

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
Naangwa: Date: March 12, 2018
Maanda Nji: Re: February 2018 Operations Report



We respectfully submit the February 2018 Operations Report for acceptance by the Tribal Council.

If you should have any questions regarding this submission, please feel free to contact my office. Thank you.

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
February, 2018

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

February, 2018 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2018 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2018 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

- 1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
- 2. Investment management.
- 3. Continued improvement in financial reporting to the Tribe.
- 4. Analysis of the 2018 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2019 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

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

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI (10) Homes, Odeno - Fruitport Housing Project and Gathering Grounds.*** *The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of February.*
 - i. ***US 31 Sewer Extension Project: Complete- As Build's Received***
 - ii. ***Odeno-Fruitport Housing- None***
 - iii. ***2017- AKI 10 - \$69,269.00***
 - iv. ***Gathering Grounds - None***
2. ***Cash Receipts;*** *Daily cash receipts totaled for the month of February, were, \$449,201.27 the General Fund Operating Account had a total of (333) receipts. Yearend review and filing update.*
3. ***Lead Facilitator –;*** *Working through transition, as position has changed ongoing updates and review of concerns working with current lead, as there were several items that were in active action being considered.*
4. ***Judgment Trust Account:*** *Final stages of this program information, should be concluding. No Change. This should be final, as I have no information on the status.*
5. ***Fixed Assets Account Group:*** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit prep 2017.*
6. ***1099MISC. – 2017 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2017. Sending out some of returned 1099MISC as corrected addresses come in.***
7. ***Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.***

8. ***BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.***
9. ***Tribal Financial Statement Requirements: Due by the 8th of the month.***
 1. *Cash Deposits*
 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
 3. *Utilities report – current payments – monthly report of payments.*

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Construction Task Force –Weekly Meeting - Thursday - review, US 31 Sewer Extension, Odeno – Fruitport Housing Project, AKI (10) Homes, Gathering Grounds.

Other Meetings

- ***Per-Capita Payments – Payroll, Controller***
- ***Regulations – CFO - Office***
- ***Gathering Grounds – Several Meetings – Planning Dept.***

Duties and Accomplishments –

1. Reconcile 14 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. AP including tax payments for Trading Post
6. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
7. Void Stale dated checks
8. Positive Pay
9. Warriors Society Banking

Meetings Held / Attended – Casino Meeting – Trading Post

Trainings Held / Attended –

Special Tasks / Activities Performed – Audit Prelim

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of March.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received six modifications for the following grants: DOJ OVW budget changes on the entire award received, 2018 IHS Self Governance additional funding in the amount of \$144,659, 2018 BIA Self Governance additional funding in the amount of \$171,525, 2017 BIA Self Governance additional funding in the amount of \$11,000, 2018 USDA Food Distribution additional funding in the amount of \$32,402 and 2018 BIA Self Governance additional funding in the amount of \$76,686. Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
12. *There were no new grants received in February.*
13. *Reconciled my cash receipt journal for 2017.*
14. *Changed my password in the PMS for the "P" account that needs to be done every 60 days.*
15. *Changed my password in Grants Solution that needs to be done every 60 days.*
16. *The cpexpress payment system through the State of Michigan has been migrated to the SIGMA VSS system. Worked on setting myself up as the Administrator for the system so I can add people from the Tribe for different functions they need to access this system for. Set up Brandy Martin in the system so that she can view payment activity that has been deposited in the Tribes different bank accounts.*
17. *Reserched and read up on the SIGMA VSS system and its functions.*

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Meet with Don MacDonald a few times a week.
5. Meet with Jason Cross a few times a week.
6. Attended Lead meetings with Jay, Bill, Larry and Mary on 2/6/18 and 2/13/18
7. Converse daily with Lyle Dorr (Grant Writer).
8. Met with Kathy, Don, Janice and Joan on 2/7/18.
9. Met with Ken LaHaye on 2/7/18.
10. Met with Dale, Steve, Lani and Brandy on 2/14/18.
11. Met with Unified Legal, Bill, Jay and Mary on 2/20/18.
12. Participated in CHR interviews with Alicia, Gina, Don and Janice on 2/21/18.
13. Participated in PRC interviews with Alicia, Gina, Don and Janice on 2/22/18.

Trainings Held/Attended**Specials Tasks/Activities Performed****Upcoming Projects/Task**

*Work on setting up the 2017 SEFA schedule and entering all the data needed for the upcoming audit.

PAYROLL**Duties and Accomplishments –**

1. Processed 421 payroll vouchers/checks through ADP.
2. Verified 41 PAF's this month which included new 1 employee(s), and 6 terminated employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 2/2 and 2/16.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
7. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.

Meetings Held / Attended –

1. 2/6 – Call with Caren and Myrna from Aflac to discuss billing discrepancies and what actions need to be taken to correct them.
2. 2/9 – Meeting with Lani and Dale to discuss Per Cap/1099's for period of 4/1/18 – 12/31/17 after being notified the member passed away a few years ago.
3. 2/14 – Call with Christina from ADP regarding benefit accrual report not running properly.

Trainings Held / Attended –

1. None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing the ADP system.
5. Training of Payroll Clerk.
6. Created an import file and uploaded into ADP to update Health premiums to include admin fee effective 2/1/18.
7. Preliminary audit work completed the week of February 5th.
8. Reviewed redlined personnel manual provided suggestions for change on several sections of the personnel manual to Unified Legal.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. Updating quick reference guide for payroll as necessary.
4. Working with HR to establish a better/quicker process for payroll entries/changes.
5. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.
6. Training payroll Clerk for ADP payroll processing.
7. Provided member eligibility for April 1st per capita distribution to be used for payment calculation.
8. Updating bi-annual certifications of personnel costs as necessary.

Upcoming Projects / Tasks

1. Finalize and complete bi-annual certifications of personnel costs.
2. Processing of April 1st per capita distribution.
3. Updating employer paid life insurance premiums in ADP as necessary.

ACCOUNTS PAYABLE

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

- Voided stale dated checks.

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Maintain purchase orders, certified, bulk and fed-ex files
2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail
4. Date and distribute invoices & checks
5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail

9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files
13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

Meetings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system
2. Updating W9 info for accounting IRS audit TIN/name issues

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 2/5 Meeting with Steve Parsons regarding contractual encumbrances for 2018.

2. 2/5 Work session with Tribal Council regarding proposed changes to purchasing regulation.
3. 2/5 Phone conference with Rose Pest Control and ULD regarding revisions to master contract.
4. 2/05 Performed some trouble shooting on both accounts. Staff not able to access either account.
5. 2/7 Made final revisions to Chapter 1 Purchasing and Procurement Regulation. Put together agenda packet and forward for approval.
6. 2/13 Coordinated delivery and trade-in of new vehicles for Public Safety.
7. 2/14-2/15 Drafted gift card procedure.
8. 2/19 Represented proposed revision to purchasing regulations during Tribal Council agenda review.
9. 2/19 Researched transactions on tribal credit card as requested by Accounts Payable.
10. 2/19-28 Negotiated contract for fire equipment and monitoring services with Koorsen's.
11. 2/19 Continued negotiations with Rose Pest Control. Proposed revisions forwarded to Legal prior to a counter response being sent back to company.
12. 2/20 Provided one on one purchasing and travel training to new Clinic Admin.
13. 2/20 Further negotiation with Rose Pest Control.
14. 2/21 Represented revision to purchasing and procurement regulation during Tribal Council Meeting.
15. 2/26 Revised the "Travel Authorization" form. Omitted colored logo and added section for email addresses.
16. 2/26-27 revised training material for upcoming travel regulation training.
17. 2/27 Revised procedure 5.1.3 Verification of Proper Approval, to reflect new authorization levels approved under resolution 18-0221-067. Forwarded to CFO and Ogema for approval.
18. 2/27 Redrafted 5.1.13 Honorariums Procedure. Forwarded to CFO and Ogema for approval.
19. 2/28 Put together agenda packet for annual building fire protection system inspections.
20. 2/28 Put together agenda packet for pest control services.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 238 packages.
2. Issued 126 receiving reports.
3. Returned 6 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Completed and submitted FY2015 Indirect Cost Proposal
- 4) Initiated work on FY2016 Indirect Cost Proposal

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

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

Expenditures Update

Total year to date expenditures for the Finance Division for February, 2018, are \$192,199, compared to an annual budget of \$1,216,991. Total expenses for the Finance Division for year to date February, 2018, represented 16% of the total annual budget.

Commodities
Ken LaHaye

Department: Food Distribution Program

Ken LaHaye and Meanie Ceplina /February 2017

1 Department Overviews:

Goals and objectives:

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

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

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

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

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Submitted newsletter and department report

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye and Melanie filled food orders

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

Ken LaHaye ordered food for warehouse for March

Ken and Melanie cleaned and reorganized office

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken LaHaye attended QTR phone conference with USDA

Ken LaHaye attended council for approval of purchase for the delivery van

Ken LaHaye and Melanie met with Lyle Dorr.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

February 2017 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 6 students requested Activities totaling \$995.50. In the 2018 budget the activities funds have increased to \$200. 1 student received senior expenses totaling \$25. February the department worked on Student Services Registration forms- 381 were prepared to be mailed early March. Also plans worked on for a Indian Village Camp to be held in July- only one this year as it is the first time the Education Department will be administering the camp, and we feel it is best to try one and see how it goes. Worked on a snowshoe lacing class project that we planned for March but will postpone until late fall. Also working on plans for an Earth Day activity for three days in April, and a summer fishing day. Began working with Michelle Lucas on quote for Education Van purchase, which will be submitted in March. Cost is increased over last year, with van trade-in reduced because it is now a year older, and the truck that was to be used from Natural Resources for trade-in last year, was used for Public Safety Trade In.
- **Higher Education Scholarship:** 11 Higher Education Scholarships were processed for February. Total awards were \$25831.50. This month assistance went to 6 university students and 5 community college students. 6 students are men and 5 are women.
- **College Book Stipend:** 11 book stipends were awarded during the month of February totaling \$4800. 1 enrolled in 1-3 credits, 2 for being enrolled in 4-8 credits, and 8 students received stipends for being enrolled in 9 or more credits.

III. Budget Expense Justification

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

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

February Monthly Report - 2018

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 1 Applications forms for people seeking membership
- Mailed out: 33 Address change forms
- Created 23 New and Replacement Ids from 02/01/2018 through 02/28/2018
- 346 Addresses changed from 02/01/2018 through 02/28/2018
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 3
- Provisional Acceptance Letter: 6
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0

- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 2 Applications received since 02/01/2018
- List Request of membership: Tax Officer, Members Assistance, Public Information, Elder's Committee
- Label Request of Membership: Public Information
- Tribal Members Label/List or Statistical Request: 0
- Statistical Requests: Family Services, Ogema
- Department Verifications:
 1. Prosecutor 47
 2. Members Assistance 35
 3. Purchased and Referred Care 46
 4. Family Services 20
 5. Casino 4
 6. Commodities 5
 7. Natural Resources 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 4 Members passed away for the Burial Fund Money
- Sent out 4 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 306 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Enrollment Commission Meeting-February 13th
- Council Meeting –Enrollment Regulations approval-February 28th

- Total Membership: 4,231
- Total number of Elders: 1,305
- Total number of Adults (18-54): 2,531
- Total number of Minors (0-17): 395
- Total Tribal Members living in:
 - 9 County Area: 1,751
 - Outside 9 County Area: 2,381
 - Michigan: 2,764
 - Outside Michigan: 1,368
 - Undeliverable Addresses: 99

Family Services
Jason Cross

Family Services Department

February 2018 Departmental Report

I. Department Overview:

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

I. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	5
Muskegon	4
Mason	1
Lake	0
Wexford	0
Kent	1
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	8
Total	19

Open Cases.....37

Total number of Tribal members served in open cases: 40

Total number of descendants served in open cases: 4

Total number of individuals served in open cases: 80

Cases Management:

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

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

	Manitowish	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	1	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	4	0	0	0	2	0	0	1	0	3
Sandra DeVerney Open Cases	7	2	0	0	1	0	0	1	0	2
Stephanie Persenaire I & R's	0	0	1	0	0	0	0	0	0	1
Stephanie Persenaire Intakes	0	0	0	0	0	0	0	0	0	0
Stephanie Persenaire Open Cases	2	0	0	0	0	0	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	0	3	0	0	0	0	0
Amanda McQueen Open Cases	0	1	0	1	4	0	0	0	0	0
Worker Monthly Totals	14	3	1	1	10	0	0	2	0	6

Sandra DeVerney - Case Management

Total number living in homes served	10	3	0	0	1	0	0	1	0	2
Total number of Tribal Citizens living in homes served	10	3	0	0	1	0	0	1	0	2
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	4	1	0	0	0	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	0	0	0	0	0	0
Home Visits	0	0	0	0	0	0	0	0	0	0
Case Reviews	0	0	0	0	0	0	0	0	0	0
Binojoeuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	0	0	0	0	0	0	0	0	0	0
Contacts with LRBOI departments	0	0	0	0	0	0	0	0	0	0
Tribal Elders	4	0	0	0	1	0	0	1	0	1
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	28	7	0	0	3	0	0	3	0	5

Stephanie Persenaire - Case Management

Total number living in homes served	3	11	0	0	0	0	0	0	0	16
Total number of Tribal Citizens living in homes served	1	3	0	0	0	0	0	0	0	7
Total number of descendants living in homes served	0	1	0	0	0	0	0	0	0	0
Total number of children living in homes served	1	8	0	0	0	0	0	0	0	9
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	2
Child Abuse/Neglect	0	2	0	0	0	0	0	0	0	6
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	1	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	1
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	2
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	4
Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	1	0	0	0	0	0	0	0	0	0
Home Visits	1	3	0	0	0	0	0	0	0	2
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojoeuk	1	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	13	12	0	0	0	0	0	0	0	12
Contacts with LRBOI departments	5	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	29	40	0	0	0	0	0	0	0	61

Amanda McQueen - Case Management

Total number living in homes served	0	4	0	5	16	0	0	0	0	8
Total number of Tribal Citizens living in homes served	0	1	0	1	5	0	0	0	0	5
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	2	0	3	10	0	0	0	0	13
Total ICWA or ICWP where substance abuse is involved	0	1	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	1	3	0	0	0	0	4
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	1	0	0	2	0	0	0	0	0
Tribal Foster Home	0	0	0	0	1	0	0	0	0	0
Non-Tribal Foster Home	0	0	0	1	0	0	0	0	0	2
Home	0	0	0	0	1	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	2
Court appearances	0	2	0	1	6	0	0	0	0	3
Home Visits	0	2	0	1	8	0	0	0	0	2
Case Reviews	0	1	0	1	4	0	0	0	0	4
Binojoeuk	0	1	0	1	3	0	0	0	0	3
Contacts with outside agencies	0	6	0	4	11	0	0	0	0	40
Contacts with LRBOI departments	0	0	0	2	1	0	0	0	0	10
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	0	21	0	21	71	0	0	0	0	96

LRBOI Victim Services Program Monthly Report
February 2018

Shanaviah Canales (Muskegon & Manistee)

➤ **Advocacy/Case Management**

- Current Open Cases: (5) New Intake(s): (0) Cases closed (1)
 - Provided: utilities, ed. material, transportation, legal assistance, judicial advocacy, referrals to community resources, and transitional housing.
- Attended (0) court hearing
- Had (5) client face to face meetings; (2) transports

➤ **Collaboration Efforts**

- U.S. Attorney's Victim Specialist meeting in GR 2/5
- Manistee DVSART meeting 2/12
- LRBOI VSP TF meeting 2/13
- Kent Co. TF meeting 2/22

➤ **Travel & Training**

- OVW New Grantee Orientation Training 2/14-2/16
- NICS/Tribal Convictions Webinar 2/23

➤ **Outreach/Education**

- Teen Dating Violence Awareness

➤ **Grants**

- Approved by OVW for Transitional Housing Policy 2/14
- Approved by OVW for Emergency Financial Assistance Policy 2/7

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current Open Cases: (1) New Intake(s), (0) Cases closed, (1)
- Provided: Ed. material and transportation assistance.
- Attended (0) court hearing
- Had (0) client face to face meetings

Outreach

- 02/1 Every Women's Place Muskegon w/Melissa Bushen DV/SA Advocate
- 2/5 Love INC Harbor Hall & Hope House Grand Haven w/Matt Lehr
- 2/6 Safe Haven visit in Grand Rapids
- 2/8 Pew Campus Grand Valley State University w/Tonisha Begay
- 2/14 Ottawa Co. PPO Process Grand Haven Courthouse
- 2/16 Paper Tigers viewing, Grand Valley State University- Holland Campus
- 2/19 The Cove Michelle Elliot Mason County Advocate

Training

- VAT hours: 35
- Institute for Native Justice: 6.5 hours
- 2/16 Grand Valley State University- Holland Campus, room 102
- 2/28 Muskegon Co. MYalliance System of Care orientation Health West

Webinars

- 2/1 The Impact of Exposure to Adversities and Trauma on Children
- 2/21 Human Trafficking Webinar
- 2/5 Trauma-Informed Responses to Emotional Distress and Crisis: An Introduction
- 2/6 Using Focus Groups to Learn about Mobilizing Campus Men
- 2/7 Social-Ecological Framing for Understanding and Disrupting Sexual Assault & Teen Dating Violence

Collaboration

- 2/2 Oceana's Home Partnership in Hart
- 2/22 Muskegon Case Managers Meeting
- 2/22 Kent Co Task Force
- 2/28 Muskegon DV Meeting
- 2/28 Muskegon Co. Human Trafficking Meeting

Charlotte Campbell (Manistee Victim Advocate)**Advocacy/Case Management**

- Current Open Cases: (2) New Intake(s) (0) Cases closed (1)
- Provided: utilities, ed. material, and referrals to community resources.
- (1) face to face; (1) phone contact

Collaborative Meetings

- 6th – HSCB, Manistee ISD
- 12th DVSART Manistee, Sheriff Dept.
- 13th LRBOI Victim Service Program, Tribal Justice Center
- 23rd Domestic Violence Task Force, Oasis Cadillac

Trainings

- 28th Suicide Prevention Skills Training

Next Generation Learning Center

Enrollment Statistics:

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

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	17	8	10	3	2	4
Toddler Classroom (2-3 years old)	22	10	12	5	5	5
Maple Preschool	22	11	11	3	1	2
Cedar Preschool	18	14	4	2	2	2
School Age (5-12 years)	21	*0 School is in session	21	7	2	5
Totals	100					
Percentages		44%	57%	20%	12%	18%

5 Families have received full time employment since the opening of NGLC	22 Children are receiving Child Development and Care Subsidy (CDC) from MDE	2 children have received a Childcare scholarship from Great Start Collaborative of Manistee Co. 2 children are receiving a scholarship from an anonymous donor	NLGC currently has a wait list of 33 children between the ages of 0-3.
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Current Center Happenings:

- Michigan Works will begin to be within the center on Wednesdays as a satellite location
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning
- MSU Extension works with Preschools on Tuesday and Thursdays to teach healthy eating habits
- NWMHSI tooth fairy visited our preschool and toddler classrooms to talk about the importance of oral health and brushing
- Children have begun planting in our greenhouse
- Our Parent Advisory Committee is fully assembled and has started to plan events for the center-our first event was an appreciation lunch for the teachers; they are also working on the Health Fair and NGLC’s first birthday celebration
- Holly began writing weekly articles for the Manistee Advocate Newspaper to educate the community more about the philosophy of NGLC
- Eight children currently receive Early On (early intervention special education) or MISD special education services while attending NGLC-2 children receive ABA Therapy for Children with Autism.
- Our Great Start to Quality Early Childhood Consultant, Paris has started weekly visits within the center.
- 2 WSCC students have begun their practicum within the center, one student in infant and another in preschool. Multiple students are in on a weekly basis to observe classrooms.

- NGLC is currently seeking a Teacher's Aid and In-Take Specialist
- NGLC participated in an interview with the Office of Great Start on the importance of early childhood and how to advocate for those interested in the field.

Upcoming Events:

- March 5: Michigan Works Youth program will be touring the center with those students interested in education
- March 8: Manistee ISD Early On Playgroup at NGLC
- March 10: NGLC participates in Manistee County Family Fun Health Fair
- March 15: NGLC will participate in the Manistee Area Business Expo
- March 19: Ferris State University-Holly will speak to students about the philosophy and theories behind NGLC
- March 21: Tribal Day for Manistee Area Chamber Leadership Class
- March 23-April 2: NGLC GSRP Preschool Program will be on Spring Break

Service Log Month View January 2018

Total members visited for services: 28

Highest volume days/hours (morning or afternoon): Wednesdays/afternoons

Services sought: (A)ppointments – 1

(S)end docs - 11

(N)otary - 4

(R)eceive docs – 15

(G)eneral inquiries – 5

(C)opy docs - 2

Comments:

Monday	Tuesday	Wednesday	Thursday	Friday
1/1 CLOSED	1/2	1/3 4 members G, S, R	1/4 2 members S, R	1/5 1 member; 1 delivery A, R
1/8 1 member S	1/9 2 members S, R	1/10 2 members S, R	1/11	1/12 2 members G, S
1/15	1/16 2 members N, R	1/17 2 members N, R	1/18 1 member S	1/19 1 member G, R
1/22	1/23 2 members G, R	1/24 1 member S, R	1/25 1 member S	1/26
1/29 2 members G, S, R	1/30	1/31 1 member N		

Departmental Monthly Events & Needs

Meetings:

HSCB – 2/6/2018

Benzie County tour – 2/9/2018

ICWA 40th Planning call – 2/9/18

DV Task Force – 2/13/18

MCOE 2020 – 2/20/18

Travel and Trainings:

OVW Grant orientation – San Diego – 2/15 through 2/16

Court

LRBOI – 2

Manistee County - 1

Montcalm County - 2

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Lyle Dorr

Grants Department Monthly Report

February 2018

Lyle Dorr, Grant Writer

Grant Work by Department

Be-Da-Bin:

ITC Opioid Prevention Grant: Worked with Be-Da-Bin (Dottie) on the Opioid Prevention dollars for 2018-2019 Block Grant thru ITC, submitted Mid-February.

Laptop acquisition: I also help Dottie work with George L. on getting a lap top that was budgeted for, but not acquired yet. She was unsure of the type (performance requirements) needed, I spoke to George for her and they are in the process of getting the laptop.

Court:

Installment of external video cameras: I met with Deb Miller, the only need that they have is to be able to view around the outside of the Justice Center for security purposes. I was able to coordinate with George L. and Deb will work with him to accomplish this for less than \$3,000. Deb says that they can come up with this within their budget and George says they should be able to accomplish this by the end of March or early April.

Working with Shayne and others to coordinate going to a Tribal Action Plan Development Workshop in South Carolina (early May) that may lead to Justice Center Funding.

EDC:

Elder Housing: Council is aware and approved in work session to go forward with a (10) two bed room unit start and Community Room which is somewhere between \$2 – 3 million (Ground Breaking in Spring – Summer 2018). I am coordinated with Tom to seek funding from the Federal Home Loan Bank of Indianapolis (\$500,000) and other sources such as USDA. Council is moving forward with or without the funding, but we should be able to come up with some funding.

Ayaa and InTerra funding: Again working with Tom and Jeanie on finding funding to assist with “small business start-up.” I believe we have found sources, but will need to coordinate with Dave Mathia and other grant writers to confirms viability. We could use \$50,000 - \$100,000 to advance the product in Phase 3 clinical trials. There is also funding to promote and expand sales of the meat substitute products.

Per Steve Wheeler: As EDC is a separate entity from the Tribe I am to focus on Tribal funding unless EDC contracts with the Tribe to purchase some of my time. I let Steve know that my work with them was only because I did not know about the separation as I was just going around the building getting to know people and seeing what their needs were. I did finish a brief for Tom on InTerra funding potential that they appear to be qualified to receive.

Family Services:

Child Care Fund: I have worked with Jason on getting consent from Tribe Council and Process from Account for him to apply for Child Care Funding to begin October 1, 2018. This will allow us to bill back

to the State for 50% of the cost for a foster care placement. **Example:** we have one youth in placement currently as \$500/mo., so we would be getting back \$250/mo.

HVAC for Children's Day Care Center: I have been focused on several other projects but will be looking at various sources for these funds (Aprox \$50,000).

Creation of a unified member services database: Intended for Tribal members who receive family and mental health services, the system would confidentially within the tribe allow a services Navigator to follow-up with members to insure they are getting their needs met, making necessary appointments, overcome barriers that may be hindering them from attaining self-sufficiency. Funding for this is not a primary focus at this time, but an adjunct to other funding that I am seeking. Added benefits would be to collect data and provide statics when applying for other grants. The data would illustrate both need and/or success of programming providing funding sources with justification for funding.

Food Distribution:

Food Distribution Facility: (Long Range goal) Currently, Ken and Melanie are successfully working to increase capacity in the Food Distribution Program. As the number of participants increases, and the food delivery van reaches more elders and home bound members in the 13-county area, they would like to promote more of a grocery store feel and engage members to come into the center and directly select their own foods. They would also like a kitchen area where members could be taught how to prepare certain foods that are available through the program and thereby increase there by utilization of nutritious foods. The current facility is not conducive to these concepts at this time. It is believed that in time with proven engagement of qualified members to the program, the value of this can be proven to Council. Secondly, it is believed that we should be able to secure funding for nearly the entire cost of the facility.

Historic Preservation:

Meal Kits: Assisted Kenny in locating granting organizations to fund aprox. \$2000 to purchase (meal kits in mess bags) for elders that attend lunches at the Community Center. This would greatly reduce the waist of paper and plastic used to serve the meals currently. Kenny has been successful with this in the summer camp program and would help instruct elders and staff on how to implement this at the Community Center.

Language Preservation: Though funding was found for activities connected with language preservation, Kenny did not believe we either had the current need and/or qualified for it under new and different application of funds.

Natural Resources:

As they are fairly self-sufficient in seeking funds I have focused on other groups. I will get with Frank B. in March to see how I might be able to assist them.

Public Safety:

Enhanced shooting range: Robert would like to get lighting for the shooting range as well as get laser tracked shooting equipment to more realistically train Tribal and other local law enforcement agency staff under different circumstances.

Utilities and Roads:

No Current Need: I have met with Steve P. there are no current needs with which I can help.

Other:

Boarding School Support Group: Met with Johnny Pabami who expressed a need to get Tribal Members who have been traumatized by their Boarding School experience together and process through some of their issues. Though funding was not needed, researched and provided him with links to resources that could help. Additionally, I spoke with Ron Wittenburg who would be willing to conduct a healing circle over the course of several weeks to help them.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

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

Date: February 9, 2018

Re: FEBRUARY 2018 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of February 2018. This report will reflect aggregate supplemental information from lead staff members Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor.

February 7, 2018 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, Tammy Burmeister, Health Services Lead, and an employee of the department met with Kathy Gibson, Benefits Administrator, Human Resources to discuss the Leave of Absence Policy.

February 13, 2018 – Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

February 14, 2018 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, Gina Dahlke, PRC/EHAP Supervisor, and Tammy Burmeister, Health Services Lead participated in the selection process for PRC Specialist and Community Health Representative vacant positions with Alicia Knapp, Human Resources Generalist.

February 20, 2018 – Traditional Healer is here seeing clients through Be Da Bin Behavioral Health.

February 21, 2018 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, Gina Dahlke, PRC/EHAP Supervisor, and Tammy Burmeister, Health Services Lead participated in interviews for Community Health Representative with Alicia Knapp, Human Resources Generalist.

February 22, 2018 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, Gina Dahlke, PRC/EHAP Supervisor, and Tammy Burmeister, Health Services Lead participated in interviews for PRC Specialist with Alicia Knapp, Human Resources Generalist.

Don MacDonald, Director of Health Services and Keith Jacques, Chief Pharmacist, continue to meet on a weekly basis to address ongoing pharmacy implementation needs.

February 27, 2018 – Tribal Health Clinic staff attended the Harm Reduction Training hosted by Be Da Bin Behavioral Health.

February 28, 2018 – Be Da Bin Behavioral Health hosted the suicide prevention training QPR (Question, Persuade, Refer) as part of the Manistee County Suicide Awareness & Prevention Coalition (SAPC).

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, has been working on the Tribal Opioid Prevention Grant reports, items, and developing the work plan for the 201802019 year. She is very busy with the planning of the Opioid Summit/Symposium and getting the approval for prevention billboards. She attended meetings over the phone for the Tribal Opioid Prevention Work plan and the close out of ATR IV (access to recovery) as this grant is coming to a close. She also attended meetings for Northern Michigan Recovery Residences, SAPC, and hosting the trainings. Sujean Drake, Mental Health Counselor, is mainly working with our tele-psychiatry program and working with the grant for this. Krystal Davis, Intake Worker, is now part-time and works with the Traditional Healer and also helps in the clinic as needed.

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

CLINIC OPERATIONS:

248 patients scheduled

19 patients NO-SHOW to scheduled appointments

07 patients provided SAME DAY appointments for emergent matters**

82 cancelled appointments

154 patients attending CLINIC PHYSICIAN appointments**

27 patients PHONE TRIAGE**

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

64 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN FEBRUARY (Total Patient Volume): 572

Diabetic patients: 53

Flu Vaccines: 12
Injections: 07
Nursing Visits: 04 **
On-site Labs: 115

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,564

DIRECT CALLS TO CLINIC OPERATIONS: 413

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 700

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDENCY COUNSELOR:

18/9 INDIVIDUAL/RECOVERY CLIENTS

126 CLIENT CONTACTS FOR SERVICES

164 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 144

MENTAL HEALTH COUNSELOR: (contractual)

22 INDIVIDUAL CLIENTS

48 CLIENT CONTACTS FOR SERVICES

60 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 48

INTAKE WORKER (part time)

7 CLIENT CONTACT FOR SERVICES

49 ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICES DELIVERY: 7

TRADITIONAL HEALING: 7 INDIVIDUAL CLIENT CONTACTS

13 No Shows this month for staff

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 09

TRAVEL HOURS: 33

SERVICE HOURS: 13

NUMBER SERVED: 09

CHR ACTIVITY

LOCATIONS:

CHR OFFICE - Administrative/Management: Activity time: 39.6 hrs

COMMUNITY VISITS: 18 Activity time: 6.6 hrs (Activity at Community Center)

HOME VISITS: 31 Activity time: 23 hrs

TELEPHONE: 10 Activity time: 4 hrs (follow-up calls to patients)

TRAVEL HOURS: 16

SERVICE HOURS: 65

NUMBER SERVED: 44

MEDICATION PICK-UP/DELIVERIES 04 (included in number served & total clients served)

PHONE CONTACTS: 32

TOTAL CLIENTS SERVED: 53

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 95,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1824

TOTAL PRC PAID IN FEBRUARY: \$ 76,290.81

PHARMACY/OTHER: \$ 35,151.39

DENTAL: \$ 25,245.45

TOTAL PATIENTS: 235 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 475

TOTAL CLAIMS ENTERED: 439

TOTAL PRC PAID 2018: \$ 215,128.97

TOTAL EHAP PAID IN FEBRUARY: \$ 18,563.83

TOTAL EHAP PAID 2018: \$ 50,098.93

TOTAL ENROLLED EHAP/LRBOI: 1291

MEDICARE LIKE RATE (MLR) Savings for FEBRUARY 2018

Claims submitted:	48	\$ 51,317.83 (total submitted)
		<u>-\$ 11,845.94 (what we paid)</u>
		\$ 39,471.89 (total savings)

PATIENT BENEFIT COORDINATORS: FEBRUARY 2018

New Applications mailed or given: 21

Reassessments mailed or given: 34

Enrollment Verifications: 21

Certified Mailings: 26

Assisted with on-line applications: 4

Webinars/Trainings: 2

Phone calls: 258

Patient Registration: Teresa and Roberta perform Patient Registration 4 days per week split between them and also Krystal.

PHARMACY

Active patients: 188

Prescriptions filled: 632

Insurance charges: \$49,888.99

Insurance payments: \$39,534.64

PRC-equivalent write offs:

LRBOI:	\$16,817.87
Other Tribes:	\$617.51
Total:	\$17,435.38

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For February 2018

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities

- A.** Transfer of the Housing Department rentals in Manistee was completed February 2, 2018.
- B.** The Housing Department has rented 8 of the Aki 10 Fair Market Rental units and we have obtained commitments for the remaining two units with leases to be signed in March 2018.
- C.** We also learned during the month that our LIHTC application for the funding to build Elder Apartments was not successful. We have met with Tribal Council in a work session and they would like to move forward with the development of Elder Apartments however on a smaller scale. Follow up meetings are planned with the Architect, Travois.
- D.** During the month the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 4
 - New leases: 3
 - Annual Inspections: 7
 - Move-out Inspections: 2
 - Move outs: 6
 - Transfers: 0

- E. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2018 in the amount of \$75,000.
Applications received this month: 2
Number of Awards made during the month: 0
Amount of Awards made for the Month: \$0.00
Total Number of Awards made during the Year: 2
Total Amount of Awards for the Year: \$4,813.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 2
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 2
- D. Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 67 rental units in total of which all 61 were rented giving us an occupancy rating of 91%.

- A. Aki has 57 income based rental units of which 54 were rented during the month as follows:
- 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low income family rental units and 25 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki also has 22 fair market rentals and 19 are rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

- 1. In January the Housing Department was waiting for the delivery of the Window Treatments in order to finish The Aki 10 Fair for occupancy. The window treatments were received in February and the installation is now completed.

VI. Plans for the Future.

- A. Development of an Elders Apartment Complex at Aki maadiziwin.
- B. The development of two more Fair Market rentals.

VII. Other Information

- A. None

End of Report
Frank Figgels, Housing Director
March 2, 2018

Attachment: February 2018 daily maintenance log
Cc: file

Housing 2018
Daily Worksheet

Date 1-29 Mileage, Move out Inspection @ 2654 OC

Installed insulation in Rim joist and Furnace Duct work
@ 2637 OC ReKeyed 2654 OC, got Quote For smoke/Co
Detectors, Checked lighting @ 2648 OC (Bulbs loose + Burned out)

Date 1-30 Salted Lots, Garage Hatch @ 2678 IC Move out Inspection
@ 2720 IC started Cuttin + Painting Ceilings + Prep work @ 2645 IC
Inspected Counter top + Faucet @ 2683 IC

Date 1-31 Continued Paint + Prep @ 2645 IC, secured + Caulked
counter top, greased orings Kitchen Faucet, replaced airerator bathroom
Faucet @ 2683 IC

Date 2-1 Finished cuttin and Rolling Ceilings, started cuttin
of walls @ 2645

Date 2-2 Plowed + Salted Lots + walks, Cleaned Drive + Elder
Row, fueled Grey truck, Continued Cuttin of walls and packed
up replacement Light fixture for Bath @ 2645, Cleaned + organized
Salt area

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 2-5

SNOW BLOW SNOW, PLOW SNOW, SHOVEL SNOW

SALT PARKING LOTS SALT SIDEWALKS

CUT IN PAINT 2645

Date 2-6 submitted work order with Roger for grey house truck's
Plow, Annual Inspection @ 2719 IC

Annual Inspection @ 2605 OC, Picked up smoke + CO2 Detectors
for Empty units, Cleaned mouths of Drives

Cleaned electrical connections on plow truck Filled
Fluid Plow working again grey truck

Date 2-7 Plowed + Salted Lot + Walks

Date 2-8 Continued Cottin walls started rolling walls @ 2645 IC
Reset GFCI outlet @ 2627 OC, checked for leaking dishwasher
no leak present @ 2678 IC

Date 2-9 Cleaned Lots walks Salted, Cleaned Drives
Continued Cottin + painting @ 2645 IC, Took new washer
to 2645 IC, Took care of cardboard from shop, Cleaned out
and checked Fluids in grey truck

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 2-26 Continued @ 2654 OC, Receipts

Date 2-27 Cleaned Red Truck, Cleaned Bathroom Shop
Installed new Locksets & Deadbolts @ 2658 IC, Unlocked Lots
4, 61, 64 For Haglund to Measure/Quote, Continued @ 2654 OC

Date 2-28 Mileage Readings emailed, Continued @ 2654 OC
Washed walls ect. Cleaned Bathrooms

Date 3-1 Continued @ 2654 OC
Cleaned walls, Closets, Appliances, waxed Floor

Date 3-2 Continued @ 2654 OC

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 2-19 Continued @ 26⁴⁵ IC

Date 2-20 Completed 26⁴⁵ IC, Installed Door stops @ cleaned
out Bathroom Sink Drain @ 2665 IC, Inspected water
leak @ 2583 IC Informed Chad to call tech
Towed Grey truck to shop (won't start)

Date 2-21 Installed new Locksets / Dead bolts @ 2720 IC
Measured for 1/4 Round Looked @ and assessed vacant units
Informed MP of possible game plan to coincide with tenant
needs

Date 2-22 Organized and took cleaning materials to 2654 OC
Clean shop area, Pushed Grey truck into shop for repairs

Date 2-23 Continued prep @ 2654 OC, Picked up cutting edge
for flow

Thank you for filling out this Daily Worksheet

Housing 2018
Daily Worksheet

Date 2-12 Plowed & Salted Lots & Walks, cleaned Drives
Receipts, work orders Completed, BIA Road sheet

Date 2-13 Continued Cotten & painting, re installed bath fixtures,
started re install of Smoke alarms, cleaned outlets & switches @ 2645 IC
Inspection @ 2615 OC

Date 2-14 Continued Cotten & painting, Finished installing smoke Detectors
Installed new GFCI out let, preped counter top for New Caulk,
cleaned Dishwasher @ 2645 IC, Reinstalled Light Fixture
Electrical Covers @ 2645 IC

Date 2-15 Continued Cotten, cleaning, prepping for new tenants @ 2645 IC

Date 2-16 Finished Cotten & Painting, Cleaned & re hung blinds
cleaned Bathroom, washed walls stairwell @ 2645 IC
Left messages for 3 work order Request

Thank you for filling out this Daily Worksheet

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
February 2018

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Moving SOPHOS End Point Protection Software to the Cloud to update mobile devices automatically. Testing has completed and rollout will begin in March.
2. Implementing Mobile Device Manager software. System testing is now underway.
3. Re-Configuration of Logging and Event Manager Software.
4. 246 new IT work orders were opened in February 2018 and 279 IT work orders were completed in February 2018.
5. Disk space project continues with analysis of quotes for the upgrade and replacement of the SAN.

Meetings Held / Attended –

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

Trainings Held / Attended –

3. Share point Training for two of the IT Staff continues.

Special Tasks / Activities Performed –

4. Upgrade of video surveillance at the Justice Center continues.

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: March 9, 2018
Re: February 2018 report of activities

Number of tribal members assisted on new issues 64

Number of referrals received 6

Number of continuing cases: 43

Types of legal issues:

Child support	Change of Custody
Probate Estate	Medical Malpractice
Divorce	Real Estate
Claim Against Probate Estate	Residential Lease
Small Estate – Out of State	Driver Responsibility Fees
Wills	Holographic Will
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Codicil of Will	Parenting Time
Trusts	General Civil
Adoption	Revocation of Power of Attorney
Real Estate Exemptions	Supervised Parenting Time
Occupancy Permit	Modify Adult Guardian
Landlord – Tenant Issues	Guardian – Adult
Income Taxes	Escrow Rent
Guardian – Minor	Collections
Guardian Adult – Out of State	Gaming License
Michigan Identification Card	Employment
Child Support Arrearages	Nursing Home
Medicare Part B	Criminal

Garnishment
Medical Power of Attorney – Out of State
Per Cap Garnishment
Per Cap
SSI Representative Payee
Business Reports
Birth Certificate

Michigan Treasury
Conservator - Adult
Dissolve Corporation
Guardianship – Minor
LLC
Eviction

Attended work session with tribal council on a public defender

Attended Domestic Violence Taskforce meeting

Sample of Work Performed:

Assisted a tribal member settle a civil collection matter

Assisted a tribal member get a case dismissed when their landlord tried to improperly evict them

Assisted a tribal member file a claim against a probate estate

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

Maintenance
Rusty Smith

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant II

February 2018

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS FACILITIES MANAGEMENT DEPARTMENT

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

This month 49 work orders were submitted and only 1 is still open, we are still waiting for the overnight weather is warm enough to glue the letter back on the main entrance sign.

Spoke with Koorsen's about getting the fire extinguisher tags up to date. Waiting on the updated contract with new prices and other corrections made. The renewal of the contract that will be sent to Council for approval.

Technicians quickly completed the remodel of the locker rooms in the Justice Center.

Automotive

The mechanic worked on the Department's vehicles and plows. As well as various vehicles for Public Safety, Natural Resources, and Utilities.

III. Budget Expense Justification

Open standing purchase orders until June 30th

IV. Travel and Trainings

Nothing to report at this time.

Members Assistance
Jason Cross (Interim)

Members Assistance Department

February 2018 Departmental Report

Jason Cross – Supervisor

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-16-J72 \$312,000
 - i. Total expensed \$161,257.89
 - ii. Budget remaining 51%
 - iii. 16 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	2	1	0	10	0	0	0	0	2

2. Food Assistance Program

- a. Budget \$45,000
- b. Total expensed YTD \$10,350
- c. 77% Remaining
- d. 54 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
20	5	3	1	7	2	1	0	1	14

3. Rental and Mortgage Assistance Program

- a. Total Budget \$35,000
- b. Total expensed YTD \$2,348.08
- c. 93% Remaining
- d. 12 Total households accessing this program to date

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

4. Low Income Energy Assistance Program

- a. Total Budget \$40,000
- b. Total expensed YTD \$6,709.90
- c. 83% Remaining
- d. 34 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
13	2	1	2	5	0	3	0	0	8

5. LIHEAP Reallotment – DHHS Grant Funded Program FY 2017

- a. Total Budget \$171,409
- b. Total expensed to date \$18,213.76
- c. 40 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
15	5	1	1	11	5	1	1	0

6. LIHEAP – DHHS Grant Funded Program FY 2018

- a. Total Budget \$152,870
- b. Total expensed to date \$0.00
- c. 0 total households accessing this program to date.

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

7. Elder Chore Program

- d. Total Budget \$15,000
- e. Total expensed YTD \$1,120
- f. 75% Remaining
- g. 9 Elders accessing this program to date

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

8. Emergency Transportation

- h. Total Budget \$25,000
- i. Total expensed YTD \$1,746.71
- j. 93% Remaining
- k. 12 Members accessing this program to date.

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

9. LRBOI Home Repair Program

- l. Total budget \$107,000
- m. Total expensed YTD \$32,921.56
- n. 69% Remaining
- o. 8 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
1	0	0	0	4	0	0	0	0	3

10. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$67,950
- r. 85% Remaining
- s. 8 members accessed this program

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

11. Elders Insurance

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

12. Department Ongoing Activities

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

13. Applications

Mailed	Picked up	Emailed	Faxed
96	5	27	6

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
38	37	12	0	22	22	19	4	1	0

14. Office Visits

- y. 39 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

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

**February 2018 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Zach Prause – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA GLRI
- Staff Management ADP
- Monthly Staff Activities Reporting
- Great Lakes fisheries data entry and management (Mike, Zach, Barry)
- Data entry and analysis for the wild Rice project (Josh B.)
- Grant Proposal consolidation BIA GLRI
- Grant proposal writings and reports
- Fish Distribution to members
- Great Lakes fish data exchange with USFWS (Barry)
- Great Lakes fish data exchange with Modeling Sub –Committee MSC (Barry)
- Arctic Grayling – Planning and contract preparation for 2018 fieldwork with GVSU (Feb 20 and Feb 26)
- Inland Fisheries – LRBOI workplan submission to MDNR and five tribes
- Inland Fisheries – Great Lakes Restoration Initiative (GLRI) grant submittal
- Inland Fisheries – Electrofishing equipment SOP
- Sturgeon Work plan implementation
- Solar Field Project research and report (Corey W)

Equipment maintenance/Field Work/Lab Work:

- Sew assessment nets, break up fall nets for spring sampling, spin up & pack nets (Mike)
- Gear/Equipment maintenance (Mike, Zach)
- Field season maintenance/prep (Mike, Zach)
- Inland Fisheries – Electro-fishing equipment repair / motor replacement
- Prep for Spring assessments – worked towards installation of new SRF filter
- Preparations for installation of new Sturgeon Rearing Facility “SRF” drum filter
- Fish aging and imaging otolith (Mike, Corey W, Barry, Zach)
- Cleaned and organized work area in Big-Blue

Meetings/Training/Travel/Conference Calls

- NRD Dept. BIA GLRI Meeting, (Feb. 5, 19)
- NRC Meeting, (Feb.12) (Archie, Dan M)
- Ludington Pump Storage Project Scientific Advisory Team meeting (Feb. 13, Barry)
- Arctic Grayling – Phone call with MDNR hatchery division (Feb 15) (Dan M)
- Black Lake Sturgeon Advisory Committee meeting (Feb. 15) (Corey J)
- Great Lakes lake sturgeon coordination meeting, and presentation (Feb. 21-22) (Corey J., Barry)
- Arcadia Marsh Restoration – Meeting with Grand Travers Regional Land Conservancy and GTB (Feb 21)
- CORA meeting (Feb. 23) (Barry)
- Lake Whitefish Workshop, East Lansing, (Feb.26-28) (Archie, Barry)

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

Wildlife Program

Ari Cornman - Senior Wildlife Biologist

Robert Sanders - Wildlife Biologist

John Grocholski - Wildlife Technician

Tasks and Accomplishments

- Reviewing and commenting on DNR, USFS, NPS, and USFWS actions
- Grant/Project proposal preparation
- Work on hunting/fishing regulations
- Issued tags and permits to members
- Editing and commenting on Line 5 NRDA plan
- Coordinating wolf research, issues, and PR

- Coordination on CWD issues

Administration/Budget/Reports/Data Entry

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

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Snowshoe hare population monitoring and habitat research
- Servicing field equipment

Meetings/Training/Travel/Conference Calls

- Marten and hare coordination meetings and calls with partners
- NRC meeting
- NRDAR conference call
- CORA meeting
- Tribal biologist meeting
- Wildlife Technical Committee meeting
- Conservation Coach training
- Midwest Fish & Wildlife Society meeting

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Vacant - Water Quality Specialist

Josh Beaulaurier- Aquatic/Fisheries Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report to the Director
- Manage budgets for EPA Programs
- Staff Management - ADP
- Reviewed current work plans
- Reviewed Line 5 Documents
- Reviewed Nestle Documents
- Continued working on mapping projects
- Continued communication with partners on invasive species and wild rice
- Continued review of the 2013 GAP Guidance for comments
- Coordinated with Project officer on staff changes
- Coordinated with USEPA on TEPM planning
- Worked on SOPs for Environmental Staff

Meeting/Training/Travel/Conference Calls

- Environmental Staff meeting 2/2
- RTOC Call 2/7
- Meeting with EPA Liaison 2/8
- TEPM Planning Calls 2/7, 2/14, 2/21, 2/28
- Met with Commerce department on Solar Energy 2/21
- CORA Nestle Call 2/21
- Nestle Technical Meeting with MDEQ 2/22
- Region 5 EPA Water Division Call 2/27
- Oil Spill Site Visit with USEPA and MDEQ 2/1

Brownfield Program

Administration /Reports/Data Entry

- Created list of OSHA PPE needed for oil spill site visits (Feb 2), created quotes for purchasing (Feb 7), and placed all orders with Purchasing dept (Feb 28)
- Monthly Report for February

Field Work and Equipment Maintenance

- Visited oil spill site near Bear Lake (Feb 1)

Meeting/Training/Travel/Conference Calls

- Attended Environmental Staff mtg (Feb 2)
- Sat on NRDAR Monthly Call (Feb 6)
- Sat on TEPM 2018 Planning call (Feb 7)
- Attended NRD Wage Structure Mtg (Feb 8)
- Attended FEMA/DHS training MGT449 @ LTBB (Feb 12)
- Attended FEMA/DHA training PER333 @ LTBB (Feb 13-14)
- Attended N. MI Tribal BF Workgroup monthly meeting (Feb 27)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Data for February sampling was entered into LRBOI Database

Field Work and Equipment Maintenance

- Water Quality sampling was completed for February
- Samples were taken to the Lab by Aquatic/Fisheries Biologist

Meeting/Training/Travel/Conference Calls

- Attended Pere Marquette watershed Meeting
- Attended Pine River Watershed meeting

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Submitted Quarterly Precision report to MDEQ – 2/24
- Submitted Quarterly Report to Tammy Bowen – 1/12

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 2/14 and 2/27
- Completed PM 2.5, Monthly Maintenance & QC – 2/14 and 2/27
- Completed PM 2.5, Quarterly Maintenance & QC – 9/27/17, 12/4/17
- Completed PM 2.5, Semi-Annual Maintenance & QC – 12/6/17
- Completed PM 2.5, Annual Maintenance & QC – 12/6/17
- Installed new set of PM 2.5 filters – 2/27
- Sent collected PM 2.5 filter samples to MDEQ – 2/19 and 2/20
- 2018 Preseason O3 Multipoint completed – 2/27/18
- 2017 Postseason O3 Multipoint completed – 11/2/17
- MDEQ on site to replace computer – 2/22
- MDEQ on site to replace computer again – 2/27

Meeting/Training/Travel/Conference Calls

- Attended an Env Staff mtg – 2/2
- Participated in the Monthly Region 5 Tribal Air Conference Call – 2/22
- Participated in the Monthly USEPA & NTAA Air Policy Update Conference Call – 2/22
- Monthly State, Local, and Tribal Conference Call cancelled – 2/28
- Participated in USDOE Webinar – Steps Toward Your Tribal Community Energy Future – 2/28

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Finalizing the work plan for 2018
- Research on potential wild restoration sites
- Updating field worksheets for field season and creating new field sheets
- Wild Rice literature Research
- Data review of the 2017 Wild Rice Fish data
- Development of Wild rice signs for the harbors
- Getting quotes for the Wild Rice signs to be made
- Creating a database for all the Wild rice fish data in access
- Helped to create protocols for the Electrofishing operations

Field Work and Equipment Maintenance

- Ordered supplies for Wild Rice Fish Community surveys
- Research on future projects dealing with wild rice
- Field gear prep for 2018

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Steering Committee call (2-15-18)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

February 2018

Meetings/Conferences/Trainings

- On February 1, 2018, I attended a Tribal Council work session to go over the final draft of the revised Building Ordinance. We discussed the proposed changes to the ordinance and determined the direction that Tribal Council wanted to take with the document. Mark Niesen, who currently works as our building inspector, also attended the work session.
- On February 5, 2018, I attended a Tribal Council work session to discuss the Cemetery Project, which is scheduled to begin this year. Ken Ockert from RCA, LLC also attended the work session. We went over Phase One of the project and received feedback and direction from Tribal Council. Ken will make any necessary changes to the plans for Phase One and we will meet with Tribal Council again in another month or so.
- On February 12, 2018, I attended a Tribal Council work session to discuss the possibility of adding additional recreational activities to the Gathering Grounds location. At this time Council is looking at adding a swing set/playground and a basketball court. I will be looking at taking the funding that was left over from last year's Gathering Grounds improvement project to help pay for the recreational improvements. The easiest way to accomplish this will be for Elmer's (who did the original Gathering Grounds project in 2017) to issue a change order for the additional work involved. In this way, we do not have to bid out a separate project for the additional improvements and things should go much smoother that way.
- On February 13, 2018, I attended a training session in Traverse City conducted by the U.S. Census Bureau regarding their Local Update of Census Addresses (LUCA) program in preparation for the 2020 Census. The purpose of the program is for local governmental jurisdictions (i.e., county, township, city, Tribal) to review existing address information for the Census Bureau and make any necessary corrections, deletions or additions. I will provide additional information on the program in the second part of this report.
- On February 21, 2018, I attended a meeting of the M-22 Pure Michigan Byway Committee at Onekama Township Hall. The focus of the meeting was the development of way finder signage, a way finder brochure and development of a comprehensive website that provides a wide range of information regarding what is available for individuals (tourists) who are traveling along M-22.
- On February 26 & 27, 2018, I met with Mike Burmiester (LRCA Facilities Director) regarding upcoming BIA Roads projects for the casino that will be taking place this summer.
- On February 27, 2018, I attended the meeting of the Manistee County Community Foundation Board of Directors.
- On February 27, 2018, I met with Dale Magoon (LRBOI Finance staff person) and Ken Ockert from RCA, LLC to determine the remaining funds available in the Gathering Grounds non-BIA Roads budget.
- I attended meetings of the Construction Task Force on the following Dates: February 1 & February 15, 2018.

Activities/Accomplishments/Updates

- During the month of January and February 2018, I have been working on a Building Inspector Agreement between Mark Niesen (our current building inspector) and the Tribe. (The last

agreement between Mark and the Tribe was approved in 2002.) Once a final version of the Tribal Building Ordinance has been approved by Tribal Council, I will submit the agreement for their approval. Since the agreement makes reference to the Tribal Building Ordinance as the guiding document for building inspections, I felt it was important to have the Building Ordinance in place before the agreement was submitted to Tribal Council for approval.

- As indicated in the January 2018 report, the Tribe will be participating in the LUCA program that is run by the U.S. Census Bureau. Also, as mentioned earlier in this report, I attended a training session on the program in Traverse City on February 13, 2018. The training was primarily focused on the mechanics of providing the updated information that the Census Bureau is looking for and did not really go into much detail regarding implementation.

It is still not totally clear to me as to how the Tribe can participate in the Census. I will need to explore the extent of the Tribe's jurisdiction on Tribal Trust land and what we are allowed to do. The starting point will be to see what address information is sent to the Tribe from the Census Bureau, and I will have to go from there. Having said that, I do believe that we can work through this issue to the benefit of the Tribe. The Census doesn't officially begin until April 1, 2020, so we have two years to get this worked out. I will keep you posted as this situation develops.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	1
Assist Motorist	1
Assist Other Agency	21
City Assist	7
County Assist	13
Medical Assist	3
MSP Assist	
Other Calls for Service	3
Property Checks	261
Suspicious Person	2
Suspicious Situation	3
Well-Being Check	

Traffic/Vehicle

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

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	
Assault	1
B&E	2
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	
Disorderly	3
Domestic Disturbance	1
Drive-Off	1
Drug Violation/VCSA	9
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	1
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	2
Juvenile Runaway	
Larceny	2
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	
Property Damage/PIA	8
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

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

238

2

2

165.5

3

6

68

1

5

1

66

66

73.5

2

3571

Training/Travel

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

Administrative Hours	45
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	282
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	2
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	3129
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

February 19-22, 2018 Sgt. Robles attended NAFWS Great Lakes Region Chief CO meeting and Human Trafficking Awareness Training in Duluth, MN.

February 23, 2018 Sgt. Robles attended CORA meeting in Petoskey, MI

February 27, 2018 Sgt. Robles attended CORA meeting with USCG in Sault Ste. Marie, MI

February 28, 2018 Sgt. Robles and Officer Brown attended Furtakers work group in St. Ignace, MI

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

Administrative Hours	186.5	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	2	
Assist Hours	2	
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	2	
Contacts	58	
Court		
Court Hours		
Follow-up(s)	2	
Follow-up Hours	1	
Federal Citation(s)		
Hours Worked	327.25	
Joint Patrol(s)		
Marine Time		
Meeting(s)	4	
Meeting Hours	13	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	39	
Snowmobile Patrol Hours		
Training(s)	22	
Training Hours	174	
Vehicle Mileage	1159	
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		

Training/Travel

Cadet Gunderson continues his Police Academy training at WSCC during the month of February.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: February 2018

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 1 Certificates of Exemption for tribal construction materials
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 2 Tribal member for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, the Certificate of Exemption process for vehicles, RTM benefits, the Sales and Use Tax Credit Form 4013, Tax Agreement Area boundaries, Concessionaire's licenses, and tax preparation services
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, incorrect fuel discounts, duplicate entries, etc. for a total of 299 errors. A total of 1,830 receipts were processed and completed by the Tax Office in February
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled January 2018 Tribal tax returns from the Little River Casino Resort and the Trading Post
12. Issued 16 Tribal Concessionaire's Tax Licenses; four for vendors selling merchandise on tribal property, one qualified fundraising event, and 11 blank emergency licenses for show up vendors at the Round Dance
13. Monitored outstanding tax assessments; issued one tobacco assessment warning due to an over limit purchase
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office

16. Prepared January 2018 monthly department report
17. Processed 2 Tribal Michigan W-4 Withholding Exemption forms
18. Processed 37 address changes/reviews from Enrollment for RTM status updates
19. Processed 4 RTM status and/or address changes
20. Processed 5 RTM status and Proof of Residencies that were received in the month of February
21. Prepared and mailed 8 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. Worked Casino Resort staff to update and submit venue reports for upcoming entertainers and to ensure Concessionaire's Licenses are issued to entertainers selling merchandise
25. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
26. Processed 16 Venue Reports for the month of February
27. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
28. Updated motor fuel discount schedule for March 2018 and provided it to the Trading Post
29. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
30. Worked with the Utilities Department to receive copies of their BP fuel card statements in order to better track their budget and expenses
31. Assisted the Round Dance organizers by fielding craft vendors and ensuring they are all licensed to sell merchandise on tribal property
32. Worked with Resort staff as necessary regarding questions and procedures of the Trading Post, tax reports, compliance questions, tobacco accounts, vendor licensing, coupon redemption, surveillance footage reviews, etc. to help with the transition of the c-store and continued monitoring and service to the membership
33. Prepared and submitted the 2017 4th Quarter Tax Sharing return and the 2017 Annual Tax Sharing return to the State of Michigan

Meetings attended this month:

1. Attended Tribal Council work session on February 22, 2018 regarding proposed amendments to the Tax Regulations and Enforcement Ordinance and establishing Resident Tribal Member Regulations

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 23 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended meeting with the Information Technologies as Operational Support Lead.
3. Attended weekly meetings of lead positions with the Ogema to discuss continuing improvement ideas.
4. Attended meeting called by the Ogema to discuss specific issues.

5. Participated in conference call meeting with the Michigan Anishinaabek Cultural Preservation and Repatriation Alliance to make up for first quarterly meeting's weather cancellation.
6. Spoke via phone with Jim Robertson of MDOT concerning the upcoming M55 bridge project.
7. Provided a smudge ceremony for the Grand Opening of the Pharmacy.
8. Met with members of Finance to discuss a position's duties.
9. Attended regular meetings of HR and Unified Legal.
10. Met with F Beaver to discuss a staff concern and job descriptions.
11. Met with HR and B Willis to discuss options for a personnel issue.
12. Took part in interviews for IT Tech, Internal Auditor (Gaming), and Maintenance Tech (Housing) as HR Lead.
13. Attended Work Sessions on the Tribal Cemetery and continued Gathering Grounds development.
14. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
15. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
16. Administered, directed and supervised all departmental activities.
17. Approved ADP timecards and requests as lead for Maintenance and other OSG departments as needed.

The Language Coordinator accomplished the following during this month:

- 1) Processed CD ROM orders.
- 2) Coordinated activities at Sugar Shack.
- 3) Working with LRB courts on language.
- 4) Working with Great Lakes pow wow guide for camp and pow wow.
- 5) Coordinated original website and new website.
- 6) Coordinated language camp.
- 7) Continued working on recycling program.
- 8) Reposted videos on face book on show "Endaaying".
- 9) Coordinated video shoot for face book show.
- 10) Meeting with our Grant writer.
- 11) Classes at next generation on Monday mornings.
- 12) Teachings with elders on Tuesdays.
- 13) Classes with LRB employees and community members on Friday mornings.
- 14) Responded to Emails and calls about camp, language, CD Rom's.

Travel, training and budget expenses

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

WWTP
Gary Lewis

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

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS

UTILITIES DEPARTMENT

MISSION STATEMENT

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

II. Department reporting section

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

Billing

Water	\$11,454.23
Sewer	\$15,059.65
Irrigation	\$1,575.84
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$13,413.63
Septage	\$1,791.42
Other	\$5,573.95
Month Total	\$56,212.72
Yr. to Date Water	\$23,188.36
Yr. to Date Sewer	\$31,580.26
Yr. to Date Fire Suppression	\$14,688.00
Yr. to Date Irrigation	\$3,151.93
Yr. to Date Manistee Township	\$28,300.84
Yr. to Date Septage	\$3,965.52
Other Revenue	\$5,573.95
Credit	\$0.00
Yr. to Date Total	\$110,448.86

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,112,400**
 - a. Peak Flow 88,955**
 - b. Low Flow Gallons 65,697**
 - c. Ave Daily Flow Gallons 75,442**
- 2. Gallons of Treated Waste Water SBR**
 - 1. Influent Gallons 1,341,964**
 - a. Peak Flow Gallons 99,993**
 - b. Low Flow Gallons 0**
 - c. Daily Average Gallons 47,927**
 - 2. Effluent Gallons 1,393,636**
 - a. Peak Flow 95,863**
 - b. Low Flow Gallons 0**
 - c. Daily Average Gallons 49,773**
 - e. Waste Sludge Gallons 4,000**
 - 3. Lagoon**
 - a. Influent 884,478**
 - b. Peak Flow 86,911**
 - c. Low Flow 3,140**
 - b. Daily Average Gallons 31,589**
- 3. Septic Sewage**
 - a. Gallons 29,857**

III. Travel and Trainings