


**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: July 15, 2021
Maanda Nji: Re: June 2021 Operations Report

We respectfully submit the June 2021 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
June, 2021

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

June, 2021 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. **2021 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2021 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 2021 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 2020 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2018. The 2019 proposal has been submitted and work on the 2020 proposal is in process.

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

Property Management:

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

Objectives:

1. Complete and implement asset maintenance procedures including creating and implementing the procedures, creating and organizing physical asset files, 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 2022 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. Update all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. 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 2019 audit took place May 11&12, and May18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects: AKI 4 -2021 homes, Commodities Bldg., and Muskegon Health Center 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 June***
 - i. ***AKI 4 – 2021 Homes – No Activity***
 - ii. ***Muskegon Health Center – GTEC- \$87,888.11***
 - iii. ***Commodities Building Project – GTEC-\$3,757.59/RW Mercer-\$81,730.80***
2. ***Cash Receipts: Daily cash receipts totaled for the month of June, were, \$1,154,238.71 the General & Special Revenue Account had a total of (306) 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. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.***
6. ***1099MISC. – 2020 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2020.***
7. ***Sending out 1099NEC/MISC, Member and Vendor.***
8. ***WEX Card- new fleet card, rollout to all departments, Reconciliation.***
9. ***Tribal Financial Statement Requirements: Due by the 8th of the month.***
 1. ***Cash Deposits***
 2. ***Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.***
 3. ***Utilities report – current payments – monthly report of payments.***

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Construction Task Force –Weekly Meeting - Thursday – review - AKI 4 – 2021 homes, Commodities and Muskegon Health Center.

Other Meetings

June – Meeting Pre-Construction-AKI 4- Housing

Duties and Accomplishments –

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

Meetings Held / Attended – Directors meeting, White House Update, Homeland Security Region 7, Leads, Health Department, CERT, Dept of Homeland Security

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Hazard Mitigation

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *I sent out July report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that will be ending.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge for indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *I sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *The Tribe received one modification in June for the following grant:*
 1. *Inter-Tribal Council for the 2021 ITC Head Start COVID funding in the amount of \$32,292.*
- *For the grant modification, I scanned the modification to the electronic grant folder for that grant. I place the original modification documents in the Grant Program Booklet and identify the modification # on a tab with the dollar amount of the modification. I entered the new funding amount on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. By email I forwarded the modification documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
- *When the modification is a no cost grant extension, I enter those additional reports due dates on the reporting calendar. On the Grant Program Facts Sheet that is in the Grant Program*

Booklet, I identify the additional report due dates on that form and then scan that document to replace the prior form in the electronic grant folder. I enter the new end date for that grant on the Federal Programs Administered by the Tribe and the monthly draw down program list. I enter the new end date of this grant in the Accounting system. I notify by email the Program Administrator of the grant, Purchasing, Comptroller, Accounts Payable, Ogema office of this extension.

- *The Tribe received six new grants in June for the following:*
 1. *ARPA of 2021 LIHWAP for \$5,000 for the period of 5/28/21-9/30/23.*
 2. *CA Act of 2021 LIHWAP for \$5,000 for the period of 5/28/21-9/30/23.*
 3. *IHBG ARPA of 2021 for \$201,721 for the period of 4/22/21-9/30/26.*
 4. *DEMD FY 2021 for \$94,954 for the period of 6/8/20-6/7/22.*
 5. *Inter-Tribal Council of MI Mental Health Delivery System grant for \$48,039 for the period of 4/1/21-9/30/21.*
 6. *2021 BIA Self Governance Compact American Rescue Plan Act of 2021 for \$2,199,732 no period identified have until spent.*
- *I set up new Grant Program Booklets and created electronic folders. I scanned the documents and placed those documents in the scanned electronic folders. I placed the original documents in the Grant Program Booklets. I entered the new grant awards on the Monthly Tracking Spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. I sent the new grant information to the Staff Accountant so that she could set the program up in the Accounting System. I forwarded copies of the new award documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once Tribal Council accepted the grants into the operating budget and signed the resolutions of support, the Budget Coordinator forwarded me copies of the resolutions passed and the new budgets entered into our Accounting system. I scanned all documents and resolutions into the electronic folders and placed originals in the Grant Program Booklets. I sent a notice of the new grants awarded to the following departments: Purchasing, Ogema office, Controller, Payroll and Accounts Payable letting them know the new grant Information. I created Grant Program Booklets for the person administering the grant. On the reporting calendar, I entered all the program federal & narrative reports due for the life of the grant.*
- *I Submitted four billing invoices in June for the following grants:*
 1. *2020-2021 ITC Home Visiting Expansion grant for \$4,243.17.*
 2. *2020-2021 ITC Behavioral Health Implementation for \$3,677.10.*
 3. *2020-2021 ITC Head Start & Early Head Start for \$29,893.56.*
 4. *2020-2021 ITC Home Visiting Expansion grant for \$4,192.78.*
 5. *2020-2021 ITC Native Connections grant for \$5,227.50.*
- *I created cover letters for each of the billing invoices that went to ITC and GSRP and had the Ogema sign. I scanned the billing invoices and sent electronically to the Project Officers. I entered the amounts on the June cash receipt journal and May grant spreadsheet. I entered the amounts separately for each grant on the draw down sheets that is in each Grant Program Booklet. I scanned the draw down sheets to the electronic grant folders and placed the documentation in the Grant Program Booklets.*
- *I prepared a notice to the Staff Accountant on each grant that ended so that she could deactivate the grant in the Accounting System.*
- *I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of May.*
- *Sandra Deverney is serving as the Interim Director for FS until a Director is hired for that position. I met with her on numerous occasions to help her complete reporting requirements on reports that were due in June.*

- *I worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.*
- *I was notified by ULD that they would be administering the DOJ SDVCJ grant so I sent them all the prior reports that had been filed and grant award so they would have to help in the administration of this award.*
- *The Tribe was over paid by IHS in 2020 and we received an invoice to pay back this overpayment for \$270. I prepared a cover letter and check request so that a check would be issued back to IHS.*

Meetings Held/Attended

- *I participated in many conference calls due to social distancing. Worked with the different Directors to process new grant awards, modifications and any questions that they may have.*

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

- 1. Processed 405 payroll vouchers/checks.*
- 2. Verified 34 PAF's this month which included new 7 employee(s), and 9 termed employee(s).*
- 3. Processed payroll and completed payroll backup cover sheet for pay dates 6/4 and 6/18.*
- 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 –

6/3, 6/10, 6/17 & 6/24 – Employee Recognition Team Meeting
6/30 – Call with Abila Support Specialist – working to resolve per capita payment processing issues.

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 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in June 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 June as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of June to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Continued Training of Payroll/Finance Clerk.
10. Provided documents/items requested for annual 401k audit.
11. Processed July 1st per capita distribution and necessary compliance reporting.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Revising quick reference guide for payroll processing and procedures, as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Keeping MIP payroll procedures updated to include processing payroll using the HR and EWS modules.
6. Working through processes with MIP Cloud transition.

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Continued training of Payroll/Finance Clerk.
3. Processing of second quarter reporting.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information in to the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*

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

Meetings Held / Attended -

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.*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 6/1 solicited bids for Integrated Solid Waste Management Plan.
2. 6/1 mock meeting run for employee monthly communication meeting.
3. 6/3 Employee recognition meeting.
4. 6/10 Employee recognition meeting.
5. 6/15-16 put together virtual training on chapter 1, purchasing regulation and made accessible to all staff.
6. 6/17 Employee recognition meeting.
7. 6/21-28 put together virtual training on purchasing forms and reports and made accessible to all staff.
8. 6/24 Employee recognition meeting.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 273 packages.
2. Issued 97 receiving reports.
3. Returned 3 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 to work on finalizing FY2020 Indirect Cost Proposal.

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2020 Indirect Cost Proposal.
- 4) Begin work on FY2021 Indirect Cost Proposal

Expenditures Update

Total year to date expenditures for the Finance Division for June, 2021, are \$599,411, compared to an annual budget of \$1,477,242. Total expenses for the Finance Division for year to date June, 2021, represent 41% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

June 2021 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 4 student received funding for senior expenses. 8 student received 2021 school clothing funds. Total: \$4575.
- 4 Higher Education Scholarship was completed totaling \$8820 for one student, male community college student, and 3 female university students.
- College Book Stipend: 15 book stipends were processed in June, totaling \$ 5200, providing assistance to 5 student attending 1-3 credits, 4 students attending 4-8 credits, and 6 attending 9+ credits.

During June the Education Department had planned our first official outing since the Covid closure, a rock hunting trip at the Bar Lake Outlet. The activity was planned for June 25, when, after weeks of perfect weather, turned out to be thunderstorms, with beach hazard advisories, so the even had to be postponed.

Meetings Attended:

June 9: Development Team Mtg

June 17: Leadership Roundtable

June 23: Development Team Mtg

June 25: Health Insurance Update Teams mtg

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2021 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

June Monthly Report - 2021

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals

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

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

To continue to update the PerCap database.

Department Objectives are:

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

Duties Performed

- Mailed out: 8 Applications forms for people seeking membership
- Sent out: 27 Address change forms
- Created 45 New and Replacement Tribal ID's from 06/01/2021 through 06/30/2021
- 114 Addresses changed from 06/01/2021 through 06/30/2021
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter:
- 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
- 0 Applications received since 06/01/2021
- List request of Membership: Clinic, Election Board, Member's Assistance & Tax
- Label request of Membership: Education & Election Board
- Tribal Members Label/List request: 0
- Statistical request: Family Services, Education, Unified Legal & Natural Resources
- Department Verifications:
 1. Prosecutor 56
 2. Member's Assistance 28
 3. Family Services 4
 4. Food Distribution 1
 5. PRC/EHAP 33
 6. Human Resources 10
 7. Gaming 1
 8. Casino 1
- 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 Benefit
- Sent out 8 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 436 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Director's Meeting – June 3rd & June 7th
- Enrollment Commission Meeting – May 20th
- Human Resource – June 21st & June 25th

- Cemetery Work Group – June 24th

Enrollment Statistics

- Total Membership: 4,070
- Total number of Elders: 1,437
- Total number of Adults (18-54): 2,327
- Total number of Minors (0-17): 306
- Total Tribal Members living in:
 - 9 County Area: 1,681
 - Outside 9 County Area: 2,337
 - Michigan: 2,661
 - Outside Michigan: 1,357
 - Undeliverable Addresses: 52

Facilities
Rusty Smith

Department of Facilities Management

Monthly Report: June 2021

De-Ahna Underwood, Administrative Assistant

I. Department Overview

Department Locations: Government Center, Facilities Barn, East Lake, and Area 51.

Anderson, S. **EVS Technician**
Bassler, V. **EVS Technician**
Gibson, R. **EVS Technician**
Grey, M. **EVS Technician**
Melendez, I. **Maintenance Technician**
Shalifoe, R. **Automotive Mechanic**
Vacant Maintenance Technician
Smith, J. **Maintenance Technician**
Smith, R. **Maintenance Technician**
Underwood, D. **Administrative Assistant III**
Zamborowski F. **EVS Technician**
EVS Supervisor: NA
Maintenance Supervisor: NA
Director: NA

Goals & Objectives

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

Objective

Under the Guidance of the Ogema and Operational Lead our mission is to provide superior service to all employees and visitors, by maintaining building infrastructure and facilities in a safe and reliable manner. Since our efforts affect the comfort and wellbeing of LRBOI employees every day, we shall strive to give prompt attention to the needs of our co-workers and visitors.

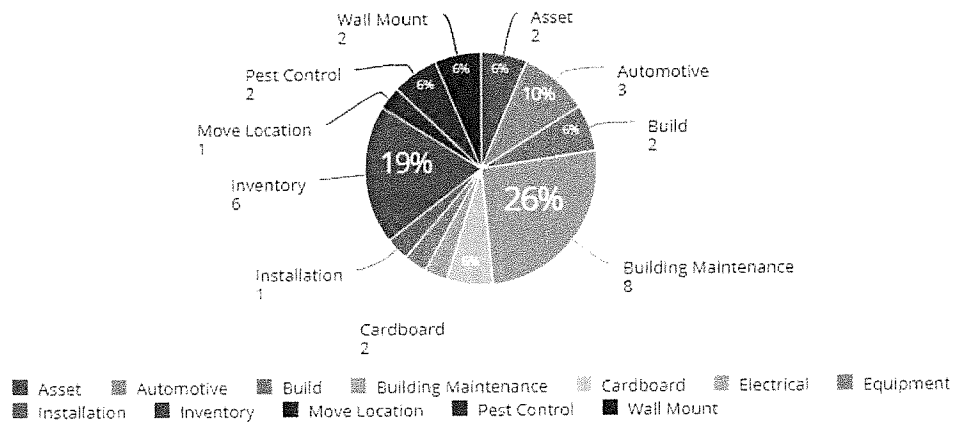
II. Department Reporting Section

This report is a summary of information the Administrative Assistant records for the Facilities Management Department (FMD). This report includes statistical data, narrative description of actives, events, and issues that FMD sees are important to record and document.

Our EVS and Maintenance staff are working diligently to ensure a safe/clean environment for staff.

After hours on Tuesdays and Thursdays we continue the electrostatic fogger to disseminate Performex RTU disinfectant cleaner, an Environmental Protection Agency's registered antimicrobial product for use against COVID-19.

28 GENERATED WORK ORDERS FOR THE MONTH OF JUNE



There is over 250,000 square feet of building space and 100,000 square feet of common area space such as lobbies, bathrooms, hallways, conference rooms, closets, furnace rooms, etc. that need to be serviced. 37 bathrooms and 8 showers that need to be cleaned daily. There are approximately 42 acres of lawn to care for.

Buildings served including but not limited to:

- 11 Buildings in Manistee
- 3 Buildings in Muskegon
- 2 Pole Barns
- 5 Outbuildings and sheds
- 1 Pow Wow Grounds
- 1 Ceremonial Lodge
- 45 Camping spaces

III. Budget Expense Justification

Standing purchase orders open until 12-31-2021.

IV. Travel and Trainings

Budget N/A: Since 2008/2009

End of Report
De-Ahna Underwood
Administrative Assistant

Family Services
Sandra DeVerney (Interim)

Family Services Department June 2021 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	1
Mason	0
Lake	0
Wexford	1
Kent	1
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	6

Open Cases.....27

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.

Stephanie Persenaire – Case Management

Total number living in homes served	18		4		7		2	3		5
Total number of Tribal Citizens living in homes served	12		2		3		1	1		2
Total number of descendants living in homes served	2		1					1		
Total number of children living in homes served	9		3		1			1		1
Total ICWA or ICWP where substance abuse is involved										
Child Abuse/Neglect			1							1
ICWA or ICWP referrals										
Sexual Abuse of a child Substantiated or Unsubstantiated by DHS										1
Case Pending with DHS										
Relative placement					1					1
Tribal Foster Home										
Non-Tribal Foster Home			1							
Alternative placement										
Court appearances					2					
Home Visits	7		1		1					
Case Reviews	3									
Binojeeuk	2									
Contacts with outside agencies	27				45		7	6		5
Contacts with LRBOI departments	3									
Tribal Elders										
Other referrals										
Monthly Totals	65	0	9	0	53	0	8	9	0	11

Amanda McQueen – Case Management

Total number living in homes served	7	4		3	8					10
Total number of Tribal Citizens living in homes served	7	3		1	2					6
Total number of descendants living in homes served										1
Total number of children living in homes served	3	2								3
Total ICWA or ICWP where substance abuse is involved					1					2
Child Abuse/Neglect										
ICWA or ICWP referrals										
Sexual Abuse of a child Substantiated or Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement					1					
Tribal Foster Home										1
Non-Tribal Foster Home										
Alternative placement										2
Court appearances		1			1					
Home Visits		1			6					6
Case Reviews					4					10
Binojeeuk		2			1					
Contacts with outside agencies	3	4		5	11					16
Contacts with LRBOI departments	4	2		4	4					2
Tribal Elders	1			1						
Other referrals								1		
Monthly Totals	25	19	0	14	39	0	0	1	0	59

LRBOI Be Da Bin Behavioral Health Program June 2021 Report

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

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

Angela is on maternity leave at this time. Dottie is working with Dr. Hawley on the telepsy sessions while she is out which was 5 hours of telepsychiatry and also follow ups with a few of her clients that are not seeing the contracted therapist. Some of Angela's clients are being seen by a contractual Mental Health Therapist. Dottie currently has 30 clients and 5 Recovery Support). Dottie had 46 sessions, 2 crisis calls, 3 referrals for detox/treatment, 4 referrals for other services and 79 follow up calls.

Kimberly (Kim) Hinmon continues to meet with community partners and network to create ties to the community. She attended 16 webinars dealing with alcohol and drug prevention and utilizing Culture as prevention. She attended the ASIST Suicide Prevention training on June 15 & 16, 2021. She has planned for the statewide Michigan Indian Family Olympics as well as our own community event to promote family togetherness and mental health awareness with a movie night planned. She is also continuing plans for our Virtual Wellness Walk for August 2021 and working on grant budget in a meaningful and impactful way.

Dottie attended the Manistee County Suicide Prevention Coalition on June 16, online; Kim & Dottie attended the Manistee SEA meeting on June 24, 2021. Dottie co-chairs the Suicide Prevention Coalition meetings and has been working on the administration of Be Da Bin grants. This month 16 naloxone kits given out. Staff continues working on continued educational credits for certification needs with webinars and planning event and trainings for suicide prevention and awareness.

Respectfully submitted,

Dottie Batchelder

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***** CONFIDENTIAL PATIENT INFORMATION *****

DB JUL 01, 2021Page 1

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: JUN 01, 2021 TO JUN 30, 2021

PATS is the total number of unique, identifiable patients when
a patient name was entered on the record. # served is a tally of the
number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED

AREA: BEMIDJI NON-IHS				
SERVICE UNIT: EASTERN MICHIGAN				
FACILITY: LITTLE RIVER OTTAWA ALC PROG				
PROVIDER: BATCHELDER,DOTTIE (ALCOHOLISM/SUB ABUSE COUNSELOR)				
13-INDIVIDUAL TREATMENT/COUNS	31	24.0	13	31
25-INFORMATION AND/OR REFERRA	1	1.0	1	1
30-FOLLOWUP/FOLLOWTHROUGH-PAT	68	21.8	32	68
31-CASE MANAGEMENT-PATIENT NO	10	3.0	7	10
34-OTHER SUPPORT SERVICES-PAT	20	30.0		54
36-COMMUNITY DEVELOPMENT	3	3.0		18
40-REFERRAL	1	1.0		2
42-EDUCATION/TRAINING RECEIVE	1	2.0		1
53-PROGRAM MANAGEMENT	18	39.5		36
55-SUPERVISION	6	7.0		7
56-RECORDS/DOCUMENTATION	15	18.0		15
59-OTHER ADMINISTRATIVE	20	41.7		20
63-PROGRAM CONSULTATION	3	3.0		5
64-STAFF CONSULTATION	4	4.0		6
	=====	=====	=====	=====
PROVIDER TOTAL:	201	198.9	53	274
PROVIDER: GIBSON,JAMES D JR (TRADITIONAL MEDICINE PRACT)				
34-OTHER SUPPORT SERVICES-PAT	1	1.0		1
83-TRIBAL FUNCTIONS	7	6.3	7	7
	=====	=====	=====	=====
PROVIDER TOTAL:	8	7.3	7	8
=====				
FACILITY TOTAL:	209	206.2	60	282
=====				
SU TOTAL:	209	206.2	60	282
=====				
AREA TOTAL:	209	206.2	60	282

RUN TIME (H.M.S): 0.0.0[H[]



LRBOI Victim Services Program Monthly Report June 2021

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Cases (5); New Intake(s) (0); Cases closed (1);
 - Provided: advocacy, legal assistance, housing, safety planning, and judicial advocacy.
- Had (3) face2face/zoom meetings; (32) client phone/text/email contacts; (0) transports; (0) court hearing(s)

Staff Meetings

- 6/24 – Case Reviews

Virtual Collaboration Meetings

- 6/10 – UTFAV MI Tribal Advocate meeting
- 6/7 – Tribal Council
- 6/9 – Tribal Council
- 6/21 – Tribal Council
- 6/23 – Tribal Council
- 6/30 – Quarterly MI DV/SA Director's meeting

Travel & Training/Webinars

- 6/1 – ALC Training & Practice Lab #4
- 6/2 – Supporting Family Resiliency through Relationship w/Animals Part 3 (FVSPA)
- 6/3 – Training for Attorneys & Advocates (NCPO)
- 6/7 – Executive Director Bootcamp Learning Cohort 2 (MCEDSV)
- 6/8 – ALC Training Practice Lab #5
- 6/8-6/10 – Women Are Sacred Conference
- 6/15 – ALC Training & Practice Lab #6
- 6/28 – Executive Director Bootcamp Learning Cohort 2 (MCEDSV)

Grants

- 6/1 – Meet w/Tribal Prosecutor regarding SDVCJ
- 6/2 – Meet w/Tribal Prosecutor & OVW Grant Manager regarding SDVCJ
- 6/3 – Meet w/Tribal Prosecutor regarding SDVCJ
- 6/16 – Phone meeting w/tribes & grant manager regarding SDVCJ
- 6/17 – FVSPA tribal grant meeting
- 6/24 – Meet w/tribal stakeholders regarding SDVCJ

Michol Ludwig (Manistee Outreach Specialist)

Advocacy/Case Management

- Current (2); New Intake(s) (1 partial); Cases closed (0)
- Had (5) home visits.
- Had (56) telephone/email contacts.



LRBOI Victim Services Program Monthly Report June 2021

Virtual Collaboration Efforts/Meetings

- 6/1 – HSCB Meeting
- 6/10 – Client Collaboration Meeting (#21)
- 6/10 – Lake County IDT Meeting
- 6/14 – Client Collaboration Meeting (#21)
- 6/14 – Meeting with Dottie about possible referral.
- 6/17 – MI Tribal Human Trafficking & MMIP Work Group Meeting
- 6/23 – Muskegon DVSA Task Force Meeting
- 6/24 – Client Collaboration Meeting (#21)
- 6/24 – Muskegon Case Managers Meeting
- 6/24 – Special Domestic Violence Criminal Jurisdiction Meeting
- 6/25 – OASIS DVSA Task Force Meeting

Training/Webinars/Pod Casts

- 6/8 thru 6/10 – Women are Sacred Conference (several sessions).
- 6/8 – MI ALC Training & Practice Lab #5
- 6/15 – MI ALC Training & Practice Lab #6
- 6/16 – Elevate Your Advocacy by Expanding Your Social Media Reach
- 6/16 – LGBTQ+2S Policies & Practices for Tribal Shelters and DV Programs
- 6/22 – Change from Within: Organizing Our Programs for Social Change Advocacy
- 6/23 – Faith Leaders, Advocates, & First Responders: Strengthening Community Response to DV
- 6/23 – MI ALC Keynote Lecture: Roots of Resistance – Movement to End Gender-based Violence
- 6/28 – Utilizing Funds to Assist Secondary Victims of Major Crimes
- 6/29 – MI ALC Quarterly Seminar, Part 1

Outreach/Education

- 6/18 – Armory Youth Project Concert (Table on healthy dating & teen dating violence)
- Made several social media posts, including scheduling several to post during my vacation.

Other

- Completed several updates to the VSP website including the COVID information, checking for broken links, and editing other content.
- Updated Facebook cover photos for the VSP and MDVSART pages.
- Requested our program information be added to the MI DHHS provider resource list.
- Completed various administrative program duties such as outreach file organization, client file management, meeting minutes, etc.
- Researched and tried out four survey platforms.
- Added several resources to the VSP program files.
- Managed the VSP stock photo account.
- Brainstormed some event ideas for DV month in October.

Next Generation Learning Center

Monthly Report-June 2021

Enrollment Statistics: Due to Child Care Licensing, CDC, American Academy of Pediatrics, and state of Michigan COVID guidelines for Child Care, NGLC is only enrolling at 50% capacity to maintain safety for children and staff.

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribal Affiliation	Government Employee	Casino Employee	Wait List	Tribal Affiliation
Infant Classroom 0-2 years old	0	0	0	0	0	0	19	3
Toddler Classroom 2-3 years old	11	11	0	3	5	1	12	1
Preschool Poplar-Three Years Old	10	10	0	5	0	3	28	1
Preschool Cedar-Four Years Old	10	10	0	3	2	2	24	2
Preschool Maple-Three/Four Years Old	10	10	0	0	1	0	-	-
Preschool Oak-Four Year Old GSRP	6	6	0	1	0	1	-	-
School Age 5-12 years	13	0 *school in session	13	1	2	0	32	3
Totals	59	48	13	13	10	7	115	10
Percentages	-	78%	22%	22%	18%	12%	-	8%

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

NGLC Meetings and Collaborations
<ul style="list-style-type: none"> • WIDA Early Years Steering Committee • Early Childhood Collaborative Committee • Region V Monthly Tribal Collaborative Meeting • CLASS (Classroom Assessment Scoring System) Pilot Program Certification Test • Region XI CLASS CoP Meeting • National Community Conversation on the effects of COVID to Tribal Nations • Manistee News Advocate Representation for Education and Child Care • Meetings with Custom Sheet Metal to complete HVAC • Office of Head Start CLASS Cultural Training • Great Start to Quality Advisory Committee • Michigan Teacher's Test for Certification Committee • New Childcare Funding Conference Calls at State and Federal Levels

LBROI Sub Committees in collaboration with NGLC
<ul style="list-style-type: none"> • Leadership Round Table • Tribal Emergency Response Team (TERT) • MHBG Summative Focus Group

LRBOI Center Happenings:
<ul style="list-style-type: none"> • Preschool Recruitment and Enrollment has begun for the 2020-20201 school year • Summer Enrollment for Childcare that begins in June has begun Common application created for all preschool programs within the Manistee county region. Flyers and yard signs have been placed at Natural Resources, near the parking entrance for LRRCR employees, and at Aki. There is a large banner placed on M-22 near LRRCR and NGLC entrance. NGLC Administrator working with LRBOI Enrollment department to personally invite all Tribal Member children to attend preschool round up and sign up for enrollment in the fall. • Head Start Preschool Program completed June 10, 2021 • GSRP Preschool Program completed June 30, 2021 • Preschool Classrooms are wrapping up the school year and will be transitioning children to the next level classroom within the building. • File Inspections for the Preschool Programs will begin early July 2021 • The NGLC team continues to monitor the state guidelines, LARA licensing guidelines, LRBOI Executive orders, and Children's Pediatrics of American to update COVID policies within building • The School Aged children have begun a Wigwam on the playground • Conversations continue with LRBOI leadership about action items that need to occur within NGLC on building maintenance and updates • NGLC team continues to work with LRBOI HR to recruit candidates for various positions within the building

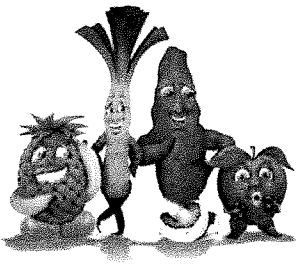
NGLC Inspection	Date	Inspection Due
Fire Inspection for Building	2017	2021 (Every four years)
Fire Equipment Inspection	October 2020	October 2021 (Yearly)
Kitchen Inspection	April 2021	April 2022 (Yearly)
Environmental Inspection	September 2020	September 2021 (Yearly)

NGLC Drills	Dates:	Completed:
Fire Drill (Quarterly)	February 10	Yes
	May 11	Yes
	August 24	

	November 17		
Tornado Drill (April-November)	May 13	Yes	
	October		

NGLC Closures:	
April 23-May 5 (COVID)	May 31-Memorial Day

Food Distribution
Ken LaHaye



Food Distribution Program

June 2021 Monthly Report

Ken LaHaye, Meanie Ceplina, and Chad Gehrke

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

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

Ken LaHaye, Chad Gehrke, and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye, Chad Gehrke, and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for May.

Ken, Chad, and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken and Chad conducted deliveries on 6/15, 6/16, 6/17, and 6/18.

We conducted 31 deliveries.

We received deliveries on 6/10, 6/14, and 6/16.

Ken completed Forklift Trainer Certification on 6/22.

Food Distribution Office is open to the public by appointment only.

Ken and Melanie mailed numerous applications out to potential clients.

June is the last month for the additional bonus packages to participants.

Groundbreaking ceremony 6/3/2021.

3 Meetings

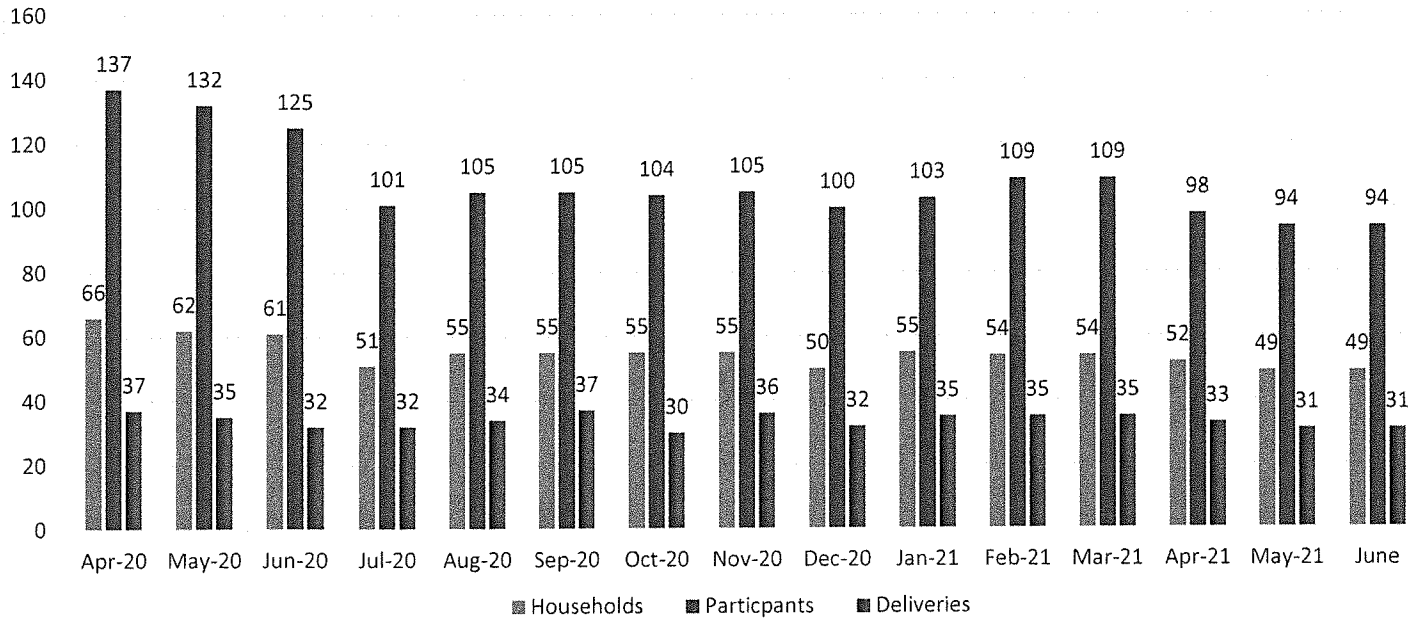
Ken attended FDPIR meeting 6/17.

Ken attended FDPIR operational meeting 6/23.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants
Lyle Dorr

Grants Department Monthly Report

June 2021

Lyle Dorr, Grant Writer

Key:

- New report Item
- ∞ Updated item status from previous report(s)
- ∅ No projects or no updates - a continuation from previous report(s) with no change

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∅ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- ∅ **Participate in Treasury and other CARES/ARP related Consults & Webinars:** Usually 3-5/week. It was the same for CARES when it first came out. Usually by September the weekly participation demand is way down, only 1/week or every other week.

Aki Maadiziwin

- ∅ No current projects.

Clinic:

- ∞ **Update 6/30/21** - Attending various IHS & SMASHA webinars every month to gather information on funding opportunities and COVID-19 related information.

Court:

- **Updated 6/30/21** - Assisting the Justice Center Departments with addressing the HVAC issues remaining in the building. This has transitioned over to Spring M. working through Rusty.

Family Services/ Be-Da-Bin:

- Assisted Shanaviah with her Tribal Council agenda packet for her Family Violence and Prevention grant.
 - Assisted Shanaviah with her Tribal Council agenda packet for her VOCA grant due July 19.
- Food Distribution:**

Food Distribution Center

- ∞ **Helped Ken with his annual program budget application FDPIR** – With the expansion of the program and new building the program will run over \$400k. Due to COVID19 economic impact, we are requesting a waiver on the required 20% match.

Historic Preservation & Language:

∅ No current projects.

Maintenance:

∅ No current projects.

Natural Resources:

∅ No current projects. NR does most of their own grant writing work. I do speak with Frank Beaver monthly.

NextGen Learning Center:

➤ **Evaluated the Greenhouse Project for CARES/ARP fund eligibility.** There are several NextGen projects that Maintenance is putting into their schedule to remediate. Maintenance is working closely with NextGen staff to complete the relatively minor projects.

Public Safety:

∅ No current projects.

Water/Waste/Renewable Energy:

➤ **Attended (along with Gary L. and Diane) an initial kick off meeting with NORESO (Consultant to complete an energy study).** We are preparing for completion of an energy audit through METRA grant funding, which will allow LRBOI to submit for funding of solar/renewable energy projects. NORESO will start their audit process June 7-9. It will likely be a 12 week process to provide a final document.

∞ **Updated 6/30/21 - Applied for a Tribal Energy Development Grant that was due Sept 1. It was for \$ 98,300: (We received notice that we were awarded the EMDP grant to perform a different type of energy audit.)** The audits are underway headed up by Gary Lewis. Once completed, LRBOI will be eligible to apply for renewable energy project funding. Without these audits, we would not be eligible for funding.

Special Projects:

∞ **Updated 6/30/21 - CARES/ARP Expenditure Plan:** Provided Leadership and Council with feedback regarding Member Relief Payments. Collected and moved forward some ideas departments have regarding eligible programs/projects. It will become clear in July how much funding is available.

∞ **Updated 6/30/21 - We are currently waiting on the Treasury to determine how the 2nd American Rescue Plan funds will be allocated to Tribes for Economic Development.**

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: July 8th, 2021

Re: JUNE 2021 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of June 2021. 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.

Forest County Pottawatomi Insurance Department filed 150 claims on behalf of Little River in the amount of \$26,567.82 for third party revenue generation.

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

CLINIC OPERATIONS:

283 patients scheduled

26 patients NO-SHOW to scheduled appointments

9 patients provided SAME DAY appointments for emergent matters**

76 cancelled appointments

190 patients attending CLINIC PHYSICIAN appointments**

32 patients PHONE TRIAGE**

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

65 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JUNE (Total Patient Volume): 578

Diabetic patients: 75

Flu Vaccines: 0

Injections: 22

Moderna Vaccines: 0

Pfizer Vaccines: 0

Nursing Visits: 2 **

On-site Labs: 155

COVID-19 Tests: 1

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,152

DIRECT CALLS TO CLINIC OPERATIONS: 440

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:**JUNE 2021**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 12

TRAVEL HOURS: 30

SERVICE HOURS: 15

NUMBER SERVED: 12

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 154 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 3 (included in number served & clients served)

TRAVEL HOURS: 1

SERVICE HOURS: 1/2

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 31

TOTAL SERVICE HOURS: 15 1/2

TOTAL CLIENTS SERVED: 15

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$75,300

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1,704

TOTAL PRC PAID IN JUNE: \$42,059.83

PHARMACY/OTHER: \$30,962.04

DENTAL: \$10,256.75

TOTAL PATIENTS: 192 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 524

TOTAL CLAIMS ENTERED: 337

TOTAL PRC PAID 2021: \$365,835.66

TOTAL EHAP PAID IN JUNE: \$33,254.69

TOTAL EHAP PAID 2021: \$201,966.38

TOTAL ENROLLED EHAP/LRBOI: 1,358

NEW APPLICATIONS MAILED OR GIVEN: 19

REASSESSMENTS MAILED OR GIVEN: 26

MEDICARE LIKE RATE (MLR) Savings for JUNE 2021

Claims submitted:	22	\$10,035.54 (total submitted)
		<u>-\$2,973.95 (what we paid)</u>
		\$7,061.59 (total savings)

PHARMACY: JUNE 2021

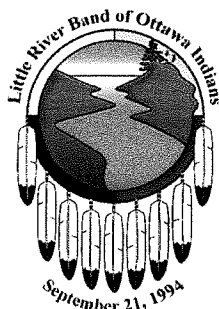
Active patients: 360
Prescriptions filled: 1466

Insurance charges: \$101,458.25
Insurance payments received: \$136,899.59
Non-member cash/copays received: \$387.24

PRC-equivalent write offs:
LRBOI: \$26,158.56
Other Tribes: \$2,181.28
TOTAL: \$28,339.84

Housing

Tara Bailey



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For June 2021

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

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

Lease renewals due during the month: 4

Leases renewed: 6

New leases: 1

Annual Inspections: 0 (Annual inspections on hold still due to COVID-1- These will resume in Sept)

Move-out Inspections: 0

Move outs: 0

Transfers: 0

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

Applications received this month: 3

Total Number of Awards made during the Year: 6

Total Amount of Awards for the Year: \$30,000

The Housing Department has assisted with \$1,789,000 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!

C. The Emergency Rental Assistance Program for LRBOI tribal membership is now open and the Housing Department is accepting applications. Only 6 applications have been received in June. 2 were processed for a total of \$2560 in assistance sent out and 1 application denied.

D. The vacant maintenance position has not been filled as we only received two applicants and neither of them responded to requests for an interview; therefore, the position has been reposted.

E. Chapter 3 of the Housing Regulations has not been approved and it has been requested to bring back to the Housing Commission to do a further review of the Chapter.

F. The Director will be requesting from the Ogema to send an updated data sheet request to HUD regarding tribal membership enrollment to secure additional funding through our annual IHBG formulation due to increase in membership.

G. We have been contacted by Housing Data Systems (HDS) and they have begun the process of building our housing data into their software system, Doorways. This is the first step in Housing getting housing information automated.

H. The excavating on the new housing project has begun at the end of June.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 16
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 1 unit to complete for a move in at this time.
- C. Have requested a quote from Anthony's Landscaping to have additional mulch put in at that playground as it is down about 6 inches.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 78 were rented giving us an occupancy rating of 96%.

- A. Aki has 55 income based rental units of which 53 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 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 8 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

- A. The security camera that is on the pole going up to the AKI community was apparently struck by lightning and needs to be fixed. A purchase order has been completed and work just needs to be scheduled at this time.
- B. Been trying to get Joseph from Wieland Builds to send someone in to complete door repair at the elders complex that is an outstanding item from early 2020.
- C. Housing had a report that one of the lights in the community was "sparking" during a rain storm, this light has been shut down but it seems to have affected about 20 lights at this time. This will be addressed by our electrical company.

VI. Plans for the Future.

- A. Housing Maintenance is currently seeking bids on what it would cost to landscape the area around the elders complex with some additional shrubs and all new grass.
- B. Director did budget modifications on 4 separate IHBG budgets in an attempt to get a couple closed out by the end of this year. This will include the purchase of a new plow truck for maintenance staff.
- C. Working on RFP for maintenance garage addition to building
- D. Working on RFP for the replacement of 12 elders' homes roofs that need to be redone due to age.

VII. Other Information.

The electrical company we work with (C&I Electric) has informed us that the lights that are on the light poles at this time are under warranty and that the company who manufactures them will be replacing all of them. Our 10 year warranty on the lights will then begin again. They are replacing them due to a defect they found in their product.

End of Report
Tara Bailey, Housing Director
July 1, 2021

Human Resources
Jeff Simpkins



Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288
Fax: (231) 398-9101

To: Ogema Romanelli

From: J. Simpkins

Subject: June 2021 HR Department Report

Date: 7/8/21

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 2020 Operational Plan

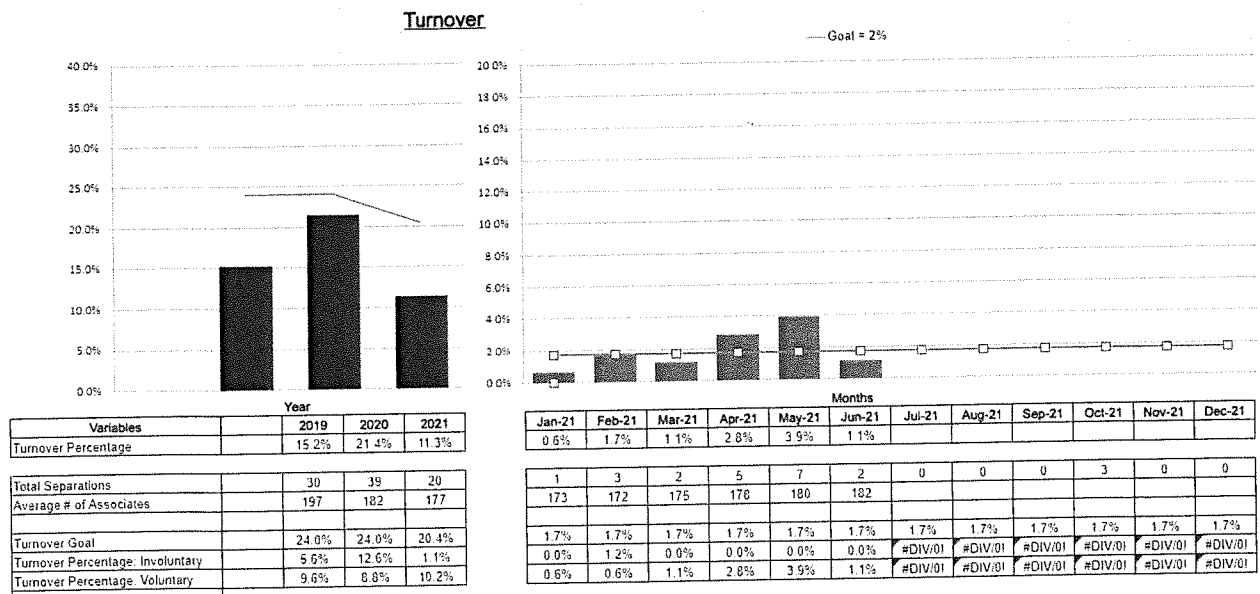
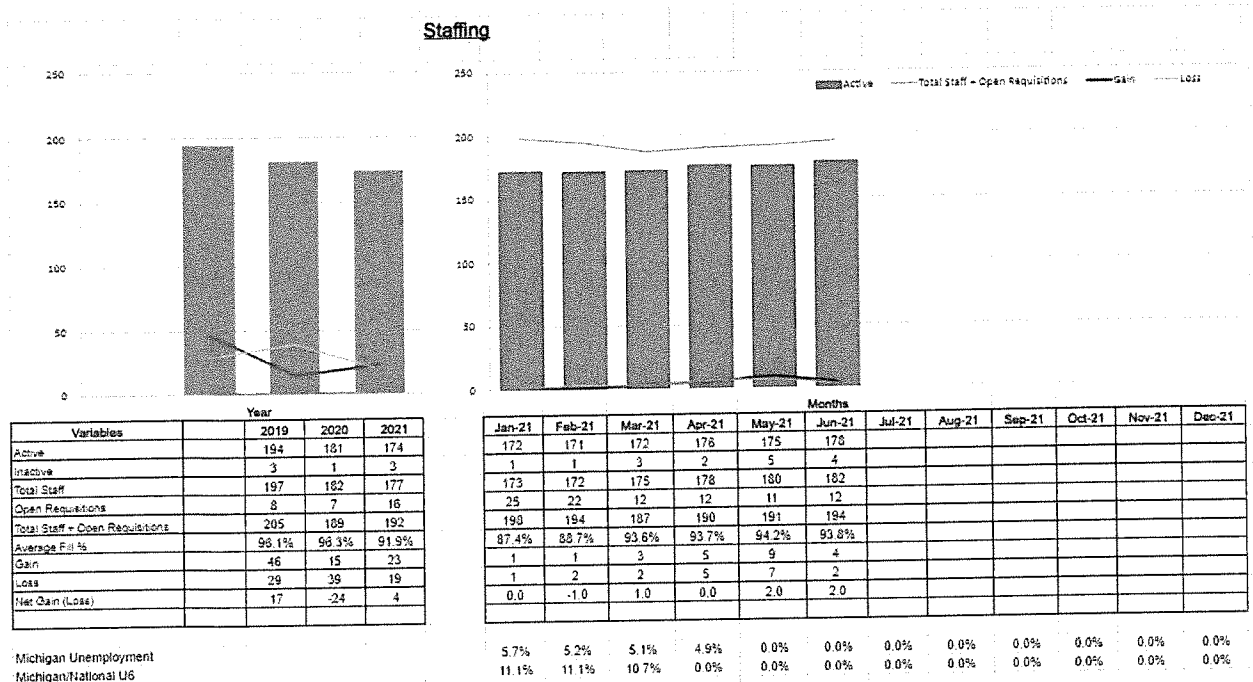
- a) The 2021 Operational Plan started with 64 projects and major tasks. This number increased to 74 in June.
- b) YTD completed 15 projects/major tasks. YTD Completion Rate: 21%

2) Talent Acquisition

a) Talent Acquisition

- i) Month Number of Gains: 4
- ii) Month Number of Tribal Preference Hires: 2
- iii) Number of Requisitions Filled Year to Date: 27
- iv) Number of Gains Year to Date: 21
- v) Number of Applicants Year to Date: 173
- vi) Number of Open Positions: 12
- vii) Turnover Year to Date: 19
- viii) June included continued stabilization of the talent acquisition process. At month's end there were 12 open full-time job requisitions. The focus in June again included candidates rotating from the selection process to on-boarding and orientation. Congratulations hiring managers and Alicia Knapp!
- ix) The HR team of Alicia Knapp and Melinda Smith conducted new hire orientations in 2 consecutive weeks during June. This, plus the back-office requirements necessary for each new hire and separation drives a significant amount of work. We also appreciate the help and collaboration from our teammates in Payroll, Angie Stone and Kari Stuck. Thanks to everyone for working successfully through another high-velocity month!

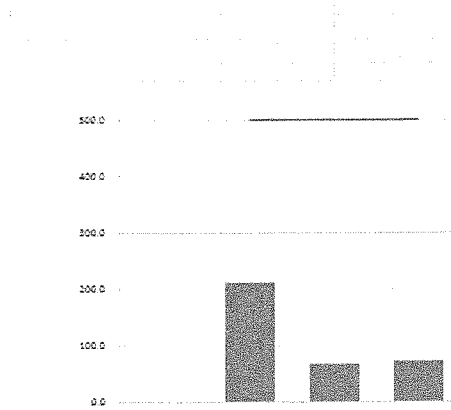
- x) In June we continued experiencing job postings where no applicants were received. We revised some ads in order to better attract applicants. Thanks to Alicia Knapp!
- xi) We also processed several incoming and outgoing elected officials during June, at both Tribal Council and Tribal Court.
- xii) Alicia Knapp helped the Health Clinic hire a temporary to fill-in during the summer months.
- xiii) Worked with SolidCircle to finalize a quote for online employment applications.



3) Talent Development and Relations

- a) Leadership and Team Member Development.

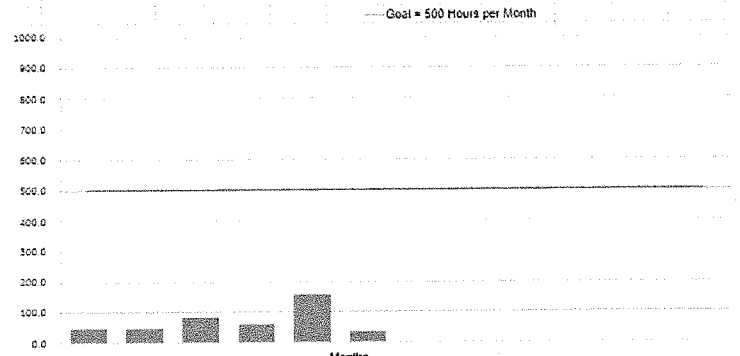
- i) HR assisted the organization and leaders through key issues, including employee communication. The Leadership Roundtable was cancelled due to scheduling issues.
 - ii) Provided additional HR support to the leadership of various departments.
 - iii) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
 - iv) Continued working the 2020 HR Department review cycle in the SABA system. One 2020 performance review remains in-process.
 - v) Continued "The River Resource" publication to help team members stay informed and connected. Began including new hire photos/bios in the newsletter.
 - vi) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
 - vii) Assisted Leadership Roundtable participants in operating the Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Jonathon Robertson and Angie Stone for volunteering to help make a difference! June included the team's second Employee of the Month process and planning for a significant upcoming event. Great job!
 - viii) Assisted Tribal Council with EWS timekeeping training.
 - ix) Assisted IT with information for printing department posters.
- b) HR Department Development Initiatives:
- i) HR Development Events: YTD 3
 - ii) Continued file migration to O365 storage solutions.
 - iii) Continued project to improve HR use of MIP data.
 - iv) Began planning task adjustments for an upcoming team leave.
 - v) The team completed 38% of second quarter goals by the end of June. The team remains slightly ahead of pace for all scheduled work in 2021 at 51%. Nice job Alicia and Mindi!
 - vi) Participated in TIPS Security Officer training
 - vii) We initiated and were granted approval for an HR Intern.
 - viii) Monthly Collaboration lunch with LRCR Organizational Development.
 - ix) Resolved badge process questions.
 - x) Prepared the reception area and coordinated a team of people to help staff the reception desk for the 7/1 Government Center re-opening. Thanks to all who volunteered to help at the reception desk!



Variables		2019	2020	2021
Avg. Training Hours	#DIV/0!	212.1	67.5	72.2
Goal		500	500	500

Orientation		98	22	157
New Employee Training		193	24	0
Training: Position Development		46	33	37
Cross Training/Position Preparation		0	8	5
Leadership Training		1,027	217	121
One on One		132	31	52
Other Training		29	3	0
Safety Training		781	0	9
Mentorship		240	0	0
Total Training Hours	0	2,548	338	433

Training and Development Hours

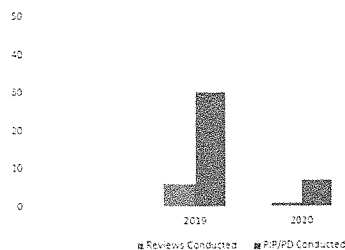


Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
47.0	49.0	84.5	60.0	156.5	36.0	500.0	500.0	500.0	500.0	500.0	500.0

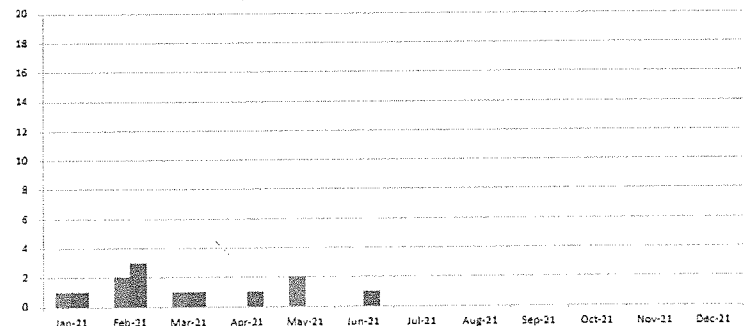
4	8	27	30	84	24						
0	0	0	0	0	0						
10.5	9	2.5	4	81	0						
0	0	8	0	0	0						
28	24	30	18	23	0						
6	8	9	8	9	12						
0	0	0	0	0	0						
0.5	0	8	0	0	0						
0	0	0	0	0	0						
47	49	85	60	157	36	0	0	0	0	0	0

Performance Events (Reviews/PIP)

Performance Events (Reviews/PIP)



Variables		2019	2020	2021
Percent of Staff Receiving Feedback		18%	4%	7%
Reviews Conducted		6	1	6
PIP/DP Conducted		30	7	7
Total Staff		197	182	177

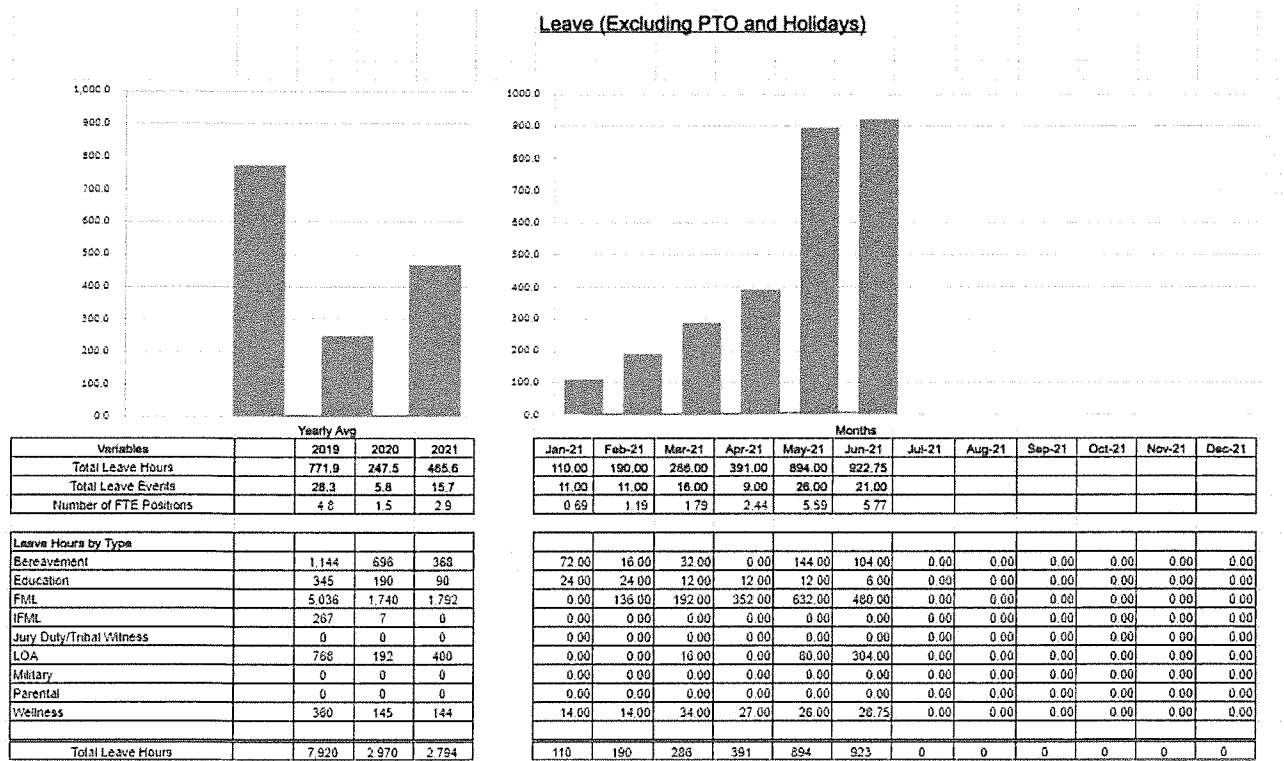


Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
1%	3%	1%	1%	1%	1%						
1	2	1	0	2	0	0	0	0	0	0	0
1	3	1	1	0	1	0	0	0	0	0	0
173	172	175	178	180	182						

4) Benefits and HR Administration

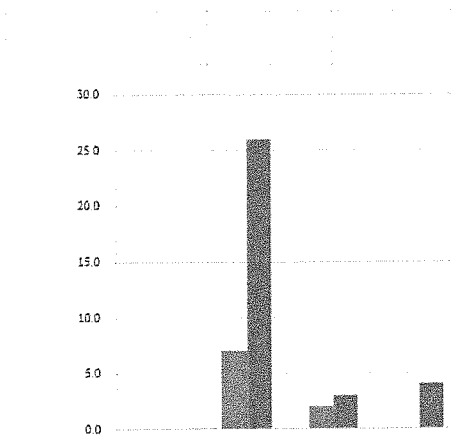
- Continued working to improve benefit processes.
- Benefits Work Priority: 1 – New Hire/Separation Process, 2 – 401k Audit 3 – Insurance Quoting Process, 4 - Assisting Team Members with Benefit Requests
- Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- Continued working the health insurance quoting process.
- Completed the 2021 life/disability insurance quoting process.
- Provided data for the 401k audit. This included significant work preparing the 401k Census and providing supporting documentation. Thanks to Melinda Smith for her help with this project.
- Processed an unusually high number of leave event requests for a third consecutive month.
- Continued the monthly Payroll/HR coordination meetings.
- Continued processing new hire insurance enrollments.

- j) Planned and launched the Bereavement Designation Form update process.
- k) Leave Notes
 - i) Leave hours increased in June for a fifth consecutive month and reached the highest monthly levels since 2019. This month the increase was driven by FML and Leaves of Absence.



5) Safety

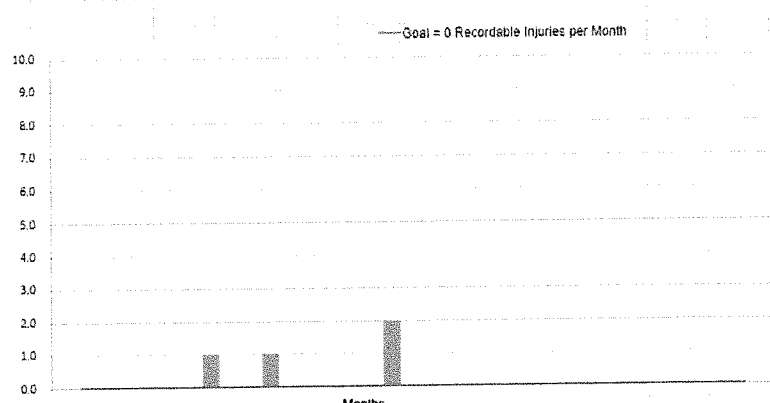
- i) Continued COVID-19 support and tracking.
- ii) Continued meeting with our Loss Prevention consultant on upgrading the LRBOI Safety Plan.
- iii) Recordable Injuries: 0
- iv) Near Miss/1st Aid: 2



Variables	2019	2020	2021
Total Recordable Injuries	7.0	2.0	0.0
Goal			0
Total Near-Miss Incidents	26.0	3.0	4.0

Variables	2019	2020	2021
Strain/Sprain	4	0	0
Laceration	1	1	0
FBE	0	0	0
Fracture	1	1	0
Illness	1	0	0
Other	0	0	1
	0	7	2
			1

Safety (Recordable Injuries and Near-Miss Incidents)



Months	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
Recordable Injuries	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Goal	0.0	0.0	1.0	1.0	0.0	2.0	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	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	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	1	0	0	0	0	0	0	0	0	0	0

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

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

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

CURRENTLY EMPLOYED					
June 2021					
TM	NA	D	S	NP	TOTAL
58	10	12	7	59	146
9	0	1	3	16	29
10	1	0	0	1	12
5	2	0	1	0	8
82	13	13	11	76	195
Prior Month					
58	11	11	7	57	144
9	0	1	3	16	29
10	1	0	0	1	12
4	2	0	1	1	8
81	14	12	11	75	193

Notes on Tribal Preference:

1. June Tribal Preference Employment was 61.0% of total employment. The hiring of 2 Tribal preference candidates was offset by the resignation of 2 Tribal preference employees.
2. Data since June 2019 shows the following:
 - a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
 - i. 2021 Tribal Preference Applications: 25.4%
 - ii. 2020 Tribal Preference Applications: 15.8%
 - iii. 2019 Tribal Preference Applications: 14.1%
 - b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference hires compared to all hires.
 - i. 2021 Tribal Preference Hires: 53.3% (Great job hiring managers!)
 - ii. 2020 Tribal Preference Hires: 33.3%
 - iii. 2019 Tribal Preference Hires: 26.7%

7) Workforce Development

- i) The Tribal Development Team continued operations in June. The team continued working to promote connections and develop an online application system. Thanks team!
- ii) Prepared a Workforce Development piece for publication in the July edition of The Currents.
- iii) Launched GM professional collaboration project with IT. Thanks to George LeVasseur and Drew Jeurink!
- iv) June New Requests for WFD Service: 3
- v) 2021 Total Requests: 20
- vi) 2021 Total Number in Adult Work Experience: 2

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
June 2021

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Configuration of the firewall and the router for the other remote sites continues.
2. Server updates continue as needed every other weekend.
3. Switch replacement project continues.

4. Mandatory IT Projects by order of priority:

- a. June 2021
 - i. Government buildings now open, an appointment is recommended.

5. 280 new IT work orders were opened in June 2021 and 268 IT work orders completed in June 2021.
6. IT Remains severely understaffed and is working diligently to keep up with daily operational demands.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions with contractors upgrading network.

Trainings Held / Attended –

Special Tasks / Activities Performed –Set up Live Stream and Zoom and other interactive sessions for various employees and groups.

Legal Assistance
Mary Witkop

Little River Band of Ottawa Indians
Members Legal Assistance Attorney
Mary K. Witkop
3031 Domres Road
Manistee, MI 49660
231-398-2234

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: July 15, 2021
Re: June 2021 report of activities

Number of tribal members assisted on new issues	89
Number of referrals received	6
Number of continuing cases:	63

Types of legal issues:

Child support	Parenting Time Agreement
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Child Support Arrearages	Conservator - Adult
Trusts	Parenting Time
Life Lease	Social Security
Custody	Adjourn Civil Hearing
Land Division	Automobile Insurance
State Assistance	Fishing Rights
Medical Power of Attorney	Civil Infraction
Civil Case Settlement	LLC
Real Estate – Out of State	Collections
Amend Trust	Limited Power of Attorney - Minor
Power of Attorney	Guardian - Grievance
Change of Custody – Out of State	Employment
Driver's License Re-Examination	Child Protective Services
Estate Planning – Amendments	Garnishment
Guardian - Adult	Delinquent Taxes

Trust Administration
Personal Protection Order
Small Estate
Name Change – Minor
Post-Divorce
Civil
Estate Distribution
Insurance Claim
Probate Estate – Out of State
Sale of Home
Petition and Order for Assignment
Lady Bird Deed
Life Insurance
Change of Custody
Psychiatric Hospital
Adult Guardian – Modify
Show Cause for Contempt
Affidavit of Scrivener’s Error
Abuse Neglect Minor
ADA Accommodations
HIPAA Release
Medical Records
Power of Attorney Agent Duties

Landlord Tenant Issues
Evictions
Prepaid Funeral
Driver’s License
Personal Injury
Custody – Out of State
SSI Appeal
Sale of Real Estate
Minor Guardian – Out of State
Stimulus
Criminal Arraignment
HIPAA Authorization
ICWA
Hospice
Subpoena
Power of Attorney – Acceptance
Civil Appeal
Personal Injury
Living Will
Social Security Disability
Interlock Device
Housing

Sample of Work Performed:

Assisted a tribal member sell their real estate to a relative

Assisted a tribal member get their medical insurance to cover claims that were denied

Assisted a tribal member determine whether they were entitled to ADA protections at work

Assisted a tribal member obtain their deceased’s child’s accounts

Assisted a tribal member adjourn their criminal arraignment

Assisted a tribal member obtain guardianship over their grandchildren when the parents were not properly taking care of them

Members Assistance
Sandra DeVerney (Interim)

Members Assistance Department

June 2021 Departmental Report

Sandra DeVerney – Interim Director

Linda Wissner – 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-18-K28 \$364,000
 - i. Total expensed \$336,889.48
 - ii. Budget remaining 7%
 - iii. 18 total households served with this program.

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

2. Food Assistance Program

- b. Budget \$46,050
- c. Total expensed YTD \$20,500.00
- d. 55% Remaining
- e. 61 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
20	1	1	1	8	3	1	4	3	19

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$17,319.89
- h. 65% Remaining
- i. 20 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	0	0	2	0	0	1	0	10

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$8,822.41
- l. 78% Remaining
- m. 38 total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
15	1	0	0	5	4	2	3	0	8

5. LIHEAP – DHHS Grant Funded Program FY 2021

- a. Total Budget \$176,417
- b. Total expensed to date \$37,560.00
- c. 29 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
15	1	1	0	5	2	0	3	2

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$2,046.00
- f. 80% Remaining
- g. 18 Elders accessing this program to date.

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

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$4664.05
- j. 79% Remaining
- k. 20 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	1	0	0	2	0	0	1	1	5

8. LRBOI Home Repair Program 2021

- l. Total budget \$100,000
- m. Total expensed YTD \$8,762.00
- n. 91% Remaining
- o. 5 members accessed this program to date.

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$218,950.00
- r. 52% Remaining (2 COVID Expensed)
- s. 31 members accessed this program.
- t. Average age at passing is 65.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
0	2	0	1	3	0	1	3	0	21

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 303 Elders enrolled in program.
- w. June invoice \$70,389.55

11. Department Ongoing Activities

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

12. Applications to date

Mailed	Picked up	Emailed	Faxed
165	22	81	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
95	72	43	6	47	56	25	25	12	0

13. Office Visits

- bb. 0 visits for the month

Respectfully submitted,

Sandra DeVerney
Interim-Director

Natural Resources
Frank Beaver



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

**June 2021 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

Vacant

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

Fisheries Division:

Archie Martell - Senior Fisheries Biologist, Fisheries Division Manager

Corey Jerome – Fisheries Biologist, Sturgeon

Barry Weldon – Great Lakes Fisheries Biologist

Vacant – Aquatic/Fisheries Biologist, Inland

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Vacant - Fisheries Technician, Inland

Seasonal Fisheries Technicians – Brooke May, Kristine Gauthier

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
- 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Monthly Reports Completed
- Implementation of Fisheries Division work plans
- Grant Management
- Review State Collector permits/Fisheries Orders.
- Inland Consent Decree Reporting for 2020 Fisheries activities
- Great Lakes Commercial and Subsistence fishing licenses
- PIT tag antenna installation prep
- SABA implementation, staff reviews
- Communications / coordination with Sturgeon Documentary crew
- Lake sturgeon sightings communications
- Member services; USFS Passes, licenses, permits.

- 2007 Consent Decree harvest data exchange
- Coordinated with USFWS Green Bay office for field assistance.
- Lake Michigan Technical Committee, meeting coordination.
- 2020 fishery assessments data management
- Meeting and Presentation preparation for Michigan Artic Grayling Initiative meeting.

Equipment maintenance/Field Work/Lab Work:

- NGLC sturgeon aquarium maintenance
- Water Quality, Bear Creek fisheries Assessment (6/23)
- Lake sturgeon larval drift collection
- Sturgeon SRF operation and care of larval fish
- Great Lakes LWAP fishery assessments
- Vehicle maintenance GSA trucks repair maintenance
- Great Lakes, biodata collection.
- 2021 field season and streamside rearing facility maintenance and operation.
- Great Lakes equipment maintenance and preparation for field season.

Meetings/Training/Travel/Conference Calls

- Consent Decree internal call (6/1)
- NRD Leads Meeting, SABA (6/2)
- NRD Leads Huddle (6/3)
- Consent Decree external call (6/4)
- Tribal Biologist Consent Decree external call (6/4)
- Consent Decree internal call (6/7)
- NRD meeting with accounting (6/7)
- NRD Leads Meeting (6/8)
- Consent Decree external call (6/10)
- Tribal Biologist Consent Decree external call (6/10)
- SABA Evaluation Review (6/15)
- NRD Leads meeting (6/16)
- NRD Leads meeting (6/21)
- Consent Decree internal call (6/21)
- Consent Decree external call (6/22)
- CORA Meeting (6/24)
- BIA GLRI Meeting (6/24)
- June CORA meeting (6/24)
- Consent Decree external call (6/24)
- LRBOI Health Insurance update meeting (6/25)
- NRD Leads Meeting (6/28)
- Annual Michigan Artic Grayling Initiative (MAGI) partnership Meeting (6/29)
- SRF rearing updates phone call (6/30)

Grant used Explain activity # of members served

1050 Sturgeon Program/ Habitat Restoration Program
 4068 BIA Inland Natural Resources
 4086-760/4097/4109 BIA GLRI funding
 4031 Natural Resources Department
 4018 Great Lakes Fisheries Assessment
 4097 BIA Great Lakes Restoration Initiative, Native Species

4137 BIA Great Lakes Restoration Initiative, Native Species
4227 BIA Great Lakes Restoration Initiative, Native Species
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon

Wildlife Program

Bob Sanders – Wildlife Division Manager
Angela Kujawa – Wildlife Biologist
John Grocholski – Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Completed monthly report – June
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2021 hunting permit planning – Ongoing
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations
- Ordered wildlife equipment needed for 2021 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Marten project data entry - on going
- Turtle nest enclosure data entry
- Migratory bird applications processing and data entry
- SABA reporting – monthly occurrence
- Elk and Bear drawing notifications

Equipment Maintenance/Field Work/Lab Work

- Equipment maintenance (Tractors, Skid-steer)
- Cleaned and service wildlife vehicles - monthly occurrence
- Camera deployment for American marten occupancy project
- Camera deployment for American marten exploratory project

- Marten and turtle telemetry
- NLP marten survey picture ID
- Marten Trapping session
- Turtle Trapping (Blanding's, Box, Spotted, Wood)
- Cleaned and organized equipment at Big Blue
- Custer property maintenance
- Turtle nest enclosures project/survey
- Food plot preparation of Tribal properties - Custer property
- Custer property invasive species removal project (phase 1)

Meetings/Training/Travel/Conference Calls

- Weekly Team meeting – 6/01, 6/07, 6/14, 6/21, 6/28
- Work session with counsel – 6/01
- SABA strategic planning meeting – 6/02
- Accounting monthly meeting –
- Native American Fish and Wildlife Conference call – 6/07, 6/22
- GLRI conference call – 6/24
- NRD Leads meeting – 6/03, 6/08, 6/16, 6/21, 6/28
- Natural Resources Commission meeting – 6/12
- Health Insurance update Leadership Roundtable call – 6/25
- Wolf delisting call with CORA – 6/17
- 1:1 meeting's – 6/08, 6/09, 6/22
- SABA self-evaluation review meeting – 6/15
- CWD conference call – 6/14

Environmental Division

Allison Smart –Environmental Division Manager
Corey Wells – Air Quality Specialist
Breanna Knudsen – Brownfield Specialist
Zach Prause - Aquatic Biologist – Water Quality
Alexis DeGabriele– Aquatic Biologist – Wetlands

Environmental Division Capacity Building (IGAP)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA work for 1:1s
- Staff Task List Management
- Team Leadership
- Budget review for PPG and CAA 103 Grants
- Review of Air TAS for 105 and 505
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Final Report for CAA 103 Grant
- Reviewed Budgets for environmental programs
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- Presentation for 2 National Meetings and 2 local meetings

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 6/1, 6/11, 6/14, 6/18, 6/21, 6/25, 6/28
- 1:1 with Staff: 6/1 (x3), 6/2, 6/8, 6/14 (x2), 6/15, 6/16, 6/28 (x3), 6/29
- Program Meetings with Staff: 6/2, 6/14, 6/18
- 1:1 with Supervisor: 6/9, 6/16
- NRD Leadership Huddle: 6/2, 6/3, 6/8, 6/9, 6/16, 6/21, 6/28
- Meeting with Supervisor: 6/8, 6/10, 6/18,
- ATTAINs Meeting: 6/1
- Sensor Meeting Air Quality – USEPA 6/1
- Tribal Council Agenda Review – 6/1, 6/16
- Tribal Council Meeting 6/2
- Line 5 Meeting 6/2
- CHOW 2021 Plenary and Prep: 6/3, 6/8
- RTC Call: 6/9, 6/15
- NMAC Presentation/Call: 6/10
- No Spills Planning Call 6/15
- Treaty Authority Call USEPA 6/15
- MTEG: 6/17
- Trial Run EPA Webinar – Presenter:6/17
- RFP Primacy Meeting Solid Waste Plan: 6/18
- BIA Regional Tribal Wild Rice Call 6/21, 6/28
- Great Lakes IFWC Planning Call 6/22
- Meaningful Public Engagement Webinar – Presenter 6/22
- GLRI Annual Meeting 6/24
- GAP Guidance Meeting 6/24
- USEPA 401 Cert Consultation Kick Off 6/29

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Completed HMRO Edits
- Completed BPO draft and edits
- Completed QAPP draft
- Completed 1855/1836 non-LRBOI Potential BF lists
- Created recommendation for Element 4 for LRBOI

Field Work and Equipment Maintenance

- Custer VII Open Dump and BF Survey

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

- Environmental staff weekly huddles (June 1, 3, 11, 14, 18, 21, 25, 28)
- 1:1 meetings with supervisor (June 1, 15, 28)
- Attended HHW meeting (June 1)
- Sat on monthly Tribal NRDAR call (June 1)
- Attended Tribal staff and EPA meeting re: No-Spills presentations (June 15)
- Presented and attended 4 Elements EPA training (June 22)
- Attended quarterly MTEG virtual (June 17)
- Attended quarterly NMAC virtual (June 10)
- Attended webinar on SPCC for Tribes (June 9)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Mailed zooplankton samples.
- Mailed macroinvertebrate samples.
- June Hydrolab data uploaded to WQX
- Began exploring ATTAINS/AWQMS.
- Began Smith-Root electrofishing training exam..

Field Work and Equipment Maintenance

- Completed water quality sampling.
- Calibrated sondes.
- Dropped WQ boat off for repairs
- E-fishing barge prepped for Bear Creek Survey
- Bear Creek electrofishing survey
- Nutrient Bottles ordered from GLEC for July

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

- 6/1- ATTAINS discussion with Kari
- 6/8- AWQMS call

- 6/8- Environmental Justice and Water Quality data management tools
- 6/9- Attains TMDL entry training
- 6/15- Source Water Protection webinar
- 6/17- MTEG
- 6/21- ATTAINS training
- 6/29- PLWF monthly meeting
- 6/30- 100-Watt Method: protocol for Backpack electrofishing in small streams webinar

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- TEISS Training (ongoing)
- Quality Assurance Fundamentals Training (ongoing)
- Radon Testing Project Outline
- Radon Publication Started
- Ozone data analysis for 2016 and 2017
- Updated Ozone SOP
- Updated PM2.5 SOP
- Updated AMS Shipping & Receiving SOP
- Written Portion of Emissions Inventory Started
- Read PM 2.5 Wiring and Pneumatic Diagrams and Manuals

Field Work and Equipment Maintenance

- Contacted electrician for Underground power line for AMS platform
- Ozone Weekly Audit x5
- PM 2.5 1-5 Audit x3
- AMS Site Checks x9
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGLE for analysis X4

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

- Webinar - Developing a Tribal Indoor Air Quality Program 6/2/21
- MTEG Meeting 6/17/21
- Region 5 Monthly Tribal Air Call, 6/24/21
- NTAA/EPA Air Policy Update Call, 6/24/21

Wetlands (Wild Rice) Program

Administration Reports/Data Entry

- Finalized wetland sampling protocols.
- Finalized 2021 work plan for wetland and wild rice field work.
- Created "Wetland_Digitization_SOP."
- Began draft Invasive Species Spread Prevention protocol/manual for NRD.
- Explored past wild rice GIS data and compiled for NOAA.
- Created Wetland_Delineation web map and transferred data collection to Field Maps app.
- Began reviewing old Wetland Management/Stewardship plan.
- Submitted additional equipment requisitions after field-testing SOPs.

Field Work and Equipment Maintenance

- Devoe parcel: digitized wetland boundary and tested relevé protocol.

- Bialik Rd parcel: digitized wetland boundary.
- Dontz Farm and Dontz B parcels: confirmed wetland absence.
- Wissner 80 parcel: digitized wetland boundary.
- Government Center parcel: digitized wetland boundary.

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

- 6/2/21 Great Lakes TEK Webinar Series.
- 6/7/21 ISN Partner ID Training field day Part 2.
- 6/7/21 Regional Tribal Wild Rice Coordination call.
- 6/16/21 GTRLC Fern Discussion (virtual).
- 6/17/21 Michigan Tribal Environmental Group meeting.
- 6/21/21 Regional Tribal Wild Rice Coordination call.
- 6/22/21 MWRI Monitoring & Restoration Subcommittee meeting.
- 6/28/21 NOAA Lake Michigan/Huron Manoomin Geospatial Committee call.
- 6/28/21 Regional Tribal Wild Rice Coordination call
- 6/30/21 Great Lakes TEK Webinar Series.

Great Lakes Policy Program

Administration//Reports/Data Entry

- Program is Delayed due to 2020 Hiring Freeze all deliverables listed in the GAP section.

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

June 2021

Steve Parsons

Meetings/Conferences/Trainings

- On June 3, 2021, I attended a Director's Meeting conducted by the Omega. During the meeting, the Ogema and his attorney explained the outcome of the Tribal Appellate Court decision regarding the case between the Ogema and the Tribal Council.
- On June 4, 2021, I met with Ken Ockert (of GTEC) at the proposed Tribal Cemetery site in Custer Township. We toured the site and reviewed the general Right-of-Way area of the road network that will be constructed this summer.
- On June 7, 2021, I participated in the monthly Director's conference call to review the Covid-19 situation with the Tribe and in Manistee County. The call was conducted by Brandy Martin, TERT Incident Commander.
- On June 9, 2021, I participated in a virtual public hearing conducted by MDOT regarding the upcoming US-31/M-22 roundabout construction project, scheduled for 2022. The virtual hearing was intended to solicit comment and feedback from the local community.
- On June 18, 2021, I met with the Custer Township Supervisor, Mark Anderson at the proposed Tribal Cemetery site. The purpose of the meeting was to discuss the cemetery construction project and tentatively discuss a road/drive that would connect the existing Custer Cemetery with the Tribal Cemetery once it is completed. Mr. Anderson was open to discussing this and invited me to attend the Custer Township Board meeting on July 19, 2021 to go over this proposal with them.
- On June 19, 2021, I participated in the Tribal Council meeting in order to represent an item regarding the proposed contract with Elmer's Crane & Dozer to make necessary repairs to the Sugar Shack Road.
- On June 23, 2021, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Little Traverse Bay Band and the Sault Ste. Marie Tribe of Chippewa Indians also participated in the meeting.
- On June 24, 2021, I conducted the first meeting of the Cemetery Work Group. This is a group of employees who have volunteered to assist me in identifying infrastructure and landscaping issues at the site and developing a draft of proposed policies and regulations to govern cemetery operation.

Activities/Accomplishments/Updates

- On June 23, 2021, the Planning Department issued building permits for the 5 modular homes that will be constructed at Aki Maadiziwin this summer.
- BIA Roads – 2021 Projects: Some of our 2021 road projects will be moving forward in June 2021. Here is the latest update on those projects.
 - Cemetery Parcel Road Project: Schultz Excavating began clearing the right-of-way for the construction of the road system on the cemetery parcel. There are still a few small trees and stumps that need to be removed. We are hoping to have this done by July 2, 2021. It appears that the road construction project will be completely finished by mid-

August 2021. Also, it was noted earlier in the report that I have made an initial contact with the Custer Township Supervisor regarding a road to connect the Custer Cemetery with the Tribal Cemetery. I will be meeting with the Township Board to discuss this on July 19, 2021.

- Commodities Drive Road Project: The road right-of-way has been marked out, and road construction will begin as soon as the footprint for the new Food Distribution Center has been established. The road project is on the same timeline as the building project, so it is anticipated that the road project will not be completed until sometime in late September 2021.
- Sugar Shack Road Repair: On June 19, 2021, Tribal Council approved a contract with Elmer's Crane & Dozer to replace the failed culvert on the Sugar Shack Road. I am waiting to hear from Elmer's regarding a time when they can schedule the road repair work to begin. It is very likely that this project should be completed by the end of August 2021, if not sooner.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
June-21

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	8
City Assist	9
County Assist	8
Medical Assist	3
MSP Assist	3
Other Calls for Service	
Property Checks	425
Suspicious Person	
Suspicious Situation	10
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	8
Disobeying Stop Sign	2
Driving License Suspended	1
Expired Drivers License	1
Expired License Plate	4
Fleeing & Eluding	
Hit and Run	1
MDOP	2
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	2
Open Intoxicant	
Other Traffic Citation	1
OID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	2
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	16
Unsecured Vehicle	
Verbal Warning	11
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	3
Arrest	10
Assault	1
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	1
Death	2
Disorderly	3
Domestic Disturbance	3
Drive-Off	2
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	1
Fight in Progress	1
Fraud	1
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	2
Intimidation	
Intoxicated Person	
Juvenile Runaway	1
Larceny	3
Liquor Violation	
Minor in Possession	
Missing Person	2
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	1
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	
Property Damage/PIA	8
Public Peace	
Resisting	
Robbery	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	225.75
Alarm	
Attempt to Locate	2
Boat Dock Checks	
Casino Hours	139.5
Civil Standby	1
Community Policing	1
Court Hours	
Death Notification	
Drug Disposal	
Follow-Up Investigations	7
Found Property	2
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	63
Total Reports	63
Training Hours	6
Transport	
Trespassing	1
Tribal Council Meetings	
Vehicle Mileage	3002
Voluntary Missing Adult	

Training/Travel

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
June-21**

Administrative Hours		195.75
Arrest(s)		
Male		
Female		
ATV Patrol Hours		0.5
Assist(s)		13
Assist Hours		18.5
Citation(s)		11
Civil		11
Misdemeanor		
City Assist		1
City Assist Hours		0.5
City Original		
City Original Hours		
Complaints		19
Contacts		124
Court		2
Court Hours		3
Follow-up(s)		1.5
Follow-up Hours		
Federal Citation(s)		
Hours Worked		424
Joint Patrol(s)		2
Marine Time		2.25
Meeting(s)		5
Meeting Hours		14
Paper Service		
Possible Trespass		
PR Activities		2
PR Activities Hours		3.25
Property Checks		133
Snowmobile Patrol Hours		
Training(s)		8
Training Hours		27.5
Vehicle Mileage		2446
Vehicle Stops		23
Verbal Warning(s)		5
Written Warning(s)		6
Training/Travel		

June 8, 2021 Officer Brown attended CPR training at Justice Center.

June 2021 Officer Brown attended K-9 Handler training in Sterling Heights, MI.

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
June-21

Administrative Hours	49.25
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	13
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	4
Hours Worked	312.25
Joint Patrol(s)	
Marine Time	3
Meeting(s)	2
Meeting Hours	5.5
Paper Service	
PR Activities	1
PR Activities Hours	1.5
Snowmobile Patrol Hours	
Training(s)	8
Training Hours	29.5
Vehicle Mileage	2636
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

June 8, 2021 Officer Brown attended CPR training at Justice Center.
June 23-25, 2021 Sgt. Robles and Officer Bruce participated in CORA/LEC Patrol in Munising, MI.
June 2021 Officer Brown attended K-9 Handler training in Sterling Heights, MI.

Tax Office
Valerie Chandler

Tax Department June 2021 Monthly Report

Staff: Valerie Chandler, Tax Officer
Arianne Gray, Tax Department Administrative Assistant

During the month of June 2021, the Tax Department performed the following:

Recurring Duties and Accomplishments:

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Copies of tax forms and RTM verification letters
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for May 2021.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 4 Certificates of Exemption:
 - Purchaser: 1 RTMs 3 Tribe/Entity
 - Purchase Type: 0 Vehicles 4 Construction 0 Recreational Vehicles
9. Reviewed 47 Tribal Member address and/or name changes; 6 required updating of the RTM list and database.
10. Mailed 12 Proof of Residency request letters; processed 0 Proofs of Residency.
11. Processed 6 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
 - New and re-instated RTMs

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

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for July 2021 and provided it to the Trading Post.
8. Reviewed and processed 2,239 Trading Post Motor Fuel and Tobacco Receipts; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for May, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed May 2021 Tribal tax returns which included:
 - Retail Sales Tax (Little River Trading Post and Little River Casino Resort)
 - Food & Beverage Tax (Little River Casino Resort and Sparks BBQ)
 - Lodging & Occupancy Tax

Variable Duties and Accomplishments:

1. Reviewing, editing, and commenting on all Tax Department Ordinances and Regulations for future amendments. Also researching and comparing other Tribes' tax documents for reference.
2. Continued creating and compiling a tax reference guide incorporating all of the tribal tax laws for easier reference.
3. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees.
4. Prepared, facilitated, and posted a video recording on Teams announcing the May Employee of the Month.
5. Issued a Temporary Tribal Business Tax License to Rolling Thunder for the Thunder at the River event in July.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury regarding upcoming Annual Tax Summit meeting.
2. Provided a response to a draft Revenue Administrative Bulletin (RAB) per the State's Tribal Consultation policy.

Little River Trading Post Interactions:

1. Worked with Trading Post Manager to update the pricing of OTP.

Little River Casino Resort Interactions:

1. Corresponded with Finance staff regarding Food & Beverage tax return for Sparks BBQ.
2. Corresponded with Finance staff that were requesting copies previous years' annual tax returns due to a computer malfunction.

Meetings / Trainings Attended During the Month:

1. Tribal Council meetings via Zoom on June 2, 9, 19, and 23, 2021.
2. Employee Recognition Team meetings via Zoom on June 10 and 17, 2021.
3. Directors meeting on June 3, 2021.

Statistics:

Total Registered Resident Tribal Members (RTMs): 257

- Manistee County: 246
- Mason County: 11

Monthly Tax Revenue*:

*May 2021 amounts received in June 2021

- Retail Sales Tax (Little River Trading Post) \$4,284.93
- Retail Sales Tax (Gift Shop) \$1,184.50
- Lodging & Occupancy Tax \$5,654.12
- Food & Beverage Tax (Little River Casino Resort) \$19,483.45
- Food & Beverage Tax (Sparks BBQ) \$552.02

Tax Exempt Savings to Tribal Members (unless noted otherwise):

- Gasoline (includes eligible Government & Resort vehicles): \$5,967.39
- Diesel (includes eligible Government & Resort vehicles): \$296.94
- Cigarettes: \$10,036.48
- Employee (Government & Resort) Discount on Fuel: \$424.25

Tribal Member Tax Exemption Rates ("Discounts") for July 2021*:

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

- Gasoline: \$0.413/gallon
- Diesel: \$0.425/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)

- OTP (Other tobacco products*): 32% of wholesale price
*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
June 2021 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 86 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Participated in Tribal Council meetings via teleconference.
4. Communicated with staff from departments about various items.
5. Continued the meetings via phone conferences regarding NHPA /section 106 Programmatic Agreement MDOT/Tribes/FHWA.
6. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.

7. Met with the Cemetery Work Group to begin process for cemetery development.
8. Met by phone with the Ludington Legacy Park project people.
9. Administered, directed, and supervised all departmental activities.
10. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
11. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
12. Answered questions for Interlochen Radio about new Secretary of interior.

The Language Coordinator accomplished the following during this month

1. Created language lessons and sent them out to students.
2. Taught the lan
3. guage lessons on Friday AM.
4. Produced face book language lessons, edit them and post them.
5. Scheduled a video shoot.
6. Filled out and turned in Bereavement paperwork to H.R.
7. Re-scheduled the class venue because of the tent worms.
8. Keep close contact with our Grant Writer and Jim Sundberg.
9. Trying to work out a schedule with NGLC and Elders.
10. Still working with Interlochen Public Radio, Delta Dental and now Sleeping Bear Tour Co.
11. Continue to do recycling for LRB Pharmacy.
12. Answered Email & calls about language, CD ROMs, camp.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
June 2021, 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.
- Noresco Energy Auditors on-site for audits
- Noresco lighting auditor will be on-site July 12th.

Billing

Fire Suppression	\$8,069.33
Manistee Township Sewer	\$16,306.67
Septage	\$8,211.42
Other	\$79.63
Month Total	\$68,611.67
Yr. to Date Water	\$57,900.34
Yr. to Date Sewer	\$72,339.30
Yr. to Date Irrigation	\$14,365.51
Yr. to Date Fire Suppression	\$48,415.98
Yr. to Date Manistee Township	\$91,166.21
Yr. to Date Septage	\$39,332.70
Other Revenue	\$867.12
Credit	\$0.00
Yr. to Date Total	\$324,387.16

1. Well House Pumping in Gallons

Total Flow Gallons

a. 4,327,265

b. Ave Daily Flow Gallons 144,242

2. Gallons of Treated Wastewater SBR

Influent Gallons

- a. 1,935,603**
- b. Daily Average Gallons 64,520**

Effluent Gallons

- a. 1,992,220**
- b. Daily Average Gallons 66,406**
- c. Waste Sludge Gallons 41,000**

Lagoon

- a. Influent 2,826,653**
- b. Daily Average Gallons 94,222**

3. Septic Sewage

- a. Gallons 136,857**

III. Travel and Trainings

What: Tribal Solar Initiative

Who: Diane Kerr, Gary Lewis

Where: ZOOM

Sponsored by: NAWA

What: Cross Connection

Who: Diane Kerr, Jonathon Robertson, Thomas Sutton, Greg Walters

Where: ZOOM

Sponsored by: EGLE

What: Cemetery Work Group

Who: Gary Lewis

Where: Lodge

Sponsored by: Planning

What: DOE Grant Modifications

Who: Gary Lewis

Where: Zoom

Sponsored by: MTERA

What: Renewable Energy Team Meeting

Who: Various Staff

Where: Lodge

Sponsored by: LRBOI

What: Legal Regulatory Study Varnum LLC

Who: Gary Lewis, Diane Kerr

Where: Zoom

Sponsored by: MTERA

What: MTERA Monthly Board Meeting
Who: Gary Lewis, Diane Kerr
Where: Zoom
Sponsored by: MTERA