

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 *zbr*
Naangwa: Date: April 17, 2018
Maanda Nji: Re: March, 2018 Operations Report

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

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

Larry B. Romanelli

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

TABLE OF CONTENTS

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

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

March, 2018 Department Report

I. Department Overview

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

Finance/Accounting Management:

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

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

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

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. *Projects; AKI (10) Homes, AKI (2) 2018, and Gathering Grounds. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of March.***
 - i. *AKI (10) Housing- None***
 - ii. *AKI (2) 2018 - None***
 - iii. *Gathering Grounds - None***
- 2. *Cash Receipts; Daily cash receipts totaled for the month of March, were, \$451,351.80 the General Fund Operating Account had a total of (261) receipts.***
- 3. *Lead Facilitator –: Working through transition, as position has changed ongoing updates and review of concerns working with current lead, as there were several items that were in active action being considered. Some items ongoing, almost done.***
- 4. *Judgment Trust Account: Final stages of this program information, should be concluding. No Change. This should be final, as I have no information on the status.***
- 5. *Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit prep 2017. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2017.***
- 6. *Audit Prep for 2017 Audit – Ongoing working with Staff Accountant, asset control...***
- 7. *1099MISC. – 2017 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2017. Sending out some of returned 1099MISC as corrected addresses come in. Sent the file into the IRS FIRE website.***

8. **Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks, this is in the final stages of reconciliation as the Casino Resort has taken on the duties.**
9. **BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.**
10. **Tribal Financial Statement Requirements: Due by the 8th of the month.**
 1. **Cash Deposits**
 2. **Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**
 3. **Utilities report – current payments – monthly report of payments.**

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Construction Task Force –Weekly Meeting - Thursday – review - AKI (2) - 2018 Homes, AKI (10) and Gathering Grounds.

Other Meetings

- **Fixed Assets Review – CFO - Office**
- **Per Capita 1099 File – CFO Office**

Duties and Accomplishments –

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

Meetings Held / Attended – Tert

Trainings Held / Attended –

Special Tasks / Activities Performed – Audit Prep

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of April.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received four modifications for the following grants: BIA Government to Government IRR Roads program additional funding in the amount of \$135,080; 2018 IHS Self Governance Compact additional funding in the amount of \$1,258,379; Great Start Readiness Program additional funding in the amount of \$6,992 and 2018 BIA Self Governance Compact additional funding in the amount of \$53,170. Documents were scanned to the electronic folders and originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
12. *There was one new grant awarded in March: Cooperative Law Enforcement Agreement with the USDA Forest Service in the amount of \$2,750 for the time period of 4/1/18-3/31/19.*
13. *Reconciled my cash receipt journal for 2017 to the 2017 SEFA.*
14. *Set up the 2017 SEFA Schedule by entering all the fund numbers, grant names, award numbers, period of grants, CFDA numbers, amount of each award, if there was deferrals or accruals from the prior year those amounts were entered for each grant and entered 2017 federal cash received for each grant.*

Meetings Held/Attended

1. *Met with Steve Wheeler to discuss grant issues on different occasions.*

2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Don MacDonald a few times a week.
5. Met with Jason Cross a few times a week.
6. Attended Lead meetings with Jay, Bill, Larry and Mary on 3/6/18 and 3/13/18.
7. Converse daily with Lyle Dorr (Grant Writer).
8. Met with Larry, Rebecca, Mary, Jay and Bill on 3/6/18.
9. Met with Jason, Holly, Larry, Alicia and Jay on 3/6/18.
10. Attended Directors meeting on 3/8/18.
11. Met with Larry and Don on 3/13/18.
12. Sat in on selection for Intake worker interviews on 3/20/18.
13. Sat in on interviews for the Intake worker on 3/23/18.

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

**Will continue to work on Grant information for the 2017 Audit.*

PAYROLL

Duties and Accomplishments –

1. Processed 625 payroll vouchers/checks through ADP.
2. Verified 30 PAF's this month which included new 3 employee(s), and 4 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 3/2, 3/16 and 3/30.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
7. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.

Meetings Held / Attended –

1. 3/8 – Payroll/Benefits meeting called by the Ogema.
2. 3/8 – Call with Christina from ADP to change out overtime policy and discuss a few outstanding issues.
3. 3/12 & 3/14 – Mutual of Omaha reconciliation with Kathy.
4. 3/22 – HR/EWS demo for MIP.
5. 3/22 – Payroll clerk interview.

Trainings Held / Attended –

1. None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing the ADP system.

5. Completed bi-annual certifications of personnel costs.
6. Processed April 1st per capita payment and completed necessary tax reporting.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Updating employer paid life insurance premiums in ADP as necessary.
2. Training of new Payroll Clerk scheduled to start 4/16/18.

ACCOUNTS PAYABLE

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

Duties and Accomplishments –

1. Keyed in all information into the system for processing and printing checks. Generated checks request for Cintas, AT&T, Pure water Works, and Utility bills. Generated checks for bills, stipends, travel advances, court orders, bereavements, Contract Health, purchase orders, etc. Printed a check register for Contract Health, Education and for Membership Assistance Department. Had checks

signed and stuffed into envelopes for distribution. Afterwards, check request are organized with check stubs to be filed away. Check registers and their transactions are printed out and filed away. Recorded payments received for cash receipts reports.

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Maintain purchase orders, certified, bulk and fed-ex files
2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail
4. Date and distribute invoices & checks
5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail
9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files
13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

Meetings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 3/1-3/30 Covered Tax Officer. Processed tax exemption certificates for Tribal Member vehicle purchases.
2. 3/1 Drafted Snow Removal RFP for Next Generation Learning Center.
3. 3/7-3/8th Processed dispute claim on credit card transactions that were not made on behalf of the Tribe.
4. 3/7 provided employee training on travel regulation.
5. 3/13-14th Notices sent requiring requisitions for contractual services rendered in 2018.

6. 3/13-14th Forwarded leases and contracts now under EDC to EDC and one copy to Accounting.
7. 3/14 established an account with Public Purchase. The company is an online site that streamlines the procurement process by providing an automatic Internet-based vendor bid notification. Eliminating the need for advertising. The registration was free.
8. 3/29 Meet and greet with Roes Pest Service Tech. Provided tour of Gov Center, activated ID card through IT, and provided list of contacts with each building. Meet and greet with De-Ahna, whom will be taking over agreement.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 240 packages.
2. Issued 124 receiving reports.
3. Returned 0 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

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

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

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

Expenditures Update

Total year to date expenditures for the Finance Division for March, 2018, are \$312,725, compared to an annual budget of \$1,216,991. Total expenses for the Finance Division for year to date March, 2018, represented 26% of the total annual budget.

Commodities
Ken LaHaye



Food Distribution Program

March 2018 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

The goal of Food Distribution Department is to serve low income Native American households living on and off the reservation.

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

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

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

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Ken LaHaye submitted department report

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer

Ken LaHaye and Melanie filled food orders

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

Ken LaHaye ordered food for warehouse for April

Ken and Melanie cleaned and reorganized office

Ken LaHaye and Melanie conducted interviews with clients

Ken LaHaye and Melanie certified clients

Ken LaHaye attended QTR phone conference with USDA

Ken LaHaye and Melanie met with Lyle Dorr.

Ken and Melanie had open house for elected official and lead staff.

Ken and Melanie attended Forklift Training

Ken and Melanie created new shopping list for clients

Ken worked on creating new Plan of Operations for the department. This is a continuous project.

Melanie worked on handouts for membership meeting

Ken conducted Melanie's 90 day review.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

March 2018 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 2 students requested Senior Expenses totaling \$230.42. 9 students received LRBOI/JOM activities funding totaling \$1272.70- this increased amount reflects increase of funds available to \$200 per student/year. 1 student received driver's training assistance totaling \$250. 2 students received funding for class ring totaling \$200. 3 students received 12th grade computer funds totaling \$3000.
- Higher Education Scholarship: 4 Higher Education Scholarships were processed for March. Total awards were \$5548, providing assistance to 3 university students and 1 community college student. 3 students were women, 1 student was male.
- College Book Stipend: 5 book stipends were awarded during the month of March totaling \$2000. 1 for being enrolled in 1-3 credits, 1 in 4-8 credits and 3 students received stipends for being enrolled in 9 or more credits.
- Educational Advancement Fund: 1 award was made totaling \$300
- In March we began planning for Earth Day activities for April 18-20, two activities in June, National Doughnut Day and Free Fishing. Also working on planning process for Indian Village Camp for July 12-15th. A snowshoe weaving class was postponed to be rescheduled in late fall of this year. The first Saturday in March was the last day of the Shawl Making Class held in Muskegon.
- **Expense Justification**
 - Activities performed and services rendered fall within budgeted items for the 2018 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

March Monthly Report - 2018

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 2 Applications forms for people seeking membership
- Mailed out: 29 Address change forms
- Created 41 New and Replacement Ids from 03/01/2018 through 03/31/2018
- 235 Addresses changed from 03/01/2018 through 03/31/2018
- Final Rejection Letters: 3
- Final Acceptance Letters: 6
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0

- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 6 Applications received since 03/01/2018
- List Request of membership: Family Services-2, PRC-2, Public Information, Elder's Committee, Member's Assistance, Tribal Council
- Label Request of Membership: Public Information, Tribal Council
- Tribal Members Label/List or Statistical Request: 0
- Statistical Requests: Finance, Clinic
- Department Verifications:
 1. Prosecutor 40
 2. Members Assistance 38
 3. Purchased and Referred Care 64
 4. Family Services 1
 5. Casino 1
 6. Commodities 2
 7. Natural Resources 3
 8. Human Resources 10
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 1 Member passed away for the Burial Fund Money
- Sent out 2 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 4 Tuition Waiver Verifications
- 409 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Enrollment Commission Meeting-March 20th
- Director's Meeting-March 8th
- Credit Card Meeting-March 12th
- U.S. Census Bureau-March 13th

- Total Membership: 4,230
- Total number of Elders: 1,312
- Total number of Adults (18-54): 2,525
- Total number of Minors (0-17): 393
- Total Tribal Members living in:
 - 9 County Area: 1,731
 - Outside 9 County Area: 2,381
 - Michigan: 2,750
 - Outside Michigan: 1,364
 - Undeliverable Addresses: 116

Family Services
Jason Cross

Family Services Department

March 2018 Departmental Report

I. Department Overview:

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

I. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	3
Muskegon	4
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	7

Open Cases.....39

Total number of Tribal members served in open cases: 42

Total number of descendants served in open cases: 7

Total number of individuals served in open cases: 85

Cases Management:

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

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
0	0	0	0	0	0	0	0	0	0
2	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	1
2	0	1	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	2	0	0	0	0	0
0	1	0	1	3	0	0	0	0	4
4	1	1	1	6	0	0	0	0	5

Sandra DeVerney - Case Management

[illegible]

Stephanie Persenaire - Case Management

[illegible]

Amanda McQueen - Case Management

[illegible]

LRBOI Victim Services Program Monthly Report
March 2018

Shanaviah Canales (Muskegon & Manistee)

➤ **Advocacy/Case Management**

- Current Open Cases: (2) New Intake(s): (0) Cases closed (2)
 - Provided: utilities, transportation, legal assistance, judicial advocacy, and transitional housing.
- Attended (0) court hearing
- Had (6) client face to face meetings; (1) transports

➤ **Collaboration Efforts**

- Meet w/AmeriCorps 3/7
- MDVSART meeting 3/12
- LRBOI VSP TF meeting 3/13
- Muskegon DV TF meeting 3/28

➤ **Travel & Training**

- MCOLES Strangulation & Suffocation training 3/14

➤ **Outreach/Education**

- Manistee Catholic Central Meeting/Healthy Relationship 3/8
- Manistee Business & Career Expo 3/15

➤ **Grants**

- N/A

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current Open Cases: (2) New Intake(s), (1) Cases closed, (2)
- Provided: Ed. Material, Transportation assistance, and Legal Assistance Services
- Attended (1) court hearing
- Had (7) client face to face meetings

Outreach

- 3/29 Every Women's Place Muskegon w/Melissa Bushen DV/SA Advocate
- 3/07 Women in Transition Ottawa co.
- 3/29 Melissa Dohm Speaker for October 2018

Training

- VAT hours: 35
- Institute for Native Justice: 6.5 hours
- 3/14 Strangulation & Suffocation Manistee
- 3/14 Dating Abuse: Tools for Talking to Teens Children's Advocacy Center Holland
- 3/27 New Hire Orientation

Webinars

- 3/20 Coercive Control in Abusive Relationships, Part 1: A Basic Skill for LGBTQ DV Advocacy
- 3/20 10-Yr Study of the Impact of IPV Primary Aggressor Laws on Single and Dual Arrest
- 3/30 Case Management Approaches to support trafficked victim's survivors of DV & SA

- 3/30 Domestic Violence, Mental health, and substance Abuse
- 3/30 Campus Sexual Assault: What clinicians need to know
- 3/30 Trauma informed Approaches to building Affirming for LGBTQ & youth

Collaboration

- 3/01 Oceana's Home Partnership in Hart
- 3/2 Mason, Lake, Oceana DV monthly meeting
- 3/06 Newaygo Task Force
- 3/15 Muskegon Case Managers Meeting
- 3/20 Ottawa Co Child Advocacy Center
- 3/22 Muskegon CPS FTM
-

Charlotte Campbell (Manistee Victim Advocate)

Advocacy/Case Management

- Current Open Cases: (2) New Intake(s) (1) Cases closed
- Provided: transportation, assisted clients with appointments, and ed. material, and referrals to community resources.
- (4) face to face; (3) transports

Collaborative Meetings

- 3/2 Mason, Lake, and Oceana Co. DV Meeting
- 3/6 Manistee HSCB meeting
- 3/12 MDVSART, Sheriff Dept.
- 3/13 LRBOI Victim Service Program, Tribal Justice Center

Trainings

- 3/3 Opioid Overdose Prevention Strategies
- 3/7 LRBOI purchasing dept. travel and training regulations
- 3/14 MCOLES Strangulation & Suffocation training
- 3/15 Webinar Neurobiology of Sexual Assault
- 3/15-3/29 (15) Victim Assistance Training Online/Webinars

Next Generation Learning Center

Enrollment Statistics:

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

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

5 Families have received full time employment since the opening of NGLC	22 Children are receiving Child Development and Care Subsidy (CDC) from MDE	2 children have received a Childcare scholarship from Great Start Collaborative of Manistee Co. 2 children are receiving a scholarship from an anonymous donor	NLGC currently has a wait list of 41 children between the ages of 0-12.	WSCC students were participating within the building at total of 61 hours during March
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Current Center Happenings:

- Michigan Works will begin to be within the center on Wednesdays as a satellite location
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning
- MSU Extension works with Preschools on Tuesday and Thursdays to teach healthy eating habits; once a month hold literacy training for Early Childhood Professionals in the area
- Children have begun planting in our greenhouse
- Our Parent Advisory Committee is fully assembled and has started to plan events for the center-they are currently working on NGLC’s first birthday celebration
- Eight children currently receive Early On (early intervention special education) or MISD special education services while attending NGLC-2 children receive ABA Therapy for Children with Autism.
- 2 WSCC students have begun their practicum within the center, one student in infant and another in preschool. Multiple students are in on a weekly basis to observe classrooms.
- NGLC is currently seeking an In-Take Specialist
- NGLC is currently seeking individuals to join a “sub pool” for substitute teachers
- Holly spoke to students at FSU about NGLC and the philosophy
- NGLC participated in the Business EXPO, and Manistee Area Health Fair

Upcoming Events:

- Date TBA: GSRP Preschool Program Audit/Visit
- April 10: MSU Extension to hold Literacy Training at NGLC
- April 10: Next Parent Advisory Committee Meeting
- April 11: NGLC closing at 5:00p
- April 12-13: NGLC closed for staff to attend MiAEYC Training in Grand Rapids
April 13: Manistee Area Early Childhood Luncheon

Service Log Month View March 2018

Total members visited for services: 28

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

Services sought: (A)ppointments – 1 (S)end docs – 11
 (N)otary – 4 (R)ecieve docs – 15
 (G)eneral inquiries – 5 (C)opy docs – 2

Comments:

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

Departmental Monthly Events & Needs

Meetings:

Youth Probation – 3/1/2018

HSCB – 3/6/2018

Road Projects – 3/9/18

Kellogg end of year report – 3/12/18

Chamber Tribal Day – 3/21/18

211 Meeting – 3/29/18

Travel and Trainings:

None

Court

LRBOI – 5

Mason County - 1

Muskegon County - 2

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Lyle Dorr

Grants Department Monthly Report

March 2018

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

- Have written Grant.gov policies and procedures for changes that will be coming in late April. Will bring these to the Ogema and Council for review and approval.
- Reviewing policies and procedures for Michigan E-grants system. It is similar to Grants.gov, but more cumbersome to use. Again, should have a final product out for approval in April.
- Have been checking in with the various department heads to find out their funding needs and assist with logistic issues when funding is not primary at this time for a project. **Example:** Solar Farm Brief researching the potential for seeking a \$1,000,000 grant for a renewable energy infrastructure project. Though too late for this year, it will come around again next year, and if we have the pieces in place, we may be able to access it next year at this time.
- Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government that are a fit for Little River.

Be-Da-Bin:

- **Assisted Dottie:** Modification to 2017 Opioid budget and narrative due to increase cost of Opioid Summit coming in April.

No other current need. Reviewed a couple possible grants that SuJean sent through, but they were not appropriate for submission. Our populations were not large enough no did we have the staffing structure (minimum requirement 4 staff role identified).

Court:

- ❖ **Installment of external video cameras:** From the work last month I was able to coordinate between Deb Miller and George L. on cameras for the outside of the Justice Center (no grant money needed due to low cost), George announced in the supervisors meeting that he would additionally be setting security cameras at Aki.
- ◇ **Working with Shayne and others** to coordinate going to a Tribal Action Plan Development Workshop in South Carolina (early May) that may lead to Justice Center Funding. Will know more at that time and report on it in May.

EDC:

- ❖ Though not working directly with Tom on funding (per Steve Wheeler as I am employed by the Tribe for grant writing and EDC is a separate entity), we have communicated back and forth as we have seen funding opportunities for housing and/or the Ayaa and InTerra products.

Family Services:

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

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

- ❖ **HVAC for Children's Day Care Center:** After having another technician look at the HVAC system, he was told that it the units were fine and that only the programming of the wall units and duct work needed to be done for around \$3,000 vs. the \$50,000 another vendor told him. **(No grant needed now)**
- ◇ **Creation of a unified member services database:** Intended for Tribal members who receive family and mental health services, the system would confidentially within the tribe allow a services Navigator to follow-up with members to insure they are getting their needs met, making necessary appointments, overcome barriers that may be hindering them from attaining self-sufficiency. Funding for this is not a primary focus at this time, but an adjunct to other funding that I am seeking. Added benefits would be to collect data and provide statics when applying for other grants. The data would illustrate both need and/or success of programming providing funding sources with justification for funding.
- ❖ Jason has gotten permission from the owner of the TTS program to create our own database through a vendor of our choosing. Marcella Willison will then have access to the anonyms data gathered.

Food Distribution:

- ❖ **Food Distribution Facility:** (Long Range goal) Currently, Ken and Melanie are successfully working to increase capacity in the Food Distribution Program. As the number of participants increases, and the food delivery van reaches more elders and home bound members in the 13-county area, they would like to promote more of a grocery store feel and engage members to come into the center and directly select their own foods. They would also like a kitchen area where members could be taught how to prepare certain foods that are available through the program and thereby increase there by utilization of nutritious foods. The current facility is not conducive to these concepts at this time. Due to FDA requirements they need to have the food on hand for 3 months to feed those in the program, so as they approach service 50 families (their first goal for 2018) they will reach the capacity for their current location. It is believed that in time with proven engagement of qualified program members, the value of this can be proven to Council. Secondly, it is believed that we should be able to secure funding for most of the cost of the new facility.

Historic Preservation:

Language Preservation Conference: I forwarded Kenny and conference notice for a day training with other Tribal Language teaches across the nation. He had not heard of it and would consider it.

Natural Resources:

- I have been working with Frank and staff to explore the potential for a cost effective relocation of Natural Resources for multiple reasons. No solution has been found to date. The potential for the Marine Repair site on East M-55 just past East Lake Rd. was not viable for a couple of reasons though it was a nice facility at a good price.
- It would help to get NR out of Big Blue in order to work on a rehab project for Public Safety of Blue to use as a training site. There is funding to do this and there would be a great reduction in utility cost for do this verses continue using it for Maintenance and NR.

Public Safety:

- ❖ **Enhanced shooting range:** Robert would like to get lighting for the shooting range as well as get laser tracked shooting equipment to more realistically train Tribal and other local law enforcement agency staff under different circumstances. Note: We may look into solar for the range lighting which may be very cost effective.

Maintenance:

- I have met with Jay, DeAhna, and Rusty to explore the potential for a cost effective relocation of Natural Resources for multiple reasons. This again fits in with the need to get Big Blue emptied in order to rehab it for Public Safety law enforcement training purposes. We are in the early stages, no solution has been found to date to present to the Ogema and Council.

Note: Current electric costs for Blue which houses two people is running \$23,000/yr. to operate.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

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

Date: April 5, 2018

Re: MARCH 2018 Report of Activity – Tribal Health Services

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

March 5, 2018- Be Da Bin hosted a Harm Reduction Training for the community at The Lodge with 26 people in attendance.

March 6, 2018 – Gina Dahlke, PRC/EHAP Supervisor, and Janice Grant, Clinic Supervisor, attended a meeting with Linda Hook from 44 North to discuss pharmacy and billing issues regarding the Medicare supplement and Prescription policies for the elders.

March 13, 2018- Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition (SAPC) meeting.

March 19, 2018 – Shawn Shepard joined the Health Services Staff as Community Health Representative.

March 21, 2018 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, and Gina Dahlke, PRC/EHAP Supervisor participated in a telephone conference with Forest County Potawatomi Insurance Department to discuss third party billing, Medicare Like Rates, and 506 Recovery.

March 20, 2018- Be Da Bin Hosted the Traditional Healer to see clientele.

March 22, 2018 Indian Health Services Staff from the Rhinelander Office conducted their annual facility inspection accompanied by Director of Health Services, Don MacDonald. Copy of the report once completed will be provided to Health & Human Services Lead Tammy Burmeister for distribution to Tribal Leadership.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, has been working a lot on the upcoming Regional Opioid Symposium/Summit scheduled for April 5, 2018. She is the lead on this all day conference. She has attended meetings this month for SAPC, Northern Michigan Recovery Residences, meetings for the Symposium/Summit, SEA (Substance Education & Awareness), and phone meetings for the closing of the ATR IV Grant. Sujean Drake, Mental Health Counselor-part time contractual, is working with our tele-psychiatry program and grant. She attended the SAPC meeting. Krystal Davis, Intake Worker, has left her position this month, in Be Da Bin to another position in the Tribal Clinic. She did work with the Traditional Healer this month.

Community Health Representatives Teresa Johnson and Shawn Shepard are completing the On-line CHR Basic Training Course offered by Indian Health Service. This course used to require the CHR to travel and attend this two week course. Now offered on-line and can be performed as time requires.

Shawn Shepard, CHR has been shadowing Teresa Johnson, CHR on home visits and transports as a teaching tool for her position.

Forest County Potawatomi Insurance Department filed 158 claims on behalf of Little River in the amount of \$32,745.72 for Third Party Revenue generation.

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

CLINIC OPERATIONS:

234 patients scheduled

17 patients NO-SHOW to scheduled appointments

06 patients provided SAME DAY appointments for emergent matters**

74 cancelled appointments

149 patients attending CLINIC PHYSICIAN appointments**

24 patients PHONE TRIAGE**

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

52 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MARCH (Total Patient Volume): 434

Diabetic patients: 68
Flu Vaccines: 01
Injections: 03
Nursing Visits: 04 **
On-site Labs: 147

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,522

DIRECT CALLS TO CLINIC OPERATIONS: 365

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 776

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDENCY COUNSELOR:

18/10 INDIVIDUAL/RECOVERY CLIENTS (some pending discharge)

171 CLIENT CONTACTS FOR SERVICES

194 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 228

MENTAL HEALTH COUNSELOR:

22 INDIVIDUAL CLIENTS

48 CLIENT CONTACTS FOR SERVICES

60 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 48

INTAKE WORKER: Krystal Davis went to another position this month.

CLIENT CONTACT FOR SERVICES

ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICES DELIVERY:

TRADITIONAL HEALING: 9 INDIVIDUAL CLIENT CONTACTS

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 19

TRAVEL HOURS: 64

SERVICE HOURS: 21

NUMBER SERVED: 21

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management: Activity time: 40 hours

COMMUNITY VISITS: 05 Activity Time: 8 hours

HOME VISITS: 06 Activity Time: 8 hours

TELEPHONE: 16 Activity Time: 45 minutes

TRAVEL HOURS: 03

SERVICE HOURS: 18

NUMBER SERVED: 15

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

PHONE CONTACTS: 14

TOTAL CLIENTS SERVED: 36

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 211,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1846

TOTAL PRC PAID IN MARCH: \$ 150,915.64

PHARMACY/OTHER: \$ 37,392.75

DENTAL: \$ 19,692.70

TOTAL PATIENTS: 227 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 574

TOTAL CLAIMS ENTERED: 552

TOTAL PRC PAID 2018: \$ 350,430.54

TOTAL EHAP PAID IN MARCH: \$ 60,293.41

TOTAL EHAP PAID 2018: \$ 110,392.34

TOTAL ENROLLED EHAP/LRBOI: 1294

MEDICARE LIKE RATE (MLR) Savings for MARCH 2018

Claims submitted:	46	\$ 168,321.42 (total submitted)
		<u>-\$ 42,390.22 (what we paid)</u>
		\$ 125,931.20 (total savings)

PATIENT BENEFIT COORDINATORS: MARCH 2018

New Applications mailed or given: 17

Reassessments mailed or given: 44

Enrollment Verifications: 28

Certified Mailings: 47

Assisted with on-line applications: 1

Webinars/Trainings: 2

Phone calls: 287

Patient Registration: Performing this function daily since 3-19-18.

PHARMACY

Active patients: 207

Prescriptions filled: 728

Insurance charges: \$7,759.08

Insurance payments: \$61,454.90

PRC-equivalent write offs:

LRBOI: \$18,128.86

Other Tribes: \$936.85

Total: \$19,065.71

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive
Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For March 2018

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Grants Clerk

Jim Stuck – Housing Maintenance Technician

Steven (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.** The Housing Department completed the rental of the two Aki 10 units turned over to us in January 2018 in March so they are now all occupied.
- B.** The Construction Task Force is moving forward with the construction of two four bedroom Fair Market rentals at Aki. The contractor has asked the Housing Department for lot recommendations and we have recommended lots 51 and 52. I will propose our lot recommendations to the Housing Commission for their approval at their monthly meeting on Thursday April 5, 2018.
- C.** The Housing Department has been attending meetings with Tom St Dennis, Marcella Leusby and Travois Architects on the planning for an Elders Apartment complex at Aki. Please see attachment #1 as to the plan to date.
- D.** The Housing Department mailed the new Chapter 5 to the Housing Department Tenants on March 16, 2018 so they should be up to date on all changes to the Housing Regulations to date.
- E.** Tribal Council approved our 2017 Annual Performance Report, APR, for submission to HUD. The Report was submitted electronically to HUD on March 27, 2018 as it was due no later than March 30, 2018.

- F. I met with Ron Stroup, Timber Run Construction, and together we reviewed the remaining vacant lots in Phase I of the Aki maadiziwin Development for the construction of two new four bedroom Fair Market rentals. We reviewed lots 22, 51 and 52 and determined lot 22 was too small for the four bedroom floor plan. We were able to determine lots 51 and 52 to be of adequate size for the four bedroom units. He agreed to construct them as reverse images of the floor plan so they would not look identical from the street since they are side by side.

We also discussed Timber Run Construction to price the landscaping for the Aki 10 Fair Market units that he built last year. Landscaping was not included in his scope of work for the Aki 10. We felt now would be an opportune time to add this to his scope of work as he has also provided pricing to the Construction Task Force for the construction of the two four bedroom Fair Market rentals at Aki. The timing would be good as he will have to mobilize heavy equipment on site for the stripping of topsoil and excavation of the basements for the new units. Therefore the equipment will be on site for landscaping the Aki 10. I showed him where there is topsoil available at the Aki Community Center site and therefore he will not have to purchase any for the landscaping work.

- G. The Housing Department hired another Maintenance Technician, Matthew Alexander, so now we are back to full strength.
- H. During the month the Department performed the following activities.
 - Lease renewals due during the month: 7
 - Leases renewed: 8
 - New leases: 2
 - Annual Inspections: 7
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- I. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2018 in the amount of \$75,000.
 - Applications received this month: 2
 - Number of Awards made during the month: 2
 - Amount of Awards made for the Month: \$10,000.00
 - Total Number of Awards made during the Year: 4
 - Total Amount of Awards for the Year: \$19,316.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 6
- B. Termination Notice(s) issued: 5
- C. Notice(s) to Vacate or Renew: 2
- D. Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 67 rental units in total of which all 62 were rented giving us an occupancy rating of 93%.

- A. Aki has 45 income based rental units of which 42 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low income family rental units and 25 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
- B. Aki has 22 Fair Market rentals and 20 are rented.

V. Significant Problems and Accomplishments.

- A. The Housing Department has encountered more move outs in the last 3 months than usual, which has been partially caused by the Transfer of Income Based residents to the new Aki 10 Fair Market rentals. Unfortunately the transfers were occurring during our worst months for snow removal and the Housing Department lost one of our Maintenance Technicians. Due to a combination of these factors we are working to get back to 100% occupancy. In March we hired another Maintenance Technician and now that we are past the snow removal months we expect to catch up on our preparation of the empty units for rental. Most of the time we are finding we are repainting the entire rental unit as they have not been painted for years and when they are vacant it is the best time for us to get it done, however it is time consuming and takes longer for us to turn over the units.

VI. Plans for the Future.

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

VII. Other Information

- A. None

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

Attachments: Elders Apartments information, attachment #1
March 2018 daily maintenance log, attachment #2

Cc: file

Human Resources
Vacant a director

HUMAN RESOURCES DEPARTMENT

March 2018 MONTHLY REPORT

Hiring/Recruiting March 2018:

In March the Tribe had Five (5) open positions posted most will be filled in April, Two (2) were reposted, four (4) employees termed (3-TM and 1 TD) and three (3) offers were made (2-TM and 1-TS) from previous month's postings and were filled. All recruiting is in accordance with Ordinance #11-600-02. Recruiting is facilitated with electronic information on the Tribal Website, Michigan Works and organizations specific to the position. The tribe has utilized Indeed, MI Talent, Casino Careers and others coordinated with the Department Leaders. Currently only the Comptroller General, Background Investigator and HR Director positions have been open 60 days or more.

Human Resources Statistical Reporting:

The tribal demographics is still above 50% of Tribal Members employed and around 65% inclusive of Tribal Descendent and Native Americans. Tribal Leadership is 59% Tribal Members.

Demographics information is given to the Bureau of Labor Statistics monthly, information given is usually limited to Total employees of organization, reasons for large changes in employees numbers (+ or -) and how many women are employed in the organization.

Training

HR met with Israel, Austin and Lee from the casino back in November to discuss the opportunity to build a database of information that will be utilized for Department Leaders, HR Staff, and the Ogema. Information, once entered in the set up phase, will include

- Employees job title, performance, and development
- Reports utilizing the information entered to review staffing, development, and preference.
- Training for jobs and enhancement in leadership skills, CEU's for professionals, safety, etc.
- Discipline actions (Electronically coordinated to each respective person involved in the action)
- Employee Evaluations- The database provides tools to develop evaluations based on performance, 90-day evaluations, 360 Degree Evaluations from surrounding peers, team projects, and leadership.
- The Casino is offering the database with training to both employees and leaders, assistance to IT in set up, and ongoing help as needed.
- All this at no cost to the Tribe.

HR is currently building an Excel database with the information that will be utilized to set up the data base. **This is currently on hold and HR is hoping to renew this effort for implementation in the future.**

New Hire Orientation

New Hire Orientation for March was Tuesday the 27th; we had 6 (six) new employees attend. The New Hire Orientation was implemented to provide the new employees with the tools needed to understand their role with the Tribal Government. The orientation began at 8AM and ended after a pizza lunch at 1PM. The general set up was:

1. Introduction
2. Employee Handbook policy and procedures
3. Department Structure and contact information for their reports to.
4. Job Description and performance expectations.
5. Complete their benefits documentation
6. Tribal History
7. IT set up to begin their services
8. Short tour and meeting other department's staff.
9. Set up time keeping access and review attendance policy.

We look forward to providing the right information for the new hire to succeed.

Policy Updates

Unified Legal is fine-tuning the HR forms to be in line with the policies in the new Manual. Many have already have replaced the old ones on the L-drive. HR has received back most of the receipts for the New Manuals. HR will be sending emails out when all the new forms are on the L-drive for use.

Salary.com

The Wage Structure is the current tool the tribe utilizes to gage compensation for positions. The ranking method of evaluating are arranged from highest to lowest in order of their value or merit to the tribe is based on judgement of skills, effort (physical and mental), responsibility (supervisory and fiscal), and working conditions. We are still trying getting this to move forward in hope to utilize soon. HR has just received contact information and will be contacting our company representative soon and give update in April Monthly Report

Salary.com is a software system that evaluates the market compensation that can be tailored to specific geographic regions, attributes per position and size of an organization. The information would be utilized to compare the tribes current wage structure and provide factual comparison for salary negotiations based on applicant's skills.

Benefits

The Unum benefit was at the end of 2017. AFLAC was and will be available to sign up again soon due to the fact many employees were not aware that this did happen. Employees will be notified when this will happen to make appointments with the AFLAC Representatives. HR is hoping for 2nd week in May. TBA

Benefit reconciliation is ongoing; the hope is it will be caught up to the current month, quarter, year depending on the benefit and reports needed.

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
March2018

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Moving SOPHOS End Point Protection Software to the Cloud to update mobile devices automatically. Roll out is continuing through April and into May.
2. Implementing Mobile Device Manager software. System testing is now continuing.
3. Re-Configuration of Logging and Event Manager Software completed.
4. 232 new IT work orders were opened in March 2018 and 233 IT work orders were completed in March 2018.
5. Disk space project continues with analysis of quotes for the upgrade and replacement of the SAN.

Meetings Held / Attended –

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

Trainings Held / Attended –

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

Special Tasks / Activities Performed –

4. Upgrade of video surveillance at the Justice Center continues.
5. Wireless and security upgrades for NGLC scheduled for April.

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: April 3, 2018
Re: March 2018 report of activities

Number of tribal members assisted on new issues 99

Number of referrals received 3

Number of continuing cases: 68

Types of legal issues:

Child support	Change of Custody
Probate Estate	Mobile Home Sale
Divorce	Real Estate
Estate Recovery	Residential Lease
Small Estate	Living Will
Wills	Driver's License
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Amend Trust
Medical Power of Attorney	Amend Estate Planning Documents
Codicil of Will	Parenting Time
Trusts	General Civil
Adoption	Revocation of Power of Attorney
Real Estate Liens	Supervised Parenting Time
FOIA	Modify Minor Guardian
Landlord – Tenant Issues	Guardian – Adult
Income Taxes	OUIL
Guardian – Minor	Administration of Trust
Contest Guardian Adult	Limited Power of Attorney - Minor
Trademark	Employment
Child Support Arrearages and Taxes	Medical Marijuana
Medicare Part B	Criminal

Garnishment
Conservator – Adult
SSA Representative Payee
Business
Bankruptcy and Per Capita
Grand Parent Visitation
Employer Identification Number
Mortgage Escrow
Pay Off Land Contract
Driver's License Appeal Hearing
Section 8 Housing
Past Due Income Taxes
Land Contract
QDRO
Adoption by Guardian
Fraudulent Use of Personal Information
Lemon Law

Debt Consolidation
Medicaid
LLC
Funeral Designee
Abuse/Neglect – Minor
Land Contract Forfeiture
Release
Bankruptcy
Bullying in High School
Legal Separation
Personal Protection Order
Social Security
Mortgages
Name Change of Minor
Lady Bird Deed
Social Security Number – Minor
Juvenile Criminal

Viewed webinar on Fraud and Identity Theft in Michigan

Sample of Work Performed:

Assisted a tribal member establish an LLC for their business

Assisted a tribal member contest a petition for guardianship that was filed against them

Assisted a tribal member determine what bills needed to be paid and did not need to be paid after death of spouse

Assisted a tribal member obtain a guardianship and conservatorship over a family member whose memory was failing due to health issues

Assisted a tribal member close on real estate that they sold on land contract when the final payment was made

Assisted a tribal member obtain a court order granting them permission to sign a Warranty Deed on behalf of the person they were appointed Conservator when a Land Contract was paid in full

Assisted a tribal member get the State of Michigan to allow their homestead property tax credit and home heating credit that was initially disallowed

Maintenance
Rusty Smith

Facilities Management Department Report
De-Ahna K. Underwood, Administrative Assistant
March 2018

I. Department Overview

**LITTLE RIVER BAND OF OTTAWA INDIANS
FACILITIES MANAGEMENT DEPARTMENT**

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

This month 51 work orders were submitted and completed. Various work from building shelves installing computer trays, plumbing, HVAC, and mechanical work. The Technicians have started remodeling the Training Center at the Bull House for Department Public Safety. The reverse osmosis (Dri Steam) on the second floor for the Government Center sprang a leak and was addressed quickly.

This month I attended the Directors meeting and met with Rose Pest Control, introduced Wes to George and got him set up with a Vendor ID for future inspections/visits. Wes will call ahead of time to schedule activation dates and I am now on the invoice email list and can process their payments.

Automotive

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

III. Budget Expense Justification

Open standing purchase orders until June 30th

IV. Travel and Trainings

Nothing to report at this time.

Members Assistance
Jason Cross (Interim)

Members Assistance Department

March 2018 Departmental Report

Jason Cross – Supervisor

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-16-J72 \$312,000
 - i. Total expensed \$189,937.89
 - ii. Budget remaining 40%
 - iii. 19 total households served with this program.

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

2. Food Assistance Program

- a. Budget \$45,000
- b. Total expensed YTD \$13,950
- c. 69% Remaining
- d. 67 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	6	4	2	9	2	1	1	1	20

3. Rental and Mortgage Assistance Program

- a. Total Budget \$35,000
- b. Total expensed YTD \$5,041.08
- c. 86% Remaining
- d. 16 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	2	1	0	2	0	0	0	0	7

4. Low Income Energy Assistance Program

- a. Total Budget \$40,000
- b. Total expensed YTD \$9,428.34
- c. 76% Remaining
- d. 50 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
16	2	3	2	5	1	3	2	0	16

5. LIHEAP Reallotment – DHHS Grant Funded Program FY 2017

- a. Total Budget \$171,409
- b. Total expensed to date \$20,097.69
- c. 43 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
17	5	1	2	11	4	1	2	0

6. LIHEAP – DHHS Grant Funded Program FY 2018

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

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

7. Elder Chore Program

- d. Total Budget \$15,000
- e. Total expensed YTD \$2,140.00
- f. 86% Remaining
- g. 16 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
5	1	2	0	1	0	1	0	0	6

8. Emergency Transportation

- h. Total Budget \$25,000
- i. Total expensed YTD \$3,333.65
- j. 87% Remaining
- k. 21 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	2	0	1	3	0	0	0	0	7

9. LRBOI Home Repair Program

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

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

10. Bereavement Program

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

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

11. Elders Insurance

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

12. Department Ongoing Activities

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

13. Applications

Mailed	Picked up	Emailed	Faxed
120	7	41	6

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
51	45	15	0	30	25	26	8	1	1

14. Office Visits

- y. 26 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

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

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Zach Prause – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA GLRI
- Staff Management ADP
- Monthly Staff Activities Reporting
- Great Lakes fisheries data entry and management (Mike, Zach, Barry)
- Data entry and analysis for the wild Rice project (Josh B.)
- Grant management and reporting
- Fish Distribution to members
- Development of implementation of sturgeon in the classroom
- Arctic Grayling – Approval of contract for RSI field study with GVSU
- Inland Fisheries – Walleye and Steelhead permitting

Equipment maintenance/Field Work/Lab Work:

- Sew assessment nets, break up fall nets for spring sampling, spin up & pack nets (Mike)
- Great Lakes gear and equipment maintenance (Mike, Zach)
- Manistee River remote recreational usage monitoring for lake sturgeon project
- SRF prep for seasonal deployment

- Prep for adult sturgeon sampling
- Manistee Lake adult sturgeon sampling started
- Arctic Grayling – Site visit / logger installation with GVSU (March 16)
- Arctic Grayling – Equipment fabrication and preparation
- Inland Fisheries – Electro-fishing equipment repair
- Gear prep and maintenance (Mike, Zach)
- Field season prep and maintenance (Mike, Zach)
- Otolith processing (Mike, Zach)
- Otolith aging (Mike, Zach, Barry)
- Installation of new winch on boat trailer (Mike, Zach)
- Cleaned and organized work area in Big-Blue

Meetings/Training/Travel/Conference Calls

- Arctic Grayling – Phone call with MDNR Hatchery Division (March 5)
- Meeting with US Coast Guard about sturgeon poaching March 8th
- Arctic Grayling – Phone call with MDNR Assistant Fisheries Chief (March 9)
- Inland Fisheries – Committee Meeting (March 12)
- Inland Fisheries Committee Meeting March 12th
- Modeling sub-Committee meeting (3/13-3/15, Barry)
- Inland Fisheries – Criminal Ordinance Regulation Review (March 20)
- Arctic Grayling – Phone call with LTBB and GTB (March 21)
- Arctic Grayling – Coordination meeting with USFS (March 21)
- Upper Lakes GLFC meetings (3/19-3/22, Barry)
- Meeting with USFS about summer fisheries projects, Arctic Grayling, Lake Sturgeon March 22nd
- March CORA meeting (3/23, Barry)
- Technical Fisheries Committee Meeting, Mar. 26 (Archie)
- Seasonal staff interviews, March 26
- Inland Fisheries – Seasonal fisheries staff interviews (March 26)

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

Wildlife Program

Ari Cornman - Senior Wildlife Biologist
 Robert Sanders - Wildlife Biologist
 John Grocholski - Wildlife Technician

Tasks and Accomplishments

- Reviewing and commenting on DNR, USFS, NPS, and USFWS actions
- Grant/Project proposal preparation

- Work on hunting/fishing regulations
- Issued tags and permits to members
- Coordinating CWD issues and recommendations
- Seasonal worker announcement

Administration/Budget/Reports/Data Entry

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

Equipment Maintenance/Field Work/Lab Work

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

Meetings/Training/Travel/Conference Calls

- Marten and hare coordination meetings and calls with partners
- NRC meeting

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Vacant - Water Quality Specialist

Josh Beaulaurier- Aquatic/Fisheries Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report to the Director
- Manage budgets for EPA Programs
- Staff Management - ADP
- Reviewed current work plans
- Reviewed Line 5 Documents
- Reviewed Nestle Documents
- Drafted comment letter for Nestle Water Withdrawal
- Continued working on mapping projects
- Continued communication with partners on invasive species and wild rice
- Coordinated with Project officer on staff changes
- Coordinated with USEPA on TEPM planning
- Worked on SOPs for Environmental Staff
- Worked on Recycling Planning for LRBOI Government

Meeting/Training/Travel/Conference Calls

- Call with MDEQ on Nestle Permit 3/2
- Emergency Planning Team Meeting 3/6
- TEPM Planning Calls 3/7, 3/14
- RTOC Calls 3/7, 3/23, 3/26
- Environmental Staff Meeting 3/8
- Compact Council Consultation for Water Withdrawals 3/12
- WS- Nestle Waterwithdrawal 3/13
- Claybank Wild Rice Meeting 3/14
- TAS meeting with ULD – 3/15
- Water Quality Standards Consultation with USEPA 3/15
- Line 5/ Nestle CORA Consultation with MDEQ/MDNR 3/16
- Tribal Environmental Program Managers Meeting (TEPM) 3/18-3/22
- Met with USEPA Brownfield Program Manager 3/20
- Met with USEPA PPG Project Officer 3/21
- TEPM Follow up meeting with Environmental Staff 3/27
- Meeting with Enbridge 3/27

Brownfield Program

Administration /Reports/Data Entry

- Created and submitted first draft of new Brownfields program brochure (March 30)
- Created and submitted first draft of new LRBOI CERCLA 128(a) Public Record (March 29)
- Created and submitted first draft of sites with timeline for Spring/Summer Site Visits (March 29)
- Ordered new Fire-resistant (FR) gear for future environmental issue inspections (March 15)
- Submitted final draft of “Blue” water testing report (March 7)

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

- Sat on EPA Region 5 128(a) Tribal Call (March 6)
- Attended LRBOI Travel Training (March 7)
- Attended Environmental staff meeting (March 8)
- Attended NRD staff meeting (March 13)
- Attended Tribal Environmental Program Mgmt (TEPM) conference in Chicago, IL (March 19-21)
- Met with Region 5 Program Manager in Chicago, IL (March 20)
- Attended TEPM follow-up meeting w/ Environmental staff (March 27)
- Attended N.MI Tribal BF workgroup meeting (March 27)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Data for February sampling was entered into LRBOI Database

Field Work and Equipment Maintenance

- Prepped for April Sampling

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Meeting/Training/Travel/Conference Calls

- Attended Bear Creek Watershed Meeting 3/13 (Josh)
- Travel to Lansing for Great Lakes Meeting 3/5-3/6 (Josh)
- Travel to TEPM 3/18-3/22 (Josh)

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 3/12 and 3/29
- Completed PM 2.5, Monthly Maintenance & QC – 3/12 and 3/29
- Completed PM 2.5, Quarterly Maintenance & QC – 3/29/18
- Completed PM 2.5, Semi-Annual Maintenance & QC – 12/6/17
- Completed PM 2.5, Annual Maintenance & QC – 12/6/17
- Installed new set of PM 2.5 filters – 3/15
- Sent collected PM 2.5 filter samples to MDEQ – 3/6, 3/15 and 3/26
- Completed O3 Multipoint – 3/13, 3/14, 3/17 and 3/29
- 2018 Ozone Monitoring Season started – 3/1

Meeting/Training/Travel/Conference Calls

- Attended an Env Staff mtg – 3/8
- Attended an NRD Staff mtg – 3/13
- Delivered and picked up O3 Analyzers to and from Lansing – 3/14
- Attended 2018 TEPM Conference – 3/19 – 21
- Attended 2018 TEPM Conf follow up mtg with Env Staff – 3/27
- Monthly State, Local, and Tribal Conference Call cancelled – 3/28
- Participated in the Monthly Region 5 Tribal Air Conference Call – 3/29
- Participated in the Monthly USEPA & NTAA Air Policy Update Conference Call – 3/29

Wild Rice Program

Administration/Budget/Reports/Data Entry

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

Field Work and Equipment Maintenance

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

Meeting/Training/Travel/Conference Calls

- NRD Staff Meeting
- Wild Rice Committee Call 3/15

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

March 2018

Meetings/Conferences/Trainings

- On March 6, 2018, I met with Steve Wheeler, CEO, to discuss the BIA Road Construction budget for 2018. I wanted to make sure that all applicable road project PO's for 2017 were liquidated and the excess funds returned to the budget. Steve was very helpful and it was a productive meeting.
- On March 7, 2018, I attended a Travel Policy training session conducted by Michelle Lucas from the Purchasing Department.
- On March 8, 2018, I attended a meeting of the Policy & Planning Subcommittee for the House Manistee project. The project is headed up by Tamara Buswinka of AES, and its goal is to increase the availability of affordable housing in Manistee County. I volunteered to serve on the subcommittee/work group. The overall objective of the group is to coordinate and create planning & zoning tools to facilitate and encourage greater housing opportunities in Manistee County. This subcommittee will be meeting on a monthly basis until further notice.
- On March 8, 2018, I attended the LRBOI Director's meeting held in The Lodge. IT Director, George LeVasseur, highlighted updates and changes within the IT department. Also, there was a review of the Tribal Preference Ordinance and Policy.
- On March 9, 2018, I attended a meeting to discuss the upcoming BIA Roads projects for 2018. Ken Ockert (RCA, LLC), Jason Cross (Family Services Director) and Mike Burmeister (LRCR Facilities Director) also attended the meeting. We discussed project scheduling and logistics for the Casino, Learning Center and Cemetery projects which are all scheduled to take place in 2018.
- On March 13, 2018, Jessica Wissner (Enrollment Coordinator) and I met with Marilyn Miller, the Tribal Liaison for the Chicago Area Office of the U.S. Census Bureau. We discussed the Tribe's participation in Census 2020 activities and other events taking place over the next several years.
- On March 13, 2018, I attended the quarterly Tribal Council Strategic Plan Overview meeting held in The Lodge.
- On March 14, 2018, I attended the M-22 Pure Michigan Byway Committee at Onekama Township Hall. The meeting was a continuation of our previous discussion of way finder signage, a way finder brochure and development of a comprehensive website that provides a wide range of information regarding what is available for individuals (tourists) who are traveling along M-22.
- On March 19, 2018, I attended a work session with Tribal Council regarding organization and regulation issues with the Gathering Grounds campground. Public Safety Director Robert Medacco and Natural Resources Department Director Frank Beaver were also in attendance. No final decision or direction were arrived at, and a future meeting will be scheduled in the near future.
- On March 19, 2018, I attended the Tribal Council's Agenda Review session to represent an item I had for the upcoming agenda: Building Regulations. I would also attend the March 21, 2018 Tribal Council meeting in order to represent this item.
- On March 29, 2018, I attended a meeting with representatives of the Michigan Department of Transportation (MDOT) to discuss their upcoming plans for the reconstruction of the M-55 Bridge, scheduled to begin in the late summer/early fall of 2019. The meeting was held at the

LRBOI Government Center. Other LRBOI staff attending included: Jay Sam (Historic Preservation Director, Frank Beaver (Natural Resources Director) and Lyle Dorr (Grant Writer).

- I attended the meetings of the Construction Task Force on the following dates: March 1, 15 & 22, 2018.

Activities/Accomplishments/Updates

- During the months of January and February 2018, I have been working on a Building Inspector Agreement between Mark Niesen (our current building inspector) and the Tribe. (The last agreement between Mark and the Tribe was approved in 2002.) The agreement has been placed on the Tribal Council Agenda for March 4, 2018 for their consideration and approval. Since the agreement makes reference to the Tribal Building Ordinance as the guiding document for building inspections, I felt it was important to have the Building Ordinance in place before the agreement was submitted to Tribal Council for approval.
- As indicated in the January 2018 report, the Tribe will be participating in the LUCA program that is run by the U.S. Census Bureau. Also, as mentioned earlier in this report, I attended a training session on the program in Traverse City on February 13, 2018. The training was primarily focused on the mechanics of providing the updated information that the Census Bureau is looking for and did not really go into much detail regarding implementation. On March 13, 2018, Jessica Wissner (Enrollment Coordinator) and I met with Marilyn Miller, the Tribal Liaison for the Chicago Area Office of the U.S. Census Bureau. During this meeting we discussed the Tribe's role in the upcoming 2020 Census and what we can expect in terms of future training and direction from the Census Bureau. This project is currently a work in progress and I will provide updates as our work proceeds.
- It appears that our difficulties with having the BIA issue an easement to Consumers Energy for the Gathering Grounds project will soon be over. Consumers has resubmitted the BIA ROW application to the Tribe without their previous "terms and conditions" attachment. The application will be submitted to Tribal Council along with an authorizing resolution for their approval at the March 4, 2018 meeting. Once the resolution has been approved, the necessary paperwork will be submitted to the BIA Michigan Agency Office. I have received preliminary notification from Esther Johnson at the BIA office that the application package will be considered complete upon receipt of the resolution and that they will expedite the approvals on their end so that we can receive the ROW document as soon as possible. I will keep you posted on this item as the situation develops.
- Based on the approval of the easement (mentioned above), we expect Consumer Power to install the primary service line to the Gathering Grounds which will allow us to activate the additional electrical hookups that were installed last summer. Once this is completed, we plan on moving forward with the other punch list items (landscaping, sidewalk addition, electrical hookups) and the additional requested items from Tribal Council (basketball court, swing set, benches) yet this spring. This will essentially complete Phase 1 of the Gathering Grounds project.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
March

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	19
City Assist	8
County Assist	23
Medical Assist	2
MSP Assist	4
Other Calls for Service	4
Property Checks	1233
Suspicious Person	2
Suspicious Situation	3
Well-Being Check	6

Traffic/Vehicle

Abandoned Vehicle	
Accidents	
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	
Parking Ticket	1
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	1
Traffic Stop	5
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	2
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	7
Assault	
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	1
Contempt of Court	
Counterfeiting/Forgery	2
CSC	
Death	
Disorderly	
Domestic Disturbance	7
Drive-Off	1
Drug Violation/VCSA	5
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	2
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	3
Property Damage/PIA	5
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	408.25
Alarm	2
Attempt to Locate	
Boat Dock Checks	
Casino Hours	232
Civil Standby	1
Community Policing	11
Court Hours	23.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	73
Found Property	3
Lost Property	
Meetings Attended	
Open Door	12
Open Window	
PBT	
Special Detail	
Suicidal Subject	4
Total Complaints	81
Total Reports	81
Training Hours	54
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	6550
Voluntary Missing Adult	

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
March

Administrative Hours	25.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	224.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	4
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	8
Vehicle Mileage	1082
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

March 14, 208 Sgt. Robles and Officer Brown attended Strangulation Awareness Training at MCSD Manistee, MI.

March 23, 2018 Sgt. Robles attended CORA meeting.

March 12, 2018 Sgt. Robles spoke at Career day at Kennedy Elementary School in Manistee, MI.

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
March**

Administrative Hours	133.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	
Assist Hours	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	1
Contacts	45
Court	
Court Hours	
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	274.75
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
Possible Trespass	
PR Activities	1
PR Activities Hours	1
Property Checks	18
Snowmobile Patrol Hours	
Training(s)	19
Training Hours	151
Vehicle Mileage	929
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

March 14, 2018 Officer Johnson-Cook and Cadet Johnson attended Strangulation Awareness Training at MCSD Manistee, MI.
Cadet Gunderson continues to attend WSCC Police Academy during the month of March.

Tax Office
Valerie Chandler

No report submitted

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 31 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended meeting to discuss employee issues with the Leads, HR and Ogema
3. Attended weekly meetings of lead positions with the Ogema to discuss continuing improvement ideas.
4. Attended Directors' meeting.

5. Participated in the Tribal Day for the Manistee Chamber of Commerce Leadership Program.
6. Continued contact with Jim Robertson of MDOT concerning the upcoming M55 bridge project, setting up and attending Tribal meeting.
7. Participated in several hiring interviews and processes.
8. Attended regular meetings of HR and Unified Legal.
9. Met with F Beaver to discuss a staff concern and job descriptions.
10. Met with HR and B Willis to discuss options for a personnel issue.
11. Took part in interviews for IT Tech, Internal Auditor (Gaming), and Maintenance Tech (Housing) as HR Lead.
12. Assisted with the New Hire Orientation process.
13. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
14. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
15. Administered, directed and supervised all departmental activities.
16. Approved ADP timecards and requests as lead for the OSG departments as needed.

The Language Coordinator accomplished the following during this month:

- 1) Working with tribal Courts with language.
- 2) Finished new website Aanii.org.
- 3) Coordinated video shoots for face book page "Endaaying".
- 4) Working with Currents and others on language editing.
- 5) Sent out first call for presenters for language camp.
- 6) Working on script on language for the play "Escanaba in the moonlight".
- 7) Working on ordering hoodies and T-shirts for language camp.
- 8) Continued working on recycling program.
- 9) Processed CD ROM orders.
- 10) Updated the Anishinaabemdaa site.
- 11) Teachings with elders on Tuesdays.
- 12) Classes at Next Generation on Wednesdays.
- 13) Classes with LRB Employees and community members on Friday mornings.
- 14) Responded to Emails and calls about camp, language, CD ROM's.

Travel, training and budget expenses

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

WWTP
Gary Lewis

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

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS
UTILITIES DEPARTMENT
MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Submitted EPA required Q & A of Total Coliform / E-Coli for laboratory certification
- Routine Maintenance

Billing

Water	\$11,931.76
Sewer	\$17,543.03
Irrigation	\$1,576.00
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$12,453.94
Septage	\$5,540.76
Other	\$0.00
Month Total	\$56,389.49
Yr. to Date Water	\$35,120.12
Yr. to Date Sewer	\$49,123.29
Yr. to Date Fire Suppression	\$22,032.00
Yr. to Date Irrigation	\$4,727.93
Yr. to Date Manistee Township	\$40,754.78
Yr. to Date Septage	\$9,506.28
Other Revenue	\$6,535.54
Credit	\$0.00
Yr. to Date Total	\$167,799.94

1. Well House Pumping in Gallons

- 1. Total Flow Gallons 2,389,846**
 - a. Peak Flow 55,603**
 - b. Low Flow Gallons 105,006**
 - c. Ave Daily Flow Gallons 77,091**

2. Gallons of Treated Waste Water SBR

- 1. Influent Gallons 2,366,035**
 - a. Peak Flow Gallons 104,585**
 - b. Low Flow Gallons 38,865**
 - c. Daily Average Gallons 76,323**

- 2. Effluent Gallons 2,968,271**
 - a. Peak Flow 111,665**
 - b. Low Flow Gallons 72,606**
 - c. Daily Average Gallons 95,751**
 - e. Waste Sludge Gallons 61,000**

3. Lagoon

- a. Influent 145,187**
- b. Peak Flow 10,474**
- c. Low Flow 249**
- b. Daily Average Gallons 4,683**

3. Septic Sewage

- a. Gallons 92,346**

III. Travel and Trainings

Who: Clatus Clyne

What: Pump Training

Where: Petoskey

When: Mar 6 - 8

Who: Gary Lewis

What: Limited Treatment

Where: Tustin

When: Mar 27 - 29