

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LBR*
Naangwa: Date: January 12, 2023
Maanda Nji: Re: December 2022 Operations Report

We respectfully submit the December 2022 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, 2022

TABLE OF CONTENTS

Accounting	Angela Rabb
Education	Yvonne Parsons
Enrollment	Mary Carpenter
Facilities	Rusty Smith
Family Services	Vacant Director
Food Distribution	Jamie Friedel
Grants	Vacant
Health	Daryl Wever
Housing	Tara Bailey
Human Resources	Alicia Knapp
Information Technologies	Andrew Jeurink (Interim)
Legal Assistance	Mary Witkop
Members Assistance	Melissa Waitner
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

December 2022 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. **2022 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. The department has filled the Grants Administrator position and training has commenced for that person. Lori Davis started as the new Controller on January 3, 2023 and we are training with her. Bill Willis has been hired for the Tribal Manager position, and Bill has requested that we complete the Budget Coordinator job requisition process by January 13, 2023. Bill and I have met regarding the job description and have made changes so that the description is current. The updated job description has been submitted to the Ogema for review.

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 2022 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli in reviewing/changing existing department job descriptions.

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

Objectives:

1. The 2021 audit has been completed and filed with the Federal Clearinghouse by the deadline of 9/30/2022.
2. Improve the 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 2019. Work on the 2020 and 2021 proposals is in progress.
7. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

Property Management:

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

Objectives:

1. Complete and implement asset maintenance procedures including creating and implementing the procedures, creating, and organizing physical asset files, creating departmental asset books, and distributing, 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 2023 budget. The 2023 budget has been approved by Tribal Council and entered into the accounting system.
2. Define and develop a specific performance- based budgeting model.
3. Develop timeline for implementation of a performance- based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Update all standard operating procedures
2. Educate staff on operating procedures and regulations.
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expanding 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 2022

We will have a preliminary meeting with DGN sometime in December or January. In January, we will provide DGN with accounts payable, payroll, and cash receipts information. The auditors will choose samples for which we will provide them with backup documentation. The auditors will test these samples to determine that all of the transactions have been processed properly – this will happen in February. The auditors base their field work on this testing. Field work will start in May. Our goal is to have draft financial statements available in late June and final statements in July. Financial statements will be presented to Tribal Council and then filed with the Federal Clearinghouse tentatively in July.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center the Task Force committee approved purchases and or payments, change orders to the sub-contractors that are also working on projects in the month of December**
 - i. **AKI 5 – 2021 Homes – \$76,045.18**
 - ii. **Commodities Building Project –N/A**
2. **Cash Receipts:** Daily cash receipts totaled for the month of **December**, were, **\$1,285,751.15** the General & Special Revenue Account had a total of **(221)** receipts.
3. **NGLC:** Ongoing working through the closeout period as the business has been- shut down, **accounts receivable balance remains open or not collected. No change and no further follow up to who is collecting the Balance.**
4. **Pharmacy:** Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,
5. **Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021-2022, Was able to gain access to the module.
6. **1099MISC.** – 2021 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2021. Continued to send tax documents out to the membership, had (IT) install the software for yearend 2022, ordered the forms and will be working on the formatting the report in January for the mailing.
7. **WEX Card- Monthly Report,** removed the terminated employees, schedule the payment, and reviewed and reconciled the report to the payment.

8. Tribal Financial Statement Requirements: Due by the 8th of the month.

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

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

Other Meetings:

Accounting G/L Review- December 13th

Duties and Accomplishments –

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

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, Rent/AR, Reg 7 Citizen Corp, Solar Energy work session, LEPT, County Commission, FEMA Region 5, Future of Emergency Management

Trainings Held / Attended –

Special Tasks / Activities Performed – ARPA payments

Upcoming Projects / Tasks –

PAYROLL

Duties and Accomplishments –

1. Processed 521 payroll vouchers/checks.
2. Verified 10 PAF's this month which included 4 new employee(s), 1 Job Change/Transfer employee(s), and 3 termed employee(s).
3. Verified 15 Surveillance Holiday Work Schedule Variance Approval Forms for Christmas Eve and Christmas Day Holidays.
4. Processed payroll and completed payroll backup cover sheet for pay dates 12/2, 12/16 and 12/30.
5. Created 401k contribution file and uploaded to John Hancock online.
6. Prepared direct deposit file and uploaded online for processing.
7. Made federal tax deposits as required for each payroll.
8. Printed and/or saved all reports needed for payroll biweekly.
9. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
10. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
11. Reconciled the amounts withheld for Adlife to what was billed for the month.
12. 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 –

- 12/1 – December Staff Meeting
- 12/7 – Meeting with CFO regarding IRS communications and year end life insurance adjustments.

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 - 2021 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. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of December to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processed 172 payroll checks for year end life insurance adjustments and required compliance reporting.
10. Processed December 15th per capita payment and required compliance reporting.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.

4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Working through processes with MIP Cloud transition.
6. Working to resolve issue with Aflac premiums being returned and not applied to our account.
7. Working through IRS notices received related to amended returns filed.
8. Working to resolve issue with Michigan Department of Treasury where their records show double the liability that it should be.
9. Working to resolve duplicate October Invoices with Aflac.

Upcoming Projects / Tasks –

1. W-2 processing for 2022.
2. Year end leave adjustments for employees over the 120 hour carryover limit.

Running year end reports for 2022 leave and wage accruals needed for audit.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into 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 POs 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 the right person in the accounting department.*

Meetings Held / Attended

Met with CFO re: issues with a/p processing

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 the report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations, and address changes.*

6. *Continued processing of ARPA Members Assistance Checks*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

Purchasing/Mailroom 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/Travel Supervisor

1. Oversee the Purchasing, Travel, and Mail activities and 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. 12/1 Employee recognition meeting.
2. 12/8 Employee recognition meeting.
3. 12/13 Work session, Travel Regulation.
4. 12/20 Work session, Travel Regulation.

Expenditures Update

Total year-to-date expenditures for the Finance Division for December 2022 are \$1,211,164 compared to an annual budget of \$1,357,018. Total expenses for the Finance Division for year-to-date December 2022, represent 89% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

December 2022

Department Report

I. Department Overview

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

II. Department reporting section

Student Services

1 student received funds for driver's training totaling \$250; 14 students received school clothing assistance totaling \$7000

This month we had a Christmas Movie Night Activity with a Hoop Dance Demonstration. 12 participants, and we had technical difficulties with the dvd player.

College Book Stipend: 1 student received a book stipend for 9+ credits totaling \$500

Vocational Assistance: 1 student received vocational assistance totaling \$2453.

Educational Advancement: 1 student received \$179

In addition to the Movie Night Activity on December 16th, a dream catcher wreath project was held in Muskegon on December 11 with 15 people attending. 10 people who had signed up did not attend

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2022 fiscal year.

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

December Monthly Report - 2022

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check cancellation 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: 1 Applications forms for people seeking membership
- Sent out: 10 Address change forms
- Created 37 New and Replacement Tribal ID's from 12/01/2022 through 12/31/2022
- 80 Addresses changed from 12/01/2022 through 12/31/2022
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter:
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 12/01/2022
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Members Assistance, Health Services
- Label request of Membership: Little River Holdings
- Tribal Members Label/List request: 0
- Statistical request: Members Assistance

Department Verifications

1. Prosecutor 25
 2. Clinic 0
 3. Human Resources 1
 4. PRC/EHAP 141
 5. Member's Assistance 7
 6. Housing 0
 7. Food Distribution 0
 8. Casino 0
 9. Family Services 2
 10. Tribal Council 0
 11. Natural Resources 0
- Ordering/ Correspondence
 - Enrollment verifications to other tribes
 - Certifications of Blood Degrees
 - Certification for Spouses and Descendants for Tribal Preference
 - 2 Members passed away for the Bereavement Benefit
 - Sent out 4 Tribal Flags
 - Sent out PerCap Earnings reports
 - Updated Citizen Validation folder
 - 1 Tuition Waiver Verifications
 - 174 Phone calls logged
 - Eagle Feather Permit Verifications
 - Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – December 1st
- Enrollment Commission Meeting – No Meeting

Enrollment Statistics

- Total Membership: 3,987
- Total number of Elders: 1,499
- Total number of Adults (18-54): 2,212
- Total number of Minors (0-17): 276
- Total Tribal Members living in:
 - 9 County Area: 1,669
 - Outside 9 County Area: 2,305
 - Michigan: 2,621
 - Outside Michigan: 1,354
 - Undeliverable Addresses: 13

Facilities
Rusty Smith

2023 December Facilities Management Department Report

Submitted by De-Ahna Underwood, Maintenance Office Manager

The mission of the Facilities Management department is to provide the best possible service to LRBOI employees and community with the resources we have available.

I. Department Overview

Technician Hours of Service: Monday-Friday 6am-2:30pm
Office Hours: Monday-Friday 8am-4:30pm (no remote work)
Winter Operational Hours Nov 15th-March 15th

Locations: Office and EVS Room, Government Center
Storage Locations: Facilities Barn, East Lake, and Area 51.
Auto Mechanic Location: East Lake

Goals & Objectives

The Facilities Management Department strives to provide quality services to ensure an attractive, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.
-

II. Department Reporting Section

EVS Technicians clean, disinfect, and sterilize the Health Clinic Monday through Friday and provide janitorial services to Aki, Natural Resources, Justice Center, Government Center, and Gaming.

2 Technicians (Snowplow Operators) provide winter operation services that consist of snowplowing, de-icing, anti-icing and snow disposal to the following locations: Government Center, Justice Center, Food Distribution, Natural Resources, Area 51, Facilities Barn, East Lake, Sugar Shack, and Shooting Range upon request.

- Ten snow events that resulted in 13 snow removal services.
- 180 working hours for the month of December. 39.99 hours spent on snow removal most of those hours were after normal business hours, weekends, and during the Holiday Closure.
- Twenty-three work orders submitted for the month of December.

Automotive mechanic completed all assigned work orders. Obtained quotes, scheduled repairs, addressed urgent repairs, inventory, and submitted completed mechanic repair forms for work order closeouts.

Vendors

Pest control (1 visit, 5 locations)
Mat service (3 visits, 5 locations)

III. Budget Expense Justification

Facilities Management	
5299 Vehicles	\$5,973.00
5602 Supplies	\$1,708.00
5600 Equip. Repair	\$ 561.00
5601 Equip.	\$1,500.00
5803 Uniform	\$1,498.00

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

Thank you to the hard working and dedicated EVS Technicians, Maintenance Technicians, & Auto Mechanic.

End of Report
De-Ahna Underwood
Maintenance Office Manager

Family Services
Vacant Director

Department Report : Family Services

Case Worker : Rachel Kops

Month :

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					3	
Open Cases					8	
Monthly Totals					11	

Case Management

Total number living in homes served					25	
Total number of Tribal Citizens living in homes served					11	
Total number of descendants living in homes served					7	
Total number of children living in homes served					10	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					0	
ICWA or ICWP referrals					0	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					2	
Case Pending with DHS					2	
Relative placement					1	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					1	
Court appearances					0	
Home Visits					4	
Case Reviews					0	
Binojeeuk					0	
Contacts with outside agencies					47	
Contacts with LRBOI departments					25	
Tribal Elders					2	
Other referrals						
Monthly Totals					137	

Wexford

Kent

Newaygo

Other

			1
			1

			1
			1
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			5
			1
			8

Department Report : Family Services
 Case Worker: Stephanie Persenaire
 FS reporting month: December 2022

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent
Intakes					1			
I&Rs								
Open Cases	10				1			
onthly Totals		0	0	0	2	0	0	0

Case Management

Total number	23				6			
Total number of Tribal Citizens living in homes served	11				2			
Total number of descendants living in homes served	5				4			
Total number of children living in homes served	7				5			
Total ICWA or ICWP where substance abuse is involved	2				0			
Child Abuse/	0				0			
ICWA or ICV	0				0			
Sexual Abuse	0				0			
Substantiated or Unsubstantiated by DHS	0				0			
Case Pending	0				0			

Relative placed	2				1			
Tribal Foster	0				0			
Non-Tribal Foster	0				0			
Home	0				0			
Alternative placement	0				0			
Court appearances	2				0			
Home Visits	9				3			
Case Reviews	2				0			
Binojeeuk	2				0			
Contacts with	32				3			
Contacts with	12				0			
Tribal Elders	3				0			
Other referrals								
Monthly Total	89	0	0	0	18	0	0	0



Newaygo

Other

	1
0	1

	3
	1
	2
	2
	0
	0
	0
	0
	0
	0

	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	4
	0
	0
0	9

LRBOI Be Da Bin Behavioral Health Program December 2022 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.

Angela Schwandt currently has 34 clients. Angela had 2 referrals for outpatient services, 44 individual sessions, 27 follow up calls, 5 hours of telepsychiatry.

Kimberly (Kim) Hinmon was out of the office during month on medical leave. She turned before break and had meetings with ITC on the Native Connections grant.

Dottie Batchelder currently has 22 clients and 8 Recovery Support clients. Dottie had 1 referral to inpatient treatment and 1 referral to other outpatient services. Dottie had 28 individual sessions, and 52 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings which had no meeting in December 2022. She also attended 5 meetings with Tribal Council to complete the contract for the Traditional Healer for 2023 and a meeting for Native Connections with ITC.

This month 8 naloxone kits given out. Staff all attended the Staff Christmas party on December 15, 2022 and the offices were closed December 23, 2022- January 2, 2023. Staff was also taking time off as able as not to lose PTO time.

Respectfully submitted,

Dottie Batchelder-Streeter



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
DECEMBER - 2022**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	10
Partial Intakes	0
New Cases	1
Closed Cases	1
Client Face to Face Meetings in Office	6
Client Home or Out of Office Visits	2
Client-related Telephone and Email Contacts	106
Client-related Resource Research and Referrals	5
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	4

MEETINGS

Victim Service Program Staff Meetings	2
Victim Service Program Supervision/Case Reviews	1
Family Services Department Meetings	0
Community Collaboration Meetings	3
Other Meetings	9

STAFF DEVELOPMENT/TRAINING

Virtual Training	1
In Person Training and Conferences	5
Self-Paced Training Modules	2
Other Training	0

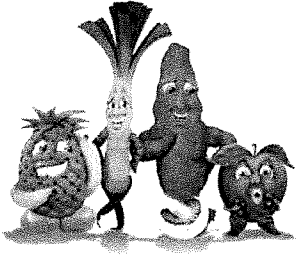
OUTREACH, NETWORKING, AND EDUCATION EFFORTS

Creation of Program and Outreach Materials	1
Event and Training Planning and Preparation	1
Community Table Events	1
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	12
Networking Activities	1
VSP Presentations	0
Other Activities	1

RESEARCH AND RESOURCE EFFORTS

VSP Website Updates	1
VSP Resource File Efforts	5

Food Distribution
Jamie Friedel



Food Distribution Program

December 2022 Monthly Report

Jamie Friedel, Melanie Ceplina, and Thomas Riley

1 Department Overviews:

Goals and objectives:

The goal of the 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 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:

Jamie submitted 152 inventory reports to USDA in the warehouse.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie will be submitting the department report.

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

Jamie, Melanie, and Tom cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, and Tom rotated frozen food in the freezer.

Jamie, Melanie, and Tom filled food orders.

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

Jamie ordered January food for the warehouse.

Jamie, Melanie, and Tom cleaned the office.

Jamie, Melanie, and Tom conducted interviews with clients.

Jamie, Melanie, and Tom certified clients.

Jamie , Tom and Melanie conducted 44 Deliveries.

We received deliveries on 12-1, 12-5.

The Food Distribution Office is open to the public.

Melanie sent out 6 applications.

Melanie sent 9 recertifications out.

Added 1 new Households.

We have a total of 55 households with 85 total people

MEETINGS:

1. Produce truck
2. Main Food Truck received
3. New Director Training (2 Day)
4. Monthly USDA call-in
5. Employee Party
6. Food and Nutrition Call
7. Several people in and out working on Network in new building
8. Dumpster arrived
9. Off for Holiday

I spent a lot of time getting our cooler door frame worked out. Finally got somewhere with the company. We have been Working on training the new Employee. I have been trying very hard to get the new building ready to go. We are 95 % there. Should be finished in January 2023.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Thomas Riley Warehouse Specialist

Grants
Vacant

Health
Daryl Weaver



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

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: January 6th, 2023

Re: DECEMBER 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 2022. 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.

Forrest County Pottawatomi Insurance Department filed 37 claims in the amount of \$5,759.84 on behalf of Little River for third party revenue generation.

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

CLINIC OPERATIONS: MANISTEE LOCATION

226 patients scheduled

16 patients NO-SHOW to scheduled appointments

8 patients provided SAME DAY appointments for emergent matters**

76 cancelled appointments

142 patients attending CLINIC PHYSICIAN appointments**

26 patients PHONE TRIAGE**

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

38 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN DECEMBER (Total Patient Volume): 468

Diabetic patients: 44

Flu Vaccines: 13

Injections: 10

Nursing Visits: 4 **

On-site Labs: 102

COVID-19 Tests: 5

**Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews/Phone Triage/Referrals include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 893

DIRECT CALLS TO CLINIC OPERATIONS: 492

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

CLINIC OPERATIONS: MUSKEGON LOCATION

81 patients scheduled

1 patients provided SAME DAY appointments for emergent matters**

33 cancelled appointments

48 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 12

Flu Vaccines: 2

Injections: 1

Nursing Visits: 0

On-site Labs: 38

COVID-19 Tests: 4

DIRECT CALLS TO CLINIC OPERATIONS: 391

TRANSPORTS – MUSKEGON: 6

DECEMBER 2022

TRAVEL HOURS: 7

SERVICE HOURS: 5

NUMBER SERVED: 6

MEDICATION DELIVERIES: 1

TRAVEL HOURS: 3

SERVICE HOURS: 1/4

NUMBER SERVED: 1

TOTAL TRAVEL HOURS: 10

TOTAL SERVICE HOURS: 5 ¼

TOTAL NUMBER SERVED: 7

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:

DECEMBER 2022

TRANSPORTS (INCLUDES CHR TRANSPORTS): 7

TRAVEL HOURS: 8

SERVICE HOURS: 7

NUMBER SERVED: 7

CHR ACTIVITY:

LOCATIONS:

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

 DUE TO TRANSPORT: 0

 DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

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

TRAVEL HOURS: 1/2

SERVICE HOURS: 1/2

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 8 1/2

TOTAL SERVICE HOURS: 7 1/2

TOTAL CLIENTS SERVED: 9

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$68,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1328

TOTAL PRC PAID IN DECEMBER: \$38,256.99

PHARMACY/OTHER: \$25,071.04

DENTAL: \$12,089.35

TOTAL PATIENTS: 163 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 255

TOTAL CLAIMS ENTERED: 301

TOTAL PRC PAID 2022: \$559,303.62

TOTAL EHAP PAID IN DECEMBER: \$29,656.94

TOTAL EHAP PAID 2022: \$435,638.60

TOTAL ENROLLED EHAP/LRBOI: 1327

NEW APPLICATIONS MAILED OR GIVEN: 16

REASSESSMENTS MAILED OR GIVEN: 52

MEDICARE LIKE RATE (MLR) Savings for December 2022

Claims submitted: 15 \$19,279.32 (total submitted)

-\$3,577.00 (what we paid)

\$15,702.32 (total savings)

PHARMACY: DECEMBER 2022

Active patients: 414
Prescriptions filled: 1628

Receipts:

 Insurance payments received: \$298,805.49
 Non-member cash/copays received: \$545.21

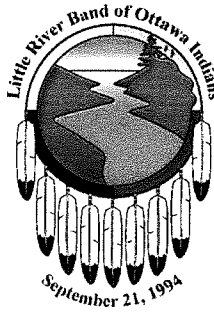
Less acquisition cost of medications: \$45,609.64

Net profit: \$253,741.06

PRC-equivalent write offs:

 LRBOI: \$18,759.90
 Other Tribes: \$796.75
 TOTAL: \$19,566.65

Housing
Tara Bailey



Little River Band of Ottawa Indians Housing Department

Mailing Address: 2608 Government Center Drive
Physical Address: 2953 Shaw Be Quo ung
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT Report to the Ogema For December 2022

Staff

Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Krystal Davis – Housing Specialist
Stephen (Jake) Shepard - Housing Maintenance Technician
Matthew Alexander – Housing Maintenance Technician
Mike Pannill – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 7
 - Leases renewed: 9
 - New leases: 3
 - Annual Inspections: 5
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 0
 - Total Number of Awards made during the Year: 12
 - Total Amount of Awards for the Year: \$54,520.
- C. The new Homeowners Assistance Fund received no new applications this month. The program provided assistance in the amount of \$9568.14 for the month of December.
- D. The 5 new homes, although completed, do have some warranty work to be done by the manufacturer of the homes but are items that can and will be completed with the new residents in the homes. UPDATE: This has been completed.
- E. The Housing Director presented a new Emergency Home Repair program to Tribal Council and is currently waiting on a work session to go over the requested updates to the program. UPDATE: This was done and TC is ready to approve the program, will be submitted for approval in January.
- F. The Housing Director completed the Final Closeout Report for the ICDBG 5 home project that was due on December 31st.
- G. The Housing Director was scheduled to attend the NAIHC Legal Symposium in Las Vegas, December 4 -7th but due to personal emergency was unable to attend.
- H. Although all staff was out for the holidays beginning December 23rd, maintenance staff did have to come in for the majority of the holiday weekend and plow due to the winter storm that we experienced.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 10
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 1
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. Annual inspections of units have commenced, and units inspected this month are in safe and decent conditions.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 86 rental units in total of which 83 were rented giving us an occupancy rating of 97%.

- A. Aki has 60 income based rental units of which 58 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 33 low-income family rental units and 31 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 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

The AKI community continues to experience light outages, these are due to over the years of wear and tear on the light lines between the poles and transformers. We are currently working with a vendor to get a quote on redoing all of the lines so that we will no longer have these ongoing issues.

VI. Plans for the Future.

End of Report
Tara Bailey, Housing Director
January 3, 2022

Human Resources
Alicia Knapp

To: Ogema Romanelli
From: Alicia Knapp
Subject: December 2022 HR Department Report
Date: 01/11/23

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 2022 Operational Plan

- a) Continuation of the 2022 HR Work Plan – working on the proposed plan bit by bit -
 - i) December Summary: December continued with much recruiting, work force development, project work, budget review finalization, finalizing phase one Job Descriptions, planning/finalizing for next year's work plan and continued analysis of health insurance options – open enrollment completed. No changes were made to the medical, dental or vision plans.

2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Improvement Plan in-process, approximately 92% complete. The updated process is currently in the works.
 - (2) Number of Hires During the Month: 3 – 2 TM – 1 temp. 1- RFT, 0 TD, 0 NA and 1 NP
 - (3) Number of Open Positions: 8 in process of interviewing and offers being made/accepted.
 - (4) Turnover to date: 26 remains the same – no terminations in December
 - (5) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
 - (6) Thank you, Hiring Managers, for your help and your continued patience!
 - (7) Updated Recruiting Work Priority: 1 – Finance, 1 – NRD, 3 – Clinic, 3 – All Others.
 - (8) Turnover 0 – NP NRD 0- Seasonals and 0 regular FT – December no turnover.
 - (9) January hopes to bring closure to many of our long-posted positions as well as new positions, so orientations will not be weekly however, and screenings scheduled to accommodate the finally filled positions which may pose a problem with Munson closing Occ. Med. Center.

3) Talent Development and Relations

- i) We received our twelfth Performance Review of 2022 during December – averaging one a month for 2022.
- b) Completed Performance Reviews Returned to HR: 2
- c) Completed PIPs Returned to HR: 0
- d) Training hours sent to HR: 3 Hrs. – turned in by HR.

4) Benefits and HR Administration

- a) Continued working to improve the previously identified benefit process issues and concerns.
 - i) Actions Taken:
 - (1) Continued previous Benefits Work Priority: 1 – Open enrollment, 2 – 2023 Health Renewal 3-

Benefit reconciliation 4 – Preparing for 2022 audit for 401k.

- (2) 401k Loans processed - 1
- (3) Continued processing of open enrollment for benefits/insurance – 14.
- (4) 401k advisor end of month visit facilitated.
- (5) Processed insurance benefit plan check requests.

b) Continue testing the capability of Abila HRIS system with additional data and documents.

c) Leave Cases

- i) FML: 3 from September/October returned. No new FML for !2/22.
- ii) IFML: 1 still active
- iii) Bereavement: 3
- iv) LOA: 0
- v) Wellness: 11
- vi) Leave Hours during the month decreased.
- vii) COVID had 3 new cases reported and some leave used. Some leave hours saved by our Christmas break.

5) Safety

- i) Recordable Injuries: 0
- ii) Near Miss/1st Aid: 1
- iii) December was our seventh month in 2022 with no recordable injuries. Great Job Team!
- iv) One car/deer accident reported.

6) Tribal Preference Report

Notes on Tribal Preference:

1. In December Tribal Preference increased from last month. There were 2-Tribal Member, 1 NP hired and no NP losses. We had no terminations in December.
2. This is an issue vital to the organization. LRBOI Government Human Resources worked on data and action items critical to understanding the issue of low applicants to all of our important issues. Currently working on a plan to travel to Muskegon for Job Fairs to help the Clinic fill their new positions for the opening of the clinic in Muskegon – resulted in 3 new hires to be starting late January/February For December, applications are still down.

Preference Report – Preference Hires in December 2022 – 2 preference hires

Employee Count by Preference for December 2022

Tribal Preference:

98 Tribal Members	2 in December 2022	53% (52.7%) of Tribal Government Workforce
10 Native American	0 in December 2022	5% (5.3%) of Tribal Government Workforce
11 Tribal Descendants	0 in December 2022	6% (5.9%) of Tribal Government Workforce
09 Tribal Spouses	0 in December 2022	5% (4.8%) of Tribal Government Workforce
00 Tribal Parents	0 in December 2022	0%

Total Preference = 123

69% (68.7%)

Total Non-preference= 58

31% (31.1%)

**Total Employee Count for
December 2022: 186**

7) Workforce Development

- i) New Requests for WFD Service: 3 Career Vouchers processed for December.
- ii) Inquiries about program – 6, 3 in process for January 2023 distribution.
- iii) No WFD AWE
- iv) Changes in the program for 2023 are currently in the works.

Regards,

Alicia Knapp

HR Manager

Workforce Development

- v) New Requests for WFD Service: 3 processed for December.
- vi) Inquiries about program – 5, 3 in process for January 2023 distribution.
- vii) No WFD AWE .
- viii) Changes in the program for 2023 are currently in the works.

Regards,

Alicia Knapp

HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
December 2022

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. NGLC wireless point to point to Food Distribution has been delivered
2. Food Distribution fiber has been installed. Waiting on splicing.
3. Department drives are in the process of being converted to onedrive
4. Spectrum has been identified as a cost saving alternative to services in the public safety building.

5. Mandatory IT Projects by order of priority:

1. 2023
 - i. Food Distribution fiber install is in progress.
 - ii. Fix the website problems requested by the Ogema in progress. RFP Has been request to identify a new vendor.
 - iii. Install automated outlet controller to handle satellite sites that are two hours away. In progress, received and pending install.
 - iv. Government EXSI Host is pending due to missing from 2023 budget.
 - v. Intrusion detection software is under going legal review.
6. 220 new IT work orders were opened in December 2022 and 226 IT work orders completed in December 2022. Our current outstanding tickets are at 52.
7. We saw a decrease of 76 tickets this month. With an decrease of 70 ticket closed from last month.
8. We only had one voicemail during our office hours 8am-5pm. Zero of them is between our lunch hour 12pm-2pm

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held weekly Professional Development Staff Trainings
3. Held meeting with Elevate to discuss progress on our phase planning

Trainings Held / Attended –

Special Tasks / Activities Performed

- Explore options to automate duties with limited staff.
- Investigating options for end point security and email security
- Investigating options for onsite intrusion detection appliance.

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 11, 2023
Re: December 2022 report of activities

Number of tribal members assisted on new issues	48
Number of referrals received	2
Number of continuing cases:	27

Types of legal issues:

Child support	Driver's License Appeal
Probate Estate	Criminal - Juvenile
Divorce	Real Estate
Wills	Estate Planning
Challenge Firearm Purchase Denial	Parenting Time – Out of State
Trusts	Warrants
Power of Attorneys – Out of State	Conservator Accounting - Adult
Civil Litigation	Change of Custody
Principal Residence Exemption	Garnishment
Past Due Income Taxes	Residential Lease
Medical Power of Attorney	Complaints
Post-Divorce Matters	Representative Payee
Termination of Parental Rights	Funeral Representative
Conservator – Adult	Medical
Power of Attorney	Guardian – Adult – Out of State
Hardship Waiver - Taxes	Social Security Disability
Discharge From Nursing Home	Trust Administration
Custody – Out of State	Child Support Arrearages

Limited Guardian - Minor

Landlord – Tenant Issues

Contracts

Per Capita Garnishment

Purchase Agreement

Employment

Marriage License

Deeds

Court Approval of Expenditure in Adult Conservatorship

Worker's Compensation

Small Estate

Lady Bird Deed

Certificate of Trust Existence

Divorce – Out of State

EIN

Report For Minor Guardian

FMLA

Sample of Work Performed:

Assisted a tribal member apply for a principal residence exemption

Assisted a tribal member with unpaid income taxes

Assisted a tribal member change custody of their child from joint to sole

Assisted a tribal member challenge a denial to purchase a firearm

Assisted a tribal member obtain court approval for an expenditure using the funds of the person over whom they were a conservator

Assisted a tribal member with a lease when they rented their home

Members Assistance
Melissa Waitner

Members Assistance Department

4th Quarter 2022 Departmental Report

Department Overview:

Melissa Waitner, Member's Assistance Coordinator
Program Specialist: Posted
Temporary Staff: Sandy Lempke-Mezeske (until end of 2022)
Vicki Wells, Elder Meals Coordinator

Status of Department:

As I move into my 3rd month of employment as Member's Assistance Coordinator, am exhausted and excited to be doing with work that I am. The department has suffered from significant staffing shortages which has led to a large amount of digging out from under years of paperwork, organizing, reviewing existing programs and department regulations and ensuring that grant funded programs are reported on in a timely manner, are compliant with federal regulations and that we are maximizing every dollar received.

During my second week I was tasked with managing the General Welfare Assistance Program and have literally been inundated with applications, check requests, emails, and phone calls. We see a light at the end of the tunnel – we have now processed 2,998 applications of which all but 200 have been sent on to accounts payable. To process them we must:

- *If received in email – print and/or copy/paste the application and email received.*
- *If mailed – open, and date stamp.*
- *All applications must have:*
 - *Enrollment confirmed*
 - *Address confirmed – if not information is shared between Enrollment and Member's Assistance to ensure the addresses match and that check goes out to correct address.*
 - *Checked for completeness – if not member must be contacted – many times we walk them through the completion of the application, so they do not have to redo it.*
 - *Log and track each application using a membership list provided by Enrollment.*
 - *Prepare a check request using an Enrollment mailing label for the almost 4,000 applications we will receive.*
- **The biggest delay in processing is responding to the emails and phone calls we receive on a daily basis. On average we receive over 75 of those combined. Most common questions are –**
 - **Did you receive my app**
 - **Where is my check**

In addition to the above, the Elder's Meal Program is currently utilizing delivered meals from the Manistee Area Public School System until the kitchen at Aki is renovated and up to code. The preliminary report from Indian Health Services provides a lot of room for improvement and there are several areas that MUST be brought into compliance. We are actively working to offer an Elder's Meal Program in Muskegon that mirrors the site in Manistee which includes meal delivery and activities. Listed below is a report from Vicki Wells, Elder Meal Coordinator.

Elders Meals

November 2022 Report



Goals and objectives: Provide meals to our elders who need nutritional help. The meals are provided 4 days a week for congregate meals at Aki or home delivery. Meals provide at least 33.3% of daily recommended intake. The following numbers are the averages of meals served in November.

Congregate Meals at Aki: 144

Take Out/Delivery: 315

Current budget is still being worked on to be brought up to date in order to be utilized.

A detailed report for 2022 will be prepared in January 2023 and will provided total number of services provided.

Current Assistance Programs

- Food Assistance Program – Available throughout the U.S.
- Low Income Energy Assistance Program - Available throughout the U.S.
- Rental and Mortgage Assistance Program - Available throughout U.S.
- Elder Chore Assistance Program - Available throughout the U.S.
- LIHEAP Assistance Program – Available to nine county service area.
- LIHEAP Weatherization Program – Available to nine county service area.
- LIHWAP – Water Program – Available to the nine-county service area.
- Home Improvement Program – Available throughout the U.S.
- Emergency Transportation Assistance Program – Available throughout the U.S.
- Title IV Elder Meal Program – Available to Elders age 55 and older.
- 2022 Hurricane Ian Emergency Relief Program – available in specific FL counties.

1. Department Ongoing Activities

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.

Some Goals for 2023:

- Overhaul and redo of office environment and department culture.
- Disaster Relief Program available for defined disasters
- Elder Services Program
- Veterans Services
- Increase funding for all existing programs – still the same amount since 2006
- Muskegon Elder Meal Program

Natural Resources
Frank Beaver



Gaá Čhíng Ziibi
Daáwaá
Aníshinaábek

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

**December 2022 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;
 - Participated in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
 - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.
2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
 - Implementation of the Water Quality Monitoring Program;
 - Development of a non-point source monitoring program;
 - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
 - Recycling
 - Continuing monitoring air quality.
3. Protecting wildlife within our native lands through:
 - Monitoring Tribal harvest of subsistence hunting and trapping.
 - Monitoring and indexing species populations within the 1836 Ceded Territory.
 - Responsible Hunting and Trapping Regulations; and
 - Mapping and inventory of Tribal lands and the Ceded territory.

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received Commercial and Subsistence fishing 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
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Vacant - Fisheries Technician, Inland

- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Great Lakes Restoration Initiative grant management
- Great Lakes Fishery Trust grant management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Consent Decree(s) information reporting
- 2020 Great Lakes Consent Decree negotiations
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Sturgeon Data entry and database management
- GVSU contract for sturgeon genetics analysis
- Collaborative discussions with LTBB for sturgeon assessments
- Annual sturgeon report drafting
- 2023 Manistee River sea lamprey treatment discussion

- Artic Grayling literature research for reintroduction
- Inland fisheries program workplan development
- Artic grayling temperature monitoring database development
- Great Lakes Fisheries Assessment program 2023 workplan development

Equipment maintenance/Field Work/Lab Work:

- Artic grayling, North Branch Manistee River habitat surveys
- Artic grayling, North Branch Manistee River, completed processing drone-based habitat survey data collected with Zero Gravity Aerial using GIS software
- North Branch Manistee River habitat ground truthing and aerial habitat comparison
- Selected sites for additional water temperature monitoring in the Upper Manistee River
- Great Lakes fisheries otolith/maxilla preparation, processing, and imaging for aging
- Great Lakes, commercial fishery harvest sampling
- Manistee River sturgeon genetic analysis discussions with GVSU and MSU

Meetings/Training/Travel/Conference Calls

- Workshop, Spatial benchmarks for fish and habitat in the Great Lakes, 12/2
- Virtual meeting with DNR Tribal Coordination Unit regarding inland long-term monitoring program development, 12/6
- 100% whitefish meeting, 12/6
- CORA catch reporting system development meeting, 12/6
- Great Lakes Fishery Trust Larval Coregonine meeting, 12/12
- Natural Resources Commission meeting, fisheries topics, 12/12
- HACCP (Hazard Analysis and Critical Control Point) Training in Brimley, MI, 12/13-15
- CORA catch reporting system development meeting, 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 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon		

Wildlife Program

Vacant – Wildlife Division Manager

Vacant – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget

- 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
-
- Completed monthly report
 - EWS Staff management
 - Manage budget and review R&E's
 - Membership assistance – Issued Permits, applications, regulations
 - 2022 harvest permits, USFS access passes, etc.
 - Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence.
 - Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Habitat work on tribal properties
- Treat invasive plant species on Tribal property

Meetings/Training/Travel/Conference Calls

-

Environmental Division

Vacant –Environmental Division Manager
Corey Wells – Air Quality Specialist
Zach Prause - Aquatic Biologist – Water Quality
Alexis DeGabriele– Aquatic Biologist – Wetlands
David Karst – Brownfield Specialist
Alycia Peterson – Great Lakes Policy Specialist

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

Vacant –Environmental Division Manager
Corey Wells – Air Quality Specialist
Zach Prause - Aquatic Biologist – Water Quality
Alexis DeGabriele– Aquatic Biologist – Wetlands
David Karst – Brownfield Specialist
Alycia Peterson - Great Lakes Policy Specialist

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

•

Meeting/Training/Travel/Conference Call

•

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Completed drafts for the new public record along with corresponding maps for publishing after review in Word, Excel, and PowerPoint formats.
- Submitted partial 128a and BIL Grant request for upcoming site assessments and cleanups.
- Began PowerPoint Presentation to be given in conjunction with neighboring Tribal Response Programs for the No-Spills Conference in Traverse City.
- Reviewed Solid Waste Management Plan for future consideration, modification, and implementation.
- Developed PowerPoint that will demonstrate progress and cleanups, for public use and engagement, following Phase I and II assessments.

Field Work and Equipment Maintenance

- Checked air pressure and put fuel in the Trailhawk.
- Began planning and scheduling site priorities in conjunction with 128(a) public record for 2023 field season, including hardware/Garmin data.
- Downloaded Field Map Data for Tribal Parcels including layers for imagery and topographic maps at appropriate scales and locations

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

- Attended the HHW Steering Committee meeting in Ludington on December 1
- We had NRD Huddles on December 5 and informal meetings.
- I attended the Great Lakes PFAS summit, held virtually, from December 5-7.
- I went to 3 webinars on December 14, a Planners webinar on Housing Redevelopment on Brownfields, recycling grants, and soil remediation.
- Solid Waste Management Master Plan meeting on December 16
- I went to the EPA webinar on the Harford Superfund site and its effects on nearby parcels.

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed wetland sections of PPG report.
- Reviewed & voted on MCD project proposal to PLWf.
- Onekama Invasive Committee tasks (reviewed & edited bylaws and timeline, compiled & distributed meeting notes).
- Continued updates to QAPP
- Completed water portions of PPG report and submitted to supervisor
- Eurofins' invoice was paid for fish tissue contamination samples

Field Work and Equipment Maintenance

- Calibrated eureka
- Reset HL4 handheld unit
- Fish scales starting to be aged
- WQ boat winterized

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

- 12/6/22: PLWf WQEM committee meeting.
- 12/6/22: calls with Doug & Al regarding Onekama Invasive Committee.
- 12/8/22: call with PLWf president.
- 12/16/22: Onekama Invasive Committee meeting.
- 12/7- Recreational Water Quality Call
- 12/16-Webinar on R tools for continuous and biological data

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- American Rescue Plan grant report submitted.

Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x2

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

- EPA QAPP Meeting 12/1/22 10:00AM-12:00PM
- Region 5 Monthly Tribal Air Call, (12/7/22) 11:00AM till 12:00PM
- Region 5 Air Monitoring Call, (12/15/22) 11:00AM till 12:00PM
- CAA 103 Grant Workplan Discussion (12/6/22) 11:30AM-12:30P

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Contacted BIA for sedaDNA sole sourcing approval.
- Finalized and sent sedaDNA contract documents to Purchasing.
- Reviewed Pentwater Sandy Bend project meeting minutes and sent comments.
- Began planning/coordinating 2 wild rice masters student projects.
- Reviewed NFWF Five Star grant RFP & began coordinating with ISN.
- Updated sedaDNA draft resolution following comments.
- TWWG leadership tasks (reviewed agenda & framework, reviewed & edited NAWM grant proposal, summarized program description non-respondents, fielded peer review literature requests).
- Coordinating with MRWA on Maple River project.
- GLRI RFPs: inquiry email to BIA; received files from Chase; reviewed RFPs; began reviewing previous LRBOI submittals and discussed with Alycia, Archie, & CJ; began drafting proposal for wild rice work.
- Wild rice fish community project: began reviewing past data, sharing files with Alex, and coordinating joint effort for final report.
- Began creating MISC keynote presentation.
- Received and reviewed ISN's invasive data for the MRSGA vs. LRBOI wild rice data.

Field Work and Equipment Maintenance

-

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

- 12/1/22: meeting with Frank to discuss sedaDNA documents.
- 12/1/22: LRBOI Staff meeting.
- 12/2/22: Pentwater Sandy Bend project meeting.
- 12/5/22: meeting with Scott McNaught to discuss grad projects.
- 12/6/22: TWWG leadership meeting with Kerryann, Rebecca, and Mike.
- 12/6/22: MWRI meeting.
- 12/7/22: MVPP annual meeting.
- 12/8/22: NFWF Five Star and Urban Waters grant webinar.
- 12/12/22: Tribal Council agenda review for sedaDNA contract.
- 12/12/22: TWWG Advisory Committee meeting.
- 12/13/22: Tribal Council Work Session for sedaDNA contract.
- 12/14/22: Tribal Council vote on sedaDNA contract.
- 12/15/22: wild rice grad project meeting with Scott McNaught & 2 prospective masters students.
- 12/15/22: NAWM webinar.
- 12/20/22: meeting with Frank, ISN, and MSUE to discuss NFWF grant potential partnering.
- 12/20/22: meeting with Frank to discuss prospective CMU grad students.

Great Lakes Policy Program

Administration//Reports/Data Entry

- LRBOI GLRI Tribal Capacity, and LAMP Program grant paperwork.
- The 2020-2021 Annual Narrative Report
- Invasive Prevention SOP

Field Work and Equipment Maintenance

- Purchased recommended personal gear from the list in the environmental division handbook.

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

- LRBOI Staff Meeting. (12/1/22)
- Lake Huron Partnership December Meeting. (12/1/22)
- Great Lakes HABs - A Regional Update. (12/1/22)
- Lake Huron Partnership Working Group Meeting (12/13/22)
- Holiday Breakfast (12/15/22)
- Tribes Mining Call (12/15/22)
- Holiday Break: 12/26/22 -- 12/31/22.

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

December 2022

Steve Parsons

Meetings/Conferences/Trainings

- On December 1, 2022, I attended the November staff meeting held via Microsoft Teams.
- On December 6, 2022, I met with CFO Angela Robb to discuss the financial portion of the upcoming FY 2022 BIA Roads Annual Report.
- On December 12, 2022, I attended Tribal Council Agenda Review to represent an item that I had on the December 14 Tribal Council meeting agenda—Approval of contract with Grand Traverse Engineering & Construction (GTEC).
- On December 13, 2022, I attended the quarterly board meeting of the Manistee County Community Foundation.
- On December 14, 2022, I attended the Tribal Council meeting where I represented an agenda item requesting approval of a contract with Grand Traverse Engineering & Construction (GTEC).
- On December 15, 2022, I attended a Tribal Council work session on the Woven Energy Grant Final Proposal.
- On December 20, 2022, I met with Lyle Dorr regarding the financial report portion of our BIA Roads annual report for FY 2022.
- On December 27, 2022, I again met with Lyle Dorr regarding the financial report portion of our BIA Roads annual report for FY 2022.

Activities/Accomplishments/Updates

- BIA Roads – 2021 Projects that were extended into 2022:
 - Cemetery Parcel Road Project: Schultz Excavating completed the installation of a gravel road in the cemetery project area by August 2022. This completes their involvement in this project. This project will extend into 2023, as three areas still need to be completed: landscaping, running electric power to the site, and the installation of a well water source on site.
 - Commodities Drive Road Project: Schultz Excavating completed the remaining work on the Commodities Drive in mid-June 2022. This completes their involvement in this project.
- Roundabout Project: As of the end of October 2022, this project determined to be complete and the roundabout opened to traffic by MDOT. Items that remain to be completed (as of November 30) are: Connecting electrical power to the overhead lighting in the area, landscaping in the inner circle of the roundabout, and installation of more directional signage and pavement markings. I continue to communicate with MDOT in regard to these issues being addressed.
- Additional 2022 Road Projects
 - Aki Maadziwin Roads Project: This project involves a total reconstruction (including the installation of spillways and culverts for improved drainage) of the entry road to Aki Maadziwin (Saw Be Quo Ung), as well as the repair and resurfacing of the remaining roads in the Aki Maadiiziwin housing project.
The project began on October 10, 2022 and was temporarily halted on October 24, 2022 due to inclement weather. After four days of steady rain, Elmer's was concerned with

the viability of the construction area and the risks of proceeding. They requested that the project be stopped with the intent of picking it back up again in the Spring of 2023, and that request was granted.

- Public Safety Parking Lot: This project has been extended to include the construction of a smaller staff parking facility between the north side of the Tribal Justice Center and the existing water tower. However, as noted in the previous reports, this project had been temporarily suspended pending the outcome of the funding and possible construction of the proposed victim's shelter which had been tentatively planned for that site. The decision not to pursue this funding was made by Tribal Council in the summer of 2022. As a result of this delay, this project will not continue until Spring 2023.
- Reconstruction and Repair of the Government Center/Tribal Clinic Parking Lot: This project will involve the repair and resurfacing of the parking lot that primarily services the Tribal Clinic. Most of the pervious concrete areas will be taken out and replaced with standard concrete. This project had been tentatively planned for Fall 2022. However, it has been postponed to Spring 2023.
- Submission of the FY 2022 BIA Roads Annual Report: This online report was submitted to the Federal Highways Administration on December 27, 2022—prior to the December 31, 2022 deadline.
- Food Distribution Center Project: With the resignation of Ken LaHaye as Commodities Program Director in April 2022, the Ogema assigned to me the responsibility of Owner's Representative for the construction of the Food Distribution Center for the remainder of the project. I am currently fulfilling that responsibility.

Unfortunately, as of December 31, 2022, this project still has not been completed. As reported earlier, the refrigeration units were delivered in September 2022. However, the doors to the units were damaged and had to be shipped again, and then shipped again, and then shipped additional times, with no resolution. A new supplier (Anthony Doors) has submitted new contact plates for the existing frame so that the doors will be sized properly. Another contractor, New Era Cooler, will install the contact plates. Then we will have Grand Traverse Refrigeration (as originally planned) finish the installation and startup the cooler/freezer (once the electrical hard-wiring is completed by Advantage Electric).

We will also plan to have the fiber optic connection to the building made by January 17, 2022. Hopefully by the end of January 2022, the final outstanding items will be completed, so that we can schedule final inspections for late-January/early-February 2022.

I want to take this opportunity to acknowledge Jamie Friedel, our new Food Distribution Supervisor, for his work in getting these issues resolved. He has done a great job in his support of this project.

Public Safety
Robert Medacco

**Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
December-22**

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	9
City Assist	6
County Assist	12
Medical Assist	3
MSP Assist	1
Other Calls for Service	4
Property Checks	736
Suspicious Person	2
Suspicious Situation	2
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	1
Accidents	4
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	2
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	1
No Proof of Insurance	
Open Intoxicant	1
Other Traffic Citation	
OID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	2
Speeding Ticket	1
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	12
Unsecured Vehicle	
Verbal Warning	7
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	8
Assault	3
B&E	
Bond Revocation	
Child Abuse	1
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	
Domestic Disturbance	4
Drive-Off	2
Drug Violation/VCSA	
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	1
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	1
Property Damage/PIA	4
Public Peace	
Resisting	
Robbery	
Sex Offense	1

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	309
Alarm	1
Attempt to Locate	
Boat Dock Checks	
Casino Hours	91.75
Civil Standby	
Community Policing	7
Court Hours	1.25
Death Notification	
Drug Disposal	
Follow-Up Investigations	16
Found Property	4
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	2
Total Complaints	54
Total Reports	48
Training Hours	20.5
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	5330
Voluntary Missing Adult	

Training/Travel

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
December-22**

Administrative Hours	45.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	272
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	3.5
Paper Service	
PR Activities	1
PR Activities Hours	1
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	11
Vehicle Mileage	3158
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

All Officers attended Taser refresher training at Justice Center.
December 9-13, 2022 Sgt Robles participated in Elk Patrol in Gaylord, MI area.

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
December-22**

Administrative Hours	182.75
Arrest(s)	2
Male	2
Female	
ATV Patrol Hours	
Assist(s)	1
Assist Hours	0.75
Citation(s)	2
Civil	2
Misdemeanor	1
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	11
Contacts	249
Court	
Court Hours	
Follow-up(s)	4
Follow-up Hours	4.5
Federal Citation(s)	
Hours Worked	375
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	4
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	118
Snowmobile Patrol Hours	
Training(s)	9
Training Hours	21.5
Vehicle Mileage	2697
Vehicle Stops	8
Verbal Warning(s)	7
Written Warning(s)	

Training/Travel

All Officers attended Taser refresher training at Justice Center.
December 13-15, 2022 Officer Bruce participated in Elk patrol in Gaylord, MI area.

Department of Public Safety Monthly Report

2022

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
General Patrol													
Assist Citizen	2		1		2	2	2	1	2	4	5		36
Assist Motorist		1											1
Assist Other Agency	5	5	3	9	7	6	6	5	14	8	7	9	84
City Assist	8	10	5	3	10	1	6	3	4	13	5	6	74
County Assist	10	7	11	15	21	15	12	11	11	18	14	12	157
Medical Assist	2	1	4	2	4	1	2	2	10	5	1	3	37
MSP Assist	4	4	2	3	3	2	1	1	2	2	2	1	23
Other Calls for Service			1	4	4	1	1	3	2	4	1	4	24
Property Checks	636	401	464	695	631	517	663	606	584	566	481	736	6980
Suspicious Person	1	2	1		3	1	1	1	1	5	2	2	19
Suspicious Situation	3	1	2		2	4	4	1	4	4	3	2	30
Well-Being Check	2	2	1	2	5	2	2	4	1	2	2	2	25
Traffic													
Abandoned Vehicle	1					1						1	3
Accidents	6	7	9	4	16	12	13	10	9	19	13	4	122
Disobeying Stop Sign													0
Driving License Suspended			1	1		1							3
Expired Drivers License						1							1
Expired License Plate			1										1
Fleeing & Eluding								1				2	3
Hit and Run			1					1			1		3
MDOP	1		1			1	3		2				8
Minor in Car													0
Motor Vehicle Theft												1	1
No Proof of Insurance			1	1			1	1			1		1
Open Intoxicant												1	1
Other Traffic Citation			1	1	1	1	1	1	1				6
DUID			1							1	2		4
DUIL													0
DWI				1			3	4	2	2		1	13
Parking Ticket													0
Reckless Driver		1	1									2	4
Speeding Ticket	2	1	2	1		2	1			1		1	11

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Criminal Offenses Continued													
Fight in Progress	2		2	1	3		1						9
Fraud	1		1	1	1		2		1	1	2		10
Furnishing Alcohol to Minors										1			1
Harassment			1		1	3				1			6
Health & Safety		3		2			1	1	3		2		12
Intimidation						1							1
Intoxicated Person					2				1		1		4
Juvenile Runaway								1					1
Marijuana Possession	3	2	3		4	1	4			1	1	1	20
Alcohol Violation													0
Minor in Possession					1			1	2				4
Missing Person					1	1					1		3
Money Laundering													0
Motor Vehicle Theft													0
Murder													0
Neighbor Dispute				2			1				1		4
Noise Complaint	1				1			2					4
Obstructing Justice											1		1
Possession Stolen Property													0
PO Violation						1		1				1	3
Probation Violation				1			1					1	3
Property Damage/PIA	6	7	9	4	16	12	13	10	9	19	13	4	122
Public Peace													0
Resisting													0
Robbery													0
Sexual Harassment													0
Shoplifting													1
Solicitation													0
SOR Violation													0
Stabbing													0
Stalking						1							1
Stolen Property													0
Threats	1		2	2	2	4	1			2			14
Unwanted Subject	4	6	1	2	3	2	4	2	1	3	2		30

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Miscellaneous													
Administrative Hours	348	293.5	294.75	285.75	266.25	257.25	277.25	191	331.25	305.75	182	309	3341.75
Alarm	1	1	2	2	2	1			3	3	1	1	14
Attempt to Locate	3			1	2		1	2	1		4		14
Boat Dock Checks													0
Casino Hours	176.25	104.75	189.5	179.5	187.25	185.5	173.5	163	68.75	131.25	96.5	91.75	1747.5
Civil Standby	2		1		1			2	1				7
Community Policing	4	4	2	4	4	2	4	4	1	6	1	7	43
Court Hours		0.5			2.5		0.25				1	1.25	5.5
Death Notification										1			1
Drug Disposal													0
Follow-Up Investigations	11	11	6	6	10	16	18	3	9	10	6	16	122
Found Property	2	2	1	2	1	5	2		2	1	6	4	28
Lost Property					1								1
Meetings Attended													0
Open Door	2				3	1			1	2			9
Open Window													0
PBT	1							1					2
Special Detail								1			1		2
Judicial Subject	1		3	1	1		2	1		3	1	2	15
Total Complaints	69	47	63	50	85	65	67	58	68	94	85	54	805
Total Reports	69	47	63	50	85	65	67	58	68	94	85	48	799
Training Hours	17.25	11.5	15.75	8.25	1.75	46	24.5	7.25	10.5	20.25	37.5	20.5	221
Transport			1	1						1			3
Respassing						1		1		5	2		9
Tribal Council Meetings													0
Vehicle Mileage	4386	3467	3971	4799	4169	3886	4663	3242	4198	5770	3288	5330	51169
Voluntary Missing Adult													0
Training/Travel													

February 8-11, 2022 Director Medacco and Det/Sgt Pefley attended 2022 Winter Professional Development Conference in Grand Rapids, MI.
March 2022 all Officers completed Security Awareness Training on line.
May 15-19, 2022 Sgt Rodriguez attended Annual Training Conference MTOA in Traverse City, MI.
May 16-17, 2022 De/Sgt Pefley attended Cryptocurrency Investigation in Leelanau County, MI.
May 22-26, 2022 Officers Szpillet and Coppola attended 17th Annual Conference of Crimes Against Women in Dallas, Tx.
June 2022 all Officers completed firearms/rifle qualifications.
June 25,-28, 2022 Sgt Umlauf attended MI Child Advocacy Conference in Grand Rapids, MI.
June 25-29, 2022 Director Medacco attended MACP Summer Conference in Belliare, MI.

July 2022 all Officers completed Active Shooter Training on line through PoliceOne.

Training/Travel

September 6-9, 2022 Multiply Officers attended Active Shooter Training in Wellston, MI.

September 11-15, 2022 Sgt Rodriguez and Officer Trisch attended annual ERT Training at Camp Grayling.

September 19-21. 2022 Sgt Umlauf and Officer Aksamitowski attended Dive Rescue training in Traverse City, MI.

November 2022, all Officers participated in Fourth Amendment training through Police One online.

November 2022, all Officers participated in lowlight firearms qualifications.

November 22, 2022 Director Medacco attended MCOLES quarterly meeting in Wyoming, MI.

December 2022, all Officers attended Taser refresher training at Justice Center.

Training Continued

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
2022

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Administrative Hours	278.75	221	218	232.25	201.75	159.25	233.5	222.25	194.25	193	191.5	182.75	2528.25
Arrest(s)			4	2	1		1	2			1	2	13
Male			1	1	1						1	2	6
Female			1	1									2
ATV Patrol Hours			1			1.75	1						3.75
Assist(s)	9	7	5	5	1	5	10	6	1	3	11	1	64
Assist Hours	7	6.75	2.5	4.25	0.5	6.5	8.75	4.75	0.5	2.25	10.25	0.75	54.75
Citation(s)				2		1	5	3				2	13
Civil				2		1	5	3				2	13
Misdemeanor						1	5	3				1	1
City Assist	2												2
City Assist Hours	1.25												1.25
City Original													0
City Original Hours													0
Complaints	6	7	14	9	15	24	23	23	5	18	7	11	162
Contacts	316	299	269	465	198	436	513	592	246	371	432	249	4386
Court	1	2						1		1			5
Court Hours	1	1.5						0.75		2			5.25
Follow-up(s)				4	1	1	1	3	2	1	1	4	18
Follow-up Hours				2.5	1	0.75	0.25	2.75	1.5	0.5	0.25	4.5	14
Federal Citation(s)													0
Hours Worked	467.25	402.5	452.5	443	417	460.75	406.75	474.5	497.75	406.5	369.25	375	5172.75
Joint Patrol(s)	1				1		1	2	2	3	1		11
Marine Time					7		3						10
Meeting(s)	1	3	3	5	2		2	7		5	1	3	32
Meeting Hours	3.5	2.5	4	11.5	2.25		3.5	13.5		11.5	1	4	57.25
Paper Service								1					1
Possible Trespass													0
PR Activities	4	6											10
PR Activities Hours	3.25	12											15.25
Property Checks	167	96	146	201	79	155	145	120	240	109	140	118	1716

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Snowmobile Patrol Hours	1												1
Training(s)	7	2	6	12	6	16	4	2	13	9	9	86	86
Training Hours	12.25	2	20	60	11	21.5	6	16	38.5	13.5	21.5	222.25	222.25
Vehicle Mileage	3760	2439	3765	2481	1631	2553	2323	3462	3954	3055	3844	2697	35964
Vehicle Stops	2			9	3	3	17	4	4	1	8	44	44
Verbal Warning(s)	1			6	1	5	2	19	4	1	7	46	46
Written Warning(s)				3	1	2							6
Training/Travel													

March 2022 all Officers completed Security Awareness Training on line.

May 8-13, 2022 Officers Bruce and Gunderson attended Annual National Conference NAFWS in Miami, FL.

June 2022 all Officers completed firearms/rifle qualifications.

July 2022 all Officers completed Active Shooter Training on line through PoliceOne.

September 18-23, 2022 Officers Gunderson, and Bruce attended Great Lakes Regional NAFWS Conference in Haywood, WI.

November 2022, all Officers completed Fourth Amendment training through Police One online.

November 2022, all Officers participated in lowlight firearms qualifications.

Training/Travel

March 2022 all Officers completed Security Awareness Training on line.

May 8-13, 2022 Sgt Robles attended Annual National Conference NAFWS in Miami, FL.

June 2022 all Officers completed firearms/rifle qualifications.

June 6-10, 2022 Sgt Robles attended 2020 Consent Decree Negotiations Meeting in Lansing, MI.

July 2022 all Officers completed Active Shooter Training on line through PoliceOne.

September 18-23, 2022 Sgt Robles and Officer Brown attended Great Lakes Regional NAFWS Conference in Hayward, WI.

November 2022, all Officers participated in Fourth Amendment training through Police One online.

November 2022, all Officers participated in lowlight firearms qualifications.

November 28, 2022 Sgt Robles participated in Instructor Renewal for verbal de-escalation training through Dolan Consulting Group online.

December 2022, all Officers attended Taser refresher training at Justice Center.

December 9-13, 2022, Sgt Robles participated in Elk Patrol in Gaylord, MI area.

Tax Office
Valerie Chandler

Tax Department December 2022 Monthly Report

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

During the month of December 2022, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Assistant to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for November 2022.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent communication updates to ULD with any legal questions, issues, etc. as necessary.
8. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
9. Issued 4 Certificates of Exemption:
 - Purchaser: 4 RTMs 0 Tribe/Entity
 - Purchase Type: 4 Vehicle 0 Recreational Vehicle 0 Construction
10. Reviewed 70 Tribal Member address and/or name changes; 9 required updating of the RTM list and database.
11. Processed 3 Proofs of Residency.
12. Processed 1 Motor Fuel Registration.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
 - New and re-instated RTMs
 - Deceased RTMs
 - Address changes of RTMs
 - RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for January 2023 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,069 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for November, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed November 2022 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

*Variable Duties and Accomplishments:

1. Prepared the announcement of the November Employees of the Month which included printing and displaying the certificates in the lobby.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees including, but not limited to: facilitating the monthly virtual staff meeting and seeking agenda items as well as planning the Employee Holiday Breakfast.

3. Assisted in organizing, preparing games, gifts, food, etc. and presenting for the Employee Holiday Breakfast.
4. Inquiries and questions regarding the ARP payments to members (which were referred to Members Assistance).
5. Assisted Accounting with balancing tribal tax payments received in preparation for the next audit.
6. Prepared and sent out Tribal Business Tax License annual renewals to all vendors operating on Tribal/Trust lands as permanent vendors.
7. Received from the State Treasury and distributed the blank 2023 Certificate of Exemption and Letter of Authorization as necessary.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - State sales tax being charged on a Tribal utility account
2. Continued to correspond and work with the State of Michigan Department of Treasury staff conducting the Tax Agreement audit. Retrieved, scanned, prepared, and sent all records and reports that were requested and responded to any questions as necessary.

Little River Trading Post Interactions:

1. Worked with the Trading Post interim Manager regarding areas of training needed for the new cashiers.
2. Worked with Trading Post interim Manager in updating all of the OTP tribal member prices.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Corresponded with staff regarding the process to change a business name on a State sales tax license.

Meetings / Trainings Attended During the Month:

1. Monthly Employee Staff meeting via Teams on December 1, 2022.
2. Employee Recognition meeting on December 1 and 8, 2022.
3. Attended and assisted in facilitation of Employee Holiday Breakfast on December 15, 2022.

Statistics:

Total Registered Resident Tribal Members (RTMs): 247

- Manistee County: 236
- Mason County: 11

Monthly Tax Revenue*:

*November 2022 amounts received in December 2022

- Retail Sales Tax (Gift Shop) \$1,746.00

- Retail Sales Tax (Nectar Spa) \$73.29
- Service Tax \$885.72
- Admissions Tax \$986.64
- Lodging & Occupancy Tax \$8,593.41
- Food & Beverage Tax (Little River Casino Resort) \$26,644.01

Tribal Member Tax Exemption Rates ("Discounts") for January 2023*:

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

- Gasoline: \$0.452/gallon
- Diesel: \$0.557/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
December 2022 Department Report

1. Department Overview

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
- **GOALS:**
 - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
 - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
 - Management and maintenance of Tribal Archives and collections.
- **OBJECTIVES**
 - ❖ Respond to NHPA, NAGPRA and related requests and issues.
 - ❖ Inventory historic properties, items or collections and archives for preservation.
 - ❖ 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 as appropriate to 16 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in regular meetings with the Ogema and other members of the Lead Group.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Attended meetings with the Council about Artic IT and services.
5. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.

6. Gave presentations on the Tribe's history, culture, and other topics about Native Americans to groups by Zoom and in person.
7. Attend online meeting for Budget Formulation MWR.
8. Administered, directed, and supervised all departmental activities.
9. Approved timecards and PTO requests for the departments for which I am the Lead, as needed.
10. Attended remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE.
11. Attended the regular monthly staff meeting.
12. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
13. Attended the DIA-MACPRA planning meeting (online).

The Language Coordinator accomplished the following during this month

1. Finished the grant close out with Lyle our grant writer.
2. Created a word list for Currents newsletter.
3. Coordinated next years language camp.
4. Developed language lessons for class and taught them.
5. Created language lessons for Endaaying, recorded them and posted them.
6. Consultant to Interlochen Public Radio, Delta Dental, G.R. Public Museum, Michigan Nature Association.
7. Recycled to LRB Pharmacy.
8. Answered Emails and calls about website, camp, language, culture.

Here is an additional report from the Department –

Endaaying yearend report 2022

Name of language lesson/teaching	Recorded	Posted
-1- Types of rain	March 1	May 31, 2022
-2- Types of wind	March 1	June 28, 2022
-3- Parts of the day (before clock)	March 1	August 23, 2022
-4- Terri'ba's memorial tribute	March 1	May 3, 2022
-5- Topography 1	May 11	July 12, 2022
-6- Topography 2	May 11	July 26, 2022
-7- Nature	May 11	August 7, 2022
-8- Apparel/clothing	May 11	November 29, 2022
-9- Our creation story 1	July 12	
-10- Our creation story 2	July 12	
-11- Our creation story 3	July 12	
-12- Our creation story 4	July 12	
-13- Oops & ouch 1	November 16	
-14- Oops & ouch 2	November 16	
-15- Oops & ouch 3	November 16	
-16- Oops & ouch 4	November 16	

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
December 2022, 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.
- Continuing to sample for Covid-19 in wastewater
- Vac Truck Cleaning Reactor 2

Billing

Water	\$12,068.68
Sewer	\$16,701.73
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,713.44
Septage	\$2,952.30
Other	\$161.53
Month Total	\$56,477.94
Yr. to Date Water	\$151,793.40
Yr. to Date Sewer	\$239,265.53
Yr. to Date Irrigation	\$29,401.74
Yr. to Date Fire Suppression	\$96,831.96
Yr. to Date Manistee Township	\$182,531.96
Yr. to Date Septage	\$91,281.93
Other Revenue	\$8,364.97
Credit	\$0.00
Yr. to Date Total	\$799,471.49

1. **Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,204,995
 - b. Ave Daily Flow Gallons 71,129

2. **Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 1,588,244
 - b. Daily Average Gallons 51,234

- Effluent Gallons**
 - a. 1,926,329
 - b. Daily Average Gallons 61,140

- Lagoon**
 - a. Influent 503,454
 - b. Daily Average Gallons 16,240

3. **Septic Sewage**
 - a. 63,122 Gallons

III. Travel/Trainings/Meetings

What: DEMD Grant Microgrid Study
Who: Council, Woven Energy, Various LRB Staff
Where: ZOOM
Sponsored by: LRBOI

What: MTERA Meeting
Who: Gary Lewis
Where: Zoom
Sponsored by: MTERA