

**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 *LBK.*
Naangwa: Date: January 14, 2020
Maanda Nji: Re: December 2019, Operations Report

We respectfully submit the December 2019, 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, 2019

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

December, 2019 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. **2019 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2019 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 2019 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 2018 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2018. Work on the 2019 proposal is underway.

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 2020 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 2018 audit took place May 13 - 22, 2019. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued September 30, 2019, and submitted to the Federal Clearinghouse that same date. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. Projects; Elders (10) Complex, AKI 2 -2019 homes, Gaming Commission Entryway, Public Safety Building.** *The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of December.*
 - i. Elders (10) Complex – Misc. Purchases – \$1,484.00**
 - ii. AKI 2 – 2019 Homes – Little Valley Home – No Payments**
 - iii. Gaming Commission Entryway – \$3,600.00**
 - iv. Public Safety Building – Grand Traverse EC- \$89,245.93**
- 2. Cash Receipts;** *Daily cash receipts totaled for the month of December, were, \$503,116.84 the General & Special Revenue Account had a total of (232) receipts.*
- 3. NGLC:** *Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.*
- 4. Pharmacy:** *Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,*
- 5. Fixed Assets Account Group:** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2018. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2018.*
- 6. Audit work for 2019-2020 – Ongoing working on updating current year purchases, Fixed Asset control.**
- 7. 1099MISC. – 2018 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2018.**
- 8. Sending out some of the returned 1099MISC as corrected addresses come in.**
- 9. BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.**
- 10. Tribal Financial Statement Requirements: Due by the 8th of the month.**
 - 1. Cash Deposits**

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

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Construction Task Force – Weekly Meeting - Thursday – review - Elders Complex and AKI 2 – 2019 homes, Gaming Commission Entryway, Public Safety Building.

Other Meetings

December 2nd – NGLC – Depreciation Review.

December 19th – BIA Roads – Reconciliation

Duties and Accomplishments –

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

Meetings Held / Attended – Council-Mitigation Grant App, Erosion, TERT, Lambda Energy Table Top Exercise,

Trainings Held / Attended – FEMA Finance Webinar,

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Audit Prep

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out January report notices to Program Administrators to let them know when they need to submit their grant report(s) to me so that I can prepare the cover letter that will be signed by the Ogema and attached to the report that will be submitted to the funding agency.*
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. *Reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses that was paid on the grants.*
5. *Recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
6. *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits. I identify on the bank statement by writing those fund numbers assigned and grant name so the revenue can be recorded for that grant.*
7. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
8. *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.*
9. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
10. *Prepared all the cover letters for the Ogema to sign that are attached to the reports that go to the funding agencies.*
11. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic grant report folders and a copy placed in the grant program file.*
12. *Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
13. *The Tribe received one modification for the following grant: 2019 BIA Self Governance Family Services added funding in the amount of \$8,072. Documents were scanned and placed in the electronic grant folder and originals were placed in the grant files. The new funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given copies of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
14. *The Tribe no new grants this month: Grant Program Booklets were created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. The 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 new grant information was given to the Staff Accountant so that she*

could set these programs up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution. Once the acceptance resolutions were received they were scanned and placed in the electronic folders and originals were placed in the Grant Program Booklets. A notice was sent to Purchasing, Ogema office and Controller letting them know the new grant Information. Grant Program Booklets were created for the person who will be administering the grant and all program federal & narrative reports that are due for the life of the grant were scheduled on the calendar for completion by the Program Administrator and myself.

15.Submitted numerous journal entries to Brandy Martin that needed to be made to move expenses to correct grants for the month of December.

16.Worked with the Grant Program Administrators on any questions they have related to the grant they are overseeing.

17.Prepared monthly billing statements for November to ITC for the following grants: 2018-2019 ITC Head Start in the amount of \$23,333.92; 2018-2019 ITC Tribal Behavioral Health Implementation in the amount of \$13,935.20; 2019-2020 ITC 13 Moons Pilot Project in the amount of \$7,882.52 and 2019-2020 ITC Home Visiting Expansion in the amount of \$7,1560.36.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Jason Cross a few times each week.
4. Met with Valerie Chandler on different occasions.
5. Met with Lyle Dorr almost on a daily basis.
6. Attended monthly Lead meetings with Jay, Bill, Larry and Mary.
- 7.Corresponded with Daryl Wever by email on different occasions.
- 8.Worked with Holly and Jason on grants that fund NGLC.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 659 payroll vouchers/checks. (442 – Payroll, 213 Life adj's. 4 – Disability)
2. Verified 61 PAF's this month which included new 4 employee(s), and 6 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 12/6 and 12/20.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.

6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

- 12/5 – Meeting requested by the Ogema to discuss Aflac issues experienced by Tammy.
- 12/5 – Payroll/HR coordination
- 12/19– Payroll/HR coordination

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2019 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in December as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in December as well as the check request for payment of those taxes.
7. Provided HR with accrual reports for Health, Dental, Vision and Life insurances for the month of December.
8. Addressing payroll concerns and/or corrections as necessary.
9. Processed December per capita payment and associated compliance reporting.
10. Processed year-end life insurance adjustments and necessary compliance reporting.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating quick reference guide for payroll processing as necessary.
3. Updating/reviewing employer paid life insurance premiums in ADP as necessary.
4. Ongoing training of payroll Clerk for MIP payroll processing.
5. Working through system/setup issues with MIP payroll, HR and EWS all working together.
6. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.

Upcoming Projects / Tasks –

1. Update MIP payroll procedures to include processing payroll using the HR and EWS modules.
2. Complete new hire entry instructions for HR to use in entering new hires into MIP.
3. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
4. Entering Short Term Disability payments made into payroll system and processing associated tax payment.
5. Year-end PTO adjustments for employees over the carryover limit.
6. Abila MIP W-2 processing live webcast.
7. Quarterly reporting for 4th quarter 2019.
8. Processing of 2019 W-2's and necessary Fed/State reporting requirements.

9. All necessary annual reporting for payroll and per cap.

ACCOUNTS PAYABLE

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

Meetings Held / Attended – Περφορμανχε Μαναγεμεντ Προγραμ

Special Tasks / Activities Performed –

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations and address changes.*
6. *Processed 874 checks for a total of \$1,010,726.29.*

7. Checks processed for Education 65, Members 119, Travel/Advance & Closeout 67, Child Support 37 and Payroll 19.
8. Logged in 79 Rent, 35 Water, 7 Travel Closeouts, 37 Child Support, 7 Court Filing Fees, 35 CPL/ Fingerprints, 4 Gaming License, 51 Tribal Id's, 7 Daycare payments.
9. Processed 257 checks for Contract Health for a total of \$66,001.74.
10. Entered in 150 per cap withholdings for October payment.

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

21. Issue out of compliance memo's
22. Process bulk mail requests
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 12/2 attended agenda review for extension to master agreement for electric services.
2. 12/2 negotiated new lease agreement for mail machine/meter.
3. 12/3 Document Management training.
4. 12/3 Neopost phone conference on quote for mail machine.
5. 12/11 provided annual training on purchasing and procurement policies and procedures.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 378 packages.
2. Issued 174 receiving reports.
3. Returned 1 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 FY2019 Indirect Cost Proposal.
- 4) Worked on entering FY2020 Operating Budget into MIP

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2019 Indirect Cost Proposal.
- 4) Disseminate FY2019 Budget R&E's

Expenditures Update

Total year to date expenditures for the Finance Division for December, 2019, are \$1,240,481, compared to an annual budget of \$1,312,762. Total expenses for the Finance Division for year to date December, 2019, represent 95% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

December 2019

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: 20 students received adjustments to their school clothing funds. These students had either not submitted their receipts by the deadline, or not sent registrations until after the deadline. As per usual program guidelines, they received the activities amount of \$250 in place of school clothing. After numerous complaints from one parent, who did not submit receipts until well after the deadline, it was decided that she was too confused, and that they should be fully funded. Because there were other people in similar situations, each of them received an adjustment of the amount. Total was \$5000. 3 students, who had address problems and didn't receive checks, but had done all of their paperwork on time, received funding totaling \$1500.

Higher Education Scholarship: 2 scholarships was awarded for \$5000 for 1 male, and 1 female university student. Application was delayed by the college financial aid office

Family Movie Night, December 21. This was the last Family Movie Night. Around 25 people attended

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2019 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

December Monthly Report - 2019

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals

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

To continue to 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 PerCap database.

Department Objectives are:

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

Duties Performed

- Mailed out: 3 Applications forms for people seeking membership
- Mailed out: 13 Address change forms
- Created 31 New and Replacement ID's from 12/01/2019 through 12/31/2019
- 117 Addresses changed from 12/01/2019 through 12/31/2019
- Final Rejection Letters: 3
- Final Acceptance Letters: 1
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 1
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 1
- 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
- 0 Applications received since 12/01/2019
- List request of Membership: Tax Office, Member's Assistance, Public Information-3, Elder's Committee and PRC/EHAP
- Label request of Membership: 0
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: TERT
- Department Verifications:
 1. Prosecutor 92
 2. Members Assistance 12
 3. Purchased and Referred Care/EHAP 106
 4. Family Services 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 1 Members passed away for the Bereavement Benefit
- Sent out 2 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 1 Tuition Waiver Verifications
- 591 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Enrollment Commission Meeting – December 3rd

Enrollment Statistics

- Total Membership: 4,169
- Total number of Elders: 1,403
- Total number of Adults (18-54): 2,411
- Total number of Minors (0-17): 355
- Total Tribal Members living in:
 - 9 County Area: 1,719
 - Outside 9 County Area: 2,382
 - Michigan: 2,714
 - Outside Michigan: 1,387
 - Undeliverable Addresses: 68

Family Services
Jason Cross

Family Services Department

December 2019 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	0
Muskegon	0
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	0

Open Cases.....58

Total number of Tribal members served in open cases: 68

Total number of descendants served in open cases: 18

Total number of individuals served in open cases: 111

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.

	Manitowish	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	3	0	0	0	1	0	0	0	0	0
Stephanie Persenaire I & R's	5	0	0	0	0	0	0	0	0	2
Stephanie Persenaire Intakes	0	1	0	0	0	0	0	0	0	2
Stephanie Persenaire Open Cases	0	0	0	0	0	0	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	0	1	0	0	0	0	0
Amanda McQueen Open Cases	0	0	0	0	8	0	1	1	0	3
Worker Monthly Totals	8	1	0	0	10	0	1	1	0	7

Cecilia Lester - ROSS Service Coordinator

Total number living in homes served	9	0	0	0	2	0	0	0	0	0
Total number of Tribal Citizens living in homes served	3	0	0	0	1	0	0	0	0	0
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	5	0	0	0	1	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	5	0	0	0	1	0	0	0	0	0
Court appearances	0	0	0	0	0	0	0	0	0	0
Home Visits	0	0	0	0	2	0	0	0	0	0
Case Reviews	1	0	0	0	1	0	0	0	0	0
Binsjoek	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	2	0	0	0	3	0	0	0	0	0
Contacts with LRBOI departments	2	0	0	0	1	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	27	0	0	0	12	0	0	0	0	0

Stephanie Persenaire - Case Management

Total number living in homes served	19	0	3	0	0	0	0	0	0	10
Total number of Tribal Citizens living in homes served	8	0	2	0	0	0	0	0	0	7
Total number of descendants living in homes served	0	0	1	0	0	0	0	0	0	0
Total number of children living in homes served	8	0	2	0	0	0	0	0	0	8
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	1	0	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	1	0	0	0	0	0	0	1
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	1
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	2	0	0	0	0	0	0	1
Court appearances	1	0	0	0	0	0	0	0	0	0
Home Visits	3	0	3	0	0	0	0	0	0	0
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binsjoek	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	32	0	4	0	0	0	0	0	0	14
Contacts with LRBOI departments	3	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	78	0	19	0	0	0	0	0	0	43

Amanda McQueen - Case Management

Total number living in homes served	0	0	0	0	18	0	5	5	0	16
Total number of Tribal Citizens living in homes served	0	0	0	0	10	0	1	2	0	6
Total number of descendants living in homes served	0	0	0	0	2	0	2	0	0	0
Total number of children living in homes served	0	0	0	0	3	0	0	0	0	6
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	2
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	1	0	0	0	0	0
Case Pending with DHS	0	0	0	0	1	0	0	0	0	0
Relative placement	0	0	0	0	1	0	0	0	0	1
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	1	0	0	1
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	0	0	0	0	0	2
Home Visits	0	0	0	0	2	0	0	0	0	3
Case Reviews	0	0	0	0	8	0	1	0	0	3
Binsjoek	0	0	0	0	0	0	1	0	0	0
Contacts with outside agencies	0	0	0	0	36	0	4	2	0	21
Contacts with LRBOI departments	0	0	0	0	6	0	0	0	0	5
Tribal Elders	0	0	0	0	1	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	0	0	0	0	89	0	15	9	0	67

LRBOI Victim Services Program Monthly Report
December 2019

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

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

Collaboration/Program Meetings

- 12/13 – Muskegon EWP meet w/Executive Director; Kim Dimmett

Travel & Training

- 12/3 – Doc Management training
- 12/6 – Program website training w/RCP Marketing
- 12/16 – Phone conference w/Lenny Hayes on LGBTQ+2S training

Outreach/Education

- 12/7 – Manistee Christmas Parade/resource table

Grants

- 12/20 – DV Jurisdiction meeting worked on updating DV ordinance

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (2); New Intake(s) (0); Cases closed (2)
- Provided: ed. material, transportation, & legal assistance
- Attended (1) court hearing
- Face to face meetings w/clients (4)

Collaboration Efforts

- 12/3 – Muskegon Health West School meeting
- 12/5 – Kent Co. DVCCRT meeting
- 12/6 – Muskegon Prosecutors office meeting
- 12/11 – Muskegon Housing Commission/Section 8 meeting
- 12/13 – Muskegon EWP meeting w/Kim Dimmett
- 12/18 – Muskegon Human Trafficking meeting

Training/Webinars

- 12/2 – Historical Trauma & Implications for Prevention (webinar)
- 12/3 – Change Package for Advancing Trauma Informed (webinar)
- 12/3 – How State/Territory, Tribal & Federal Health Policies (webinar)
- 12/3 – Succession Planning w/DV & SA (webinar)
- 12/3 – Introduction to Prevention through Liberation (webinar)
- 12/4 – Hidden Epidemic – Intersections of IPV, Chronic Pain, & Substance (webinar)
- 12/4 – Historical Trauma & Implications for Prevention (webinar)

Outreach/Education

- N/A

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current: Open Case(s) (1); New Intake(s) (0); Cases closed (0)
- Had (2) client face to face meetings
- Had (6) telephone contacts
- Had (0) rides provided

Collaboration Efforts

- 12/3 – HSCB Meeting
- 12/19 – Phone conference with outside agency to collaborate on client case.
- 12/20 – Wexford DV/SA monthly meeting

Training/Webinars

- 12/6 – WordPress training with RCP for website management

Outreach/Education

- Made posts to the VSP's social media pages

Other

- Article for Currents on why traffickers prey on native Americans and an announcement about the website going live.
- Completed work on the Help Card and near completion on the initial stages of the website. Requires a few tweaks but it is now live.

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current: Open Case(s) (4); New Intake(s) (1); Cases closed (1)
- Had (10) client face to face meetings
- Had (14) telephone contacts
- Had (3) rides provided

Collaboration Efforts

- 12/3 - HSCB Meeting
- 12/9 - Meeting with COVE Staff Supervisor
- 12/18 - Cultural Presentation at COVE
- 12/20 - DV Task Force meeting at OASIS in Cadillac

Training/Webinars

- 12/3 - Peacemaking Department and what they offer
- 12/16 - C.R.A.S.E. Training with Tribal Police officer at LRCR

Outreach/Education

- N/A

Other

- 12/23 - Case Reviews

2019 New Intakes Statistics

Total intakes from previous years; (2016) 18 intakes; (2017) 16 intakes; (2018) 18 intakes					
Counties		Ethnicity		Victimization	
Manistee	9	LRBOI Members	11	Domestic Violence	24
Muskegon	7	LRBOI Descendent	4	Sexual Assault	4
Mason	3	NA's Associated w/other tribes	3	Stalking	1
Kent	3	Non-Natives	8	Human Trafficking	0
Ottawa	1			Dating Violence	0
Wexford	1			Child Sexual Abuse	0
Oceana	1				
Lake	0				
Newaygo	0				
Grand Traverse	1				
	26		26		29

Next Generation Learning Center-December 2019

Times of Care: Monday-Friday 5:30a-9:00p

Enrollment Statistics:

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribal Affiliation	Government Employee	Casino Employee
Infant Classroom 0-2 years old	8	4	4	3	1	4
Toddler Classroom 2-3 years old	14	6	8	4	2	5
Preschool Poplar-Head Start	17	17	0	8	2	8
Preschool Cedar-Tuition and Head Start	23	12	11	6	4	4
Preschool Maple-GSRP	14	14	0	1	0	3
School Age 5-12 years	43	0 School in session	43	7	6	3
Totals		54	66	29	15	27
Percentages		45.5%	54.5%	24%	12.5%	22%

Age of Child/Classroom	No. of Children	Tribal Affiliation	LBROI Gov or Casino Employee
Pregnancy	9	1	2
Infant	19	0	5
Toddler	14	0	2
Preschool (3 yrs)	7	0	1
Preschool (4yrs)	5	0	0
School Age	0	1	5
Total:	54	2	15

***Children that have affiliation with LBROI get first priority on wait list when occurs that fits within the schedule the family has requested. Not all siblings are guaranteed enrollment at the same time.**

Current NA/NI, Local, and State Collaborations:

- NGLC was chosen out of 124 applications to be part of a 24 person committee group to reorganize and edit the state wide system that determines quality for early childhood care and learning. This is run by the Michigan Dept. of Education.
- **Update:** NGLC received the grant award. NGLC successfully submitted the Child Care Development and Care grant for the 2020-2023 cycle years. This was done through Region V Child and Families DHHS and National Center for Tribal Childhood Development. Our submission was credited as the application with the least amount of corrections; the agency asked permission to use our grant submission application as a model for other agencies.

- Lisa Brewer-Walraven, Director of Child Development and Care from the Office of Great Start and Michigan Department of Education has included NGLC in their Tribal Coordination, Child Care Business, and Infant/Toddler Care stakeholder groups. This work will continue into the year 2020.
- NGLC continues to work with the Inter-Tribal Council of Michigan on a consistent basis to implement the Head Start Preschool program, and the 13 Moons Indigenous food curriculum.
- NGLC collaborates with the Wexford/Missaukee/Manistee ISD to implement the Great Start Readiness Program for 16 children that will enter kindergarten in the fall of 2020.
- NGLC was chosen by the Manistee ISD to attend a statewide training held once a month in Grayling that focuses on children with Autism. The training “Statewide Autism Research and Training” is accredited by Grand Valley State University and once we complete the training we will be accredited as a highly qualified environment to work with children that have behavior and autism needs-which is a trend that is increasing by the year. At this time our Lead Infant teacher, Lead Preschool teacher, and Administrator attend.
- Manistee MiWorks is within the building twice per week, and seeing an average of 3-5 clients per day; however they’ve had up to 7 at the NGLC location.
- Frey Foundation and Manistee Community Foundation have funded NGLC Administrator to attend the Leadership Learning Labs that occur once a month until January 2020.
- West Shore Community College-a National Accredited Early Childhood Program for students continues to send students to NGLC for observations and student teaching.
- Early ON of Manistee County will begin their playgroups at the center on a monthly basis for children with disabilities.
- NGLC will be seeking information to apply to a grant that focuses on Farm to Table food in the state of Michigan. This will offset our large monthly food cost if awarded the grant.

LRBOI Collaborations (Sub Committees)

- Leadership Round Table
- Tribal Emergency Response Team
- MHBG Summative Focus Group

Center Happenings:

- Holly, Jason and Tammy continue to work on the Delinquent Payment Process for NGLC-there is a process in place. The notifications were sent out in November. Second notices were sent in December if no response happened after first notification. A meeting with unified legal is scheduled in January for next steps.
- Staff attended CPR and CRASE training at the Justice Center on Saturday 12/7/19
- Kenny Pheasant will continue language/culture lessons with preschool aged children on a weekly basis after the holiday break.
- Adriana Persenaire contracted through Family Services continues to meet with NGLC staff for reflective supervision on a monthly basis.
- Angela Schwandt, LRBOI Be Da Bin Behavioral Health Mental Health Counselor will begin her monthly observations within classrooms to assess the overall mental health of the children that attend NGLC and consult with teachers on techniques to meet the needs of the children that attend. These are done at least monthly and more if needed.
- NGLC will be working in collaboration with the new parent educator, Holly Lindsey, to enroll families into the Family Spirit Curriculum and home visiting program.
- The Parent Advisory Meeting was held December 16, Lacey Crummey from the Great Start Collaborative presented to families about services in the community, playgroups, and parent meetings.

Closures:

December 25

Upcoming Events:

January 1	Closure
January 27	Week of Conferences
January 30	Family Night coordinated by Parent Advisory Group

LRBOI Be Da Bin Behavioral Health December 2019 Report

This is the report for Be Da Bin Behavioral Health Program. Staff for Be Da Bin include: Dottie Batchelder, Chemical Dependency Counselor; Sujean Drake, Mental Health Counselor/Tele-psych; Angela Schwandt, Mental Health Counselor; Charlotte Campbell, Case manager/Intake; Julie Ramsey, Prevention worker, and James Gibson, Traditional Healer, contractual.

December 10, 2019, all staff attended the Be Da Bin staff meeting.

December 10, 2019, Be Da Bin staff hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

December 17, 2019, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

December 17, 2019, Be Da Bin had the Tribal Action Plan (TAP) meeting.

December 31, 2019, Be Da Bin and the Tribal AA group hosted the New Year's Sobriety Celebration, Julie and Dottie worked this. Julie did the planning and most of set up.

Holidays this month: December 24-31, 2019 and staff using PTO time.

Be Da Bin Staff: Dottie Batchelder is working on the planning for the upcoming Regional Opioid Symposium in April 2020, Manufacturers Dinner in January, and planning for peer recovery trainings. This month she has attended the planning meetings for the events with opioid epidemic community partners, SEA, working on STR/TOTR grant (ITC) and seeing clients. Sujean Drake has been working with the Mental Health Block Grant (tele-psych), and seeing clients. Angela Schwandt is seeing clients and assisting with the tele psych/focus group. She also works with the Next Generation Child care center.

Julie and Charlotte worked with the Traditional Healer. Charlotte Campbell is working on doing intakes, and assisting with clients. Julie Ramsey completed the GPRA and Active Shooter training. She plans for the Tribal Action Plan meetings, researching community Needs Assessments/ Community Readiness Models, and planning the New Year's Sobriety Event at AKI.

All staff continue to do webinars as able to continue their credits and certifications/licensures. All staff have home study materials also for continuing education. IT is working to get our computer system working with RPMS (IHS) for rest of staff.

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor: (from RPMS)

19/5 Individual/Recovery Clients (and 3 in treatment/trans. Housing)

99 Client Contacts for Services (20 sessions/follow-ups/contacts)

109 Counseling/Administration Hours Delivered

Total Training/Client Service Delivery: 206

Mental Health Counselor/Tele-psychiatry:

27 Individual Clients

22 Individual sessions

3 hr. Tele psych

Mental Health Counselor:

22 Individual Clients

28 Individual sessions

2 Supervision hours

5 hrs. Tele psych

2 hrs. NGLC Involvement
To get on the RPMS system soon.

Case Manager/Intake:
7 Intakes and to get on RPMS soon

Traditional Healing: 8 Individual Client Contacts

Departmental Monthly Events & Needs

Meetings:

HSCB meeting – 12/3/19

Be Da Bin staff meeting – 12/10/19

Tribal Action Plan – 12/17/19

Document management – 12/17/19

Family Services staff meeting – 12/18/19

MILS – 12/19/19

Travel and Trainings:

Lake county DHHS ICWA training – 12/5/19

ICWA case reviews – 12/11/19 and 12/12/19

CIP Statewide Task Force (Lansing) – 12/13/19

Court

Muskegon – 1

Identified unmet needs:

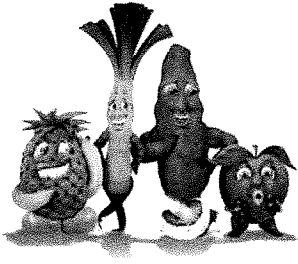
1. Transportation for clients
2. Substance Abuse and Mental Health Services
3. Sub-standard and unaffordable housing

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Food Distribution
Ken LaHaye



Food Distribution Program

December 2019 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for January.

Ken and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken conducted deliveries on 12/10/2019, 12/11/2019, 12/12/2019, and 12/19/2019.

We conducted 30 deliveries.

We received deliveries on 12/05/2019 and 12/09/2019.

Ken received 2020 Budget 11/19/2019.

Ken attended and completed core leadership training 12/04/2019.

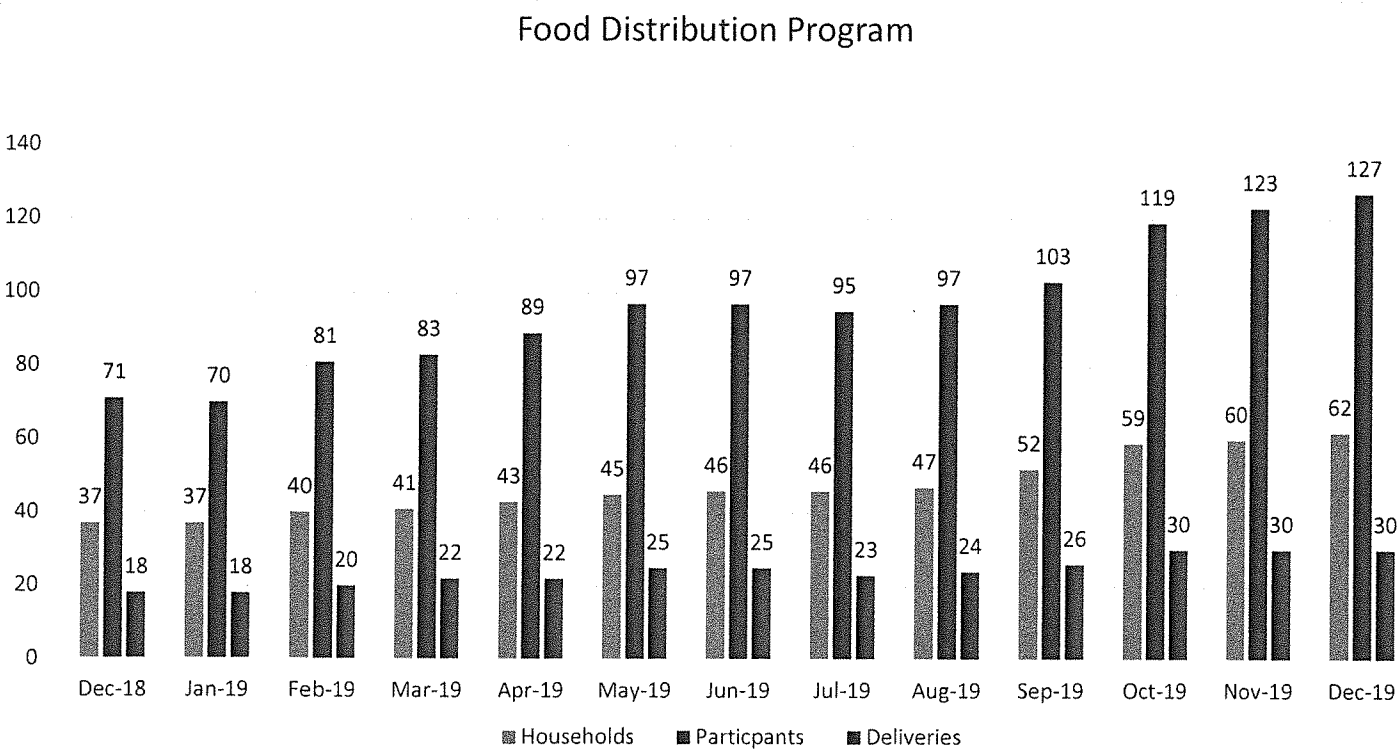
Ken and Melanie attended the USDA operations conference call on 12/19/2019.

Ken and Melanie kept the office open until 6:00pm on 12/16/2019 for clients who work.

Ken and Melanie holiday 12/24/2019 thru 01/02/2020.

Ken attended Listening meeting with USDA 12/02/2019 in Petoskey.

3 Department Participation and Delivery Chart
This is the monthly participation chart for Food Distribution Program.



Grants
Lyle Dorr

Grants Department Monthly Report

December 2019

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

- ∅ Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.

Aki Maadiziwin

- ∞ **Heard back on the IHBG application Submitted Aug 8th:** Submitted the application for 11 homes at Aki. Ten supported by IHBG application and One by IHBG Annual funding. The request was for \$2,470,400.

Update 12/17/19: HUD announced the award winners in CODETALK on 12/10/19. We did not receive funding for the houses.

Attached: At the end of this report is a 6 page breakdown of the awards as analyzed in Excel.

Clinic:

- ∞ **Submitted a 105 L application/proposal to IHS Bemidji valued at \$528,000 in overhead cost recovery annually.** They immediately responded and said that they received it and are in the process of reconciling the calculations (a 60-day process) so that there is no overlap of funding from the Federal Government. Hopefully, we are not disqualified for this funding based on the above description. **Update 12/19/19:** We submitted additional material that they requested to complete their analysis and award a contract amount in January of 2020.

- ∞ **IHS Joint Venture Construction Project (JVCP):** If we build or renovate medical facilities, IHS will enter into a 20 agreement to pay for the overhead and staffing. Depending on the scope of the project to do things in Manistee and Muskegon ranging in cost from (\$4 - \$10 million), the return over the 20 years will be (\$40 - \$60 million).

Update 12/19/20: We were supposed to hear back on whether we made it to the final application phase on November 15th, but they informed us that decisions have not been finalized. Dr. Wever and I held an update Work Session with Council on 12/9/19. We emphasized the importance of agreeing on a scope of the project if IHS selects us to go forward and working hard to complete the application once announced. We will only have 6 – 8 weeks to complete the final application.

Court:

- ∅ No Active applications or projects

Family Services/ Be-Da-Bin:

- **Assisted Shanaviah with indirect cost material need for a grant she submitted in November.**
- **GLITEC data quality improvement project grant \$25,000.** In 2018 the Great Lakes Inter-Tribal Epidemiology Center (GLITEC) was awarded a Tribal Public Health Capacity Building & Quality Improvement Umbrella Cooperative Agreement from the Centers for Disease Control and Prevention (CDC). This is non-competitive funding to tribes and urban Indian programs, as funding allows, with an anticipated amount of approximately \$25,000 per award with no match required. Each tribe or organization is limited to one SLP award per funding year Due December 23rd

Update 12/19/19 - Submitted. We would use our existing SolidCircle Doct Mgt system to create electronic assessments. The assessments will be used to direct treatment.
- **Update: Submitted the 1st week of December: Helping Family Services on a Suicide Prevention grant through ITC for \$70,000/yr. over 5 years.** It is due December 10, 2019.

Food Distribution:

- ∞ Food Dist Construction Project Work Grp selected GTEC to design and manage the project. Steve Wheeler, Steve Parsons and Dale Magoon all assisted in some aspect of the selection process whether it was the Qualification Packet Review or actual lead candidate interviews. GTEC they will oversee the subcontracting process to get bids and to assure that Davis-Bacon wages are followed. We will have someone selected by the end of October.

Update 12/19/19: We received the contract for GTEC for the project, which will need to be passed in early January for us to bid the project out and break ground in April.

Historic Preservation:

- ∅ No Active applications or projects

Maintenance:

- ∅ No Active applications or projects

Natural Resources:

- ∞ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The Brown trailer is removed from the Justice Center with 75% of the building material salvaged for repurposing. Tom will be in his new office by April when the garage is completed.

Public Safety:

- ∞ **New Car Garage for 2020:** The trusses for the roof are installed. The roof and sides are on the building. Construction is slated to be complete by the end of April 2020.

Water/Waste/Renewable Energy:

- ∅ **Working with Gary Lewis and Diane Kerr on developing a strategic plan for renewable energy initiatives.**

Update: Gary, Diane and I will be going to the 3rd Annual Energy Summit at the Seminole Tribes, Native Learning Center next February. We will establish contacts and gain insight into proceeding with alternative

energy strategies starting in 2020. We will focus on finding funding to support our efforts. Gary, Diane and I will attend the 3rd Annual Seminole Renewable Energy Conference in February.

Special Projects:

- ∞ **Document Management System:** The initial install of the system has occurred. Solidcircle will be working with IT, Legal, Council Admin Assistants and Rebecca Gohl (re: website application) over the coming month. **Update 12/19/19:** Solidcircle is doing some initial work on the Website/data conversion project, but will not be able to complete the project until they receive a contract anticipated in early January.

∅ **Continue** on the TERT committee:

Update: Brandy Martin is keeping it moving forward, which will eventually lead to us being able to apply for funds related to TERT. Things have settled down some, so I am exploring funding opportunities for the Tribe based on reaching certain ERT milestones required by the Feds.

- **Delivery protocol modification:** For security reasons, the 4 main delivery drivers (UPS, Fedex, Fedex Ground and Jackpine) have been issued electronic keys to access Robert's delivery door, when he is not here (8 – 5 M-F). An intercom is also being installed for all other delivery personnel that only come occasionally (Once/month or less). The delivery drivers are all required to pass background checks by their employers and already have keys to places like the Hospital, Post Office and other businesses.

- ∞ **Pine River Bridge Work Scheduled is complete.**

FY 2018-19 COMPETITIVE INDIAN HOUSING BLOCK GRANT (IHBG) AWARDS

State	Grant Recipient	Area Office	Amount
Alaska	Aleut Community of St. Paul Tribal Government +	*AONAP	\$2,481,226
Alaska	Aleutian Housing Authority +	*AONAP	\$2,530,496
Alaska	Cook Inlet Housing Authority	*AONAP	\$5,000,000
Alaska	Copper River Basin	*AONAP	\$5,000,000
Alaska	Gwichyaa Zhee Tribal Government (Native Village of Fort Yukon)	*AONAP	\$1,520,000
New York	Akwesasne Housing Authority	*EWONAP	\$4,787,173
Michigan	Bay Mills Indian Community	*EWONAP	\$1,823,713
Minnesota	Lower Sioux Indian Housing Authority	*EWONAP	\$1,597,125
Wisconsin	Red Cliff Chippewa Housing Authority	*EWONAP	\$4,845,656
Minnesota	Red Lake Reservation Housing Authority +	*EWONAP	\$2,250,000
Michigan	Saginaw Chippewa Indian Tribe of Michigan	*EWONAP	\$3,967,260
Michigan	Sault Tribe Housing Authority	*EWONAP	\$5,000,000
Montana	Chippewa Cree	*NPONAP	\$4,945,214
Montana	Fort Peck Housing Authority +	*NPONAP	\$5,000,000
Wyoming	Northern Arapaho Housing Authority Consolidated	*NPONAP	\$4,975,366
Nebraska	Northern Ponca Housing Authority	*NPONAP	\$5,000,000
Montana	Salish & Kootenai Housing Authority	*NPONAP	\$3,912,500
Colorado	Southern Ute Indian Housing Authority	*NPONAP	\$1,122,000
Washington	Colville Indian Housing Authority	*NWONAP	\$5,000,000
Oregon	Coquille Indian Housing Authority +	*NWONAP	\$1,274,985
Oregon	Cow Creek Band of Umpqua Tribe of Indians	*NWONAP	\$3,775,933
Washington	Kalispel Indian Community of the Kalispel Reservation +	*NWONAP	\$1,000,000
Washington	Muckleshoot Indian Tribe dba Muckleshoot Housing Authority	*NWONAP	\$5,000,000
Washington	Swinomish Housing Authority	*NWONAP	\$1,375,708
Washington	Yakama Nation Housing Authority +	*NWONAP	\$5,000,000
Oklahoma	Chickasaw Nation	*SPONAP	\$5,000,000
Louisiana	Chitimacha Tribe of Louisiana	*SPONAP	\$3,860,725
Mississippi	Choctaw Housing Authority +	*SPONAP	\$5,000,000
Oklahoma	Modoc Tribe of Oklahoma	*SPONAP	\$3,000,000
Oklahoma	Thlopthlocco Tribal Town	*SPONAP	\$2,818,428
Oklahoma	Wyandotte Nation +	*SPONAP	\$1,385,745
Texas	Ysleta del Sur Pueblo	*SPONAP	\$3,662,584
California	All Mission Indian Housing Authority	*SWONAP	\$5,000,000
California	Bear River Band of the Rohnerville Rancheria	*SWONAP	\$1,474,673
California	Dry Creek Rancheria Band of Pomo Indians	*SWONAP	\$4,998,446
California	Enterprise Rancheria Indian Housing Authority	*SWONAP	\$4,953,094
California	Ipai Nation of Santa Ysabel	*SWONAP	\$4,624,017
New Mexico	Jicarilla Apache Housing Authority +	*SWONAP	\$5,000,000
New Mexico	Mescalero Apache Tribe Housing Department	*SWONAP	\$4,000,000
New Mexico	Nambe Pueblo Housing Entity	*SWONAP	\$3,025,760
California	North Fork Rancheria Indian Housing Authority	*SWONAP	\$5,000,000
New Mexico	Ohkay Owingeh Housing Authority	*SWONAP	\$5,000,000
California	Ramona Band of Cahuilla	*SWONAP	\$2,540,000
New Mexico	San Felipe Pueblo Housing Authority	*SWONAP	\$5,000,000
New Mexico	Santo Domingo Tribal Housing Authority	*SWONAP	\$4,515,723
New Mexico	Tamaya Housing, Inc	*SWONAP	\$4,824,139

Arizona	Tohono O'odham Ki_Ki Housing Association	*SWONAP	\$5,000,000
California	Tolowa Dee-ni' Nation	*SWONAP	\$5,000,000
California	Torres Martinez Desert Cahuilla +	*SWONAP	\$3,700,000
Arizona	White Mountain Apache Housing Authority	*SWONAP	\$5,000,000
Nevada	Winnemucca Indian Colony	*SWONAP	\$825,093
New Mexico	Zuni Housing Authority	*SWONAP	\$5,000,000
		TOTAL	\$197,392,782

(*) HUD's Native American Program Area Offices include: Alaska (AONAP), Eastern/Woodlands (EWONAP) Northern Plains (NPONAP), Northwest (NWONAP), Southern Plains (SPONAP), and Southwest (SWONAP)

(+) Located in Opportunity Zone

Average	\$3,796,015	
		%
*AONAP	5	10%
*EWONAP	8	16%
*NPONAP	12	24%
*SPONAP	26	51%
# of Awards	51	24%
# of Applications	214	
# of Opportunity Zones	10	20%

Note: HUD anticipated giving out 80 awards and only gave out 51.

FY 2018-19 COMPETITIVE INDIAN HOUSING BLOCK GRANT (IHBG) AWARDS

By State

State	Grant Recipient	Area Office	Amount
		TOTAL	\$197,392,782
Alaska	Cook Inlet Housing Authority	*AONAP	\$5,000,000
Alaska	Copper River Basin	*AONAP	\$5,000,000
Arizona	Tohono O'odham Ki_Ki Housing Association	*SWONAP	\$5,000,000
Arizona	White Mountain Apache Housing Authority	*SWONAP	\$5,000,000
California	All Mission Indian Housing Authority	*SWONAP	\$5,000,000
California	North Fork Rancheria Indian Housing Authority	*SWONAP	\$5,000,000
California	Tolowa Dee-ni' Nation	*SWONAP	\$5,000,000
Michigan	Sault Tribe Housing Authority	*EWONAP	\$5,000,000
Mississippi	Choctaw Housing Authority +	*SPONAP	\$5,000,000
Montana	Fort Peck Housing Authority +	*NPONAP	\$5,000,000
Nebraska	Northern Ponca Housing Authority	*NPONAP	\$5,000,000
New Mexico	Jicarilla Apache Housing Authority +	*SWONAP	\$5,000,000
New Mexico	Ohkay Owingeh Housing Authority	*SWONAP	\$5,000,000
New Mexico	San Felipe Pueblo Housing Authority	*SWONAP	\$5,000,000
New Mexico	Zuni Housing Authority	*SWONAP	\$5,000,000
Oklahoma	Chickasaw Nation	*SPONAP	\$5,000,000
Washington	Colville Indian Housing Authority	*NWONAP	\$5,000,000
Washington	Muckleshoot Indian Tribe dba Muckleshoot Housing Authority	*NWONAP	\$5,000,000
Washington	Yakama Nation Housing Authority +	*NWONAP	\$5,000,000
California	Dry Creek Rancheria Band of Pomo Indians	*SWONAP	\$4,998,446
Wyoming	Northern Arapaho Housing Authority Consolidated	*NPONAP	\$4,975,366
California	Enterprise Rancheria Indian Housing Authority	*SWONAP	\$4,953,094
Montana	Chippewa Cree	*NPONAP	\$4,945,214
Wisconsin	Red Cliff Chippewa Housing Authority	*EWONAP	\$4,845,656
New Mexico	Tamaya Housing, Inc	*SWONAP	\$4,824,139
New York	Akwesasne Housing Authority	*EWONAP	\$4,787,173
California	Iipay Nation of Santa Ysabel	*SWONAP	\$4,624,017
New Mexico	Santo Domingo Tribal Housing Authority	*SWONAP	\$4,515,723
New Mexico	Mescalero Apache Tribe Housing Department	*SWONAP	\$4,000,000
Michigan	Saginaw Chippewa Indian Tribe of Michigan	*EWONAP	\$3,967,260
Montana	Salish & Kootenai Housing Authority	*NPONAP	\$3,912,500
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Texas	Ysleta del Sur Pueblo	*SPONAP	\$3,662,584
New Mexico	Nambe Pueblo Housing Entity	*SWONAP	\$3,025,760
Oklahoma	Modoc Tribe of Oklahoma	*SPONAP	\$3,000,000
Oklahoma	Thlopthlocco Tribal Town	*SPONAP	\$2,818,428
California	Ramona Band of Cahuilla	*SWONAP	\$2,540,000
Alaska	Aleutian Housing Authority +	*AONAP	\$2,530,496
Alaska	Aleut Community of St. Paul Tribal Government +	*AONAP	\$2,481,226

Minnesota	Red Lake Reservation Housing Authority +	*EWONAP	\$2,250,000
Michigan	Bay Mills Indian Community	*EWONAP	\$1,823,713
Minnesota	Lower Sioux Indian Housing Authority	*EWONAP	\$1,597,125
Alaska	Gwichyaa Zhee Tribal Government (Native Village of Fort Yukon)	*AONAP	\$1,520,000
California	Bear River Band of the Rohnerville Rancheria	*SWONAP	\$1,474,673
Oklahoma	Wyandotte Nation +	*SPONAP	\$1,385,745
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Oregon	Coquille Indian Housing Authority +	*NWONAP	\$1,274,985
Colorado	Southern Ute Indian Housing Authority	*NPONAP	\$1,122,000
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Nevada	Winnemucca Indian Colony	*SWONAP	\$825,093

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By Award Amount

State	Grant Recipient	Area Office	Amount
		TOTAL	\$197,392,782
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Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: Jan 9th, 2020

Re: December 2019 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 2019. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

December 5, 2019 – Dr. Daryl Wever, Health Director/Physician, Janice Grant, Clinic Supervisor, and Gina Dahlke, PRC/EHAP Supervisor participated in interviews for the Staff Physician along with Alicia Knapp, H.R. Generalist.

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

CLINIC OPERATIONS:

255 patients scheduled

12 patients NO-SHOW to scheduled appointments

12 patients provided SAME DAY appointments for emergent matters**

93 cancelled appointments

162 patients attending CLINIC PHYSICIAN appointments**

10 patients PHONE TRIAGE**

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

42 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN DECEMBER (Total Patient Volume): 531

Diabetic patients: 69

Flu Vaccines: 16

Injections: 6

Nursing Visits: 5 **

On-site Labs: 112

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,000

DIRECT CALLS TO CLINIC OPERATIONS: 342

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 283 (12-1-19 thru 12-14-19)

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS: DECEMBER 2019

TRANSPORTS (INCLUDES CHR TRANSPORTS): 22

TRAVEL HOURS: 56

SERVICE HOURS: 26

NUMBER SERVED: 24

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 213 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 5

TRAVEL HOURS: 4

SERVICE HOURS: 5

NUMBER SERVED: 5

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 43

CALLS – UNABLE TO CONTACT: 34

HOME VISITS SCHEDULED: 7

HOME VISITS REFUSED: 2

HOME VISITS CANCELLED BY PATIENT: 2

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 1

DUE TO TRANSPORT: 0

DUE TO WEATHER: 1

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 2 (included in number served & clients served)

TRAVEL HOURS: ½

SERVICE HOURS: ½

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 60 ½

TOTAL SERVICE HOURS: 31 ½

TOTAL CLIENTS SERVED: 31

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 78,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1291

TOTAL PRC PAID IN DECEMBER: \$ 52,563.50

PHARMACY/OTHER: \$ 27,409.28

DENTAL: \$ 9,450.00

TOTAL PATIENTS: 172 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 474

TOTAL CLAIMS ENTERED: 213

TOTAL PRC PAID 2019: \$ 1,299,209.05

TOTAL EHAP PAID IN DECEMBER: \$ 25,324.11

TOTAL EHAP PAID 2019: \$ 428,370.75

TOTAL ENROLLED EHAP/LRBOI: 1346

NEW APPLICATIONS MAILED OR GIVEN: 11

REASSESSMENTS MAILED OR GIVEN: 153

MEDICARE LIKE RATE (MLR) Savings for DECEMBER 2019

Claims submitted: 13 \$ 20,897.97 (total submitted)

-\$ 4,542.60 (what we paid)

\$ 16,355.37 (total savings)

PATIENT BENEFIT COORDINATORS: DECEMBER 2019

Assisted with on-line applications: 3

Webinars/Trainings: 0

Phone calls: 224

New Patient Registration: 5

Established Patient Registration: 84

Referrals to Other Departments: 7

**Both Teresa Callis and Roberta Davis perform the daily Patient Registration duties
For the clinic patients.

PHARMACY: DECEMBER 2019

Active patients: 322

Prescriptions filled: 1190

Insurance charges: \$85,803.58

Insurance payments received: \$80,415.46

Non-member cash/copays received: \$207.53

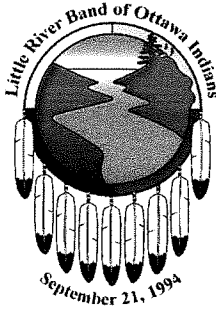
PRC-equivalent write offs:

LRBOI: \$27,054.10

Other Tribes: \$321.49

TOTAL: \$27,375.59

Housing
Vacant a director



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For December 2019

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Chad Gehrke – Grants Clerk

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Scott Chamberlin – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A. The Housing Maintenance techs continue working on replacing the back designated elder housing decks. This has been on hold due to the weather
- B. I have been looking for new housing software to automate many processes done in the housing department. Looking for other vendors at this time to get 3 quote process.
- C. The department met three times this month with Elise McGowan-Cuellan, Staff Attorney and continue to work on updating policies to bring forth to the Housing Commission for review, input and approval.
- D. Received approval from Housing Commission on 12/19 for updated resident Lease that will go into effect 2020.
- E. Received approval from Housing Commission on Pet Policy and sent to Tribal Council for review and approval.
- F. Met with TC to review Chapters 2, 4, 6 and 7 of Housing Regulations.
- G. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 9
 - Leases renewed: 11
 - New leases: 0
 - Annual Inspections: 9
 - Move-out Inspections: 1
 - Move outs: 0
 - Transfers: 0
- H. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 0
 - Total Number of Awards made during the Year: 19
 - Total Amount of Awards for the Year: \$81467.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 7
- B. Termination Notice(s) issued: 1
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. As the Housing Director, I have the maintenance techs keeping track each day of their individual activities. 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. We currently have 4 outstanding work orders for annual inspections. Nothing major has occurred this month regarding our units.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 79 rental units in total of which 75 were rented giving us an occupancy rating of 95%.

- A. Aki has 55 income based rental units of which 52 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 8 units are rented.
- B. Aki has 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

- A. Working on replacement of the 12 Elder's back decking Four units have been completed. Worked has stalled due to weather
- B. The maintenance department has been busy keep the housing areas clear of snow including plowing for ADA designated rental units and Elders.
- C. One of the two new housing units was put on foundation in the month of December, the second is expected in January.

VI. Plans for the Future.

- A. Construction of the 2019 2-Fair market homes- the basements were poured during the month of November, 1 unit was put on foundation in December, 2nd to be installed in January.
- B. Replacement of the 12 Elder's back decking- 8 Units Remaining.
- C. New housing software for the department
- D. Gathering information for applying for ICDBG grant application due end of January to replace roofs on the original 12 units.

VII. Other Information

- A. Will be updating Housing Application and drafting a pet addendum to go with lease during the month of January.

End of Report
Tara Bailey, Housing Director
January 7, 2020

Human Resources
Jeff Simpkins

To: Ogema Romanelli
From: J. Simpkins
Subject: December 2019 HR Department Report
Date: 1/10/20

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

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

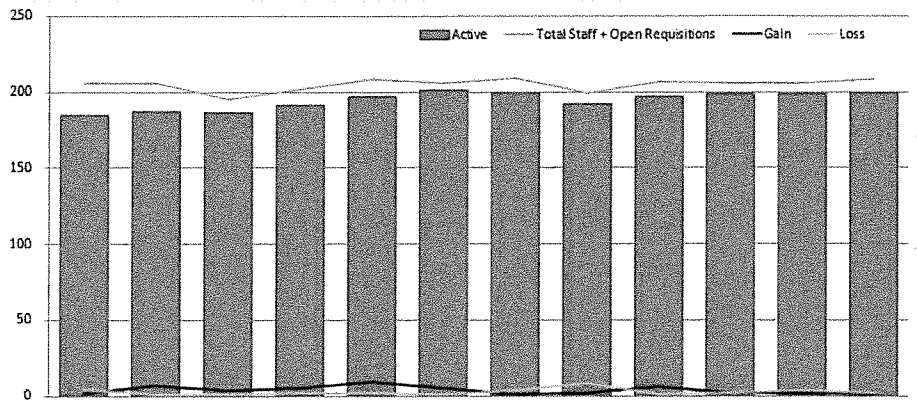
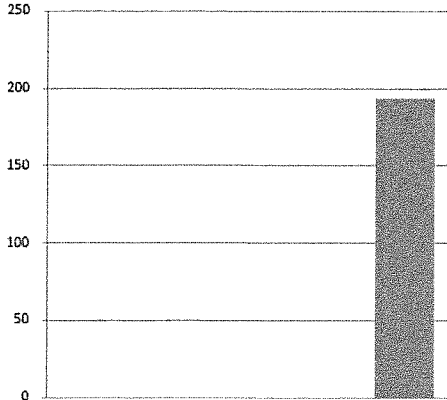
1) HR 2019 Operational Plan

- a) Continuation of the 2019 HR Work Plan.
 - i) 38 of 2019 planned projects are complete. 9 are currently in-process. 2019 ended with 87% of project work completed.
 - ii) December Summary: December was another month with a high HR operational tempo. The HR team completed 38 projects, major tasks or learns. We were able to complete the 2020 HR Work Plan. The Compensation and Tribal Member Development Teams continued their work, with the Compensation Team completing a major milestone of presenting options and suggestions to the Lead Group during the month. Another significant event was working with the Health Clinic on the two open Staff Physician positions. Dr. Wever and Alicia worked tirelessly with three great candidates and we expect more information soon. We wrapped up the final leadership training session of the quarter with The Employers Association of Grand Rapids, and completed the final leadership roundtable of the year. Mindi Smith did a great job helping everyone work through the completion of our annual Open Enrollment process, and we even saw a significant increase in the number of FSA account enrollments. This is great news because it's such a wonderful tax benefit for those who participate. HR completed its remaining internal performance appraisal for 2019 during the month. We also began the process to review our handbook and policies for updates in 2020. A number of great people volunteered to help with this task. HR thanks all of its partner team members and departments for the great collaborative work, and we look forward to continuing these partnerships. Thanks Team!

2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Number of Hires During the Month: 2
 - (2) Number of Hires Year to Date: 46
 - (3) Number of Applicants Year to Date: 256
 - (4) Number of Open Positions: 9
 - (5) HR continued to assist the clinic with Staff Physician recruiting. Thanks to Dr. Wever and Alicia, the clinic is much closer to more physicians on the team!
 - (6) HR also received a number of new Staff Requisition during December, and initiated the recruiting process.
 - (7) Updated Recruiting Work Priority: 1 – Clinic Physician, 2 – Public Safety, 3 – Maintenance.
 - (8) Turnover decreased from 3 in November to 2 in December. The total turnover rate for 2019 was 15.3%. This includes regular, seasonal, intern and temporary employment.

Staffing



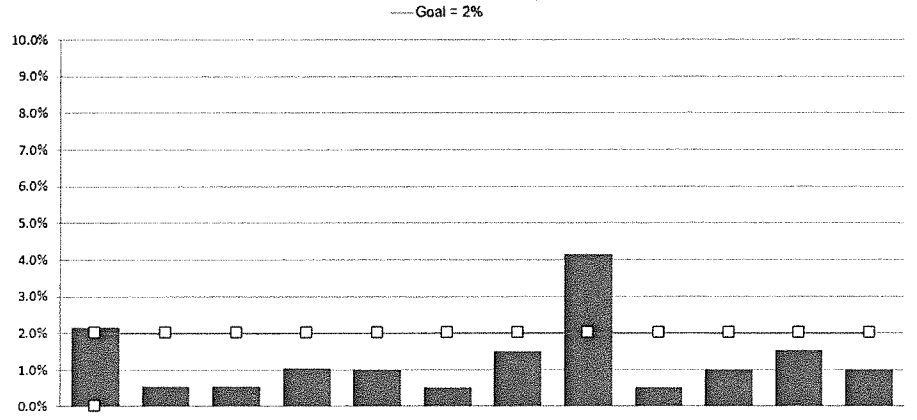
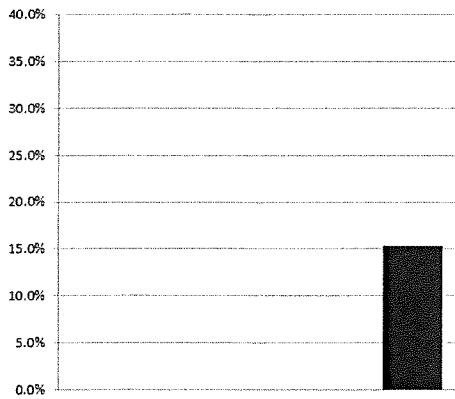
Variables	Year			2019 YTD
Active				194
Inactive				3
Total Staff				197
Open Requisitions				8
Total Staff + Open Requisitions				205
Average Fill %				96.0%
Gain				45
Loss				30
Net Gain (Loss)	0	0	0	15

Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
184	187	186	191	197	201	199	192	197	198	198	199
3	3	5	3	2	2	2	2	3	4	2	0
187	190	191	194	199	203	201	194	200	202	200	199
19	16	4	8	9	3	8	5	7	4	6	9
206	206	195	202	208	206	209	199	207	206	206	208
90.8%	92.2%	97.9%	96.0%	94.7%	97.6%	95.2%	96.5%	95.2%	96.1%	96.1%	95.7%
2	7	3	5	9	5	1	2	6	2	2	1
4	1	1	2	2	1	3	8	1	2	3	2
-2.0	6.0	2.0	3.0	7.0	4.0	-2.0	-6.0	5.0	0.0	-1.0	-1.0

Michigan Unemployment
Michigan/National U6

4.0%	4.0%	4.0%	4.1%	4.2%	4.2%	4.3%	4.2%	4.2%	4.1%	4.0%	0.0%
7.6%	7.6%	7.6%	7.6%	7.6%	7.6%	7.6%	7.6%	7.6%	7.6%	7.6%	0.0%

Turnover



Variables	Year			2019 YTD
Turnover Percentage	#REF!	#REF!	#REF!	15.3%

Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
2.1%	0.5%	0.5%	1.0%	1.0%	0.5%	1.5%	4.1%	0.5%	1.0%	1.5%	1.0%

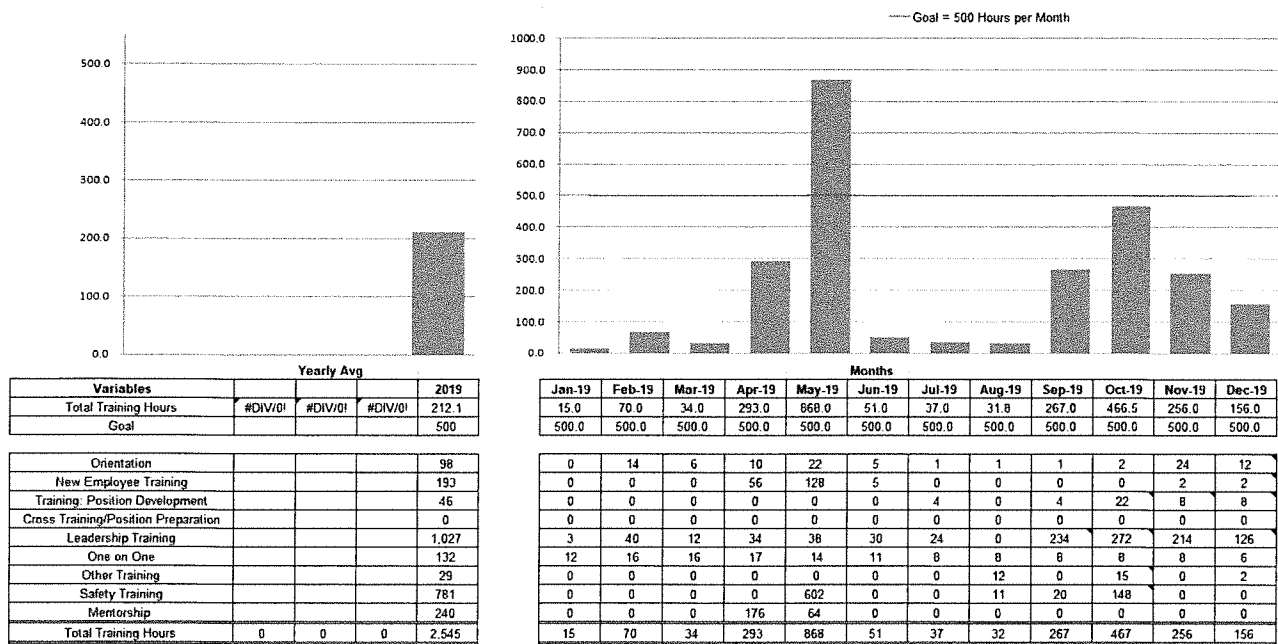
Total Separations	0	0	0	30
Average # of Associates				197
Turnover Percentage Last FY/Month				
Turnover Goal				2.0%
Turnover Percentage: Involuntary	#DIV/0!	#DIV/0!	#DIV/0!	5.6%
Turnover Percentage: Voluntary	#DIV/0!	#DIV/0!	#DIV/0!	9.7%

4	1	1	2	2	1	3	8	1	2	3	2
187	190	191	194	199	203	201	194	200	202	200	199
2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
0.0%	0.0%	0.0%	1.0%	1.0%	0.5%	0.5%	0.5%	0.0%	1.0%	0.5%	1.0%
2.1%	0.5%	0.5%	0.0%	0.0%	0.0%	1.0%	3.6%	0.5%	0.0%	1.0%	0.5%

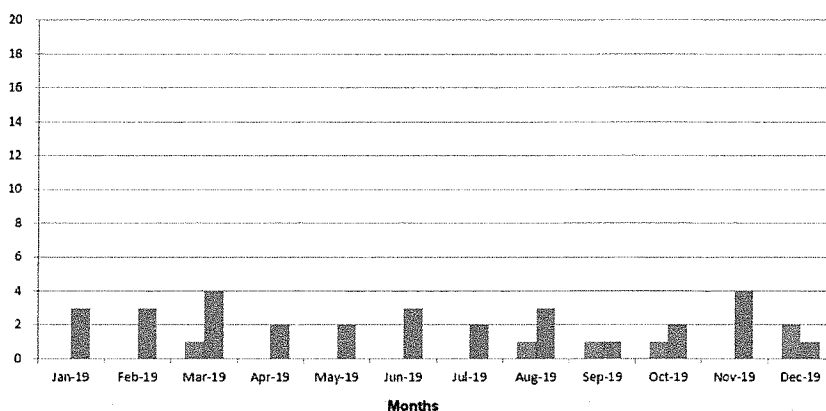
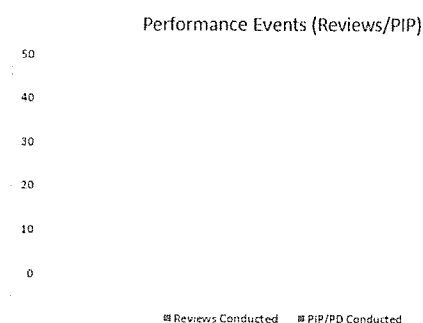
3) Talent Development and Relations

- a) Continued leadership development based on customer needs.
 - i) Result: External leadership training continued in December, with the Grand Rapids Employers Association returning to complete Core Leadership Training on 12/4. To-date in 2019 leader development totals approximately 1,027 hours. We look forward to those who participated in leader development throughout 2019 continuing to put into practice the skills learned. Thanks everyone!
- b) We also would like to highlight another great organizational achievement during 2019. Overall, LRBOI completed 2,545 total training hours during 2019. Great job to our trainers, team members and leaders.
- c) HR Department Development Initiatives:
 - i) Provided additional HR support to the leadership of various departments.
 - ii) Alicia Knapp completed participation in Core Leadership. Congratulations Alicia!
 - iii) Mindi Smith continued the TEA HR Certification program and attended 1 course in December. She has two more to complete prior to earning her HR certification.
- d) Continued work on Performance Management and Compensation Plan issues, including:
 - i) Compensation Triage Project for Immediate Correction:
 - (1) Balance of Organization Range Low – Pending Action
 - ii) Create a Performance Management Update Project:
 - (1) NRD leaders continued using SABA. Leaders and team members began working through the end of year performance appraisal process in the system. This included specific leader training on conducting appraisal meetings. Thanks NRD!
 - (2) HR also assisted the leaders in our initial SABA launch group. Our team mates in leadership continue to use the One-on-One system, and some that haven't are anxious to being.
 - iii) Continued Compensation Plan Team work to review plan options and make recommendations to executives. The team presented options and suggestions to the Lead Group during December, and received a commitment for guidance by 3/1/20. Thanks to Lani Rozga, Robert Medacco, Robert Sanders and Gary Lewis for their time and work during the month!
- e) Completed Performance Reviews Returned to HR: 2 (our first multiple-review month of 2019!)
- f) Completed PIPs Returned to HR: 1 (first month where reviews outnumbered PIPs!)

Training and Development Hours



Performance Events (Reviews/PIP)



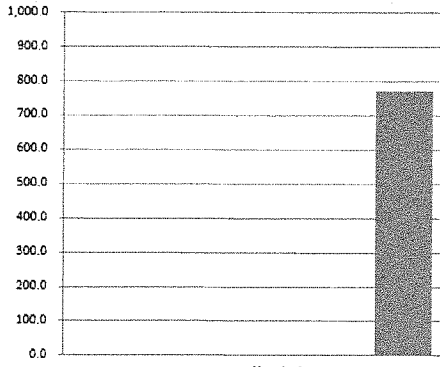
Variables	Year	2019
Percent of Staff Receiving Feedback		100%
Reviews Conducted		6
PIP/PD Conducted		30
Total Staff		2360

Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
2%	2%	3%	1%	1%	1%	1%	2%	1%	1%	2%	2%
0	0	1	0	0	0	0	1	1	1	0	2
3	3	4	2	2	3	2	3	1	2	4	1
187	190	191	194	199	203	201	194	200	202	200	199

4) Benefits and HR Administration

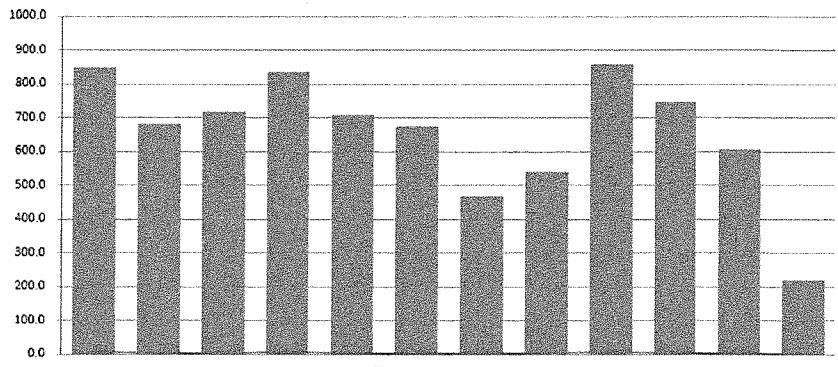
- a) December included completion of annual Open Enrollment tasks. The amount of actual changes was limited, but one success was the increase in Flexible Spending Account enrollment by 70%. We also updated our priority work to focus on system audits and process improvement with the objective of better service to the organization and team members.
- b) Continued working to improve the previously identified benefit process issues and concerns.
 - i) Actions Taken:
 - (1) Continued previous Benefits Work Priority: 1 – Full System Audit, 2 – Process Improvement
- c) We completed the 401(k) Required Minimum Distribution (RMD) process with 5 people.
- d) Continue understanding the Abila HRIS capability with additional data and documents.
- e) Continually adjusting tracking documents to simplify the data collection process for metrics.
- f) Leave Cases
 - i) FML: 1
 - ii) IFML: 0
 - iii) Bereavement: 7
 - iv) LOA: 0
 - v) Education: 5
 - vi) Wellness: 6
 - vii) Leave Hours decreased for a third consecutive month. December had the lowest number of leave hours out of all 2019 months, with a total of 218.

Leave (Excluding PTO and Holidays)



Variables	#DIV/0!	#DIV/0!	#DIV/0!	2019
Total Leave Hours	#DIV/0!	#DIV/0!	#DIV/0!	771.9
Total Leave Events	#DIV/0!	#DIV/0!	#DIV/0!	28.3
Number of FTE Positions				4.8

Leave Hours by Type				
Bereavement				1,144
Education				345
FML				5,036
IFML				267
Jury Duty/Tribal Witness				0
LOA				768
Military				0
Parental				0
Wellness				360
Total Leave Hours	0	0	0	7,920



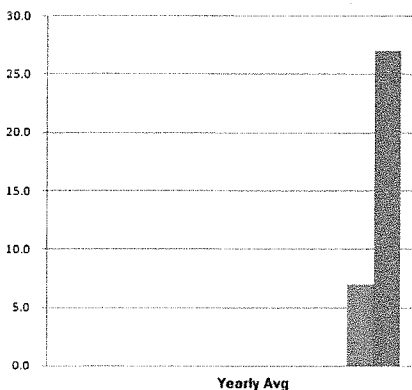
Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
24.00	33.00	24.00	32.0	26.0	32.0	16.0	23.0	32.0	30.0	25.0	19.0
5.31	4.26	4.49	5.24	4.43	4.23	2.93	3.39	5.38	4.68	3.80	1.37

336.50	123.50	84.00	40.00	16.00	112.00	0.00	48	104	144	64	72
12.00	12.00	16.75	20.50	25.25	26.75	28.00	17	62	45	44	37
336.00	368.00	552.25	696.00	572.00	384.00	264.00	248	560	504	464	88
13.00	18.00	0.00	43.50	64.00	88.00	0.00	16	0	24	0	0
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0
152.00	128.00	32.00	0.00	0.00	32.00	144.00	176	104	0	0	0
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0
0.00	32.00	33.75	37.75	31.70	33.50	33.00	37	32	32	36	22
850	682	719	838	709	676	469	542	861	749	608	219

5) Safety

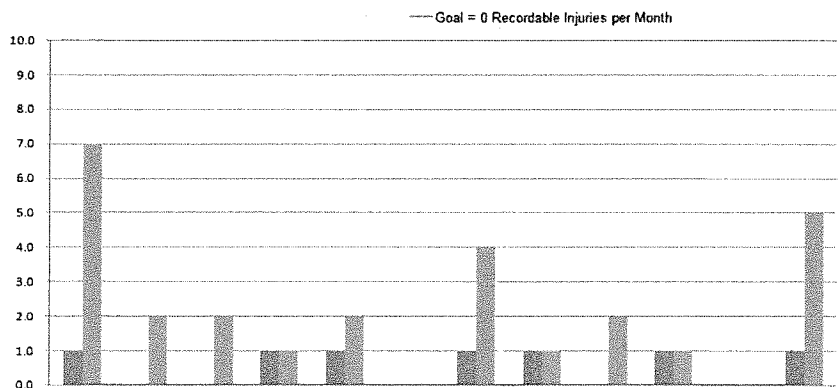
- Recordable Injuries: 1
- Near Miss/1st Aid: 5
- LRBOI experienced its second highest month of near-miss incidents in December, with 5.
- As a reminder, during the winter months remember to walk like a penguin when there's ice!

Safety (Recordable Injuries and Near-Miss Incidents)



Variables				2019
Total Recordable Injuries				7.0
Goal				
Total Near-Miss Incidents				27.0

Strain/Sprain				4
Laceration				1
FBE				0
Fracture				1
Illness				1
Other				0
	0	0	0	7



Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
1.0	0.0	0.0	1.0	1.0	0.0	1.0	1.0	0.0	1.0	0.0	1.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7.0	2.0	2.0	1.0	2.0	0.0	4.0	1.0	2.0	1.0	0.0	5.0

0	0	0	0	0	0	1	1	0	1	0	1
0	0	0	1	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	1	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	1	1	0	1	1	0	1	0	1

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

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

CURRENTLY EMPLOYED						
December 2019						
	TM	NA	D	S	NP	TOTAL
EXECUTIVE	73	9	10	8	64	164
GAMING	10	1	1	3	15	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	5	2	0	1	1	9
TOTAL	99	14	11	12	81	217
Prior Month						
EXECUTIVE	73	9	10	8	65	165
GAMING	10	1	1	3	15	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	5	2	0	1	1	9
TOTAL	99	14	11	12	82	218

Notes on Tribal Preference:

- December Tribal Preference was 62.7% of total employment, a slight increase from last month. The month included 0 Tribal Preference hires and 0 Tribal Preference losses.
- 2019 data shows the following:
 - The organization is receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes).
 - Tribal Preference applications are 14.1% of all applications received, a slight decrease from the previous month.
 - Tribal Preference applicants are experiencing issues with position qualifications, as evidenced by the following data:
 - Tribal Preference hires are 26.7% of all hires (12 out of 45) during 2019. Great job Hiring Managers!
- Tribal Development Team: The team continues working on methods to connect students with hiring managers for both full-time and internship opportunities. We're scheduled at 5 college spring career fairs where we hope to connect with Tribal Preference candidates. Future projects continue to include implementing a regular communication piece for Tribal college students, mentorship, live streaming career fair for Tribal students and others. Thanks Team!

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
December 2019

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. IT Department has completed filling the last vacant position and is now at 100% staffing.
2. **Mandatory IT Projects by order of priority:**
 - a. Telephone system replacement completed. Several items remain to complete in January.
 - b. Windows 7 End of Life. Microsoft operating system Windows 7 will be at end of life on January 14th 2019 and will no longer be support all Windows 7 systems must be upgraded to Windows 10. Due Date 12/31/19.
 - c. Windows Server 2008 End of Life. Microsoft operating system Windows Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows Server 2008 systems must be upgraded to Windows Server 2016 or Windows Server. Two 2008 servers remain.
 - d. Windows SQL Server 2008 End of Life. Microsoft operating system Windows SQL Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows SQL Server 2008 systems must be upgraded to Windows SQL Server 2014. One server remains.
 - e. Solid Circle Document Management System training was help, another will happen in December. The system is in use now.
 - f. Muskegon Clinic & Pharmacy project planning. This project has been pushed to 2020
 - g. Security Upgrades:
 - i. Government Center Parking Lot Camera System (Due Date TBD).
 - ii. NRD Camera System (Due Date TBD).
 - iii. NGLC Camera System replacement (Due Date ASAP).
3. 176 new IT work orders opened in December 2019 and 116 IT work orders completed in December 2019.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.

2. Held Planning sessions for 2020 IT Projects

Trainings Held / Attended –

- 1. Attended Lead's meeting to provide project update.**

Special Tasks / Activities Performed –

Maintenance
Rusty Smith

Facilities Management Department
2019 December Monthly Report
De-Ahna K. Underwood, Administrative Assistant

I. Department Overview

Goals & Objectives

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 as well as maintain the life expectancy of our facilities.

II. Department Reporting Section

This month 33 work orders submitted and completed by the two Maintenance Technicians in the department. Facilities work order requests included, but not limited to grounds keeping, installing lights, and hanging wall decorations, repairing walls, moving employees to new offices, assembling office furniture at Aki, Natural Resources, Justice Center, Food Distribution, and the Government Building.

Facilities is still understaffed and would greatly benefit having additional Employees and tech positions. In order to have quality knowledgeable and skilled people in this department, we need to raise the pay of the Technicians and organize the techs. We need to be able to ask for basic skills and knowledge of construction, HVAC, electrical and experience with snow plowing. People who can work alone and take initiative.

The EVS Techs stay very active in their daily routine of keeping the Government Center and the other office buildings clean and sanitized. Extra time is spent in the lobbies this time of year, due to salt and water being tracked into the buildings. They also deliver various supplies to departments and tribal buildings.

III. Budget Expense Justification

Open standing purchase orders closed December 31, 2019

IV. Travel and Trainings

Nothing to report at this time.

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 10, 2020
Re: December 2019 report of activities

Number of tribal members assisted on new issues	64
Number of referrals received	2
Number of continuing cases:	38

Types of legal issues:

Child support	Driver's License
Probate Estate	Small Claims
Divorce	Real Estate
Business	Vehicle Title
Garnishment	Estate Planning
Post Divorce Matters	Estate Distribution
Trusts	Medicaid
General Civil	Child Support Arrearages
Funeral Representative Designee	Adoption
Certificate of Trust	Will
Joint Bank Accounts and Creditors	Power of Attorney
Residential Lease	Lady Bird Deed
Personal Protection Order - Amendment	Foreclosure
Guardian – Adult - Objection	QDRO
Early Termination of Vehicle Lease	Bankruptcy
Parenting Time	Eviction
Guardian – Adult	Medical Power of Attorney
Criminal	Landlord - Tenant
Amend Power of Attorney	Small Probate Estate
Bench Warrant	Elder Abuse
Estate Planning – Amend	Termination of Trust
SSI	Power of Attorney – Out of State

Members Assistance Department

December 2019 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-16-J72 \$312,000
 - i. Total expensed \$255,068.68
 - ii. Budget remaining 7%
 - iii. 26 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	2	1	0	12	0	1	1	0	2

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

- a. MOA BE-18-K28 \$364,000
 - i. Total expensed \$263,879.88
 - ii. Budget remaining 28%
 - iii. 10 total households served with this program.

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

3. Food Assistance Program

- b. Budget \$47,000
- c. Total expensed YTD \$35,850
- d. 26% Remaining
- e. 170 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
51	10	5	3	33	6	1	7	3	51

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$26,139.92
- h. 25% Remaining
- i. 51 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	1	3	0	7	0	0	5	1	27

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$27,986.93
- l. 30% Remaining
- m. 129 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
36	3	9	2	26	6	3	2	1	41

6. LIHEAP – DHHS Grant Funded Program FY 2019

- a. Total Budget \$179,209
- b. Total expensed to date \$79,876.44
- c. 94 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
34	8	4	2	35	3	1	4	3

7. Elder Chore Program

- d. Total Budget \$15,000
- e. Total expensed YTD \$11,785.00
- f. 32% Remaining
- g. 50 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
18	3	1	1	11	0	1	2	1	12

8. Emergency Transportation

- h. Total Budget \$25,000
- i. Total expensed YTD \$19,020.50
- j. 24% Remaining
- k. 77 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
29	5	2	1	17	2	1	4	2	14

9. LRBOI Home Repair Program 2019

- l. Total budget \$107,000
- m. Total expensed YTD \$25,828.49
- n. 76% Remaining
- o. 13 members accessed this program

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

10. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$400,150
- r. 12% Remaining
- s. 53 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	2	0	0	7	0	1	6	3	22

11. Elders Insurance

- t. Cost per Elder \$175.71 Medical and \$112.00 prescription benefit per month.
- u. 315 Elders enrolled in program.

12. Department Ongoing Activities

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

13. Applications

Mailed	Picked up	Emailed	Faxed
306	39	203	1

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
148	125	32	32	101	115	47	37	5	4

14. Office Visits

- z. 19 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor



**Gaá Čhíng Ziíbi Daáwaá Aníshinaábek
LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

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

**December 2019 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries Division:

Archie Martell - Fisheries Division Manager

Corey Jerome – Fisheries Biologist, Sturgeon

Barry Weldon – Great Lakes Fisheries Biologist

Dana Castle – Aquatic/Fisheries Biologist, Inland

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician, Inland

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
- Staff Management EWS
- SABA Performance Review Pilot
- Monthly Staff Activities Reporting
- Budget monitoring and coordination
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Lake Sturgeon data entry and analysis
- 2019 Lake Sturgeon Report
- Lake Michigan Technical Committee Coordination
- Grayling Reintroduction Initiative Data Management
- Development of content for Arctic Grayling Stewardship Plan
- Preparation for upcoming MIAFS presentation – Abstract development

- Continued work on Awards Committee of the Michigan Chapter of the American Fisheries Society
- Inland Fisheries Harvest Permitting
- 2020 Work Plan Development
- Inland Fisheries data entry and management
- Great Lakes Fisheries data entry and management
- Equipment and supplies procurement
- Data entry and analysis for the wild Rice fish community project
- Solar Project contract development
- Fish Distribution to membership

Equipment maintenance/Field Work/Lab Work:

- Lake trout maxilla prep and aging
- Otolith preparation
- GL image & age walleye spine
- GL Gear/Equipment maintenance and net tying
- GL Winterization of equipment / gear and work area at Blue
- Blue Cleanup and organization
- Maintenance on Boats/ATV's/ Small Engines at blue
- Assisted with Deer Check Station
- Fish scale imaging and aging.

Meetings/Training/Travel/Conference Calls

- GLFT grant conference call (11/1,14)
- GLFT PIT tag grant call (12/2)
- Unified Legal meeting over 2020 negotiations (12/2)
- December CORA meeting (12/5)
- Isomet saw technical training at GTB (12/9)
- Upper Manistee meeting at Kirtland Community College (12/10)
- 2020 biologists committee meeting at LTBB (12/11)
- 2020 meeting with Department of the Interior (12/18)
- Teleconference the Michigan Chapter of the American Fisheries Society Executive Committee meeting (12/18)
- 2020 Consent Decree negotiations at LTBB (12/19-12/20)

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

Wildlife Program

Bob Sanders – Senior Wildlife Biologist

Angela Kujawa – Wildlife Biologist

John Grocholski – Wildlife Technician

Spencer West – Seasonal Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report – December
- EWS - Staff management
- SABA – One on One meetings and annual performance reviews
- Manage budget and review R&E's
- Scheduling employees
- Membership assistance/front counter coverage
- Answered questions/requests from Tribal membership regarding wildlife issues
- Research and ordered wildlife equipment needed for surveys and research projects
- Collaboratively worked on Compensation plan creation
- Reviewed scientific literature relating to wildlife issues
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- Northern Lower Peninsula camera survey data entry/analysis – On going
- Resource Selection Function manuscript preparation and development; organize data into usable format and work on home-range estimates. Looking into resolving issue with home-range estimates – ongoing until published or submitted
- Worked on updating Wildlife Division website. Organize abstracts for recent projects; compile project overviews, look into proper forms to get successful hunter pictures posted
- Winter track surveys: create maps of potential survey areas, guides for track identification, datasheets, and updated marten corridors routes.
- GVSU collaboration: provide support to GVSU students, including data manipulation, telemetry, and looking into GPS collar issues
- Gathered bids for track loader, trailer, forestry mulching head, and storage containers
- NCTC Access course; finalized travel and completed pre-course paperwork

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry – Ongoing
 - Northern Lower Peninsula marten distribution camera survey – Ongoing
- Serviced Kubota tractors and farming implements

- General maintenance on wildlife machinery – on going
- Deer Check station. Check harvested deer and send in deer heads to be tested for TB and CWD
- Cedar Tree head start project. Cedar seed collection and propagation
- Big Blue cleaning and organizing – on going

Meetings/Training/Travel/Conference Calls

- MI TWS conference calls – (12/9, 12/19)
- USFS meeting, Manistee – (12/10)
- MI Rare turtle group meeting, Grand Rapids – (12/6)
- Counsel work session & meeting – (12/9, 12/10)
- HR comp plan meetings – (12/11, 12/17)
- Elk orientation for tribal hunters – (12/13)
- HR performance meeting – (12/18)
- Elk hunt support, Atlanta area – (12/14-12/19)

Environmental Program

Allison Smart – Environmental Coordinator, Environmental Division Manager

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Water Quality Specialist, Aquatic Biologist

Vacant – Aquatic Biologist - Wetlands

EPA Programs under Performance Partnership Grant Funding

GAP Program

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA Performance Pilot Project
- SABA staff annual reviews
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- Worked on GIS Maps for reservation lands
- Communicated with USEPA on various environmental issues
- New Staff guidebook
- Position plan for Aquatic Biologist – Wetlands
- Position plan for potential LAMP grant
- Air monitoring station move contract
-

Meeting/Training/Travel/Conference Call

- MTEG / NOAA Wild Rice Meeting 12/2-12/6
- Environmental Staff Huddle: 12/9
- One on One's with Staff: 12/9, 12/10, 12/12
- Tribal Council Agenda Review: 12/9, 12/1
- Tribal Council Meeting: 12/11, 12/18
- Aquatic Biologist J.D. Meeting w/ Lead: 12/10
- Lambda Energy TTX: 12/11
- One on One with Frank: 12/12
- NRD Leadership Huddle: 12/10
- RTOC Call 12/17

Budgets Managed:

- 4291- EPA PPG
- 4148 – EPA Air Quality

Brownfield Program

Administration/Reports/Data Entry

- Revised draft of HMRP Section: Spill Risks on Reservation
- Revised draft of HMRP Building Rankings
- Compiled & submitted draft of HMRP
- Submitted draft of HMRO
- Submitted EPA FY21-22 Work plan to supervisor
- Completed SABA self-appraisal

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

- Environmental Staff Weekly Huddle Dec 2, 9, 17, 23, 30
- Completed ESRI GIS Training Course online Dec 2-3
- 1-on-1 meeting with supervisor Dec 12
- Sat on Lake Michigan Area Committee webinar/call Dec 17

Water Program (106 and 319)

Administration/Reports/Data Entry

- Sent letter of support for monitoring stations on Little Manistee River.
- Completed WQAR annual update and submitted to USEPA
- Saba Self evaluation
- NRCS application

Field Work and Equipment Maintenance

- Calibrated hydrolab
- Arranged screen items on hydrolab
- Started ATV added enzyme treatment

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

- 12-3- Tribal water call

Air Quality Program (Funded by EPA CAA 103)

Administration/Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions
- Sent 3rd Qtr Ozone Precision results to MDEGLE via email

Field Work and Equipment Maintenance

- Installed new set of PM 2.5 filters – 12/9
- Sent collected PM 2.5 filter samples to MDEQ – 12/9
- All remaining air monitoring and Met equipment taken out of service – 12/4
- Inquest Environmental on site to complete AMS removal and resiting work – 12/4, 12/5
- Final entries made in Envidas – 12/5
- PM 2.5 Sampler put into service at new location – 12/13

Meeting/Training/Travel/Conference Calls

- Attended weekly Environmental Division huddle – 12/2, 12/9 and 12/17
- Unable to attend December Monthly R5 Tribal Air Conference Call – 12/5
- 1 on 1 meeting with supervisor – 12/10
- Attended USEPA Electric Vehicles: The Utility Connection webinar – 12/11
- Attended Monthly USEPA & NTAA Air Policy Update Conference Call – 12/12
- Attended USEPA FRMs/FEMs and Sensors: Complimentary Approaches for Determining Ambient Air Quality webinar – 12/18

Wild Rice Program

Administration/Reports/Data Entry

- Developed items for the 2020 Michigan Wild Rice Research Symposium

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Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

December 2019

Meetings/Conferences/Trainings

- On December 2, 2019, I attended the Tribal Council Agenda Review to represent an item that I had on the December 4, 2019 agenda. The item was regarding a contact with Grand Traverse Engineering & Construction.
- On December 10, 2019, I participated in the Housing North Executive Committee meeting that was held in Traverse City. Due to the severe weather that was occurring that day, I did not travel to the meeting site, but participated by phone.
- On December 16, 2019, I met with David Springsteen, regional representative for the U.S. Census Bureau. We discussed how we were coming along with the upcoming 2020 Census. David also shared the latest information available regarding the Census.
- On December 17, 2019, I attended the bi-monthly meeting of the Manistee County Community Foundation.
- On December 19, 2019, I met with Steve Wheeler, Dale Magoon and Tammy Burmiester of the Finance Department to discuss the financial information that will be submitted with our annual BIA Roads report. The report is discussed in more detail later in this report.

Activities/Accomplishments/Updates

- Gaming Commission Entryway: Pat Machin, from Machin Engineering, had put together a new bid proposal for the work necessary to repair the Gaming Commission entryway. The new proposal was published on December 18, 2019, with a deadline for submittal of January 14, 2020. This is the second time the bid proposal has been sent out, and we hope to receive bids from area contractors in January.
- US Census: Beginning in January 2020, I plan to send out an informational flyer to our tribal members, explaining the census and encouraging them and their households to participate. I also plan to put an article/advertisement in the Currents in January/February/March 2020 that also explains the census and encourages member participation.
- Building Ordinance/Building Regulations Revisions: As mentioned earlier in this report, a revised draft of the Building Ordinance was completed by Rebecca Liebing of the ULD, and a work session was held with Tribal Council on November 26, 2019. The revised ordinance will be placed in a 30-day comment period by Tribal Council.
- We were successful in submitting all required on-line reports for FY 2019 to the BIA Roads program prior to the December 31, 2019 deadline. This is the fourth year for this online reporting procedure. I submitted the reports for each of our FY 2018 road projects, while Tammy Burmeister submitted our FY 2019 financial report.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
December-19

General Patrol

Assist Citizen	5
Assist Motorist	
Assist Other Agency	14
City Assist	8
County Assist	9
Medical Assist	3
MSP Assist	4
Other Calls for Service	2
Property Checks	752
Suspicious Person	
Suspicious Situation	5
Well-Being Check	6

Traffic/Vehicle

Abandoned Vehicle	1
Accidents	7
Disobeying Stop Sign	
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	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	4
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

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

Criminal Offenses	
Animal Neglect	
Arrest	1
Assault	3
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	1
Death	1
Disorderly	1
Domestic Disturbance	7
Drive-Off	1
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	3
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	4
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	7
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	408.5
Alarm	6
Attempt to Locate	2
Boat Dock Checks	
Casino Hours	283.75
Civil Standby	
Community Policing	15
Court Hours	9.75
Death Notification	
Drug Disposal	
Follow-Up Investigations	27
Found Property	3
Lost Property	1
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	
Suicidal Subject	3
Total Complaints	103
Total Reports	79
Training Hours	16.5
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	5983
Voluntary Missing Adult	

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
December-19

Administrative Hours	28.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	2
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	2
Court	
Court Hours	
Dock Checks	1
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	270
Joint Patrol(s)	
Marine Time	
Meeting(s)	4
Meeting Hours	26
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2947
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

December 13-16, 2019 Sgt. Robles attended Elk Patrol in Gaylord, MI.
December 18-19, 2019 Officer Brown attended Elk Patrol in Gaylord, MI.
December 19-20, 2019 Sgt. Robles attended CORA 2020 Consent Decree Negotiations Meeting in Petoskey, MI.

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
December-19**

Administrative Hours	242.75	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	1	
Assist Hours	0.5	
Citation(s)		
Civil		
Misdemeanor		
City Assist	2	
City Assist Hours	3.75	
City Original		
City Original Hours		
Complaints	1	
Contacts	44	
Court		
Court Hours		
Follow-up(s)		
Follow-up Hours		
Federal Citation(s)		
Hours Worked	285	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	1.25	
Paper Service		
Possible Trespass		
PR Activities	5	
PR Activities Hours	15.5	
Property Checks	16	
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage	308	
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

December 13-16, 2019 Officer Gunderson attended Elk Patrol in Gaylord, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: December 2019

Title: Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

During the month of December, the Tax Department performed the following:

- Certificates of Exemption Issued: 2 (RTM) 1 (Tribe/Entity)
 - Type: 2 Vehicles
 - 0 Recreational vehicle / watercraft
 - 0 Construction
 - 0 Mobile / Modular Home
 - 0 Treaty Fishing
 - 1 Bereavement / Burial Program
 - Address / Status Changes Reviewed: 57
 - Address / Status Changes Processed in RTM database: 4
 - Proofs of Residency Processed: 1
 - Proof of Residency Letters Mailed: 3
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 0 (LRCR)
 - Motor Fuel Registrations Processed: 4
 - Temporary Tribal Business Tax Licenses Issued: 1
 - 1 (Entertainers) 0 (Vendors) 0 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 8
 - Little River Casino Resort Venue Reports Processed: 0
 - Tax Warnings Issued: 0 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Tax Assessments Issued: 0 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Trading Post Motor Fuel and Tobacco Receipts Processed: 2,465
 - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 229
1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
 2. Responded to inquiries from Tribal members and employees regarding, but were not limited to:
 - RTM statuses
 - Tax-exempt utilities
 - Motor fuel registration

- Certificate of Exemption process
 - Per cap issues/questions (which were referred to the proper staff)
 - Proofs of Residency
 - Tax benefits available to Tribal members
 - Tax Agreement Area boundaries
 - Reservations for Aki Maadiziwin Community Center
3. Collected, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
 4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
 5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
 6. Reviewed, recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
 7. Received, reconciled, recorded, and filed OTP (other tobacco products) logs from the Trading Post.
 8. Received, reconciled, recorded, and filed November 2019 Tribal tax returns from the Little River Casino Resort which included:
 - Retail Sales Tax (Nectar Spa, Little River Trading Post, and Little River Casino Resort)
 - Food & Beverage Tax
 - Admissions Tax
 - Lodging & Occupancy Tax
 - Service Tax
 9. Reconciled and monitored motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
 10. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
 11. Completed and submitted the Tax Department monthly department report for November.
 12. Processed Aki Maadiziwin Community Center reservations and Rental Agreements as necessary, including receiving deposits. Prepared and submitted check requests for deposit refunds as applicable.
 13. Calculated data, processed, and filed month-end tax reports for November, including providing Tribal Member fuel and tobacco purchases to the Casino Resort.
 14. Scanned and filed Tax Department documents such as Proofs of Residency, Temporary Tribal Business Tax Licenses, Certificates of Exemption, financial and tax reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments.
 15. Worked with Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Temporary Tribal Business Tax Licenses are issued to entertainers selling merchandise.
 16. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax exemptions on utilities.

17. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
18. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
19. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for January 2020 and provided it to the Trading Post.
20. Processed and issued 11 Tribal Business Tax License renewals for the year 2020.
21. Reviewed and filed BP monthly invoice and statement for any errors and/or questionable purchases.
22. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
23. Worked with various Resort staff regarding questions with the Tribe/State Tax Agreement, Trading Post tax exemptions, the Tax and Revenue Administration Ordinance and Tax Regulations.
24. Reviewed and responded to the State's tribal consultation implementation plan.
25. Worked with the Public Safety Department regarding suspicious activity reported at the Community Center.
26. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, Housing staff, and Public Safety Director on a weekly basis regarding Community Center reservations to ensure the building is clean and stocked for events, inspected after events, repairs are completed, as well as patrolled and secured at all times.

Meetings attended this month:

1. Attended the Core Leadership training course on December 4, 2019 at the Resort. Successfully completed the 4-day training to receive certification.

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
December 2019 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 according to the Collection Policy.
- **OBJECTIVES**
 - ❖ Respond to NHPA, NAGPRA and related requests and issues.
 - ❖ Inventory historic properties, items or collections and archives for preservation.
 - ❖ Hold events that support and preserve the culture and language of the Tribe.
 - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
 - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through policy, procedure and facilities development and appropriate training.
 - ❖ Seek Grant funding where and when appropriate.
 - ❖ Coordinate cultural, historical and traditional events of Tribal entities.

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 23 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Met with Council regarding Boys/Men's drum activity and transfer of activities funds except for AFL&C Camp.

4. Assisted in the new employee orientation providing background and Tribal history.
5. Met with Emily Proctor of MSU Extension and a representative from Bay Mills Community College about possible services available.
6. Continued working with MSU & MACPRA on MSU NAGPRA compliance and repatriation.
7. Met with HR to discuss performance review for HR staff person.
8. Continued contact with ACE, Consumers Energy in regard to the Manistee Gas Plant site {inadvertent discoveries of which there have been 4 to date}.
9. Met with Natural Resources Director and EPA staff to review Job Descriptions.
10. Met with some of the Directors and Supervisors of departments in my Lead Group.
11. Administered, directed and supervised all departmental activities.
12. Approved ADP timecards and PTO requests for the departments for which I am the Lead or approver, as needed.

The Language Coordinator accomplished the following during this month:

- 1) I have retired from M.A.P.S. after 19 years, a note from a teacher is attached.
- 2) I have continued to recycle plastic from the Pharmacy all this year.
- 3) Worked with Elders meal program for recycling (Feast Bundles & recyclable bottles).
- 4) Continued to work with the Muskegon group with language.
- 5) Created a flyer for the new scheduled language class on Saturdays.
- 6) Created a venue for the new class.
- 7) Worked with IT on reprogramming and updating our scanners in our department.
- 8) Work session with Tribal Council.
- 9) Scheduled a video shoot, did the video shoot. Video log attached.
- 10) Processed CD ROM orders. Yearend report attached.
- 11) Working on Power Point language presentation for all employees.
- 12) Produced language lessons for all classes.
- 13) Classes at NGLC, Elders, Kennedy school, LRB employees & citizens.
- 14) Responded to Emails, calls about language, CD ROM's, camp.

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.

These are the figures and other information regarding the Endaaying Facebook Language lessons and CD-ROMs sales.

Video Log and information for Face Book show “Endaaying”

1

Title of video	Recorded	Edited	Posted(likes/views)
2017- 1- Romantic mood	X	X	X (1.3K)
2- Birthday teaching	x	x	x (809)
3- Serves you right	X	X	X (1.5K)
4- Pronunciations	X	X	X (2.5K)
5- New words/Old ways		X	X (2.1K)
6- Verbs- types of walking	X	X	X (3.9K)
7- Common phrases	X	X	X (2.5K)
8- Family Titles	X	X	X (1.8K)
9- Professions- ailments/emotions (1)		X	X (526)
10- Professions-ailments/emotions (2)		X	X (306)
11- Story of Zhaagaag	X	X	X (3.8K)
12- Sugar camp	X	X	X (1.6K)
13- Old MacDonald	X	X	X (4.8)
14- Time	X	X	X (2.1K)
15- Word opposites	X	X	X (1.6K)
16- Earth day	X	X	X (1.6K)
17- My dream	X	X	X (426)
18- Verbs- standing/sitting	X	X	X (2K)
19- Pow wow talk	X	X	X (1.5K)
20- Piiyenenhs & Doodaa	X	X	X (1.6K)
21- Old names/similar sounds	X	X	X (4.2K)
22- Weather	X	X	X (3K)
23- Teaching of Ginew Aatig	X	X	X (7.5)
24- Bear song/Happy birthday		X	X (919)
25- Colors	X	X	X (1.3K)
26- Camp invite/Presenters call		X	X

2018 Title of video	Recorded	Edited	Posted
1- Presenters call	X	X	X- (2.6K)
2- Aanii.org	X	X	X-7/27 (1.2K)
3- Riddles	X	X	X-8/31 (883)- 12/23
4- Ademin teaching	X	X	X-8/6 (1.6K)-11/26
5- Language at workplace (1)		X	X-4/10 (2.4K)
6- Language at workplace (2)		X	X-4/17 (1.3K)
7- Language at workplace (3)		X	X-4/24 (585)
8- Jokes-You know you are Indian		X	X-7/10 (1.1K)
9- Commands-Aasanaa & Taagaa		X	X-7/24 (3.2K)
10- International conference-Flower		X	X-8/14 (690)
11- Ceremonies – Naming	X	X	X- 5/15 (3.K)

12- Ceremonies – Cleansing	X	X	X- 5/22 (2.1K)
13- Ceremonies – Talking circles	X	X	X- 5/29 (1.3K)
14- Ceremonies – Feasts	X	X	X- 6/5 (1.6K)
15- Moons	X	X	X-8/21 (1.1K)- 12/30
16- Ziimoo kidaa- Body parts (1)	X	X	(935) X-8/28 (3.7K)
17- Language Camp – 1 st 7years	X	X	X-7/25 (1.1K)
18- X-ray story	X	X	X-9/11 (1.2K)
19- Look so different – A teg conf.	X	X	X-7/17 (689)
20- Everyday words & phrases	X	X	X-9/3 (3.6K)
21- Species – Fish (1)	X	X	X-9/25 (1.3K)- 12/3
22- Species – wild animals (1)	X	X	X-10/2 (1.5K)- 12/17
23- Species – domestic animals (1)	X	X	X-10/16 (1.1K)- 12/10
24- Species – birds (1)	X	X	X-10/23 (2.1K)-11/19
25- Place names-Towns/Counties (1)	X	X	(822) X-8/6-1/8 (2.5K)
26- Trees & nature (1)	X	X	X-2/5 (2K)
27- Soups/Juices/Drinks (1)	X	X	X-1/22 (2.1K)
28- New food words (1)	X	X	(736) X-4/25-8/20 (1.1K)
29- Holidays (1)	X	X	X-10/30 (884)
30- Honoring our soldiers	X	X	X-11/6 (1K)
31- Hunting (1)	X	X	X-11/13 (2.6K)
32- Fishing (1)	X	X	(1.2K) X-8/13 (1.8K)
33- Intro- to Article words lessons	X	X	X-5/7 (1.1K)
34- Article words- I-Food-S-People-S (1)	X	X	X-5/8 (948)
35- Article words-A-Food-S-People-S (2)	X	X	X-5/9 (555)
36- Article words-I-Food-P-People-S (3)	X	X	X-5/14 (675)
37- Article words-A-Food-P-People-S (4)	X	X	X-5/14 (464)
38- Article words-I-Food-S-People-P (5)	X	X	X-5/21 (620)
39- Article words-A-Food-S-People-P (6)	X	X	X-5/21 (446)
40- Article words-I-Food-P-People-P (7)	X	X	X-5/29 (520)
41- Article words-A-Food-P-People-P (8)	X	X	X-5/30 (345)
42- Intro- to Preposition words lesson	X	X	X-2/19 (4.3K)
43- Preposition words-I-S&P-A video-1	X	X	X-2/19 (916)
44- Preposition words-I-S&P-B video-2	X	X	X-2/26 (850)
45- Preposition words-A-S&P-C video-1	X	X	X-3/5 (992)
46- Preposition words-A-S&P-C video-2	X	X	X-3/6 (2.1K)
47- Preposition words-A-S&P-D video-1	X	X	X-3/12 (1.8K)
48- Preposition words-A-S&P-D video-2	X	X	X-3/17
49- Preposition words-AA-S&P-E video-1	X	X	X-3/19
50- Preposition words-AA-S&P-E video 2	X	X	X-3/21
51- Family-Man, woman, child- verbs	X	X	X-4/9

2019 Title of video	Recorded	Edited	Posted
52- Camp announcement/presenters call	X	X	X-3/6 (2.5K)
53- “ish” lesson	X	X	X-4/1 (3.4K)
54- Song- She’ll be coming around the Mtn	X	X	X-4/30 (1.3K)
55- Song-Mary had a little lamb	X	X	X-6/4 (771)

56- Food prep.-Cooking types (1)(2)	X	X	XX-6/25 (328)
57- Food prep.- Cooking –Commands (2)(2)	X	X	XX-7/1 (308)
58- Food prep. – Cooking types (3)	X	X	X-7/7 (347)
59- Food prep. Cooking – Commands (4)	X	X	X-7/7 (453)
60- Getting out bed – going to work (1)	X	X	
61- Getting out bed – going to work (2)	X	X	
62- Getting out bed – going to work (3)	X	X	
63- Getting out bed - going to work (4)	X	X	
64- Buildings (1)	X	X	X-9/10 (901)
65- Buildings (2)	X	X	X-9/17 (435)
66- Buildings (3)	X	X	X-9/24 (366)
67- Insects/Amphibians	X	X	X-6/30 (677)
68- Invitation to standing rock exhibit	X	X	X-7/9 (1.3K)
69- A fishing story – Total immersion	X	X	
70- Creation & nature	X	X	X-10/8
71- Family Titles	X	X	X-8/27 (1.4K)
72- People and sports	X	X	X-10/15
73- People and music	X	X	X-10/22
74- Tools	X	X	X- 10/29
75- Vehicles	X	X	X- 11/5
76- Professions (1)	X	X	
77- Professions (2)	X	X	
78- Professions (3)	X	X	
79- Professions (4)	X	X	
80- Colors – Yellow		X	X
81- Colors – Red	X	X	
82- Colors – Black	X	X	
83- Colors – White	X	X	
84- Bloopers in the classroom	X	X	
85- Stories-Bridge to Hawaii -Old men at GE	X	X	
86- Stories- Good trade-Nchike ndaa, daa, daa	X	X	
87- Mowaadagaa- A history lesson	X	X	
88- Bingo-Cooking-Weather-Future	X	X	
89- Bingo-Eating-Weather-Past	X	X	
90- Bingo-Household	X	X	
91- Bingo-Household	X	X	

CD ROM Sales Tracking

May 2017

1

Send to: Cindi Tanner 510 Johnston Ave. Port Elgin Ontario NOH 2C1 Canada

Anishinaabemdaa – 1 Anishinaabemowin – 1 = **78.00**

Money Order – Serial # 23689956126

Sent from: Holly Keenan 455 E. Evelyn Ave. Apt # 2326 Mountain View CA. 94041

May 2017

Sent to; Ontario Library Services – North 334 Regent St. Sudbury Ontario P3C 4E2

Anishinaabemdaa – 40 Anishinaabemowin – 40 = 3,120.00 Canadian 4,262.54

After bank % **3,016.87**

Account # 4252422371 070

June 2017

Sent to: Indian Hills Gallery 1581 Harbor Road Petoskey Mi. 49770
Anishinaabemdaa – 2 Anishinaabemowin – 2 = **100.00**
Check # 1547

June 2-17

Sent to: Indian Hills Gallery 1581 Harbor Road Petoskey Mi. 49770
Anishinaabemdaa – 2 Anishinaabemowin – 2 = **100.00**
Check # 1655

Total for 2nd Quarter = 3,294.87

3rd Quarter

July 13 2017

Parry Sound Friendship Center 13 Bowes Street Parry Sound Ontario P2A2K7
Anishinaanaabemdaa – 9 Anishinaabemowin – 9 = **702.00 USD**

July 17 2017

J & S Mencarelli 305 Gloria Ln. Manistee Mi. 49660
Anishinaabemowin – 1 Anishinaabemdaa – 1 = **78.00**
Check # 2293

Total for 3rd Quarter = 780.00

4th Quarter

October 18 2017

Erika Fields 860 Wiseman Road Marshfield Missouri 65706
Anishinaabemdaa -1 = **39.00**
Check # 1001

1st Quarter 2018

2

Sent to : Lori Maddigan 251-600 Hyde Park Rd. London Ontario N6H5W8 Canada
Anishinaabemdaa – 1 Anishinaabemowin – 1 = **78.00**
Check # 009

Picked up by Betsie River Campsite 1923 River Rd. Frankfort Mi. 49635
Anishinaabemdaa – 1 Anishinaabemowin – 1 = **78.00**
Check # 3471

Sent to: Maria Jawaid 87 Wellington St. W. Alliston Ontario L9R1J2 Canada
Anishinaabemdaa – 1 = **39.00**
Check # 010

Sent to: Jan Ritchie 140 A. Redwood Ave. W. Thunder bay Ontario P7C126 Canada
Anishinaabemowin – 1
Money order # 5645 6290 = **39.00**

Sent to: Bob Olajos 638 Copeland St. North bay Ontario P1B3C8 Canada
Anishinaabemdaa – 1 Anishinaabemowin – 1 = **78.00**
Check # 503

Total for 1st Quarter 2018 = 312.00

2nd Quarter 2018

Sent to : Astrid Howard c/o Gay Howard 1763 Fearn Ave. Los Osos Ca 93402
 Anishinaabemdaa – 1 Anishinaabemowin – 1 = **78.00**
 Check # 1007 102 Rue Du College 1050 Brussels Belgium

Total for 2nd Quarter 2018 = **78.00**

3rd Quarter 2018

Bought in person at Camp: Dr. Jimmy B. Madagame 508 E. Lakeshore Dr. Wausau Wi 54401-6706
 Anishinaabemdaa – 4 Anishinaabemowin – 4 = **320.00**
 Check #'s 2189 & 2190

Charles Marks 11338 West St. Grand Blanc Mi. 48439
 Anishinaabemowin – 1 Anishinaabemdaa – 1 = **78.00**
 Check # 1604

Hoody's and T-shirt sales at language camp = **1700.00**

Total for 3rd Quarter 2018 = **2098.00**

4th Quarter 2018

Sent to: Marilyn Fox P.O. Box 363 Salyer Ca. 95563
 Anishinaabemowin – 2 = **78.00**
Check # 328

1st Quarter 2019**3**

Sent to: Lance Thomas N4521 Romadka Ave. Granton Wi 54436
 1-Anishinaabemowin 1 – Anishinaabemdaa = **78.00**
Check # 1750

2nd Quarter 2019

Sent to: Sarah Drumm 4606 Croyden Ave Kalamazoo Mi. 49006
 8 – Anishinaabemowin 2- Anishinaabemdaa P.O. # 48661 = **200.00**

3rd Quarter 2019

Sent to: Rita Sands Box 18 Algonac Mi. 48001
 1-Anishinaabemowin 1-Anishinaabemdaa = **40.00 CA**

Received from Rita Sands – 9/5/2019 = **40.00 CA**

Sent to: Brimley Area Schools 7134 South M-221 Brimley Mi. 49715
 2- Anishinaabemowin 2- Anishinaabemdaa Check # 028915 = **156.00**

Sent to: Fond Du Lac Band of Lake Superior Chippewa 1720 Big Lake Rd. Cloquet Mn 55720
 1- Anishinaabemowin 1- Anishinaabemdaa P.O. # 120058 = **78.00**

4th Quarter 2019

Sent to: Michele Wellman Teeple 12219 W. Lakeshore Dr. Brimley Mi. 49715
 1- Anishinaabemowin 1- Anishinaabemdaa Check # 5893 = **78.00**

And in 2020 – see flyer attached.

ANISHINAABEMOWIN CLASSES

BEGINNING IN THE NEW YEAR 2020

Goals:

Students will increase their knowledge of vocabulary words on a variety of topics

Students will increase their ability to pronounce words correctly.

Students will be able to ask and answer questions in many different forms.

Students will be able to use personal pronouns, article words, prefixes and suffixes.

Students will be able to use possessive terms and conjugations.

Students will increase their ability to read Anishinaabemowin.

Students will increase their ability to understand culture and history.

Aanii piish
(where)
Wenesh pii
(when)

Wenesh
(who)

Little River Band Justice Center Conference Room, Manistee Mi.

Beginning Manido Gilizis (January 11th) on Saturday mornings at 10:

Families of the community

Open to all – Parents must accompany children

Subject area:

Anishinaabe language, culture and history.

Concept:

Anishinaabemowin is the indigenous language of this area and is one of the oldest languages in North America.

Some language topics:

Greetings and farewells	1st person, 2nd person & 3rd person language forms
Food	animate & inanimate, singular & plural, eating, drinking, cooking
Household items	animate & inanimate, singular & plural, diminutive terms
Body parts	animate & inanimate, singular & plural
Clothing	animate & inanimate, singular & plural, descriptive terms
Colors	animate & inanimate, singular & plural
Nature	animate & inanimate, singular & plural, seasons, animals, birds, fish
Man, woman, child	life stages, singular & plural
Weather	tenses, question forms, answer forms
Time	locative forms, questions and answers
Verbs	types of verbs
Ailments & emotions	1st person, 2nd person, 3rd person
Family members	1st person, 2nd person, 3rd person
People and professions	singular & plural
Buildings	locative forms
Words opposites	Singular & plural

Material used: visual aids (images of vocabulary and verbs), written lessons, games (concentration, picture bingo), video's, cd roms, websites, props.

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Supervisor
December 2019, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Other Routine Maintenance

Billing

Water	\$11,577.36
Sewer	\$14,851.43
Irrigation	\$1,810.93
Fire Suppression	\$8,069.93
Manistee Township Sewer	\$13,439.38
Septage	\$3,780.20
Other	\$124.54
Month Total	\$53,653.77
Yr. to Date Water	\$154,476.30
Yr. to Date Sewer	\$266,406.20
Yr. to Date Irrigation	\$28,939.38
Yr. to Date Fire Suppression	\$83,687.72
Yr. to Date Manistee Township	\$159,122.10
Yr. to Date Septage	\$79,835.38
Other Revenue	\$79,005.76
Credit	\$0.00
Yr. to Date Total	\$851,472.84

1. Well House Pumping in Gallons

Total Flow Gallons

a. 2,096,488

b. Ave Daily Flow Gallons 67,629

2. Gallons of Treated Waste Water SBR

Influent Gallons

a. 2,871,901

b. Daily Average Gallons 92,642

Effluent Gallons

a. 2,852,691

b. Daily Average Gallons 92,022

c. Waste Sludge Gallons 69,000

Lagoon

a. Influent 148,338

b. Daily Average Gallons 4,785

3. Septic Sewage

a. Gallons 80,274

III. Travel and Trainings

What: MTERA Board Meeting

Who: Diane Kerr, Gary Lewis

Where: Phone Conference

Sponsored by: MTERA