit and reports needed. VSP and Delta Dental are almost up to the current month. Health/Medical benefit reconciliation remain further behind.

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
August 2018

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. The replacement of the disk storage array authorization for a budgeted expenditure was approved in August. The order has been placed. Installation with the vendor is ongoing.
2. Implementing Mobile Device Manager Software. System testing is now continuing.
3. 200 new IT work orders were opened in August 2018 and 194 IT work orders were completed in August 2018.

Meetings Held / Attended –

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

Trainings Held / Attended –

3. Share point Training has been placed on hold due to IT Personnel reassignment.

Special Tasks / Activities Performed –

4. Upgrade of video surveillance at the Justice Center is on hold due to lack of IT Personnel to install and configure the equipment.
5. Wireless and security upgrades for NGLC are on hold due to the lack IT Personnel to work on it and lack of funding.

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 6, 2018
Re: August 2018 report of activities

Number of tribal members assisted on new issues 77

Number of referrals received 2

Number of continuing cases: 60

Types of legal issues:

Child support	Lady Bird Deed
Probate Estate	Associations
Divorce	Real Estate
Name Change – Minor	Residential Lease
Garnishment	Security Deposit
Wills	Automobile Title
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Codicil of Will	Parenting Time
Trusts	General Civil
Payment of Debt After Death	Claims Against Estate
Divorce – out of state	Pension
Guardian – Minor – Amend	Adult Guardian – Out of State
Landlord – Tenant Issues	Guardian – Adult
Legal Separation	Eviction
Fraud	Pensions
Unpaid Income Taxes	Limited Power of Attorney - Minor
Cremated Ashes	Collections
Name Change – Adult – Out of State	Change of Custody
Indian Child Welfare Act	Guardian – Minor - Terminate

Service of Civil Documents by Publication
Distribution of Assets After Death
Social Security Disability
Per Capita and SSI
Adoption
Retirement Benefits
Property Division in Divorce
Retention of Security Deposit
Damages to Rental Unit by Tenant
Bankruptcy
Child Protective Services – Out of State

Conservator – Adult
Land Contract Forfeiture
Land Contract
Alcohol Detox Center
Criminal
Medical Malpractice
Driver's License
Breach of Contract
Minor Guardian – Out of State
Short Term Disability
Worker's Compensation

Attended HIPAA training

Attended Mental Health Focus Group meeting

Sample of Work Performed:

Assisted a tribal member obtain a court order to serve the defendant via publication when we could not find them

Assisted a tribal member settle 2 outstanding debts for a lesser amount

Assisted a tribal member file a Motion for Change of Custody when the other parent became unfit to be a joint custodial parent

Assisted a tribal member get reimbursed when their power of attorney mishandled their funds

Assisted a tribal member obtain an Order to force their ex-spouse fulfill the terms of their divorce judgment

Assisted a tribal member object to the retention of a portion of the security deposit when they moved from a rental unit

Maintenance
Rusty Smith
No report submitted

Members Assistance
Jason Cross (Interim)

Members Assistance Department

August 2018 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – 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-16-J72 \$312,000
 - i. Total expensed \$236,137.38
 - ii. Budget remaining 14%
 - iii. 23 total households served with this program.

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

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

- a. MOA BE-18-K28 \$60,000
 - i. Total expensed \$0.00
 - ii. Budget remaining 100%
 - iii. 0 total households served with this program.

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

3. Food Assistance Program

- b. Budget \$45,000
- c. Total expensed YTD \$27,750
- d. 38% Remaining
- e. 132 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
43	9	5	2	21	3	1	7	2	39

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$20,040.46
- h. 43% Remaining
- i. 48 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
16	3	3	2	8	0	0	0	2	14

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$21,516.14
- l. 46% Remaining
- m. 105 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
31	5	4	2	20	2	3	4	0	34

6. LIHEAP – DHHS Grant Funded Program FY 2018

- a. Total Budget \$152,870
- b. Total expensed to date \$17,445.39
- c. 61 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
30	3	2	2	17	0	1	2	4

7. Elder Chore Program

- d. Total Budget \$15,000
- e. Total expensed YTD \$10,100
- f. 32% Remaining
- g. 47 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
19	2	2	2	5	0	2	1	2	12

8. Emergency Transportation

- h. Total Budget \$25,000
- i. Total expensed YTD \$10,129.38
- j. 59% Remaining
- k. 40 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	2	0	1	5	0	0	2	0	13

9. LRBOI Home Repair Program

- l. Total budget \$107,000
- m. Total expensed YTD \$48,636.44
- n. 55% Remaining
- o. 14 members accessed this program

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

10. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$226,500
- r. 50% Remaining
- s. 30 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	3	2	0	5	2	0	3	0	9

11. Elders Insurance

- t. Cost per Elder \$210.02 Medical and \$108.00 prescription benefit per month.
- u. 291 Elders enrolled in program.

12. Department Ongoing Activities

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

13. Applications

Mailed	Picked up	Emailed	Faxed
253	25	136	52

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
101	95	33	17	79	81	44	24	3	2

14. Office Visits

- z. 22 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 2018 Monthly Report
*Frank Beaver, Director***

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Vacant – 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
 - 4137 BIA GLRI
- Staff Management ADP
- Monthly Staff Activities Reporting
- Member Services (communications with Tribal members regarding fishing opportunities / rights).
- Senior Wildlife Biologist Interview(s)
- Adult sturgeon data management
- Sturgeon Rearing Facility “SRF” building specifications and RFP development.
- Great Lakes fisheries data entry and management
- Data entry and analysis for the wild Rice fish community project
- Inland fisheries data entry/management
- Grant management and reporting
- Fish Distribution to members

Equipment maintenance/Field Work/Lab Work:

- Sturgeon Rearing Facility “SRF” Weekend and weekday operation and maintenance
- PIT tagged SRF Sturgeon
- Released SRF sturgeon due to complications of power outage/back up systems from severe weather
- Assist in Black Lake/River Sturgeon Visual Survey
- Fishery Independent Whitefish Survey, WFM07 Lk. Michigan
- Seasonal Project—Lake Trout Diet data collection and Analysis
- Seasonal Project—Cisco and Lake Whitefish Detection, south of the 1836 Treaty Line, in partnership with MDNR
- Great Lakes Fisheries Assessment Program Gear prep/Gear maintenance
- Fall lake trout spawning assessment net prep
- Seasonal Project—Crayfish Population Study
- Assist install of lake sturgeon scientific weir
- Lake sturgeon visual assessment--Muskegon River
- Arctic Grayling – North Branch Manistee River Habitat Assessment
- Weir Installation, Weir panels moved, Designed Weir Drivers, Fabrication of weir pin drivers
- Daily Weir Operation Checks and cleaning
- Boat / Trailer Maintenance and repairs
- Blue work area Clean Up
- Revised Workbench Lighting

Meetings/Training/Travel/Conference Calls

- Inland Fisheries – Call with LTBB, Grayling/Dam Removal Updates (Aug 7)
- Inland Fisheries – Call with MDNR Tribal Coordination Unit – Manistee Lake Salmon Closure (Aug 8)
- Scientific Advisory Team meeting, Traverse City (Aug 13)
- Arctic Grayling – Coordination with MSU/MDNR in regards to research (Aug 13)
- Seasonal Project Presentations to the NRD full time staff (Aug 22)
- 2018 Executive Council meeting, presentation, Traverse City, (Aug 23)
- Arctic Grayling – Call with GVSU, Presentation planning for upcoming Grayling Initiative Meeting (Aug 30)
- Conference call with Fisheries and Oceans Canada about streamside rearing design
- US Forest Service staff Sturgeon Weir site visit tour

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Fisheries and Water Quality Budgets		
4223 EPA LAMP grant		
4018 Great Lakes Fisheries Assessment		
4137 BIA Great Lakes Restoration Initiative		
4227 BIA Great Lakes Restoration Initiative		
4223 EPA Great Lakes Restoration Initiative		

Wildlife Program

Robert Sanders – Senior Wildlife Biologist

Vacant – Wildlife Biologist

John Grocholski – Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
- Completed monthly report
- Staff management APD
- Manage budget and review R&E's
- Scheduling/Paperwork for seasonal employees
- Issued tags and permits to members
- Elk and Bear Hunt correspondence
- Coordination on CWD issues
- Coordination and set up of Tribal deer check station

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry and habitat data collection
 - Trapping to collect biological data and deploy radio tracking collars
 - Data Analysis
- Snowshoe hare population monitoring and habitat research
 - Telemetry and habitat data collection
 - Trapping to collect biological data and deploy radio tracking collars
- Food plot preparation and planting on Tribal properties
- Monitoring Nest boxes for eastern box turtle neonates
- Servicing field equipment

Meetings/Training/Travel/Conference Calls

- Marten working group meeting, Ashland, WI (July 30th – Aug 3rd)
- Conference call with GVSU (Aug 6th)
- Lead Staff meeting (Aug 13th)
- Wildlife Disease Workshop – Sault Ste. Marie (Aug 14th-17th)
- Executive Council meeting – Traverse City (Aug 23rd)
- Elk orientation (Aug 27th)
- Elk Hunt/data collection – Gaylord Area (Aug 28th & 29th)
- Planning meet with GVSU (Aug 6th)

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Water Quality Specialist (7/30/18 Transfer Date)

Joshua Beaulaurier - Aquatic/Fisheries Biologist

EPA Programs under Performance Partnership Grant Funding (PPG-4224)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report to the Director
- Manage budgets for EPA Programs
- Finalized new PPG grant work plan and budget and ETEP with Project Officer
- Staff Management – ADP
- Communicated with USEPA on approval for additional trainings for staff
- Reviewed Line 5 Documents
- Continued working on mapping projects
- Continued communication with partners on invasive species, wild rice, and non-point source pollution projects
- Communicated with USEPA Tribal Liaison on RTOC issues; Upcoming calls
- Coordinated with Project officer on staff changes
- Worked on Recycling Planning for LRBOI Government
- Reviewed EPA Requests for consultation on deregulations, grant changes

Meeting/Training/Travel/Conference Calls

- Meeting with Grants staff on Air monitor location 8/10
- Wild Rice Subcommittee Call 8/8
- Call with MNFI 8/9
- RTOC Call 8/9. 8/22
- National Tribal Water Program Consultation Call 8/9
- NRD Lead Staff Meeting 8/13
- Tribal Lands and Environmental Forum 8/13- 8/17
- Clean Air Act Permitting Webinar 9/20
- Water Division Call 8/21
- Consultation with MDEQ 8/28 – Enbridge 48 Screw Anchor Permit
- Michigan RTOC Tribes Update Call 8/30
- Meeting with Hamlin Lake Residents on Wild Rice 8/30
- Discussions with staff on task lists 8/27, 8/31

Brownfield Program

Administration /Reports/Data Entry

- Created Outreach items list for purchase
- Finalized SOP for Updating 128(a) Public Record
- Finalized Survey and Inventory SOP
- Submitted 128(a) Public Record Announcement Article to Little River Currents/RRN
- Finalized & distributed agenda for N.MI Tribal BF Workgroup
- Created list of potential priority Phase I sites for 2018
- Submitted quote requests for Phase I assessments
- accepted quote to begin Phase I assessments on two Tribal properties
- Began work on Educational materials

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

- Met w/ supervisor re: EPA Visits (July 2)
- Sat on LDF/KSU/EPA Planning Call (July 9)
- Met w/ supervisor re: Phase I sites (July 12)
- Attended ASTM Phase I and Phase II Training in Elk Grove Village, IL (July 17-19)
- Attended N.M.I Tribal BF Workgroup Meeting (July 23)
- Met w/ supervisor re: Recent Trainings & Meetings (July 26)
- Sat on EPA Tribal GAP Consultation Call (July 26)
- Sat on LDF/KSU/EPA Planning Call (July 30)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Looked at upcoming work plan for the future.
- Data was entered in computer, last 2 months Hydrolab

Field Work and Equipment Maintenance

- August WQ sampling was completed with zooplankton

Meeting/Training/Travel/Conference Calls

- NRD Staffing meeting
- Introductory to WQ meeting
- TLEF

Air Quality Program (Funded by EPA CAA 103 Grant- 4228)

Administration Reports/Data Entry

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

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 8/10 and 8/28
- Completed PM 2.5, Monthly Maintenance & QC – 8/10 and 8/28
- Completed PM 2.5, Quarterly Maintenance & QC – 3/29/18, 6/22/18
- Completed PM 2.5, Semi-Annual Maintenance & QC – 12/6/17
- Completed PM 2.5, Annual Maintenance & QC – 12/6/17
- Installed new set of PM 2.5 filters – 8/15
- Sent collected PM 2.5 filter samples to MDEQ – 8/2, 8/13 and 8/23
- Completed O3 Multipoint – 8/10 and 8/28

Meeting/Training/Travel/Conference Calls

- Participated in the GoToWebinar - Solar PV Recycling: Issues and Considerations for State Decision-Makers – 8/23
- Participated in the Monthly R5 Tribal Air Conference Call – 8/2
- Participated in the Monthly State, Local, and Tribal Air Monitoring Conference Call – 8/22
- Participated in the Monthly R5 Tribal Air Conference Call – 8/30
- Participated in the Monthly USEPA & NTAA Air Policy Update Conference Call – 8/30

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

August 2018

Meetings/Conferences/Trainings

- On August 1, 2018, I attended the HIPPA Training provided to all LRBOI Government staff at the LRCR Conference Center.
- On August 9, 2018, I attended the House Manistee Meeting on “Affordable Living: Housing Types, Housing Needs & Housing Solutions” at the Filer Township Hall.
- On August 10, 2018, I attended the Tribal Council work session regarding the types of stop signs that are used on Tribal Roads. This has been an ongoing issue, although there appears to be a final resolution. More information is contained in the next section of this report.
- On August 17, 2018, I attended a pre-construction meeting for the Daycare Drive/Parking Lot & Employee Access Drive Construction Project. Others who attended the meeting were: Ken Ockert, Grand Traverse Engineering & Construction; Nick Broad, Elmer’s Crane & Dozer; Jason Cross, LRBOI Family Services Director; and Michael Burmiester, LRCR Facilities Director. The project began on August 20, 2018 and more information is contained in the next section of this report.
- On August 27, 2018, I attended a Tribal Council work session regarding the Tribal Campground. They discussed current usage and future project usage and appropriate fees to charge in order to use the campground. Nothing specific was agreed to, however Councilors were free to submit agenda items setting fees for the 2019 camping season.
- On August 28, I attended the meeting of the Board of Directors of the Manistee County Community Foundation.
- August 29, 2018, I attended a meeting for local elected officials regarding the development project at the corner of US-31 and M-22, held at The Lodge. The meeting was facilitated by Lisa Leedy of the Alliance for Economic Success, and was attended by a range of local government officials and other interested individuals.
- On August 2, 16 & 23, 2018, I attended meetings of the Construction Task Force.

Activities/Accomplishments/Updates

- On August 17, 2018, I accepted an invitation to be the regional Manistee representative on the newly-created Northwest Michigan Rural Housing Partnership Board. I was asked by Sarah Lucas of Networks Northwest to participate, and received permission from the Ogema to be a board member. This will be a natural outgrowth of my current affiliation with the House Manistee Group. Sarah anticipates that the board will meet monthly, with our first meeting scheduled for September 6, 2018. The focus of the Board will be to organize the Northwest Michigan region’s resources and efforts to have a long-term impact on housing development, with activities including:
 - advocacy for statewide policy changes that support housing choices and opportunities
 - communications and messaging that ensures the public, local governments, and developers have a shared understanding of housing needs and solutions
 - technical assistance for developers that helps them navigate the development and financing processes, while connecting them with important partners
 - data and education for local governments that helps them understand the needs of residents and developers, and how they can engage in solutions

- At a meeting on August 10, 2018, Tribal Council decided to place standard stop signs on the right side of any intersection involving a Tribal Road. The bilingual stop sign will be moved to left hand side of the road as recommended by the BIA. Regarding those intersections where a Tribal Road intersects with a state or county road, Tribal Council has mandated that only the standard stop sign will be placed on the right hand side of the Tribal Road, and there will be no bilingual stop sign on the left hand side of the same Tribal Road.

I am currently working with Maintenance Department staff to carry out the directive from Tribal Council. We are in the process of ordering sign posts to install the additional signs. I hope to have the all the directed changes complete by the end of September 2018.

- Here is an update for the planned BIA Roads projects for 2018:
 - Casino Parcel Road & Parking Lot Construction Project: This project is was essentially completed by June 27, 2016. (This construction project consists of two components: construction on the Casino Parcel Road and construction on the Parking Lot. The Casino Parcel Road is contained in our BIA Roads Inventory and therefore eligible for BIA Roads funding. However, the Parking Lot is not. The Little River Casino Resort is covering the costs for the parking lot construction.)
 - Daycare Drive/Parking Lot and Employee Access Drive Construction Project: There were delays in getting the Environmental Clearance and BIA Right-of-Way for this project, which has pushed the start date for construction back to August 20, 2018. In order to save time and create other efficiencies, four smaller projects (Daycare Drive; Daycare Parking Lot; Casino Service Drive; Employee Access Drive) were combined into one project and will be bid out as such. The Daycare Drive/Parking Lot portion of the project is scheduled for completion by September 1, 2018, while the Employee Access Drive is scheduled for completion on September 14, 2018.
 - Tribal Cemetery Road/Cemetery Project: We continue to work on this project, but have had setbacks and delays in obtaining Environmental Clearance and progressing on master plan development. We hope to have activity scheduled for this year, but will not be able to proceed further until all of the pre-engineering and design components are in place. As the construction year progresses, it appears more and more likely that this project will be moved into FY 2019. I will provide updates on the Tribal Cemetery development as more information becomes available.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
August-18

General Patrol

Assist Citizen	5
Assist Motorist	
Assist Other Agency	15
City Assist	5
County Assist	11
Medical Assist	3
MSP Assist	1
Other Calls for Service	4
Property Checks	984
Suspicious Person	1
Suspicious Situation	7
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	12
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	1
Speeding Ticket	1
Stolen Vehicle	1
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	8
Unsecured Vehicle	
Verbal Warning	2
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	3
PPO Served	
Federal Docket Ticket	

Criminal Offenses	
Animal Neglect	
Arrest	4
Assault	2
B&E	
Bond Revocation	
Child Abuse	
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	1
Death	1
Disorderly	2
Domestic Disturbance	5
Drive-Off	
Drug Violation/VCSA	4
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	1
Furnishing Alcohol to Minor	
Harassment	3
Health & Safety	1
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	1
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	3
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	2
Property Damage/PIA	12
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
Alarm
Attempt to Locate
Boat Dock Checks
Casino Hours
Civil Standby
Community Policing
Court Hours
Death Notification
Drug Disposal
Follow-Up Investigations
Found Property
Lost Property
Meetings Attended
Open Door
Open Window
PBT
Special Detail
Suicidal Subject
Total Complaints
Total Reports
Training Hours
Transport
Trespassing
Tribal Council Meetings
Vehicle Mileage
Voluntary Missing Adult

516.25

2

3

117.5

12

11.75

89

4

5

1

1

86

86

24

4

8873

Training/Travel

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
August-18

Administrative Hours	212	
Arrest(s)	1	
Male	1	
Female		
ATV Patrol Hours		
Assist(s)	3	
Assist Hours	2.25	
Citation(s)	2	
Civil	1	
Misdemeanor	1	
City Assist	1	
City Assist Hours	2	
City Original		
City Original Hours		
Complaints	5	
Contacts	89	
Court		
Court Hours		
Follow-up(s)	6	
Follow-up Hours	1.5	
Federal Citation(s)		
Hours Worked	295	
Joint Patrol(s)		
Marine Time		
Meeting(s)	2	
Meeting Hours	2.25	
Paper Service		
Possible Trespass		
PR Activities	6	
PR Activities Hours	30.5	
Property Checks	77	
Snowmobile Patrol Hours		
Training(s)	2	
Training Hours	4.5	
Vehicle Mileage	390	
Vehicle Stops	3	
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
August-18

Administrative Hours	24.5
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	295
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	9
Paper Service	
PR Activities	1
PR Activities Hours	3.5
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1557
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

August 22-23, 2018, Sgt. Robles attended CORA Board Meeting and CORA Executive Council Meeting in Williamsburg, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: August 2018

Title: Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

During the month of August, the Tax Officer performed the following:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 1 Certificate of Exemption; 1 for a RTM vehicle purchase
3. Registered 2 Tribal members for tax-exempt motor fuel program
4. Responded to inquiries from Tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, the Certificate of Exemption process, Tax Agreement Area boundaries, per cap issues/questions (which were referred to the proper staff), Tax Assessments, and income tax exemptions
5. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
6. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
7. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, incorrect fuel discounts, duplicate entries, etc. for a total of 357 errors. A total of 2,926 receipts were processed and completed by the Tax Department in August
8. Continued reporting Trading Post errors to the staff overseeing the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations
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 2018 Tribal tax returns from the Little River Casino Resort which included Retail Sales Tax (Nectar Spa, Little River Trading Post, and Little River Casino Resort), Food & Beverage Tax, Admissions Tax, and Lodging & Occupancy Tax
12. Issued 1 Tribal Concessionaire's Tax License for a vendor at the Little River Casino Resort
13. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
14. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Department

15. Monitored outstanding tax assessments
16. Recorded and tallied Blarney Castle invoices for tracking of tax-exempt fuel
17. Completed and submitted the Tax Department monthly department report for July
18. Processed 0 Tribal Michigan W-4 Withholding Exemption forms
19. Processed 55 address changes/reviews from Enrollment for RTM status updates
20. Processed 12 RTM status and/or address changes
21. Processed 4 RTM status and Proof of Residencies that were received in the month of August
22. Mailed 14 Proof of Residency letters requesting members to submit proof of their residency to become or continue their Resident Tribal Member status
23. Scanned and filed documents such as Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
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. Processed and submitted 0 Venue Reports to the State of Michigan
26. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates, Resident Tribal Members' State tax on utilities, and clarification on exemptions allowed by the Tax Agreement
27. Corresponded with Blarney Castle Oil regarding an error in tax exemptions for fuel purchases. Their billing office was relocated and a new representative was assigned who was not familiar with the Tax Agreement and when and where fuel exemptions are allowed
28. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
29. Updated motor fuel discount schedule for September 2018 and provided it to the Trading Post
30. Corresponded with Resort staff regarding questions on the Tribal Tax Ordinance, Tax Agreement, Tax Regulations, Policies and Procedures, Resort utility taxes, employee discounts, and the new POS software for the Trading Post
31. Worked with the Utilities Department to receive copies of their BP fuel card statements in order to better track their budget and expenses
32. Worked with Public Affairs office in proofreading the Currents and providing feedback
33. Worked with Gaming Commission Director regarding the review of surveillance footage at the Trading Post from a questionable tribal member purchase
34. Updated Tax Department files, binders, forms as necessary to incorporate new Resolutions, amendments, etc.
35. Worked with the Enrollment Department in completing a portion of a Self-Governance Survey report pertaining to Tribal Members and Resident Tribal Members
36. Continued working with Unified Legal staff regarding amendments to Tax Department Regulations, the creation of a new Regulation to address Resident Tribal Members and providing Proofs of Residency, amendments to the Building Use and Rental Agreement, rescinding an old Tax Department Resolution, and sales tax reporting from the Tribal Pharmacy

Meetings attended this month:

1. Attended mandatory HIPAA training on August 1, 2018
2. Attended work session with Tribal Council on August 20, 2018 regarding the idea of creating a space for Tribal Members to sell their crafts, fruits, vegetables, etc. similar to a farmers market
3. Attended the Tribal Citizen input meeting on August 22, 2018 with the EDC and Red Tail Properties regarding the discussion and ideas of development on the land located at US-31 and M-22
4. Met with Resort staff that are authorized signers for Certificates of Exemption on August 27, 2018 to review the Tax Agreement and ensure compliance with Certificates that are being issued

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
Aug 2018 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 68 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended weekly meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Participated in Adoption Ceremony at Tribal Court.
4. Assisted in Self Governance negotiations here.
5. Participated in hiring interviews for four positions.
6. Met with USA Forest Service personnel at Sturgeon facility.

7. Attended regular weekly meetings of HR and Unified Legal.
8. Attended a meeting with individual about providing presentations in Onekama for civic organization..
9. Attended meeting and site visit of inadvertent discovery in Manistee with Consumers' Power, their Contractor and LTBB (W. Andrews).
10. Completed HIPPA training.
11. Continued limited work on Indiana FBI issue involving seized materials.
12. Administered, directed and supervised all departmental activities.
13. Approved ADP timecards and PTO requests as lead for the departments for which I am the Lead for as needed.

The Language Coordinator accomplished the following during this month:

- 1) Was working with a group about a video production of Sleeping Bear but turned it down.
- 2) Made contact with a presenter from language camp about her presentation and the costs.
- 3) Created a Purchase Order for Brickhouse Interactive on minor invoices.
- 4) Emptied the cooler and prepared it for pick up.
- 5) Consulted a family on Naming Ceremony.
- 6) Re-organized the receiving of videos for editing not using the google account.
- 7) Meeting with Mike Gravlin about presentations in Onekama.
- 8) Inventory the shed and moved some supplies to studio.
- 9) Meeting with Grant writer on recycling plan.
- 10) Working with Bay Supply and Ron Wittenberg on community Eagle staff.
- 11) Processed CD ROM orders.
- 12) Produced lessons on Face Book page and coordinated video shoot for "Endaaying".
- 13) Classes with NGLC, Elders and LRB employees.
- 14) Produced lessons and responded to calls and Emails about camp, CD ROMs, language.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Supervisor
August 2018, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Routine Maintenance/chart recorder failed (flow rates, awaiting repair)
- Phase Loss U.S. 31 Lift Station, Back-Up Gen starter bolt snapped off tapped and repaired/replaced bolt. Well house generator running will not shut off due to bad transfer switch, waiting parts for repair (Due to storm event)

Billing

Water	\$14,089.91
Sewer	\$29,590.44
Irrigation	\$3,374.45
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$14,837.09
Septage	\$9,876.64
Other	\$65.00
Month Total	\$79,177.53
Yr. to Date Water	\$105,679.35
Yr. to Date Sewer	\$169,643.15
Yr. to Date Fire Suppression	\$58,752.00
Yr. to Date Irrigation	\$20,790.55
Yr. to Date Manistee Township	\$108,225.63
Yr. to Date Septage	\$56,708.88
Other Revenue	\$6,930.00
Credit	\$0.00
Yr. to Date Total	\$526,729.56

1. Well House Pumping in Gallons

Total Flow Gallons

- a. 5,801,936**
- b. Ave Daily Flow Gallons 187,159**

2. Gallons of Treated Waste Water SBR

Influent Gallons

- a. $\geq 4,399,463$**
- b. Daily Average Gallons $\geq 92,562$**

Effluent Gallons

- a. $\geq 3,232,799$**
- b. Daily Average Gallons $\geq 104,283$**
- c. Waste Sludge Gallons 43,000**

Lagoon

- a. Influent 820,595**
- b. Daily Average Gallons 26,470**

3. Septic Sewage

- a. Gallons 185,505**

III. Travel and Trainings

Who: Greg Walters

Where: Lansing, MI

What: Water Well and Operations

Trainer: Michigan Rural Water Association