

**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: February 16, 2023
Maanda Nji: Re: January 2023 Operations Report

We respectfully submit the January 2023 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
January, 2023

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

January 2023 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. **2023 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. We have interviewed one candidate for the Budget Coordinator position.

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 2023 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli in reviewing/changing existing department job descriptions.

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

Objectives:

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. 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.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2019. The 2020 proposal was submitted in January 2023 and work is in progress for 2021.
6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2023 budget. The 2023 budget has been approved by Tribal Council and entered into the accounting system.
2. Define and develop a specific performance- based budgeting model.
3. Develop timeline for implementation of a performance- based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT 2022

We had a preliminary meeting with DGN sometime in January 2023. Shortly after, we provided DGN with accounts payable, payroll, and cash receipts information. The auditors will choose samples for which we will provide them with backup documentation. The auditors will test these samples to determine that all of the transactions have been processed properly – this will happen in February 2023. The auditors base their field work on this testing. Field work will start in May. Our goal is to have draft financial statements available in late June and final statements in July. Financial statements will be presented to Tribal Council and then filed with the Federal Clearinghouse tentatively in July 2023.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center** the Task Force committee approved purchases and or payments, change orders to the sub-contractors that are also working on projects in the month of **January**: at this time, these projects are complete, reconciliation in process for closeout year end 2022.
 - i. **AKI 5 – 2021 Homes – N/A**
 - ii. **Commodities Building Project –N/A**
 - iii. **Muskegon Health & Admin. Reno- N/A**
2. **Cash Receipts:** Daily cash receipts totaled for the month of **January**, were, **\$927,236.48** the General & Special Revenue Account had a total of **(228)** receipts.
3. **NGLC:** Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow up to who is collecting the Balance.
4. **Pharmacy:** Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,
5. **Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2022, Was able to gain access to the module.
6. **1099MISC/1099NEC.** – 2022 tax year was sent out in the week of **Jan 23rd - 27th of January**, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2022. Continued to send tax documents out to the membership / Vendors.
7. **WEX Card- Monthly Report**, removed the terminated employees, schedule the payment, and reviewed and reconciled the report to the payment.
8. **Tribal Financial Statement Requirements:** Due by the 8th of the month.
 1. Cash Deposits
 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.
 3. Utilities report – current payments – monthly report of payments.

Construction Task Force – Weekly Meeting - Thursday – review - AKI 5 – 2021 Homes, Commodities. No Meetings

Other Meetings:

Accounting Audit 2022 Meeting- January 26th

Other Items:

Cross training – Job Shadow – Controller January 30th

Duties and Accomplishments –

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

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, Region 5 IAEM Caucus, Human Trafficking, Disabilities and Functional Needs, Organizations Preparing for Emergency Needs, Audit, Hazard Mitigation

Trainings Held / Attended – Copier

Special Tasks / Activities Performed – ARPA payments, 1099 stuffing

Upcoming Projects / Tasks –

PAYROLL

Duties and Accomplishments –

1. Processed 358 payroll vouchers/checks.
2. Verified 16 PAF's this month which included 2 new employee(s), 2 Job Change/Transfer employee(s), and 1 termed employee(s).
3. Verified 28 Surveillance Holiday Work Schedule Variance Approval Forms for New Year's Day Holiday.
4. Processed payroll and completed payroll backup cover sheet for pay dates 1/13 and 1/27.
5. Created 401k contribution file and uploaded to John Hancock online.
6. Prepared direct deposit file and uploaded online for processing.
7. Made federal tax deposits as required for each payroll.
8. Printed and/or saved all reports needed for payroll biweekly.
9. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
10. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
11. Reconciled the amounts withheld for Adlife to what was billed for the month.
12. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

- 1/12 – January Staff Meeting
- 1/11 – Meeting with CFO and Controller regarding 2023 FSA deductions
- 1/12 – Payroll/HR meeting
- 1/19 – Payroll/HR meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in January as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in January as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of January to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Prepared April per capita payment member eligibility and sent to Enrollment for verification.
10. Processed and mailed employee W-2's for 2022.
11. Prepared and mailed 2022 fourth quarter 941 return.
12. Reported 2022 fourth quarter wages to UIA online.
13. Prepared and mailed annual 945 return for per cap.
14. Made year end leave adjustments for employees over the 120 hour carryover limit.
15. Prepared leave liability and payroll accrual report needed for 2022 audit.
16. Prepare and mail MW-3 for City of Muskegon withholding tax.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Working through IRS notices received related to amended returns filed.

Upcoming Projects / Tasks –

1. Finalizing list of outstanding 2020 checks that need to be voided.
2. Providing information as needed for 2022 audit.
3. Prepare for April per capita distribution.

ACCOUNTS PAYABLE

1. Enter and match invoices with purchase orders and receiving reports.
2. Keyed in all information into the system for processing and printing checks.
3. Verify the budgets and have the check request signed for approval.
4. Generated checks on Tuesday and Thursday for bills, stipends, travel advances,

mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.

- 5. After checks are printed put them with the right documentation and have them signed by Council.*
- 6. Check stubs are attached to check request and POs for scanning and stuffed into envelopes for distribution.*
- 7. Print a check register for Positive Pay, Contract Health, Members and Family Services.*
- 8. A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
- 9. Provide receipts as necessary for rent, utilities, and all other payments.*
- 10. Scan in all Housing and Utility payments to the right departments.*
- 11. Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
- 12. Provide management with Accounts Payable information as requested.*
- 13. Maintain court ordered per capita garnishments.*
- 14. Do liquidations and voids as needed.*
- 15. Scan all payments to appropriate vendor folder*
- 16. File original payments by check date in filing cabinets.*
- 17. Pick up mail and sort through it to give to the right person in the accounting department.*

Meetings Held / Attended

Special Tasks / Activities Performed –

- 1. Worked on binding monthly financial reports.*
- 2. Worked on payroll garnishments every other week.*
- 3. Pay Pharmacy Invoices every Monday and give the report to Brandy.*
- 4. Contact vendors/departments with discrepancies on invoices.*
- 5. Continue to do voids, liquidations, and address changes.*
- 6. Continued processing of ARPA Members Assistance Checks*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.

12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

Duties and Accomplishments –

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. 1/4 Overseen training on new copiers. Set up IT reps for each copier to oversee any needed services.
2. 1/9 Drafted changes to Travel Regulation. Submitted to legal for review.
3. 1/9 Researched with departments if 2023 contract with Docusign is warranted. Consensus is to proceed with a 2023 contract. Negotiated pricing. Forwarded contract to legal for review.
4. 1/9 Researching other copy paper options. Current paper is jamming machines.
5. 1/16 Attended work session with Tribal Council, proposed changes to the travel regulations.
6. 1/18 Presented proposed changes to Travel Regulation to Tribal Council.
7. 1/17 Meeting with GSA. Training on how to use GSA more efficiently.
8. 1/23-31 Drafting revisions to Chapter 1 and Chapter 3. Submitted Chapter 3 draft to legal.

Grants Department Monthly Report

January 2023

Lyle Dorr, Grant Management Administrator

Key:

➤ New Item

∞ Updated item status from previous report(s)

∅ No updates - a continuation from previous report(s) with no change

Note: Updates to ongoing projects are usually underlined

Grant Management Standing Activities:

∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant policies and

procedures, reporting guidance for the various Federal Agencies.

- ∞ **Coordinate and collaborate with Tribal grant writers and department heads.**
- ∞ **Complete and submit monthly, quarterly, annual, and final SF-425 reports for existing grants.**
- ∞ **Setup new grant award files.**
- ∞ **Complete Closeouts on grants that have completed their lifecycle.**
- ∞ **Treasury has notified Tribes that come October 1, 2022 - Technical Support (TA) will be very limited on several ARPA related funding sources. The CAP and LACTF funds are two of those programs (Maintain note until the end of 2022). Update 1/31/23: I have noticed that various Federal Departments are still trying to offer consultation, at least on new initiatives that arise.**
- ∞ **Standing Note until ARPA funds are expended - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.**

2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?

A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.

48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?

A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.

55. Q: When do tribes have to spend ARP Act money by?

A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.

- ∞ **Assisted Reconciliation of CCDF & CCDD reports - Update 1/31/23: These reports had errors in them due to GrantSolutions Award Notice errors which caused our accounting system to be off. Will continue to work on corrections to until reconciled, which is requiring coordination with funding agencies. Update 1/31/23: Finalized a complete reconciliation of LRBOI CCDF & CCDD awards from 2020 - 2022. Discovered several missing award notices in the files. Once Tribal Council receives the funds into our system, LRBOI accounts will match CCDF system notices of funds and reports will match their records. To not receive the funds into the system would continue to keep us in award noncompliance.**

Finally, an error on 20CCDF award notice (wrong award #) caused the former Grants Manager to roll the funding into the 20CCDD account. This manager is arranging a meeting with CCDF to coordinate our mutual records to account for this error in the reporting process. This meeting should take place in early February.

IT Department

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. **Update 1/31/23:** We receive notice that the WIFI portion of the grant is in questions and either needs to be revised or changed. We resubmitted in early October and have not heard back on a determination/acceptance. They are still behind in reviewing applications, I would think we should hear back in February.

Water/Waste/Renewable Energy:

- ∞ **Working with Gary on a 2022 TEDC grant for evaluating feasibility of the Tribe operating its own substation.** **Update 1/31/23:** The application was submitted 4/27/22; we finally heard back December 28th that we received approval, as of this report, the packet has not been received (they report being behind in getting notices out). This project will evaluate the Tribes capacity to become its own electric utility authority and what that might look like. To receive funding to become a utility authority, tribes must conduct this study first.

Expenditures Update

Total year-to-date expenditures for the Finance Division for January 2023 are \$74,345 compared to an annual budget of \$1,357,018. Total expenses for the Finance Division for year-to-date January 2023, represent 5.5% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

January 2023 Department Report

I. Department Overview

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

II. Department reporting section

- **Higher Education Scholarship: 12 students received higher education scholarship funding totaling \$26,358.50. 9 female students, 3 male students, 8 university students and 4 community college students. Number of students decreased in the 2022-2023 academic year, partly due to people finishing their degrees, and possibly also a reflection of a stronger job market**
 - **College Book Stipend: 38 book stipend applications were processed in January totaling \$15,100. 19 checks were for students enrolled in 9 or more credits; 18 each for those enrolled in 4-8 credits, and 1 in 1-3 credits.**
 - **LRBOI Student Services- School Clothing for 14 students totaling \$7000, 2 12th grade computers totaling \$2000, Senior Expenses \$125, Driver's Training \$250, Tutoring 2 students totaling \$468**
 - **Educational Advancement: 2 students totaling \$450**

This month the Education Department held one activity, a craft night at Aki, Wednesday, January 25, with 14 participants. Princess Prep was Saturday, January 28, with 15 participants

Meetings Attended:

January 12: Zoom Staff Meeting

January 19: T C work session: Child Care- mistake in scheduling

January 23-24: Zoom Winter Quarterly Meeting Confederation of Michigan Tribal Education Directors

January 24: TC Work Session Child Care grant

Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2023 Education Department budget, based on narrative**

**proposals in the 2021 Education Department budget for the month of
January**

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

January Monthly Report - 2023

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

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

Duties Performed

- Mailed out: 3 Applications forms for people seeking membership
- Sent out: 17 Address change forms
- Created 46 New and Replacement Tribal ID's from 01/01/2023 through 01/31/2023
- 25 Addresses changed from 01/01/2023 through 01/31/2023
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter:
- Provisional Acceptance Letter: 4
- 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: 4
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 01/01/2023
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Members Assistance
- Label request of Membership:
- Tribal Members Label/List request: 1
- Statistical request:

Department Verifications

1. Prosecutor 64
2. Clinic 0
3. Human Resources 1
4. PRC/EHAP 55
5. Member's Assistance 0
6. Housing 0
7. Utilities 2
8. Food Distribution 0
9. Casino 0
10. Family Services 3
11. Tribal Council 0
12. Natural Resources 0

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 7 Members passed away for the Bereavement Benefit
- Sent out 4 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 274 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – January 12th
- Enrollment Commission Meeting – January 17th

Enrollment Statistics

- Total Membership: 3,977
- Total number of Elders: 1,502
- Total number of Adults (18-54): 2,204
- Total number of Minors (0-17): 271
- Total Tribal Members living in:
 - 9 County Area: 1,659
 - Outside 9 County Area: 2,304
 - Michigan: 2,612
 - Outside Michigan: 1,353
 - Undeliverable Addresses: 13

Facilities
Rusty Smith

2023 January Report for the Facilities Management Department Submitted by De-Ahna Underwood, Maintenance Office Manager

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

I. Department Overview

Winter Operational Hours Nov 15th-March 15th

Maintenance Technician Hours of Service: Monday-Friday 6am-2:30pm

Clinic EVS Technician Hours of Service: Monday-Friday 6 am-2:30 pm

Traveling EVS Technician Hours of Service: Monday-Friday 8 am-4:30 pm

Office Hours: Monday-Friday 8 am-4:30 pm (no remote work)

Locations: Office and EVS Room, Government Center

Storage Locations: Facilities Barn, East Lake, and Area 51.

Auto Mechanic Location: East Lake

Goals & Objectives

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

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

II. Department Reporting Section

2 EVS Technicians clean, disinfect, and sterilize the Health Clinic from 6-8 am Monday through Friday. Those two technicians and 1 additional technician provided janitorial services to the Government Center.

2 EVS Technicians provide janitorial services to Aki, Natural Resources, Justice Center, Government Center, and Gaming.

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

January Highlights

8 snow events; snowplow operators/maintenance technicians dispatched 11 times.

167 working hours for the month of January.

24.83 hours spent on snow removal.

37 work orders submitted for the month of January.

Government Center

1-17-23 Power outage that affected 5 locations. Also caused false alarm in IT server room, rest with assistance from vendor.

1-12-23 High water usage reported, repaired water line in mechanical room.

1-20-23 High water usage reported, repaired water line in mechanical room.

Justice Center

1-18-23 Report stop sign missing, new sign installed.

1-18-23 Report building exterior lights out, adjusted timer and date.

1-18-23 Report parking lot fixture is out; repair will be outsourced to electrician.

Aki Community Center

Started updates to the kitchen and expected to finish by the end of February.

Report of buzz sound in wall, determined it's the freon being called to the RTU.

Outsource RTU repairs, due to 3 phase electrical work involved. Parts ordered by vendor; completion expected in February.

Food Distribution Center

Replaced incompatible toilet roll dispensers.

Ordered compatible soap dispenser for restrooms, once received they will be installed.

Muskegon Hackley Location

3 service contracts not renewed for 2023. The Health Clinic Maintenance Technician has taken over snow removal, janitorial services, and minor building repairs.

Facilities is scheduled to complete the HVAC PM, building inspections and various repairs in February.

Automotive Mechanic

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

Vendors (buildings overseen by Facilities)

- Pest control (1 visit, 4 locations)
- Mat service (3 visits, 5 locations)
- Elevator (1 visit, 2 locations)

III. Budget Expense Justification

5299 Vehicles	\$40.00
5602 Supplies	\$100.00

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

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

End of Report
De-Ahna Underwood
Maintenance Office Manager

Family Services
Vacant Director

Department Report : Family Services
 Case Worker: Stephanie Persenaire
 Month: January 2023

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
Intakes						
I&Rs						
Open Cases	10				3	
Monthly Totals	10	0	0	0	3	0

Case Management

Total number living in homes served	20				19	
Total number of Tribal Citizens living in homes served	10				4	
Total number of descendants living in homes served	6				10	
Total number of children living in homes served	8				12	
Total ICWA or ICWP where substance abuse is involved					1	
Child Abuse/Neglect						
ICWA or ICWP referrals					1	
Sexual Abuse of a child Substantiated or Unsubstantiated by DHS						
Case Pending with DHS						
Relative placement	2				1	
Tribal Foster Home						
Non-Tribal Foster Home						
Alternative placement						
Court appearances	1					
Home Visits	22				4	
Case Reviews	2					
Binojeeuk	2					
Contacts with outside agencies	46				11	
Contacts with LRBOI departments	17					
Tribal Elders						
Other referrals						
Monthly Totals	116	0	0	0	44	0

ES *****

Wexford Kent Newaygo Other

			1
0	0	0	1

			4
			1
			3
			3
			4
0	0	0	11

Department Report : Family Services

Case Worker : Rachel Kops

Month :

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					3	
Open Cases					10	
Monthly Totals					13	

Case Management

Total number living in homes served					25	
Total number of Tribal Citizens living in homes served					14	
Total number of descendants living in homes served					7	
Total number of children living in homes served					9	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					0	
ICWA or ICWP referrals					1	
Sexual Abuse of a child					3	
Substantiated or Unsubstantiated by DHS					3	
Case Pending with DHS					2	
Relative placement					1	
Tribal Foster Home					0	
Non-Tribal Foster Home					1	
Alternative placement					0	
Court appearances					4	
Home Visits					23	
Case Reviews					0	
Binojeeuk					2	
Contacts with outside agencies					65	
Contacts with LRBOI departments					18	
Tribal Elders					4	
Other referrals					0	
Monthly Totals					182	

LRBOI Be Da Bin Behavioral Health Program January 2023 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 9 clients.

Angela Schwandt currently has 34 clients. Angela had 57 individual sessions, 48 follow up calls, 5 hours of telepsychiatry. She attended the Suicide Awareness and Prevention Coalition for Manistee County and Tribal Council to have the Tribal Behavioral Health Initiative Grant approval process.

Kimberly (Kim) Hinmon attended the Manistee County Suicide Awareness and Prevention meeting on January 11, 2023; conducted the Ribbon Skirt classes on January 17 & 18, 2023 (35 participants); and attended the Kevin's Song Suicide Prevention Conference on January 26-28, 2023. She is working on the LRBOI Round Dance for February 25, 2023 and for Beading Class and Positive Parenting Classes for the Tribal Community. Two skiing events were cancelled this month due to the lack of snow.

Dottie Batchelder currently has 22 clients and 7 Recovery Support clients. Dottie had 1 referral to inpatient treatment and 4 referrals to other outpatient services. Dottie had 37 individual sessions, and 46 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. She attended the Quarterly Tribal Behavioral Health Communication Network in Mt. Pleasant January 11 & 12, 2023; Community Partnership Meeting on January 17, 2023; Muskegon County Suicide Prevention meeting on January 18, 2023; Northern Michigan Suicide Prevention Cross Connections Coalition on January 27, 2023; and MDHHS/Tribal Quarterly Conference Call on January 30, 2023.

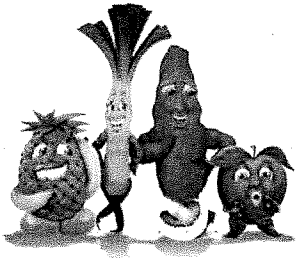
This month 6 naloxone kits given out. Staff continues to attend webinars and homestudy for credits for certifications and continue education credits.

Respectfully submitted,



Dottie Batchelder-Streeter

Food Distribution
Jamie Friedel



Food Distribution Program

January 2023 Monthly Report

Jamie Friedel, Melanie Ceplina, and Thomas Riley

1 Department Overviews:

Goals and objectives:

The goal of the Food Distribution Department is to serve income based Tribal households living on and off the reservation.

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

2 Department Report Section:

Jamie submitted 152 inventory reports to USDA in the warehouse.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie will be submitting the department report.

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

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

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

Jamie, Melanie, and Tom filled food orders.

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

Jamie ordered February food for the warehouse.

Jamie, Melanie, and Tom cleaned the office.

Jamie, Melanie, and Tom conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie, Tom and Melanie conducted 45 Deliveries.

We received deliveries on 1-5, 1-9, 1-12.

The Food Distribution Office is open to the public.

Melanie sent out 3 applications.

Melanie sent 9 recertifications out.

Added 2 new Households.

We have a total of 56 households with 85 total people

MEETINGS:

1. Drew came over for Internet-Fiber optics.
2. Checked for 3-foot shelving.
3. Made list of things for new building
4. Meet with Drew and syncwave about Fiber optics.
5. Rusty and Drew with new building
6. Phone calls to get cooler door finished.
7. New Era Cooler came to repair the cooler door frame.
8. Called GTR and Advantage to get things finalized on new building.
9. Had GTR, Advantage, Drew and syncwave onsite finishing work.
10. GTR started up the cooler freezer unit.
11. Mark Nissen for Final Inspection
12. Rusty and the crew came to move the shelving.
13. GTR came to check on Cooler Freezer performance after start-up.
14. Melanie and Tom started to move the product to the new building.
15. Received our Occupancy permit.
16. Maintenance came to help tear down and set shelving in new building.
17. Had a Nutrition and Education call, put supplies away.
18. Moved Offices with help Maintenance, IT and the casino warehouse helped.
19. The cooler and freezer moved from the old building to the new building.
20. TKS on site. Certification on Teams and finished up getting IT equipment out of old building.
21. Advantage Electric finished up installing the old cooler and freezer, fixed lighting in cooler, and installed an outlet.
22. Drew and IT have been here working hard to have us and keep us up and running on Wi-Fi.

I spent a lot of time getting our cooler door frame worked out. Finally got somewhere with the company. We have been Working on training the new Employee. I have been trying very hard to get the new building ready to go. We are 100 % moved into the new building and have turned all keys back to the Casino.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Thomas Riley Warehouse Specialist

Health
Daryl Weaver



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

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: Feb 10th, 2023

Re: JANUARY Report of Activity – Tribal Health Services

Forrest County Pottawatomi Insurance Department filed 169 claims on behalf of Little River in the amount of \$26,643.71 for Third Party Revenue generation.

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

CLINIC OPERATIONS: MANISTEE LOCATION

291 patients scheduled

27 patients NO-SHOW to scheduled appointments

9 patients provided SAME DAY appointments for emergent matters**

74 cancelled appointments

199 patients attending CLINIC PHYSICIAN appointments**

28 patients PHONE TRIAGE**

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

63 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JANUARY (Total Patient Volume): 615

Diabetic patients: 79

Flu Vaccines: 6

Injections: 14

Nursing Visits: 2 **

On-site Labs: 166

COVID-19 Tests: 0

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 1,257

DIRECT CALLS TO CLINIC OPERATIONS: 509

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

CLINIC OPERATIONS: MUSKEGON LOCATION

110 patients scheduled

7 patients NO-SHOW to scheduled appointment

1 patients provided SAME DAY appointments for emergent matters**

25 cancelled appointments

79 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 27

Flu Vaccines: 3

Injections: 2

Nursing Visits: 4

On-site Labs: 41

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 241

TRANSPORTS – MUSKEGON: 2

JANUARY 2023

TRAVEL HOURS: 1

SERVICE HOURS: 1/2

NUMBER SERVED: 2

MEDICATION DELIVERIES: 3

TRAVEL HOURS: 2

SERVICE HOURS: 1

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 3

TOTAL SERVICE HOURS: 1 1/2

TOTAL NUMBER SERVED: 5

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

JANUARY 2023

TRANSPORTS (INCLUDES CHR TRANSPORTS): 8

TRAVEL HOURS: 7

SERVICE HOURS: 10

NUMBER SERVED: 8

CHR ACTIVITY:

LOCATIONS:

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 4 (included in number served & clients served)

TRAVEL HOURS: 2

SERVICE HOURS: 1

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 9

TOTAL SERVICE HOURS: 12

TOTAL CLIENTS SERVED: 11

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$85,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2513

TOTAL PRC PAID IN JANUARY: \$57,088.42

PHARMACY/OTHER: \$38,351.05

DENTAL: \$17,292.01

TOTAL PATIENTS: 225 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 545

TOTAL CLAIMS ENTERED: 387

TOTAL PRC PAID 2023: \$57,088.42

TOTAL EHAP PAID IN JANUARY: \$27,515.56

TOTAL EHAP PAID 2023: \$27,515.56

TOTAL ENROLLED EHAP/LRBOI: 1327

NEW APPLICATIONS MAILED OR GIVEN: 24

REASSESSMENTS MAILED OR GIVEN: 20

MEDICARE LIKE RATE (MLR) Savings for January 2023

Claims submitted:	0	\$ 0 (total submitted)
		<u>-\$ 0 (what we paid)</u>
		\$ 0 (total savings)

PHARMACY: JANUARY 2023

Active patients: 460
Prescriptions filled: 2080

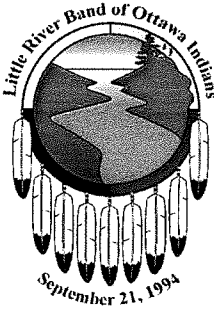
Receipts:
 Insurance payments received: \$306,095.38
 Non-member cash/copays received: \$691.91

Less acquisition cost of medications: \$69,498.06

Net profit: \$237,289.23

PRC-equivalent write offs:
 LRBOI: \$34,381.45
 Other Tribes: \$4,260.87
 TOTAL: \$38,642.32

Housing
Tara Bailey



Little River Band of Ottawa Indians
Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For January 2023

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Mike Pannill – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

A. During the month, the Department performed the following activities.

Lease renewals due during the month: 7

Leases renewed: 8

New leases: 0

Annual Inspections: 7

Move-out Inspections: 1

Move outs: 1

Transfers: 0

B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 0

Total Number of Awards made during the Year: 1

Total Amount of Awards for the Year: \$3630

C. The Homeowners Assistance Fund received no new applications this month. The program provided assistance in the amount of \$7655 for the month of January and a total of \$59261 since it began.

D. January was Radon Awareness Month, so there was Radon testing kits made available to all residents and postcards were sent out to everyone. Four households took advantage of the kits.

E. The new Emergency Home Repair program was approved by Tribal Council on January 25th. Applications are available via email, tribal website, mail, or at the Housing office.

F. The Final closeout report for the Treasury Emergency Rental Assistance program is due to January 30th. The program ended on September 30th but the final close out is now due.

G. The Housing Director will now begin preparing the Annual Performance Reports for the IHBG grants from HUD that are due the end of March.

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 9

B. Termination Notice(s) issued: 5

C. Notice(s) to Vacate or Renew: 0

D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 3 units to complete for a move in at this time.
- C. Units inspected this month are in safe and decent conditions.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 86 rental units in total of which 81 were rented giving us an occupancy rating of 94%.

- A. Aki has 60 income based rental units of which 56 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 8 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 33 low-income family rental units and 30 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

The AKI community continues to experience light outages, these are due to over the years of wear and tear on the light lines between the poles and transformers. We are currently working with a vendor to get a quote on redoing all of the lines so that we will no longer have these ongoing issues. UPDATE: Meeting was scheduled with vendor and staff to go over the plan on 1/26/23 but had to be rescheduled until 2/2/23.

VI. Plans for the Future.

End of Report
Tara Bailey, Housing Director
February 2, 2023

Human Resources
Alicia Knapp



Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288
Fax: (231) 331-1233

To: Ogema Romanelli

From: A. Goff

Subject: January 2023 HR Department Report

Date: 02/10/23

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

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

1) HR 2022 Operational Plan

1) The 2022 Operational Plan is currently on hold to revise.

2) Talent Acquisition

a) Talent Acquisition

- i) Month Number of Gains: 1
- ii) Month Number of Tribal Preference Hires: 3 offered.
- iii) Number of Requisitions Filled Year to Date: 4 (5 employees)
- iv) Number of Gains Year to Date: 2 – actual starts
- v) Number of Open Positions: 16 approx.
- vi) Turnover Year to Date: 1
- vii) January included continued prioritization of the talent acquisition process. At the month's end there were 16 open full-time job requisitions.
- viii) Continued the adjusted HR work assignments to permit focus on Talent Acquisition tasks. Thank you to hiring managers!
- ix) January has produced 2 new hires but positions offered, and February will mark the start of many positions being interviewed, offered, and onboarded. One orientation was completed in January. Struggling to get applicants.
- x) Tried a couple of new sites LinkedIn and ZipRecruiter, trials. Trying to figure out what will give us more qualified applicants. Job market still tough.
- xi) Approximately 8 positions are now in either the selection or interview step of the process. We expect to see more new hires beginning in February 2023 – seasonals and some long-posted positions.
- xii) Drug screening is an issue but got Spectrum Ludington to do them.
- xiii) Turnover increased by one to start the first month Of 2023. The organization experienced 1 loss during the month, by resignation.

3) Talent Development and Relations

- a) Leadership and Team Member Development.
 - i) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
 - ii) The Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Angie Stone, and Lyle Dorr for volunteering to help make a difference!
 - iii) Continued assisting leadership with two sensitive employee relations issues.
 - iv) Assisted departments with job description update and wage analysis support and some job descriptions to L:drive.
- b) HR Department Development Initiatives:
 - i) HR Development Events: YTD 2
 - ii) Continued project to improve HR use of MIP data.
 - iii) Cleaning up L:drive for better access to forms and paperwork for all LRBOI employees.

Training and Development hours totaled: HR 8 hrs. no other departments sent in.

4) Benefits and HR Administration

- a) Continued working to improve benefit processes. Don the HR Generalist has been doing benefits tasks and getting the hang of the system.
- b) Benefits Work Priority: Members with Benefit and Leave Requests and getting ready for census for 401k started.
- c) Continued processing 401(k) loans, changes, and distributions with our third-party administrator.
- d) Continued processing new hire insurance enrollments and separation disenrollment.
- e) Completed the 401k financial adviser visit. Again Don, thank you for your help.
- f) HR has had some issues with benefits that required research and fact finding, most were cleared up, but some are still in process.
- g) Processed insurance benefit plan check requests.

5) Safety

- i) Continued COVID-19 support and tracking. Assisted the organization with events during the month. January had no reported positive tests.
- ii) No Recordable Injuries for January.
- iii) No Near Miss/1st aid reported for January.
Good job Team!!!

6) Tribal Preference Report – Follows on next page.

Preference Report for January 2023 – 1 TM hire. 1 NP in January but 5 offers pending.

Employee Count by Preference for January 2023

99 Tribal Members – loss of 0 in January 2023 53% (53.2%) of Tribal Government Workforce

10 Native American Workforce 5% (5.4%) of Tribal Government Workforce

11 Tribal Descendants Workforce 6% (5.9%) of Tribal Government Workforce

9 Tribal Spouses Workforce 5% (4.8%) of Tribal Government Workforce

No data on Tribal Parent – found

Total preference = 129 69%
58 non-preference (Loss of 1, 1 gain in January 2023) 31%

Total of all employees 186

7) Workforce Development

- i) The Tribal Development Team has not continued since March 2022. Working on a new plan currently.
- ii) WFD had a 4 requests to be processed for January distribution
- iii) New Requests for WFD Service: 3 to be processed for February distribution.
- iv) Inquiries for WFD programming 3 for Career Voucher and 1 for Development and Training programming.
- v) 2022 Total Number in Adult Work Experience: 1.

Regards,

Alicia Goff

HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
January 2023

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. We have deployed the software need for Artic IT to start moving forward in taking on additional duties in the IT department
2. Food Distribution wireless network has been rolled out. Currently operating successfully
3. Still investigating a resolution for the Court Recording software
4. Muskegon Pharmacy servers were completed on time.

5. Mandatory IT Projects by order of priority:

1. 2023
 - i. Government EXSI Host needs a plan in place for replacement
 - ii. Intrusion detection software needs to be added to our tool list.
6. 270 new IT work orders were opened in January 2023 and 217 IT work orders completed in January 2023. Our current outstanding tickets are at 83.
7. We had eight voicemails this past month. Five of them was when we were missing our Help Desk person. All of them were between 8am to 11am.

Meetings Held / Attended –

1. Held Staff Meetings with Elevate and ArticIT.

Trainings Held / Attended – Tribelet and LASO Mandatory Training for Drew

Special Tasks / Activities Performed – Explore options to complete maintenance and deployment duties with limited staff.

Mary Thomas

From: Aaron Christenson - Elevate
Sent: Wednesday, February 8, 2023 10:53 AM
To: Gary Ossewaarde; Jason Noteboom; Drew Jeurink; Jared Allen
Cc: Derek Fowler; Chris Myner
Subject: LRBOI/Elevate Bi-Weekly Meeting

Caution! This message was sent from outside your organization.

Forgot to send this out yesterday.

Project/Task	Owner	Status	Status Update
SharePoint Online Migration	Aaron Christenson	On Hold for Artic	Department shares – begin with Justice start in Jan
Fix the DNS or DHCP at the satellite sites	Chris Myner	Hold	This is regarding when the government center is down the other site also go down. -> Azure Domain Controller Waiting on Drew/LRBOI process PO
Physical DC Install	Aaron Christenson	On Hold	Need to move it and plug in NIC Drew will move it - need to move fence to install it
Aruba Wireless	Gary Ossewaarde	In Progress	APs installed <ul style="list-style-type: none">Gov Center - add Guest network with splash page (4 hr)Gaming - no guest network, Compliance network with PSK and client isolation - Ready for testing
Vulnerability Scanner	Derek Fowler	In Progress	Defendify quote, waiting on legal – deadline 2-10
Upgrade vmware hosts	Jamy & Aaron	In Progress	Quotes approved, waiting on HP hard drives to arrive
Configuration Management review <ul style="list-style-type: none">Build change management process	Derek Fowler	On Hold	SolarWinds has the ability in WHD Waiting on Drew to review
Hardware Lifecycle management review and processing <ul style="list-style-type: none">Gather all serial numbers and input in Asset Management SystemGenerate Lifecycle Management reportCreate policy for how to address lifecycle	TBD	In Progress	
M365 / Azure Review	Derek Fowler	On Hold	Drew to review

<ul style="list-style-type: none"> • Begin with M365 review • Validate if Azure is being used and asses • Incorporate Microsoft license review • Incorporate a policy and security review 			
<p>SaaS Full review</p> <ul style="list-style-type: none"> • Setup reporting on SaaS services being access via firewall reports • Setup report to go to council on services being used 	Chris Myner	To Do	Reporting Frequency - weekly to start
<p>MSSP Local SIEM work</p> <ul style="list-style-type: none"> • Roll out to all Desktops and Laptops • Verify SIEM is up to date and getting all sources - Done • Validate source feeds are providing enough data - Done • Generate reporting and alerts based off data – In progress 	Derek Fowler	In Progress	Disable computer object after 60 days of inactivity, delete after 3 months of inactivity, have email go to helpdesk(create ticket), and ALL IT, Drew, Robert (Jeff) Smallwood
<p>Bring all devices and systems current on patching</p> <ul style="list-style-type: none"> • Verify Storage, Network, Infrastructure, and Applications 	Aaron Christenson	Done / Ongoing	Windows & office patches monthly - patches this week Saturday -> Aaron to do after 1pm Saturday or anytime Sunday Pre-emptively patch Quorum server and supporting infra early this week to avoid disruption on Saturday
<p>Setup Dashboard and reports</p> <ul style="list-style-type: none"> • Setup Systems and Network Dashboards – in progress • Setup services monitoring and SLA reporting – In progress 	Chris & Aaron	To Do	Chris - network Aaron - systems
<p>Application Virtualization Server deployment</p> <ul style="list-style-type: none"> • Finish Application installs and begin user testing – in progress • Roll out to small groups to test server scaling requirements 	Aaron Christenson	In Progress	Gaming has been given instructions on using virtual app IDPoint
Policy Review – In Progress	Drew & Derek	In Progress	Derek working through policies <ul style="list-style-type: none"> • Focus on DR and BCP

			Being worked on by Drew
Access Databases	ZDN	ZDN	Moved to cold storage, app moved to cloud.
User Account Termination/Creation	Derek Fowler	In Progress	More discussion needed <ul style="list-style-type: none"> Emailed Alicia 12/2 - no response
Planning for a zero trust platform	Drew & Derek	On Hold	Peripheral Blocking, Intune config complete, review
Buffalo storage replacement and Veeam	Josh and Drew	In Progress	Rapid7 quote sent, waiting on legal for purchase – deadline 2-10
VMWare Hardware			Order in Jan, waiting on legal for purchase – deadline 2-10 same quote of storage
Replace Sophos with Windows Defender	Aaron and Derek	In Progress	Schedule uninstall for departments, Historic, Housing, HR, Maintenance, member assistance start
IOT VLAN	Chris	In Progress	Starting building VLANs
Pharmacy POS VLAN	Chris	In Progress	VLAN 18 3 servers, 4 POS devices, VLAN 17, see above
USB issue enroll department	Derek		Victim services, fips enforcing encryption.

Completed

Project/Task	Owner	Status	Status Update
Group Policy Review	Aaron & Derek	Done	Consolidated and streamlined prior to InTune Move
EPS Server for Muskegon	Aaron Christenson	Done	Moved to cold Take pic, send email to Drew if that machine is unlocked
DNS Change for lrboi-nsn.gov	Gary	Complete	Complete 10/26
Upgrade vCenter	Jamy & Aaron	Complete	
iLO Firmware Upgrades	Aaron Christenson	Complete	
Kantech Upgrade	Aaron Christenson	Complete	Moved old server to cold storage
Project Management process deployment Setup Project tracking site	Derek Fowler	Completed	Microsoft Project - Cannot find any computers with project installed Other Microsoft tools
Network Diagrams	Chris Myner	Completed	Rack diagrams - done Layer 2 - done Layer 3 – Done Wireless (with inventory) - Done Upload diagrams to SharePoint when done Update Drew/LRBOI diagram (or replace) Gaming path away from clinic Public and Internal

Executive Floor – Switch Tribal Council – Switch	Chris Myner	Complete	VLAN 20 open ports 2 nd Floor move to VLAN 22, PEN Test coming
Ellis and Harvey Firewalls	Chris Myner	Complete	Upgrade fixed issue
Switch Installation - Food Distribution	Chris Myner	Complete	Drew to provide model numbers to Chris as backup plan Elevate to provide estimate ship date, temp device installed. Waiting on fiber and wireless install
New Firewall Installs	Chris Myner	Completed	Physically installed -Gaming done -WWTP in progress needs cutover, this week -JC in progress needs cutover, this week
Remove switch from Food Distribution	Drew	Completed	Need to check compliance before



Aaron Christenson
 Microsoft Consultant
Elevate Technology Partners
 m: 616-570-3950
 e: aaron.christenson@LetsElevate.Tech

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: February 8, 2023
Re: January 2023 report of activities

Number of tribal members assisted on new issues	89
Number of referrals received	7
Number of continuing cases:	49

Types of legal issues:

Child support	Driver's License
Probate Estate	Criminal - Juvenile
Divorce	Real Estate
Wills	Estate Planning
Challenge Firearm Purchase Denial	Death Certificates
Trusts	Grandparents Visitation
Adult Name Change – Out of State	Conservator Accounting - Adult
Civil Litigation	Trial Protocol
Estate Planning	Garnishment
Paternity	Promissory Notes
Medical Power of Attorney	Unpaid Wages
Post-Divorce Matters	Paternity
Termination of Parental Rights	CPS
Conservator – Adult	Medicaid
Power of Attorney	Guardian – Adult
Order of Filiation	Building Permits
Oil, Gas and Mineral Rights	Trust Administration
Custody – Out of State	Child Support Arrearages

Limited Guardian - Minor
Contracts
Per Capita Garnishment
Land Contract
Eavesdropping
Name Change – Adult
Secretary of State
Insurance
Estate Planning Amendments
ICWA
Insurance Beneficiary
Custody
Child Protective Services
Long Term Disability
Beneficiary
Trust Amendment
Abuse – Neglect Minors

Small Estate
Lady Bird Deed
Divorce – Out of State
Cremation
Criminal
Name Change – Minor
Employment
Expungement
Vehicle Titles
Funerals
Recording of Phone Calls
Bereavement
Automobile Insurance
Stepparent Adoption
US National Status
Short Term Disability

Sample of Work Performed:

Assisted a tribal member with a Promissory Note when they loaned money to another person

Assisted a tribal member with a stepparent adoption

Assisted a tribal member file a Complaint when their employer did not pay them

Assisted a tribal member obtain guardianship over their spouse who was incapable of managing their affairs

Assisted a tribal member prepare for a civil trial when they were representing themselves

Members Assistance
Melissa Waitner

Members Assistance Department

January 2023 Monthly Report

Department Overview:

Melissa Waitner, Member's Assistance Coordinator
Program Specialist: vacant

Status of Department:

Currently, I am the only employee of the Member's Assistance Department. Temporary staff is no longer available or are there any available. The position of Program Specialist has been posted 2 times with no interviews yet scheduled. All federal grants, which include the list below are in good standing, reports are current and money is being spent down appropriately.

- *Low Income Heating & Energy Assistance Program (LIHEAP)*
 - *Heating*
 - *Crisis Assistance*
 - *Cooling*
 - *Weatherization*
- *Low Income Water Assistance Program*
 - *Water Crisis Utility Shut Off*
 - *Water Bill Payment*
 - *Safe Drinking Water*
- *Elder Congregate Meal Program*
 - *Manistee Site – Kitchen Renovation at Aki is in motion – with an estimated reopening of March 1st, 2023 (very tentative)*
 - *Meals are being supplied but the Manistee Area Public School System with meals provided at Aki or delivered to Elder's on the Rez.*
 - *Muskegon Site – Plan to use an existing tribally owned building to offer congregate meals to start Monday-Thursday utilizing an agreement with Tanglewood Title III Program. Investigating a larger building to house more program participants.*

Department Highlights

- **90% of the \$2,800 Covid relief checks have been distributed**
- **Program guidelines and funding assistance levels are being reviewed that haven't been revisited since 2006 and 2010 respectively. Based on current world affairs and the cost of living, draft proposed changes will be forthcoming.**

Current Assistance Programs with Service Numbers

- Food Assistance Program – Available throughout the U.S. – issued 30 cards
- Low Income Energy Assistance Program - Available throughout the U.S. – 8
- Rental and Mortgage Assistance Program - Available throughout U.S. - 10
- Elder Chore Assistance Program - Available throughout the U.S. - 4
- LIHEAP Assistance Program – Available to nine county service area - 10
- LIHEAP Weatherization Program – Available to nine county service area - 4
- LIHWAP – Water Program – Available to the nine-county service area - 1
- Home Improvement Program – Available throughout the U.S. - 4

- Emergency Transportation Assistance Program – Available throughout the U.S. - 9
- Title IV Elder Meal Program – Available to Elders age 55 and older.

1. Department Ongoing Activities

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

Some Goals for 2023:

- Overhaul and redo of office environment and department culture - in process
- Disaster Relief Program available for defined disasters – in process
- Elder Services Program – partially funded and in draft process
- Veterans Services – in research and development stage
- Elder Benefits Coordination – currently a concept.

Natural Resources
Frank Beaver



Gaá Čhing Ziibi
Daáwaá
Aníshinaábek

**LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

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

**January 2023 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland

- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Great Lakes Restoration Initiative grant management
- Great Lakes Fishery Trust grant management and reporting
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- Consent Decree(s) information reporting
- Submitted 2022 LRBOI inland harvest data to DNR and tribal partners in fulfillment of 2007 Consent Decree requirements.
- 2020 Great Lakes Consent Decree negotiations
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Boat graphics/ labeling
- Sturgeon Data entry and database management
- GVSU contract for sturgeon genetics analysis
- Collaborative discussions with LTBB for surgeon assessments

- 2022 Sturgeon program annual report
- 2023 Manistee River, sea lamprey treatment discussion, SOS coordination
- Artic Grayling literature research for reintroduction
- Ordered and received water temperature loggers for monitoring water temperatures in Upper Manistee watershed in support of Arctic Grayling reintroduction.
- Fisheries programs, Sturgeon, Inland, Great Lakes workplan development
- Artic grayling temperature monitoring database development
- Great Lakes Fisheries Assessment program 2023 workplan development

Equipment maintenance/Field Work/Lab Work:

- Adult sturgeon assessment Manistee Lake 17th and 25th
- Adult sturgeon video survey, Manistee Lake, MI
- Commercial fish sampling WFM07 Ludington.
- North Branch Manistee River habitat ground truthing and aerial habitat comparison
- Great Lakes fisheries otolith/maxilla/spine preparation, processing, imaging, and aging
- Great Lakes, commercial fishery harvest sampling

Meetings/Training/Travel/Conference Calls

- CORA catch reporting system development meetings.
- Natural Resources Commission meeting, fisheries topics, (1/09)
- Fish Aging Workshop, Marquette, MI (1/9-10)
- Lake Superior Technical Committee Meeting, Marquette, MI (1/10-12)
- Attended virtual meeting with DNR and other vital Michigan Arctic Grayling Initiative partners to discuss biotic community ranking of waterbodies in support of Arctic Grayling reintroduction (1/10)
- MSU's Introduction to Lakes course (1/10)
- Attended virtual meeting with Michigan Arctic Grayling Initiative partners to discuss graduate student (University of Wisconsin) research proposal and 2023 fieldwork planning (1/11)
- Staff Meeting (1/12)
- Tribal Council Agenda Review (1/16)
- Tribal Council Meeting, sturgeon genetics contract (1/18)
- NRD Staff Meeting (1/18)
- Tribal Council Agenda Review, CORA Subcontract FY2023 (1/23)
- Lake Michigan Technical Committee Meeting, Zion III (1/24-26)
- Camera meetings with NOAA and GTBB (virtual, and Manistee, MI) (1/30-31)

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

4363 Great Lakes Fishery Trust Grant – Lake Sturgeon

Wildlife Program

Vacant – Wildlife Division Manager

Vacant – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget

- Completed monthly report
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2022 harvest permits, USFS access passes, etc.
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence.
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.

Equipment Maintenance/Field Work/Lab Work

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

Meetings/Training/Travel/Conference Calls

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Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

-

Meeting/Training/Travel/Conference Call

-

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Completed Site Survey Workplan for fieldwork for April to July, 2023
- Reviewed and compiled data for final QAPP draft for submission to EPA
- Began PowerPoint Presentation to be given in conjunction with neighboring Tribal Response Programs for the No-Spills Conference in Traverse City.
- Reviewed Solid Waste Management Plan for future consideration, modification, and implementation.
- Developed PowerPoint that will demonstrate progress and cleanups, for public use and engagement, following Phase I and II assessments.

Field Work and Equipment Maintenance

- Organized Electronics and data from previous Brownfield work for comprehensive analysis and prioritization.

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

- Participated in Environmental Team meetings every Monday morning to collaborate and plan for upcoming conferences and field work.
- Quarterly Goal meeting on January 4.
- Teams Meeting on January 4 to discuss QAPP and PALS reports as well as

funding for FY 2023.

- Staff meeting on January 4.
- KSU Investing in Rural Communities webinar on January 16
- Staff meeting on January 18
- Webinars for New EPA Recycling Infrastructure Funding Opportunities for Tribes and Intertribal Consortia on January 19
- Webinar Lidar-3D Perception and Security for Smart Cities on January 20
- Make the Case for Large-Scale Energy Reduction Projects with ISO 50001 on January 21
- Brownfield Redevelopment Process: Module 2B Site Characterization Phase II Environmental Site Assessment on January 21
- GoToWebinar - 2023 Tribal Energy Webinar Series: Federal Funding for Tribes on January 22
- Interactive Webinar: Brownfields Basics and Site Identification/Prioritization on January 26
- Finding Your Way Through Census Bureau Geographies on January 26
- Thriving Downtowns EPA Webinar on January 28

Water Program (106 and 319)

Administration/Reports/Data Entry

- Submitted updates to QAPP
- BSA invoice was paid for zooplankton samples
- Received nutrient sample work up quotes
- Started WQAR updates
- Renewed AFS membership
- Planning PLWf MiCorps CLMP efforts for 2023.
- Drafted and sent minutes for Onekama Invasive Species committee meeting.

Field Work and Equipment Maintenance

- Calibrated eureka
- Fish scales Finished aged
- Ordered nutrient bottles for February

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

- 1/3- PLWF WQEM meeting
- 1/5-6 - Harmful Algal Bloom Research symposium
- 1/17- Tribal EPA Water call
- 1/19- Region 5 Monitoring webinar
- 1/31- Proposal to protect tribal reserved rights in WQS
- 1/31- PLWF board meeting
- 1/3/23: PLWf WQEM committee meeting.
- 1/9/23: call with PLWf president.
- 1/13/23: Onekama Invasive Species committee meeting.
- 1/17/23: EPA WD Tribal Call.
- 1/31/23: EPA Public Hearing on Proposal to Protect Tribal Reserved Rights in WQS.
- 1/31/23: PLWF Board meeting.

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- 2023/2024 EPA CAA 103 Grant Workplan Finished.
- 2023/2024 EPA CAA 103 Grant Budget Finished.
- 2023/2024 EPA CAA 103 Grant submitted to Grants.gov

Field Work and Equipment Maintenance

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

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

- Region 5 Monthly Tribal Air Call, (1/25/23) 11:00AM till 12:00PM
- Region 5 Air Monitoring Call, (1/26/23) 11:00AM till 12:00PM
- CAA 103 Grant Workplan Discussion (1/5/23) 2:00PM-3:30PM
- CAA 103 Grant Budget Discussion (1/12/23) 2:00PM-3:30PM
- EPA Strategic Planning Meeting (1/10/23) 11:00AM-12:00PM

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Coordinated invasive treatment with ISN.
- TWWG Workshop coordination, planning, and sending invitations to MWRIT.
- Created powerpoint keynote presentation for Michigan Invasive Species Coalition meeting covering: LRBOI's invasive work, advice for Tribal-CISMA partnerships, and wild rice considerations.
- Created new spreadsheet for 2023 time reporting.
- Drafted check request for ISN invasive contract.
- Reviewed Pentwater Sandy Bend project draft proposal and submitted comments to planning team.
- Worked with ISN on NFWF draft proposal.
- Created spreadsheet with preliminary GPS points for sedaDNA sampling and sent to SMM along with requested workplan modifications.
- Reviewed past GLRI grants, created spreadsheet summarizing awards relating to wild rice, and compared to current GLRI R&E statement.
- Coordinated with CMU regarding potential grad projects.
- Created draft timeline for MRSGA restoration project and sent to ISN/MSUE.
- Contacted Elders Meal coordinator regarding partnering on potential MRSGA cattail project.
- Reviewed Manistee Lake wild rice data on S drive.
- Reviewed and edited ISN's NFWF draft proposal for MRSGA project.
- Drafted letter of support for ISN's NFWF proposal and sent to Director for signature.
- Continued working on TWWG peer-reviewed literature access effort.
- Created powerpoint presentation on MWRI for TWWG Workshop.
- Beginning to take on TWWG leadership tasks.
- Contacted BIA for clarification regarding GLRI funds.
- Worked with Archie and Alicia regarding Seasonal Environmental Technician job posting.

- Submitted LRBOI seasonal job postings to NAWN, SWS, other job boards, and past employees.

Field Work and Equipment Maintenance

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

- 1/3/23: MWRI meeting.
- 1/3/23: quarterly goals discussion with Director.
- 1/5/23: meeting with Audrey (ISN) and Erick (MSUE) to discuss NFWF grant proposal for MRSGA wild rice restoration.
- 1/6/23: meeting with Marty (MRWA) to plan 2023 Maple River work.
- 1/6/23: call with Frank (BMIC) to discuss wild rice stewardship plan summit and joint field day.
- 1/9/23: meeting with Alycia and Andrew to work on MISC presentation.
- 1/10/23: meeting with SMM to plan sedaDNA project fieldwork.
- 1/10/23: call with Michelle (Onkama Parks & Rec) discussing potential wetland bioblitz event.
- 1/12/23: Pentwater Sandy Bend project meeting.
- 1/12/23: LRBOI staff meeting.
- 1/18/23: call with ISN contractors on-site treating barberry.
- 1/18/23: NRD staff meeting.
- 1/24/23: TWWG Workshop Speaker Planning Call #1.
- 1/24/23: MWRI Stewardship Plan monitoring & assessment work session.
- 1/25/23: attended MISC day 1 remotely.
- 1/25/23: TWWG Workshop Speaker Planning Call #2.
- 1/26/23: attended MISC day 2 and gave keynote presentation.
- 1/31/23: TWWG Workshop day 1.

Great Lakes Policy Program

Administration//Reports/Data Entry

- Reviewed documents;
- LRBOI GLRI Tribal Capacity, and LAMP Program grant paperwork
- Invasive Species Prevention SOP
- Collaborated on a "Fisheries" presentation for Brooke
- Collaborated on a keynote presentation with Andrew and Alexis for the MISC annual meeting

Field Work and Equipment Maintenance

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

- Quarterly Goals Check-In with NRD Director (1/4/23)
- Michigan Invasive Species Coalition (MISC) presentation prep (1/9/23)
- MLWP Meeting at AWRI (1/10/23)
- January staff meeting LRBOI (1/12/23)
- Eutrophication Event Planning Meeting (1/13/23)
- NRD staff Lunch (1/18/23)
- Tribes Mining Call (1/19/23)

- Lake Michigan Working Group Meeting (1/23/23- 1/24/23)
- MISC Annual Meeting (1/25/23- 1/26/23)
- Lake Huron Partnership Meeting (1/26/23)
- Lake Huron LAMP Habitat Subcommittee Meeting (1/26/23)
- Webinar by the Interagency Ecological Restoration Quality Committee (1/26/23)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

January 2023

Steve Parsons

Meetings/Conferences/Trainings

- On January 12, 2023, I attended the January LRBOI staff meeting held via Microsoft Teams.
- On January 18, 2023, I participated in a discussion via Zoom with the planner and tribal council members of the Saginaw Chippewa Tribe regarding our experiences involved with our Tribal Cemetery Project. The Saginaw Chippewa Tribe will be beginning work on their tribal cemetery this year.
- On January 18, 2023, I met with Ken Ockert of GTEC to map out a timeline and prepare strategies for our 2023 BIA Roads projects.
- On January 19, 2023, I participated in the Tribal Quarterly Connection webinar sponsored by the U.S. Census Bureau. The webinar included updates on U.S. Census surveys, geography programs, census jobs and recruiting activities, and a Tribal Relations Program update.
- On January 24, 2023, I virtually attended the Executive Committee meeting of the Manistee County Community Foundation.
- On January 24, 2023, I met with a work crew from Consumers Energy on the Sugar Shack property. The purpose of the meeting was for them to go over the work they would be performing on the power lines that run through the Sugar Shack property. Consumers has an existing easement with the previous property owner that allows them access to perform service work on their power lines. Work should begin sometime during the first week of March and last until the middle of the month.
- On January 26, 2023, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, the Little Traverse Bay Band of Odawa Indians, and the Hannahville Indian Community also participated in the meeting.
- On January 27, 2023, I participated in a virtual meeting to review the draft LRBOI Hazard Mitigation Plan. LRBOI department employees and representatives from Networks Northwest also participated in the meeting. Once the plan is completed, it will be submitted to Tribal Council requesting their approval.

Activities/Accomplishments/Updates

- Food Distribution Center Project: The final items for this project were completed by mid-January 2023, and a final inspection by Mark Niesen was completed by mid-January. A final Certificate of Occupancy was issued on January 20, 2023. The transition and the move from the Casino Warehouse to the New Food Distribution Center was completed on January 27, 2023. A Grand Opening/Open House has been tentatively scheduled for April 27-28, 2023. I would like to acknowledge the hard work of Jamie Friedel and staff in making this new center a reality. Many thanks to both Jamie and Melanie Ceplina for their efforts.

Public Safety
Robert Medacco

**Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
January-23**

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	2
City Assist	4
County Assist	12
Medical Assist	1
MSP Assist	3
Other Calls for Service	3
Property Checks	758
Suspicious Person	1
Suspicious Situation	4
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	
Accidents	10
Disobeying Stop Sign	
Driving License Suspended	1
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	
Reckless Driver	
Speeding Ticket	1
Stolen Vehicle	1
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	9
Unsecured Vehicle	
Verbal Warning	4
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	4
Assault	
B&E	
Bond Revocation	
Child Abuse	
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	
Disorderly	1
Domestic Disturbance	7
Drive-Off	1
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	2
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	1
Larceny	3
Liquor Violation	
Minor in Possession	2
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	10
Public Peace	
Resisting	
Robbery	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	422.5
Alarm	2
Attempt to Locate	
Boat Dock Checks	
Casino Hours	167
Civil Standby	
Community Policing	2
Court Hours	2
Death Notification	
Drug Disposal	
Follow-Up Investigations	17
Found Property	2
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	1
Suicidal Subject	2
Total Complaints	62
Total Reports	62
Training Hours	31.25
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	5834
Voluntary Missing Adult	

Training/Travel

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
January-23**

Administrative Hours	56.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	1
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	344
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	1
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	5
Training Hours	7.5
Vehicle Mileage	2751
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

January 2023 Officers attended legal update in Manistee, MI.
 January 2023 Officers completed TruNarc Training online.
 January 2023 Officers completed Carter Kit Training online.

Little River Band of Ottawa Indians
Court Security
1/1/2023 only last 7 days of month

Administrative/Reports	
Hours	
Assist Other	
Hours	
Court Cases	1
Hours	0.5
Property Checks	8
Hours	3.75
Screenings	8
Hours	2.25
Contraband	
Weapons	
Denials	
Surveillance	21
Hours	26.5
Training	
Hours	
Transports	
Hours	

Training/Travel

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
January-23**

Administrative Hours	278.25
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	4
Assist Hours	6.75
Citation(s)	2
Civil	2
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	11
Contacts	318
Court	1
Court Hours	0.75
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	527.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	6
Meeting Hours	7.5
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	182
Snowmobile Patrol Hours	
Training(s)	15
Training Hours	44.5
Vehicle Mileage	2930
Vehicle Stops	10
Verbal Warning(s)	8
Written Warning(s)	
Training/Travel	

January 2023 Officers attended legal update in Manistee, MI.
January 2023 Officers completed TruNarc Training online.
January 2023 Officers completed Carter Kit training online.

Tax Office
Valerie Chandler

Tax Department January 2023 Monthly Report

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

During the month of January 2023, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for December 2022.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 5 Certificates of Exemption:
 - Purchaser: 4 RTMs 1 Tribe/Entity
 - Purchase Type: 4 Vehicle 0 Recreational Vehicle 1 Construction
9. Reviewed 68 Tribal Member address and/or name changes; 4 required updating of the RTM list and database.
10. Processed 1 Proof of Residency.
11. Processed 8 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates include, but are not limited to:
 - New or re-instated RTMs

- Deceased RTMs
- Address changes for RTMs
- RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for February 2023 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,628 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

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

*Variable Duties and Accomplishments:

1. Prepared the announcement of the December Employees of the Month which included printing and displaying the certificates in the lobby.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition for the government employees including, but not limited to facilitating the monthly virtual staff meeting and seeking agenda items.
3. Inquiries and questions regarding the ARP payments to members (which were referred to Members Assistance) and copies of 1099s (which were referred to Enrollment).

4. Corresponded with staff to try to stay updated on the progress of the Community Center remodeling so that it has little to no interruption or inconvenience to current reservations.
5. Assisted Staff Accountant with tribal tax payments received in 2022 in preparation for the next audit.
6. Worked with the new Controller in reviewing parts of the Tax Agreement and Tax Ordinance to familiarize her with taxable and tax exemption purchases as well as updating her on the status of the current Tax Agreement audit.
7. Prepared, printed and mailed 21 letters requesting Proofs of Residency from potential Resident Tribal Members.
8. Prepared, printed and mailed 247 Resident Tribal Member Form 4013 Annual Sales Tax Credit forms and Letters of Verification.

State of Michigan Department of Treasury Tribal Affairs Interactions:

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

Little River Trading Post Interactions:

1. Worked with Trading Post interim Manager in updating the OTP tribal member prices as their prices fluctuate.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.

Meetings / Trainings Attended During the Month:

1. Monthly Employee Staff meeting via Teams on January 12, 2023.

Statistics:

Total Registered Resident Tribal Members (RTMs): 246

- Manistee County: 235
- Mason County: 11

Monthly Tax Revenue*:

*December 2022 amounts received in January 2023

- Retail Sales Tax (Gift Shop) \$2,823.27
- Retail Sales Tax (Nectar Spa) \$79.58
- Service Tax \$626.88
- Admissions Tax \$1,975.39
- Lodging & Occupancy Tax \$7,887.90
- Food & Beverage Tax (Little River Casino Resort) \$29,337.62

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

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

- Gasoline: \$0.452/gallon
- Diesel: \$0.557/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price
*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
January 2023 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded as appropriate to 33 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in regular meetings with the Ogema and other members of the Lead Group.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Attended meetings about Artic IT and services.
5. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.

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

The Language Coordinator accomplished the following during this month

1. Updated language camp flyer and presenter's call.
2. Contacted LRRCR about lodging for language camp presenters and staff.
3. Trying to contact with food and beverage department at LRRCR for menu.
4. Attended agenda review about contract with Brickhouse Interactive.
5. Created word list for Currents newsletter.
6. Worked with Interlochen Public Radio on a pod cast.
7. Was contacted by the Grand Rapids Public Museum with an update.
8. Provided language for elders' jackets.
9. Was contacted by a representation from Point Betsie for language information and translations.
10. Developed language lessons and taught them to the class.
11. Created lessons for face book show, recorded them and posted them.
12. Consultant to Interlochen Public Radio, Delta Dental, G.R. Public Museum, and Michigan Nature association.
13. Recycled for LRB Pharmacy.
14. Answered Emails and calls about camp, website, language, culture.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
January 2023, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Continued Vac Truck Cleaning Reactor 2

Billing

Water	\$12,084.82
Sewer	\$16,743.85
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,896.38
Septage	\$4,552.50
Other	\$191.40
Month Total	\$58,349.21
Yr. to Date Water	\$12,084.82
Yr. to Date Sewer	\$16,743.85
Yr. to Date Irrigation	\$1,810.93
Yr. to Date Fire Suppression	\$8,069.33
Yr. to Date Manistee Township	\$14,896.38
Yr. to Date Septage	\$4,552.50
Other Revenue	\$191.40
Credit	\$0.00
Yr. to Date Total	\$58,349.21

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,213,839
 - b. Ave Daily Flow Gallons 71,414

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 1,744,106
 - b. Daily Average Gallons 56,262

 - Effluent Gallons**
 - a. 1,985,118
 - b. Daily Average Gallons 64,036

 - Lagoon**
 - a. Influent 579,728
 - b. Daily Average Gallons 18,701

- 3. Septic Sewage**
 - a. 75,875 Gallons

III. Travel/Trainings/Meetings

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

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

What: Work Session JWC Contract
Who: Gary Lewis
Where: Zoom
Sponsored by: Tribal Council

What: Agenda Review Goszling Czubak Contracts
Who: Gary Lewis
Where: Zoom
Sponsored by: Tribal Council