

**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 *lbr*
Naangwa: Date: April 15, 2021
Maanda Nji: Re: March 2021 Operations Report

We respectfully submit the March 2021 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
March, 2021

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Accounting
Steve Wheeler

Finance Division
Steven Wheeler, Chief Financial Officer
March, 2021 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2021 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2021 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

- 1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
- 2. Investment management.
- 3. Continued improvement in financial reporting to the Tribe.
- 4. Analysis of the 2021 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

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

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

Property Management:

Goal: 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 2022 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2019 audit took place May 11&12, and May 18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. Projects; AKI 5 -2020-2021 homes, Gaming Commission Entryway, Public Safety Building, Commodities Bldg. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of March.***
 - i. AKI 5 – 2020-21 Homes –No Movement – Back out to bid.***
 - ii. Gaming Commission Entryway – GT Construction- \$9,965.00***
 - iii. Public Safety Building – Grand Traverse EC- \$9,819.12***
 - iv. Commodities Building Project- \$3,500.00***
- 2. Cash Receipts: Daily cash receipts totaled for the month of March, were, \$822,471.69 the General & Special Revenue Account had a total of (286) receipts.***
- 3. NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.***
- 4. Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,***
- 5. Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2020.***
- 6. Audit work for 2020-2021 – Ongoing- Fixed Asset control.***
- 7. 1099MISC. – 2020 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2020, Sent the file as relates to the Per Capita and Vendor 1099MISC tax Information.***
- 8. Sending out 1099NEC/MISC, Member and Vendor.***
- 9. BP Card – gas card access – Continued updates and changes as it relates to new hires and departures. Working on processes of the next phase to close account, Closed the account as of March 12th.***

10. WEX Card- new fleet card, rollout to all departments, Reconciliation.

11. 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 5 – 2020-21 homes, Gaming Commission Entryway, Public Safety Building, Commodities.

Other Meetings

March – Meeting CFO office, LR Holdings, Comptroller

March – Meeting CFO- Audit Review- Trial Balance

Duties and Accomplishments –

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

Meetings Held / Attended – Directors meeting, White House Update, Homeland Security Region 7, COVID Vaccine Planning, Leads, Health Department, CERT, Michigan COVID update, TERT, FEMA Region 5, Clinic, Best Practices-Vaccine Distribution, Audit, Dept of Homeland Security

Trainings Held / Attended – CDP-Virtual Training

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *I sent out April report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that will be ending.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *I sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *The Tribe received three modifications in March for the following grant:*
 1. *2021 LIHEAP grant added funding \$15,572.*
 2. *2021 IHS Self Governance Compact grant added funding \$226,923.*
 3. *2021 IHS Self Governance Compact grant added funding \$1,633,735.*

- For the grant modification, I scanned the modification to the electronic grant folder for that grant. I place the original modification documents in the Grant Program Booklet and identify the modification # on a tab with the dollar amount of the modification. I entered the new funding amount on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. By email I forwarded the modification documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution.
- If the modification is a no cost grant extension, I enter those additional reports due dates on the reporting calendar. On the Grant Program Facts Sheet that is in the Grant Program Booklet, I identify the additional report due dates on that form and then scan that document to replace the prior form in the electronic grant folder. I enter the new end date for that grant on the Federal Programs Administered by the Tribe and the monthly draw down program list. I enter the new end date of this grant in the Accounting system. I notify by email the Program Administrator of the grant, Purchasing, Comptroller, Accounts Payable, Ogema office of this extension.
- The Tribe received one new grant in March for the following:
 1. BIA Law Enforcement OJS for \$45,095 for the period of 1/1/21-12/31/21.
- I set up a new Grant Program Booklet and created electronic folders. I scanned the documents and placed those documents in the scanned electronic folders. I placed the original documents in the Grant Program Booklets. I entered the new grant awards on the Monthly Tracking Spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. I sent the new grant information to the Staff Accountant so that she could set the program up in the Accounting System. I forwarded copies of the new award documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once Tribal Council accepted the grants into the operating budget and signed the resolutions of support, the Budget Coordinator forwarded me copies of the resolutions passed and the new budgets entered into our Accounting system. I scanned all documents and resolutions into the electronic folders and placed originals in the Grant Program Booklets. I sent a notice of the new grants awarded to the following departments: Purchasing, Ogema office, Controller, Payroll and Accounts Payable letting them know the new grant Information. I created Grant Program Booklets for the person administering the grant. On the reporting calendar, I entered all the program federal & narrative reports due for the life of the grant.
- I Submitted four billing invoices on the following grants:
 1. 2020-2021 GSRP grant for \$6,032.28.
 2. 2020-2021 ITC Tribal Behavioral Health Implementation grant for \$3,785.25.
 3. 2020-2021 ITC Head Start & Early Head Start grant for \$28,588.33.
 4. 2020-2021 ITC Home Visiting Expansion grant for \$4,118.17.
- I created cover letters for each of the billing invoices that went to ITC and GSRP and had the Ogema sign. I scanned the billing invoices and sent electronically to the Project Officers. I entered the amounts on the February cash receipt journal and February grant spreadsheet. I entered the amounts separately for each grant on the draw down sheets that is in each Grant Program Booklet. I scanned the draw down sheets to the electronic grant folders and placed the documentation in the Grant Program Booklets.
- I prepared a notice to the Staff Accountant on each grant that ended so that she could deactivate the grant in the Accounting System.
- I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of January.
- I worked with the Grant Program Administrators on any questions they have related to the grant they are administering.

Meetings Held/Attended

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

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

- Continue working on Audit information for 2020.

PAYROLL**Duties and Accomplishments –**

1. Processed 393 payroll vouchers/checks.
2. Verified 34 PAF's this month which included new 4 employee(s), and 3 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 3/12 and 3/26.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

3/25 – Payroll/HR monthly meeting

3/25 – Basic Performance Management & How to Build Performance Review Components

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.

2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in March as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in March as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of March to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Training of Payroll/Finance Clerk.
10. Processing of April 1st per capita payment and necessary compliance reporting.
11. Scanning of per capita payment documents for prior years.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Continued training of Payroll/Finance Clerk.
3. First quarter reporting for 2021.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information in to the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *After checks are printed put them with the right documentation and have them signed by Council.*
6. *Check stubs are attached to check request and PO's for scanning and stuffed into envelopes for distribution.*
7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
9. *Provide receipts as necessary for rent, utilities and all other payments.*
10. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*

12. *Provide management with Accounts Payable information as requested.*
13. *Maintain court ordered per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folder*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and sort through it to give to right person in the Accounting department.*

Meetings Held / Attended -

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.

18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities and 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. Revised travel procedures to current processes.
2. Drafted revision to Travel Regulation. Presented proposed changes to Leads and Ogema. Scheduled work session and submission of agenda packet.
3. Initiated contract with DocuSign. Set up User ID's for Leads, Gaming, NRD, Public Safety, Maintenance, and WWTP.
4. 3/24 Aki bid opening and selection.
5. Revised purchasing regulations 5.1.1-5.1.11.
6. Attended Basic Performance Management & How to Build Performance Review Components with HR.
7. 3/30 drafted RFP templates for vehicles and equipment.
8. 3/31 put out RFP for IT van.
9. 3/31 solicited bid packet for Cemetery Road project.
10. 3/31 final meeting on Aki bid opening.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 281 packages.
2. Issued 107 receiving reports.
3. Returned 2 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2020 Indirect Cost Proposal.

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

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

Expenditures Update

Total year to date expenditures for the Finance Division for March, 2021, are \$319,000, compared to an annual budget of \$1,477,242. Total expenses for the Finance Division for year to date March, 2021, represent 22% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

March 2021 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** During the month of March, we received 10 requests for school clothing/activities assistance in our first year of having parents/students complete applications and submit them at any time between the beginning of the calendar year and December 1 of that year. We no longer mail out registration forms, which saves much in postage and makes the process easier for families. Requests are for \$500 totaling \$5000. One student received funds for a 12th grade computer totaling \$1000. One student received funds for senior expenses totaling \$381.45 2 checks were issued for students who should have received the BIA covid 19 relief in 2020 totaling \$800.
- **Higher Education Scholarship:** 4 Higher Education Scholarships were processed for March. Total awards were \$8720.50, providing assistance to 3 university students and 1 community college student. 3 students were women, 1 student was male.
- **College Book Stipend:** 4 book stipends were processed for March totaling \$1600, 2 students attending 4-8 credits, and 2 attending 9+ credits for the winter/spring term
- In addition to processing MITW applications, and assisting students with education related questions and issues, this month we continued working on ideas for Zoom activities, for which we are waiting for IT to set our system up, and a possible summer social distancing, masked youth activity. This month we mailed letters to a number of college students for whom we had received requests of interest from Accounting and HR regarding contacting specific students for possible interests in internship and mentoring type programs. Requests were made based upon the student's area of study, and status (freshman, sophomore, junior, senior, graduate). Two students have responded.
- Attended Development Team meeting March 17 in Cafeteria room
- Activities performed and services rendered fall within budgeted items for the 2021 fiscal year.

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

March Monthly Report - 2021

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals

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

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

To continue to update the PerCap database.

Department Objectives are:

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

Duties Performed

- Mailed out: 0 Applications forms for people seeking membership
- Sent out: 24 Address change forms
- Created 37 New and Replacement Tribal ID's from 03/01/2021 through 03/31/2021
- 120 Addresses changed from 03/01/2021 through 03/31/2021
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- 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
- 5 Applications received since 03/01/2021
- List request of Membership: Election Board-3, TERT & Tribal Council
- Label request of Membership: Election Board & TERT
- Tribal Members Label/List/Statistical request: Nikki Nelson-2, Angela Sherigan, Shirley Wever, Jimmie Mitchell, Antonio Romanelli, Julie Wolfe & Diane Lonn
- Statistical requests: Member's Assistance-2
- Department Verifications:
 1. Prosecutor 56
 2. Member's Assistance 29
 3. Family Services 10
 4. Human Resources 2
 5. PRC/EHAP 21
 6. Natural Resources 1
 7. Public Safety 2
 8. Clinic 19
 9. Utilities 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 5 Members passed away for the Bereavement Benefit
- Sent out 7 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 1 Tuition Waiver Verifications
- 480 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Leadership Roundtable – March 11th
- Introduction to Leadership Class – March 30th
- Enrollment Commission Meeting – Cancelled
- Director's Meeting – March 1st

Enrollment Statistics

- Total Membership: 4,086
- Total number of Elders: 1,429
- Total number of Adults (18-54): 2,342
- Total number of Minors (0-17): 315
- Total Tribal Members living in:
 - 9 County Area: 1,685
 - Outside 9 County Area: 2,354
 - Michigan: 2,671
 - Outside Michigan: 1,368
 - Undeliverable Addresses: 47

Facilities
Rusty Smith

FACILITIES MANAGEMENT DEPARTMENT

Monthly Report: March 2021

De-Ahna Underwood, Administrative Assistant III

I. Department Overview

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

Anderson, S. EVS Technician

Gibson, R. EVS Technician

Grey, M. EVS Technician

Melendez, I. Maintenance Technician

Shalfoe, R. Automotive Mechanic

Shaw, C. EVS Technician

Smith, R. Maintenance Technician

Underwood, D. Facilities Management Administrative Assistant III

Goals & Objectives

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

Maintain the department's budget within LRBOI guidelines.

Maintain buildings and structures.

To provide and maintain a safe and clean work environment.

Objective.

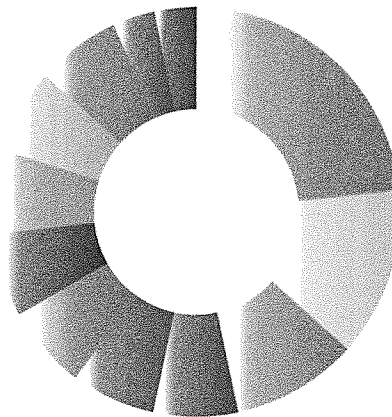
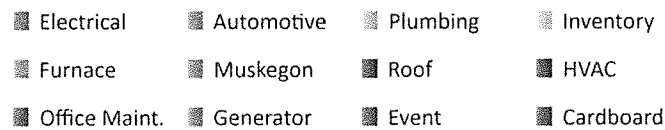
To provide the highest quality services to ensure the health, safety and wellbeing of Tribal Members, employees, community members, and Tribal Property. While also maintaining the life expectancy of our facilities and preserving the integrity of our natural resources.

II. Department Reporting Section

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

37 work orders were generated through the work order system and completed.

MARCH 2021



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

Buildings served including but not limited to:

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

III. Budget Expense Justification

Standing Purchase Orders are open until 12-31-2021.
GL amount spent for the month.

IV. Travel and Trainings

Budget N/A: Since 2008/2009.

End of Report
De-Ahna Underwood
Facilities Management Department Administrative Assistant III

Family Services
Jason Cross

Family Services Department

March 2021 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	2
Muskegon	3
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	0
Total	5

Open Cases.....41

Total number of Tribal members served in open cases: 40

Total number of descendants served in open cases: 9

Total number of individuals served in open cases: 79

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.



Staff Meeting 3/15

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Cases (5); New Intake(s) (0); Cases closed (0)
 - Provided: advocacy, legal assistance, housing, transportation, safety planning, and judicial advocacy.
- Had (0) face2face/zoom meetings; (21) client phone/text/email contacts; (0) transports; (0) court hearing(s)

Virtual Collaboration Meetings

- 3/8 – Manistee DVSART meeting
- 3/16 – Ottawa Co. LAADSV meeting
- 3/25 – Kent CCRT meeting

Travel & Training/Webinars

- 3/2 – ALC Orientation
- 3/5 – MiVAN Understanding the Confidentiality Requirements of VOCA, FVSPA, VAWA
- 3/5 – MiVAN Considerations for Victims w/Cognitive & Communication Disabilities
- 3/5 – MiVAN Crime Victims Services Compensation Program Eligibility
- 3/5 – MiVAN Understanding the Impact of the Executive Order Extending Expiration of PPO's
- 3/30 – ALC One on One meeting
- 3/30 – DocuSign 2021 Release Webinar

Grants

- 3/11 – VOCA FY2021 Update Webinar
- 3/12 – SDVCJ 2018-SD-AX-K005 meeting
- 3/24 – SDVCJ 2018-SD-AX-K005 meeting w/prosecutor
- 3/31 – Submitted budget mod request to OVW
- 3/31 – Submitted Suitability for Working w/Minors Policy to VOCA

Michol Ludwig (Manistee Outreach Specialist)

Advocacy/Case Management

- (2) Current; New Intake(s) (1); Cases closed (2)
- Had (4) home visits.
- Had (44) telephone/email contacts.

Supervision/Case Reviews

- 3/8, 3/15, 3/22 – Supervision
- 3/25 – Case Reviews

Virtual Collaboration Efforts/Meetings

- 3/8 – Manistee DVSART meeting
- 3/11 – UTFAV Advocate meeting
- 3/26 – Wexford Co. OASIS meeting
- 3/30 – ALC One on One meeting

Training/Webinars/Pod Casts

- 3/2 – ALC Orientation
- 3/11 – Start by Believing Day 2021 Idea Gathering Session
- 3/16 – Doing Advocacy Remotely: Conveying Empathy by Phone or Text
- 3/17 – Suicide Prevention & Intervention for Victim Advocates
- 3/25 – Understanding Intimate Partner Violence: Part 1
- 3/26 – Understanding Intimate Partner Violence Part 2

Outreach/Education

- Made social media posts.
- Monitored social media for any incoming communication

Other

- Coordinated with Tribal Police, local law enforcement and the State Police regarding a photo for the April SA awareness billboard.
- Met with officers for a photoshoot.
- Designed the Manistee and Muskegon SA billboards
- Designed a banner for the SA awareness event scheduled for April 21st.
- Did research and planning around DV awareness event.
- Reached out to some local organizations to try to confirm a location for the SA event.

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current (5), New Intake(s) (1); Cases closed (2)
- Had (0) face to face meeting
- Had (30) telephone contacts

Supervision/Case Reviews

- 3/8, 3/15, 3/22 – Supervision
- 3/8 & 3/26 – Case Reviews

Virtual Collaboration Meetings

- 3/8 – Manistee DVSART meeting
- 3/9 – Oceana COVID Leadership Meeting
- 3/11 – Manistee ISD meeting
- 3/11 – MI Tribal Human Trafficking Working Group Meeting
- 3/24 – Muskegon DV & SV Task Force meeting

Training/Webinars

- 3/3 – OVC TTAC – Exploring Opportunities in the Victim Services Field
- 3/5 – OVC TTAC – Introduction to Advocacy
- 3/8 – Effective Victim Advocacy Within the Criminal Justice System
- 3/16 – MiVAN Doing Advocacy Remotely
- 3/22 – 3/24 – International Symposium of Child Abuse Virtual Training
- 3/30 – OVC – Working Together Part 1: Law Enforcement
- 3/31 – OVC – Working Together Part 2: Courts

Next Generation Learning Center-March 2021

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

12 Staff members currently on the payroll

Enrollment Statistics:

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

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribal Affiliation	Government Employee	Casino Employee
Infant Classroom 0-2 years old						
Toddler Classroom 2-3 years old	8	8	0	3	4	1
Preschool Poplar-Three Years Old	10	10	0	5	0	3
Preschool Cedar-Four Years Old	11		0	3	2	2
Preschool Maple-Three/Four Years Old	10	10	0	0	1	0
Preschool Oak-Four Year Old GSRP	7	7	0	1	0	1
School Age 5-12 years	13	0 *school in session	13	1	2	0
Totals	59	48	13	13	10	7
Percentages		78%	22%	22%	18%	12%

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

Current Wait List

- 117 children between the ages of 0-12

LRBOI Collaborations (Sub Committees)

- Leadership Round Table
- Tribal Emergency Response Team
- MHBG Summative Focus Group

Center Happenings:

- Preschool Recruitment has begun for the 2021-2022 school year
- Preschool Round up will be held virtually Thursday April 8 from 6:00-7:00
- GSRP (state funded preschool classroom) for four years old children has openings.
- Head Start/Tuition preschool and infant/toddler rooms are running and at full capacity regarding COVID ratio rules.

COVID closures:

- n/a

NGLC Closure:

- n/a

LRBOI Be Da Bin Behavioral Health Program March 2021 Report

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

Because of the Covid 19 virus, Angela and Dottie are working with clients by phone/not in person. The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.

Angela is doing the telepsychiatry services with Dr. Hawley and Dottie is assisting with some clients as needed and are using the bluejean application from Dr. Hawley. Dottie has been updating/adding to the RPMS system for Indian Health Services for staff. Angela has 51 clients at this time (and is discharging some). Angela had 66 sessions this month, 57 Follow ups, and 6 hours of telepsychiatry. Dottie currently has 29 clients and 8 Recovery Support), some discharges pending. Dottie had 59 sessions, 2 crisis call (referral for treatment), 5 referrals for other services and 74 follow up calls. Angela and Dottie are continuing to talk with clients by phone or texting, fixing charts, along with continuing webinars for continuing education. Angela and Dottie attended the Ethnicity of Digital Practice Webinar on March 15, 2021. Both are working with Jason Cross, Director, on current grants.

Kimberly (Kim) Hinmon started her position as the Native Connections Coordinator (grant) on March 22, 2021. This is a prevention position for substance use/overdose prevention, and suicide prevention awareness. She is getting oriented through webinars and calls with ITC and SAMHSA.

Angela and Dottie attended the Manistee County Suicide Prevention Coalition on March 17, all online. Dottie co-chairs the Suicide Prevention Coalition meeting, attends the State wide Suicide Prevention Meeting (3/24), SEA coalition Meeting (3/25), Native Connection grant call (3/30), and Tribal Prevention Coalition Call (ITC) (3/18). Dottie did a NarCan/Naloxone Training for the CERT Team on March 10 for their meeting (Manistee/Benzie Counties) online. This month 72 naloxone kits given out and 12 in February. Staff continued to keep updated on the developments for the virus and working on continued educational credits for certification needs with other numerous webinars.

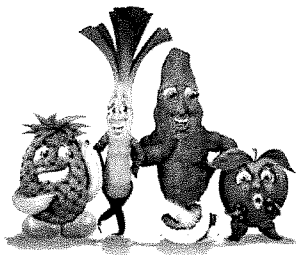
Stephanie Persenaire - Case Management

Total number living in homes served	7	0	2	0	1	0	0	0	0	9
Total number of Tribal Citizens living in homes served	11	0	1	0	0	0	0	0	0	0
Total number of descendants living in homes served	16	0	2	0	1	0	0	0	0	6
Total number of children living in homes served	0	0	0	0	0	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	1	0	1	0	1	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	1
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	1	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	2	0	0	0	0	0	0	1
Alternative placement	2	0	0	0	2	0	0	0	0	0
Court appearances	0	0	3	0	2	0	0	0	0	1
Home Visits	4	0	0	0	0	0	0	0	0	0
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojeeuk	29	0	0	0	15	0	0	0	0	9
Contacts with outside agencies	6	0	3	0	0	0	0	0	0	7
Contacts with LRBOI departments	0	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	78	0	14	0	23	0	0	0	0	34

Amanda McQueen - Case Management

Total number living in homes served	0	4	0	0	10	0	0	2	0	32
Total number of Tribal Citizens living in homes served	0	3	0	0	5	0	0	1	0	18
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	2	0	0	5	0	0	1	0	11
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	4
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	1
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	1	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	1	0	0	0	0	1
Tribal Foster Home	0	0	0	0	0	0	0	0	0	1
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	1
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	0	0	0	1	0	0	0	0	2
Home Visits	0	2	0	0	11	0	0	0	0	6
Case Reviews	0	3	0	0	3	0	0	2	0	3
Binojeeuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	0	10	0	0	49	0	0	2	0	48
Contacts with LRBOI departments	0	2	0	0	11	0	0	3	0	10
Tribal Elders	0	0	0	0	1	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	1	0	0
Monthly Totals	0	26	0	0	98	0	0	12	0	139

Food Distribution
Ken LaHaye



Food Distribution Program

March 2021 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

Ken 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 February.

Ken and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken conducted deliveries on 3/9, 3/10, 3/11, 3/12, and 3/16.

We conducted 35 deliveries.

We received deliveries on 3/4, 3/8, and 3/11.

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

Ken and Melanie mailed numerous applications out to potential clients.

Began giving additional bonus packages to participants.

Ken submitted data to IMFS Team.

Holiday 3/29

3 Meetings

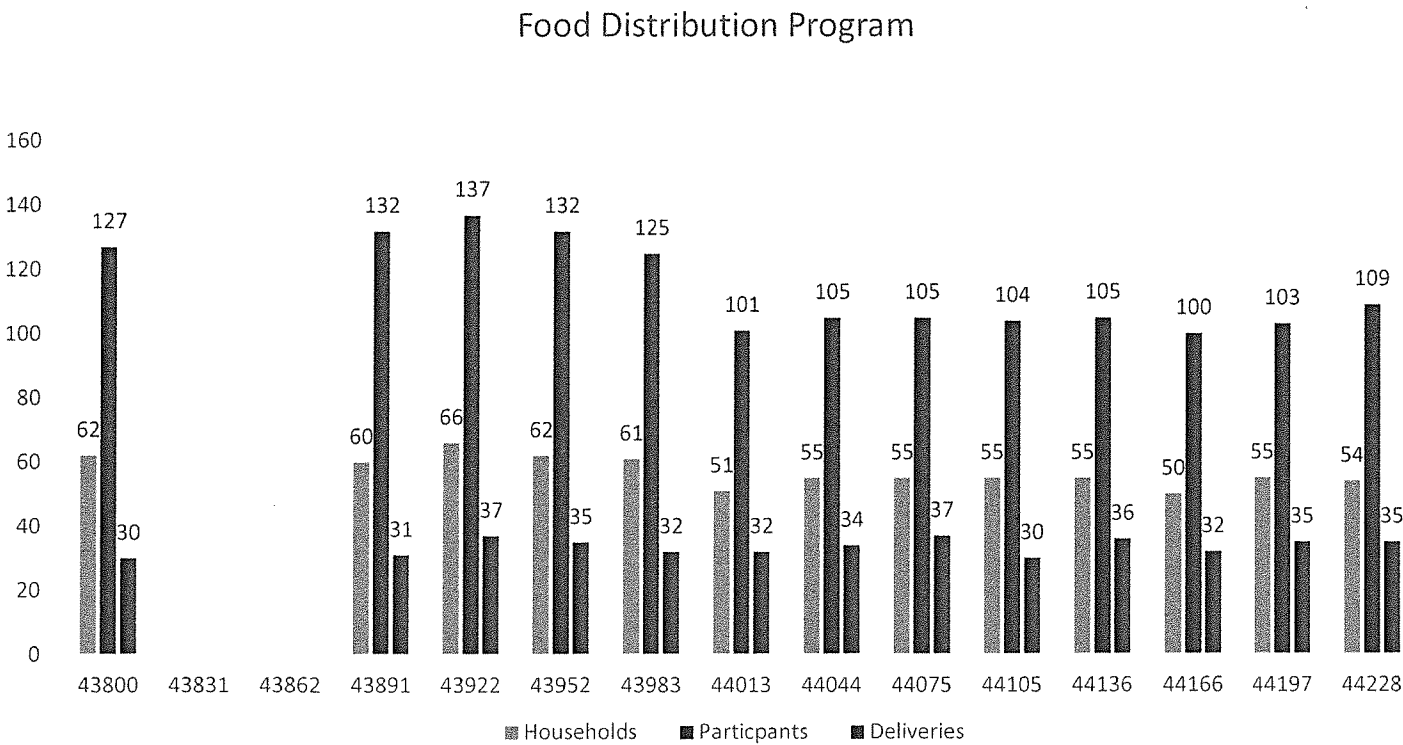
Ken attended directors meeting 3/1.

Ken attended Round table meeting 3/11.

Ken and Melanie attended IFMS WebEx Training 3/2, 3/10, 3/11, 3/15, 3/16, 3/18, 3/19, 3/22, 3/23, 3/24, 3/30, and 3/31.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.



Grants
Lyle Dorr

Grants Department Monthly Report

March 2021

Lyle Dorr, Grant Writer

Key:

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

Note: Updates to ongoing projects are usually underlined

Grant Department:

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

Aki Maadiziwin

- ∞ **ICDBG COVID19 Supplemental Funding – Modular Home Project - Update 3/31/21:** I assisted by developing a new Request for Offer, which went out to bid 2/23/21. Will be helping Tara with the agenda request & resolution in early April once the final offer price is negotiated.

Additional Notes:

The scope of the project was adjusted in order to cover any cost increases. Instead of (4) two-bedroom and (1) three-bedroom homes, it will likely need to construct (4) homes.

- **Notified Tara of IHBG-ARP formula funds coming \$201,721** - these funds might be able to be used for the addition of one more modular home at Aki. This would bring the total homes up to five again.

Clinic:

- ∞ Attending various IHS & SMASHA webinars every month to gather information on funding opportunities and COVID-19 related information.
- ∞ Assisted with vaccine clinic in Muskegon.

Court:

- ∅ **No current projects.**

Family Services/ Be-Da-Bin:

- ∅ **No current projects. But confer with Jason regularly on potential opportunities.**

Food Distribution:

- ∞ **Update 3/31/21:** Food Distribution Construction Project – went out to bid and came back December 9, 2020. The low bid was out of Jackson, MI at \$1.3M. We are still in the process doing value added engineering to get the cost down to the \$945,000 available for the project. Some suggestions are to

eliminate the Food Distribution Van Garage and address it in the future through other funding, shorten the height of the building by 2' (14' ceilings to 12' ceilings), and reducing the length from 120' to 110'.

Note: The second and final value engineering talks occurred, and a final contract will go to Council in April.

Historic Preservation & Language:

- ∞ **Purposed Project – rejected by Council:** This grant writer has review with the Director and Language instructor the potential to use CARES Act funding (\$96,000) to renovate the online access of language materials providing an effective language tool for the members to access remotely. This project was rejected by Council March.

Maintenance:

- ∅ **No current projects.**

Natural Resources:

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

Public Safety:

- ∅ **No current projects.**

Water/Waste/Renewable Energy:

- ∞ **Update 3/31/21: Applied for a Tribal Energy Development Grant that was due Sept 1. It was for \$ 98,300: (We did not receive the TEDC grant. We were told that the project was worthy, but the competition was significant with only 1 in 3 projects being funded.)** With the help of Woven Energy Consultants, LRBOI led by Gary Lewis, Utilities Director, will 1) Establish a comprehensive baseline of LRBOI's current energy usage; 2) Define LRBOI's energy vision and roadmap to prioritize our energy investments; 3) Build LRBOI's energy development capacity by drafting a business plan with organizational formational documents and applicable policies. We continue to seek funding for this phase of the energy development .
- ∞ **Note:** Gary and I looked into applying for a similar grant in January hearing the news that the TEDC grant would not likely be funded. It was a Rural Energy for America Program, but the timeline for submission was too tight for us to be able to submit. We will continue to explore funding options for a feasibility study.
- ∞ **Gary has submitted to Council (March 3rd) Disc Filter component replacement using CARES Act funding, which is the last of the critical projects he identified – Update 2/26/21:** These water-waste projects are critical to the functioning of the system. Replacing them insures that the system will not go down leaving the Casino and area customer including members at Aki without water. CARES Act funding can be used for system upgrades, repairs or improvements due to COVID19 traveling through wastewater. Most of the projects identified by Gary to maintain the wastewater system have been addressed. There are a couple relatively small upgrades/repairs remaining, but the total will be just short of \$400,000.

Special Projects:

- ∞ **Update 3/31/21: COVID19 Expenditure Plan:** Compiled a department by department COVID19 spending plan for leadership to review and advance.
- ∞ **At the end of March Tribal Council approved the use of \$289,336 of CARES Act funding for the last mile**

construction cost of the project.

Currently there is approximately \$2M unspent CARES funds. Most of the \$400,000 in critical water-waste infrastructure projects have been addressed. Leadership has been notified of this status and will need to make decisions regarding a spending plan.

Summary of Recommended CARES Act fund Appropriate Projects

Department	Project	Importance	Cost
Casino	Warehouse - excess slot mach.	Important	\$ 500,000
Casino	Pinnacle Software	Important	\$ 25,000
Casino	Trading Post Drive Thru Window	Important	\$ 50,000
IT	IT Network Eng.	Important	\$ 40,000
Historic Preservation	Web-based Language	Important	\$ 93,940
Utilities	Expand Office	Important	\$ 180,000
Utilities	Add Truck Garage	Important	\$ 310,000
Utilities	Redo Road & Parking	Important ***	\$ -
		Total	\$ 1,198,940

- **We are currently waiting on the Treasury to determine how the American Rescue Plan funds will be allocated to Tribes. They will do so by the end of April and disperse fund immediately.**

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: April, 2021

Re: MARCH 2021 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of March 2021. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Forest County Pottawatomi Insurance Department filed 73 claims on behalf of Little River in the amount of \$12,780.74 for third party revenue generation.

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

CLINIC OPERATIONS:

1,068 patients scheduled

16 patients NO-SHOW to scheduled appointments

01 patients provided SAME DAY appointments for emergent matters**

253 cancelled appointments

800 patients attending CLINIC PHYSICIAN appointments**

- 181 – Physician Appointments
- 619 – Vaccination Appointments

29 patients PHONE TRIAGE**

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

50 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MARCH (Total Patient Volume): 1,696

Diabetic patients:	98
Flu Vaccines:	0
Injections:	9
Moderna Vaccines:	619
Pfizer Vaccines:	0
Nursing Visits:	540 **
On-site Labs:	172
COVID-19 Tests:	25

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,462

DIRECT CALLS TO CLINIC OPERATIONS: 746

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:**MARCH 2021**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 16

TRAVEL HOURS: 39

SERVICE HOURS: 21

NUMBER SERVED: 16

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 184 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

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

TRAVEL HOURS: 2

SERVICE HOURS: 1

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 41

TOTAL SERVICE HOURS: 22

TOTAL CLIENTS SERVED: 20

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$143,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1960

TOTAL PRC PAID IN MARCH: \$104,060.20

PHARMACY/OTHER: \$53,689.10

DENTAL: \$9,676.90

TOTAL PATIENTS: 201 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 550

TOTAL CLAIMS ENTERED: 420

TOTAL PRC PAID 2021: \$237,099.34

TOTAL EHAP PAID IN MARCH: \$38,672.68

TOTAL EHAP PAID 2021: \$105,776.36

TOTAL ENROLLED EHAP/LRBOI: 1356

NEW APPLICATIONS MAILED OR GIVEN: 25

REASSESSMENTS MAILED OR GIVEN: 27

MEDICARE LIKE RATE (MLR) Savings for MARCH 2021

Claims submitted: 32 \$92,937.19 (total submitted)

-\$20,187.30 (what we paid)

\$72,749.89 (total savings)

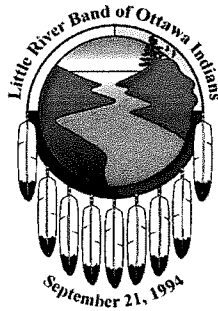
PHARMACY: MARCH 2021

Active patients: 344
Prescriptions filled: 1427

Insurance charges: \$105,734.36
Insurance payments received: \$116,396.97
Non-member cash/copays received: \$476.61

PRC-equivalent write offs:
LRBOI: \$27,791.96
Other Tribes: \$992.51
TOTAL: \$28,784.47

Housing
Tara Bailey



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For March 2021

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

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

Lease renewals due during the month: 9

Leases renewed: 7

New leases: 1

Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)

Move-out Inspections: 0

Move outs: 1

Transfers: 0

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

Applications received this month: 2

Total Number of Awards made during the Year: 4

Total Amount of Awards for the Year: \$20,000

The Housing Department has assisted with \$1,085,000 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!

C. Received notice that the Department of Treasury had funds allocated to them for an Emergency Rental Assistance Program to assist families that are struggling due to the COVID-19 pandemic. LRBOI received an additional \$16,938.61 in funds for the program and will begin taking applications for the program first part of April 2021.

D. The RFP for the 5 new homes in Aki from the ICDBG grant has been completed and a contractor has been selected on 3/31/21. The contract will be done and project moving forward first part of April.

E. Chapters 2/4/6/7 are currently out for public comment and the 30-day comment period will end on 3/10. Once complete, can then go back to TC for final approval. UPDATE: will be on TC agenda week of 4/7/21.

F. Received our award letter for 2021 IHBG in the amount of \$291,767. There may be an additional amount coming from the American Rescue Plan Act of 2021 as additional funds were allocated for Indian Housing.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 0
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0
- E. Due to the Executive Order regarding COVID-19 and the hold on lease terminations for non-payment of rent, we currently have \$20,541 in arrearages from 10 residents. 1 resident has not paid since April. We have contacted via phone, sent letters and still no response.

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 units to complete for a move in at this time, this allows maintenance staff to work independently from each other.
- C. Maintenance staff are working on a non-locking door at the elders complex, called in a vendor but they unable to fix.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 75 were rented giving us an occupancy rating of 93%.

- A. Aki has 55 income based rental units of which 51 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 7 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. The elder's complex new laundry area is near completion, the electrical and plumbing has been completed. The new commercial washer and dryer and laundry carts have been purchased and are waiting to be installed. Maintenance staff has to complete the drywall repairs and install the equipment.

VI. Plans for the Future.

Will start working with Housing Commission on Chapters 1/3/5/8 of Housing Regulations to update as needed.

VII. Other Information.

The Housing Department did two interviews during the month to fill the vacant position of Housing Specialist. A person has been chosen and once they accept, we will announce who the new team member is. We will post for an additional maintenance staff member to fill the vacant position during the month of April.

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

Cc: File

Human Resources

Jeff Simpkins

To: Ogema Romanelli

From: J. Simpkins

Subject: March 2021 HR Department Report

Date: 4/9/21

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

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

1) HR 2020 Operational Plan

- a) The 2021 Operational Plan started with 64 projects and major tasks and increased to 69 in March.
- b) YTD completed 9 projects/major tasks.

2) Talent Acquisition

a) Talent Acquisition

- i) Month Number of Hires: 4
- ii) Number of Hires Year to Date: 8
- iii) Number of Applicants Year to Date: 128
- iv) Number of Open Positions: 12
- v) Updated Recruiting Work Priority: 1-Health Clinic, 2-NRD, 3-IT, 4-All Others
- vi) Turnover Year to Date: 6

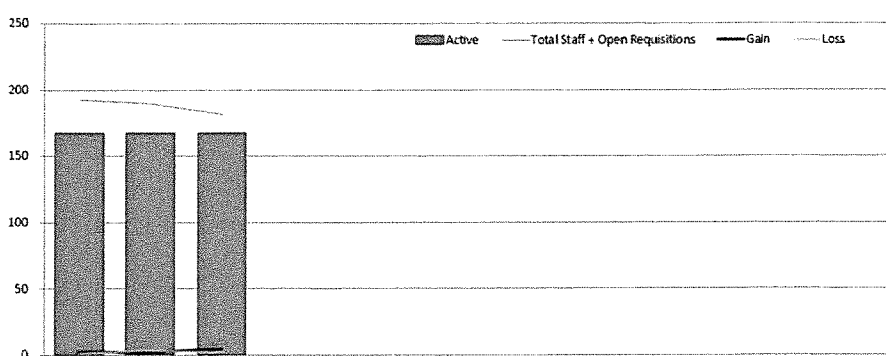
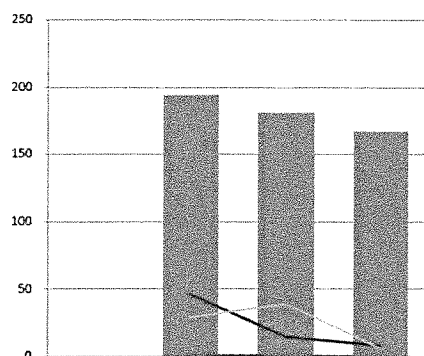
vii) March included continued stabilization of the talent acquisition process. At month's end there were 12 open full-time job requisitions. The focus on recruiting work during March led to 9 candidates moving to the offer and on-boarding process. These people are scheduled to start work in April and May. These include key positions in the Health Clinic, Housing, Food Distribution and others. Congratulations hiring managers and Alicia Knapp!

viii) Updated the NRD seasonal hiring process to improve throughput and increase efficiency. Thanks to the NRD team for their help!

ix) All four hires during March were Tribal Preference hires.

x) Identified a Road Patrol Officer candidate in conjunction with Public Safety.

Staffing



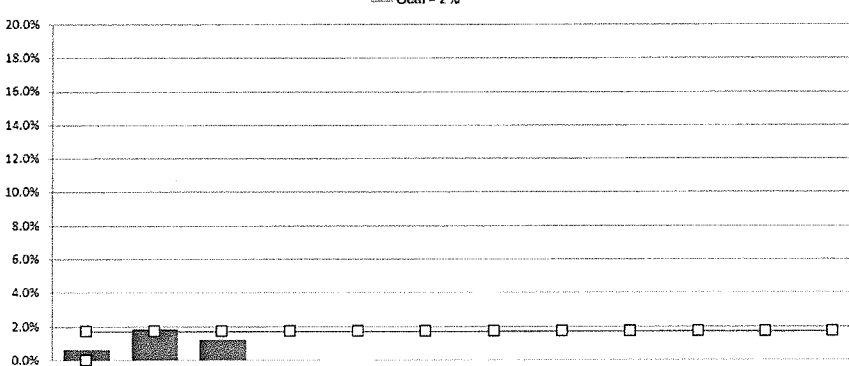
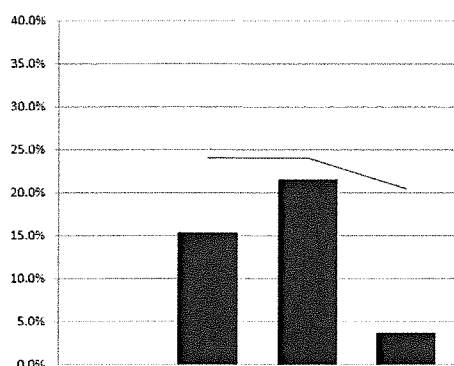
Variables	2019	2020	2021
Active	194	181	167
Inactive	3	1	2
Total Staff	197	182	169
Open Requisitions	8	7	20
Total Staff + Open Requisitions	205	189	188
Average Fill %	96.1%	96.3%	89.6%
Gain	46	15	8
Loss	29	39	6
Net Gain (Loss)	17	-24	2

Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
167	167	167									
1	1	3									
168	168	170									
25	22	12									
193	190	182									
87.0%	88.4%	93.4%									
2	2	4									
1	3	2									
1.0	-1.0	2.0									

Michigan Unemployment
Michigan/National U6

5.7% 5.2% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%
11.1% 11.1% 10.7% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

Turnover



Variables	2019	2020	2021
Turnover Percentage	15.2%	21.4%	3.6%
Total Separations	30	39	6
Average # of Associates	197	182	169
Turnover Goal	24.0%	24.0%	20.4%
Turnover Percentage: Involuntary	5.6%	12.6%	1.2%
Turnover Percentage: Voluntary	9.6%	8.8%	2.4%

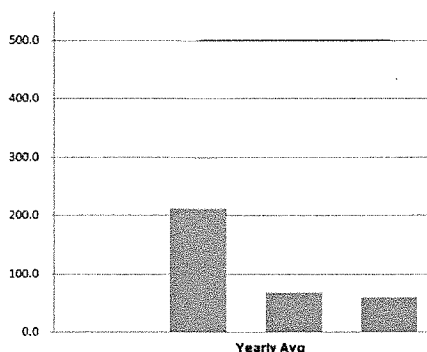
Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
0.6%	1.8%	1.2%									
1	3	2	0	0	0	0	0	0	3	0	0
168	168	170									
1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%	1.7%
0.0%	1.2%	0.0%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
0.6%	0.6%	1.2%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

3) Talent Development and Relations

a) Leadership and Team Member Development.

- HR assisted the organization and leaders through key issues, including employee communication. We continued the Leadership Roundtable series, with 15 leaders in attendance.
- Provided additional HR support to the leadership of various departments. This included continued job description update support, team member relations events and One-on-One process coaching.
- Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
- Completed NRD SABA updates and helped launch the 2020 review cycle.
- Conducted to prepare for re-launch of the Performance Management system. Continued working the 2020 HR Department review cycle in the SABA system.

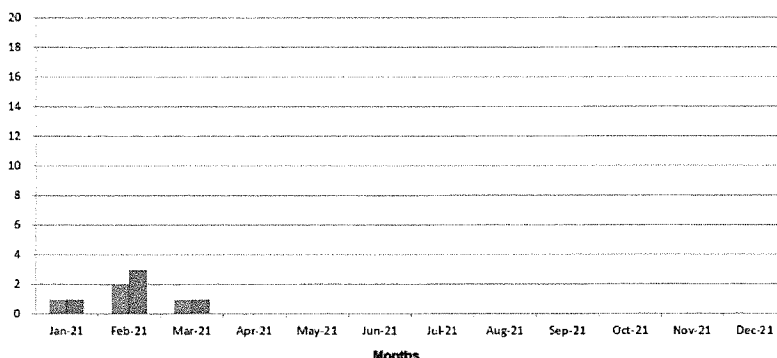
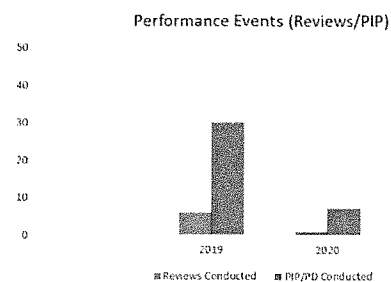
- vi) Continued "The River Resource" publication to help team members stay informed and connected. Began including new hire photos/bios in the newsletter.
- vii) The Compensation Plan Team completed its tasks and submitted information to LRBOI for consideration.
- viii) Established contact with the CMU College of Medicine. The initial contact purpose was to check for medical school student availability to help at the Muskegon Vaccination Clinic. This contact led to discussions about a medical student training partnership between CMU and the LRBOI Health Clinic in both Manistee and Muskegon. Congratulations and thank you to Dr. Wever for his help!
- ix) Worked with Fred Pryor to launch Pryor Online Learning Management System for all LRBOI employees.
- x) Completed preparations to launch the 2021 Employee Engagement Survey.
- b) HR Department Development Initiatives:
 - i) HR Development Events: 0
 - ii) Continued file migration to O365 storage solutions.
 - iii) Utilize SABA to track 2021 individual goals.
 - iv) Completed one 2020 performance review in SABA. One remains in-progress.
 - v) Launched project to improve HR use of MIP data. It's now a regularly scheduled meeting for the team.
 - vi) Corrected orientation information.
 - vii) The team completed 39% of first quarter goals. This is a learning opportunity for the team. Some of the issues relate to realistic scheduling and un-scheduled projects. As an example, in one case an HR team member handled 73 unscheduled tasks and/or projects during the quarter. Finally, the team is slightly ahead of pace for all scheduled work in 2021 at 40%. Nice job Alicia and Mindi!



Variables	Yearly Avg		
	2019	2020	2021
Ave. Training Hours	#DIV/0!	67.5	60.2
Goal	500	500	500

Orentation	98	22	39
New Employee Training	193	24	0
Training: Position Development	46	33	22
Cross Training/Position Preparation	0	8	8
Leadership Training	1,027	217	80
One on One	132	31	23
Other Training	29	3	0
Safety Training	781	0	9
Mentorship	240	0	0
Total Training Hours	0	2,546	338

Performance Events (Reviews/PIP)



Variables	2019	2020	2021
Percent of Staff Receiving Feedback	18%	4%	5%
Reviews Conducted	6	1	4
PIP/PO Conducted	30	7	5
Total Staff	197	182	169

Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
1%	3%	1%									
1	2	1	0	0	0	0	0	0	0	0	0
1	3	1	0	0	0	0	0	0	0	0	0
168	168	170									

4) Benefits and HR Administration

- Continued working to improve benefit processes.
- Benefits Work Priority: 1 – Auditing Benefit Portal Information, 2 – Benefit Reconciliation Process, 3 - Assisting Team Members with Benefit Requests, 4 – Improving Insurance Invoice Processing
- Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- During March, Melinda Smith completed the February insurance reconciliations without assistance for the first time. Thanks Mindi!
- Completed the audit of online insurance portal data. Presented findings to agents for resolution.
- Launched the 2021/2022 health insurance quoting process and provided census information to prospective agents.
- Launched the 2021 life/disability insurance quoting process.
- Received all 401k audit RFP from prospective vendors.
- Resolved AFLAC tax question.
- Developed an update form deadline for payroll processing with our teammates in Accounting.
- Re-launched the monthly Payroll/HR coordination meetings.
- Improved coordination with Public Safety on fingerprint/background check requirements.
- Leave Notes
 - Leave hours increased again in March, due primarily to traditional FML events.

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY

INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

CURRENTLY EMPLOYED

March 2021

TM	NA	D	S	NP	TOTAL
61	9	12	7	54	143
9	0	1	3	16	29
11	2	0	0	1	14
4	2	0	1	1	8
85	13	13	11	72	194

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

Prior Month

60	9	10	6	55	140
10	0	1	3	16	30
11	2	0	0	1	14
4	2	0	1	1	8
85	13	11	10	73	192

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

Notes on Tribal Preference:

1. March Tribal Preference Employment was 62.9% of total employment, a slight increase from last month due to new hires and turnover. Of note, all four hires during March were Tribal Preference candidates. Congratulations hiring managers!
2. Data since March 2019 shows the following:
 - a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
 - i. 2021 Tribal Preference Applications: 21.9%
 - ii. 2020 Tribal Preference Applications: 15.8%
 - iii. 2019 Tribal Preference Applications: 14.1%
 - b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference hires compared to all hires.
 - i. 2021 Tribal Preference Hires: 75.0% (Great job hiring managers!)
 - ii. 2020 Tribal Preference Hires: 33.3%
 - iii. 2019 Tribal Preference Hires: 26.7%

7) Workforce Development

- i) The Tribal Development Team continued operations in March. We received our first contact from a Tribal student interested in summer internship work. Great job team!
- ii) Continued teaming with MichiganWorks on the development of non-traditional apprenticeships. During March we received the first draft for each of our two pilot apprenticeship programs, and met with MichiganWorks on a go-forward plan.
- iii) The MichiganWorks/LRBOI co-location office began operations at the Government Center in March.
- iv) Continued the development of a General Motors/LRBOI Workforce Development and professional partnership.

- v) Continued development of a DTE/LRBOI Workforce Development partnership.
- vi) Development of the Work Experience program continued in March. Both team members continued their Workforce Development training, and both are interested in applying for full time positions within the organization. This is particularly good news because both are early career Tribal Members who could be great future contributors to the organization. Thanks again to Alicia Knapp for her work on this project!
- vii) Completed internal work on a memo of understanding with MichiganWorks.
- viii) March New Requests for WFD Service: 3
- ix) 2021 Total Requests: 12
- x) 2021 Total Number in Adult Work Experience: 2

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
March 2021

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. New router and firewall configuration and install has started. Contractor has begun the configuration of the firewall.
2. VMWARE System cleanup has completed. Contract for updating VMWARE to the newest release is complete.
3. Virtual system errors have been corrected and server updates continue as needed every other weekend.

4. Mandatory IT Projects by order of priority:

a. March 2021

- i. Government remains open by appointment only due to pandemic.
- ii. New laptops with mobile access for all critical employees are deployed.
- iii. Many departments still replacing equipment and deployment of the new equipment is overwhelming the IT Staff.
- iv. Training users of how to use the remote work devices has proven to be a challenge for the IT Staff due to time constraints.
- v. Support All Operations

5. 392 new IT work orders were opened in March 2020 and 419 IT work orders completed in March 2021.
6. IT Remains severely understaffed and is unable to keep up with daily operational demands.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions for 2021 IT Projects.

Trainings Held / Attended –

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

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: April 7, 2021
Re: March 2021 report of activities

Number of tribal members assisted on new issues	97
Number of referrals received	7
Number of continuing cases:	69

Types of legal issues:

Child support	Land Contract - Forfeiture
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Child Support Arrearages	Conservator - Adult
Trusts	Parenting Time
Estate Planning - Out of State	Social Security Disability
Custody	Conservator Accounting
Name Change – Minor	Return of Security Deposit
Unpaid Rent	Privacy Laws
Medical Power of Attorney	Child Exemptions - Income Taxes
Alternate Service of Civil Documents	LLC
Theft of Automobile	Collections
Amend Trust	Limited Power of Attorney - Minor
Power of Attorney	Methadone
Probate Estate – Out of State	Fishing Rights
FOIA	Child Protective Services
Estate Planning – Amendments	Supervised Parenting Time
Minor Guardian	Adult Guardian

Trust Administration	Landlord Tenant Issues
Unemployment	Evictions
Small Claims	Paternity
Move out of State with Minor Children	Driver's License
Estate Recovery	Civil
Remove Conservator for Adult	Garnishment
Minor Guardian	Post Divorce
Redirection of Child Support	Personal Injury
Resignation in Lieu of Termination	DHHS
Cease and Desist	Mortgage
Probate Estate – Out of State	Operating Under the Influence
Legal Custody	Business
Affidavit of Parentage	Estate Distribution
Lump Sum Payoff of Judgment for Less \$	HIPAA Authorization
Abuse-Neglect Minor Children	Power of Attorney – Amendment
Security Deposit Retention and Damages	SSI
False CPS Report	Real Estate – Out of State
Revocation of Paternity	Human Resources
Intestate Succession	Enrollment
Insurance	

Sample of Work Performed:

Assisted a tribal member obtain and lump sum payoff of a civil judgment for an amount less than the full amount

Assisted a tribal member prepare and file a small claims action

Assisted a tribal member obtain guardianship over a minor when the parents were not caring for the minor

Assisted a tribal member set up an LLC

Assisted a tribal member disburse estate assets how the deceased wanted them distributed but differently than the law required

Assisted a tribal member obtain a hardship waiver from the State of Michigan who wanted to take the deceased's home to repay for Medicaid payments

Members Assistance
Jason Cross (Interim)

Members Assistance Department

March 2021 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-18-K28 \$364,000
 - i. Total expensed \$336,889.48
 - ii. Budget remaining 7%
 - iii. 14 total households served with this program.

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

2. Food Assistance Program

- b. Budget \$46,050
- c. Total expensed YTD \$11,750
- d. 74% Remaining
- e. 37 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
11	0	0	0	5	3	1	3	1	13

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$15,496.89
- h. 69% Remaining
- i. 12 Total households accessing this program to date

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

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$5,249.19
- l. 87% Remaining
- m. 24 total households accessing this program to date.

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

5. LIHEAP – DHHS Grant Funded Program FY 2021

- a. Total Budget \$176,417
- b. Total expensed to date \$6,000
- c. 5 total households accessing this program to date.

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

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$660.00
- f. 93% Remaining
- g. 10 Elders accessing this program to date

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

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$2,540.88
- j. 88% Remaining
- k. 12 Members accessing this program to date.

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

8. LRBOI Home Repair Program 2020

- l. Total budget \$100,000
- m. Total expensed YTD \$8,422.50
- n. 92% Remaining
- o. 1 members accessed this program

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$98,150.00
- r. 78% Remaining
- s. 13 members accessed this program
- t. Average age at passing is 65.

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

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 303 Elders enrolled in program.
- w. April invoice \$70,307.95

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
103	18	51	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
64	49	32	0	28	31	19	16	7	0

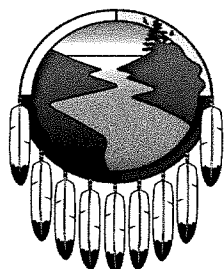
13. Office Visits

bb. 0 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Director

Natural Resources
Frank Beaver



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

**March 2021 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Vacant

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

Fisheries Division:

Archie Martell - Senior Fisheries Biologist, Fisheries Division Manager

Barry Weldon – Great Lakes Fisheries Biologist

Alycia Peterson – Great Lakes Fisheries Technician

Mike Snyder – Great Lakes Fisheries Technician

Corey Jerome – Fisheries Biologist, Sturgeon

Dana Castle – Aquatic/Fisheries Biologist, Inland

Corey Wells - Fisheries Technician, Inland

Administrative/Budget/Reports/Data Entry:

- Managed budgets
- 1050 Sturgeon Program/ Habitat Restoration Program
- 4031 Fisheries and Water Quality Budgets
- 4068 BIA Inland Natural Resources
- 4086-760/4097/4109/4227 BIA GLRI funding
- 4018 Great Lakes Fisheries Assessment
- 4097 BIA Great Lakes Restoration Initiative, Native Species
- 4137 BIA Great Lakes Restoration Initiative, Native Species
- 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Division work plans
- Grant Management
- Review State Collector permits/Fisheries Orders.
- Commercial and Subsistence fishing licenses
- Coordinated with USFWS Green Bay with field plans and graduate student
- Coordinated calls for upcoming Walleye Survey preparation.
- Presentation for MIAFS on Arctic Grayling.
- Finalizing field plans for Arctic Grayling and habitat work on Upper Manistee.
- Review Walleye Sampling Protocol (IFC 2018).
- Provided comments on states Inland Walleye Management Plan.
- 2020 fishery assessments data management
- Great Lakes fishery data management
- Scientific literature review.

- Preparing for upcoming field season and work plans.

Equipment maintenance/Field Work/Lab Work:

- NGLC sturgeon aquarium maintenance
- Fish aging, structure processing and imaging.
- Vehicle maintenance GSA trucks repair maintenance
- Portage Lake walleye population assessment
- Manistee Lake adult sturgeon assessments
- Consent Decree negotiations work
- Organized and compiled 2019-20 scale data
- Reimaged and aged 2018-19 Imaging Scales for age data
- Great Lakes, processing structures for fish aging
- 2021 field season and streamside rearing facility reconfigure preparation for field season.
- Great Lakes Program, yellow perch scale image preparation, processing, and aging
- Great Lakes fish stomach content processing

Meetings/Training/Travel/Conference Calls

- NRD Accounting Department meeting, budgets (3/1)
- NRD LEADS meeting (3/1)
- Consent Decree negotiations internal call (3/1)
- Consent Decree negotiations internal call (3/2)
- Consent Decree negotiations internal call (3/8)
- Natural Resources Commission meeting for sturgeon update (3/8)
- Seasonal Fisheries Technician interviews (3/9)
- NRD LEADS Meeting (3/10)
- Inland Fisheries Committee meeting (3/11)
- Michigan Chapter, American Fisheries Society Meeting (3/16-17)
- Modeling sub-committee meeting (3/16-18)
- NRD LEADS Meeting (3/18)
- Fish and Wildlife Service coordination meeting (3/19)
- Portage lake coordination meeting (3/19)
- USFWS database discussion (3/19)
- CRA, Baldwin Dam Removal (3/22)
- Lakes Committees Meetings for Lake Huron and Lake Michigan (3/22-23)
- BIA GLRI program meeting (3/22-23)
- Consent Decree negotiations internal call (3/23)
- Consent Decree negotiations external call (3/23)
- Lake Michigan Committee call (3/24)
- CORA meeting (3/25)
- Consent Decree negotiations external call (3/25)
- GLATOS workshop (3/30)
- Interviews, Aquatic wetlands Biologist (3/30-31)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		

4086-760/4097/4109 BIA GLRI funding
4031 Natural Resources
4018 Great Lakes Fisheries Assessment
4097 BIA Great Lakes Restoration Initiative, Native Species
4137 BIA Great Lakes Restoration Initiative, Native Species
4227 BIA Great Lakes Restoration Initiative, Native Species
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon

Wildlife Program

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

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Completed monthly report – March
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits (hunting tags), applications, regulations
- 2021 hunting permits planning – Ongoing
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations
- Ordered wildlife equipment needed for 2021 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Develop Newsletter articles for March and May currents
- Develop article/content for new NRD web page – Ongoing project
- Resource selection function manuscript - Monthly occurrence until submitted
- GLRI grant reporting
- Marten project data entry
- Graduate Assistance application review and selection

Equipment Maintenance/Field Work/Lab Work

- Equipment maintenance (Tractor, Skid-steer)
- Cleaned and service wildlife vehicles - monthly occurrence
- Camera deployment for American marten detection project
- Camera deployment for American marten exploratory project
- NLP marten survey picture ID
- MN marten resting site collaboration (snow cores, pulled weather stations)
- Cleaned and organized equipment at Big Blue
- Planting Traditional plants
- Custer property maintenance (tree tube pick up)
- Updated invasive species treatment maps

Meetings/Training/Travel/Conference Calls

- Weekly Team meeting – 3/1, 3/8, 3/15, 3/22
- Cornell webinar – 3/17
- Accounting monthly meeting – 3/1
- NRD Leads meeting – 3/1, 3/18, 3/23, 3/31
- Seasonal Wildlife interviews – 3/11, 3/12
- Turtle meeting with USFS and GVSU – 3/9, 3/26
- American marten conference call GVSU – 3/10
- Natural Resources Commission meeting – 3/8
- WTC elk expansion conference call – 3/8
- Rare Turtle working group meeting – 3/5
- Council agenda, work session, and meeting – 3/15, 3/17, 3/22, 3/23, 3/24, 3/30, 3/31
- BIA GLRI meeting – 3/22, 3/23
- GVSU committee meeting – 3/31
- Project update meeting – 3/30
- Michigan TWS annual meeting – 3/23, 3/24
- 1:1 meeting's – 3/2, 3/3, 3/16, 3/17, 3/30
- 2020 SABA close out meeting – 3/26
- Leadership roundtable meeting – 3/11

Environmental Division

Allison Smart –Environmental Division Manager

Vacant – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Aquatic Biologist – Water Quality

Vacant – Aquatic Biologist – Wetlands

Environmental Division Capacity Building (IGAP)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA work for 1:1s
- Staff Task List Management
- Finalized Air Quality Grant
- Interviews for AQ Bio-Wetlands
- Prepped for exit of Air Quality Specialist
- Review of Air TAS for 105 and 505
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- New Staff guidebook
- Position plan for Great Lakes Policy Specialist
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- CY2021 Planning

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 3/1, 3/8, 3/15, 3/22
- NRD Lead Huddle: 3/1, 3/18, 3/31
- 1:1 Meetings w/staff: 3/1(x2), 3/2, 3/22 (x2), 3/23
- 1:1 w/Supervisor: 3/2 3/17
- Agenda Review Tribal Council 3/1, 3/8
- Tribal Council Meeting: 3/3, 3/10
- NRD Leadership Meetings: 2/4, 3/10
- Team Meeting on Website: 3/1
- Project Meeting w/ Staff: 3/3, 3/24, 2/25, 2/26
- Enbridge Line 5 ACOE Meeting: 3/2
- CORA/GLIFWC Line 5 Call: 3/22
- EGLE/Tribes District Meeting (Cadillac/Gaylord) 2/19
- WETG Planning: 3/2
- Call with USEPA Tribal Liaison: 3/3
- Obtawaing Biosphere Meeting: 3/3
- GLRI Wild Rice Coordination Call Jessica Koski (BIA): 3/4
- Working Effectively with Tribal Governments USEPA Training (guest speaker) 3/8-3/12
- TEPM Virtually – 3/15-3/18
- BIA GLRI Meeting 3/22-3/23
- MTEG 3/9
- TEPM talk Planning: 3/10, 3/16
- Meeting with LCWM: 3/10

- Lake Michigan LAMP Planning 3/10
- USEPA Brownfield 4 Elements Training Planning: 3/10
- Leadership Round Table 3/11
- Water Quality Monitoring Meeting Planning with EGLE 3/11, 3/23
- EPA Tribal Consultation Policy Webinar 3/15
- RTOC 3/18
- Call with NOAA on Wild Rice 3/17, 3/25
- SABA Meeting 3/19, 3/26
- Call with CRA – projects 3/23
- Call with V. Flowers (Onedia Nation) 3/23
- LTBB Oil Spill Response Workshop 3/24
- Aquatic Biologist Wetlands Interviews 3/30-3/31

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Completed 2020 Survey & Inventory Data Analyses
- Completed 2020 Open Dump Survey Data Analyses
- Continued work on SOP for Annual Data Analyses
- Element 4 Tribal Correspondence & Recommendations summarized
- Completed non-agency Soil Sampling paradigm lit reviews
- Began agency Soil Sampling paradigm lit reviews & recommendation for LRBOI
- Updated variety of LRBOI Brownfields Program Website information: links, descriptions, etc.
- Wrote article for LRBOI Currents for LRBOI Brownfields Program
- Completed 2020 LRBOI Brownfields Program Annual Report (Departmental)
- Began first draft of Brownfields Prevention Ordinance

Field Work and Equipment Maintenance

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

- Environmental staff weekly huddles (March 1, 15, 22)
- 1:1 meetings with supervisor (March 1, 22)
- Met with Env. Staff re: Env. Staff websites updates (March 1)
- Attended virtual monthly HHW meeting (March 2)
- Sat on monthly Tribal NRDAR Call (March 2)
- Met with supervisor re: QAPP (March 3)
- Attended quarterly virtual MTEG meeting (March 9)
- Attended virtual TEPM conference sessions (March 15-19)
- Sat on virtual RTOC sessions (March 17&18)
- Attended virtual EPA & LTBB Oil Spill Training (March 24)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Finished entering data and updating 2020 WQAR
- Sent WQAR to EPA
- Finished Fish Tissue contaminant QAPP
- Sent Fish Tissue contaminant QAPP to EPA and received feedback.
- Received nutrient data from GLEC

Field Work and Equipment Maintenance

- Ordered Nutrient bottles from GLEC

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

- 3/8- ATTAINS training
- 3/9-MTEG
- 3/9- PLWF CBCW planning
- 3/9- PLWF Internship planning
- 3/15-TEPM
- 3/16- Inland Lakes Partnership
- 3/17- Lake RMN webinar
- 3/18- Portage Lake CBCW
- 3/22- ATTAINS
- 3/22- RMN Lakes meeting
- 3/30- PLWF council zoom meeting

Air Quality Program (Funded by EPA CAA 103)

Administration/Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions
- Submit Signed Control Analytics requisition to Purchasing
- Submitted Letter of Resignation 3/19
- Contacted MDEGLE's Navnit Ghuman regarding replaced Ambient Temperature monitoring device, my retirement and adding Allison to the MDEGLE's Daily Update email list

Field Work and Equipment Maintenance

- Completed a Monthly Ozone Multipoint – 3/11 and 3/26
- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 3/3 and 3/19
- Completed PM 2.5, Monthly Maintenance & QC – 3/3 and 3/19
- Completed PM 2.5, Quarterly Maintenance & QC – 3/19/21
- Installed a new set of PM 2.5 filters – 3/15 and 3/31
- Sent collected PM 2.5 filter samples to MDEGLE – 3/8, 3/23 and 3/31
- Inspected IAQ related equipment in EDC Cage in Gov Ctr Basement – 3/3
- Trip to MDEGLE in Lansing/PM 2.5 Sampler pump rebuild – 3/12
- Received Recertified Chinook form MDEGLE's Eric Hansen – 3/19
- Changed the ambient temperature measuring device – 3/25

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

- Attended weekly Environmental Division Huddle – 3/1 and 3/8
- Communicated w/supervisor – 3/2 and 3/23

- Attended Indoor Ventilation & Health Effects Webinar – Presented by Suresh Dhaniyala, Clarkson University, Jeff Siegel, University of Toronto, Lisa Wang, University of Colorado, Andy May, Ohio State and Dustin Poppendieck, NIST – 3/4
- Attended Michigan Tribal Environmental Group (MTEG) Virtual Meeting – 3/9
- Attended 2021 Region 5 Tribal Environmental Program Management (TEPM) Conference – 3/15-17
- Attended Spring Region 5 RTOC Meeting – 3/18
- Attended Monthly State, Local, and Tribal Air Monitoring Conference Call – 3/24
- Attended Monthly R5 Tribal Air Conference Call – 3/25
- Attended Monthly USEPA & NTAA Air Policy Update Conference Call – 3/25
-

Wetlands (Wild Rice) Program

Administration//Reports/Data Entry

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

Field Work and Equipment Maintenance

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

Great Lakes Policy Program

Administration//Reports/Data Entry

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

Field Work and Equipment Maintenance

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

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

March 2021

Steve Parsons

Meetings/Conferences/Trainings

- On March 4 & 25, 2021, I participated in the Construction Task Force meeting via conference call.
- On March 11, 2021, I participated in a Microsoft Teams virtual meeting with members of MDOT staff regarding various planning aspects of the proposed roundabout at US-31 and M-22. The deadline for master plan completion is December 4, 2021. The project proposal is scheduled to be put out to bid on February 4, 2022, with construction tentatively set for the spring of 2022.
- On March 16, 2021, I participated in the virtual Special Board meeting of the Manistee County Community Foundation.
- On March 17, 2021, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Little Traverse Bay Band, the Hannahville Indian Community and the Sault Ste. Marie Tribe of Chippewa Indians also participated in the meeting.
- On March 24, 2021, I participated in the virtual Tribal Council meeting to represent an item I had on the agenda—Addendum to our Building Inspector Contract with Mark Niesen.
- On March 25, 2021, I participated in the virtual meeting between MDOT and Michigan Tribes to discuss the renewal of the Section 106 Programmatic Agreement. Jay Sam (Historic Preservation Director) is the Tribal lead representative on this issue. This group will continue to meet during the months of April and May.

Activities/Accomplishments/Updates

- On March 17, 2021, I issued a building permit to the Little River Casino Resort for the construction project to convert the Great Lakes Buffet into a food court. It is anticipated that this project will be completed by late May/early June of 2021.
- **BIA Roads – 2021 Projects:** In the next few months, some of our 2021 road projects will be moving forward. Here is the latest update on those projects.
 - **Cemetery Parcel Road Project:** On March 19, 2021, we finally received our environmental clearance for this project. With the environmental clearance documentation having been received, we applied to the BIA—Michigan Agency for Rights-of-Way for the four roads involved in this project. (Tribal Council already passed a resolution in February 2019 requesting a ROW from the BIA.) We received confirmation from the BIA on March 26, that our ROW documentation had been received and was being processed by the Michigan Agency office. On March 31, 2021, the Cemetery Road project was put out to bid by Grand Traverse Engineering & Construction (GTEC), with a deadline for proposals of April 15, 2021. Our plan is to proceed with this project as soon as possible in late April/early May of this year.
 - **Commodities Drive Road Project:** The invitation to bid on this project was sent out by Grand Traverse Engineering & Construction (GTEC) in November 2020, with bids being received in December 2020. The low-bid proposal was submitted by Shultz Excavating & Asphalt of Ludington. The bid was reviewed by GTEC and deemed qualified. The

tentative plan is to submit a project contract with Shultz Excavating to Tribal Council for consideration at their April 14, 2021 meeting.

- Sugar Shack Road repair (replacing failed culvert) was waiting on a necessary EPA wetlands permit, which was needed before construction can begin. That permit was received on March 11, 2021. Construction is anticipated to begin sometime in April 2021.
- Public Safety Parking Lot Project: We are considering making some modifications/additions to the Public Safety Parking Lot (to include additional parking and carports near the water tower location) sometime in 2021. The initial construction project was completed in the fall of 2020, but we have not closed out the project with the BIA and could make additions. Ken Ockert and I will be meeting with Robert Medacco (Public Safety Director) sometime in April to discuss the scope of the additional work requested and whether to move forward with the project.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	11
City Assist	7
County Assist	4
Medical Assist	2
MSP Assist	4
Other Calls for Service	5
Property Checks	541
Suspicious Person	4
Suspicious Situation	5
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	9
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	2
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	2
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	12
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	10
Assault	3
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	1
Disorderly	3
Domestic Disturbance	4
Drive-Off	1
Drug Violation/VCSA	10
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	1
Intimidation	
Intoxicated Person	
Juvenile Runaway	2
Larceny	2
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	1
Probation Violation	2
Property Damage/PIA	9
Public Peace	
Resisting	
Robbery	1
Sex Offense	1

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

Unwanted Subject

2

Miscellaneous

Administrative Hours

341.75

Alarm

Attempt to Locate

1

Boat Dock Checks

Casino Hours

179.75

Civil Standby

Community Policing

1

Court Hours

3.75

Death Notification

Drug Disposal

Follow-Up Investigations

27

Found Property

4

Lost Property

1

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

2

Total Complaints

57

Total Reports

57

Training Hours

20

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage

3477

Voluntary Missing Adult

Training/Travel

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

Administrative Hours	65.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	5
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	324.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	3
Training Hours	14
Vehicle Mileage	2227
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

March all officers completed online Implicit Bias training.

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

Administrative Hours		344.25
Arrest(s)		1
Male		
Female		1
ATV Patrol Hours		
Assist(s)		9
Assist Hours		10.25
Citation(s)		1
Civil		1
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints		37
Contacts		90
Court		1
Court Hours		0.75
Follow-up(s)		12
Follow-up Hours		7
Federal Citation(s)		
Hours Worked		520
Joint Patrol(s)		
Marine Time		
Meeting(s)		2
Meeting Hours		3
Paper Service		
Possible Trespass		
PR Activities		4
PR Activities Hours		24.5
Property Checks		130
Snowmobile Patrol Hours		
Training(s)		7
Training Hours		31.25
Vehicle Mileage		2822
Vehicle Stops		10
Verbal Warning(s)		7
Written Warning(s)		

Training/Travel

March 23-25, 2021 Officer Bruce attended online SLEC training.
March 2021 all Officers completed online Implicit Bias training.

Tax Office
Valerie Chandler

Tax Department March 2021 Monthly Report

Staff: Valerie Chandler, Tax Officer

Arianne Gray, Tax Department Administrative Assistant

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

Recurring Duties and Accomplishments:

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Copies of tax forms and RTM verification letters
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Tribal Business Tax Licenses, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for February 2021.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
7. Issued 8 Certificates of Exemption:
 - Purchaser: 3 RTMs 5 Tribe/Entity
 - Purchase Type: 1 Vehicle 6 Construction/Equipment 1 Fuel
8. Reviewed 55 Tribal Member address and/or name changes; 5 required updating of the RTM list and database.
9. Mailed 23 Proof of Residency request letters; processed 3 Proofs of Residency that were received.
10. Processed 3 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interaction:

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

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

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for April 2021 and provided it to the Trading Post.
8. Reviewed and processed 1,978 Trading Post Motor Fuel and Tobacco Receipts; flagged and corrected cashier errors.

Little River Casino Resort Interactions:

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

Variable Duties and Accomplishments:

1. Reviewing, editing, and commenting on all Tax Department Ordinances and Regulations for future amendments. Also researching and comparing other Tribes' tax documents for reference.
2. Creating and compiling a tax reference guide incorporating all of the tribal tax laws for easier reference.
3. Received and transferred a large amount of calls and emails to the Enrollment Department from members needing copies of their 1099s because they never received theirs or lost it.
4. Sent copies of several RTMs Annual Sales Tax Credit letters of verification and forms to them and/or their tax preparers.
5. Assisted in interviewing of candidates for the Food Distribution Warehouse Assistant due to the random Director/staff member chosen was not able to attend the interviews.

6. Prepared and submitted an article of Tax Department reminders for the next issue of Currents.
7. Prepared and sent information to the Human Resources Director for the April editions of the River Resource (internal employee newsletter).
8. Prepared and sent an email to "all LRBOI" as a reminder of the process to purchase tax exempt fuel at the Little River Trading Post for government vehicles. Also included a reminder that all employees are eligible for a \$.05 per gallon discount on personal fuel purchases at the Trading Post.
9. Prepared and sent an email to "all LRBOI" regarding an IRS update that was received from the State concerning the tax filing and amendments of tax returns as a result of the tax exemption on unemployment earnings for qualifying taxpayers.
10. Reviewed and provided feedback to Human Resources regarding a draft Communication Plan and Calendar update.
11. Reviewed and provided feedback to Human Resources regarding a draft SOP for Master HRIS Information Processing.
12. Reviewed and provided a response to ULD regarding a State draft Revenue Administrative Bulletin as required by the State's Tribal Consultation Policy.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Tribal Affairs office regarding clarification of a section of the Tax Agreement.
2. Corresponded with Treasury regarding States sales tax being charged to some of the RTM's utility accounts and a couple of companies requesting RTMs to complete an unnecessary tax form.
3. Corresponded with Treasury regarding amendments to RTM tax returns due to adjustments to Form 4013, which are a result of qualifying members' tax exemptions on unemployment wages from 2020.

Little River Trading Post Interactions:

None out of the normal for the month.

Little River Casino Resort Interactions:

1. Corresponded with CFO regarding a possible change to an internal tax return form.

Meetings / Trainings Attended During the Month:

1. Directors meeting conference call on March 1, 2021.
2. Leadership Roundtable meeting on March 11, 2021.
3. Met with Human Resources Director on March 15, 2021 regarding a personnel inquiry.
4. Tribal Council meetings via Zoom on March 3, 17, and 24, 2021.
5. Food Distribution Warehouse Assistant interviews on March 24, 2021.
6. Basic Performance Management and How to Build Performance Review Components training via Zoom on March 25, 2021.

Statistics:

Total Registered Resident Tribal Members (RTMs): 268

- Manistee County: 257
- Mason County: 11

Monthly Tax Revenue*:

*February 2021 amounts received in March 2021

- Retail Sales Tax (Little River Trading Post) \$3,713.74
- Retail Sales Tax (Gift Shop) \$458.80
- Lodging & Occupancy Tax \$5,007.93
- Food & Beverage Tax \$17,115.96

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

- Gasoline (includes eligible Government & Resort vehicles): \$4,902.90
- Diesel (includes eligible Government & Resort vehicles): \$200.22
- Cigarettes: \$9,465.48
- OTP (other tobacco products): \$250.45
- Employee (Government & Resort) Discount on Fuel: \$428.15

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

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

- Gasoline: \$0.392/gallon
 - Diesel: \$0.406/gallon
 - Cigarette Pack: \$2.00/pack
 - Cigarette Carton: \$20.00/carton
 - OTP (Other tobacco products*): 32% of wholesale price
- *Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
March 2021 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 64 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Participated in Tribal Council meetings via teleconference.
4. Communicated with staff from departments about various items.
5. Continued the meetings via phone conferences regarding NHPA /section 106 Programmatic Agreement MDOT/Tribes/FHWA.
6. Met with Ogema, Leads & CFO in response to RAP change and budget adjustments.

7. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
8. Administered, directed, and supervised all departmental activities.
9. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
10. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
11. Prepared a history and cultural presentation for the Benzie Historical Society. Presentation was given after hours online.

The Language Coordinator accomplished the following during this month

1. Developed advanced weekly language lessons for class and sent them out to students.
2. Teach the language lessons on Friday mornings by zoom.
3. Produced face book lessons, edit the scripts, schedule a shoot.
4. Edit the videos and schedule the posts on face book and then share the posts weekly.
5. Attended agenda review and Tribal Council meeting.
6. Continue to teach in a different format because of zoom handicaps and is working.
7. Advanced lessons encourage more emersion style learning.
8. Still working with Delta Dental, Interlochen Public Radio.
9. Made contact with Wiikwemikoong 1st nation about Earth Day video production.
10. Continue to recycle for LRB Pharmacy.
11. Answer Emails, calls and notifications about language, culture and camp.

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
March 2021, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Approved to Purchase crane truck
- Approval for well house panel upgrade with VFD's added

Billing

Water	\$11,111.83
Sewer	\$12,058.16
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$15,423.33
Septage	\$7,521.48
Other	\$0.00
Month Total	\$55,995.06
Yr. to Date Water	\$21,767.49
Yr. to Date Sewer	\$21,709.80
Yr. to Date Irrigation	\$5,432.79
Yr. to Date Fire Suppression	\$24,207.99
Yr. to Date Manistee Township	\$44,619.24
Yr. to Date Septage	\$14,870.34
Other Revenue	\$754.49
Credit	\$0.00
Yr. to Date Total	\$133,362.14

1. Well House Pumping in Gallons

Total Flow Gallons

a. 1,807,487

b. Ave Daily Flow Gallons 58,306

- 2. Gallons of Treated Wastewater SBR**
Influent Gallons
a. 2,583,469
b. Daily Average Gallons 86,116

Effluent Gallons
a. 2,416,128
b. Daily Average Gallons 80,538
c. Waste Sludge Gallons 0

Lagoon
a. Influent 389,533
b. Daily Average Gallons 12,984

- 3. Septic Sewage**
a. Gallons 125,358

III. Travel and Trainings

What: MTERA Board Meeting
Who: Diane Kerr, Gary Lewis
Where: Phone Conference
Sponsored by: MTERA

What: Wastewater Administrators Conference
Who: Clatus Clyne, Gary Lewis
Where: Webinar
Sponsored by: MRWA

What: Basic Chemistry
Who: Clatus Clyne, Gregory Walters, Thomas Sutton, Gary Lewis
Where: Webinar
Sponsored by: MRWA

What: Advanced Wastewater
Who: Jonathon Robertson (in Person), Gregory Walters, Gary Lewis
Where: Webinar
Sponsored by: MRWA

What: Math Review
Who: Clatus Clyne, Thomas Sutton
Where: Webinar
Sponsored by: MRWA

What: ICS-100, IS-00200, IS-00906, IS-00907, IS-00915
Who: Thomas Sutton
Where: On-Line
Sponsored by: FEMA