

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: August 13, 2019
Maanda Nji: Re: July 2019, Operations Report

We respectfully submit the July 2019, Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
July, 2019

TABLE OF CONTENTS

Accounting	Steve Wheeler
Commerce	Vacant
Education	Yvonne Parsons
Enrollment	Jessica Wissner
Family Services	Jason Cross
Food Distribution	Ken LaHaye
Grants	Lyle Dorr
Health	Daryl Wever
Housing	Vacant a director
Human Resources	Jeff Simpkins
Information Technologies	George LeVasseur
Legal Assistance	Mary Witkop
Maintenance	Rusty Smith (Interim)
Members Assistance	Jason Cross (Interim)
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Affairs	Vacant a director
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting

Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

July, 2019 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2019 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2019 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2019 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

1. Completion of the 2018 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2015. Indirect Cost Proposals for years 2016

- through 2018 have been submitted to the Interior Business Center and we have received proposed Indirect Cost Rates. Work on the 2019 proposal is underway.
7. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2020 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2018 audit took place May 13 - 22, 2019. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continues to provide information for the auditors to complete the audit. It is anticipated that the final audit report will be issued in August, 2019.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; Elders (10) Complex.*** The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of July.
 - i. ***Elders (10) Complex – Wieland - \$477,905.53***
 - ii. ***Elders (10) Complex – Travois - \$4,500.00***
 - iii. ***Elders (10) Complex – Mark Niesen - \$14,200***
 - iv. ***Elders (10) Complex – Consumers - \$492.77***
 - v. ***Elders (10) Complex – Utilities - \$513.88***
2. ***Cash Receipts;*** Daily cash receipts totaled for the month of ***July***, were, ***\$756,157.25*** the General Fund Operating Account had a total of (406) receipts.
3. ***NGLC;*** Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.
4. ***Pharmacy;*** Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,
5. ***Fixed Assets Account Group;*** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2018. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2018.
6. ***Audit work for 2018-2019 – Ongoing working on updating current year purchases, asset control.***
7. ***1099MISC. – 2018 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2018.***
8. ***Sending out some of the returned 1099MISC as corrected addresses come in.***
9. ***BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.***
10. ***Tribal Financial Statement Requirements: Due by the 8th of the month.***
 1. ***Cash Deposits***

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

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Construction Task Force –Weekly Meeting - Thursday – review - Elders Complex and AKI 2 – 2019 homes.

Other Meetings

July 10 – Review Elders Complex – G/L account Numbers

July 19 – Meeting with CFO – Review Job Description/Wage Review

Duties and Accomplishments –

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

Meetings Held / Attended – Elders Complex, CERT, Housing, Commodities, Daycare, BRIC Input Session

Trainings Held / Attended –

Special Tasks / Activities Performed – Emergency Action Plans

Upcoming Projects / Tasks – EAP Training

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. Sent out July report notices to Program Administrators to let them know when they needed to submit their grant report to me so that I can prepare the cover letter that will be signed by the Ogema and attached to the report that will be submitted to the funding agency.
2. Sent out notices to Program Administrators to let them know of grants that will be ending.
3. Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.
4. Reviewed all grant Revenue & Expenditure reports for June to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimbursement the Tribe for those expenses on the grants.
5. Recorded the amount of the draw down and draw down date of the request on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.
6. Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits. I identify on the bank statement by writing those grant names and fund numbers assigned so the revenue can be recorded for that grant.
7. Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.
8. Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.
9. Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.
10. Prepared all the cover letters for the Ogema to sign that are attached to the reports that go to the funding agencies.
11. Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic grant report folders.
12. Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.
13. The Tribe received three modifications for the following grants: 2019 Self Governance Compact additional funding in the amount of \$1,561,698; 2019 HHHS Self Governance Compact additional funding in the amount of \$20,270 and 2019 HHHS Self Governance Compact additional funding in the amount of \$224,010. Documents were scanned and placed in the electronic grant folder and originals were placed in the grant files. The new funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given copies of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.
14. The Tribe received one new grant this month: ICDBG Food Distribution Center in the amount of \$700,000 for the time period of 6/18/19-9/30/25. Grant Program Booklets were created and electronic folders were set up and

documents were scanned to the electronic folders and originals were placed in the grant files. The funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The new grant information was given to the Staff Accountant so that she could set these programs up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution. Once the acceptance resolutions were received they were scanned and placed in the electronic folders and originals were placed in the Grant Program Booklets. A notice was sent to Purchasing, Ogema office and Controller letting them know the new grant information. Grant Program Booklets were created for the person who will be administering the grant.

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

16. Worked with Archie Martell on the cash match documentation that needed to be recorded for the EPA Lake Sturgeon grant.

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

18. Prepared monthly billing statements (4) to ITC on the grants that we have been awarded by them.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Jason Cross a few times each week.
4. Met with Valerie Chandler on different occasions.
5. Met with Lyle Dorr almost on a daily basis.
6. Attended monthly Lead meetings with Jay, Bill, Larry and Mary.
7. Met with Jeff (HR) when he had questions.
8. Met with Daryl Wever a few times each week.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

1. Purge grant files in my office that ended by storing them in the basement.

PAYROLL

Duties and Accomplishments –

1. Processed 445 payroll vouchers/checks.
2. Verified 205 PAF's this month which included 184 COLA, 1 new employee(s), and 3 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 7/5 and 7/19.
4. Created 401k contribution file and uploaded to John Hancock online.

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

***Meetings Held / Attended –
None***

***Trainings Held / Attended –
None***

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2019 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in July 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 July as well as the check request for payment of those taxes.
7. Provided HR with accrual reports for Health, Dental, Vision and Life insurances for the month of July.
8. Addressing payroll concerns and/or corrections as necessary.
9. Completed Final Workers' Compensation Payroll Reporting Form for period 7/1/18 – 7/1/19.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Update MIP payroll procedures to include processing payroll using the HR and EWS modules.
2. Complete new hire entry instructions for HR to use in entering new hires into MIP.
3. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
4. Provide member eligibility for October 1st per capita distribution.

ACCOUNTS PAYABLE

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Worked on binding monthly financial reports.
2. Worked on payroll garnishments every other week.
3. Pay Pharmacy Invoices every Monday and give report to Brandy.
4. Contact vendors/departments with discrepancies on invoices.
5. Continue to do voids, liquidations and address changes.
6. Processed 1718 checks for a total of \$1,947,582.41.
7. Checks processed for Education 27, Members 49, Travel/Advance & Closeout 52, Child Support 30 and Payroll 24.
8. Logged in 77 Rent, 51 Water, 13 Travel Closeouts, 38 Child Support, 17 Court Filling Fees, 16 CPL/ Fingerprints, 11 Gaming License, 62 Tribal Id's, 33 Daycare payments.
9. Processed 409 checks for Contract Health for a total of \$97,585.93.

Upcoming Projects / Tasks

1. Process school clothing checks.

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

Meetings Held / Attended –

7/16/19 Solid Circle Meeting at Justice Cneter

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 7/16 Go-Live Training Session on document storage software.
2. 7/25 Food Distribution RFP Review Meeting.
3. 7/29 Solicited Food Distribution Center construction RFP.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 241 packages.
2. Issued 116 receiving reports.
3. Returned 7 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2019 Indirect Cost Proposal.
- 4) Rates issued for FY16-FY18 Indirect Cost

5) Continued FY2020 Budget Process

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2019 Indirect Cost Proposal.
- 4) Disseminate FY2019 Budget R&E's
- 5) Prepare for 2020 Budget Hearing

Expenditures Update

Total year to date expenditures for the Finance Division for July, 2019, are \$702,701, compared to an annual budget of \$1,293,682. Total expenses for the Finance Division for year to date July, 2019, represent 54% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

July 2019 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services 1 student requested and received LRBOI activities funding totaling \$200. 2 students requested Senior Expenses totaling \$497.901 student requested and received funding for 12th grade computers totaling \$1000
- July 18-21 Education Department held Indian Village Youth Camp for the first year under this department. Funds were provided from Natural Resources grant funding. This year we are doing two camps and split the ages. Our first camp was for kids 10-13, and we had 7 kids participating during the four day, three night camp. Camp activities included making clay pots, planting seedlings, beading, and hand drum making- except we had to postpone the hand drum making because of fierce rains that flooded the lodge, flooded and put out two cooking fires, and flooded the pit and fire for firing the pots on Saturday afternoon. We had only the truck and two personal vehicles out there and couldn't transport kids home, but drove out and found a spot where there was finally phone service and called parents and Jeff Battice, who was going to do the drum class. We ended up leaving camp late in the afternoon with everything flooded. The next day, we went out to clean up, and pick up wet clothing, and to clean out the coolers. We purchased 3 large Yeti Coolers at the end of last year to replace the old coolers for camp. Saturday night a bear tried to get into all three coolers, with particular attention to the cooler that held the meat. It did not get in, proving that purchasing the coolers was a good move. It saved more than 50 pounds of food, which we were able to store in a freezer at the Commodities department, to reuse for the August camp.
- College Book Stipend: 20 Book Stipends were issued this month; 6 for 1-3 credits, 6 for 4-8 credits, 8 for 9+ credits, totaling \$7000
- Higher Education Scholarships: 5 scholarship applications were awarded totaling \$11,353. This included 2 university students and 3 community college students. All were female.

Meetings Attended:

Budget Expense Justification

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

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

July Monthly Report - 2019

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 3 Applications forms for people seeking membership
- Mailed out: 25 Address change forms
- Created 58 New and Replacement ID's from 07/01/2019 through 07/31/2019
- 193 Addresses changed from 07/01/2019 through 07/31/2019
- Final Rejection Letters: 2
- Final Acceptance Letters: 2
- Final Disenrollment Certification: 1
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 1
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0

- Notice of Blood Quantum Increase: 0
 - Reinstatement Notice: 0
 - Final Relinquishment: 0
 - Notice of Blood Quantum Determination: 0
 - Notice of Blood Quantum Breakdown change: 0
 - Denial of Blood Quantum Increase: 0
 - Denial letter: 0
 - 4 Applications received since 07/01/2019
 - List request of Membership: Tax Office, Member's Assistance, Public Information, Family Services, Election Board-7 and Tribal Council
 - Label request of Membership: Ogema
 - Tribal Members Label/List/Statistical request: 0
 - Statistical requests: Tribal Council-2
-
- Department Verifications:
 1. Prosecutor 72
 2. Members Assistance 35
 3. Purchased and Referred Care/EHAP 102
 4. Family Services 13
 5. Casino 3
 6. Election Board 80
-
- Ordering/ Correspondence
 - Enrollment Verifications to other tribes
 - Certifications of Blood Degrees
 - Certification for Spouses and Descendants for Tribal Preference
 - 6 Members passed away for the Bereavement Fund
 - Sent out 6 Tribal Flags
 - Sent out PerCap Earnings reports
 - Updated Citizen Validation folder
 - 8 Tuition Waiver Verifications
 - 532 Phone calls logged
 - Eagle Feather Permit Verifications
 - Requests for copy of Digital Copies

Meetings

- Enrollment Commission Meeting – July 9th

Enrollment Statistics

- Total Membership: 4,185
- Total number of Elders: 1,388
- Total number of Adults (18-54): 2,433
- Total number of Minors (0-17): 364
- Total Tribal Members living in:

- 9 County Area: 1,726
- Outside 9 County Area: 2,365
- Michigan: 2,712
- Outside Michigan: 1,379
- Undeliverable Addresses: 94

Family Services
Jason Cross

Family Services Department

July 2019 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	3
Muskegon	0
Mason	1
Lake	0
Wexford	0
Kent	1
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	1
Total	6

Open Cases.....67

Total number of Tribal members served in open cases: 69

Total number of descendants served in open cases: 21

Total number of individuals served in open cases: 125

Cases Management:

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	0	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	4	0	0	0	1	0	0	0	0	0
Stephanie Persenaire Intakes	3	0	0	0	2	0	0	0	0	1
Stephanie Persenaire Open Cases	0	0	0	0	0	0	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	1	0	0	2	0	0	1	0	0
Amanda McQueen Open Cases	1	0	0	1	6	0	1	0	0	2
Worker Monthly Totals	8	1	0	1	11	0	1	1	0	3

Sandra DeVerney - Case Management

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

Stephanie Persenaire - Case Management

Total number living in homes served	3	0	4	0	0	0	0	0	0	6
Total number of Tribal Citizens living in homes served	2	0	2	0	0	0	0	0	0	4
Total number of descendants living in homes served	0	0	1	0	0	0	0	0	0	0
Total number of children living in homes served	0	0	3	0	0	0	0	0	0	3
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	1
Child Abuse/Neglect	0	0	1	0	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	2
Substantiated or Unsubstantiated by DHS	0	0	1	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	1
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Home	1	0	1	0	0	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	1
Court appearances	3	0	0	0	0	0	0	0	0	0
Home Visits	2	0	0	0	0	0	0	0	0	1
Case Reviews	1	0	0	0	0	0	0	0	0	0
Binojocuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	19	0	0	0	0	0	0	0	0	15
Contacts with LRBOI departments	5	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	38	0	13	0	0	0	0	0	0	35

Amanda McQueen - Case Management

Total number living in homes served	6	1	0	0	19	0	6	1	0	7
Total number of Tribal Citizens living in homes served	1	5	0	0	9	0	1	1	0	2
Total number of descendants living in homes served	0	0	0	0	8	0	0	0	0	0
Total number of children living in homes served	4	4	0	0	7	0	4	0	0	3
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	1
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	1	0	0	0	0	0	1	0	0	0
Home	0	1	0	0	2	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	1	0	1
Court appearances	0	0	0	0	0	0	1	0	0	0
Home Visits	0	1	0	0	5	0	1	1	0	0
Case Reviews	0	0	0	0	0	0	1	0	0	0
Binojocuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	5	2	0	0	12	0	5	3	0	9
Contacts with LRBOI departments	2	2	0	0	7	0	0	0	0	3
Tribal Elders	0	0	0	0	1	0	0	1	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	19	16	0	0	70	0	20	8	0	26

LRBOI Victim Services Program Monthly Report
July 2019

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (1); New Intake(s) (0); Cases closed (0)
- o Provided: advocacy, legal assistance, safety planning, and judicial advocacy.
- Attended (1) Court
- Had (3) client face to face meetings; (0) transports

Collaboration Efforts

- 7/18-7/19 – MI Domestic & Sexual Violence Prevention Treatment Board Director's Meeting
- 7/25 – Met w/Manistee Chief Prosecutor Jon
- 7/26 – Met w/Legal Aid regarding our MOU
- 7/30 – Met w/US Attorney's staff

Travel & Training

- N/A

Outreach/Education

- N/A

Grants

- 7/16 – Met w/Tribal Housing Commission on VAWA Protection that is to be required under HUD funding
- 7/17 – OVW Tribal Consultation webinar
- 7/18 – Received VOCA Allocation solicitation
- 7/25 – Purchased FVPSA funded vehicle

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (2); New Intake(s) (2); Cases closed (2)
- Provided: Ed. Material, Transportation assistance, counseling services and Legal Assistance Services
- Attended (6) court hearing
- Face to face meetings w/clients (9)

Collaboration Efforts

- 7/16 – GVSU & Ottawa Co. CAC meeting
- 7/16 – Ottawa Co. LAADSV meeting
- 7/18 – met w/Vee Boeringa on the Youth Mediation Presentation
- 7/24 – Muskegon Human Trafficking meeting
- 7/29 – met w/Vee Boeringa on the Youth Mediation Presentation

Training/Webinars

- 7/8 – Disaster Planning & Preparedness – NIWRC (webinar)
- 7/9-7/12 – NOVA Crisis Response Training
- 7/17 – (2) Gangs Sex Trafficking & Human Trafficking (webinars)
- 7/23 – DV Home Visitation Programs (webinar)
- 7/25 – (3) Confidentiality VAWA, Transgender SA, & Youth Empowerment (webinar)
- 7/26 – Historical Trauma & Impact on Violence (webinar)
- 7/29 – (4) Rape Crisis, Victims Disabilities, Substance Abuse, IP SA (webinar)
- 7/31 – Child Pornography Contact Offending Survivors of SA (webinar)

Outreach/Education

- 7/24 – Muskegon Facilitated Youth Mediation Presentation Planning
- 7/31 – Muskegon Facilitated Youth Mediation Presentation Planning

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

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

Collaboration Efforts

- 7/23- Conference call with Brandy and Amber to touch base with cases while Brandy and Amber are away.
- Update on DV month activities, etc.

Training/Webinars

- 7/10- Webinar- Strengthening Tribal Response to Violence Against Native Women: Shelter and Safe Housing
- 7/17- Webinar- The Future of Victim Services
- 7/29 – 7/31- Away Training- Technology Summit: The intersection of technology and domestic violence, sexual assault, stalking, and trafficking

Outreach/Education

- Ongoing conversations with Sara Herberger from the Vogue Theatre regarding DV month activity.
- Wrote an article for August currents newsletter.
- Ongoing work on website, program brochure, resource card, and safety planning brochure.
- 7/26- Meeting with Sara Herberger about DV movie at the Vogue for October DV Awareness.

Other

- Follow-up conversations with all three agencies regarding website proposals.

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current: Open Cases (0); New Intake(s) (2); Cases closed (2)
- o Provided: transportation, educational material, legal assistance & advocacy
- Attended (0) court hearing
- Had (11) client face to face meetings; (0) transports

Collaboration Efforts

- N/A

Training/Webinars

- 7/1 – AOT DV in Indian Country (webinar)
- 7/9 – AOT Effective Advocacy Practice (webinar)
- 7/10 – AOT Advocating for Victims w/Disabilities (webinar)
- 7/15 – AOT SA in Indian Country (webinar)
- 7/19 – AOT Stalking in Indian Country (webinar)
- 7/22 – Learning to Love Ourselves NIWRC (webinar)
- 7/25 – Assessing Victim’s Needs VAT(webinar)

Outreach/Education

- N/A

Next Generation Learning Center-July 2019

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

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	11	5	6	3	2	4
Toddler Classroom (2-3 years old)	16	7	11	4	2	5
Maple Preschool (GSRP)	0	0	0	0	0	0
Poplar Preschool (Head Start)	15	15	0	6	4	5
Cedar Preschool (Head Start/Tuition)	24	16	8	2	5	2
School Age (5-12 years)	45	19	26	6	6	4
Totals	111	62	51	21	19	20
Percentages		56	46	19	17	18

Wait List

Age of Child/Classroom	No. of Children
Pregnancy	4
Infant	15
Toddler	22
Preschool Head Start	42 applicants for 27 slots
Preschool GSRP	17 applicants for 16 slots
Tuition Preschool	18
School Age	8
	Total: 126

Current Center Happenings:

- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning. He will be working with Holly in the upcoming year to discuss a children's pow-wow next year for Head Start families.
- Angela Schwandt from the Family Services Dept. observes children within our classrooms once a month to offer social emotional support to children and teachers, ideas of interventions, and behavior management
- Lisa Morley is teaching a CDA class for NGLC teacher's aides and community members at NGLC. This class occurs Saturday from 9-4:30p.
- Holly continues to be part of the leadership roundtable events and talent acquisition workgroups; as well as the Manistee Community Foundation Leadership Learning Lab

- Preschool programming for the 2019-2020 school year for Head Start, GSRP and Tuition is full-a wait list will begin forming.
- ITC has been working with our Head Start programming teachers to provide best practice
- Holly and Lyle attended the CCDF grant planning meeting in Chicago. The grant application is due September 6.
- Head Start summer programming ended 7/25/19
- An evaluation of the NGLC building security and emergency plans were conducted by Brand-Tribal Emergency Response Team Incident Commander

Closures:

The Ogema closed NGLC due to HVAC issues on July 12, 2019

Upcoming Events:

- August 5/6 Infant Toddler Stakeholder Meeting Michigan Dept of Education
- August 12/13: Region Management meeting for ITC Head Start
- August 28/29: Head Start Planning Days and Professional Development

LRBOI Be Da Bin Behavioral Health July 2019 Report

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

July 9, 2019, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

July 12 and 26, 2019, Jason Cross, Family Services Director, and Dottie Batchelder, Chemical Dependency Counselor, attended planning calls with SAMHSA Technical Center to do with the TOP grant.

July 17 and 18, 2019, Dottie Batchelder attended the Tribal Behavioral Health Communication Network meeting in Bay Mills, MI.

July 19, the Michigan Indian Family Olympics was attended by Tribal community Members with assistance from Be Da Bin staff in planning.

June 23, 2019, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

Be Da Bin Staff: Dottie Batchelder was planning the Michigan Indian Family Olympics, GONA, and the presentation of the Tall Cop coming up. This month she has attended the planning meetings for the events with opioid epidemic community partners, Grant planning meetings, and seeing clients. Sujean Drake has been busy with the Mental Health Block Grant (tele-psych), Focus Group Meeting planning, and seeing clients. Angela Schwandt is seeing clients and assisting with the tele psych/focus group. She also meets with Sujean for learning/training of services. Charlotte worked with the Traditional Healer. Charlotte Campbell is working on doing intakes, and assisting with clients. She also assisted with a client for Family Services as needed. IT is working to get our computer system working with RPMS (IHS) for rest of staff.

All staff has been doing on-line webinars for gambling and other subjects. All of staff has time off this month and we had many no shows for services. We have had discharges and intakes this month, some intakes have been directly to detox/inpatient treatment (3 not in our numbers).

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor: (from RPMS)

16/5 Individual/Recovery Clients

152 Client Contacts for Services

187 Counseling/Administration Hours Delivered

Total Training/Client Service Delivery: 268

Mental Health Counselor/Tele-psychiatry:

23 Individual Clients

55 Individual sessions

8 hr. Tele psych

Mental Health Counselor:

18 Individual Clients

25 Individual sessions

4.5 Supervision hours

8 hr. Tele psych
To get on the RPMS system soon.

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

Traditional Healing: 7 Individual Client Contacts

Departmental Monthly Events & Needs

Meetings:

HSCB Meeting – 7/9/19
Be Da Bin staff meeting – 7/9/19
RPMS training – 7/10/19
Well & Septic work session – 7/16/19
Tribal development – 7/24/19
LRBOI Financials – 7/25/19
Hone repair work session - 7/29/19
MDHHS Confidentially – 7/30/19
Family Services staff meeting – 7/31/19
ICWA Training Manistee – 7/31/19

Travel and Trainings:

Tribal State Partnership (Hannahville) – 7/17/19 – 7/18/19
LIHEAP Training (LRBOI) – 7/23/19

Court

LRBOI – 2
Manistee - 1

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW
Director of Family Services

Grants
Lyle Dorr

Grants Department Monthly Report

July 2019

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

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

Aki Maadiziwin

- ∞ **Working on the IHBG application due Aug 8th:** I attended the IHBG training in Chicago June 25-26. It is worth somewhere around \$2+ million. I am working with Bill Willis and Michelle Papera, as we are without a director, to prepare the application.

Clinic:

- ∅ No Active applications or projects

Court:

- ∅ No Active applications or projects

Family Services/ Be-Da-Bin:

- Jason has asked me to help him with a Child Care Development Fund (CCDF) grant worth about \$250,000. He cannot make the July 16-17 training in Chicago due to his chairing another conference in MI. I will join Holly to training and complete the grant.

Food Distribution: (We are waiting for responses on the two applications below as described)

- ∅ No Active applications or projects
- ∞ **Waiting for confirmation in writing that we have received the award:** Applied for a grant from the Shakopee Mdewakanton Sioux Community (SMSC) for up to \$130,000. LRBOI is requesting SMSC grant support not to exceed \$130,000; should the low bid be in excess of \$700,000. Upon securing bids, LRBOI would submit documentation of the winning bids to SMSC and request the amount over \$700,000 for funding. Should hear back on this by May sometime.

Historic Preservation:

- ∅ No Active applications or projects

Maintenance:

- ∞ I am working with maintenance and Gary Lewis regarding updating our light fixtures from florescent to LED. The anticipate savings will be at least 70%. We should be able to get rebates from Consumers as we do the project. It is currently on hold due to the large number of grants that have come up unexpectedly.

Natural Resources:

- ∞ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The temporary trailer was relocated a 2nd time due to plans for the location of the new PS Garage. Tom's EPA monitoring equipment needs to be relocated to the trailer once set. Once the trailer is relocated and provided power, the vendor can come in and move Tom's equipment. This should be done by August 30th.

Update: Robert is planning to move forward with a garage project as monies have been deposited in the Public Safety Account. Maintenance, IT and Natural Resources will be coordinating to relocate the temporary trailer by the end of August to be out of the way of future construction. Once Tom is moved into the temporary trailer, the Brown Trailer will be removed from the Public Safety Property, which will make way for the construction of the Public Safety Garage. Regardless, everyone at Public Safety agrees that it will be the removal of a terrible "eye soar."

Public Safety:

- ∞ **New Car Garage for 2019:** Robert would like garages for his vehicles, storing equipment, and staging exercises. The new structure will go where the Brown modular is currently, that we are removing. It is hoped that the project can be completed by the end of 2019. As the parking lot will be done at the same time, Steve Parsons is waiting on EPA permit approval to proceed.

Water/Waste/Renewable Energy:

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

Update: Gary, Diane and I will be going to the 3rd Annual Energy Summit at the Seminole Tribes, Native Learning Center next February. We will establish contacts and gain insight into proceeding with alternative energy strategies starting in 2020. We will focus on finding funding to support our efforts.

Special Projects:

- ∞ **Document Management System:** The initial install of the system has occurred. Solidcircle will be working with IT, Legal, Council Admin Assistants and Rebecca Gohl (re: website application) over the coming month.

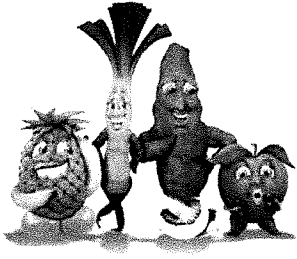
Update: The contract workflow system will be up and running by the end of August. Both paper and electronic versions of the system will be in place until the end of the year, which will give everyone the opportunity to learn the system and have confidence in it.

- ∞ **Continue** on the TERT committee:

Update: I have not been able to focus on this area due to grant application demands, but Brandy Martin is keeping it moving forward, which will eventually lead to us being able to apply for funds related to TERT.

- ∞ **M-55 Bridge Work Schedule:** MDOT met with Tribal and Casino staff to update us on the M-55 Replacement project. They will begin work on the bridge in January of 2021 and continue through the end of the year. Traffic will be rerouted via East Lake.

Food Distribution
Ken LaHaye



Food Distribution Program

July 2019 Monthly Report

Ken LaHaye, Alan Tyler and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

Alan Tyler and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock.

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye, Alan Tyler, and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for August.

Alan Tyler and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients

Melanie was on Vacation 7/1/2019 – 7/12/2019.

Ken conducted deliveries on 7/9/2019, 7/9/2019 and 7/10/2019.

We conducted 25 deliveries.

Ken attended quarterly USDA call.

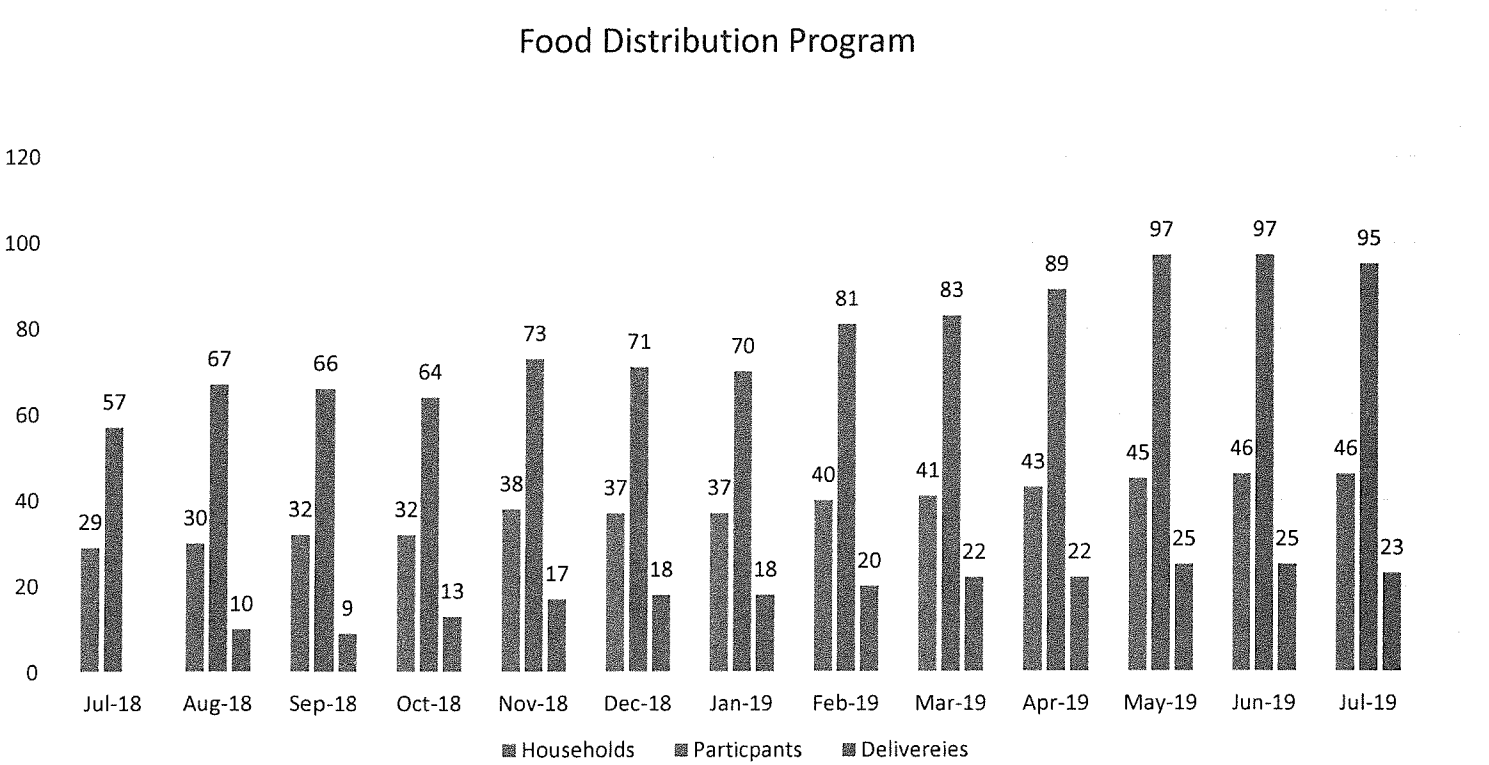
We received deliveries on 7/3/2019, 7/8/2019, and 7/11/2019.

Ken revised the State Plan of Operations and submitted to the USDA.

Ken worked on HUD event.

Ken had Leadership meeting 7/27/2019.

This is the monthly participation chart for Food Distribution Program.



Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: 8/9/19

Re: **July 2019 Report of Activity – Tribal Health Services**

We are pleased to present this report of activity for Tribal Health Services Operations for the month of July 2019. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

July 24, 2019 – Gina Dahlke, PRC/EHAP Supervisor and Daryl Wever, DPM, MPH, Health Director/Physician participated in an area office conference call regarding Munson Health System and the Michigan tribe's referral to CMS results with Michael Verdugo.

Dr. Daryl B. Wever: Director of Health Services July, 2019:

1. Met and Discussed Insurance options with HR. Assessment down to two companies.
2. Met and reinstated PHEP with state rep Mary McQueen. Public Health Emergency Preparedness Cooperative Agreement has been reinstated and granted roughly \$28,000. This is an annual allowance if all deliverables have been met. It has been discussed to possible utilize this funding to support an armed officer for the government center building.
3. Final discussion and approval for the Health Services Center sign out front and the back entrance to the clinic. Image 360.

4. Physician Job Description posted to 60 Universities and several applicants have inquired about the position. HR and Director of Health Services have been reviewing and starting the interview process soon.
5. Dr. John Allarding DO, Dr. Jeffery McErlean MD and Dr. Daryl B. Wever DPM are all in the clinic full time at this point.
6. Cameras and Security Key Cards are ready to be installed in the clinic and back parking lot. The maintenance and IT department are reviewing electrical options and bids.
7. Met with Ogema and Lead Tammy Burmeister regarding job descriptions in the clinic. Job descriptions will be clear and precise to inform employee their full responsibility.
8. Pharmacy distribution has been implemented on Fridays down in Muskegon Office with a Pharmacist. Dr. Daryl B. Wever: Director of Health Services will be present when appropriate on Thursday afternoons for assessments, evaluations, and meet and greet.
9. Received confirmation that the Muskegon Clinic and Pharmacy, and Manistee Dental \$2 million application has been received and have met all requirements at this point. Omobogie Amadasu, P.E., Lieutenant Commander, US Public Health Service Program states a letter will be sent in October with finalization to awards.
10. Bids have been developed for the back entrance doorway to clinic. It was presented by the LEADs the entrance system to the clinic is not weather resistance and needs to be replaced. This is currently under review.
11. Carpet cleaning company has been contacted to possibly shampoo the carpet and tile in the clinic areas.

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

CLINIC OPERATIONS:

371 patients scheduled

24 patients NO-SHOW to scheduled appointments

12 patients provided SAME DAY appointments for emergent matters**

172 cancelled appointments

187 patients attending CLINIC PHYSICIAN appointments**

23 patients PHONE TRIAGE**

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

36 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JULY (Total Patient Volume): 617

Diabetic patients: 74
Flu Vaccines: -0-
Injections: 13
Nursing Visits: 6 **
On-site Labs: 161

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,530

DIRECT CALLS TO CLINIC OPERATIONS: 485

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 582

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 32

TRAVEL HOURS: 111

SERVICE HOURS: 35

NUMBER SERVED: 32

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 283 hours

COMMUNITY VISITS: 11
TRAVEL HOURS: 3 ½
SERVICE HOURS: 4 ½
NUMBER SERVED: 11

HOME VISITS: 8
TRAVEL HOURS: 15
SERVICE HOURS: 9
NUMBER SERVED: 8

GOV'T BUILDING VISITS: 3
SERVICE HOURS: 1 ½
NUMBER SERVED: 3

PHONE CALLS: 92
CALLS – UNABLE TO CONTACT: 74
HOME VISITS SCHEDULED: 13
HOME VISITS REFUSED: 5
HOME VISITS CANCELLED BY PATIENT: 3
HOME VISITS RESCHEDULED: 2
HOME VISITS CANCELLED BY CHR: 1
DUE TO TRANSPORT: 1
DUE TO ILLNESS: 0
HOME VISITS RESCHEDULED: 1

MEDICATION PICK-UP/DELIVERIES: 4 (included in number served & clients served)
TRAVEL HOURS: 4
SERVICE HOURS: 2
NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 133 ½

TOTAL SERVICE HOURS: 52

TOTAL CLIENTS SERVED: 58

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 161,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1792

TOTAL PRC PAID IN JULY: \$ 111,484.79

PHARMACY/OTHER: \$ 28,529.98

DENTAL: \$ 19,847.75

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

TOTAL CLAIMS RECEIVED: 611

TOTAL CLAIMS ENTERED: 546

TOTAL PRC PAID 2019: \$ 917,128.42

TOTAL EHAP PAID IN JULY: \$ 49,237.70

TOTAL EHAP PAID 2019: \$ 288,033.36

TOTAL ENROLLED EHAP/LRBOI: 1345

NEW APPLICATIONS MAILED OR GIVEN: 43

REASSESSMENTS MAILED OR GIVEN: 202

MEDICARE LIKE RATE (MLR) Savings for JULY 2019

Claims submitted:	40	\$ 36,152.16(total submitted)
		<u>-\$ 10,873.69(what we paid)</u>
		\$ 25,278.47(total savings)

PATIENT BENEFIT COORDINATORS: JULY 2019

Assisted with on-line applications: 1

Webinars/Trainings: 1

Phone calls: 125

New Patient Registration: 20

Established Patient Registration: 121

Referrals to Other Departments: 0

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

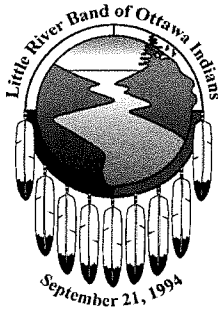
PHARMACY

Active patients: 327
Prescriptions filled: 1116

Insurance charges: \$87,230.32
Insurance payments received: \$114,288.66
Non-member cash/copays received: \$682.32

PRC-equivalent write offs:
LRBOI: \$20,007.92
Other Tribes: \$414.80
TOTAL: \$20,422.72

Housing
Vacant a director



Little River Band of Ottawa Indians
Housing Department
Mailing Address: 2608 Government Center Drive
Physical Address: 2953 Shaw Be Quo ung
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT
Report to the Ogema
For July 2019

Staff

Michelle Pepera – Administrative Assistant
Chad Gehrke – Grants Clerk
Jim Stuck – Housing Maintenance Technician
Stephen (Jake) Shepard - Housing Maintenance Technician
Matthew Alexander – Housing Maintenance Technician
Scott Chamberlin – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A.** The department did a final punch list of the Elder Apartment Complex with the contractor. The architect did his final punch list on the morning of the Grand Opening Ceremony July 11, 2019. Paving of the parking area and sidewalks have been completed, masonry around the building, plumbing, electrical and landscaping are all completed. (see attached photo's)
- B.** The department mailed out postcards to all the tenants at Aki maadiziwin and did an all LRBOI email inviting everyone to the Grand Opening of the Elders Apartment Complex on July 11, 2019. (see attachments)
- C.** The Entryway/Directional sign has been installed and the landscaping completed. (see attached photo)
- D.** This month I met with Colleen Smith from Custer Inc., and Amy VanderMeer from Interphase Interiors on furnishing for the Elder Apartment Complex.
- E.** The department met twice this month with Elise McGowan-Cuellan, Staff Attorney's and Bill Willis, Members Services Lead.
- F.** During the month the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 3
 - New leases: 1
 - Annual Inspections:3
 - Move-out Inspections:1
 - Move outs: 1
 - Transfers: 0

- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2019 in the amount of \$75,000, a budget modification was done and we added an additional \$20,000.00 to the program.

Applications received this month: 2

Number of Awards made during the month: 4

Amount of Awards made for the Month: \$20,000.00

Total Number of Awards made during the Year: 17

Total Amount of Awards for the Year: \$76,834.00

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 7

B. Termination Notice(s) issued: 3

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

D. Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 69 rental units in total of which 68 were rented giving us an occupancy rating of 99%.

- A. Aki has 45 income based rental units of which 44 were rented during the month as follows:

1. Aki has 9 low income elder designated rental units and 9 units are rented.
2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
3. Aki has 28 low-income family rental units and 27 are rented.
4. Aki has 6 low income family ADA rental units and 6 are rented.

- B. Aki has 24 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. Directional signage & landscaping installed at the entryway

VI. Plans for the Future.

- A. Construction of the 2019 2-Fair market homes

- B. Replacement of the 12 Elder's back decking

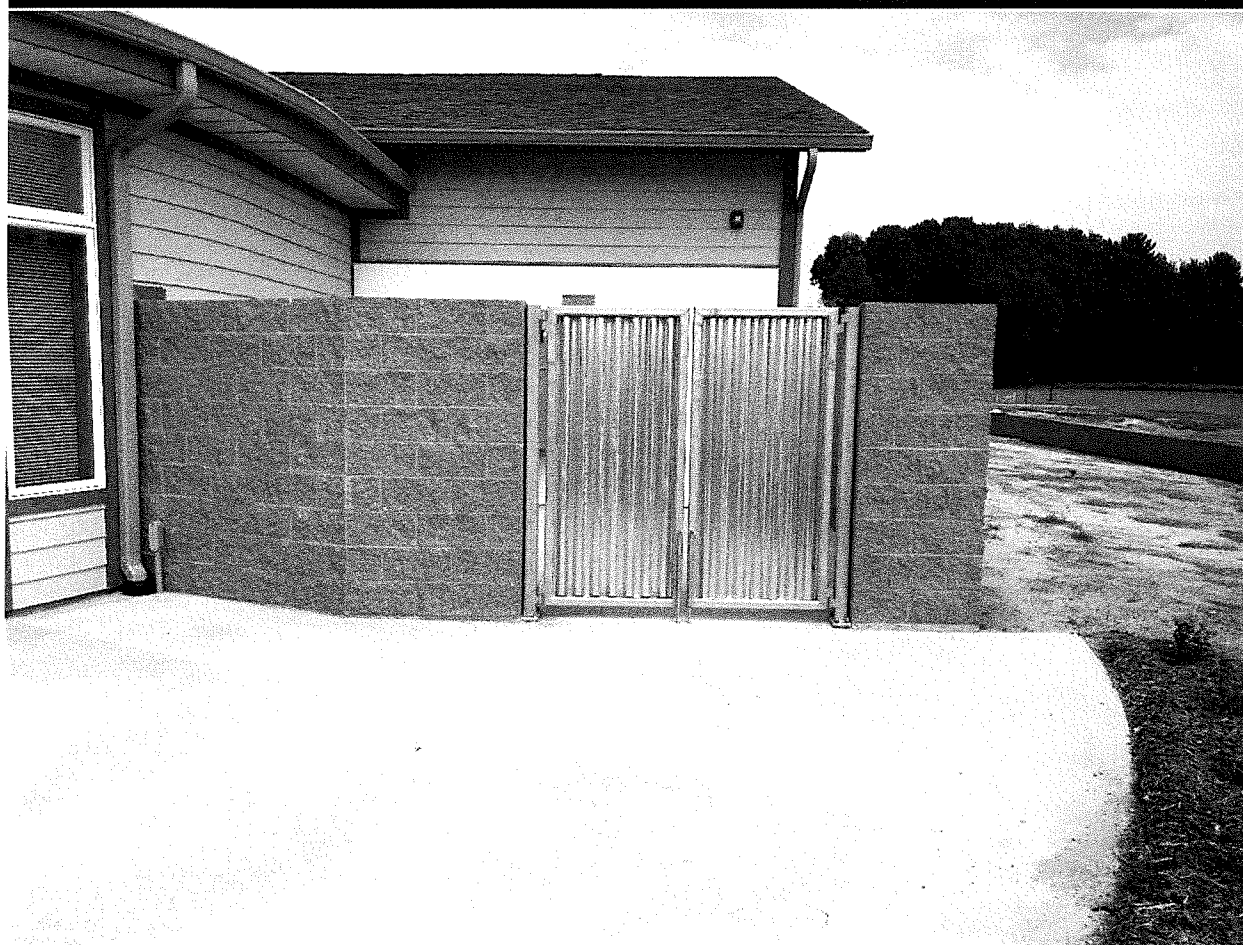
C. Other Information

- A. None

End of Report
Michelle L. Pepera
Administrative Assistant
August 7, 2019

Attachments: July 2019 daily maintenance log
July Construction photos of the Elder's Complex
Postcard and email of the Grand Opening Ceremony/Elders Complex July 11, 2019
Grand Opening photos
Directional signage & landscaping

Cc: File





Housing 2019
Daily Worksheet

Date 7-1 Mileage EDM Paperwork, weed whacked around Aki CC, mowed, checked pavilion bathrooms, took cleaning materials and supplies to 2727 OC, cardboard run Continued @ 2727 OC

Date 7-2 Mowed fields, repaired slider screen @ 2723 OC cleaned up flower tree limb, weed whacking, continued @ 2727 OC

Date 7-3 Moved Elders, HC, 52nd up, walk thru @ elder complex, checked pavilion restroom, put mulch down in playground area, Receipts, unlocked 2727 OC. for Stanley weed whacked, mowed brand new tenant @ 21046 IC updated maps, Shop trash removed

Date 7-4 Holiday

Date 7-5 Holiday

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

7-8

Date Install shower curtain for tenant @ 2641 OC

Looked at AC unit @ 2685 IC, continued @ 2727 OC
Charged battery in garage remote @ 2683 IC, mowed and
weed whacked

7-9

Date Mowed, continued @ 2727 OC

7-10

Date Mowed, continued @ 2727 OC, moved table & chairs
for open house

7-11

Date NO SWE Mowed fields & serviced zero turn. Weed whacked
elders, Cont. at 2727 OC. Helped with open house at elders
Complex

7-12

Date NO SWE Removed ladder rack & tool box off Grey GMC
for to prep for Links. Checked Pavilion mowed fields
Moved tables & chairs from elders complex to AKI.

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 7-15 NO Jake Installed Ladder Rack on Red
Extended Cab Cont. @ 2727 OC Dropped Grey GMC
off at Linkes to get some body work done mowed fields

Date 7-16 Started Fence project @ New sign
Continued @ 2727 OC

Date 7-17 Receipts Completed Fence project at new signs
updated sub sheet, Continued @ 2727 OC
Cleaned shop and wood shop areas, cleaned saws
mowed

Date 7-18 Safety meeting we discussed ladder safety
assisted Michelle on new houses project
Continued @ 2727 OC

Date 7-19 Got quote from Gortop's Givog's for tractor and
attachments, repaired Kitchen Faucet @ 2641 OC
Continued @ 2727 OC, replaced condensation pump @ 2615 OC
removed trash from shop
* 7-20-19 Basement window leaks @ 2627 OC, 2615 OC, 2646 OC
2635 OC, 2581 OC, 2644 OC, cleared culverts

Thank you for filling out this Daily Worksheet

Housing 2019 Daily Worksheet

Date 7-22 Started Filling in trenches dug for water to run away from houses and installing downspout extensions to keep rain water away from houses, Continued @ 27270C, Dropped off dehumidifier @ 2581 and 2640 OC repaired screen @ 2640 OC

Date 7-23 Continued @ 27270C, Receipts, Picked up dehumidifier from 26540C and took to 2581 OC, Got quote from Carter for Deck project, met with Bill W & Steve W on Flooded houses met with Glen from Hagulands for Floor issues @ Elder complex

Date 7-24 Continued @ 27270C, continued installing downspout extensions on new units that had water issues last rain Got quote for Decking project

Date 7-25 Fire safety, talked about open flame, welding and fire extinguisher use, Fire watch duties when assisting in any open flame situation, meeting with Bill W about Flooded basements, continued on 27270C, Repaired Sink Drain in Kitchen @ 26270C, Typed up statements regarding 2581 OC basement leak situation

Date 7-26 No Sim Cleaned shop bathroom, cleaned shop area Removed carpet and padding, nail strips from bedroom and partial hallway @ 2581 OC, called Hagulands to get measure and quote for tile replacement / install, Receipts, w/ orders completed, took trailer over to 2581 OC for items damaged due to flooding, Move out Inspection @ 2626 OC

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 7-29 NO Sim Cleanup shop area, Checked pavilion
Checked AC unit @ 26270C Took backup Fridge to 2694IC
Looked @ garage door opener also

Date 7-30 Continued @ 27270C, mowed fields, researched
trash cans for Elder complex, Checked on delivery of Decking
power vac'd sand mower, got plow ready to paint, checked
on grey truck, Reserched supplies needed for elder complex
Completed 27270C and handed in receipt & # to GH

Date 7-31 Picked up dehumidifiers weed whacked, mowed
mileage, Safety meeting about Flammables and chemicals
and protective wear, gloves, glasses, ear protection, Painted
Plow, Replaced toilet seats, drip pans in stove, plugged in
microwave @ 26410C, set ~~live~~ live trap @ 27260C

Aug:
Fri. Date 8-1 Filled Fire Pit at 27270C, Mowed, Weed whacked,
Unlocked 2690 Dishwasher can't/made, Adjusted 2723 El garage
door sensors booted. PM HVAC on 27270C, Cleaned Pavilion
Nogin, No Jaka

Tue. Date 8-2 ~~27270C~~ Painted Plow, Set Live Trap for Raccoon at 27260C
Mowed Elder, Weed whacked, Mowed Fields ordered Freezer
Handle Cleaned Fridge to be delivered to 2694IC

Thank you for filling out this Daily Worksheet

Emailed to all LRBOI and the same information to all Aki maadiziwin tenants but on a postcard

Join the
LRBOI Housing Commission
for the
Grand Opening Ceremony
of the
Elder Apartment
Complex
July 11, 2019 at 1:00p.m.



Human Resources

Jeff Simpkins

To: Ogema Romanelli
From: J. Simpkins
Subject: July 2019 HR Department Report
Date: 8/9/19

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

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

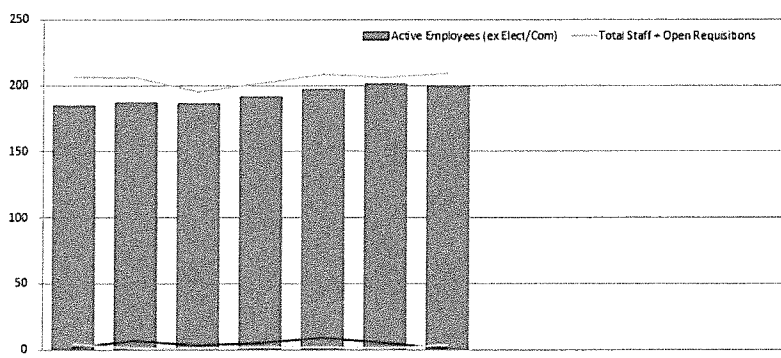
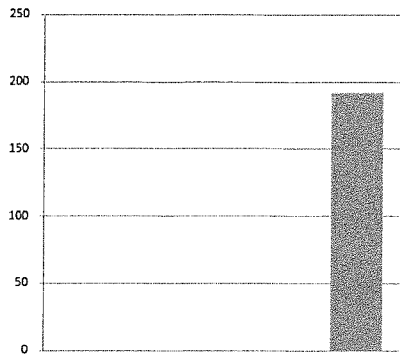
1) HR 2019 Operational Plan

- a) Continuation of the 2019 HR Work Plan.
 - i) 19 of 2019 planned projects are complete. 16 are currently in-process.
 - ii) The most important accomplishment during July was re-focusing our employee benefits processes. We were able to identify several improvement opportunities that ultimately provided better service to team members. As an example, in two cases the team was able to provide same-day service for 401(k) Loan Requests. These were accomplished in conjunction with our external partners. We also were able to complete the switch in Life/Disability insurance carriers, resulting in an approximately 28% annual savings over the previous carrier with the same benefits. Thanks Team!

2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Improvement Plan in-process, approximately 75% complete. Final presentations and approval requests are expected by 8/19.
 - (2) Number of Hires During the Month: 1
 - (3) Number of Hires Year to Date: 32
 - (4) Number of Applicants Year to Date: 222
 - (5) Number of Open positions Increased from 3 to 8.
 - (6) Continued with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
 - (7) Updated Recruiting Work Priority: 1 – Clinic Physician, 2 – IT, 3 – NGLC, 4 – All Others.
 - (8) Initiated relationship requests with universities through Handshake, a higher-education online recruiting tool. This permits additional advertising channels and career fair opportunities.

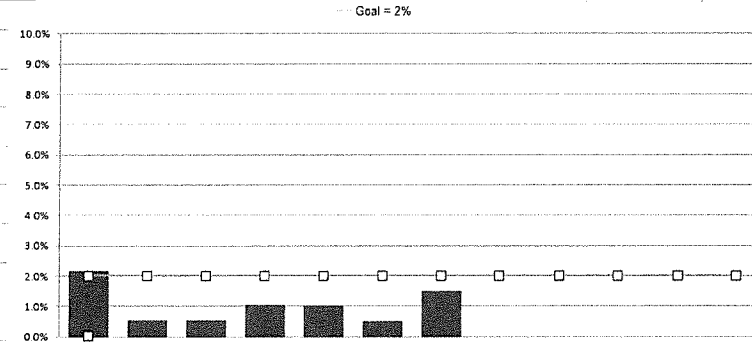
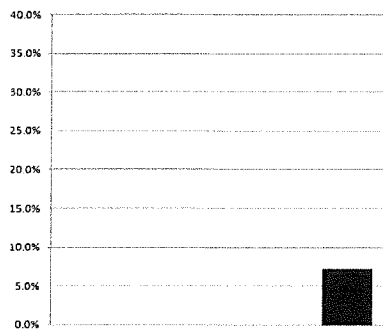
Staffing



Variables	Year			2019 YTD
Active Employees (ex Elect/Com)				192
Inactive				3
Total Staff				195
Open Requisitions				10
Total Staff + Open Requisitions				205
Average Fill %				95.3%
Gain				32
Loss				14
Net Gain (Loss)	0	0	0	18

Months											
Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
184	187	186	191	197	201	199					
3	3	5	3	2	2	2					
187	190	191	194	199	203	201					
19	16	4	8	9	3	8					
206	206	195	202	208	206	209					
90.8%	92.2%	97.9%	96.0%	94.7%	97.6%	95.2%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2	7	3	5	9	5	1					
4	1	1	2	2	1	3					
-2.0	6.0	2.0	3.0	7.0	-4.0	-2.0	0.0	0.0	0.0	0.0	0.0

Turnover



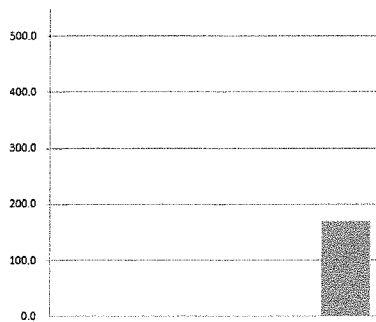
Variables	Year				2019 YTD
Turnover Percentage	#REF!	#REF!	#REF!	#REF!	7.2%
Total Separations	0	0	0	14	
Average # of Associates	181	164	164	195	
Turnover Percentage Last FY/Month					2.0%
Turnover Goal					2.0%
Turnover Percentage: Involuntary	0.0%	0.0%	0.0%		3.1%
Turnover Percentage: Voluntary	0.0%	0.0%	0.0%		4.1%

Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
2.1%	0.5%	0.5%	1.0%	1.0%	0.5%	1.5%					
4	1	1	2	2	1	3					
187	190	191	194	199	203	201					
2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
0.0%	0.0%	0.0%	1.0%	1.0%	0.5%	0.5%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2.1%	0.5%	0.5%	0.0%	0.0%	0.0%	1.0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

3) Talent Development and Relations

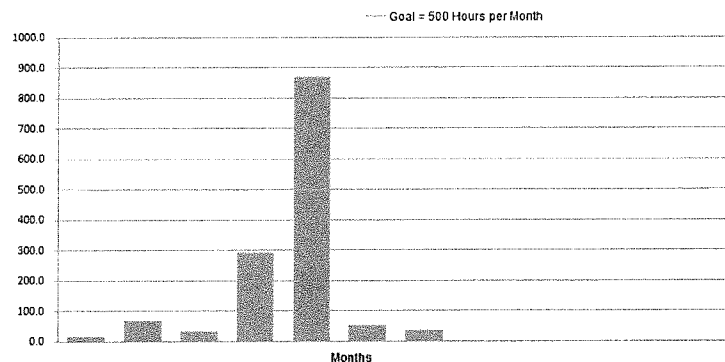
- a) Continued leadership development based on immediate customer needs.
 - i) Result: Conducted approximately 24.0 hours of development with various department leaders through the Leadership Roundtable project. To-date in 2019 leader development totals approximately 181 hours.
 - ii) Initiated Offsite Leadership Training opportunity through the Grand Rapids Employers Association. Anticipate approximately 4-5 enrollees from Tribal Government in the Fall Introduction to Leadership and Core Leadership courses.
- b) HR Department Development Initiatives:
 - i) Continued HR Assistant Training Program with M. Smith. Initiated the Probation Period performance evaluation, with anticipated completion in August.
 - ii) Provided additional HR support to the clinic staff and leadership.
 - iii) Received positive employee feedback on June Staff Meeting and recent staff lunches. Thank you to the teams that initiated and executed both projects.
- c) Continued work on Performance Management and Compensation Plan issues, including:
 - i) Compensation Triage Project for Immediate Correction:
 - (1) Natural Resources - Complete
 - (2) IT - Complete
 - (3) NGLC – Complete.
 - (4) Balance of Organization Range Low - Pending
 - ii) Create a Performance Management Update Project
 - (1) Completed pilot project work with Natural Resources. Data is now ready for SABA.
 - (2) Received approval for SABA purchase. Completed the purchase and initiated the implementation project plan with our pilot department, NRD.
 - iii) Assembled a Compensation Plan Team to review plan options and make recommendations to executives. We appreciate the leadership team members who volunteered their time to the project.
- d) Completed Performance Reviews Returned to HR: 0
- e) Completed PIPs Returned to HR: 2

Training and Development Hours



Variables	#DIV/0!	#DIV/0!	#DIV/0!	2019
Total Training Hours	#DIV/0!	#DIV/0!	#DIV/0!	171.0
Goal				500

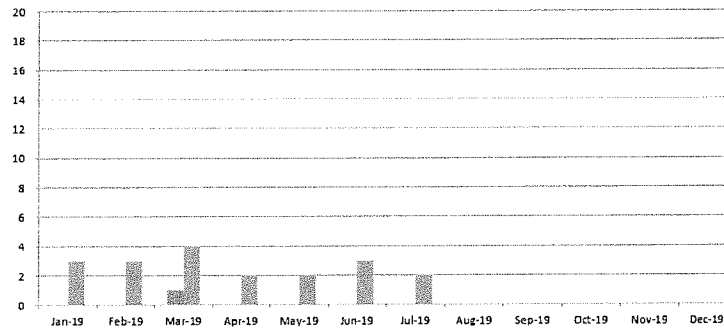
Orientation				58
New Employee Training				189
Training: Position Development				4
Cross Training/Position Preparation				0
Leadership Training				181
One on One				94
Other Training				0
Safety Training				602
Mentorship				240
Total Training Hours	0	0	0	1,368



Months	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
0	14	6	10	22	5	1						
0	0	0	56	128	5	0						
0	0	0	0	0	0	4						
0	0	0	0	0	0	0						
3	40	12	34	38	30	24						
12	16	16	17	14	11	8						
0	0	0	0	0	0	0						
0	0	0	0	0	602	0						
0	0	0	0	176	64	0						
15	70	34	293	868	51	37						

Performance Events (Reviews/PIP)

Performance Events (Reviews/PIP)



Variables	Year	2019
Percent of Staff Receiving Feedback		100%
Reviews Conducted		1
PIP/PD Conducted		19
Total Staff		1365

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

4) Benefits and HR Administration

a) Leader feedback, process review and resulting performance data indicated process and system performance issues with benefits reconciliation.

i) Actions Taken:

(1) Life/Disability vendor change complete.

(2) Completed health insurance agent evaluation process. Completed the project plan and assembled the team to consider the Health Insurance renewal options. We appreciate the leadership team members who volunteered their time to the project.

(3) Continued 401(k) audit preparatory work.

(4) Continued previous Benefits Work Priority: 1 – Benefits Reconciliation, 2 – Transition Ancillary Benefit Administration to Agent, 3 – 401(k) Audit Support, 4 - 2020 Health Renewal.

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

c) Continually adjusting tracking documents to simplify the data collection process for metrics.

d) Leave Cases

i) FML: 1

ii) IFML: 1

iii) Bereavement: 0

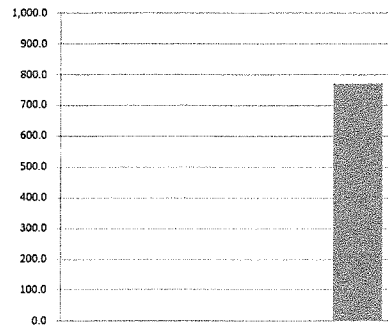
iv) LOA: 2

v) Education: 3

vi) Wellness: 9

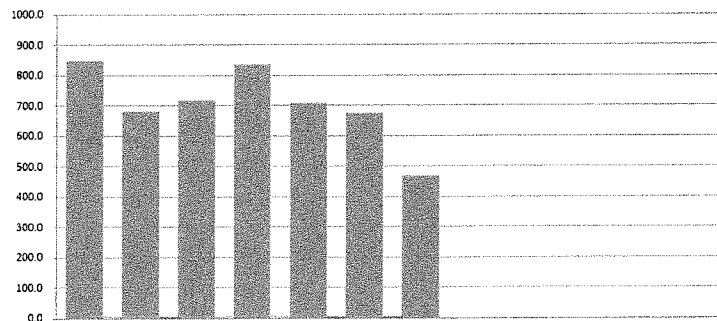
vii) Leave Hours during the month were the lowest in 2019, at 469. This is a month-to-month reduction from June to July of 30.6%.

Leave (Excluding PTO and Holidays)



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

Leave Hours by Type				
Bereavement				712
Education				141
FML				3,172
IFML				227
Jury Duty/Tribal Witness				0
LOA				488
Military				0
Parental				0
Wellness				202
Total Leave Hours	0	0	0	4,942



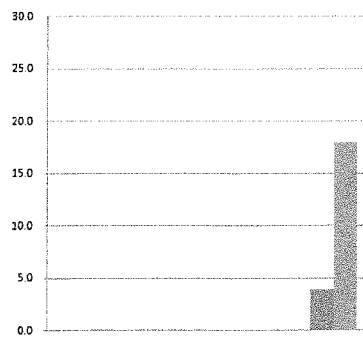
Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
849.50	681.50	718.75	837.8	709.0	676.3	469.0					
24.00	33.00	24.00	32.0	26.0	32.0	16.0					
5.31	4.26	4.49	5.24	4.43	4.23	2.93					

336.50	123.50	84.00	40.00	16.00	112.00	0.00					
12.00	12.00	16.75	20.50	25.25	26.75	28.00					
336.00	368.00	552.25	696.00	572.00	384.00	264.00					
13.00	18.00	0.00	43.50	64.00	88.00	0.00					
0.00	0.00	0.00	0.00	0.00	0.00	0.00					
152.00	128.00	32.00	0.00	0.00	32.00	144.00					
0.00	0.00	0.00	0.00	0.00	0.00	0.00					
0.00	0.00	0.00	0.00	0.00	0.00	0.00					
0.00	32.00	33.75	37.75	31.70	33.50	33.00					
850	682	719	838	709	676	469					

5) Safety

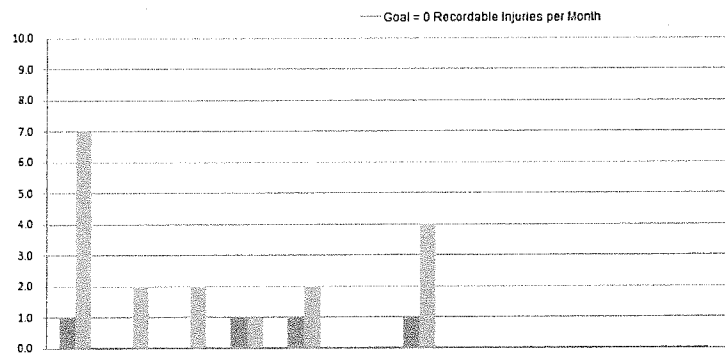
- Recordable Injuries: 1
- Near Miss/1st Aid: 4
- July incurred the second most incidents this year. The incidents highlighted a process improvement opportunity with our Injury Reaction Plan. It is currently under update review.

Safety (Recordable Injuries and Near-Miss Incidents)



Variables	Yearly Avg			2019
Total Recordable Injuries				4.0
Goal				
Total Near-Miss Incidents				18.0

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



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

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

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY

INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

	CURRENTLY EMPLOYED					
	July 2019					
	TM	NA	D	S	NP	TOTAL
	EXECUTIVE	72	8	9	8	69
GAMING	10	1	1	3	15	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	5	2	0	1	1	9
TOTAL	98	13	10	12	86	219
	Prior Month					
EXECUTIVE	73	8	9	8	70	168
GAMING	10	1	1	3	15	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	5	2	0	1	1	9
TOTAL	99	13	10	12	87	221

Notes on Tribal Preference:

- The Tribal member that left the organization in July accepted a position with another LRBOI entity.
- 2019 data shows the following:
 - The organization is receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Member of Another Tribe).
 - Tribal Preference applications are 15.0% of all applications received (31 out of 206).
 - Tribal Preference applicants are experiencing issues with position qualifications, as evidenced by the following data:
 - Tribal Preference hires are 22.6% of all hires (7 out of 31).
- This is an issue vital to the organization. As such, LRBOI Government formed a Tribal Development Task Team. The team brings together partners from Education, Workforce Development, Little River Casino and Resort, and Human Resources. Our team purpose is to propose solutions to the issue of development in preparation for Tribal employment within our various organizations. The team has conducted three work sessions.

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
July 2019

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. IT Department remains at 66% staffing. Day to day operations, remain the priority, some projects have restarted.

2. Mandatory IT Projects by order of priority:

- a. Telephone system upgrade or replace. E911 compliance required by 12/31/2019, current system not capable. Least costly option is to go with cloud-based system. Due Date 12/31/19.
- b. Windows 7 End of Life. Microsoft operating system Windows 7 will be at end of life on January 14th 2019 and will no longer be support all Windows 7 systems must be upgraded to Windows 10. Due Date 12/31/19 –there are 20 computers left to replace.
- c. Windows Server 2008 End of Life. Microsoft operating system Windows Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows Server 2008 systems must be upgraded to Windows Server 2016 or Windows Server 2019. Due Date 12/31/19 – there are 9 servers needing upgrading.
- d. Windows SQL Server 2008 End of Life. Microsoft operating system Windows SQL Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows SQL Server 2008 systems must be upgraded to Windows SQL Server 2017. Due Date 12/31/19 there a 5 servers that need to be upgraded and we will need to upgrade the software running on those five servers.
- e. Solid Circle Document Management System installed and setup. The document management system first priority is to assist the new website and the Unified Legal Department.
- f. Muskegon Clinic & Pharmacy project planning. This project has been pushed to 2020
- g. Security Upgrades:
 - i. Government Center Parking Lot Camera System (Due Date TBD).
 - ii. NRD Camera System (Due Date TBD).
 - iii. NGLC Camera System replacement (Due Date ASAP).

3. 200 new IT work orders opened in July 2019 and 224 IT work orders completed in July 2019.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions for 2019 IT Projects

Trainings Held / Attended –

1. Attended Leadership roundtable sponsored by HR Director Simpkins

Special Tasks / Activities Performed –

Maintenance
Rusty Smith

Facilities Management Department

2019 July Monthly Report

De-Ahna K. Underwood, Administrative Assistant

I. Department Overview

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

This month 55 work orders submitted and completed for the month of July. Facilities work order requests included, but not limited to grounds keeping, installing lights, and hanging wall decorations, repairing walls, moving employees to new offices, assembling office furniture at Aki, NRD, GC JC, NGLC and NMHSI.

There are 2 remaining work orders open. The Justice Center has continues issues with their 20 year old AC units. The only option left is to replace the units. Quotes have been requested and some bids have been received. The Government Center parking lot is in need of repairs. A solution was brought to Council via Steve Parsons with a completion date of this year. Council opted not to move forward and the will possibly be completed in 2021.

Facilities is still understaffed and we are unable to keep up with all the grounds landscaping that needs to be done. As well as cleaning the parking lots. Facilities would greatly benefit having additional employees to help the day to day operations of the department.

The EVS Techs stay very active in their daily routine of keeping the Government Center and the other office buildings clean and sanitized. EVS is also attended to the bath house for all of the campers. EVS continues their weekly pick up of recycling and shred to dispose of properly.

III. Budget Expense Justification

Open standing purchase orders until December 31, 2019.

IV. Travel and Trainings

Nothing to report at this time.

Legal Assistance
Mary Witkop

No report submitted

Members Assistance
Jason Cross (Interim)

Members Assistance Department

July 2019 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

a. MOA BE-16-J72 \$312,000

i. Total expensed \$255,068.68

ii. Budget remaining 7%

iii. 26 total households served with this program.

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

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

a. MOA BE-18-K28 \$364,000

i. Total expensed \$303,375.00

ii. Budget remaining 17%

iii. 6 total households served with this program.

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

3. Food Assistance Program

b. Budget \$47,000

c. Total expensed YTD \$25,650

d. 54% Remaining

e. 125 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
40	7	4	3	24	3	1	6	3	34

4. Rental and Mortgage Assistance Program

f. Total Budget \$35,000

g. Total expensed YTD \$18,963.78

h. 46% Remaining

i. 39 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	3	0	5	0	0	4	1	19

5. Low Income Energy Assistance Program

j. Total Budget \$40,000

k. Total expensed YTD \$19,871.24

l. 50% Remaining

m. 92 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
27	1	6	2	17	5	3	2	1	28

6. LIHEAP – DHHS Grant Funded Program FY 2018 (Reallotment)

- a. Total Budget \$26,200
- b. Total expensed to date \$24,178.50
- c. 19 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
10	2	2	0	8	3	2	0	2

7. LIHEAP – DHHS Grant Funded Program FY 2019

- d. Total Budget \$179,209
- e. Total expensed to date \$55,389.53
- f. 56 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
18	4	1	1	16	2	1	4	0

8. Elder Chore Program

- g. Total Budget \$15,000
- h. Total expensed YTD \$7,715
- i. 40% Remaining
- j. 39 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
14	3	1	1	7	0	1	1	1	10

9. Emergency Transportation

- k. Total Budget \$25,000
- l. Total expensed YTD \$10,862.12
- m. 57% Remaining
- n. 46 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
16	3	0	1	12	1	0	2	1	10

10. LRBOI Home Repair Program 2019

- o. Total budget \$107,000
- p. Total expensed YTD \$9,900
- q. 91% Remaining
- r. 4 members accessed this program

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

11. Bereavement Program

- s. Total Budget \$453,000
- t. Total expensed YTD \$226,500
- u. 50% Remaining
- v. 25 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	1	0	0	2	0	1	5	2	12

12. Elders Insurance

- w. Cost per Elder \$249.99 Medical and \$108.00 prescription benefit per month.
- x. 302 Elders enrolled in program.

13. Department Ongoing Activities

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

14. Applications

Mailed	Picked up	Emailed	Faxed
217	29	131	1

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
100	87	24	32	66	72	35	19	4	3

15. Office Visits

- cc. 38 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources

Frank Beaver



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

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Vacant – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Cheyenne Bartynski – Seasonal Fisheries Technician

Tyler Funnell – Seasonal Fisheries Technician

Keenan Cooper – Seasonal Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA GLRI
- Staff Management EWS
- Monthly Staff Activities Reporting
- Budget monitoring and coordination
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Sturgeon data management
- Sturgeon Rearing Facility “SRF” operation.
- Grayling Stewardship Plan development
- Inland Fisheries Harvest Permitting
- Inland Fisheries data entry and management
- Great Lakes Fisheries data entry and management

- Equipment and supplies procurement
- Lake Michigan Technical Committee work
- Data entry and analysis for the wild Rice fish community project
- Implementation of sturgeon rearing facility upgrades tanks/filtering/operational layout
- Fish Distribution to membership

Equipment maintenance/Field Work/Lab Work:

- Next Generation Learning Center sturgeon measurements, Education/ Outreach
- Manistee Lake and Hamlin Lake fish community assessments
- Manistee River crayfish assessment
- Electrofishing boat maintenance
- Upper Manistee River tributaries, Fish Community assessment for Grayling reintroduction
- Preparations and coordination for Save our Sturgeon "SOS" activities
- Black Lake/ River lake sturgeon visual survey
- Fish scale aging and imaging with microscope Sigmascan system
- Sturgeon Rearing Facility "SRF" operation and maintenance
- Old House, Water quality stream fish assessment
- Great Lakes, whitefish fisheries assessments
- Great Lakes, Beach seining assessments
- Great Lakes, biodata collections from fisheries assessments
- Great Lakes, Gear maintenance
- Great Lakes, Equipment maintenance
- Great Lakes Equipment and gear prep and maintenance cleaning, rebuilding, storage, and organization

Meetings/Training/Travel/Conference Calls

- Sturgeon Rearing Facility Tour, July 5
- Fisheries Program Biologist Meeting, July 8
- Lake Huron Technical Committee Meeting, July 8-11
- NRD Staff Meeting, July 10
- 2020 internal Meeting with Legal, July 12
- Upper Manistee fish community assessment, July 15-19
- Inland Fisheries Committee Meeting, Charlevoix, July 16
- Meeting with Don Raiff, Bear Lake Association, July 18
- 2020 internal Meeting with Legal, July 12
- Tribal Council Work Session on Commercial Fishing, July 23
- US Fish & Wildlife Conference Call, Lake Sturgeon T&E Petition status, July 24
- US Forest Service, Sturgeon Rearing Facility Tour, July 24
- CORA meeting, July 25
- Leadership Roundtable meeting, July 26

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

4018 Great Lakes Fisheries Assessment
4137 BIA Great Lakes Restoration Initiative
4227 BIA Great Lakes Restoration Initiative
4223 EPA Great Lakes Restoration Initiative

Wildlife Program

Bob Sanders – Senior Wildlife Biologist
Angela Kujawa – Wildlife Biologist
John Grocholski – Wildlife Technician
Rich Koon – Seasonal Wildlife Technician
Ana Wassilak – Seasonal Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report – July
- EWS - Staff management
- Manage budget and review R&E's
- Scheduling employees
- Membership assistance/front counter coverage
- Coordination on CWD issues with MDNR, Tribal Counterparts
- Answered questions/requests from Tribal membership regarding wildlife issues
- Research and ordered wildlife equipment needed for surveys and research projects
- Reviewed scientific literature on relating to wildlife issues
- BIA GLRI grant fund reporting and development
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- 2019 Elk and Bear notification letter and calls
- Update Elk and Bear regulations for 2019 harvest season
- Northern Lower Peninsula camera survey data entry/analysis

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry – Ongoing
 - Data Analysis and manuscript preparation – Ongoing
 - Northern Lower Peninsula marten distribution camera survey – Ongoing
- Snowshoe hare population monitoring and habitat research – Ongoing
- Serviced Kubota tractors
- Posted Tribal Properties – Out going
- Power washed wildlife equipment
- General maintenance on wildlife machinery – on going

- Field preparation on Tribal properties (Disking, cultivating, mowing, packing, seeding)
- Invasive species removal on tribal properties – On going throughout growing season

Meetings/Training/Travel/Conference Calls

- Seasonal wildlife technician Interviews – 7/22
- Cora meeting – 7/25
- Wolf consultation meeting with USFWS – 7/25
- Leadership Roundtable meeting – 7/26
- GVSU Graduate student interviews – 7/30
- GLRI Funding meeting – 7/31

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Water Quality Specialist

Joshua Beaulaurier - Aquatic/Fisheries Biologist

EPA Programs under Performance Partnership Grant Funding (PPG-4291)

GAP Program

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- Worked on GIS Maps for reservation lands
- Communicated with the State on Line 5 issues
- Communicated with USEPA on various environmental issues
- Worked towards IHS management of solid waste plan.
- CAA 103 Quarterly Report Completed
- Managed EPA Budgets and worked with USEPA on budget modifications

Meeting/Training/Travel/Conference Call

- Staff huddles: 7/1, 7/8, 7/15, 7/22, 7/29
- Consultation on Back 40 Mine 7/2
- USEPA Liaison Site Visit 7/15
- USCG Ports and Waterways Safety Assessment Meeting 7/23-7/24
- Leadership Round Table 7/26
- HHW Meeting 7/30
- BIA Internal Meeting 7/31
- TIAO Call 7/29
- NMAC Meeting 7/16

Brownfield Program

Administration//Reports/Data Entry

- Created, edited, revised, & delivered Presentation for Language Camp

- Created printable handout of Presentation slide links/info, to distribute to attendees at Language Camp
- Updates to Manistee County UST/AST Lists
- Draft of HMRP: Ceded Territory Spill
-

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

- Attended Weekly Environmental Staff huddle (July 1, 8, 15, 29)
- Sat on 128(a) Tribal call (July 9)
- Sat on NARPM Presentations webinar (July 10)
- Sat on TCOTS webinar (July 11)
- Attended EPA R5 Mapping Project meeting (July 16)
- Attended quarterly NMAC Meeting (July 16)
- Attended City of Manistee BRA meeting (July 17)
- Sat on KSU/EPA Community Engagement Webinar (July 18)
- Met with Language Coordinator re: Brownfields Presentation at Camp (July 19)
- Completed CLM8227 Course at National Conservation Training Center, WV (July 22-26)
- Presenter at 2019 Anishinaabe Language & Culture Camp (July 27)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered hobo data
- Entered and uploaded July Hydrolab data
- Entered July Flowtracker data
- Entered habitat data

Field Work and Equipment Maintenance

- Completed July Water Quality sampling
- Transported Nutrient samples to GLEC
- Electrofished Old House Creek
- Completed pebble count for Old House
- Calibrated hydrolab and replaced O2 membrane on 4a
- Ordered more WQ hats
- Put coating on ATV trailer floor
- Ordered and replaced DO electrolyte solution in hydrolab 4a

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

- 7/30- Tribal Water call
- 7/30- Portage Lake Watershed group meeting
- Planned travel to AFS

Air Quality Program (Funded by EPA CAA 103 Grant- 4228)

Administration Reports/Data Entry

- Submitted Department Monthly Report
- Staff on leave beginning 6/13

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC
- Completed PM 2.5, Monthly Maintenance & QC
- Installed new sets of PM 2.5 filters
- Sent collected PM 2.5 filter samples to MDEQ
- Completed O3 Multipoint

Meeting/Training/Travel/Conference Calls

Wild Rice Program

Administration//Reports/Data Entry

- Subcommittee call agendas
- Fish scales training seasonal employees to age, and image scales
- Compiled and entered data from spring e-fishing survey on Manistee Lake and Hamlin summer data
- Revising restoration parameters document
- Data entry completed for spring e-fishing
- Wild Rice Programs document

Field Work and Equipment Maintenance

- Fyke netted Manistee Lake second week of July
- Arcadia wild rice check, Brandy brook check, and Olga lake potential rice check
- Calibrated conductivity meters
- Hamlin state park and north Bayou check for rice

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

July 2019

Meetings/Conferences/Trainings

- On July 1, 2019, Lyle Dorr and I met with Josh Spencer and David Mix of the Manistee County Community Foundation to discuss the possibility of the Tribe partnering with the Vogue Theater project in downtown Manistee. During the meeting we discussed potential grant funding opportunities that the Tribe could potentially assist with or participate in. At this time, there are no immediate opportunities available, but we agreed to keep the communication lines open in the event other opportunities may present themselves.
- On July 8, 2019, I attended Tribal Council Agenda Review to represent an item for the upcoming meeting agenda. This was a budget modification to move BIA Roads funding to the Road Maintenance budget so that funding is available to pay for a contract to repair and replace porous concrete sections of the Government Center parking lot that are failing.
- On July 9, 2019, I attended the monthly meeting of Housing North, the new regional board focusing on the need for more affordable housing in Northwest Michigan. The meeting was held at the Networks Northwest offices in Traverse City.
- On July 11, 2019, I attended the Grand Opening for the new Elder's Complex at Aki Maadiziwin.
- On July 15, 2019, I attended Tribal Council Agenda Review to represent an item which involved a contract with Elmer's Crane & Dozer to repair and replace porous concrete sections of the Government Center parking lot that are failing. After considerable discussion, it was determined that I should change the scope of the project and bid it out accordingly. I am pursuing this alternate course. The item was removed from the July 10, 2019 Tribal Council meeting agenda.
- On July 23, 2019, I attended Tribal Council Agenda Review to represent an item which involved a contract amendment to the current agreement with Machin Engineering for work necessary to repair the timber truss system in the Gaming Commission Office Entryway. This amendment was approved by Tribal Council at their July 24 meeting.
- On July 29, 2019, I met with David Springsteen from the US Census Bureau Chicago Office regarding the Tribe's efforts regarding the upcoming 2020 Census. The meeting was quite productive. Mr. Springsteen indicated that our plan for moving forward should work well.
- On July 11, 18 & 25, 2019, I attended meetings of the Construction Task Force.

Activities/Accomplishments/Updates

- Gaming Commission Entryway: On June 24, 2019, Tribal Council approved an amendment to the Master Services Agreement with Machin Engineering for additional work that will be required for the repair of the timber truss system in the entryway. The additional work is based on an inspection by Machin Engineering on June 27, 2019. The additional work includes: complete removal and replacement of the gable end wall with framing, sheeting and siding; repair truss connections that are already in place; install an acoustical drop ceiling throughout the entryway; and evaluate heating and cooling options of the entryway space. I will provide an update next month (August report) as to what has been accomplished to date, and what remains to be completed.
- Here is an update as to the status of the BIA Road Construction projects for 2019:
 - Cemetery Parcel Road: On July 17, 2019, we received the Archeological Survey from the University of Illinois for the Cemetery Parcel. This report was then forwarded to the

Otwell Mawby engineering firm to complete the final Environmental Assessment to submit to the BIA. Once we have Environmental Clearance from the BIA, we can submit the approved Rights-of-Way to the BIA for processing. However, there are concerns as to how long it will take for the BIA to issue an Environmental Clearance, and whether there will be ample time left in the 2019 construction season to successfully bid this project out and have work completed by the late Fall 2019. While we are still hopeful that this can be accomplished, the likelihood is greater that this project may get pushed into the late spring/early summer of 2020.

- Commodities Road: Although the Tribe recently received ICDBG funding to construct the new Commodities Building, it has been determined that construction of the new building will not occur until next year. Given this revised timetable for construction of the building, the Commodities Road project will also be delayed until the spring/early summer of 2020. At this time, we will move forward with completing the environmental review and BIA Right-of-Way approval. This should give us plenty of time to have environmental and right-of-way approval completed before road construction commences next spring/summer.
- Elder's Complex Parking Lot: We attempted to add this to our BIA Road Inventory in January 2019, in order to expend BIA funding on the project. However, since this was a "proposed" road, there was no immediate action by the BIA. Unfortunately, the parking lot is still not in our inventory, so we are not able to fund the parking lot construction. However, there was sufficient funding allocated in the Elder's Complex overall budget to pay for this item. FYI: We are still in the process of adding the parking lot to our BIA Roads inventory so that we can use BIA Roads funding to pay for any necessary future maintenance and upkeep.
- Parking Lot for New Public Safety Garage: On June 17, 2019, we submitted documentation to the BIA requesting Environmental Clearance under a Categorical Exclusion (Cat Ex). Since our intent is to reconstruct the existing parking lot, there should be no additional environmental considerations and the request for a Cat Ex is appropriate. A BIA Right-of-Way will still be needed, but we are confident that this can be obtained by the fall 2019, when road construction is anticipated.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	8
City Assist	12
County Assist	13
Medical Assist	10
MSP Assist	1
Other Calls for Service	5
Property Checks	999
Suspicious Person	4
Suspicious Situation	4
Well-Being Check	4

Traffic/Vehicle

Abandoned Vehicle	
Accidents	13
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	1
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	7
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	2
Assault	4
B&E	
Bond Revocation	1
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	4
Domestic Disturbance	5
Drive-Off	1
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	1
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	2
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	6
Liquor Violation	
Minor in Possession	
Missing Person	2
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	4
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	
Property Damage/PIA	13
Public Peace	1
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	2
Unwanted Subject	1

Miscellaneous

Administrative Hours	417
Alarm	5
Attempt to Locate	5
Boat Dock Checks	
Casino Hours	244
Civil Standby	1
Community Policing	10
Court Hours	10
Death Notification	
Drug Disposal	
Follow-Up Investigations	11
Found Property	11
Lost Property	
Meetings Attended	
Open Door	2
Open Window	
PBT	
Special Detail	1
Suicidal Subject	
Total Complaints	107
Total Reports	107
Training Hours	10.5
Transport	2
Trespassing	1
Tribal Council Meetings	
Vehicle Mileage	6008
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	248.75	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	7	
Assist Hours	5.25	
Citation(s)		
Civil		
Misdemeanor		
City Assist	1	
City Assist Hours	1.75	
City Original		
City Original Hours		
Complaints	2	
Contacts	42	
Court		
Court Hours		
Follow-up(s)	5	
Follow-up Hours	2.5	
Federal Citation(s)		
Hours Worked	280	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	3.5	
Paper Service		
Possible Trespass		
PR Activities	1	
PR Activities Hours	2	
Property Checks	79	
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage	989	
Vehicle Stops	1	
Verbal Warning(s)	1	
Written Warning(s)		
Training/Travel		

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

Administrative Hours	47.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	2
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	323
Joint Patrol(s)	
Marine Time	
Meeting(s)	6
Meeting Hours	27
Paper Service	
PR Activities	1
PR Activities Hours	1
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	2
Vehicle Mileage	2267
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

July 21-22, 2019 Sgt Robles attended 2020 Negotiations meeting in Brimley, MI.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: July 2019

Title: Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

During the month of July, the Tax Officer performed the following:

- Certificates of Exemption Issued: 1 (RTM) 0 (Tribe/Entity)
 - Type: 1 Vehicles
 - 0 Recreational vehicle / watercraft
 - 0 Construction
 - 0 Mobile / Modular Home
 - 0 Treaty Fishing
 - 0 Bereavement/Burial Program
 - Address / Status Changes Reviewed: 79
 - Address / Status Changes Processed in RTM database: 14
 - Proofs of Residency Processed: 1
 - Proof of Residency Letters Mailed: 11
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 0 (LRCR)
 - Motor Fuel Registrations Processed: 4
 - Temporary Tribal Business Tax Licenses Issued: 5
 - 4 (Entertainers) 1 (Vendors) 0 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 4
 - Little River Casino Resort Venue Reports Processed: 0
 - Tax Warnings Issued: 0 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Tax Assessments Issued: 4 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Trading Post Motor Fuel and Tobacco Receipts Processed: 2,934
 - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 298
1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
 2. Responded to inquiries from Tribal members and employees regarding, but were not limited to:
 - RTM statuses
 - Tax-exempt utilities
 - Motor fuel registration

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

18. Worked with the Trading Post Manager on preparing new OTP log sheets, pricing, and inventory list so that more tax exemption benefits can be utilized by Tribal Members purchasing "other tobacco products".
19. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
20. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
21. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for August 2019 and provided it to the Trading Post.
22. Reviewed and filed BP monthly invoice and statement for any errors and/or questionable purchases.
23. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
24. Worked with Public Affairs Office in proofreading the Currents.
25. Prepared and submitted the Tax Department's 2020 budget proposal and narrative.
26. Prepared and submitted the 2020 Projected Tax Revenue report.
27. Worked with Unified Legal staff member regarding Tax Department involvement with contracts and the construction process to be included in the new electronic approval system.
28. Worked with Purchasing, Family Services and Lead staff regarding clarification of sales and use tax as well as lodging tax that was questioned in a recent audit.
29. Collected information, networked with other Tribes, provided discussion and feedback, and met State Tribal Affairs staff as well as staff from Governor Whitmer's office at the Annual Tribe / State Tax Summit.
30. Prepared and submitted travel closeout and report from the Annual Tribe / State Tax Summit.
31. Prepared and submitted the 2nd Quarter Tax Sharing return to the State of Michigan.
32. Worked with the Tax Department Lead and Human Resources to create, approve, and post the job description for the Tax Department Administrative Assistant position.
33. Worked with the Utilities Director to identify tribal property addresses, parcel numbers and descriptions for a survey and report that is in the process of being completed.
34. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, Housing staff, and Public Safety Director on a weekly basis regarding Community Center reservations to ensure the building is clean and stocked for events, inspected after events, repairs are completed, as well as patrolled and secured at all times.

Meetings attended this month:

1. Met with the EDC Attorney on July 3, 2019 regarding tax benefits available for tribal entities.
2. Attended the Annual Tribe / State Tax Summit in Lansing, Michigan on July 11, 2019.
3. Met with Unified Legal staff on July 9 and 12, 2019 regarding an affidavit.

4. Met with the EDC Attorney on July 24, 2019 for follow-up from the previous meeting regarding tax benefits.
5. Met with the Ogema and Tax Department Lead on July 26, 2019 to discuss the creation and posting of the department's Administrative Assistant job position.
6. Attended the Leadership Roundtable meeting on July 26, 2019.

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
July 2019 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 89 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Provided financial information on the Jiingtamok to Internal Audit.
4. Communicated with the OST in re: trust related items and reports of the Tribe.

5. Arranged to have NRD provide trucks and staff to drive them for meal delivery at Anishinaabe Family Language & Culture Camp.
6. Arranged and attended a meeting with MDOT in reference to the M55 Bridge reconstruction project.
7. Completed and submitted budgets for the Maintenance and Historic Preservation departments as well as the buildings and properties funds.
8. Met with LRRCR staff in preparation for Anishinaabe Family Language & Culture Camp.
9. Continued working on preparations for the Standing Rock Display by Levi at LRRCR.
10. Assisted with the Anishinaabe Family Language & Culture Camp by supervising meals, payments and kitchen take down.
11. Continued efforts with ACE, Consumers Energy in regard to the Manistee Gas Plant site inadvertent discoveries of which there have been 4 to date.
12. Participated in a conference call with MSU and MACPRA Tribes in regard to MSU NAGPRA compliance.
13. Coordinated efforts of Maintenance staffer to mitigate NGLC flooding and power loss at Campgrounds.
14. Gave a history presentation about Indian Village to Indian Village Campers.
15. Hosted and attended the regular Quarterly Meeting of the Michigan Anishinaabek Cultural presentation & Repatriation Alliance. (I am the Secretary).
16. Met with Directors and Supervisors of departments in my Lead Group.
17. Administered, directed and supervised all departmental activities.
18. Approved ADP timecards and PTO requests for the departments for which I am the Lead or approver, as needed.

The Language Coordinator accomplished the following during this month:

- 1) Coordinating a training for the NGLC staff for the fall and career day.
- 2) Coordinating a recycle meeting with Michael Burmeister for Pharmacy recycle.
- 3) Worked with Education dept. on butterfly project and movie night at language camp.
- 4) Coordinated Standing rock exhibit at LRRCR and language camp.
- 5) Helped with recycle presentation at language camp.
- 6) Coordinated the language camp along with extra rooms at Days Inn and P.O. for food.
- 7) Coordinated the water stations, provided hot water, ice for guests and frogs.
- 8) Coordinated a video shoot, produced lessons for the shoot.
- 9) Edited videos for our show "Endaaying". – (video list attached.)
- 10) Processed CD ROM orders and did quarterly report.
- 11) Produced lessons for all classes and Endaaying.
- 12) Classes at NGLC, Elders, LRB employees and citizens.
- 13) Responded to Emails and calls about camp, language, culture, CD ROM's.
- 14) Shut down at language camp, extra food, dry good supplies, cooler, L.R.C.R. supplies.

Additional information in reference to video project:

Video Log and information for Face Book show “Endaaying”

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

2018 Title of video	Recorded	Viewed/Edited	Posted
1- Presenters call	X	X	X
2- Aanii.org	X	X	X
3- Riddles	X	X	X
4- Ademin teaching	X	X	X
5- Language at workplace (1)	X	X	X
6- Language at workplace (2)	X	X	X
7- Language at workplace (3)	X	X	X
8- Jokes-You know you are Indian	X	X	X
9- Commands-Aasanaa & Taagaa	X	X	X
10- International conference-Flower	X	X	X
11- Ceremonies – Naming	X	X	X
12- Ceremonies – Cleansing	X	X	X
13- Ceremonies – Talking circles	X	X	X
14- Ceremonies – Feasts	X	X	X
15- Moons	X	X	X

16- Ziimoo kidaa- Body parts (1)	X		X	X	
17- Language Camp – 1 st 7years	X		X	X	
18- X-ray story	X	X	X		
19- Look so different – A teg conf.	X		X	X	
20- Everyday words & phrases	X		X	X	
21- Species – Fish (1)	X	X	X		
22- Species – wild animals (1)	X		X	X	
23- Species – domestic animals (1)	X		X	X	
24- Species – birds (1)	X	X	X		
25- Place names-Towns/Counties (1)	X		X	X	
26- Trees & nature (1)	X		X	X	
27- Soups/Juices/Drinks (1)	X		X	X	
28- New food words (1)	X	X	X		
29- Holidays (1)	X	X	X		
30- Honoring our soldiers	X		X	X	
31- Hunting (1)	X	X	X		
32- Fishing (1)	X	X	X		
33- Intro- to Article words lessons	X		X	X	
34- Article words- I-Food-S-People-S (1)	X		X	X	X
35- Article words-A-Food-S-People-S (2)	X		X	X	X
36- Article words-I-Food-P-People-S (3)	X		X	X	X
37- Article words-A-Food-P-People-S (4)	X		X	X	X
38- Article words-I-Food-S-People-P (5)	X		X	X	
39- Article words-A-Food-S-People-P (6)	X		X	X	X
40- Article words-I-Food-P-People-P (7)	X		X	X	
41- Article words-A-Food-P-People-P (8)	X		X	X	X
42- Intro- to Preposition words lesson	X		X	X	
43- Preposition words-I-S&P-A video-1	X		X	X	
44- Preposition words-I-S&P-B video-2	X		X	X	
45- Preposition words-A-S&P-C video-1	X		X	X	
46- Preposition words-A-S&P-C video-2	X		X	X	
47- Preposition words-A-S&P-D video-1	X		X	X	
48- Preposition words-A-S&P-D video-2	X		X	X	
49- Preposition words-AA-S&P-E video-1	X		X	X	
50- Preposition words-AA-S&P-E video 2	X		X	X	
51- Family-Man, woman, child- verbs	X		X	X	

2019 Title of video	Recorded	Viewed/Edited	Posted
52- Camp announcement/presenters call	X	X	X
53- “ish” lesson	X	X	X
54- Song- She’ll be coming around the Mtn	X	X	X
55- Song-Mary had a little lamb	X	X	X
56- Food prep.-Cooking types (1)(2)	X	X	XX
57- Food prep.- Cooking –Commands (2)(2)	X	X	XX
58- Food prep. – Cooking types (3)	X	X	X
59- Food prep. Cooking – Commands (4)	X	X	X

60- Getting out bed – going to work (1)	X		X	
61- Getting out bed – going to work (2)	X		X	
62- Getting out bed – going to work (3)	X		X	
63- Getting out bed - going to work (4)	X		X	
64- Buildings (1)	X	X		
65- Buildings (2)	X	X		
66- Buildings (3)	X	X		
67- Insects/Amphibians		X	X	X
68- Invitation to standing rock exhibit	X		X	X
69- A fishing story – Total immersion	X		X	
70- Creation & nature	X	X		
71- Family Titles	X	X		
72- People and sports	X			
73- People and music	X			
74- Tools	X			
75- Vehicles	X			

Travel, training and budget expenses

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

WWTP
Gary Lewis

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

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Other Routine Maintenance
- Installed Radar in Lift Station 2, removed float system.

Billing

Water	\$14,300.21
Sewer	\$28,607.74
Irrigation	\$4,107.68
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$15,866.28
Septage	\$7,784.81
Other	\$117.50
Month Total	\$78,128.22
Yr. to Date Water	\$86,849.13
Yr. to Date Sewer	\$140,629.24
Yr. to Date Irrigation	\$16,742.32
Yr. to Date Fire Suppression	\$51,408.00
Yr. to Date Manistee Township	\$89,475.45
Yr. to Date Septage	\$40,947.71
Other Revenue	\$77,980.37
Credit	\$0.00
Yr. to Date Total	\$504,032.22

1. Well House Pumping in Gallons

Total Flow Gallons

- a. 6,395,630**
- b. Ave Daily Flow Gallons 206,311**

2. Gallons of Treated Waste Water SBR

Influent Gallons

- a. 2,849,816**
- b. Daily Average Gallons 91,930**

Effluent Gallons

- a. 2,790,875**
- b. Daily Average Gallons 87,415**
- c. Waste Sludge Gallons 73,000**

Lagoon

- a. Influent 1,225,047**
- b. Daily Average Gallons 39,518**

3. Septic Sewage

- a. Gallons 130,262**

III. Travel and Trainings

What: MTERA Board Meeting

Who: Diane Kerr, Gary Lewis

Where: Phone Conference

Sponsored by: MTERA