

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *lbr*
Naangwa: Date: January 16, 2017
Maanda Nji: Re: December, 2016 Operations Report

We respectfully submit the December, 2016 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
December, 2016

TABLE OF CONTENTS

| | |
|------------------------------|-----------------------|
| Accounting | Steve Wheeler |
| Commerce | Vacant |
| Commodities | Yvonne Theodore |
| Education | Yvonne Parsons |
| Enrollment | Diane Lonn |
| Facilities | Brian Gibson |
| Family Services | Jason Cross |
| Grants | Vacant |
| Health | Donald MacDonald |
| Housing | Frank Figgels |
| Human Resources | Amy Sedelmaier |
| Information Technologies | George LeVasseur |
| Legal Assistance | Mary Witkop |
| Members Assistance | Jason Cross (Interim) |
| Natural Resources | Frank Beaver |
| Planning | Steve Parsons |
| Public Affairs | Vacant |
| Public Safety | Robert Medacco |
| Tax Office | Valerie Chandler |
| Tribal Historic Preservation | Jay Sam |

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2017 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 2015 audit took place June 20 - 28, 2016. The firm Dennis, Gartland & Niergarth, performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for year ended December 31, 2015, has been issued to the Tribe with an Audit opinion date of September 16, 2016. The audit presentation took place Monday, September 19, at 2:30pm, in the Tribal Council conference room, with the Ogema and Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report was filed with all appropriate federal agencies on September 28, 2016, before the September 30, 2016, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI 2/ Restroom/Pavilion Shelter, Pharmacy Renovation and Child & Family Development Center-*** The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these project's in the month of **December**.
 - i. ***US 31 Sewer Extension Project: None***
 - ii. ***2014 AKI-2 Homes/Pavilion Shelter-\$243,393.39-RCA***
 - iii. ***2016-Pharmacy –***
 - iv. ***Child & Family Development -***
2. ***Cash Receipts;*** Daily cash receipts totaled for the month of **December**, were, \$385,093.87 the General Fund Operating Account had a total of (178) receipts, the Grant Funded Programs had a total of (31) receipts in the amount of
3. ***Lead Facilitator – Health and Human Services Division:*** Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.
4. ***Judgment Trust Account:*** Ongoing process, updates for renewal notice to the minors as Huntington Bank sends all bank statements related to the Tribal Children Judgment Trust Accounts to the attention of Tribal Accounting to open and verify that the member is a current member and has a updated address to forward the information on to the tribal member, there were several Pre-Renewal Notice(s) that went out to the members notifying them that the (CD) Certificate of Deposit was schedule to mature. Final stages of this program information, should be concluding.

5. **Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.
6. **Payroll:** ADP system, currently review and approve at director level ongoing with weekly conference call meetings with ADP to resolve issues, have not been able to attend the meetings and very little involvement with the payroll clerk to get up to speed with cross training. This will be a future goal. No Activity
7. **1099-MISC. – 2015-** continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates.
8. **Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.**
9. **Tribal Financial Statement Requirements:** Due by the 8th of the month.
 1. Cash Deposits
 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.
 3. Utilities report – current payments – monthly report of payments.

–

Construction Task Force –Weekly Meeting - Thursday - review Aki 2/Pavilion Shelter Project, US 31 Sewer Extension and Pharmacy Renovation, Child & Family Day Care.

Other Meetings

- **Finance Department Meeting-**
- **Lead Facilitator Meeting – Several throughout the month**
- **Family Service – Northwest MI. Health – Meetings**
- **Clinic Meeting – Director – Meetings**

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Weekly payroll for Trading Post
6. AP including tax payments for Trading Post
7. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
8. Void Stale dated checks
9. Positive Pay
10. Warriors Society Banking

Meetings Held / Attended – Staff Meeting,

Trainings Held / Attended –

Special Tasks / Activities Performed –

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 January.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received one modification for the following grant: 2016 BIA Self Governance grant in the amount of \$152,473. 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.*
12. *The Tribe received three new grant awards: 2017 LIHEAP in the amount of \$151,770 for the time period of 10/1/16-9/30/18; Frey Foundation in the amount of \$55,000 for the time period of 12/1/16-11/30/17 and 2016 BIA Self Governance Rts. Protection Climate Control in the amount of \$136,271 for the time period of 1/1/16-12/31/16. Documents were scanned and placed*

in the electronic grant folders that were created for these new awards. The new grants 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 award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

- 13. Updated SAM registration that has to be done annually.*
- 14. Had to learn the new reporting system (TTP) for the BIA Government to Government Roads program so that I could file the annual financial that was due by the end of December.*

Meetings Held/Attended

- 1. Met with Steve Wheeler to discuss grant issues on different occasions.*
- 2. Met with Bill Willis on numerous occasions to discuss grant issues.*
- 3. Attended meeting with the Leads and Ogema on 12/6/16, 12/13/16 and 12/20/16.*
- 4. Attended Valiant meeting on 12/1/16.*
- 5. Attended Lead meeting on 12/1/16.*
- 6. Met with Frank Figgels on 12/2/16.*
- 7. Met with Linda Wissner on 12/2/16.*
- 8. Met with Diane Lonn on 12/2/16.*
- 9. Met with Michelle Lucas on 12/2/16.*
- 10. Attended Accounting Department meeting on 12/13/16.*
- 11. Attended Staff breakfast on 12/20/16.*

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 370 payroll checks through ADP.
2. Verified 33 PAF's this month which included 5 new employee(s), and 6 terminated employee(s).
3. Completed payroll and payroll backup cover sheet for pay dates 12/9 and 12/23.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto spreadsheet biweekly.
7. Entered all Unum deductions onto spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.
10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
11. Requested/received the following month's invoice for Mutual of Omaha from HR for review.

Meetings Held / Attended –

1. 12/13 – Finance biweekly team meeting.
2. 12/9 Canceled– Payroll/HR meeting.
3. 12/23 Canceled, 12/2, 12/9 and 12/16 – ADP Status call regarding current/ongoing issues.
4. 12/15 – Call with Christina from ADP to process 2016 life insurance adjustments.
5. 12/1 – Met with the Leads to discuss PTO/Vac awards being made quarterly
6. 12/5 – Meeting with HR to discuss proposed change to leave accruals.
7. 12/6 – Attended Lead meeting with the Ogema to state concerns of proposed leave accrual changes.

Trainings Held / Attended –

1. ADP Pro Year-End Seminar 2016 – Completed 4 different webinars related to year-end and payroll.

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. Processed December 15th per capita distribution.
6. Processed 2016 life insurance adjustments for W-2's.

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. ADP training for payroll processing.
4. Creating/updating a quick reference guide for payroll.
5. Mutual of Omaha corrections/changes.

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with Kathy on reconciling benefits for life, health, dental, and vision.
3. Preparing upload file for 2017 insurance rates and code changes.
4. Verification of 2016 W-2 information and W-2 processing.
5. Verification of 4th quarter 2016 information for quarterly processing.
6. Completion of Semi-Annual Workers' Compensation Payroll Reporting Form.

7. Completion and filing of 945 annual reporting for Per Cap.

ACCOUNTS PAYABLE

- Generated checks twice weekly for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, and purchase orders
- A check register was printed and forwarded to Contract Health and Members Assistance
- Keyed in all information into the system for processing and printing checks.
- Ensured checks were then signed off and stuffed into envelopes for distribution.
- Check requests were organized with check stubs and given to the clerk to be filed away.
- Printed a check register after each check run so that the Staff Accountant can submit a report to the bank for Positive Pay immediately after checks are cut.
- Recorded payments received throughout the month for the cash receipt report.
- Voided stale dated checks.

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Maintain purchase orders, certified, bulk and fed-ex files
2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail
4. Date and distribute invoices & checks
5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail
9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files
13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

Meetings Held / Attended –

Bi-Weekly Department Meetings

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.

4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.
14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Handle invoice discrepancies.
24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. Resolved Walmart.com order issue. Received case of jackets that the Tribe did not order, but listed under an order number that was a valid Tribal order. Contacted Walmart, confirmed there was a Walmart error, obtained a shipping label, confirmed the order was not charged to Tribe's card, and returned jackets.
2. 12/5 Meeting on payment process for Pleva.
3. As a result of a concern during a recent audit, took precautionary step and struck out "Non-Grant Funded Services" language from Office Supply and Pest Control Master Contracts. Legal Department noted in review that Legal will update the standard 2017

contract with an added "check" whether the funds may be sourced from grants and allow for an attachment of any special grant compliance language.

4. 12/6 Resolved Walmart.com order issue. Invoiced for items not received. Determined that package 9 of 17 was delivered to the wrong address. Walmart reissued order for same items for no additional cost.
5. 12/7 further follow-up on Walmart.com order.
6. 12/7 Met with Rep from CLS. Set up appointments or reviewed by phone with each building to see if area's required additional mats for the winter season.
7. 12/7 Emailed out notice to ALL LRBOI, the holders of master agreements for 2017.
8. 12/13 Finance Meeting.
9. 12/13 revision drafted on contract procedure.
10. 12/14 provided training to new WWTP staff.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 275 packages.
2. Issued 139 receiving reports.
3. Returned 5 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2015 Indirect Cost Proposal.

Meetings Held / Attended –

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) Working on finalize FY2015 Indirect Cost Proposal.
- 4) Completion/submission of Draft #1 - FY2017 Operating Budget

Expenditures Update

Total year to date expenditures for the Finance Division for December, 2016, are \$1,106,857, compared to an annual budget of \$1,198,335. Total expenses for the Finance Division for year to date December, 2016, represented 92% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/December 2016

1 Department Overviews:

Goals and objectives:

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

Providing families with nutritional commodity foods, using the food distribution program as directed by the USDA, we will obtain our goals by.

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

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

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

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

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

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

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

2 Department Report Section:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore rotated stock/ inventory stock

Y. Theodore AIS food orders for clients

Y. Theodore filled food orders

Y. Theodor clean warehouse

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

December 2016

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: 11 student received LRBOI activities funding totaling \$994.25 . 3 Senior Expenses totaling \$450, 2 Driver's Training totaling \$450.00, 1 Class Ring \$100

Higher Education Scholarship: 4 awards were made, all female students, 2 at university and 2 at community colleges, totaling \$7684.50

Educational Advancement Fund: 2 students totaling \$600

Meetings Attended:

2 planning meetings for Entrepreneur Club with Commerce Department, Debra Davis, Yvonne Parsons attended

Worked throughout December on EduPaths Teacher Module with Little Traverse Bay Band Education Director and Gun Lake Band Education Director. Planned December meeting in Manistee cancelled due to weather.

Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2016 fiscal year.**

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

December Monthly Report - 2016

DIANE A. LONN, ENROLLMENT OFFICER

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 12 Applications forms for people seeking membership
- Mailed out: 26 Address change forms
- Created 20 New and Replacement Ids from 12/01/2016 through 12/31/2016
- 186 Addresses changed from 12/01/2016 through 12/31/2016
- Final Rejection Letters: 0
- Final Acceptance Letters: 3
- Final Disenrollment Certification: 0

- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received since 12/01/2016
- List Request of membership: Tax Officer, Election Board -2, Commerce, Ogema
- Label Request of membership: Public Information, Commerce, Ogema, Tribal Council
- Tribal Members Label/List – Cynthia Champagne
- Statistical Request: 0
- Department Verifications:
 1. Prosecutor 30
 2. Natural Resource 2
 3. Members Assistance 24
 4. Casino-Human Resources 1
 5. Human Resource 8
 6. Contract Health 10
 7. Commodities 0
 8. Family Services 2
 9. Commerce 0
 10. Election Board 23
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 5 Members passed away for the Burial Fund Money
- Sent out 2 Tribal Flags
- Sent out Per Cap Earnings reports

- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 402 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies
- Encoding Tribal Ids for new system at Trading Post

Meetings

Enrollment Meeting

- Total Membership: 4,258
- Total number of Elders: 1,248
- Total number of Adults (18-54): 2,610
- Total number of Minors (0-17): 400
- Total Tribal Members living in:
 - 9 County Area: 1,797
 - Outside 9 County Area: 2,364
 - Michigan: 2,804
 - Outside Michigan: 1,357
 - Undeliverable Addresses: 97

Facilities
Brian Gibson

Facilities Management Department Report
De-Ahna K. Underwood, Administrative Assistant
November 2016

I. Department Overview

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

Goals & Objectives

Training for Facilities Supervisor, Technicians and Mechanic
Keep all mechanical aspects of our facilities in proper working condition through
preventative maintenance practices
Maintain budget within LRBOI guidelines
Maintain current; future buildings & structures
Maintain department vehicles
Keep a clean and sanitary working environment

Objective;

To reduce work related injuries
To maintain the life expectancy of our facilities

II. Department Reporting Section

The winter season has begun and the Technicians are busy with snow removal from parking lots and sidewalks at Aki, Commodities, Bank Building, East Lake, Foot & Ankle Clinic, Government Center, House of Flavors, Justice Center and Natural Resources. They took cardboard recycling to Catholic Central High School. Changed out furnace filters at the Tribal buildings, Commerce's commercial and rental properties. This month 56 work orders were submitted and 46 closed. With the loss of two temp EVS employees mid-December, the Maintenance Technicians have had to cover janitorial tasks. This is taking away from our daily routines and putting us behind on work. We are in need of two full time EVS personnel.

Aki

When programing the buildings heating/cooling units, Johnson Control informed us that the motor was burnt out in the outside unit. Temp Control was contacted, a PO made and during the Christmas Holiday a Technician came in to make sure Custom Sheet Metal had access to what they needed to replace the motor.

Brought over extra cigarette collector from the Government Center front entrance to be placed at the main entrance at the Aki building. Hopefully this will cut down on the cigarettes being discarded on the ground.

Drain came apart in the kitchen sink and it was repaired

Commerce

3335 Orchard; cabinets & windows delivered, had Lowes come back to pick up extra cabinets. Installed washer and dryer. Continued with renovations throughout the house.

Facilities Management Department Report

- 1131 Vine St; finally able to make contact with tenant and during the inspection technician notice that this would need to be outsource. Commerce was informed that Custom Sheet Metal needed to replace the boiler switch.
- 375 River St; water damaged caused by an overflown toilet left over the weekend by the tenant. Facilities cleaned the area and removed damage. ServPro was called in later to do a thorough cleaning and dry the upstairs bathroom and 1st floor PNC Bank area that were effected by this. Facilities replaced ceiling tiles and did some repairs to the walls after the water damage was dried. We will address the rest of the repairs in the storage room in January.

East Lake

Continued to clear out Big Blue, tossing out all garbage and items no longer in use by the Tribe.

Government Center

Fitness Center; changed out bulbs in women's restroom and work out area, one of the ballast in the work out area will need to be replaced. Mounted TV in front of treadmill.

Family Services; 2 office relocations

Health Clinic Hung photos, changed carpet tiles in Bedabin, Women's restroom (hallway) replaced batteries in toilet sensor

Commerce; office furniture moved from an unused Tribal Council office to the Admins office. The work station in the Admins office was moved into the corridor for the Commerce Development and that employee will move into that location mid-January.

Justice Center

Worked on repairing two ballasts and met with two of three carpet venders. After returning from the Christmas Holiday, the third was still looking for a contactor to come to Manistee and take measurements. We canceled the PO with them and will choose from the two venders that submitted quotes.

Natural Recourses

Hung MSDS poster, MSDS binder and holder near the filling station

Other

Rearranged fire safes for the Gaming Commission and removed five unwanted fire safes to Big Blue.

Jumped the Yukon that EVS uses, starter froze. Employee used a different work truck until the repairs are completed.

Tech also spent time helping Roger in the shop, completing various tasks.

Loaded up the family service van twice to bring over gifts to the casino for the children's Christmas party.

Mechanic

DPS #10; full service oil changed, brake inspection, brakes/rotor repaired and replaced.

DPS #22; full service oil change, brake inspection, brakes/rotors repaired and replaced

NRD 2001 Ford; full service oil change, tire rotation

III. Budget Expense Justification

Building and Facilities standing purchase orders term ends in December.

IV. Travel and Trainings

Nothing to report at this time.

Utilities Department
Gary M. Lewis, Utility Supervisor
December 2016, Department Report

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS
UTILITIES DEPARTMENT
MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Routine Maintenance
- Meter change out billing for tribal areas pending for December

Billing

| | |
|-------------------------------|--------------|
| Water | Pending |
| Sewer | Pending |
| Irrigation | Pending |
| Fire Suppression | \$7,344.00 |
| Manistee Township Sewer | \$13,000.50 |
| Septage | \$2,352.60 |
| Month Total | \$22,697.10 |
| | |
| Yr. to Date Water | \$162,603.47 |
| Yr. to Date Sewer | \$249,089.89 |
| Yr. to Date Fire Suppression | \$88,128.84 |
| Yr. to Date Irrigation | \$27,684.76 |
| Yr. to Date Manistee Township | \$86,805.00 |
| Yr. to Date Septage | \$58,098.00 |
| Credit | \$36,648.84 |
| Yr. to Date Total | \$635,761.12 |

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,278,950**
 - a. Peak Flow 135,965**
 - b. Low Flow Gallons 54,021**
 - c. Ave Daily Flow Gallons 73,514**

III. 2. Gallons of Treated Waste

- 1. Influent Gallons 2,546,609**
 - a. Peak Flow Gallons 94,538**
 - b. Low Flow Gallons 69,081**
 - c. Daily Average Gallons 82,149**
- 2. Effluent Gallons 2,952,373**
 - a. Peak Flow 107,244**
 - b. Low Flow Gallons 74,470**
 - c. Daily Average Gallons 95,238**
 - e. Waste Sludge Gallons 40,000**
- 3. Lagoon**
 - a. Influent 93,422**
 - b. Peak Flow 41,245**
 - c. Low Flow 0**
 - b. Daily Average Gallons 3,114**
- 3. Septic Sewage**
 - a. Gallons 55,510**
 - b. Average 1,790**

IV. Travel and Trainings

N/A

Family Services
Jason Cross

Family Services Department

December 2016 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.....3

Total.....3

Open Cases.....46

Total number of Tribal members served in open cases: 58

Total number of descendants served in open cases: 68

Total number of individuals served in open cases: 118



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.

Jason Cross, MSW – Director Total: 11
Zoongaadiziwin (SO) 11

| | |
|--|----|
| Total number living in homes served | 28 |
| Total number of Tribal Members living in homes served | 13 |
| Total number of descendants living in homes served | 10 |
| Total number of children living in homes served | 0 |
| Total ICWA or ICWP cases where substance abuse is involved | 0 |
| Child abuse | 0 |
| Child neglect | 0 |
| Sexual abuse of a child | 0 |
| Substantiated by DHS or other social service | 0 |
| Unsubstantiated by DHS or other social service | 0 |
| Case pending with DHS or other social service | 0 |
| Relative placement | 0 |
| Indian Foster home | 0 |
| Non-Indian foster home | 0 |
| Other institutions | 0 |
| Court appearances this month | 2 |
| Home visits this month | 6 |
| Case reviews this month | 3 |
| Binojeeuk reviews this month | 0 |
| Contacts with outside agencies | 8 |
| Contacts with LTBOI departments | 12 |
| Cases with no action taken | 0 |
| ICWA or ICWP referrals | 0 |
| All other referrals | 0 |

Amanda McQueen, BA – Family Services Case Manager **Total: 14**
Indian Child Welfare: 14 Juvenile Justice: 0

| | |
|--|-----|
| Total number living in homes served | 45 |
| Total number of Tribal Members living in homes served | 29 |
| Total number of descendants living in homes served | 0 |
| Total number of children living in homes served | 1 |
| Total ICWA or ICWP cases where substance abuse is involved | 0 |
| Child abuse | 0 |
| Child neglect | 0 |
| Sexual abuse of a child | 0 |
| Substantiated by DHS or other social service | 0 |
| Unsubstantiated by DHS or other social service | 0 |
| Case pending with DHS or other social service | 0 |
| Relative placement | 0 |
| Indian Foster home | 0 |
| Non-Indian foster home | 0 |
| Other institutions | 0 |
| Court appearances this month | 4 |
| Home visits this month | 17 |
| Case reviews this month | 3 |
| Binojeeuk reviews this month | 1 |
| Contacts with outside agencies | 112 |
| Contacts with LTBOI departments | 0 |
| Cases with no action taken | 0 |
| ICWA or ICWP referrals | 0 |
| All other referrals | 0 |

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 8
Domestic Violence: 8

| | |
|--|----|
| Total number living in homes served | 18 |
| Total number of Tribal Members living in homes served | 7 |
| Total number of descendants living in homes served | 6 |
| Total number of children living in homes served | 0 |
| Total ICWA or ICWP cases where substance abuse is involved | 0 |
| Child abuse | 0 |
| Child neglect | 0 |
| Sexual abuse of a child | 0 |
| Substantiated by DHS or other social service | 0 |
| Unsubstantiated by DHS or other social service | 0 |
| Case pending with DHS or other social service | 0 |
| Relative placement | 0 |
| Indian Foster home | 0 |
| Non-Indian foster home | 0 |
| Other institutions | 0 |
| Court appearances this month | 0 |
| Home visits this month | 0 |
| Case reviews this month | 0 |
| Binojeeuk reviews this month | 0 |
| Contacts with outside agencies | 0 |
| Contacts with LTBOI departments | 0 |
| Cases with no action taken | 0 |
| ICWA or ICWP referrals | 0 |
| All other referrals | 0 |

Amber Shepard, BS- Case Manager Total: 8
Zoongaadiziwin: 3 PaT: 5

| | |
|--|----|
| Total number living in homes served | 29 |
| Total number of Tribal Members living in homes served | 2 |
| Total number of descendants living in homes served | 0 |
| Total number of children living in homes served | 0 |
| Total ICWA or ICWP cases where substance abuse is involved | 0 |
| Child abuse | 0 |
| Child neglect | 0 |
| Sexual abuse of a child | 0 |
| Substantiated by DHS or other social service | 0 |
| Unsubstantiated by DHS or other social service | 0 |
| Case pending with DHS or other social service | 0 |
| Relative placement | 0 |
| Indian Foster home | 0 |
| Non-Indian foster home | 0 |
| Other institutions | 0 |
| Court appearances this month | 0 |
| Home visits this month | 1 |
| Case reviews this month | 0 |
| Binojeeuk reviews this month | 0 |
| Contacts with outside agencies | 0 |
| Contacts with LTBOI departments | 0 |
| Cases with no action taken | 0 |
| ICWA or ICWP referrals | 0 |
| All other referrals | 0 |

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 4**
I&R 4

| <i>Case Activities</i> | <i>Type of Case</i> | <i>County</i> |
|-----------------------------|--------------------------|---------------|
| <i>Home Visits</i> | 1 | Muskegon |
| <i>Binojeeuk Commission</i> | 0 | |
| <i>Email contacts</i> | 97 | |
| <i>Office Visits</i> | 18 | |
| <i>Phone Conferences</i> | 0 | |
| Meetings | Legal aid | Muskegon |
| Training | Advocate online training | |
| | | |

Muskegon Office Services: This section includes contacts made on behalf of the following departments. This may include assistance with accessing applications online, completing applications and/or making copies, faxing and general program information. This does not include the intake and referral process. This assistance is primarily done by the Family Services Intake worker.

| | |
|--|----|
| Accounting..... | 0 |
| Commerce Department/Workforce Development..... | 1 |
| Commodities..... | 0 |
| Education..... | 0 |
| Election Board | 0 |
| Muskegon Office..... | 1 |
| Enrollment..... | 7 |
| Family Services/Bedabin..... | 1 |
| Health Services..... | 2 |
| Historic Preservation..... | 0 |
| Housing..... | 1 |
| Human Resources..... | 0 |
| Legal Assistance..... | 0 |
| LRCR..... | 0 |
| Members Assistance..... | 5 |
| MRS..... | 0 |
| Natural Resources..... | 1 |
| Public Information..... | 0 |
| Public Safety..... | 0 |
| Tribal Court, Peacemaking..... | 0 |
| Faxing..... | 0 |
| Copies:..... | 5 |
| Email | 14 |
| Mail..... | 0 |
| Notary Services | 6 |
| Assistance with forms..... | 9 |
| Warriors Society..... | 0 |
| Other | 11 |
| Total Tribal Citizens Assisted..... | 37 |

Departmental Monthly Events & Needs

Meetings:

HSCB – 12/6/2016

Pre-construction with LRRCR – 12/6/2016

Construction task force – 12/8/2016

Travel and Trainings:

Court

3 Hearings – 2 Tribal court, 1 Muskegon County

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: December 2016

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

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

II. Department Reporting Section

- The Grants Department is expected to undergo a number of changes in 2017. A Grant Director is scheduled to be hired and a new grant writer will be brought on board after the current grant writer retires (expected to occur in June of 2017).
- Related job descriptions are back from Valiant and the hiring process is ready to move forward. The lack of an approved budget has been a factor in the matter not coming forward before this point in time. The 2017 tribal budget was approved in December and includes the changes in the grant department's staffing as described above, i.e., x2 FTEs, over the course of the entire year. While the department had a goal of posting the job for the Grants Director before the end of the 2016, this effort is ready to be initiated in January of 2017.
- It is still anticipated that the Grants Department and Family Services Department would be working together to submit an submission to the American Indian and Alaska Native Early Head Start Expansion funding application once the NOFA is available – the program has been forecasted for months but the application process is yet to be opened. Otherwise worked with Family Services in the interest of moving tribe's Child and Family Development Center forward which has included (limited) participation in the currently ongoing construction/renovation efforts.
- The USDOJ CTAS grant initiative NOFA came out in December and forwarded to the tribal court and family services. This comprehensive funding opportunity is expected to be picked up again and addressed early in the New Year: application represents a substantial undertaking and a deadline date in mid-February (2017).
- In last month's report, it was noted that the Elders Meals Program (Title VI) was due to be renewed. The application has a deadline date of 12/5/16. As this report is being written after the previously noted deadline date, it can be stated in this month's report that a completed submission was made in response to this funding opportunity. This funding, "Grants for Native Americans and Native American Caregiver Support Program, through the U.S. Administration for Community Living, has a 3-year funding cycle, will begin in April, assuming its award.

- Two additional grant submissions were also made in the month of December. Both had deadline dates of December 1, 2016.
 - One of these submission also went through the Family Services Department: it was to the Michigan Department of Health and Human Services (MDHHS) for funding through the Community Services Block Grant. The application represents 3-years of continuation funding for our “Zoongaadiziwin” related efforts, as modeled after the “Transitions to Success” model. Current funding ends March 31, 2017.
 - The other application also had a deadline date of December 1, 2016 and it was also sent to the Michigan Department of Health and Human Services. This application was to respond to the funding opportunity through the “2017 Adult Mental Health Block Grant. It should be noted that the Inter-Tribal Council of Michigan will act as the fiduciary for any/all Michigan tribes awarded funding. Out funding request involved planning, implementing, establishing and integrating a new telemedicine, “Tele-Psychiatry, addition to our existing healthcare delivery system. The Health Department is scheduled to administer this program.

IV. Other Duties and Activities performed during the month of December 2016:

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared grant submission approval packages for the tribal leaderships for those grant considerations expected to be addressed with a (grant) funding application.
- Worked variably with different tribal departments/representatives to develop grant applications that work to the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any and all mandatory meetings or meetings that I was invited to attend.
- As available, attended Language Classes (Educational Leave) - Friday schedule.
- Attended Warrior’s Society meetings regularly scheduled.
- Participated in Enrollment Commission meetings as a Commission Member.
- Continued to pursue self-education efforts related to grants development as well as other related personal/professional development.
- Took a considerable amount of time off in December (as further described below)

V. Budget Expense Justification: Grants Department is well within its 2016 budget.

VI. Travel and Training (and Vacation/PTO and Holiday Schedule): While there was no travel or training in December, it was noted in last month’s (November) Monthly Report that I had built up Vacation/PTO time I needed to take in December (or lose). Thus, I did take more than a week off work during December: this was in addition to the Government’s Holiday Schedule that provided tribal employees time off beginning 12/24 and continuing on through January 2, 2017.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

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

Date: January 6, 2017

Re: December 2016 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of December, 2016. This report will reflect aggregate supplemental information from lead staff members Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor.

December 5, 2016, Don MacDonald, Director of Health Services met with the Health Commission to provide updates and answer questions related to Health Services.

December 6, 2016, Melissa Jackson, RPh joined our organization as the Chief Pharmacist. She brings over twenty years of experience as a pharmacist to our organization. She is actively working full time to have the pharmacy opened by early spring of 2017.

On December 7, 2016, Sujean Drake, Mental Health Counselor, and Dottie Batchelder, Chemical Dependency Counselor, attended a meeting hosted by Centra Wellness on Current Drugs in the Area/Drug Recognition Training (by State Trooper Izzey).

December 12, 2016, Don MacDonald, Director of Health Services, Lead Dale Magoon and Director of Family Services, Jason Cross with FQHC Northwest Michigan Health Services to discuss mutual needs and concerns related to the Child Development Center.

December 14, 2016. Be Da Bin Staff hosted the Manistee County Suicide Awareness and Prevention Coalition Meeting.

Be Da Bin Staff (other meetings/events): Dottie Batchelder, Chemical Dependency Counselor, attended meetings for the Northern Michigan Recovery Residences and the Manistee County Substance Education and Awareness (SEA) Committee. Julie Wolfe, Youth Prevention Counselor, attended/lead the Full Moon Ceremony.

December 20, 2016, all Health Services Staff attended the Employee Breakfast for one hour.

December 31, 2016, Raven Lewis, Maajiidaa Fitness Center Attendant, and Karen Schaab, Billing/Coder separated employment with the department.

Teresa Johnson, CHR assisted with direct patient care in clinic operations due to Nursing shortage.

Forest County Potawatomi Insurance Department filed 83 claims on behalf of Little River in the amount of \$16,155.86 for Third Party Revenue generation.

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

CLINIC OPERATIONS:

148 patients scheduled

21 patients NO-SHOW to scheduled appointments

-0- patients provided SAME DAY appointments for emergent matters**

45 cancelled appointments

82 patients attending CLINIC PHYSICIAN appointments**

15 patients PHONE TRIAGE**

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

19 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN DECEMBER (Total Patient Volume): 215

Diabetic patients: 33

Flu Vaccines: 16

Injections: 01

Nursing Visits: 02**

On-site Lab draws: 74

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,253

DIRECT CALLS TO CLINIC OPERATIONS: 158

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 519

BEDABIN BEHAVIORAL HEALTH: 60 INDIVIDUAL CLIENTS

CHEMICAL DEPENDENCY COUNSELING:

16 INDIVIDUAL CLIENTS/RECOVERY SUPPORT (14)

93 CLIENT CONTACTS FOR SERVICES

101 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 130

MENTAL HEALTH COUNSELOR

21 INDIVIDUAL CLIENTS

44 CLIENT CONTACTS FOR SERVICES

85 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 43

PREVENTION SERVICES:

52 CLIENT CONTACTS FOR SERVICES/PREVENTION ACTIVITY

99 PREVENTION/INTERVENTION HOURS

TOTAL CLIENT SERVICE DELIVERY: 63

TRADITIONAL HEALING: 9 INDIVIDUAL CLIENT CONTACTS

TOTAL 11 NO SHOWS

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 10

TRAVEL HOURS: 34

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 10

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$141,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1885

TOTAL PRC PAID IN DECEMBER: \$117,000

PHARMACY/OTHER: \$46,000

DENTAL: \$16,000

TOTAL PATIENTS: 236 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 385

TOTAL CLAIMS ENTERED: 497

TOTAL PRC PAID 2016: \$1,500,000

TOTAL EHAP PAID IN DECEMBER: \$24,000

TOTAL EHAP PAID 2016: \$193,000

TOTAL ENROLLED EHAP/LRBOI: 1251

MEDICARE LIKE RATE (MLR) Savings for DECEMBER 2016

| | | |
|-------------------|----|------------------------------------|
| Claims submitted: | 55 | \$108,683.60 (total submitted) |
| | | <u>-\$33,828.18 (what we paid)</u> |
| | | \$74,855.42 (total savings) |

MAAJIIDAA FITNESS CENTER: ### MEMBERS REGISTERED

MEMBERS ACCESSED SERVICES

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For December 2016

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nichole Daske – 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.** Punch lists were completed for the two new income based (HUD) rental units at Aki on December 5, 2016. The contractor will return in the spring to determine adequate germination of the grass seed. The Housing Department has to purchase and install window treatments for both of the units in preparation for occupancy.
- B.** The punch list for the Pavilion was completed by The Design Forum and the contractor will have to return in the spring to perform some exterior painting as well as to determine adequate germination of the grass seed.
- C.** EWONAP advised they had completed their Remote Audit and will be providing the results in the near future.
- D.** I have been in contact with several lending institutions that participate in the section 184 Lending program. I have been discussing with them a prequalification process and they have been providing information that would be necessary for the prequalification. I have also spoke to Michelle Lucas regarding the selection of a lending institution and was advised an RFP is not required for the selection of a financial institution to work with. Therefore I expect to make a decision in January 2017 and begin the prequalification preparation.

- E. During the month the Department performed the following activities.
 - Lease renewals due during the month: 1
 - Leases renewed: 3
 - New leases: 1
 - Annual Inspections: 1
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- F. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2016 in the amount of \$50,000. We have added another \$20,000 to this budget by a budget modification from the Housing Departments Budget. In addition Tribal Council approved a supplemental appropriation adding another \$5,000 to the grant amount in December. The total now available for the DP & CC grant is \$75,000. Applications received this month: 2
 - Number of Awards made during the month: 1
 - Amount of Awards made for the Month: \$3,633.00
 - Total Number of Awards made during the Year: 20
 - Total Amount of Awards for the Year: \$73,184.06.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 1
- B. Termination Notice(s) issued: 0
- 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.

- A. LRBOI Housing has 62 rental units in total of which 57 are rented giving us an occupancy rating of 92%. Aki has 55 rental units of which 51 were rented during the month.
- B. Aki has 11 low income elder designated rental units and 11 units are rented.
- C. Aki has 32 low income family rental units and 28 are rented.
- D. Aki also has 12 fair market rentals and 12 are rented.
- E. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- F. We also have 2 short-term rentals in the City of Manistee and one is rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

- 1. Substantial completion of two new HUD rental units and the Pavilion and therefore bringing us in compliance with the IHP for 2016.

VI. Plans for the Future.

- A. Developing 10 more Fair Market Rental units for Home Ownership at Aki maadiziwin.

VII. Other Information

A. None.

End of Report
Frank Figgels, Housing Director
January 6, 2017

Attachment: December 2016 daily maintenance log

Cc: file

Employee: Hovsing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 12-5 Salted walks Downstairs
Handed in Daily Log & Job Description Paperwork for HR
Worked on 2615 OC

Date 12-6 Completed 2615 OC
Salted walks Down stairs
Rep. Replaced shower handle valve, Rebuilt sink in rear of house, checked plumbing for leaks no leak present @ 2637 OC
Replaced wax Rings and Johnny Bolts @ 148 Ford St.

Date 12-7 took Appliance to new houses
2621 & 2629 OC
Started @ 2654 OC

Date 12-8 Assisted utilities with meter swap @ Vacants and shop, WD @ 2708 OC
Continued @ 2654 OC

Date 12-9 Continued @ 2654 OC
Plowed Lots Salted walks & Lot
Cleaned Drives

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing

Date/Location/Description

Print Neatly

Daily Worksheet

Date 12-12 Plowed Salted ~~Dr~~ Lots + walks
Cleared Drives Elder, HC, 62 older (Larry Fox intown)
Receipts, updated maps, Checked Vacant for new tenant
Look @ Garage Door @ 2644 IC

Date 12-13 Completed w/d for 2711 OC, Continued @ 2654 OC
took Christmas Decorations downstairs,
Salted Lots / walks

Date 12-14 Salted Lot Downstairs, cleared intown Drive @ ^{230 9th} ~~148 Ford~~
Continued @ 2654 OC

Date 12-15 Plowed + Salted lots / walks Cleared Drives
Cleared Drive @ ~~148 Ford~~ 230 9th
Continued @ 2654 OC

Date 12-16 Salted Lots upper + Lower
~~checked~~ Cleared Drive intown @ ~~148 Ford~~ 230 9th
Continued @ 2654 OC

12-17 Plowed, lots + Drives

12-18 Plowed, lots Drives Due Every Friday

Thank you for filling out this Daily Worksheet

Housing

Date/Location/Description

Print Neatly

Daily Worksheet

Date 12-19 Cleaned Walks + Salted, Took grey truck to Maristee line to get Brakes Fixed, Took Red Truck to Roger to get Brakes Fixed, Timesheets

Date 12-20 Cleaned Walks, Drives Lots, with tractor Salted usly walk behind Satter ~~last~~ ++ walks + HC Parkij, Receiving area behind BLD. Continued @ 2654 OC Ordered Materials for HC Ramp @ 2690 OC

Date 12-21 Repaired Garage Door 2683 IC, Called for Material Delivery for Ramp, Cleaned Drives Went to 2716 in crawl space for water leak (Heating guy put sump pump lid on wrong so water was backing up also flipped switch on fan for winter, Started on HC Ramp for 2690 OC

Date 12-22

Date 12-23

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
No Director
No report submitted

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
December 2016

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Migration of all servers to Windows Server 2012 continues. One server remains and requires major application software upgrades from Vendors.
2. 275 new IT work orders were opened in December 2016 and 288 IT work orders were completed in December 2016.
3. Generation of new security policies and compliance reports continues.
4. Muskegon Office Security Project completed, new cameras and door access control system were installed.

5.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Attended mandatory Directors Meeting.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Developed and submitted a current active project list
Email reports sent to legal department.

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: January 12, 2017
Re: December 2016 report of activities

Number of tribal members assisted on new issues 36

Number of referrals received 1

Number of continuing cases: 43

Types of legal issues:

| | |
|------------------------------------|---------------------------------|
| Child support | Certificate of Trust Existence |
| Probate Estate | Guardian - Adult |
| Divorce | Real Estate |
| Paternity | Will – Out of State |
| Divorce – Out of State | Employment |
| Wills | Rental Unit Issues |
| Estate Planning | Creditors |
| Power of Attorney | Post Divorce Matters |
| Custody | Probation |
| Medical Power of Attorney | Amend Estate Planning Documents |
| Child Support Arrearages | Parenting Time |
| Trusts | General Civil |
| Land Contract | SSI and Per Capita |
| Land Division | Landlord –Tenant Issues |
| Employment | Life Insurance |
| Discrimination | Residential Leases |
| Sex Offender Registration | Driver's License |
| Conservator – Adult | Change of Custody |
| Limited Power of Attorney – minor | DNA |
| Qualified Domestic Relations Order | Harassment |
| Employment Laws for Minors | Prescriptions |

Sample of Work Performed:

Assisted a tribal member obtain a land division so they could divide their real estate into two parcels

Assisted a tribal member who had a family member pass away without having a beneficiary on their retirement accounts

Assisted a tribal member whose spouse passed away obtain a court order to cash their last paycheck

Members Assistance
Jason Cross (Interim)

Members Assistance Department

December 2016 Departmental Report

Jason Cross – Interim Supervisor

Linda Wissner – Members Assistance Program Specialist

Krystyne Medawis – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

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

i. Total expensed \$63,522.58

ii. Budget remaining 7%

iii. 16 total households served with this program.

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

b. MOA BE-16-J72 \$70,000

i. Total expensed \$15,415.75

ii. Budget remaining 78%

iii. 8 total households served with this program.

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

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

i. Total expensed \$130,496.93

ii. Budget remaining -4%

iii. 23 total households served with this program.

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

2. Food Assistance Program

a. Budget \$100,000

b. Carry over \$8,850

c. Total budget \$108,850

d. Total expensed YTD \$44,250

e. 65% Remaining

f. 195 total households accessing this program to date.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 52 | 8 | 5 | 1 | 42 | 7 | 4 | 9 | 4 | 63 |

3. Rental and Mortgage Assistance Program

a. Total Budget \$40,000

b. Total expensed YTD \$30,387.33

c. 24% Remaining

d. 75 total households accessing this program to date

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 18 | 0 | 1 | 0 | 24 | 0 | 1 | 3 | 0 | 28 |

4. Low Income Energy Assistance Program

- a. Total Budget \$95,000
- b. Total expensed YTD \$31,429.14
- c. 51% Remaining
- d. 155 total households accessing this program to date.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 39 | 4 | 5 | 1 | 37 | 5 | 4 | 7 | 1 | 52 |

5. LIHEAP – DHHS Grant Funded Program FY 2016

- a. Total Budget \$20,705.18
- b. Total expensed to date \$20,705.18
- c. 0% Remaining
- d. 69 total households accessing this program to date.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo |
|----------|-------|------|--------|----------|--------|---------|------|---------|
| 29 | 4 | 1 | 0 | 25 | 4 | 1 | 2 | 3 |

6. Elder Chore Program

- a. Total Budget \$20,000
- b. Total expensed YTD \$10,443.25
- c. 48% Remaining
- d. 41 Elders accessing this program to date

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 15 | 1 | 1 | 2 | 11 | 0 | 1 | 0 | 0 | 10 |

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$21,513.55
- c. 14% Remaining
- d. 83 Members accessing this program to date.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 31 | 9 | 3 | 1 | 15 | 1 | 1 | 4 | 0 | 18 |

8. LRBOI Home Repair Program

- a. Total budget \$150,000
- b. Total expensed YTD \$37,238.67
- c. 75% Remaining
- d. 24 members accessed this program

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 4 | 0 | 2 | 0 | 11 | 0 | 0 | 0 | 0 | 7 |

9. Bereavement Program

- a. Total Budget \$302,000
- b. Total expensed YTD \$294,450
- c. 3% Remaining
- d. 39 members accessed this program

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 6 | 0 | 0 | 0 | 4 | 0 | 0 | 6 | 0 | 23 |

10. Elders Insurance

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

11. Department Ongoing Activities

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

12. Applications

| Mailed | Picked up | Emailed | Faxed |
|--------|-----------|---------|-------|
| 340 | 23 | 148 | 16 |

| Food | LIE | LIHEAP | LIHEAP Cooling | Trans | Rent & Mort. | Elder Chore | Home Repair | Well & Septic | HIP |
|------|-----|--------|-------------------|-------|-----------------|----------------|----------------|------------------|-----|
| 189 | 177 | 28 | 2 | 123 | 135 | 48 | 40 | 12 | 0 |

13. Office Visits

- a. 15 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi Daáwaá Aníshinaábek
LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT
210 9th Street
Manistee, MI 49660
(231) 723-1594**

**December 2016 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
- Fish distribution to members of LRBOI (Ken, Mike)
- Great Lakes fish data entry and aging assignments
- GL Fish Data entry (Barry)
- GL Database prep for winter activities (Barry)
- GL Database prep for agency data sharing (Barry)
- Inland fish data entry / management, Inland Consent Decree

Equipment maintenance/Field Work/Lab Work:

- GL Gear prep/build/breakdown/maintenance
- Grayling Reintroduction – Project Research
- Sturgeon Genetic analysis report
- Work towards implementing Adult LAS weir project
- 2016 Lake Sturgeon report drafting
- Lake Sturgeon genetic manuscript writing/ editing
- GL Gear construction/Cisco net prep/tying
- Burbot – Publication drafting

- Grayling – Grant proposal review
- Inland Consent Decree – Walleye assessment protocol
- Sturgeon Index netting Manistee Port
- GL Fall Lake Trout spawning assessments / Biodata Collection

Meetings/Training/Travel/Conference Calls

- Grayling Partnership, Consumers Foundation Grant Application, Conference Call
- Grayling Partnership, Internal Staff Meeting
- Grayling Partnership, Coordination Call with GVSU
- Great Lakes Fishery Trust SAT meeting, Lansing
- Technical Fisheries Committee meeting
- Modeling Sub-Committee conference call (Barry)
- USFS meeting for Adult LAS weir project

| <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 | | |

Wildlife Program

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

Tasks and Accomplishments

- Work on elk reintroduction model
- Reviewing and commenting on NPS and USFWS actions
- Administration of elk and bear hunts
- Grant preparation

Administration/Budget/Reports/Data Entry

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

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Marten trapping and collaring
- Servicing field equipment
- Cleanup and management of Highbridge and Oldhouse properties
- Planning and implementation of habitat management on the Custer property

Meetings/Training/Travel/Conference Calls

- Wildlife Technical Committee meetings
- State Bear Forum meeting
- Planning meetings/calls with GVSU
- Planning for wild rice surveys
- Marten coordination meeting with partners

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Vacant – Brownfield Specialist

Shaughn Barnett- Water Quality Specialist

Josh Beaulaurier- Aquatic Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Completed PPG Final Report and other documents
- Reviewed current work plans
- Climate Change Planning
- Continued communication with partners on invasive species and wild rice
- Worked on Comments for NPDES Manistee WWTP permit, and Martin Marietta Pipeline installation
- Worked on TEPA and Solid Waste Ordinance

Meeting/Training/Travel/Conference Calls

- Internal Meetings on Wild Rice Project
- Fruit belt collaborative meeting with USDA/GTB Dec 2
- MTEG Meeting in Sault Ste Marie December 6-7
- Attended Department Staff meeting
- Nestle Water Withdrawal Consultation December 14
- Phone Meeting with Kyle Whyte on Climate Change Planning

Brownfield Program

Brownfield Specialist position is currently vacant. It will be refilled as soon as possible.

Administration/Budget/Reports/Data Entry

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

Water Program (106 and 319)

Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.

- Continuation of training of aquatic biologist to the water quality program (106 & 319)
- Completed Road-Stream Crossing ArcGIS Maps for Little Manistee and Bear Creek Watersheds
- Continued EPA 106 Final Technical Report Narrative
- Updated physical, chemical, and biological graphs for Water Quality Assessment Report.
- WQX Nutrient upload for August water quality sampling
- Analysis of long-term temperature trends for Manistee River tributaries
- Uploaded and reformatted temp logger data
- Edited 2017 QAPP draft

Field Work and Equipment Maintenance

•

Meeting/Training/Travel/Conference Calls

- Dec. 2: Michigan Fruitbelt Collaborative Meeting (GTB)
- Dec. 7: Manistee Watershed Partnership Meeting (Kaleva, MI)
- Dec. 13: Environmental Staff Meeting (Natural Resources)
- Dec. 15: EPA Baseline WQS Webinar
- Dec. 20: Tribal Water Conference Call

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Managed Budget and Reviewed R&E
- 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 – 12/12 and 12/22
- Completed PM 2.5, Monthly Maintenance & QC – 12/12 and 12/22
- Completed PM 2.5, Quarterly Maintenance & QC – NA
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – NA
- Installed new set of PM 2.5 filters – 12/14 and 12/28
- Sent collected PM 2.5 filter samples to MDEQ – 12/7, 12/13 and 12/28
- MDEQ's Eric Gafner onsite to replace PM 2.5 sample pump – 12/7

Meeting/Training/Travel/Conference Calls

- Monthly State, Local, and Tribal Conference Call – Cancelled
- Participated in Monthly Region 5 Tribal Air Conference Call – 12/1
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – Cancelled

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Completed database entry for 2016 field data

Field Work and Equipment Maintenance

- Completed 2016 density and bed area sampling for Manistee area
- Started researching toxicology labs for seed study
- Collected seeds to send for toxicity testing
- Counted seeds to figure out composition of ghost hull to hull rice
- Looked at the Arcadia marsh wild rice to see the production this year
- Membership survey about future wild Ricing projects
- Research on future projects dealing with wild rice

Meeting/Training/Travel/Conference Calls

None specific to the program

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

December 2016

Meetings/Conferences/Trainings

- On December 6, 2016, I attended a meeting at the Little River Casino Resort to discuss the transfer of the interim casino building from the LRCR to the Tribe in order for the Child Development/Day Care center to open in the Spring of 2017. Jason Cross (Family Services Director) and I were in attendance from the Tribe. Staff from the LRCR in attendance were: Ron Pete, Connie Waitner, Dawn McGrady, Victoria Brauker, Lee Iverson and Mike Burmeister. Many items were discussed and some issues were resolved. The main positive outcome of the meeting was an agreement on communication protocols between the Resort and the Tribe. Essentially, Jason Cross will be the point person for the Tribe and Victoria Brauker will be the point person for the Resort.
- On December 12, 2016, I attended the Agenda Review session with Tribal Council. I discussed an upcoming item on the December 14 agenda regarding the Seventh Addendum for the agreement with RCA, LLC.
- On December 13, 2016, Ken Ockert (RCA, LLC) and I met with Mark Sohlden (Manistee County Road Commission Manager) for a walkthrough of the Milarch Road construction site. The project was finished in mid-November, although Mark Sohlden acknowledges that there were defects in the pavement that will need to be addressed in the Spring of 2017. I will provide more information as this situation develops in 2017.
- On December 13, 2016, I met with Tammy Bowen of the Finance Department to discuss the new on-line reporting system required by the BIA Roads program. Tammy will be submitting the financial portion of the report, and I will be submitting the other separate reports that provide more detail on each of our road construction projects that took place in FY 2016. There will be more information on this topic in the next section of this report.
- On December 14, 2016, I attended the Executive Committee meeting and the regular Board meeting of the Manistee County Community Foundation.
- During the month of December 2016, I attended meetings of the Construction Task Force on the following dates: November 8 & 15, 2016.

Activities/Accomplishments/Updates

- The issues regarding our Right-of-Way permit with MDOT (on the Manistee Township sewer project) have finally been resolved. Elmer's worked to correct the deficiencies identified by MDOT (including the concerns expressed by a property owner who was dissatisfied with the grade and slope of a portion of his front yard). Once the additional work was completed, I filed a Notice of Completion on the ROW permit on December 20, 2016. MDOT staff did a review of the ROW site along US-31 and indicated that all the deficiencies were successfully addressed. The ROW permit was closed out by MDOT on December 29, 2016.
- As was discussed in a previous section of this report, we were successful in submitting all required on-line reports to the BIA Roads program prior to the December 31, 2016 deadline. This reporting procedure was new and unfamiliar to everyone, including BIA Regional and Great Lakes Agency staff, and will prove to be a "learning experience" for all of us.
- Thanks to Tribal Council for approving a Seventh Addendum to the RCA, LLC consulting contract. The contract has been extended until April 30, 2017, which should give us sufficient time to

conclude all the activities currently active under the present contract. Once these activities have been concluded, we will present a new and more comprehensive agreement with RCA, LLC with a longer time-frame and a broader scope of activities. The goal is to drastically decrease the number of contract modifications that need to come before Tribal council in the future.

Public Safety
Robert Medacco

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

General Patrol

| | |
|-------------------------|-----|
| Assist Citizen | |
| Assist Motorist | |
| Assist Other Agency | 5 |
| City Assist | 2 |
| County Assist | 10 |
| Medical Assist | 1 |
| MSP Assist | 1 |
| Other Calls for Service | 7 |
| Property Checks | 930 |
| Suspicious Person | 1 |
| Suspicious Situation | 5 |
| Well-Being Check | 2 |

Traffic/Vehicle

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

Processes

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

Criminal Offenses

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

Criminal Offenses Continued

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

Miscellaneous

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

452.5

4

212

8

3

18

1

2

36

20

28

3244

Training/Travel

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
December**

| | |
|-------------------------|------|
| | |
| Administrative Hours | 7.5 |
| 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 | 233 |
| Joint Patrol(s) | |
| Marine Time | |
| Meeting(s) | 1 |
| Meeting Hours | 5.5 |
| Paper Service | 1 |
| PR Activities | |
| PR Activities Hours | |
| Snowmobile Patrol Hours | |
| Training(s) | |
| Training Hours | |
| Vehicle Mileage | 1970 |
| Verbal Warning(s) | |
| Written Warning(s) | |
| Training/Travel | |

December 8, 2016 Sgt. Robles traveled to Gaylord Mi for a CORA Board meeting.

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
December**

| | | |
|-------------------------|--------|--|
| | | |
| Administrative Hours | 131.25 | |
| Arrest(s) | 1 | |
| Male | 1 | |
| Female | | |
| ATV Patrol Hours | | |
| Assist(s) | 1 | |
| Assist Hours | 1.5 | |
| Citation(s) | 1 | |
| Civil | | |
| Misdemeanor | 1 | |
| City Assist | | |
| City Assist Hours | | |
| City Original | | |
| City Original Hours | | |
| Complaints | 2 | |
| Contacts | 57 | |
| Court | | |
| Court Hours | | |
| Follow-up(s) | 2 | |
| Follow-up Hours | 3 | |
| Federal Citation(s) | | |
| Hours Worked | 118.25 | |
| Joint Patrol(s) | 2 | |
| Marine Time | | |
| Meeting(s) | | |
| Meeting Hours | | |
| Paper Service | | |
| Possible Trespass | | |
| PR Activities | | |
| PR Activities Hours | | |
| Property Checks | 25 | |
| Snowmobile Patrol Hours | | |
| Training(s) | 1 | |
| Training Hours | 4 | |
| Vehicle Mileage | | |
| Vehicle Stops | | |
| Verbal Warning(s) | | |
| Written Warning(s) | | |

Training/Travel

December 9-11, 2016 Officer Brown traveled to Gaylord area for Elk Patrol.

December 12-18, 2016 Sgt. Robles traveled to Gaylord area for Elk Patrol.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: December 2016

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 5 Certificates of Exemption to Resident Tribal Members and Entities (3 Vehicle, 2 Construction)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 3 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proof of Residency, the Tax Agreement boundary lines, tax preparation services, tax-exempt denial from the Department of Treasury, Concessionaire's licenses, and the Certificate of Exemption process for vehicles
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, erroneous discounts, incorrect fuel discounts, etc. for a total of 682 corrections and 2,701 receipts processed and completed by the Tax Office in December
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 November Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 4 Tribal Concessionaire's Tax Licenses; 2 for entertainers at the Little River Casino Resort and 2 for vendors on Tribal property
13. Monitored outstanding tax assessments; issued 1 Motor Fuel Tax warning and 1 Motor Fuel Assessment
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office

16. Prepared November 2016 monthly department report
17. Processed 0 Tribal Michigan W-4 Withholding Exemption forms for employees; requested from Human Resources a 3rd and 4th quarter review of employees claiming state tax exemption for verification of RTM status
18. Processed 76 address changes/reviews from Enrollment for RTM status updates
19. Processed 8 RTM status and/or address changes
20. Processed and updated 2 RTM statuses and Proofs of Residency that were received
21. Prepared and mailed 17 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
25. Prepared month-end tax reports for November 2016
26. Processed 3 Venue Reports to the State of Michigan
27. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
28. Updated motor fuel discount schedule for January 2017 and provided it to the Trading Post
29. Corresponded with casino staff regarding Certificates of Exemption for contractors and sub-contractors as well as a change in Authorized Signers
30. Followed up with Lead positions regarding a draft copy of a BP Business card policy and procedure
31. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
32. Prepared and sent out Annual Tax License renewals and issued 2017 Tax Licenses
33. Completed and submitted to Human Resources a job description review and duties that is currently being worked on for position reviews
34. Monitored motor fuel and cigarette quota for remaining amounts for the year; issued a cigarette increase by 10 packs per member to use the remaining quota amount

Meetings attended this month:

1. Attended employee appreciation breakfast on December 20, 2016

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
December 2016 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 21 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps.
2. Attended meeting with the Leads, Valiant representative and others (HR).
3. Completed PDQ (job description project) and sent to HR.
4. Continued to care for remains of ancestors until reburial can be scheduled.
5. Continued work on revision of the Employee Manual (Reg. 600).
6. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.

7. Attended meetings of Lead Positions to carry forward the topics from the Ogema's meeting.
8. Continued work on the Rapid River News and Currents as the Public Affairs\Information person with T Tyler.
9. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
10. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
11. Administered, directed and supervised all departmental activities.

Tribal Historic Preservation Coordinator accomplished the following

- 1) Supplied Tribal members with CD's & Our People Our Journey
- 2) Began Working with Hollie Benson on The Oral History Project
- 3) Assisted Kenny Pheasant with Teaching Anishinaabe at Kennedy
- 4) Assisted Terry with Bagging and Labeling Newsletters
- 5) Took pictures for Mac B. at the Christmas party

The Language Coordinator accomplished the following during this month:

- 6) Coordinated and facilitated meetings on LRB Citizens Eagle staff.
- 7) Worked with Commerce department on the "Odeno" project.
- 8) Submitted articles to Public Information department for RRN and Currents.
- 9) Produced and recorded teachings on Anishinaabemdaa Face Book page.
- 10) Meeting with Levi Tadgerson from Great Lakes Indian Fish & Wildlife about a language project.
- 11) Attended the Suicide Coalition meeting.
- 12) Researched information on oil pipe lines issues in the Great Lakes area.
- 13) Classes with Gekaajik on Mondays.
- 14) Classes with LRB employees on Tuesday mornings, 1st year students.
- 15) Classes at Kennedy school on Wednesdays and Thursdays with 5th graders.
- 16) Classes with LRB employees on Friday mornings, 4th year students.
- 17) Produced and updated lessons for all classes.
- 18) Responded to Emails and calls about language, camp, website, CD ROM's and culture.

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

1. Position vacant.

The Audio-Videographer accomplished the following during the month:

1. Transferred from archival tapes and hard drives for posterity and convenience of accessing footage should it be needed in the future.
2. Researched changes to Ustream and how old Endaaying online video language lessons can be integrated with the redesigned language website Anishinaabemdaa.com.
3. Managed storage space on video work station in order to accommodate new footage and photographs

4. Researched a Sony RAW file (digital equivalent of a film photograph) because my current software does not support the format on any platform. An OS upgrade may obsolete other software.
5. Photographed the Elders Christmas Party
6. Edited and uploaded photographs from the Elders Christmas party / election to be published in the Currents.
7. Duplicated video from Bedabin's nDigiDreams workshop.
8. Worked on pre-production and scripts for the Anishinaabemowin and culture video collaboration with the language coordinator.
9. Worked on a new tapeless workflow implementing a DSLR camera that has video capabilities that does not rely on cloud storage
10. Continued to practice shooting with the mirrorless camera and familiarize myself with the controls and different modes in different lighting situations
11. Started cross training the Historic preservation coordinator on taking photos with the professional camera for times I am not available.
12. Created a new lighting scene in the studio for new chroma key productions.
13. Produced three Anishinaabemowin video lessons with the language coordinator.
14. Edited one of the fore mentioned videos for publishing before the holiday break and forwarded it to the Language Coordinator.

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.