

**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 *LB*
Naangwa: Date: April 14, 2022
Maanda Nji: Re: March 2022 Operations Report

We respectfully submit the March 2022 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, 2022

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

March, 2022 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. **2022 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. Also, continued transition planning and training for Controller related to upcoming CFO planned departure.

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 2022 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 2021 audit and filing with the appropriate agencies.
2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our

Indirect Cost Rates for all years through 2018. The 2019 proposal has been submitted and work on the 2020 proposal is in process.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2023 budget. This process will begin 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 2020 audit took place May 4 through May 7, 2021. The firm Dennis, Gartland & Niergarth performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued March 18, 2022, and submitted to the Federal Clearinghouse on March 28, 2022. 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 -2021 homes, Commodities Bldg., and Muskegon Health Center** the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of March
 - i. **AKI 5 – 2021 Homes – \$100,492.50**
 - ii. **Muskegon Health Center – \$76,017.38**
 - iii. **Commodities Building Project – \$90568.80**
2. **Cash Receipts:** Daily cash receipts totaled for the month of March, were, \$935,419.39 the General & Special Revenue Account had a total of (261) 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, ongoing working through the closeout as the business has been closed, **still ongoing, accounts receivable balance.**
4. **Pharmacy:** Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,
5. **Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.
6. **1099MISC. – 2021 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2021. Continued to send tax documents out to the membership.**
7. **WEX Card- Monthly Report, removed the terminated employees, schedule the payment and reviewed and reconciled the report to the payment.**
8. **Tribal Financial Statement Requirements: Due by the 8th of the month.**
 1. **Cash Deposits**
 2. **Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**

3. *Utilities report – current payments – monthly report of payments.*

Construction Task Force – Weekly Meeting - Thursday – review - AKI 5 – 2021 Homes, Commodities and Muskegon Health Center.

Other Meetings:

Progress Meeting- Muskegon Health & Admin - Reno
Survey group – weekly meeting
Remote Work – Equipment Review
Audit – Prep - 2021
Accounting App-V review
Food Distribution – site review update
Planning Project Update

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 – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, LEPTA, Survey Work Group, FEMA Reg 5, Manistee Co. Haz Mit, Fraud checks, Audit, Tribal Caucus, Healthcare coalition

Trainings Held / Attended – Center for Domestic Preparedness

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Hazard Mitigation, 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 have ended.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge for indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signed the cover letter and financial (if required), scanned the grant reports documentation to the electronic grant report folders and placed a hard copy in the Grant Program Booklet. Forwarded the original reports to the federal funding agencies electronically (if required) or sent through the mail.*
- *Once the Food Distribution Center forwards a copy of the monthly food invoices showing the cost of the food purchase. I scan to the electronic grant folder and place the original in the Grant Program Booklet.*
- *There were three grant modifications received in March for the following grants:*
 1. *Health Services Center (105L) Development grant 2022 funding for \$360,223.*
 2. *2022 IHS Self Governance Compact added funding for \$460.*
 3. *2022 IHS Self Governance Compact added funding for \$1,647,845.*
- *There can be different types of modifications. The above modifications are for additional funding to existing grants. I pull the Grant Program Booklet that pertains to the modification. I scan the modification to the electronic modification folder that was set up when the grant was awarded. I prepare a Grant Program Information Sheet that I enter all the information as it relates to the modification. I create one of these for each modification. I contact the Program Administrator to ask where the funds should be placed in the budget*

and ask that this be submitted to me or the Budget Coordinator. Once the budget is received, I forward all the documentation to the Budget Coordinator so that he can take to Tribal Council to have accepted into the operating budget by resolution. I file the original document in the Grant Program Booklet and write on a tab that is attached to the modification that it's a federal modification and the number of it and the amount of added funding. Once the grant funding amount has been accepted into the operating budget, the Budget Coordinator enters the budget modification funding amount into the Accounting System. A copy of the revised budget entered and executed resolution is given to me. I rescan all the award documents, budget and resolution to the electronic folders. Original documents are placed in the Grant Program Booklet.

- There were no new grants awarded in March. If there had been new grants received, the process for these new grants would be followed as such. I assign an available fund number to the grant awarded. Grant Program Booklets and electronic folders are set up. I scan the grant documents to the electronic folders and place the original documents in the grant files. I enter the new grant awards on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. Send the new grant information to the Staff Accountant so that she can set these programs up in the Accounting System. Forwarded to the Budget Coordinator copies of the new award documents so that he can take to Tribal Council to have accepted into the operating budget by resolution. Once the grant has been accepted into the operating budget, the Budget Coordinator enters the budget into the Accounting System. A copy of the budget entered and executed resolution is given to me. I scan all the award documents, budget and resolution to the electronic folders. Original documents are placed in the Grant Program Booklet. Notice of these grant awards are sent to the Purchasing dept., Ogema office, Accounts Payable and Controller letting them know the new grant information. I create a Grant Program Booklet for the person administering the grant and forward to them. I schedule all program federal & narrative reports due for the life of the grant on the reporting calendar. The Grant Program Booklet is filed with all the other grants.
- There were three billing invoices submitted for February and they are for the following:
 1. 2021-2022 ITC Native Connections grant request for \$12,188.21
 2. 2021-2022 ITC Home Visiting Expansion grant request for \$18,376.37.
 3. 2021-2022 ITC Behavioral Health Implementation grant request for \$1,782.32.
- I worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.
- Submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of March.
- I met regularly with the Grant Writer to go over projects/grants he is working on.
- Inquired by email to a few Federal agencies on questions that I had.
- Did a thorough review of all the grants by checking the expenses and draw made. There were numerous corrections that needed to be made.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

- In the next couple months will begin working on grant information for the 2021 audit.

PAYROLL

Duties and Accomplishments –

1. Processed 340 payroll vouchers/checks.
2. Verified 18 PAF's this month which included 3 new employee(s), and 0 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 3/11 and 3/25.
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 –

- 3/10 and 3/24 – Employee Recognition Team meeting.
- 3/3 – Monthly Staff Meeting.
- 3/10 – Leadership Roundtable.

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in 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 with per cap payment processing.
10. Completion of biannual payroll certifications.
11. Processing of April 1st per capita distribution and necessary compliance reporting.

Ongoing Projects / Tasks –

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

ACCOUNTS PAYABLE

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

17. *Pick up mail and sort through it to give to right person in the Accounting department.*

Meetings Held / Attended -

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 3/1/22 Lead Meeting/overview of DocuSign with the Ogema.
2. 3/1/22 Work session with Tribal Council on new DocuSign agreement.
3. 3/3/22 Survey Work Group meeting.
4. 3/7/22 Agenda review, DocuSign.
5. 3/9/22 Tribal Council Meeting, DocuSign
6. 3/17/22 Survey Work Group meeting.
7. 3/29/22 Entegra website training.
8. 3/31 Survey Work Group meeting.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 171 packages.
2. Issued 93 receiving reports.
3. Returned 1 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued to work on finalizing FY2020 Indirect Cost Proposal.
- 4) Worked on completing Final Draft of the FY2022 Operations Budget to Tribal Council

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2020 Indirect Cost Proposal.
- 4) Begin work on FY2021 Indirect Cost Proposal
- 5) Adoption of FY2022 Operations Budget

Expenditures Update

Total year to date expenditures for the Finance Division for March, 2022, are \$273,491, compared to an annual budget of \$1,451,797. Total expenses for the Finance Division for year to date March, 2022, represent 19% 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 9 requests for school clothing/activities. Requests are for \$500 totaling \$4500. Three students received funds for a 12th grade computer totaling \$3000. Two student received funds for senior expenses totaling \$400. One student received \$500 in tutoring funds
- **Higher Education Scholarship:** 8 Higher Education Scholarships were processed for March. Total awards were \$20,000, providing assistance to 5 university students and 3 community college student. 7 students were women, 1 student was male.
- **College Book Stipend:** 5 book stipends were processed for March totaling \$2300, 1 students attending 4-8 credits, and 4 attending 9+ credits for the winter/spring term
- In addition to processing MITW applications, and assisting students with education related questions and issues, we have spent quite a bit of time this month working on research and development issues regarding the proposed Farmer's Market, including courses to prepare possible participants in areas of vendor marketing, cottage laws, arts and crafts act, and a variety of other possible issues. Also spent the last week of the month preparing for the spring membership meeting table

Meetings Attended:

March 3, Staff Meeting via Teams

March 10, Leadership Round Table via Teams

March 31, Tribal Council Work Session regarding Farmer's Market

- **Activities performed and services rendered fall within budgeted items for the 2021 fiscal year, based on the continuing resolution as the 2022 budget was not yet passed.**

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

March Monthly Report - 2022

MARY CARPENTER, ENROLLMENT ADMINISTRATIVE ASSISTANT

Department Goals

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

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

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check 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: 4 Applications forms for people seeking membership
- Sent out: 12 Address change forms
- Created 38 New and Replacement Tribal ID's from 03/01/2022 through 03/31/2022
- 87 Addresses changed from 03/01/2022 through 03/31/2022
- Final Rejection Letters: 2
- 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: 2
- 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: 1
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 2 Applications received since 03/01/2022
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Court, Election Board
- Label request of Membership: Election Board
- Tribal Members Label/List request: 0
- Statistical request:

Department Verifications

1. Prosecutor 73
2. Clinic 0
3. Human Resources 3
4. PRC/EHAP 20
5. Member's Assistance 28
6. Housing 0
7. Food Distribution 1
8. Casino 1
9. Family Services 2
10. Tribal Council 1

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 6 Members passed away for the Bereavement Benefit
- Sent out 6 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 1 Tuition Waiver Verifications
- 143 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – March 3rd
- Enrollment Commission Meeting – March 15th

Enrollment Statistics

- Total Membership: 4,038

- Total number of Elders: 1,472
- Total number of Adults (18-54): 2,272
- Total number of Minors (0-17): 294
- Total Tribal Members living in:
 - 9 County Area: 1,669
 - Outside 9 County Area: 2,339
 - Michigan: 2,646
 - Outside Michigan: 1,362
 - Undeliverable Addresses: 30

Facilities
Rusty Smith

Facilities Management Department Report (Maintenance)

March 2022

Submitted by De-Ahna Underwood, Administrative Assistant

I. Department Overview

Winter Maintenance Operations: November 15th-March 15th
Technician Hours of Service: Monday-Friday 6am-2:30pm
Office Hours: Monday-Friday 8am-4:30pm (no remote work)

Locations: Office and EVS Room, Government Center
Storage Locations: Facilities Barn, East Lake, and Area 51.
Auto Mechanic Location: East Lake

Current employees

- 3. EVS Technicians
- 1. Automotive Mechanic
- 1. Maintenance Technician
- 1. Maintenance Technician- Lead
- 1. Administrative Assistant

Vacant positions

- 2. Vacant. Maintenance Technician
- 1. Vacant. EVS Technician

Not budgeted/written out

- EVS Supervisor (vacant 12+ years)*
- Maintenance Building Supervisor (vacant 6+ years)*
- Director (vacant 17+ years)*

Goals & Objectives

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

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

II. Department Reporting Section

EVS 3 Technicians perform janitorial services to 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.

Maintenance crew of two Technicians work efficiently as possible on snow and ice control. Our main priority is open entrances and roads drivable through the changing conditions of Michigan Winters. The crew responds to special requests from the Leads, Ogema, and Department of Public Safety.

March highlights:

GVA contacted to address air quality concerns in lower-level office at the Government Center.

Uptake in water usage noticed and reported by Utilities. Leak was found below flooring in the Health Clinic. Pipe repaired and area cleaned and dried.

2nd report of violation of HR-700 Tobacco Policy in the Government Center.

Received and managed 29 work orders and service requests.

3 Automotive requests received from other departments and corrective maintenance completed. Various maintenance and repairs completed on department fleet.

- Closed 26 work orders
- 14 hours spent snow plowing
- 2 days in Muskegon Hackley and Ellis Location

Performed snow plowing services to the following locations:

- Government Center (3 lots)
- Justice Center (2 lots)
- Training Center (1 lot)
- Food Distribution (1 lot)
- Sugar Shack (1 lot)
- Natural Resource Building (2 lots)
- East Lake (2 lots)

Vendors

- Pest Control (1 visit, 5 locations)
- Mat services (5 visits, 5 locations)

The Facilities Management Maintenance Technicians also continue to disinfect with the electrostatic machine to help prevent the spread of Covid-19.

III. Budget Expense Justification

March Expenses

Facilities Management

5602 Supplies	\$230.00
5299 Vehicle	\$290.00

Shared Buildings

5301 Building Repair	\$217.00
5602 Supplies	\$2,445.00
5205 Services	\$9,827

Muskegon- Hackley

5301 Building Repair	\$325.00
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IV. Travel and Trainings

N/A: Written out of budget 2008/2009.

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

End of Report
De-Ahna Underwood
Administrative Assistant

Family Services
Kimberly Crampton

Department Report : Family Services
 Case Worker : Stephanie Persenaire
 March reporting period

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
Intakes	2					
I&Rs						
Open Cases	6	1			4	
Monthly Totals	8	1	0	0	4	0

Case Management

Total number living in homes served	20	4			14	
Total number of Tribal Citizens living in homes served	12	2			6	
Total number of descendants living in homes served	5				3	
Total number of children living in homes served	8	1			11	
Total ICWA or ICWP where substance abuse is involved	0				3	
Child Abuse/Neglect	0				0	
ICWA or ICWP referrals	0				0	
Sexual Abuse of a child	0				0	
Substantiated or Unsubstantiated by DHS						
Case Pending with DHS						
Relative placement	2	1			2	
Tribal Foster Home						
Non-Tribal Foster Home					1	
Alternative placement						
Court appearances	1				2	
Home Visits	13	1			7	
Case Reviews	2					
Binojeeuk	2					
Contacts with outside agencies	35				41	
Contacts with LRBOI departments	15				3	
Tribal Elders						
Other referrals						
Monthly Totals	95	5	0	0	79	0

es *****

	Wexford	Kent	Newaygo	Other
				3
	0	0	0	3

			11	
			8	
			2	
			7	
			1	
			1	
			0	
			1	
			2	
			2	
			4	
	0	0	0	28

Monthly Site Dashboard Report

Date Range of Report: Mar 01, 2022 - Mar 31, 2022

Date Report Generated: Apr 07, 2022

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	12	4	24

Total Unique Clients who received at least 1 visit between Mar 01, 2022 - Mar 31, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	7	0	8

Total New Clients enrolled between Mar 01, 2022 - Mar 31, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	0	0	0

Total Visits between Mar 01, 2022 - Mar 31, 2022 by staff person

Name	Total Visits	Form Type
	6	Prenatal Visit/Encounter Form
	12	Postpartum Visit/Encounter Form
	12	Infant Visit/Encounter Form
	4	Fathers and Others Visit/Encounter
Total	34	

Forms (assessment, enrollment, etc.) that do not have a Visit Encounter form for the same date

No data for this section

Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	PostPartum Mother	LR22-0028-00	Mar 17, 2022	Family Doctor
	Infant/Child	LR22-0028-01	Feb 07, 2022	Dentist
	Infant/Child	LR21-0024-01	Mar 04, 2022	family doctor

Forms "in progress"

Client	Client Type	Form Type
	Infant/Child	Infant - Visit/Encounter
	PostPartum Mother	Postpartum - Visit/Encounter

SCRIPT tab modified between Mar 01, 2022 - Mar 31, 2022

Client	Client Type	HSID
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**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
MARCH - 2022**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	5
Partial Intakes	2
New Cases	4
Closed Cases	3
Client Face to Face Meetings in Office	3
Client Home or Out of Office Visits	9
Client-related Telephone and Email Contacts	261
Client-related Resource Research and Referrals	46
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	2

MEETINGS

Victim Service Program Staff Meetings	5
Victim Service Program Supervision/Case Reviews	17
Family Services Department Meetings	1
Community Collaboration Meetings	20
Other Meetings	19

STAFF DEVELOPMENT/TRAINING

Virtual Training	31
In Person Training and Conferences	0
Self-Paced Training Modules	0
Other Training	3

OUTREACH, NETWORKING, AND EDUCATION EFFORTS

Creation of Program and Outreach Materials	5
Event and Training Planning and Preparation	7
Community Table Events	0
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	18
Networking Activities	2
VSP Presentations	1
Other Activities	1

RESEARCH AND RESOURCE EFFORTS

VSP Website Updates	3
VSP Resource File Efforts	19

LRBOI Be Da Bin Behavioral Health Program March 2022 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 8 clients.

Angela Schwandt currently has 39 clients. Angela had 56 individual sessions, 30 follow up calls, 8 hours of telepsychiatry and 8 hours of trainings. Dottie Batchelder currently has 24 clients and 9 Recovery Support clients. Dottie had 46 individual sessions, 2 referrals for other outpatient services & 1 to inpatient services; and 48 follow up calls.

Kimberly (Kim) Hinmon has been busy with the Community Readiness Model Planning. Dottie and Angela helped with the process the week of March 21, that week Kim was busy with the process and SAMHSA technical staff that was here. Kim attended 4 training webinars, 1 Coalition meeting, 4 local coalition meetings, and 5 Native Connections meetings.

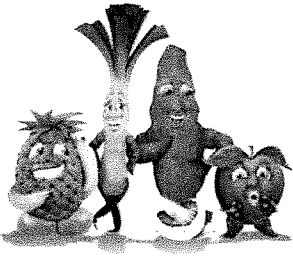
Angela and Dottie attended the Manistee County Suicide Prevention Coalition on March 9, 2022, online. Dottie co-chairs the Suicide Prevention Coalition meetings. Dottie attended the HSCB (Human Services Collaborative Body for Manistee) on March 1, 2022; the Muskegon Suicide Prevention Meeting on March 16; and the State Suicide Prevention Meeting on March 23 the SEA meeting on March 24 (and the Tribal Prevention Coalition same date), and the planning meetings for the next "Opioid Symposium". Dottie attended 11 hours of webinars this month. This month 16 naloxone kits given out.

Staff continues working on continued educational credits for certification needs with webinars, as able. Staff attended all staff meeting on March 3, 2022.

Respectfully submitted,

Dottie Batchelder

Food Distribution
Ken LaHaye



Food Distribution Program

March 2022 Monthly Report

Ken LaHaye, Meanie Ceplina, and Jamie Friedel

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

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

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

Ken LaHaye, Jamie, and Melanie filled food orders.

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

Jamie ordered food for warehouse for April.

Ken, Jamie, and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Jamie conducted deliveries 3/8,3/9,3/10, and 3/11.

We conducted 36 deliveries.

We received deliveries on 3/3,3/7 and 3/10.

Food Distribution Office is open to the public by appointment.

Ken, Jamie, and Melanie mailed numerous applications out to potential clients.

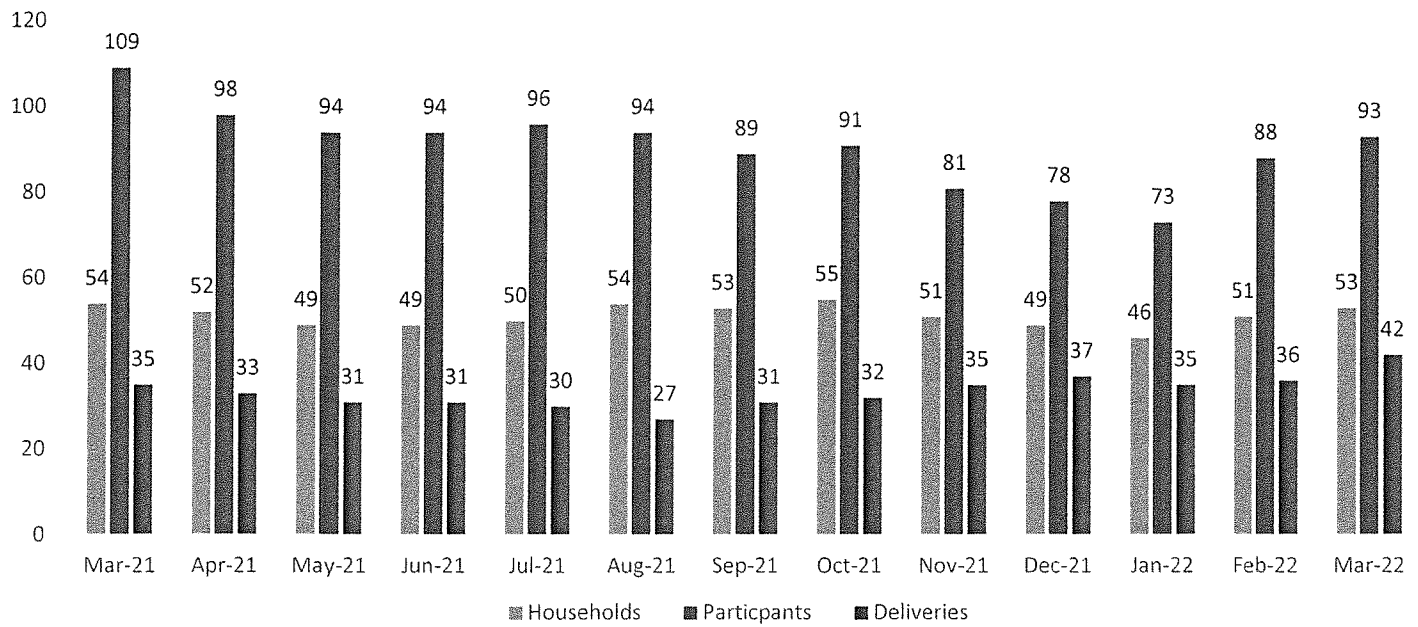
3 Meetings

Ken attended Leadership meeting 3/10.
 Ken attended Progress meeting 3/4, 3/18, 3/25, and 4/1.
 Ken attended construction Task Force meetings.
 Ken attended agenda review with council on 3/21.
 Ken attended Council meeting 3/23.
 Ken and Melanie attended the FDPIR operations call 3/17.
 Ken attended FDPIR monthly call 3/9.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants
Lyle Dorr

Grants Department Monthly Report

March 2022

Lyle Dorr, Grant Writer

Key:

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

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- Attended the DOE - Tribal Energy Loan Program, which covered DOE financing available for energy projects both small and large. Loans generally must come through a bank, but the newly signed Omnibus bill allow for DOE to provide Tribes direct funding in the form of a loan. It provided credit/capital for energy projects.
- **Assisted a couple members by phone with businesses on how to search for grants:**
- ∞ **Participate in Treasury and other CARES/ARP related Consults & Webinars: Standing Update:** Monitoring communications through GPA as to federal changes for funding guidelines and timelines. On 12/15/21 the federal government passed legislation extending use of CARES funds through September 30, 2022. Consultations in IHS, HUD, the Treasury continue to take place as ARPA funding continues to be pushed out through various federal departments. Attended the SLFRF Final Rule Tribal Recipients Briefing, which is becomes final on April 1, 2022.
- ∞ **Standing Note (12/23/21) until ARPA funds are expended** - It should be noted that per FAQs, ARPA funds will not expire or need to be returned, they just need to be used as specified by policy.
 - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
 - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
 - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
 - 55. Q: When do tribes have to spend ARP Act money by?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.

Aki Maadiziwin

- Assisted the Housing Director with confirmation of DUNs number change to Unique Entity Identification (UEI) number.

Clinic:

- ∞ **Received notice of noncompetitive Treasury funding (\$167,504):** It fits Clinic operations best, so in October I will work with Dr. Alves & Dr. Wever to formulate a budget for submission to take before Council in a WS. **Update 3/31/22:** Dr. Wever finishing the renovation of the Muskegon clinic project, once the initial opening occurs, we will look at use of these funds to create a space there using these funds (this is the only department that meets the 3 required criteria set forth in the RFP). Dr. Wever is aware that we have until June 1, 2022, to apply and it is noncompetitive.
- ∞ **Use of CARES/ARPA funding for several Clinic Projects:** Brought forward several items requesting the use of CARES/ARP funding to use CARES funding before the end of the year on eligible projects. Assisting Dr. Wever, Dr. Alves and Purchasing with compliance to respective purchase with CARES and/or ARPA funding. **Update 3/31/22:** With the extension of CARES spending to September 30, 2022, there will not be violations with federal guidelines on the use of the funds in a timely manner. If for some reason, the planned expenditures do not occur before September 30, 2022, there may be violations and return of funding to the Treasury.

Court:

- ∞ **Reviewed CARES fund projects** HVAC and Camera/media needs for court room to better work with Zoom. These were brought forward to Council in a WS to seek permission to use CARES/ARP funding on them. **No Update 3/31/22 –** Have decided to move these projects to ARP funding since neither can be completed before the end of 2021. Assisting the Court Administrator with preparing the agenda request packet and resolution to access ARPA funds for their video software. Council has now been reviewing ARPA fund requests. Notified Spring Medacco that they should be able to approach Council with the need.

Family Services/ Be-Da-Bin:

- ∞ **Update 3/31/22 - Assisting Kim Crampton** with SolidCircle eForms project. SolidCircle has the last forms need for conversion and will be ready to present the program in January 2022 (did not occur due to other items taking precedence in the Family Services Department. This program could be up and running by the end of May.
- **Reviewed a couple of funding opportunities through ITC and the State, which do not fit us at this time:**
- **Assisted Kim Crampton and Angela S. with Mental Health Services grant for 2023 & 2024:** The funding originally through ITC is now directly through the State of Michigan (MDHHS). We only had 10 days to rewrite the program and get Council's approval (which they provided). Tammy says we will probably hear in July of 2022 whether we are getting it or not. Update: We were contacted to make adjustments to the forms that had been sent in, Angela S. made the adjustments as she had the information requested and returned the packet to the MDHHS program manager. On 3/21/22 ITC asked for the same information again, I had Angela resend

from her sent email the past requested info.

Food Distribution Center

- **Assisted Ken LaHaye & Construction Task Force with reconciling funding for the Food Distribution Construction Project.** The CARES funds were allocated to pay for the last mile construction of the project but needed to be reallocated from CARES to ARPA (or some other fund source) as the project will not be completed by the end of the year. **Update 3/31/22 Council passed ARPA funding (\$289,336) for the completion of the project on 3/9/22.** Note: if Council had not approved the ARPA funding to replace the CARES funding (unless some other source was approved) the construction would stop, and the Tribe would have to explain to five funding sources why we are not completing the project.

- **Update 3/31/22 - Prepared application to USDA FDPIR COVID19 supplemental funding for an additional \$114,525.** There were two change orders that may be paid for through this funding. We have not heard back from USDA as to whether it has been approved yet or not. **Update: USDA approved the funding for the change orders. Construction on the Food Distribution Center has started up again now that the temperatures are up and the roofing glue will properly seal. The project should be mostly done by the end of June. The freezer/coolers will still need to arrive for installation and the permanent power transformer will not be in until the end of summer/fall of 2022.**

Historic Preservation & Language:

∅ No current projects.

- ∞ Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program. It will be completed by October of 2022. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding. **Update 3/31/22: the company is developing the animations for the new program. They are on schedule to have the project completed by the end of September.**

Maintenance:

- ∞ Have spoke with maintenance staff to review with Jay the changing out of florescent light bulbs to LED through out the Government Center. The savings is anticipated to be 70% on lighting.

Natural Resources:

- **Coordinated with NR staff to assist with a Coast Guard run boom exercise scheduled for early May.** Allison Smart will be the liaison between LRBOI and the other parties involved.
- ∅ NR does most of their own grant writing work. I do speak with Frank Beaver monthly.

Public Safety:

- ∞ **Update 3/31/22: Worked with Director Medacco to determine potential ARPA fund eligible projects/items:** He has a software upgrade to their camera interview system they purchased that is eligible for retro pay (\$1,900). He also had to drop a project last year for Lexus policy making program due to COVID19 financial pressure. It would qualify for purchase (\$20,000). Council is now considering different ARPA eligible projects.

Water/Waste/Renewable Energy:

- **Attended DOE Energy Loan Program webinar 3.16.22**
- **Working with Gary on a TEDC grant for evaluating feasibility of the Tribe operating its own substation.**
- ∞ **Continuing Projects Update 3/31/22** – Two different energy audits are underway, one that is an actual usage that will provide recommendations to cut energy costs, which the saving can be used to justify improvement to energy systems through grants. The other is a renewable energy planning grant that will help LRBOI understand which renewable energy options are viable and allow us to submit for grant funding based on the developed plan. The audits are underway headed up by Gary Lewis. Without these audits, we would not be eligible for funding. Participated in the NORESKO energy audit review and recommended changes. These recommendations will need to be brought forward by Gary in a work session(s) as a part of a renewable energy investment/saving plan. LRBOI should be able to apply for renewable energy grants in 2022 once the audits are complete.
- ∞ **Working with Gary & consultant Jake Glavin on Economic Development Agency (EDA) funding for renewable energy project.** After contacting the regional EDA consultant, it does not appear that the funding fits any of our uses as economic development is their target and they cannot fund Casinos. **Update 3/31/22: We met to review the final draft of the document to then begin applying for funding**
- ∞ **Update 3/31/22 – Working with Gary to identify ARP fund eligible water-waste projects:** All currently funding needs have been met by Tribal Council. Updates to the water-waste equipment, hardware and software have gone a long way to making the department safer (from COVID19) and more effective to manage.

Special Projects:

- ∞ **Update 3/31/22 - CARES/ARP Expenditure Plan:** I am assisting all departments with CARES/ARP resolution language for audit purposes. There have been and will be more Tribal Relief Assistance checks that will be uncashed that will need to be accounted for spend down likely to the tune of \$20-30,000. We will not know the full amount until June of 2022. We have several qualified expenses that these funds could be applied toward.

Health
Daryl Weaver



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

To: Larry Romanelli, Ogema

CC: William Willis, Health Services Lead

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

Date: April 8th, 2022

Re: MARCH 2022 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 2022. 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.

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

CLINIC OPERATIONS:

185 patients scheduled

34 patients NO-SHOW to scheduled appointments

8 patients provided SAME DAY appointments for emergent matters**

106 cancelled appointments

226 patients attending CLINIC PHYSICIAN appointments**

223 - Clinic Physician Appointments

3 - FNP Home Visit

33 patients PHONE TRIAGE**

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

56 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MARCH (Total Patient Volume): 591

Diabetic patients: 86

Flu Vaccines: 0

Injections: 16

Moderna Vaccines: 0

Pfizer Vaccines: 0

Nursing Visits: 3 **

On-site Labs: 152

COVID-19 Tests: 4

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,112

DIRECT CALLS TO CLINIC OPERATIONS: 501

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS: MARCH 2022

TRANSPORTS (INCLUDES CHR TRANSPORTS): 12

TRAVEL HOURS: 35

SERVICE HOURS: 18

NUMBER SERVED: 12

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 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: (included in number served & clients served)
TRAVEL HOURS:
SERVICE HOURS:
NUMBER SERVED:

TOTAL TRAVEL HOURS:

TOTAL SERVICE HOURS:

TOTAL CLIENTS SERVED:

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$89,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1597

TOTAL PRC PAID IN MARCH: \$50,835.83

PHARMACY/OTHER: \$29,061.52

DENTAL: \$13,262.21

TOTAL PATIENTS: 215 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 423

TOTAL CLAIMS ENTERED: 392

TOTAL PRC PAID 2022: \$151,438.31

TOTAL EHAP PAID IN MARCH: \$37,964.86

TOTAL EHAP PAID 2022: \$109,496.29

TOTAL ENROLLED EHAP/LRBOI: 1351

NEW APPLICATIONS MAILED OR GIVEN: 15

REASSESSMENTS MAILED OR GIVEN: 19

MEDICARE LIKE RATE (MLR) Savings for March 2022

Claims submitted: 26 \$25,280.83 (total submitted)

-\$4,872.97 (what we paid)

\$20,407.86 (total savings)

PHARMACY: MARCH 2022

Active patients: 413
Prescriptions filled: 1721

Receipts

Insurance payments received: \$252,068.71
Non-member cash/copays received: \$718.03

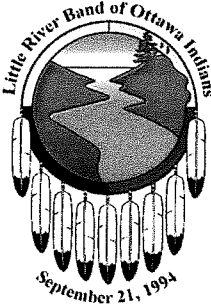
Less acquisition cost of medications: \$40,755.70

Net profit: \$212,031.04

PRC-equivalent write offs:

LRBOI: \$25,113.95
Other Tribes: \$2,616.60
TOTAL: \$30,347.15 \$

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 2022

Staff

Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Krystal Davis – Housing Specialist
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: 0
 - Annual Inspections: 5
 - Move-out Inspections: 0
 - Move outs: 1
 - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 1
 - Total Number of Awards made during the Year: 3
 - Total Amount of Awards for the Year: \$12364
- C. The vacant maintenance position has not been filled; the position has been reposted.
- D. The vacant Housing Specialist position has been filled by Krystal Davis. Krystal has over 14 years' experience working with LRBOI tribal citizens and will make a positive addition to the Housing team.
- E. All required reports to HUD for Annual Performance Reports were completed and sent out to HUD by 3/31/22.

II. Rental Payment Information for the Month.

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

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. Housing maintenance along with the Director have begun the process of doing annual inspections on all units that are up for renewal. It has been two years since this was done.
- D. We are scheduled in the month of April to receive 3 additional move outs, this will be keeping maintenance staff busy.

IV. Number of Units and Vacancies.

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

- A. Aki has 55 income based rental units of which 55 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 8 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. The Housing Director will begin looking for a used vehicle in the month of April for office staff; since the proceeds from the insurance claim on the Toyota truck have finally been received.
- B. A tentative date of June 6-9th will be set up for Spring Clean up in the AKI community.

VII. Other Information.

- A. The Housing Director has set up some trainings to be completed via Zoom with Cheryl Causley from NAIHC to assist in training with the new staff member, self-monitoring to ensure we are in compliance with NAHASDA (a regulation that is to be done on a yearly basis), NAHASDA basics and some Housing policies overview. Most of these will be taking place in the month of April.

End of Report
Tara Bailey, Housing Director
April 6, 2022

Human Resources
Vacant Director



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

To: Ogema Romanelli
From: A. Knapp
Subject: March 2022 HR Department Report
Date: 04/13/22

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

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

1) HR 2022 Operational Plan

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

2) Talent Acquisition

a) Talent Acquisition

- i) Month Number of Gains: 1
- ii) Month Number of Tribal Preference Hires: 0
- iii) Number of Requisitions Filled Year to Date: 3 (6 employees)
- iv) Number of Gains Year to Date: 3
- v) Number of Open Positions: 15
- vi) Turnover Year to Date: 3
- vii) March included continued prioritization of the talent acquisition process. At the month's end there were 15 open full-time job requisitions.
- viii) Continued the adjusted HR work assignments to permit Alicia Knapp to focus on Talent Acquisition tasks. Thank you hiring managers!
- ix) March positions yielded 3 employees for NRD – seasonals starting in May and one for housing with an April start. Position open since last half-year 2021. Talent Acquisition was be busy with interviews, selections, new hires, and new postings.
- x) Approximately 9 positions are now in either the selection or interview step of the process. We expect to see more new hires beginning in 3/2022. At present 2 new Surveillance team members are scheduled to start on 03/07/22.
- xi) Conducted 2 orientation sessions for 3 new employees in March.
- xii) Turnover – None reported for March.

3) Talent Development and Relations

- a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication.
 - ii) The Leadership Roundtable continued in February with maybe 8 participants and that was due to a scheduling issue.
 - iii) Provided additional HR support to the leadership of various departments.
 - iv) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
 - v) "The River Resource" publication to help team members stay informed and connected, will be on hiatus until sometime in late Spring.
 - vi) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
 - vii) The Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Angie Stone, and Bob Sanders for volunteering to help make a difference!
 - viii) Continued assisting leadership with sensitive employee relations issues, one court case verdict returned.
 - ix) Assisted departments with job description update and wage analysis support for future postings.
- b) HR Department Development Initiatives:
- i) HR Development Events: YTD 2
 - ii) Continued file migration to O365 storage solutions.
 - iii) Continued project to improve HR use of MIP data.
 - iv) The team printed its first new badge during the month following last month's training. We appreciate IT's help with the badge printing process! Training is still needed for HR Generalist and as of now it is still needed
 - v) Marcella continued assisting callers.

Training and Development hours totaled: Less than 30 hours reported hours in February.

4) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 3 ongoing, 2 New, 5 – Assisting Team Members with Benefit and Leave Requests
- c) Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- d) Continued processing new hire insurance enrollments and separation disenrollment.
- e) 401k financial adviser visit was scheduled last week of March.
- f) Processed insurance benefit plan check requests.

No current tracking table available for January 2022.

5) Safety

- i) Continued COVID-19 support and tracking. Assisted the organization with 0 events during the month.

- ii) Continued supporting preparation for the OSHA Vaccination and Testing Emergency Temporary Standard. This included a weekly review of process status.
 - iii) Assisted a department with an after-hours post-accident drug screen at Munson Medical Center.
 - iv) Recordable Injuries: 0
 - v) Near Miss/1st Aid: 1
- 6) Tribal Preference Report – Remains the same due to no preference hiring in January/February 2022. Changes are to come in March 2022.**

Notes on Tribal Preference:

1. January had provided our organization with a chance to bump up the preference hires. Two position interviews had had a total of preference candidates 3 TM apply and all selected for interview in March.
2. Data from December 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 is the percentage of tribal preference applicants compared to all applicants for the past few years.
 - i. 2021 Tribal Preference Applications: 26.4%
 - ii. 2020 Tribal Preference Applications: 15.8%
 - iii. 2019 Tribal Preference Applications: 14.1%
 - b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference selections compared to all selections for the past few years.
 - i. 2021 Tribal Preference Hires: 53.5% (Great job hiring managers!)
 - ii. 2020 Tribal Preference Hires: 33.3%
 - iii. 2019 Tribal Preference Hires: 26.7%

- c. Bottom line, when preference applications increase, preference selection increases. Seems there may be a change in numbers 3 Tribal Members interview and 3 offers made to them.

7) Workforce Development

- i) The Tribal Development Team continued operations in February. The team conducted its first strategic planning session in December and is still in the planning stages to allow better programming options. Currently getting ready for Membership meeting with 2 meetings scheduled in March. One was canceled due to low turnout.
- ii) The team continued working on social media space. This is stalled and now being taken on in the Tribal Development Team meetings.
- iii) The electronic application and database project continued software development. The team completed their work, and the system is ready for demonstration and Go-Live! Hopefully this will Go Live! Late spring. Thanks again to HR staff and our software partners at SolidCircle for their work on this key project! Hopefully with budget passing it can be done.
- iv) Yvonne Parsons continued work on a Tribal Student Survey to learn more about the reasons Tribal Students do not apply for work at LRBOI. This survey is scheduled for mailing in March of 2022, funding for mailings needed waiting for budget and HR to assist with mailing.
- v) New Requests for WFD Service: 3 to be processed for March distribution.
- vi) Inquiries for WFD programming 6 for Career Voucher and 2 for Development and Training programming.
- vii) 2022 Total Number in Adult Work Experience: 0 – One slated for March. Has been delayed to screening schedule but will schedule in April.

Regards,

Alicia Knapp

HR Generalist

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
March 2022

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Configuration of the switches for the Muskegon buildings. Fiber is in progress of being installed.
2. IT Director position is currently still open. We removed the posting as requested by HR 2/21/22.
3. IT was able to on board Election Board quorum software. It had a successful deployment on 4/2/22
4. **Mandatory IT Projects by order of priority:**
 1. 2023
 - i. Government EXSI Host needs a plan in place for replacement
 - ii. Intrusion detection software needs to be added to our tool list.
5. 194 new IT work orders were opened in March 2022 and 216 IT work orders completed in March 2021. Our current outstanding tickets are at 71.
6. IT seems to be cycling around 200 work orders averaging in the past seven months. I am concerned that the staff will be overwhelmed when the two clinic sites in Muskegon open.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions with contractors to bring our network and tools current or pre-disaster timeframe.
3. Held weekly Professional Development Staff Trainings
4. Held two meetings with the LRRCR IT staff to plan out Spring 2022 meeting.

Trainings Held / Attended –

Special Tasks / Activities Performed

–Explore options to complete maintenance duties with limited staff.

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 12, 2022
Re: March 2022 report of activities

Number of tribal members assisted on new issues	87
Number of referrals received	4
Number of continuing cases:	64

Types of legal issues:

Child support	NDA
Probate Estate	Residential Lease
Divorce	Real Estate
Wills	Estate Planning
Termination of Parental Rights	Personal Representative
Trusts	Supervised Parenting Time
Trespassing	Subpoena
Change of Custody	Civil
Ex-Parte Order	Funeral Representative
Evictions	Expungement of Criminal Record
Medical Power of Attorney	Beneficiary
Post-Divorce Matters	Conservator Adult
Child Protective Services	Real Estate – Out of State
Recording of Telephone Calls	Default
Power of Attorney	Guardian - Adult
Criminal	Creditors
Medical Power of Attorney	Money Orders
Estate Planning – Amendments	Trust Registration
Landlord – Tenant Matters	Personal Protection Order

Limited Power of Attorney - Minor	Parenting Time
Ex-Parte Motion	Adult Conservator Accounting
Summons	Name Change - Adult
Small Claims	Garnishment
Federal Jury Duty	Land Division
Service of Civil Documents	Certificate of Trust
Minor Guardian – Out of State	Show Cause
Social Security Numbers	Casualty Insurance
Reverse Mortgage	IIM Account
Estate Planning – Out of State	Criminal
Trust Land	Codicil
Stepparent Adoption	Banishment
Change of Parenting Time	Tax Exemptions
Rescind Principal Residence Exemption	Adoption
Compel Civil Discovery	Attorney Fees in Civil Cases
Long Term Disability	SSA
DNA Testing	

Sample of Work Performed:

Assisted a tribal member obtain a subpoena

Assisted a tribal member obtain an ex-parte order for custody

Assisted a tribal member purchase a home

Assisted a tribal member obtain an order for supervised parenting time

Assisted a tribal member obtain a show cause hearing when the other party refused to obey a court order

Members Assistance
Kimberly Crampton

Members Assistance Department March 2022 Departmental Report

Kimberly Crampton 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 (Ongoing program)
 - i. Total expensed \$336,889.48
 - ii. Budget remaining 7%
 - iii. 18 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	2	2	0	6	2	0	0	0	0

2. Food Assistance Program

- b. Budget \$45000
- c. Total expensed YTD \$13,000
- d. 71% Remaining
- e. 37 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	3	1	0	6	1	2	0	0	15

3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$2756.53
- h. 94% Remaining
- i. 9 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

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

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$6456.11
- l. 83% Remaining
- m. 28 total households accessing this program to date. (Some expensed to CARES Housing Dept)

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

5. LIHEAP – DHHS Grant Funded Program FY 2020-2022

- a. Total Budget \$17435 (10% Reallotment)
- b. Total expensed to date \$17250.00
- c. 18 total households accessing this program to date.

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

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$1060.00
- f. 89% Remaining
- g. 12 Elders accessing this program to date.

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

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$1820.00
- j. 92% Remaining
- k. 4 Members accessing this program to date.

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

8. LRBOI Home Repair Program 2022

- l. Total budget \$100,000
- m. Total expensed YTD \$16794.00
- n. 83% Remaining
- o. 6 members are in process with this program to date. (Rolled over from 2021)

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$75500.00
- r. 83% Remaining (0 COVID Expensed)
- s. 10 members accessing this program to present (several pending).
- t. Average age at passing is 65.

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

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 308 Elders enrolled in program.
- w. March invoice \$71,866.19

11. Department Ongoing Activities

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

12. Applications to date

Mailed	Picked up	Emailed	Faxed
115	19	65	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
55	31	25	0	36	20	20	8	3	1

13. Office Visits

- bb. 0 visits for the month

Natural Resources
Frank Beaver



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

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

**March 2022 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

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

Administrative Services

Theresa Davis

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 - Fisheries Division Manager
- Vacant – Fisheries Biologist, Sturgeon
- Vacant – Fisheries Biologist, Great Lakes
- Vacant – Fisheries Biologist, Inland
- Michael Snyder – Fisheries Technician, Great Lakes
- Alycia Peterson – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Conner Johnson - 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
- Grant Management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Consent Decree information reporting
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Data entry/ management, Great Lakes fisheries
- Catch Report data entry
- 2021 fishery assessments data management and fish aging
- Grant Management, Resolution and contract development.

Equipment maintenance/Field Work/Lab Work:

- Great Lakes equipment maintenance

- Fish structure imaging and aging
- Inland boats service and maintenance

Meetings/Training/Travel/Conference Calls

-

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4097 BIA Great Lakes Restoration Initiative, Native Species		
4137 BIA Great Lakes Restoration Initiative, Native Species		
4227 BIA Great Lakes Restoration Initiative, Native Species		
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon		

Wildlife Program

Bob Sanders – Wildlife Division Manager
 Angela Kujawa – Wildlife Biologist
 Vacant – Wildlife Technician
 Vacant – Seasonal Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Completed monthly report – March
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2022 harvest permits, USFS stickers,
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.
- Ordered wildlife equipment needed for 2022-2023 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Northern Lower Peninsula American marten occupancy project – ongoing
- Grand Valley State University and University of Minnesota Duluth collaboration and communication: phone calls and emails – monthly occurrence

- Tribal membership service form – Data entry monthly occurrence
- Marten project data entry - on going
- Employee 1:1 reporting – monthly occurrence
- Marten survey photo ID and cataloging
- Eagle repository reporting, citizen requests and pickup
- GLRI projects - manuscript reviews for marten research projects

Equipment Maintenance/Field Work/Lab Work

- Vehicle maintenance – Dakota, Ram, Jeep
- Cleaned and service wildlife vehicles - monthly occurrence
- Set exploratory marten cameras

Meetings/Training/Travel/Conference Calls

- Employee recognition meetings – 3/3, 3/10, 3/24
- Survey results working group – 3/3, 3/10, 3/17, 3/24
- NRD Lead Huddles – 3/3, 3/23
- GSA vehicle meeting – 3/11
- Elk meeting with State – 3/7
- Council work session – 3/8
- Council agenda review/meeting - 3/21, 3/23
- Camping regulations meeting – 3/22
- Fieldwork prep Meeting – 3/24, 3/11
- Wildlife Technical Committee – 3/15
- Eagle protocol meeting with public safety – 3/16
- Seasonal wildlife tech interviews – 3/17, 3/18
- NRD Budget meeting – 3/9
- NRD staff meeting – 3/9
- Mason-Lake HWA Call – 3/21
- Tribal Biologist meeting – 3/3,
- Wolf Management assessment Conference call – 3/9
- Employee 1:1 meeting – 3/2,
- Conference Call – 3/2
- The Wildlife Society Conference, MI Chapter – 3/24
- MI Rare Turtle Working Group Meeting – 3/22
- GVSU career call presentation – 3/16
- Career development training application – 3/23

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- 1:1 Prep
- Staff Task List Management
- Budget review for PPG, IHS, GLRI, CAA 103 Grants
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Safety Prep for Field Season
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- Review Staff Documents
- Complete Staff Reviews
- Started collecting information for the ISWMP
- AIS Comment Letters for Herbicide Treatments on 1836 Ceded Territory Lakes

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle:
- 1:1 with Staff: 3/8, 3/9, 3/10, 3/21, 3/22
- 1:1 with Supervisor: 3/2, 3/30
- NRD Leadership Huddle: 3/3, 3/11, 3/23
- Sugar Bush Project Meeting 3/2
- ATTAINs Call: 3/1
- Enbridge Line 5 ACOE Call 3/1
- Tribal Mining Call 3/3
- Solid Waste ISWMP Call 3/3, 3/22
- St. Louis River Summit Talk 3/7
- ACOE Regional Permit Meeting 3/9
- Budget Meeting NRD 3/9
- Air Grant Submittal 3/9
- Mlive Reporter 3/11
- RTOC Caucus Call 3/11
- TEPM Planning Call 3/11
- TEPM 3/14-3/18
- RTOC 3/15- 3/16
- All Regions RTOC Chairs Call 3/16
- OBR Workshop 3/21
- MWRI Meeting 3/21
- NLWM Inland SubArea Planning Meeting 3/23
- CORA 3/24
- Staff Project Meetings 3/29

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Got ArcPro and started mapping hazards, parcels, and point data.
- Started organizing and synthesizing Garmin data for mapping.
- Began working on UAV acquisition
- Started 60–90-day task list as relative information arrived from external sources
- Reviewed ordinances at different levels including National, State, County, and Tribal that are relevant to the task list.

Field Work and Equipment Maintenance

- We went to the sugar shack for observation and coordination, running lines and drilling as well as cleanup.
- I put gas in the EPA Jeep to become familiar with the process.
- Computer software and hardware improvements are ongoing
- Assisted Air Quality with loading the PM2.5 Machine for service

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

- 1 on 1 meetings: March 9, 22
- RTC Caucus Call March 11
- TEPM was March 14-18
- 1 on 1 with Frank on March 17.
- EPA 128a funding call and Bipartisan Infrastructure Bill Call March 23

Water Program (106 and 319)

Administration/Reports/Data Entry

- Continued updates for WQAR report.
- Complete Intro to lakes online course
- Received eureka calibration standard
- Registered for JASM in May
- Ordered Nutrient bottles for April sampling from GLEC
- Received February Nutrient data from GLEC

Field Work and Equipment Maintenance

- Calibrated Hydrolabs and eureka
- Ordered phone and case
- Ordered and received calibration standards for eureka

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

- 3/1- ATTAINS Check-in with Kari (x2)
- 3/1- PLWF WQ committee meeting (x2)
- 3/3- monthly staff meeting
- 3/8-2022 Great Lakes Conference: Connecting Science and Management
- 3/10-R5 Monitoring Webinar - Round Robin on Volunteer (State and Basin) Monitoring Activities

- 3/11-Pre-ROTC Caucus (x2)
- 3/14-3/18- TEPM(x2)
- 3/22- R5 Water Division Tribal call
- 3/29- plwf monthly meeting
- 3/30/22: completed Lakes Online Course.
- 3/2/22: Online Lakes Course expert webinar.
- 3/4/22: completed Online Lakes Course modules 4 and 5.
- 3/8/22: MSU Great Lakes Conference.
- 3/8/22: EPA's "National Tribal Webinar on Development of Proposed PFAS NPDWR."

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- MET Data analysis Started for 2011
- GIS Road/Lake/River Millage maps done for EI
- Met Tower and Instruments ordered
- LRBOI Air Quality SOP Updated

Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x2
- EGEL Trip, Collecting Ozone Equipment
- Ozone Set Up
- Ozone Audits X2

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

- SLT March Meeting, (3-31-22)
- Region 5 Monthly Tribal Air Call, (3-23-22)
- EGLE Trip, Ozone and Chinook Calibration Pick up 3/11/22
- Introduction to GIS Class 3-7-22, 3-8-22
- Tribal SIRG Q&A Session 3/22/22

Additional Notes:

No Issues with FRM or PM2.5. Ozone Equipment Picked Up for instillation, Ozone now up and running, after a zero was needed on equipment. Continued the director shadowing and meeting once a week, building on the food sovereignty program, including a workplan and budgets. Worked on Department Budgets and how that money is allocated. Sugar Bush Operations overseen, and new equipment was installed. ROTC was attended, when possible, around other meetings and Air Quality on obligations. GIS classes were successfully finished.

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Continued updating project proposal for sedaDNA wild rice project.
- Finalized table/spreadsheet for proposed sedaDNA sampling by site and sent to Dr. Myrbo and Dr. Heathcote.
- Submitted additional NOAA Geospatial Project QAQC notes after receiving final products.

- Filled out the Tribal Wetlands Working Group project descriptions survey.
- Submitted comments on the Tribal Wetlands Working Group framework shared document.
- Completed LRBOI Wetland Program outreach brochure for spring membership meeting.
- Updated Relevé understory/total vegetation database to include all overstory species to aid analysis.
- Data analysis: generated summary metrics for the wetland brochure including total number of plant species and percent native vs. invasive.
- Continued to work with Jeanne and Tyler updating Wetland Program survey for EPA R5 Tribes.
- Went through data on S Drive relating to Arcadia Lake for permit review and Houghton Lake for MWRI discussion.
- Sent GIS files to Audrey at ISN for planning 2022 treatments.
- Worked with Kerryann, Tyler, Jeanne, and Rebecca to draft email to accompany Wetlands Survey.

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

- 3/1/22: MWRI Team meeting.
- 3/7/22: Regional Tribal Wild Rice coordination call.
- 3/9/22: met with Tyler, Jeanne, and Kerryann to plan TEPM presentation on Tribal Wetland Working Group program descriptions survey.
- 3/9/22: NRD staff meeting.
- 3/14/22: TEPM Day 1, presented Tribal Wetland Working Group program descriptions survey at afternoon Wetland session.
- 3/15/22: met with Natasha to discuss and seek input on Wetland Program brochure and the included engagement questions.
- 3/16/22: Michigan Vernal Pools Patrol MNFI training.
- 3/22/22: MWRI Monitoring & Restoration subcommittee meeting, led discussion with Allison on Houghton Lake wild rice activities.
- 3/23/22: NCCISMA Annual Partnership Meeting.
- 3/23/22: Michigan Vernal Pools Patrol MNFI training.
- 3/24/22: met with Rebecca and Mike to prepare for Tuesday's Wetland Advisory Committee meeting.
- 3/29/22: Wetland Advisory Committee meeting, gave presentation about program descriptions summary.

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 D

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

March 2022
Steve Parsons

Meetings/Conferences/Trainings

- On March 1, 2022, I virtually attended a work session with Tribal Council to discuss an agenda item requesting an addendum to the contract with Schultz Engineering for the Cemetery Road Project. The addendum would extend the substantial completion date for the project to June 30, 2022.
- On March 1, 2022, I virtually attended the quarterly meeting of the Manistee County Community Foundation.
- On March 4 & 18, 2022, I attended the weekly conference-call meeting of the Construction Task Force.
- On March 4, 2022, I attended the virtual progress meeting for the Food Distribution Center construction project.
- On March 7, 2022, I attended the Tribal Council Agenda Review to represent an item on the March 9 agenda. The item was the addendum to the contract with Schultz Engineering for the Cemetery Road Project.
- On March 9, 2022, I attended the Tribal Council meeting to represent the Schultz Engineering contract addendum agenda item.
- On March 14, 2022, I met with Ken Ockert of GTEC to discuss the upcoming road construction projects scheduled for 2022. More information is provided on the 2022 road projects in the Activities section of this report.
- On March 22, 2022, I attended an interview session with Kimberly Hinmon, LRBOI Native Connections Coordinator, and Julie Whitepigeon, regarding my knowledge and assessment of the need for additional Tribal resources and counseling services in the area of suicide prevention.
- On March 23, 2022, I met with Ken Ockert of GTEC to discuss and plan the non-road components of the Tribal Cemetery Project which will be completed yet this year. These include: electrical power, water source, landscaping, and signage.
- On March 23, 2022, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, the Hannahville Indian Community, the Nottawaseppi Huron Band of Potawatomi, the Little Traverse Bay Band, and the Saginaw Chippewa Indian Tribe also participated in the meeting.

Activities/Accomplishments/Updates

- BIA Roads – 2021 Projects: Work on two of our 2021 road projects had been suspended in 2021 (due to weather) and will extend into 2022. Here is the latest update on those projects.
 - Cemetery Parcel Road Project: Schultz Excavating was working on the construction of the road system on the cemetery parcel through most of November 2021. During November, they finished grading the road and began to install the road base. Work on the project was stopped in late November due to the arrival of inclement weather

(snow) and the inability to continue work. Final work on installing the gravel road will commence in the Spring of 2022 when weather allows. Once the road system has been completed, we will work on the remaining landscaping and other infrastructure (water, power) features during the early part of 2022. An addendum to the contract with Schultz Excavating was approved by Tribal Council which extends the substantial completion date of the project through June 30, 2022.

- Commodities Drive Road Project: Schultz Excavating currently has the footprint for the road established and has completed initial grading and some paving. (The road project is on the same timeline as the Food Distribution Center building project. Due to a delay in the delivery of some of the building materials needed for the Food Distribution Center, this project will not be completed until spring 2022.) A second addendum of the contract with Schultz Excavating was approved by Tribal Council which extends the substantial completion date of the project through June 30, 2022. Any remaining work to pave the road will be scheduled ASAP in the Spring 2022.
- Roundabout Project: It is possible that the construction start date of July 12, 2022 will change, now that the Pow Wow has been moved to the weekend of July 16 & 17, 2022. This will be discussed at the preconstruction meeting that will be held on April 7, 2022. We will request that MDOT move the construction start date to sometime after July 17. This will depend on the flexibility of the contractor as to whether the change will be approved. I will keep both the Tribal Council and the Ogema apprised on any changes in the construction schedule.
- Additional 2022 Road Projects
 - Aki Maadiziwin Roads Project: This project will involve a total reconstruction (including the installation of spillways and culverts for improved drainage) of the entry road to Aki Maadiziwin (Saw Be Quo Ung), as well as the repair and resurfacing of the remaining roads in the Aki Maadiziwin housing project.
 - Public Safety Parking Lot: This project will involve the construction of a smaller staff parking facility between the north side of the Tribal Justice Center and the existing water tower.
 - Reconstruction and Repair of the Government Center/Tribal Clinic Parking Lot: This project will involve the repair and resurfacing of the parking lot that primarily services the Tribal Clinic. Most of the previous concrete areas will be taken out and replaced with standard concrete.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
 Department of Public Safety Monthly Report
 March-22

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	3
City Assist	5
County Assist	11
Medical Assist	4
MSP Assist	2
Other Calls for Service	1
Property Checks	464
Suspicious Person	1
Suspicious Situation	2
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	9
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	1
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	1
OID	1
OUIL	
OWI	
Parking Ticket	
Reckless Driver	1
Speeding Ticket	2
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	15
Unsecured Vehicle	
Verbal Warning	8
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	10
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	7
Assault	3
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	2
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	1
Death	
Disorderly	
Domestic Disturbance	6
Drive-Off	1
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	2
Fraud	1
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	3
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	9
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	294.75
Alarm	2
Attempt to Locate	
Boat Dock Checks	
Casino Hours	189.5
Civil Standby	1
Community Policing	2
Court Hours	
Death Notification	
Drug Disposal	
Follow-Up Investigations	6
Found Property	1
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	3
Total Complaints	63
Total Reports	63
Training Hours	15.75
Transport	1
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	3971
Voluntary Missing Adult	

Training/Travel

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
March-22**

Administrative Hours	218
Arrest(s)	4
Male	1
Female	1
ATV Patrol Hours	1
Assist(s)	5
Assist Hours	2.5
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	14
Contacts	269
Court	
Court Hours	
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	452.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	4
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	146
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	20
Vehicle Mileage	3765
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

All Officers completed Security Awareness Training On line.

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
March-22

Administrative Hours	57.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	7
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	298
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	7.5
Paper Service	1
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	4.5
Vehicle Mileage	2877
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

All Officers completed Security Awareness Training on line.

Tax Office
Valerie Chandler

Tax Department March 2022 Monthly Report

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

During the month of March 2022, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
 - Tax preparation questions which were referred to the member's nearest VITA/TCE site for assistance
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Assistant 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 2022.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Provided weekly updates to ULD that require legal assistance, opinions, and/or for informational purposes.
9. Issued 5 Certificates of Exemption:
 - Purchaser: 3 RTMs 2 Tribe/Entity
 - Purchase Type: 2 Vehicle 2 Construction 1 Burial Program
10. Reviewed 31 Tribal Member address and/or name changes; 8 required updating of the RTM list and database.
11. Processed 4 Proofs of Residency.
12. Processed 6 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
 - New and re-instated RTMs
 - Deceased RTMs
 - Address changes of RTMs
 - RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for April 2022 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,368 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for February, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed February 2022 Tribal tax returns which included:
 - Retail Sales Tax (Little River Trading Post, Little River Casino Resort, and Nectar Spa)
 - Food & Beverage Tax (Little River Casino Resort, Sparks BBQ, Da J Wok, and Taqueria Diablos)
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

*Variable Duties and Accomplishments:

1. Issued 12 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal property.

2. Corresponded with and spoke with vehicle dealerships regarding Certificate of Exemptions for Resident Tribal Members.
3. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees, including facilitating the monthly virtual staff meeting.
4. Prepared the announcement of the February Employees of the Month which included printing and displaying the certificates in the lobby.
5. Corresponded and coordinated with the Chief of Staff regarding tribal members that obtained licenses to sell crafts and goods at the Spring Membership Meeting so that tables would be available for them to set up their displays.
6. Corresponded with the Da J Wok's accountant regarding a payment error from their February tax return which resulted in a credit; it will be applied towards their March payment.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities.
 - Clarification on tax exemptions allowable for Resident Tribal Member businesses, types of qualified sales, and documentation necessary for filing purposes.
 - Form 5633 State sales tax claims for Resident Tribal Members that were charged tax on vehicle purchases despite having a Certificate of Exemption at the time of purchase.

Little River Trading Post Interactions:

1. Worked with the Trading Post Manager in updating OTP (other tobacco products) tribal member pricing.

Little River Casino Resort Interactions:

1. Corresponded with Compliance Director regarding vendor licensing for a special event on property.
2. Corresponded with Human Resource Director to verify employee status for a couple of individuals receiving an employee discount at the Trading Post.
3. Corresponded with the Employee Care Committee representative regarding the late renewal of their annual Tribal Tax License.

Meetings / Trainings Attended During the Month:

1. Employee Staff meeting via Teams on March 3, 2022.
2. Employee Recognition Team meetings via Teams on March 10 and 24, 2022.
3. Tribal Council meetings via Zoom on March 2, 9, and 16, 2022.
4. Survey Work Group meetings on March 3, 10, 17, 24 and 31, 2022.
5. App-V introduction meeting with I.T. on March 25, 2022.

Statistics:

Total Registered Resident Tribal Members (RTMs): 261

- Manistee County: 250

- Mason County: 11

Monthly Tax Revenue*:

*February 2022 amounts received in March 2022

- Retail Sales Tax (Gift Shop) \$1,498.65
- Retail Sales Tax (Nectar Spa) \$29.82
- Retail Sales Tax (Trading Post) \$10,100.49
- Service Tax \$622.47
- Admissions Tax \$42.45
- Lodging & Occupancy Tax \$6,819.00
- Food & Beverage Tax (Little River Casino Resort) \$16,752.41
- Food & Beverage Tax (Sparks BBQ) \$763.35
- Food & Beverage Tax (Da J Wok) \$2,310.73
- Food & Beverage Tax (Taqueria Diablos) \$1,157.00

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

- Gasoline (includes eligible Government & Resort vehicles): \$6,589.57
- Diesel (includes eligible Government & Resort vehicles): \$225.24
- Cigarettes: \$8,910.12
- Employee (Government & Resort) Discount on Fuel: \$697.50

Tribal Member Tax Exemption Rates ("Discounts") for April 2022*:

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

- Gasoline: \$0.448/gallon
- Diesel: \$0.474/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
March 2022 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 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 regular meetings with the Ogema and other Leads.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.
6. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.

7. Continued to communicate with G. Zaring regarding Manistee Historical Society project and Tribal involvement.
8. Gave an opening for the MTERA Conference and a ceremony for an adoption in Tribal Court.
9. Attended the regular monthly staff meeting.
10. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month

1. Provided translations for the Grand Rapids Public Museum Exhibit.
2. Video shoot for Endaaying and posted videos.
3. Turned down a project with a very short deadline.
4. Working with Brickhouse of web/app production.
5. Produced zoom language lessons and taught them.
6. Postponed audio shoot for web/app.
7. Consultant to Interlochen Public Radio, Delta Dental, Sleeping Bear Tours, Mi. Nature Association on language components for programs they have.
8. Getting report ready for Funding Agency for the web/app grant.
9. Answered Emails and calls about camp, language, culture.
10. Recycled the LRB Pharmacy empty plastic containers in Traverse City.

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 2022, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

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

Billing

Water	\$12,138.52
Sewer	\$17,405.76
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$18,297.42
Septage	\$6,601.92
Other	\$187.00
Month Total	\$64,510.88
Yr. to Date Water	\$35,076.18
Yr. to Date Sewer	\$45,187.36
Yr. to Date Irrigation	\$5,432.79
Yr. to Date Fire Suppression	\$24,207.99
Yr. to Date Manistee Township	\$53,596.16
Yr. to Date Septage	\$17,538.30
Other Revenue	\$851.49
Credit	\$0.00
Yr. to Date Total	\$181,890.27

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 1,930,347
 - b. Ave Daily Flow Gallons 62,269

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,049,356
 - b. Daily Average Gallons 98,366

 - Effluent Gallons**
 - a. 3,201,032
 - b. Daily Average Gallons 103,259

 - Lagoon**
 - a. Influent 315,933
 - b. Daily Average Gallons 10,192

- 3. Septic Sewage**
 - a. Gallons 110,032

III. Travel and Trainings

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

What: MTERA Executive Committee Meeting
Who: Gary Lewis
Where: Phone Conference
Sponsored by: MTERA

What: MTERA Annual Conference
Who: Diane Kerr, Gary Lewis
Where: Online
Sponsored by: MTERA

What: Intro to Leadership
Who: Thomas Sutton
Where: Zoom
Sponsored by: Public Utility & Management Institute

What: Advanced Leadership
Who: Thomas Sutton
Where: Zoom

Sponsored by: Public Utility & Management Institute

What: UCMR-PFAS Monitoring

Who: Diane Kerr, Gary Lewis

Where: Online

Sponsored by: EPA

What: Council Meeting, JWC Contract & Sewer Repairs

Who: Diane Kerr, Gary Lewis

Where: Online

Sponsored by: EPA

What: Evolve / MRWA

Who: Diane Kerr

Where: Online

Topic: Online billing system for customers

What: Council Work session application for TEDC Capacity Grant

Who: Diane Kerr, Gary Lewis

Where: Zoom

Topic: Possibility of Applying for TEDC Capacity Grant

What: I.T.

Who: Diane Kerr, Gary Lewis

Where: Law Library

Topic: App - V