

Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
Manistee MI 49660

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LBR*
Naangwa: Date: June 11, 2019
Maanda Nji: Re: May 2019, Operations Report

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

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

Larry B. Romanelli

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

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

May, 2019 Department Report

I. Department Overview

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

Finance/Accounting Management:

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

Accounting:

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

Objectives:

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

through 2018 have been submitted to the Interior Business Center and we have received proposed Indirect Cost Rates. Work on the 2019 proposal is underway.

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

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

STAFF ACCOUNTANTS

Duties and Accomplishments –

- 1. *Projects; Elders (10) Complex.*** *The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of May.*
 - i. *Elders (10) Complex – Wieland - \$213,646.05***
- 2. *Cash Receipts;*** *Daily cash receipts totaled for the month of May, were, \$577,839.78 the General Fund Operating Account had a total of (299) receipts.*
- 3. *NGLC;*** *Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.*
- 4. *Pharmacy;*** *Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,*
- 5. *Fixed Assets Account Group;*** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2018. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2018.*
- 6. *Audit work for 2018-2019 – Ongoing working on updating current year purchases, asset control.*** *Working with Auditors on site.*
- 7. *1099MISC. – 2018 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2018.***
- 8. *Sending out some of returned 1099MISC as corrected addresses come in.***
- 9. *BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.***
- 10. *Tribal Financial Statement Requirements: Due by the 8th of the month.***
 - 1. *Cash Deposits***
 - 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.***
 - 3. *Utilities report – current payments – monthly report of payments.***

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Construction Task Force –Weekly Meeting - Thursday – review - Elders Complex.

Other Meetings

May 1 –Accounting Department, CFO, Leads. Job Description, Wage Grid

May 3 Safety saves lives training.

May 6 / 8 – Audit Prep – Update meeting – CFO Office

Week of May 13 – Auditors on site.

Duties and Accomplishments –

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

Meetings Held / Attended – TERT, Audit

Trainings Held / Attended – Safety Day

Special Tasks / Activities Performed – Audit Prep, Audit

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of May.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received three modifications for the following grants: 2019 IHS Self Governance added funding in the amount of \$957,496; 2019 BIA Self Governance added funding in the amount of \$55,072 and Inter-Tribal Council of MI Head Start Program added funding in the amount of \$121,030. Documents were scanned and placed in the electronic folder originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
12. *The Tribe received one new grant this month: 2019-2020 Caregiver Support yr. 3 funding in the amount of \$44,810 for the time period 4/1/19-3/31/20. Grant Program Booklet was created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant file. The funding amount was added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The new grant information was given to the Staff Accountant so that she could set this program up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution. Once the acceptance resolutions were received they were scanned and placed in the electronic folders and originals were placed in the Grant Program Booklet. A notice was sent to Purchasing, Ogema office and Controller letting them know the new grant information. Grant Program Booklets were created for the person who will be administering this grant.*

13. Submitted numerous journal entries to Brandy Martin that needed to be made to move expenses to correct grants for the month of May.
14. Entered for each grant the total expenses for 2018 on the 2018 SEFA schedule. Made sure the total deferred/accrual amounts balanced for 2018 and gave to the Auditors.
15. Reviewed the trial balances on each grant for accuracy and met with Steve on a few to correct.
16. Forwarded to the Auditors the 2018 SEFA schedule, current indirect cost approved rate letter and 2018 Cash Receipt Journal.
17. Worked with the Auditors to answer any questions they may have had.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.
2. Met with Bill Willis to discuss grant issues on different occasions.
3. Met with Jason Cross a few times each week.
4. Met with Valerie Chandler on different occasions.
5. Met with Lyle Dorr almost on a daily basis.
6. Attended monthly Lead meetings with Jay, Bill, Larry and Mary.
7. Met with Jeff (HR) when he had questions.
8. Met with Bill and Noelle Cross on 5/17/19.
9. Met with Daryl (Health Director), Jeff (HR) on 5/20/19 and 5/21/19.
10. Sat in on investigation interviews with Jeff (HR) and Daryl (HD) on 5/23/19.

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 431 payroll vouchers/checks.
2. Verified 32 PAF's this month which included new 8 employee(s), and 1 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 5/10 and 5/24.
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 –

1. 5/23 – Met with Melinda from HR to discuss HR module data population and field options setup.

Trainings Held / Attended –

1. 5/3 – Safety Training

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 2019 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in May 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 May as well as the check request for payment of those taxes.
7. Provided HR with accrual reports for Health, Dental, Vision and Life insurances for the month of May.
8. Prepared July 1st Per Capita distribution eligibility.
9. Addressing payroll concerns and/or corrections as necessary.
10. Provided information as requested for annual audit.
11. Changing setup of salaried staff charging wages to multiple programs to ensure proper wage allocation.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Update MIP payroll procedures to include processing payroll using the HR and EWS modules.
2. Complete new hire entry instructions for HR to use in entering new hires into MIP.
3. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
4. Processing of July 1st Per Capita distribution and necessary tax 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 twice a week for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *After checks are printed put them with the right documentation and have them signed by Council.*

- 6. Check stubs are attached to check request and PO's for scanning and stuffed into envelopes for distribution.*
- 7. Print a check register for 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. Get mail and sort through it to give to right person in Accounting Department.*

Meetings Held / Attended –

1. Had a Meeting with Michelle Lucas to discuss a credit card issue.

Trainings Held / Attended –

Special Tasks / Activities Performed –

- 1. Worked on a spread sheet for all vendors that have court orders for child support and other garnishments from per cap payments.*
- 2. Also worked on payroll garnishment every other week.*
- 3. Pay Pharmacy Invoices every Friday.*
- 4. Give paid Pharmacy Invoices to Brandy Martin.*
- 5. Processed 2,888 checks for a total of \$927,283.34*

Upcoming Projects / Tasks –

- 1. Per capita garnishment distribution.*

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. 5/3 Tribal Emergency Response Team Safety Training.

2.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 332 packages.
2. Issued 138 receiving reports.
3. Returned 16 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed – ***GSA billing***

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2019 Indirect Cost Proposal.
- 4) Working with Interior Business Center on finalization of FY16-FY18 Indirect Cost Proposals
- 5) Worked with Dr. Wever – Expansion of Clinic/Pharmacy Services

Meetings Held / Attended – None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

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

Expenditures Update

Total year to date expenditures for the Finance Division for May, 2019, are \$520,335, compared to an annual budget of \$1,293,682. Total expenses for the Finance Division for year to date May, 2019, represent 40% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

May 2019 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 15 students requested Activities assistance totaling \$3844.20. 6 student received Driver's Education assistance totaling \$1100 5 students received a 12th Grade Computer award totaling \$5000. 4 student received senior expenses totaling \$531.26 May 31 was Family Movie Night. Manistee had 15 children participating, Muskegon had 2 participants
- Higher Education Scholarship: 5 Higher Education Scholarships were processed for May. Total award was \$4092.50 providing assistance for 2 male students, and 3 female students, 1 at university, and 4 at community college
- College Book Stipend: We processed 15 summer book stipends totaling \$5000. 3 for students attending 1-3 credits, 8for those attending 4-8 credits, and 4 for 9+ credits

Miscellaneous:

Planning work for Indian Village Youth Camps

During the month of May the following occurred:

May 9-Native American Ledger Art Project, Yvonne Parsons attended

May 15-Leadership Roundtable meeting, Yvonne Parsons attended

Budget Expense Justification

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

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

May Monthly Report - 2019

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 1 Applications forms for people seeking membership
- Mailed out: 20 Address change forms
- Created 51 New and Replacement ID's from 05/01/2019 through 05/31/2019
- 95 Addresses changed from 05/01/2019 through 05/31/2019
- Final Rejection Letters: 1
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 2
- Provisional Acceptance Letter: 2
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 1
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0

- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received since 05/01/2019
- List request of Membership: Tax Office, Member's Assistance, Public Information, Clinic, PRC/EHAP, and Education
- Label request of Membership: Election Board, Clinic
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: Clinic

- Department Verifications:
 1. Prosecutor 58
 2. Members Assistance 30
 3. Purchased and Referred Care/EHAP 118
 4. Family Services 2
 5. Casino 3
 6. C-Store 1

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 3 Members passed away for the Bereavement Fund
- Sent out 3 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 3 Tuition Waiver Verifications
- 437 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Safety Training – May 3rd
- Leadership Roundtable – May 15th
- Notary Training – May 22nd
- Enrollment Commission Meeting – May 28th

Enrollment Statistics

- Total Membership: 4,197
- Total number of Elders: 1,369
- Total number of Adults (18-54): 2,458
- Total number of Minors (0-17): 370
- Total Tribal Members living in:
 - 9 County Area: 1,729
 - Outside 9 County Area: 2,355
 - Michigan: 2,712
 - Outside Michigan: 1,372
 - Undeliverable Addresses: 113

Family Services
Jason Cross

Family Services Department

May 2019 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	2
Muskegon	0
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	1
Out Of Area	3
Total	6

Open Cases.....60

Total number of Tribal members served in open cases: 61

Total number of descendants served in open cases: 11

Total number of individuals served in open cases: 115

Cases Management:

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

	Manitowish	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	0	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	3	0	1	0	3	0	0	0	0	0
Stephanie Persenaire Intakes	1	0	0	0	0	0	0	0	0	1
Stephanie Persenaire Open Cases	2	0	0	0	2	0	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Open Cases	0	0	0	0	0	0	0	0	0	0
Worker Monthly Totals	6	0	1	0	5	0	0	0	0	1

Sandra DeVerney - Case Management

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

Stephanie Persenaire - Case Management

Total number living in homes served	2	0	0	0	5	0	0	0	0	9
Total number of Tribal Citizens living in homes served	2	0	0	0	2	0	0	0	0	6
Total number of descendants living in homes served	1	0	0	0	0	0	0	0	0	1
Total number of children living in homes served	2	0	0	0	7	0	0	0	0	6
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	1	0	0	0	0	0
Child Abuse/Neglect	1	0	0	0	1	0	0	0	0	2
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	1	0	0	0	2	0	0	0	0	3
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	1	0	0	0	1	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	2
Non-Tribal Foster	0	0	0	0	0	0	0	0	0	0
Home	0	0	0	0	1	0	0	0	0	0
Alternative placement	0	0	0	0	0	0	0	0	0	1
Court appearances	2	0	0	0	1	0	0	0	0	0
Home Visits	2	0	0	0	1	0	0	0	0	1
Case Reviews	0	0	0	0	0	0	0	0	0	0
Binojeuk	1	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	23	0	0	0	8	0	0	0	0	7
Contacts with LRBOI departments	3	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	41	0	0	0	30	0	0	0	0	38

Amanda McQueen - Case Management

Total number living in homes served	8	0	0	1	11	0	6	0	0	9
Total number of Tribal Citizens living in homes served	1	0	0	1	6	0	1	0	0	3
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	4	0	0	0	2	0	4	0	0	0
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster	0	0	0	0	0	0	1	0	0	0
Home	0	0	0	0	2	0	0	0	0	2
Alternative placement	1	0	0	0	0	0	0	0	0	1
Court appearances	0	0	0	1	0	0	0	0	0	0
Home Visits	0	0	0	1	7	0	1	0	0	3
Case Reviews	1	0	0	1	4	0	1	0	0	3
Binojeuk	0	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	8	0	0	3	11	0	3	0	0	24
Contacts with LRBOI departments	2	0	0	1	6	0	0	0	0	9
Tribal Elders	0	0	0	0	2	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	25	0	0	9	51	0	17	0	0	54

LRBOI Victim Services Program Monthly Report
May 2019

ALL VSP STAFF MEETING on 5/7/19

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current: Open Cases (2); New Intake(s) (0); Cases closed (1)
 - Provided: advocacy, transportation, legal assistance, safety planning, and judicial advocacy.
- Attended (1) court hearing
- Had (3) client face to face meetings; (1) transports

Collaboration Efforts

- 5/13 – Manistee DVSART meeting
- 5/14 - VSP Task Force meeting
- 5/29 – Muskegon CAC Board meeting

Travel & Training

- 5/14 – 5/16: NOVA Crisis Response Team Training
- 5/19 – 5/21: MI Tribal Victim Advocate Retreat

Outreach/Education

- 5/23 – Triva Pop Web designer meeting

Grants

- 5/9 – MTVAC VOCA Tribal meeting

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (1); New Intake(s) (0); Cases closed (2)
- Provided: Ed. Material, Transportation assistance, counseling services and Legal Assistance Services
- CPS (4)
- Attended (1) court hearing
- Face to face meetings w/clients (11)

Collaboration Efforts

- 5/2 – Ocean's Home Partnership meeting
- 5/10 – Tri-County Protection Team meeting
- 5/22 – Muskegon Human Trafficking meeting
- 5/23 – Muskegon Co. Case Managers meeting
- 5/23 – Muskegon Homeless COC meeting
- 5/23 – Kent Co. DVCCRT meeting

Training/Webinars

- 5/1 – NIWRC SA & Protective Assess in Indian Country (3 webinars)
- 5/2 – Honoring our Native Women Missing & Murdered NIWRC
- 5/6 – Historical Trauma (2 webinars)
- 5/10 – Stalking Part 1 PAAM (webinar)
- 5/14 – Children & DV & Caring for others (2 webinars)
- 5/16 – Beyond Anger & Violence Women National Center
- 5/20 – 5/21 – MI Tribal Advocate Retreat

- 5/29 – Healthy Moms Happy Babies/Healing Approaches to Preventing (webinar)

Outreach/Education

- 5/3 – Live Well Newaygo Co Summit & Info Exchange
- 5/15 – Disability Network West MI Oceana Co Let's Do Lunch!
- 5/30 – Muskegon Veteran's ReCon Event
- 5/31 – Muskegon Prosecutor meeting work on Healthy Relationship Ed.

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current: Open Cases: (0); New Intake(s) (0); Cases closed (1)
 - Provided: financial assistance
- Had (1) client face to face meetings
- Provided (0) client transportations
- Had (4) telephone contacts

Collaboration Efforts

- 5/3 – Live Well Summit
- 5/6 – Youth Involvement Meeting
- 5/7 – Human Services Collaborative Body Meeting
- 5/20 & 5/21 – Tribal Advocates Meeting
- 5/24 – DV Task Force Meeting (Oasis)

Training/Webinars

- 5/2 – Webinar- Honoring Missing and Murdered Indigenous Women
- 5/6 thru 5/10 – Online Training/Webinar- Developing and Sustaining Collaboration
- 5/13 – Crime Victims Compensation Training
- 5/13 thru 5/17 – Online Training/Webinar- Developing and Sustaining Collaboration
- 5/15 – Webinar- An Introduction to Participatory Research Methods for DV Programs
- 5/20 thru 5/24 – Online Training/Webinar- Developing and Sustaining Collaboration
- 5/29 – Webinar- LE Response: Approaching Your Work with a Trauma-Informed Lens
- 5/30 – How Does Instagram Work: Tutorial for Beginners

Outreach/Education

- Submitted an article about MMIW for the Currents newsletter.

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

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

Collaboration Efforts

- 5/7 – HSCB Manistee meeting
- 5/13 – Manistee DVSART meeting

Training/Webinars

- 5/8 – Victim Assistance Training (webinar)
- 5/13 – Crime Victim Compensation Training (COVE)
- 5/20-5/21 – Tribal Advocate Retreat
- 5/22 – Ethics (webinar)

- 5/28 Victims' rights training (webinar)

Outreach/Education

- 5/14 - LRC Health Fair

Next Generation Learning Center-May 2019

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

Enrollment Statistics:

108 Children are on a wait list-the majority are below the age of three years old.

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	11	5	6	6	2	6
Toddler Classroom (2-3 years old)	17	5	12	4	2	4
Maple Preschool (GSRP)	17	16	1	4	0	2
Poplar Preschool (Head Start)	17	17	0	8	3	7
Cedar Preschool (Head Start/Tuition)	24	16	8	3	5	4
School Age (5-12 years)	41	0 School in Session	41	6	4	5
Totals	127	59	68	31	16	28
Percentages		46	54	24	94	22

Current Center Happenings:

- NGLC has 58 children attending one of our preschool programs. We now offer three different preschool programs for families-two of these programs are free to families that qualify. Three children are currently on a wait list for Head Start.
- Michigan Works continues to be within the center on Wednesdays and now Fridays as a satellite location. Since collaborating with NGLC they've seen an increase in participants that attend the satellite location.
- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning. He will be working with Holly in the upcoming year to discuss a children's pow-wow next year for Head Start families.
- Angela Schwandt from the Family Services Dept. observes children within our classrooms once a month to offer social emotional support to children and teachers, ideas of interventions, and behavior management
- Lisa Morley is teaching a CDA class for NGLC teacher's aides and community members at NGLC. This class occurs every Saturday from 9-4:30p.
- Twelve children currently receive Early On (early intervention special education) or MISD special education services while attending NGLC-2 children receive ABA Therapy for Children with Autism. Early On continue to hold their monthly playgroups at NGLC.
- Holly continues to be part of the leadership roundtable events and talent acquisition workgroups; as well as the Manistee Community Foundation Leadership Learning Lab
- NGLC Head Start Parent Council and Holly attended the Michigan Head Start Pow Wow in Grand Rapids on May 10. The 2020 Pow Wow will occur at IRRRL-Holly and Kenny are in the planning phases

- NGLC hired a Lead Cook, and two Teacher's Aides.
- NGLC will be collaborating with MSU Extension to provide healthy cooking throughout the summer to children that attend.
- NGLC participated in a round table discussion about the barriers that are occurring in child care in northern MI with Senator VanderWall, and Representative O'Malley. There will be a sub-group forming to continue the work and advocate for change in northern MI.
- Summer enrollment is currently occurring
- Preschool programming for the 2019-2020 school year is full

Closures:

- Monday, May 27-Memorial Day

Upcoming Events:

- June 10-Summer NGLC Head Start Programming Begins along with summer school age care
- June 23-28 NGLC has been invited to participate in the Native Head Start National Conference in Scottsdale, AZ. Holly will be traveling with Inter-Tribal Council of Michigan.

LRBOI Be Da Bin Behavioral Health May 2019 Report

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

May 14, 2019, Be Da Bin participated in the LRCCR Health Fair.

May 21, 2019, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

May 3 and 31, 2019, Jason Cross, Family Services Director, and Dottie Batchelder, Chemical Dependency Counselor, attended planning calls with SAMHSA Technical Center to do with the TOP grant.

May 21, 2019, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

May 28, 2019, Staff attended the Be Da Bin Staff meeting.

Be Da Bin Staff: Dottie Batchelder was very busy with the Regional Opioid Symposium on April 4, 2019, planning the Wellness Walk, and the presentation of the Tall Cop coming up. This month she has attended the SEA meeting, planning meetings for the events with opioid epidemic community partners, Grant planning meetings, and seeing clients. Sujean Drake has been busy with the Mental Health Block Grant (tele-psych), Focus Group Meeting planning, and seeing clients. Angela Schwandt is seeing clients and assisting with the tele psych/focus group. She also meets with Sujean for learning/training of services. Charlotte worked with the Traditional Healer. Charlotte Campbell is working on learning her position, doing intakes, and assisting with clients.

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor:

20/6 Individual/Recovery Clients (4 possible discharge)

122 Client Contacts for Services

178 Counseling/Administration Hours Delivered

Total Training/Client Service Delivery: 321

Mental Health Counselor/Tele-psychiatry:

26 Individual Clients

70 Client Contacts for Services

114 Counseling/Administration Hours Delivered

Total Training/Client Service Delivery: 206

Mental Health Counselor:

20 Individual Clients

25 Individual sessions

3 Next Generation Learning Center observations

4 Parent/Teacher meetings and 1 client /school meeting

Case Manager/Intake:

4 Intakes and to get on RPMS soon

Traditional Healing: 7 Individual Client Contacts

Respectfully,

Dottie Batchelder

Departmental Monthly Events & Needs

Meetings:

HSCB Meeting – 5/7/19

TOR grant call – 5/7/19

Meeting with Michigan Legislators – 5/13/19

Leadership roundtable – 5/15/19

Lead meeting – 5/21/19

CIT meeting – 5/21/19

Travel and Trainings:

State Opioid Team conference (Chicago) – 5/29 – 5/30

Court

Manistee - 2

Identified unmet needs:

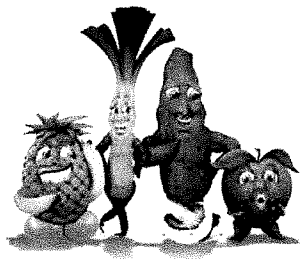
1. Transportation for clients
2. Substance Abuse and Mental Health Services
3. Sub-standard and unaffordable housing

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Food Distribution
Ken LaHaye



Food Distribution Program

May 2019 Monthly Report

Ken LaHaye, Alan Tyler and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Ken LaHaye submitted department report

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

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer.

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

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

Ken LaHaye ordered food for warehouse for June.

Alan Tyler and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients

Ken and Alan conducted deliveries on 5/14/2019 and 5/15/2019.

We conducted 25 deliveries.

Ken is working on Urban Waivers which is an ongoing project.

Ken attended quarterly USDA call.

We received deliveries on 5/9/2019, 5/13/2019, 5/16/2019 and 5/30/2019.

Ken ordered new office equipment.

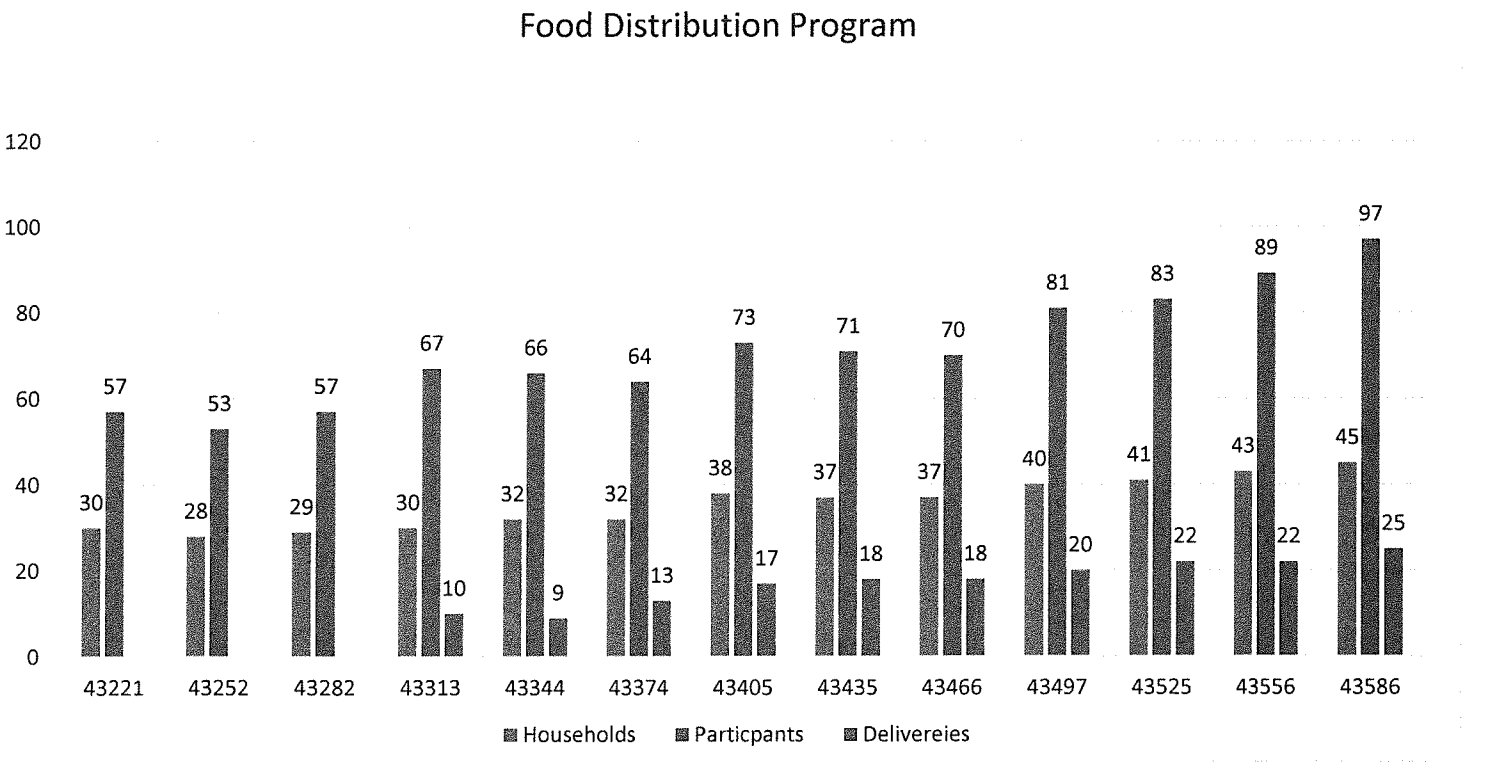
Construction began on new office wall.

Ken attended meeting in Muskegon.

Ken, Melanie, and Alan attended the mandatory safety training 5/3/2019

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

This is the monthly participation chart for Food Distribution Program.



Grants
Lyle Dorr

Grants Department Monthly Report

May 2019

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

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

Aki Maadiziwin

- As of the second week of May, the housing grant we have been waiting over a year was finally posted:

It is worth somewhere around \$2million. I am working with Bill Willis and Michelle Papera, as we are without a director, to prepare the application. There is an application training in Chicago June 25-26. The application is due August 8th.

Clinic:

- Have been in discussions with Dr. Weaver about looking for diabetes treatment grants and that there may funding available to help with building/renovating a clinic in the Muskegon area.

Court:

- ∅ No Active applications or projects

Family Services/ Be-Da-Bin:

- ∞ Continue to talk with Jason on a number of topics monthly. We have no immediate applications planned.

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

- ∞ No Update: HUD has a \$700,000 matching grant available for Tribe infrastructure that was submitted due Jan 7, 2019. HUD announced that they would extend the submission deadline to March 20, 2019. This means that the award announcement will not be made until July of 2019.
- ∞ No Update: Applied for a grant from the Shakopee Mdewakanton Sioux Community (SMSC) for up to \$130,000. LRBOI is requesting SMSC grant support not to exceed \$130,000; should the low bid be in excess of \$700,000. Upon securing bids, LRBOI would submit documentation of the winning bids to SMSC and request the amount over \$700,000 for funding. Should hear back on this by May sometime.

Historic Preservation:

- Ø Nothing new, but regularly meet with Jay for support on historical prospective when writing grants. Also, working with him on special project under his Lead title: Big Blue Electrical Upgrade and Big Brown trailer replacement at Public Safety.

Maintenance:

- **Big Blue Electric upgrade:** The Big Blue Electrical Upgrade was completed the week before Memorial Day. This project was started in April of 2018.

Natural Resources:

- ∞ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The temporary trailer was relocated a 2nd time due to plans for the location of the new PS Garage. Tom's EPA monitoring equipment needs to be relocated to the trailer once set. Once the trailer is relocated and provided power, the vendor can come in and move Tom's equipment. This should be done by April 15th.

Update: Robert is planning to move forward with a garage project once this year's self-governance funds are available. Maintenance, IT and Natural Resources will be coordinating to relocate the temporary trailer in June to be out of the way of future construction. Once Tom is moved into the temp trailer, the Brown Trailer will be removed from the Public Safety Property, which will make way for the construction of the Public Safety Garage. Regardless, everyone at Public Safety agrees that it will be the removal of a terrible "eye soar."

Public Safety:

- ∞ **New Car Garage for 2019:** Robert would like garages for his vehicles. The new structure will go where the Brown modular is currently, that we are removing. Michelle L. has assisted in trying to secure bids for a design build. It is hoped that the project can be completed by the end of 2019. Robert has just been waiting to see this year's self-governance funding deposited before approaching Council for final approval.

Water/Waste/Renewable Energy:

- ∞ **Attended the 1st Annual Midwest Tribal Renewable Energy Workshop** : After attending the 4th Annual Tribal Renewable Energy Conference, I was invited by a couple of tribal representatives in the MTERA group to attend their workshop which is specifically geared toward Midwest tribes. After reviewing with the Leads, I asked Gary Lewis (who invited Diane Kerr) to attend in order to get a proper prospective as to the potential for Little River to get into Renewable Energy.

Update: Gary Lewis invited me to attend the 2nd Annual Efficient Utility Management Workshop in East Lansing the first week of June. This will help me learn the utility language so that I can assist with future grant applications.

Special Projects:

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

Update: Anuedy is heading up the Doc Mgt Work Group. The first demo of the Contract Management Work Flow is scheduled to reviewed the first week of June.

∞ **Continue** on the TERT committee:

Allison held a Hazardous Spill Response training at the Casino on April 18th. It was very informative and provided us with State of MI contacts to assist with spill response. EPA Region 5 staff presented, the Coast Guard response team was there and private sector rail and pipeline representatives presented.

Update: I have been asked by FEMA to attend the planning session for the 5th Annual Tribal Center for Domestic Preparedness Week. It is paid for by FEMA and provides contacts with both Federal and Tribal partners. We met the week of May 28-June 1. It was very helpful and will lead to the growth and development of our Tribal Emergency Response Team and in time qualify us to apply for Emergency Response funding.

- **US-31/M-22 Roundabout Project:** Completed and submitted with Steve Parsons on May 20th. Applied for grants/funding to install a roundabout at the intersection of US-31 and M-22. MDOT will pay for up to half the cost of the project, LRBOI has committed \$67,000 to the project and we submitted an application to the TTSP for \$883,000. The cost of the project is estimated at \$1.9 million. It would be completed in 2020.

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: June 7th, 2019

Re: May 2019 Report of Activity – Tribal Health Services

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

May 7th, 2019- Dr. Wever met with EDC Tom St. Dennis to discuss EDC involvement with purchasing and/or leasing possible Muskegon Pharmacy/Clinic.

May 8th, 2019- Dr. Wever met with TAP group on ways to improve recruiting higher qualified candidates and the overall hiring process at the organization. Discussion included reaching out to highly qualified universities and medical programs. We will be posting on their Blackboards and career fairs that are scheduled twice a year. This will include the Midwest Universities and Colleges.

May 14, 2019 – Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Ronda Koon, PRC Specialist attended the Health and Wellness Fair at the Little River Casino Resort to promote LRBOI Tribal Health Services.

to months prior? Dr. Lipon was brought into the discussion last to recap all what was said through the interview process.

May 29th, 2019- Dr. Wever met with all leaders and supervisors (Gina Dahlke, Janice Grant, and Keith Jacque, including Dr. Lipon on how proper control and supervision of the members

should be . Discussed each leader's responsibilities, being patient, being respectful, having control, and to reduce inside communication that is not pertinent to patient care. Also, it was enforced if our leaders/supervisors and or Doctors are participating in the conversation their word has no value. If the leaders/supervisors/doctors cannot control the situation or are participating in the negative situation, then the Director will null the situation/communicators. Each leader was enforced to have mandatory meeting with their team to discuss what is expected prior to Department meeting.

Forest County Potawatomi Insurance Department filed 73 claims on behalf of Little River in the amount of \$14,622.72.

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

CLINIC OPERATIONS:

273 patients scheduled

24 patients NO-SHOW to scheduled appointments

20 patients provided SAME DAY appointments for emergent matters**

64 cancelled appointments

205 patients attending CLINIC PHYSICIAN appointments**

60 patients PHONE TRIAGE**

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

75 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MAY (Total Patient Volume): 803

Diabetic patients: 82

Flu Vaccines: 0

Injections: 34

Nursing Visits: 5 **

On-site Labs: 184

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,640

DIRECT CALLS TO CLINIC OPERATIONS: 399

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 1,034

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 25

TRAVEL HOURS: 96 ¼

SERVICE HOURS: 35 ¼

NUMBER SERVED: 27

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 398 hours

COMMUNITY VISITS: 30
TRAVEL HOURS: 8 ¼
SERVICE HOURS: 7 ½
NUMBER SERVED: 30

HOME VISITS: 16
TRAVEL HOURS: 27
SERVICE HOURS: 16
NUMBER SERVED: 16

GOV'T BUILDING VISITS: 2
SERVICE HOURS: 1 ¼
NUMBER SERVED: 2

PHONE CALLS: 237
CALLS – UNABLE TO CONTACT: 173
HOME VISITS SCHEDULED: 23
HOME VISITS REFUSED: 26
HOME VISITS CANCELLED BY PATIENT: 6
HOME VISITS RESCHEDULED: 4
HOME VISITS CANCELLED BY CHR: 2
DUE TO TRANSPORT: 1

DUE TO ILLNESS: 1
HOME VISITS RESCHEDULED: 2

MEDICATION PICK-UP/DELIVERIES: 2(included in number served & clients served)
TRAVEL HOURS: 4
SERVICE HOURS: 3
NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 135 ½

TOTAL SERVICE HOURS: 63

TOTAL CLIENTS SERVED: 77

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$168,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2009

TOTAL PRC PAID IN MAY: \$139,042.68

PHARMACY/OTHER: \$37,343.04

DENTAL: \$15,991.98

TOTAL PATIENTS: 249 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 531

TOTAL CLAIMS ENTERED: 406

TOTAL PRC PAID 2019: \$613,341.26

TOTAL EHAP PAID IN MAY: \$28,907.84

TOTAL EHAP PAID 2019: \$207,993.09

TOTAL ENROLLED EHAP/LRBOI: 1340

NEW APPLICATIONS MAILED OR GIVEN: 47

REASSESSMENTS MAILED OR GIVEN: 84

MEDICARE LIKE RATE (MLR) Savings for MAY 2019

Claims submitted: 66 \$61,659.30 (total submitted)

-\$13,607.56 (what we paid)

\$48,051.74 (total savings)

PATIENT BENEFIT COORDINATORS: MAY 2019

Assisted with on-line applications: 1

Webinars/Trainings: 0

Phone calls: 411

New Patient Registration: 52

Established Patient Registration: 106

Referrals to Other Departments: 0

**Roberta Davis performs the daily Patient Registration duties for the clinic patients and Teresa Callis is covering the front reception duties.

PHARMACY

Active patients: 351

Prescriptions filled: 1470

Insurance charges: \$111,514.64

Insurance payments received: \$103,149.50

Non-member cash/copays received: \$472.15

PRC-equivalent write offs:

LRBOI: \$27,447.60

Other Tribes: \$363.40

TOTAL: \$27,811.00

Housing
Vacant a director



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

HOUSING DEPARTMENT
Report to the Ogema
For May 2019

Staff

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

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.** May 21, we had an onsite visit with Travois Design & Construction Services. Forms & concrete going in for the patio's, sidewalks and curb face walk. Countertops are being installed, plumbing and electrical fixtures, and final coat of paint are being work on in the units. Wieland believes the project is on schedule to meet the July 2019 completion date. (see attached photo's)
- B.** On May 3, the department attended a Safety Training Day sponsored by The Tribal Emergency Response Team (TERT) on CPR/1stAid/AED, Bomb Threats, Active Shooter & Fire extinguishers.
- C.** Jake and myself went to Little Valley Homes in Cadillac to look at their home model's and discussed options for the 2 new Fair market homes
- D.** The Department mailed out an informational flyer to all tenants (please see attached)
- E.** The department met twice this month with Elise McGowan-Cuellan, Staff Attorney's and Bill Willis, Members Services Lead.
- F.** The Housing Department is down to 3 Maintenance Technician.
- G.** During the month the Department performed the following activities.
 - Lease renewals due during the month: 3
 - Leases renewed: 3
 - New leases: 1
 - Annual Inspections: 3
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0

- H. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2019 in the amount of \$75,000.
Applications received this month: 1
Number of Awards made during the month: 2
Amount of Awards made for the Month: \$9350.00
Total Number of Awards made during the Year: 9
Total Amount of Awards for the Year: \$40,051.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 2

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

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

- A. Aki has 45 income based rental units of which 45 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
- B. Aki has 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

N/A

VI. Plans for the Future.

- A. Continue construction of the Elders Apartment Complex at Aki maadiziwin.
- B. Planning and Construction of the 2019 2-Fair market homes
- C. Directional sign at the entryway into the community

D. Other Information

- A. None

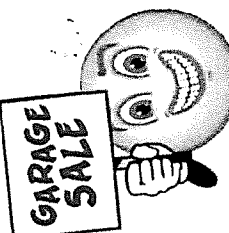
**End of Report
Michelle L. Pepera
Administrative Assistant
June 7, 2019**

Attachments: May 2019 daily maintenance log
Informational Flyer
May Construction photos of the Elder's Complex

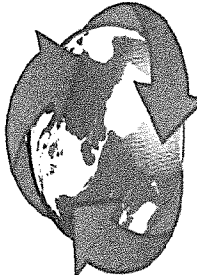
Cc: File

Some tenants have expressed interest in having a **Neighborhood Garage/Yard Sale** this year, if you'd like to participate in this year's sale you will need to have a Concessionaire's Tribal Tax License which will be available in the housing office after May 15, 2019, at no cost to you.

Garage/Yard Sale
Memorial Week-end
May 23 — 25, 2019
8-4 Daily



Make Everyday Earth Day in your Community
 by helping keep your community clean.



With the warm weather here, while out walking please pick up any trash laying around from the winter months, every little bit will help & you'll get good exercise :)

Just a Friendly Reminder

The sidewalks are intended for walking and riding your bike. **PLEASE** do not park your vehicles on the sidewalks. We thank you & your neighbors Thank you! :)

Spring Clean Up Notice

This may be the only time we will have pick up this year, because of the misuse of the dumpsters last year.

Your Housing Department has reserved **Two** dumpster's for May 22—May 29, 2019, they will be located at the North & South cul-de-sac's

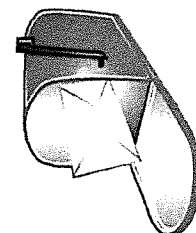
Items that are not allowed in the dumpster are tires, yard waste, liquid flammables and Freon appliances.

Michigan's Marijuana Law Update

With recent marijuana law changes Housing Tenants have been asking what does that mean for LRBOI Housing Tenants?

Marijuana is still illegal under federal law and LRBOI is a drug-free community, that includes medicinal or recreational.

We have complaints of tenants going into other people's mailboxes. Pursuant to federal law (18 U.S. Code § 1708) individuals shall be fined and/or imprisoned not more than five years for stealing, taking, or attempting to obtain mail that is not their own. Please respect your neighbors



If you'd like your exterior of your home treated for spiders, ants, wasps, hornets and bees, please stop by the Housing Department to sign a Release form by May 31, 2019, the Material Safety Data Sheet will also be available for your review.

The spray's will take place in June, July and August 2019,

**NO LATE SUMMISSION
 CAN BE ACCEPTED, SORRY!**

Housing Commission Meeting Dates 2019

Regular Housing Commission meetings have been established for the first Thursday of each month starting at 10:00 a.m.

All meetings held at Aki Conference Room

May 2, 2019	September 1, 2019
June 6, 2019	October 3, 2019
July 11, 2019	November 7, 2019
August 1, 2019	December 5, 2019

Clip & Save
Little River Tribal Events

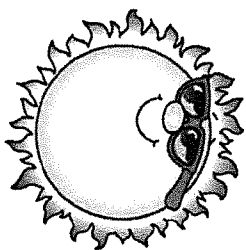
Listed below are just a few events going on in your Tribal Community. Watch for more events and details in the next Currents

- ⇒ **Memorial Day May 27, 2019**
Government Office's Closed
- ⇒ **Jiingtamok - June 29 & 30, 2019**
- ⇒ **Independence Day July 4, 2019**
Government Office's Closed
- ⇒ **Indian Village Youth Camp (first camp) July 18 through July 21, 2019**
Camp is limited to 16 children
- ⇒ **26th Annual Anishinaabe Family Language/Culture Camp July 26—28, 2019** at the Tribal Gathering Grounds, Bring your nation's flag & Giveaway Gift
- ⇒ **Indian Village Youth Camp (second camp) August 15 through August 18, 2019**
Camp is limited to 16 children
- ⇒ **Labor Day - September 2, 2019**
Government Office's Closed
- ⇒ **Reaffirmation Day - September 21, 2019**
Government Office's Closed 9/20/2019
- ⇒ **Fall Membership Meeting**
October 12, 2019 @ LRQR
- ⇒ **Veterans Day - November 11, 2019**
Government Office's Closed
- ⇒ **Elders Christmas December 7, 2019**
@ Little River Casino Resort
- ⇒ **Children's Christmas Party**
December 8, 2019 @ Little River Casino Resort
- ⇒ **Christmas Eve - office's close @ noon**
- ⇒ **Christmas - Government Office's Closed**

The Pavilion will be opening for the

Summer Season on
May 13, 2019

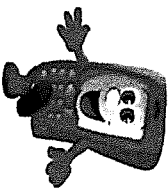
and with warmer
weather come's
outdoor fun!



With that in mind
we would like to ask every one to be
respectful of your neighbor's right to
the peaceful enjoyment of their resi-
dences and yards. When your chil-
dren are using the playground please
be sure they are being monitored so
as to avoid misbehaving. We have had
some instances of this which only
adds to the importance of the
parent's responsibility for their
children.

What's Your Number??

Please update your phone
number with the Housing
Department that way to
set up an appointment for
maintenance or a 3rd
party delivery we will have the right
number on file to reach you.



Thank you in advance for your cooperation !!

REMINDER:

As the weather gets
warmer the tick population activity in
Michigan begins to increase, during the
months of May, June and July. Use insect
repellent containing DEET or Picaridin,
Bathe or shower after coming indoors to
wash off and more easily find ticks that
are crawling on you. Perform daily tick
checks. Always check for ticks after be-
ing outdoors, even in your own yard. For
more information visit www.michigan.gov/emergencydiseases



Little River Band of Ottawa Indians
Housing Department
2608 Government Center Drive
Manistee, Michigan 49660

**Housing 2019
Daily Worksheet**

Date 4-29 Earn paper work, Receipts, mileage, Picked up zero turn Kubota parts, Got quote for service on Kubota

Date 4-30 Filled + leveled road side along hill, checked humidifier and reinstalled Cover @ 2641 AC, checked prices for black pipe to create drops for Air hose in shop area
Took tires left by tenants to Big Blue

Date 5-1 worked on repairing broken plow for grey truck
repaired microwave and stored for backup counter top unit
pck up and organized wood shop area

Date 5-2 Filled areas along roadside on hill,
Took Shop garbage to dumpster, clean up shop area

Date 5-3 Safety training @ Govt Center
Filled areas along roadside on hill

Thank you for filling out this Daily Worksheet

**Housing 2019
Daily Worksheet**

Date 5-6 Move out inspection and rekeyed @ 2646 IC
picked up trash in fields, worked dirt pile for future use
on road side and walks

Date 5-7 Mowed grass around Aki CC, picked up trash
in fields, clean shop area, turned in receipts

Date 5-8 Repaired leaking faucet @ 2615 OC
cleared Kitchen Sink Drain @ 2723 OC
Annual Inspection @ 2711 OC
mowed hill by Aki CC

Date 5-9 opened Garage door for tenant @ 2658 IC, Spring on
door broken in Formed Chell to call service company
Dug hole to draw water away from basement window well as it was
full again, contacted Ron @ Stillwater about it again @ 2635 OC
Annual Inspection @ 2678 IC

Date 5-10 Contacted Ron @ Stillwater about window leaking @
2635 OC, went over w/o with MP, Annual Inspection
repaired closet bolted handle adjustal closures on screen door
repaired loose step leading into Basement, Changed Furnace Filter
and re-attached condensation line in basement @ 2708 OC

Thank you for filling out this Daily Worksheet

**Housing 2019
Daily Worksheet**

Date 5-13 Picked up fascia/soffit at Carter for 2694 IC
Opened Pavilion changed O-ring on slope sink drain plug & clean
aerators for the bathroom sinks

Date 5-14 Swapped out dryer exhaust clamp & washing Machine.
repaired faucet spray Nozzle for 2581 OC, Remounted condensation
pump for 2615 OC; checked/changed CO2 Batteries, At 2641 OC

Date 5-15 Reset thermostat programming @ 2693 OC
Reset garage Door opener and checked water heater @
2596 IC. Repaired and tested washing machine from 2581
OC cleared out drain seemed to work fine
Checked 2709 OC for new tenant

Date 5-16 Put canopy up @ playground, checked humidifier
Drain and changed the way it was run @ 2596 IC.
Took out shop garbage.

Date 5-17 Picked up trash along tree edge, installed tenant
supplied light bulbs in garage opener @ 2615 OC
greased and had valve stems replaced in gang mower deck

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 5-20 Looked at Carpet @ 2726 OC ~~called~~ spoke to Mary @ Haglunds informed tenant they will be contacting them
Checked restrooms @ Pavilion and trash cans
checked for possible water leak in basement around main sewer drain @ 2693 OC installed three grab bars and blocking in bathroom of an as is unit @ 2709 OC and re attached towel bar

Date 5-21 Mowed

changed out washing machine @ 2647 OC with back-up front load machine

Date 5-22 Charge Sale Signs, Dumpster Sign, Mowed
repaired faucet leak @ 2654 OC
order parts for washer from 2647 OC

Date 5-23 Pulled Trees

Date 5-24 Swapped out microwave handle at 2581
checked Pavilion got rid of scrap ovens

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 5-27 Holiday

Date 5-28 Checked Pavilion cleaned bathrooms mowed pulled trees, checked on gas leak @ 2695 Follow up from weekend call

Date 5-29 Mowed alley / Fields / pulled ~~and~~ invasive trees

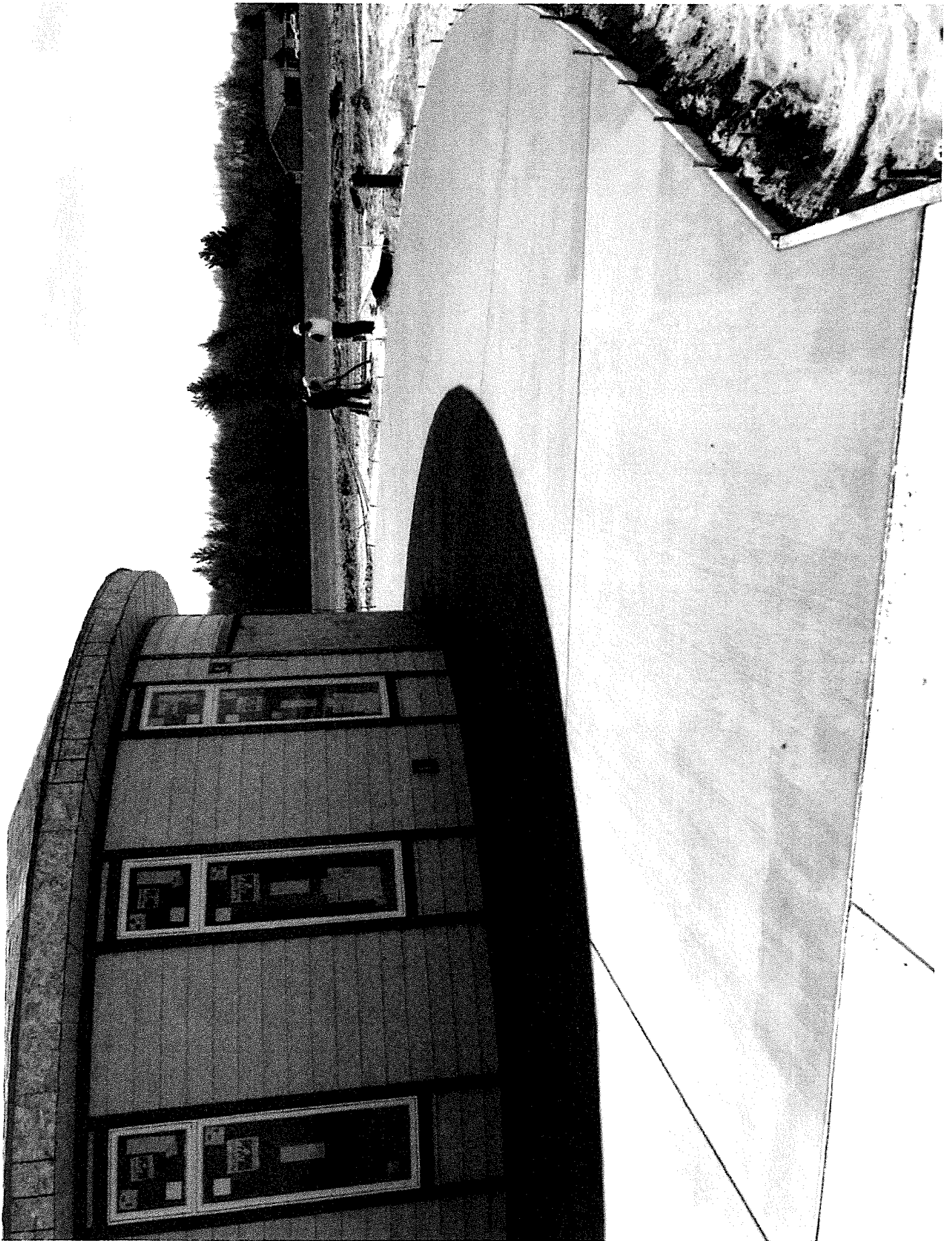
Date 5-30 Mowed alleys / Fields / Elders
Fixed washer, tested washer for back up
Worked on deck replacement project

Date 5-31 Earn paper work, mileage, Receipts,
Swapped out dryer @ 2613 IC
Cut Fields, worked on deck project

Thank you for filling out this Daily Worksheet







Human Resources

Jeff Simpkins

To: Ogema Romanelli
From: J. Simpkins
Subject: May 2019 HR Department Report
Date: 6/7/19

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

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

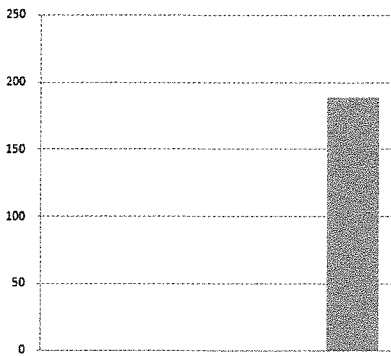
1) HR 2019 Operational Plan

- a) Continuation of the 2019 HR Work Plan.
 - i) 12 of 19 planned tasks complete.
 - ii) Added a Tribal Employment Development Project to the 2019 plan, with a planned kickoff in June and in collaboration with LRCR. The initial objective is to find data and methods that can help Tribal Members prepare for employment opportunities.

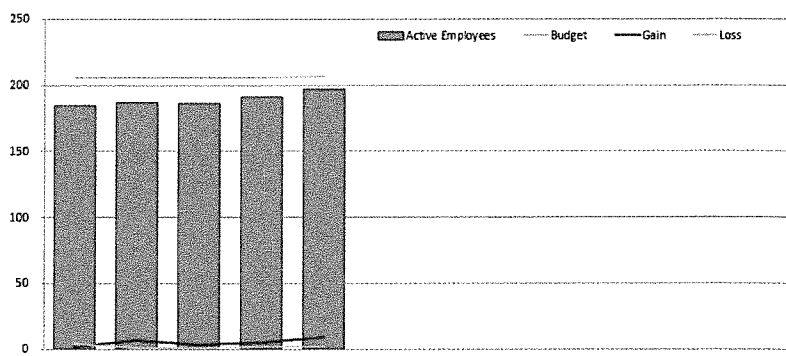
2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Improvement Plan in-process, approximately 75% complete. Due date changed in response to additional recruiting needs in NGLC and IT. Now scheduled for completion by 7/31/19.
 - (2) Number of Hires During the Month: 9
 - (3) Number of Hires Year to Date: 26
 - (4) Number of Open positions increased from 8 to 9.
 - (5) Continued with test changes to the Selection process that will improve process efficiency. Focused during the month on improving coordination of interviews between Hiring Manager, Candidate and HR.
 - (6) No change to Recruiting Work Priority: 1 – NGLC, 2 – IT, 3 – All Others. Additional HR resources continued focus on NGLC open positions during the month.
 - b) Recruiting
 - i) Action:
 - (1) Expand NGLC and IT recruiting process to include search of online resources for potentially qualified candidates and initiate contact. HR contacted 21 people after searching resumes for qualifications.
 - (2) Changed advertising content to increase the appeal of our NGLC and IT positions in the market.
 - ii) Result:
 - (1) Filled 3 NGLC and 1 IT position, with scheduled start dates in early June.

Staffing



Variables	Year			2019 YTD
Active Employees				189
Inactive				3
Total Staff				192
Open Requisitions				11
Budget				206
Average Fill %				93.2%
Gain				26
Loss				10
Net Gain (Loss)	0	0	0	16

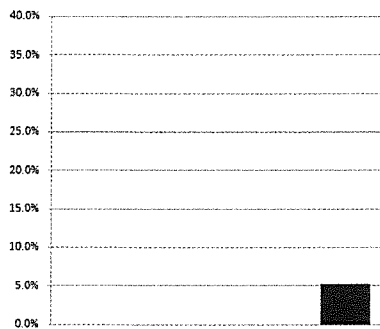
Michigan Unemployment
Michigan/National U6

months											
Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
184	187	186	191	197							
3	3	5	3	2							
187	190	191	194	199							
19	16	4	8	9							
206	206	206	206	207							
90.8%	92.2%	92.7%	94.2%	95.2%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
2	7	3	5	9							
4	1	1	2	2							
-2.0	6.0	2.0	3.0	7.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

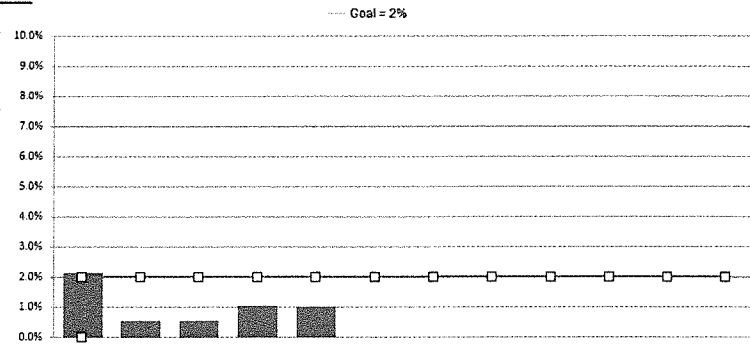
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NOTE: May 2019 is the first month with no Government employment turnover.

Turnover



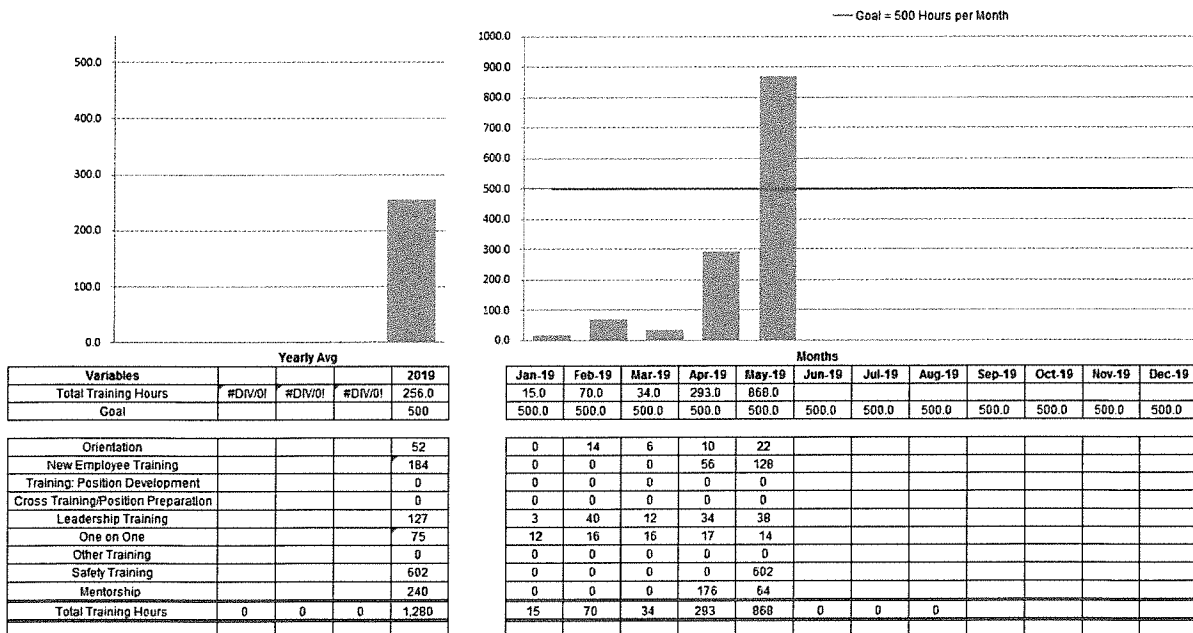
Variables	Year			2019 YTD
	#REF!	#REF!	#REF!	5.2%
Total Separations	0	0	0	10
Average # of Associates	181	164	164	192
Turnover Percentage Last FY/Month				
Turnover Goal				2.0%
Turnover Percentage: Involuntary	0.0%	0.0%	0.0%	2.1%
Turnover Percentage: Voluntary	0.0%	0.0%	0.0%	3.1%
Reasons for Separation				
Termination - Performance				1
Termination - Violation of Policy				0
Term - Attendance				1
Term - Reduction in Force (RIF)				2
Voluntary Quit				6
No call/No show				0
Involuntary	0	0	0	4
Voluntary	0	0	0	6

[illegible]

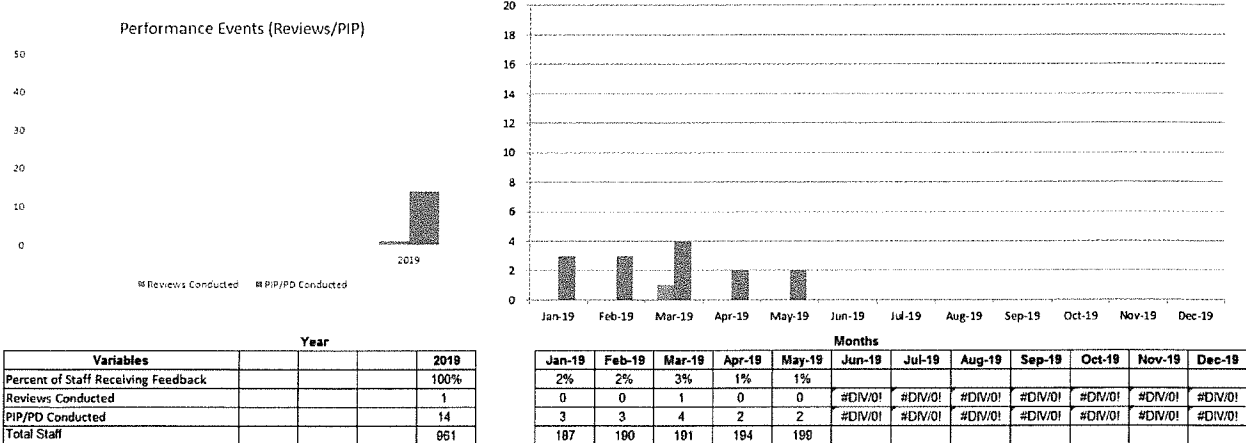
3) Talent Development and Relations

- a) Continued leadership development based on immediate customer needs.
 - i) Result: Conducted approximately 38.0 hours of development with various department leaders through the Leadership Roundtable project.
- b) HR Department Development Initiatives:
 - i) Completed HR Mentor Program in partnership with LRCR Organizational Development.
 - ii) Continued HR Assistant Training Program with M. Smith, resulting in approximately 128.0 man-hours of training (including trainer and trainee time)
- c) Continued work on Performance Management and Compensation Plan issues, including:
 - i) Compensation Triage Project for Immediate Correction:
 - (1) Natural Resources - Complete
 - (2) IT - Complete
 - (3) NGLC – HR data presentation complete. Department process pending.
 - ii) Create a Performance Management and Compensation Plan Update Project
 - (1) Continued pilot project work with Natural Resources. Approximately 85% complete.
 - (2) Continued implementation of software with LRCR Organizational Development Team.
 - (a) Conducted data test-load into LRCR system, used it for team, executive and Leadership Roundtable demonstration purposes.
- d) Completed Performance Reviews Returned to HR: 0
- e) Completed PIPs Returned to HR: 2

Training and Development Hours



Performance Events (Reviews/PIP)



4) Benefits and HR Administration

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

i) Actions Taken:

(1) Assigned Project Plan requirement to our Benefits Specialist.

(a) Result:

(i) 2019 Reconciliations are now current. Completed re-formatting work during the month as requested by Accounting.

(ii) 2018 Update:

1. FEHB, Delta, VSP complete through February.
2. Mutual of Omaha complete through May
3. Additional work pending receipt of accrual data.

(2) Completed Life/Disability competitive quoting. Initiated the internal approval process.

(3) Continued meeting with Health, Dental and Vision Insurance agents in preparation for 2020 renewals.

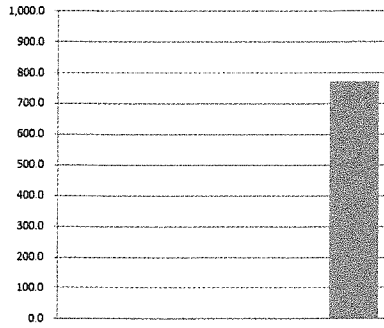
(4) Continued 401(k) audit preparatory work.

(5) Continued previous Benefits Work Priority: 1 – Benefits Reconciliation, 2 – All Other Work.

b) Leave Cases

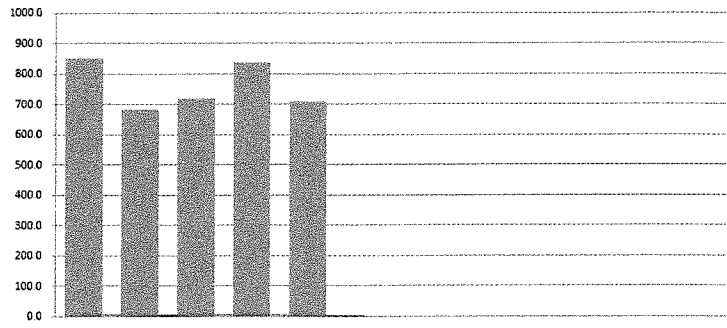
- i) FML: 3
- ii) IFML: 5
- iii) Bereavement: 2
- iv) LOA: 0
- v) Education: 5

Leave (Excluding PTO and Holidays)



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

Leave Hours by Type				
Bereavement				600
Education				87
FML				2,524
IFML				139
Jury Duty/Tribal Witness				0
LOA				312
Military				0
Parental				0
Wellness				135
Total Leave Hours	0	0	0	3,796



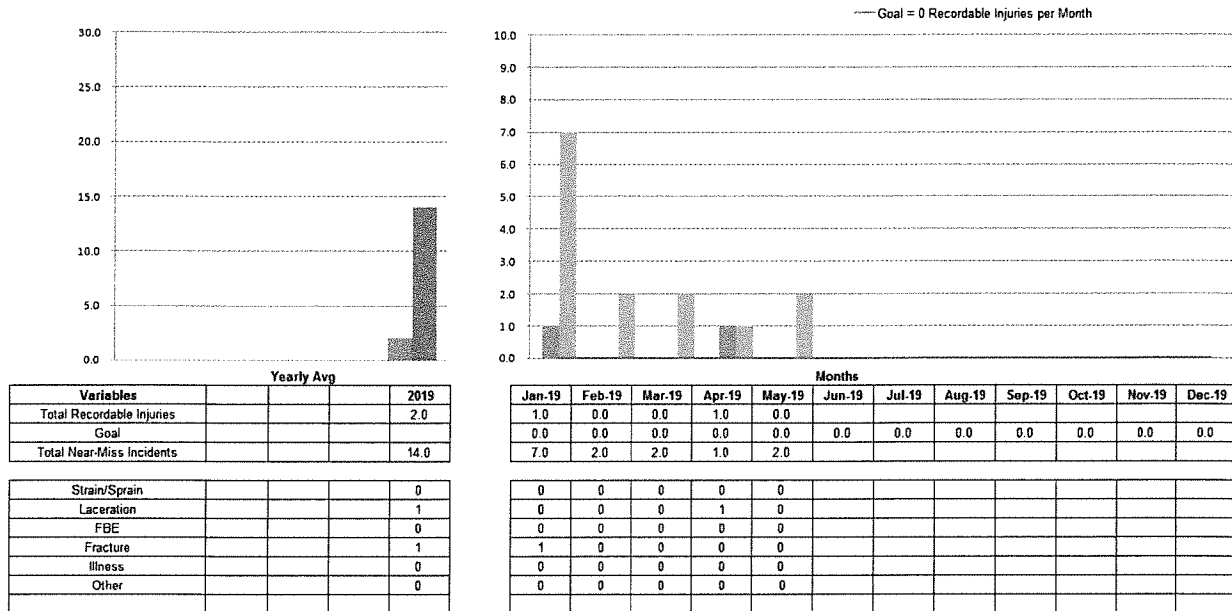
Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
849.50	681.50	718.75	837.8	709.0	0.0						
24.00	33.00	24.00	32.0	26.0	0.0						
5.31	4.26	4.49	5.24	4.43	0.00						

336.50	123.50	84.00	40.00	16.00	0.00						
12.00	12.00	16.75	20.50	25.25	0.00						
336.00	368.00	552.25	696.00	572.00	0.00						
13.00	18.00	0.00	43.50	64.00	0.00						
0.00	0.00	0.00	0.00	0.00	0.00						
152.00	128.00	32.00	0.00	0.00	0.00						
0.00	0.00	0.00	0.00	0.00	0.00						
0.00	0.00	0.00	0.00	0.00	0.00						
0.00	32.00	33.75	37.75	31.70	0.00						
850	682	719	838	709	0	0	0				

5) Safety

- i) Recordable Injuries: 0
- ii) Near Miss/1st Aid: 2

Safety (Recordable Injuries and Near-Miss Incidents)



6) Tribal Preference Report

NOTE: Increase of Non-Preference Employment primarily due to summer seasonal employment.

LRBOI TRIBAL GOVERNMENT

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

CURRENTLY EMPLOYED						
May 2019						
	TM	NA	D	S	NP	TOTAL
EXECUTIVE	74	8	9	8	65	164
GAMING	10	1	1	3	15	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	5	2	0	1	1	9
TOTAL	100	13	10	12	82	217
Prior Month						
EXECUTIVE	74	8	8	8	59	157
GAMING	10	1	1	3	15	30
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	5	2	0	1	1	9
TOTAL	100	13	9	12	76	210

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
May 2019

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

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

2. Mandatory IT Projects by order of priority:

- a. Telephone system upgrade or replace. E911 compliance required by 12/31/2019, current system not capable. Least costly option is to go with cloud-based system. Due Date 12/31/19
- b. Windows 7 End of Life. Microsoft operating system Windows 7 will be at end of life on January 14th 2019 and will no longer be support all Windows 7 systems must be upgraded to Windows 10. Due Date 12/31/19 –there are 40 computers requiring replacement.
- c. Windows Server 2008 End of Life. Microsoft operating system Windows Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows Server 2008 systems must be upgraded to Windows Server 2016 or Windows Server 2019. Due Date 12/31/19 – there are 9 servers needing upgrading.
- d. Windows SQL Server 2008 End of Life. Microsoft operating system Windows SQL Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows SQL Server 2008 systems must be upgraded to Windows SQL Server 2017. Due Date 12/31/19 there a 5 servers that need to be upgraded and we will need to upgrade the software running on those five servers.
- e. Solid Circle Document Management System installed and setup. The document management system first priority is to assist the new website and the Unified Legal Department.
- f. Muskegon Clinic & Pharmacy project planning. This project is in the early planning phase but has 2019 completion date.
- g. Security Upgrades:
 - i. Government Center Parking Lot Camera System (Due Date TBD).
 - ii. NRD Camera System (Due Date TBD).
 - iii. NGLC Camera System replacement (Due Date ASAP).

- 3.** 243 new IT work orders opened in May 2019 and 214 IT work orders completed in May 2019.

Meetings Held / Attended –

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

Trainings Held / Attended –

- 1.** Attended Leadership roundtable sponsored by HR Director Simpkins

Special Tasks / Activities Performed –

Maintenance
Rusty Smith

Facilities Management Department

2019 May Monthly Report

De-Ahna K. Underwood, Administrative Assistant

I. Department Overview

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

This month 42 work orders submitted and completed for the month of March. Maintenance work order requests included, but not limited to installing lights, hanging wall decorations, repairing walls, moving employees to new offices, assembling office furniture at Aki, NRD, GC JC, NGLC and NMHSI. Facilities started building an office for the Food Distribution Program. The Technicians have been working on repairs to the electrical issues with the mc stand and speakers under the arbor. Repairing the sprinkler lines that were damaged. General lawn care, cleaning up campsite and removing dead trees and prep for the pow-wow. With the summer season the bath house was in need of some repairs to the plumbing.

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

III. Budget Expense Justification

Open standing purchase orders until June 29, 2019.

IV. Travel and Trainings

Nothing to report at this time.

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: May 31, 2019
Re: May 2019 report of activities

Number of tribal members assisted on new issues 64

Number of referrals received 5

Number of continuing cases: 37

Types of legal issues:

Child support	Collections
Probate Estate	Interlocutory Devices
Divorce	Real Estate
Abuse Neglect of Minor	Adult Protective Services
Garnishment	Amend Association Bylaws
Wills	Process Server
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Trust Distribution
Medical Power of Attorney	Amend Estate Planning Documents
Divorce – Out of State	Parenting Time
Trusts	Paternity
Probate Estate – Out of State	Fraud
SSI and Per Cap	Modify Court Order
Traffic Citation	Scams
Landlord – Tenant Issues	Guardian- Adult
Child Protective Services	Eviction
Revocation of Power of Attorney	General Civil
Per Cap and Medicaid	Civil Procedure
Co-sign on Student Loan	Trademarks
Change of Custody	Bankruptcy
Amend Power of Attorney	Criminal

Personal Protection Order
Emancipation
Medicaid
Time Shares
Residential Lease
Birth Certificates

SSD
Adult Protective Services
Small Claims
Trailer Park Leases
Limited Power of Attorney – Minor
ICWA

Sample of Work Performed:

Assisted a tribal member obtain a new birth certificate for a child that they adopted

Assisted a tribal member who was being evicted without grounds for eviction

Assisted a tribal member who agent under their Power of Attorney was stealing from them

Assisted a tribal member establish paternity of their young child and obtain parenting time

Assisted a tribal member become their adult child's guardian when the child was in critical condition in the hospital

Members Assistance
Jason Cross (Interim)

Members Assistance Department

May 2019 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Vacant – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-16-J72 \$312,000
 - i. Total expensed \$255,068.68
 - ii. Budget remaining 7%
 - iii. 26 total households served with this program.

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

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

- a. MOA BE-18-K28 \$60,000
 - i. Total expensed \$0.00
 - ii. Budget remaining 100%
 - iii. 6 total households served with this program.

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

3. Food Assistance Program

- b. Budget \$47,000
- c. Total expensed YTD \$17,700
- d. 67% Remaining
- e. 86 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
26	3	4	3	16	3	1	6	0	24

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$13,488.78
- h. 61% Remaining
- i. 28 Total households accessing this program to date

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

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$13,796.17
- l. 66% Remaining
- m. 66 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
16	1	5	1	14	4	3	2	1	19

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

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

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

7. LIHEAP – DHHS Grant Funded Program FY 2019

- d. Total Budget \$179,209
- e. Total expensed to date \$35,296.37
- f. 34 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
12	3	1	1	11	2	0	4	0

8. Elder Chore Program

- g. Total Budget \$15,000
- h. Total expensed YTD \$4,110
- i. 73% Remaining
- j. 25 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	1	1	1	3	0	1	1	0	9

9. Emergency Transportation

- k. Total Budget \$25,000
- l. Total expensed YTD \$7,022.12
- m. 72% Remaining
- n. 27 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	3	0	0	8	0	0	1	0	5

10. LRBOI Home Repair Program 2019

- o. Total budget \$107,000
- p. Total expensed YTD \$7,500
- q. 69% Remaining
- r. 3 members accessed this program

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

11. Bereavement Program

- s. Total Budget \$453,000
- t. Total expensed YTD \$132,981.40
- u. 71% Remaining
- v. 17 members accessed this program

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

12. Elders Insurance

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

13. Department Ongoing Activities

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

14. Applications

Mailed	Picked up	Emailed	Faxed
157	22	79	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
70	61	22	6	44	50	30	19	4	2

15. Office Visits

- cc. 18 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA GLRI
- Staff Management EWS
- Monthly Staff Activities Reporting
- Budget monitoring and coordination
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Sturgeon data management
- Sturgeon Rearing Facility “SRF” setup and operation.
- Grayling update - Joint LRBOI – MDNR press release (5-13-19)
- Grayling abstract accepted to National conference with LRBOI as co-presenter
- Inland Fisheries Permitting (Steelhead and Walleye)
- Member services, communications with Tribal members regarding harvest opportunities/rights.
- Great Lakes fisheries data entry and management
- Equipment and supplies ordering
- Lake Michigan Technical Committee work

- Inland Fisheries Data Entry
- Data entry and analysis for the wild Rice fish community project
- Inland fisheries data entry/management
- Research on rearing facility upgrades tanks/filtering/operational layout
- Fish Distribution to members

Equipment maintenance/Field Work/Lab Work:

- Next Generation Learning Center sturgeon measurements, Education/ Outreach
- Spring e-fishing survey on Manistee Lake for the start of Wild rice fish community work for the year. (5/14)
- Training seasonal employees to image and age fish scales
- Imaged scales from spring survey of Manistee lake
- Assisting with drift
- Grayling Incubator field work – monitoring and removal
- Grayling Monitoring – Temperature Logger Deployment in the Upper Manistee
- Inland fisheries scale imaging and aging
- Sturgeon Rearing Facility setup and operation
- Lake sturgeon egg mat deployment and monitoring
- Lake sturgeon larval drift gear preparation for field work
- Lake sturgeon larval drift sampling/ collection
- Great Lakes LWAP fisheries assessments in Manistee, Ludington, Arcadia and Pentwater
- Great Lakes, biodata collections from LWAP assessments
- Great Lakes Equipment and gear prep and maintenance cleaning, rebuilding, storage, and organization
- Sturgeon Rearing Facility “SRF” preparations for field season
- Working on getting the airboat equipped for the electrofishing.
- Wild rice fish community fish scale aging
- Arctic Grayling Remote Site Incubator Field Installations with GVSU

Meetings/Training/Travel/Conference Calls

- Safety Training (May 3)
- NRD / HR Performance review development team meeting (May 7,14,21)
- Electrofishing Training - Smith Root, (May 13-16)
- Leadership Roundtable (May 15)
- Lake trout Great Lakes Biological Committee meeting (May 17)
- Grayling Stewardship Interviews (May 14, 23, 25, 30)
- Grayling Stewardship planning meeting (Traverse City, May 21)
- Lead NRD Staff Meeting (May 30)
- 2020 negotiations meeting (May 31)

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

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

Wildlife Program

Bob Sanders – Senior Wildlife Biologist
Angela Kujawa – Wildlife Biologist
John Grocholski – Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report – May
- Staff management - EWS
- Manage budget and reviewed R&E's
- Scheduling of employees
- Wildlife Division Staffed front counter when needed
- Coordination on CWD issues with MDNR, Tribal Counterparts
- Answered questions/requests from Tribal membership regarding wildlife issues
- Research and ordered wildlife equipment needed for surveys
- Reviewed scientific literature on relating to wildlife issues
- Order seed for upcoming planting season
- BIA GLRI grant fund reporting
- Submitted Marten Manuscript to Canadian Journal of Zoology
- Research and Methodology development for Northern Lower Peninsula American marten distribution study
- Contract development between Grand Valley State University and LRBOI
- Contract development between A-game tree service and LRBOI
- 2019 Elk and Bear Regulations
- 2019 Elk and Bear Drawing
- Bobcat hunting and trapping regulations research and data collection as requested from NRC
- Chronic Wasting Disease information sharing/presentation to NRC

Equipment Maintenance/Field Work/Lab Work

- American marten population and habitat research
 - Telemetry – Ongoing
 - Data Analysis and manuscript preparation – Ongoing
- Snowshoe hare population monitoring and habitat research – Ongoing
- Eastern Box turtle nesting survey

- Serviced Kubota tractors
- Posted Tribal Properties – Out going
- Blue Tube collection on Custer property
- Worked on planter boxes for cultural species
- Power washed wildlife equipment
- Adjusted cultivators on seed drill and general maintenance
- Field preparation (Disking, cultivating, mowing, packing, seeding, etc..)

Meetings/Training/Travel/Conference Calls

- Meeting w/Jay on Firewood – May 6th
- Lead staff meeting – May 9th, 30th
- New seasonal employee orientation – May 6th
- NRC meeting – May 13th
- Presentation to Executive Staff (Performance Evaluation) – May 14th
- Leadership Round Table meeting – May 15th
- Counsel work session – May 20th
- Tribal Council meeting – May 22nd
- Weekly HR meetings – May 7th, 14th, 21st, 28th
- Furbearers meeting Enid, OK – April 29th – May 3rd

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Water Quality Specialist

Joshua Beaulaurier - Aquatic/Fisheries Biologist

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

GAP Program

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- Onboarded seasonal staff
- Continued work on NRD Environmental Performance Management System
- Worked on GIS Maps for reservation lands
- Updated Environmental job descriptions for Director Review
- Communicated with the State on Line 5 issues
- Communicated with USEPA on various environmental issues
- Had discussion with other CORA staff on environmental issues on and off reservation
- Worked towards IHS management of solid waste plan.
-

Meeting/Training/Travel/Conference Call

- BIA GLRI Meeting Green Bay WI- 4/29-5/2
- Consultation with State of Michigan on line 5 - 5/3
- Wild Rice Planning Call with SOM and NOAA -5/2
- Performance Management with HR 5/7, 5/14, 5/21, 5/28
- NRD Leadership Meeting 5/9

- Call with USEPA TL 5/9
- Maps Meeting 5/14
- Meeting with HR 5/10
- RTOC Call 5/21, 5/14
- Leadership Round Table 5/15
- Trailer Training 5/16
- Meeting with CRA 5/20
- Women's Mannomin Gathering 5/22-5/26
- FEMA Meeting 5/28
- QAPP call 5/29

Brownfield Program

Administration/Reports/Data Entry

- HMRP Section Drafts completed.
- Created Bio and Presentation Outline/Description for Language Camp 2019 presentation, submitted to Language Coordinator
- Sent out final Letter & Fillable form to each Department for HMRP inventory

Field Work and Equipment Maintenance

- Trailering Training

Meeting/Training/Travel/Conference Calls

- Attended EPA Grant Webinar (May 1)
- Attended EPA Brownfield Site Investigation Webinar (May 2)
- Attended mandatory LRBOI Safety Training (May 3)
- Attended Weekly Environmental Staff "Huddle" (May 6, 13, 20, 28)
- Sat on USCG Planning Call (May 7)
- Met with Anishinaabe Language Coordinator to discuss upcoming presentation at 2019 Language Camp (May 7)
- Attended Bi-weekly one-on-one meetings with Supervisor (May 8, 20,
- Took & passed online ORV training course (May 13)
- Sat on monthly EPA 128(a) Tribal call (May 14)
- Attended bi-monthly N.MI Tribal Brownfield workgroup meeting in Gaylord (May 28)
- Sat on EGLE Contaminated Sites webinar (May 29)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Uploaded HOBO temperature data and Flowtracker data to database
- Ordered and received hats from O'Keefe's
- Made edits to fish tissue QAPP
- Received nutrient data
- Received quote for Macro invertebrate sample work up
- Received quote for zooplankton sample work up

Field Work and Equipment Maintenance

- Completed May Water Quality sampling
- Purchased and worked on temp/depth logger poles

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

- 5/3- LRBOI Safety Training

- 5/13-5/17- Smithroot electrofishing training
- 5/20- CRA Meeting
- 5/28- NWQMC Webinar
- 5/29- EPA Water QAPP call

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

Administration Reports/Data Entry

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

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 5/13 and 5/28
- Completed PM 2.5, Monthly Maintenance & QC – 5/13 and 5/28
- Completed PM 2.5, Quarterly Maintenance & QC – 5/28
- Installed new set of PM 2.5 filters – 5/1, 5/3 and 5/24
- Sent collected PM 2.5 filter samples to MDEQ – 5/13 and 5/20
- Completed O3 Multipoint – 5/14 and 5/29
- USEPA Contractor Tech Law completed PM 2.5 PEP Audit – 5/9
- MEGL's Marc Foreman on site to do PM 2.5 and O3 audit – 5/23

Meeting/Training/Travel/Conference Calls

- Tribal Emergency Response Safety Training – 5/3
- Attended the 2019 National Tribal Forum on Air Quality – 5/6 thru 5/9
- Env Staff Mtg – 5/13, 5/20 and 5/28
- Biweekly 1 on 1 w/Allison – 5/16 and 5/30
- Participated in the Monthly R5 Tribal Air Conference Call – 5/2 and 5/30
- Participated in the Monthly State, Local, and Tribal Air Monitoring Conference Call – 5/22
- Attended U.S. EPA State and Local Energy and Environment Program Webinar, Tribal Resilience Across the Country: From Guidebook to Action Confirmation – 5/22
- Participated in the Monthly USEPA & NTAA Air Policy Update Conference Call – 5/30

Wild Rice Program

Administration//Reports/Data Entry

- Research on Potential restoration sites
- Subcommittee call agendas
- Fish scales training seasonal employees to age, and image scales
- Compiled and entered data from spring e-fishing survey on Manistee Lake
- Writing a restoration parameters document

Field Work and Equipment Maintenance

- Thoroughly going through data to figure out if any equipment needs to be repaired
- Starting to figure out how the airboat will be outfitted for electrofishing
- Site visit check for water depth loggers at Hamlin, and Brandybrook

- E-fished Manistee lake for the spring
- Hamlin Lake wild rice check
- Calibrated conductivity meters

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

- Steering Committee call for MWRI 5/16
- Monitoring and Restoration subcommittee call 5/21

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

May 2019

Meetings/Conferences/Trainings

- On May 3, 2019, I attended the morning session of Safety Training that was held for all staff at the Tribal Government Center. The sessions included: Active Shooter, Bomb Threat/911, and Fire Extinguisher.
- On May 6, 2019, I attended the scholarship committee meeting of the Manistee County Community Foundation.
- On May 10, 2019, I participated (by conference call) in the Executive Committee meeting of the Housing North board.
- On May 13, 2019, I attended Tribal Council Agenda Review regarding an agenda item to seek Tribal Transportation Safety Funding to construct a roundabout at the intersection of US-31 & M-22. This item appeared on the Tribal Council agenda for May 15, 2019.
- On May 14, 2019, I attended the monthly meeting of Housing North, the new regional board focusing on the need for more affordable housing in Northwest Michigan. The meeting was held at the Networks Northwest offices in Traverse City.
- On May 24, 2019, I met with Ken Ockert (GTEC) and Robert Medacco (Public Safety Director) to review the plan design for the repaving of the parking lot at the Tribal Justice Center. This project should take place in the early fall of 2019.
- On May 29, 2019, I attended a Census 2020 Training Session for Michigan Tribal Liaisons at the Hannahville Island Resort & Casino in Harris, Michigan.
- On May 31, 2019, I participated in site visits for grant applicants to the Manistee County Community Foundation.
- On May 2, 9 & 30, 2019, I attended meetings of the Construction Task Force.

Activities/Accomplishments/Updates

- On May 3, 2019, Rusty Smith and I examined the electrical hookups/system in the main circle area of the Gathering Grounds. After inspecting the service panel and electrical outlets, we were both concerned that the service panel (currently 200 amps), near the pavilion area, lacks the capacity to handle all the amperage that can be generated if all the outlets are active, causing a similar situation that occurred during the 2018 Jiingtamok. Rusty will be checking each of the outlets that run to the service panel to determine the amps generated by each outlet, and the total potential amperage going to the service panel. Until there is an upgrade to that portion of the electrical system, the best possible option is to inactivate the breakers for certain parts of the system to prevent overloading the service panel during a high-usage event, such as the Jiingtamok. It should also be noted that the system in the main circle area was installed a number of years ago, and likely has any number of shorts or other grounding issues as well. The electrical upgrade that was completed last year was primarily for the campground area, which is functioning properly, and only encounters problems if campers exceed the 20 amp capacity at each campsite or if outages from the main circle area feedback to the main service panel (near the new parking lot), causing the entire system to shut down.

- In March 2019, Michael Burmiester, Facilities Director at LRCR, requested my assistance in processing an easement request from Consumers Energy for an underground electric service line at the Bear Lake Highlands Golf Course. I received the easement paperwork from the Cadillac Consumers Energy office in late April 2019, and this item was placed on the Tribal Council agenda for May 1, 2019. Tribal Council approved the easement request, and Ogema Romanelli signed the necessary paperwork for Consumers. The authorized paperwork was submitted to Consumers on May 3, 2019.
- In late April 2019, I became aware of a situation involving the support trusses in the entryway of the Gaming Commission Building—the trusses were shifting and developing large cracks in the wood. I was made aware of the situation by the Maintenance Department and was able to get Mark Niesen, our building inspector, to look at it. Mark suggested that we seek the advice of a structural engineer.

To that end, I contacted Pat Machin of Machin Engineering in Traverse City, and scheduled an inspection for April 30, 2019. On May 23, 2019, Mr. Machin submitted a report to me. His conclusions were that *“...the splitting found in the individual wood truss members is likely from excessive drying and loss of moisture. The drying effect has caused the members to shrink in both depth and width, and caused the holes around the bolting to enlarge; ultimately causing the nuts to loosen and the wood to have reduced contact with the gusset plates.”*

The report also made the following recommendations: *“Repairs are required to be completed to ensure proper support of all truss members, repair damaged drywall, install a structural header, and to repair damaged seals around the storefront windows and gable end glass. Some of the repairs may require non-structural items as the work progresses and further issues become uncovered. Machin Engineering should also be retained to complete the designs for the individual repairs and provide the necessary documentation to be used by contractor to complete said repairs.”*

This report was forwarded to Steve Wheeler for his review and recommendations for further action. I will be contacting Pat Machin requesting that he submit an additional scope of work to include the design and documentation for the necessary repairs. We anticipate this engagement will be submitted to Tribal Council, in the form of a Master Services Agreement amendment, for their approval.

- Here is an update as to the status of the BIA Roads projects for 2019:
 - Cemetery Parcel Road: We are still waiting for a final environmental assessment report from the University of Illinois to be submitted to the BIA for their review. Once we have Environmental Clearance from the BIA, we can submit the approved Rights-of-Way to the BIA for processing. We anticipate the road construction portion of this project taking place in the fall 2019.
 - Commodities Road: At this time we only anticipate completing the environmental review and BIA Right-of-Way approval this year. This road is to be utilized to access the new Commodities Building, which is to be constructed to the east of the existing Casino Warehouse. However, we do not anticipate notification regarding the ICDBG grant (which will be used to fund Commodities Building construction) until late summer/early fall 2019. Since it appears doubtful there will be sufficient time yet this year to construct the Commodities Building, we will likely hold off on the Commodities Road project as well. However, we do anticipate completing the Environmental Clearance and BIA Right-of-Way process this year.
 - Elder’s Complex Parking Lot: We attempted to add this to our BIA Road Inventory in January 2019, in order to expend BIA funding on the project. However, since this was a “proposed” road, there was no immediate action by the BIA. Unfortunately, as of June

2019, the parking lot is still not in our inventory, so we are not able to fund the parking lot construction. However, there was sufficient funding allocated in the Elder's Complex overall budget to pay for this item.

- Parking Lot for New Public Safety Garage: This project is proceeding somewhat on schedule. There was a meeting (outlined in the previous section of this report) to review the final plans for road construction. Ken Ockert (GTEC) is confident that we will be granted a Categorical Exclusion (Cat Ex) by the BIA in lieu of Environmental Clearance. A BIA Right-of-Way will still be needed, but we are confident that this can be obtained by the fall 2019, when road construction is anticipated.
- On May 15, 2019, Tribal Council approved the submission of a grant application to the Tribal Transportation Program Safety Funds program for funding to construct a roundabout at the intersection of US-31 and M-22. The application was submitted to the Federal Highways Administration (FHWA) on May 20, 2019. The Michigan Department of Transportation (MDOT) has agreed to contribute 50% of the cost for the planning, design and construction of the roundabout. I have been informed by the FHWA that award notices should be made by September 2019. If we are awarded the funding, we anticipate construction to take place during the summer of 2020.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	9
City Assist	7
County Assist	17
Medical Assist	3
MSP Assist	
Other Calls for Service	5
Property Checks	925
Suspicious Person	2
Suspicious Situation	
Well-Being Check	3

Traffic/Vehicle

Abandoned Vehicle	1
Accidents	10
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	2
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	1
OWI	1
Parking Ticket	
Reckless Driver	2
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	5
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	12
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	3
Assault	3
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	1
Death	
Disorderly	2
Domestic Disturbance	2
Drive-Off	1
Drug Violation/VCSA	7
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	2
Intimidation	
Intoxicated Person	2
Juvenile Runaway	1
Larceny	1
Liquor Violation	
Minor in Possession	5
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	10
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	445.25
Alarm	3
Attempt to Locate	
Boat Dock Checks	
Casino Hours	214.5
Civil Standby	3
Community Policing	7
Court Hours	3.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	18
Found Property	2
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	1
Suicidal Subject	2
Total Complaints	92
Total Reports	92
Training Hours	56
Transport	2
Trespassing	1
Tribal Council Meetings	
Vehicle Mileage	5901
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	196.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	1
Assist Hours	0.5
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Orgininal Hours	
Complaints	1
Contacts	48
Court	
Court Hours	
Follow-up(s)	1
Follow-up Hours	0.25
Federal Citation(s)	
Hours Worked	310.75
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	4
Paper Service	
Possible Trespass	
PR Activities	2
PR Activities Hours	6.75
Property Checks	28
Snowmobile Patrol Hours	
Training(s)	9
Training Hours	20.5
Vehicle Mileage	636
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

May 20-24, 2019 Officer Gunderson attended 37th Annual NAFWS National Conference in Phoenix, AZ.

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

Administrative Hours	24.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	264.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	6
Vehicle Mileage	1221
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

May 20-24, 2019 Sgt. Robles attended 37th National NAFAWS Conference in Phoenix, AZ.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: May 2019

Title: Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

- Certificates of Exemption Issued: 3 (RTM) 1 (Tribe/Entity)
 - Type: 2 Vehicle
 - 0 Recreational vehicle / watercraft
 - 2 Construction
 - 0 Mobile / Modular Home
 - 0 Treaty Fishing
 - 0 Bereavement/Burial Program
 - Address / Status Changes Reviewed: 37
 - Address / Status Changes Processed in RTM database: 2
 - Proofs of Residency Processed: 5
 - Proof of Residency Letters Mailed: 6
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 1 (LRBOI) 1 (LRCLR)
 - Motor Fuel Registrations Processed: 6
 - Temporary Tribal Business Tax Licenses Issued: 3
 - 1 (Entertainers) 1 (Vendors) 1 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 7
 - Little River Casino Resort Venue Reports Processed: 0
 - Tax Warnings Issued: 1 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Tax Assessments Issued: 1 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Trading Post Motor Fuel and Tobacco Receipts Processed: 2,917
 - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 235
1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
 2. Responded to inquiries from Tribal members and employees regarding, but were not limited to:
 - RTM statuses
 - Tax-exempt utilities
 - Motor fuel registration

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

18. Worked with the Trading Post Manager on preparing new OTP log sheets, pricing, and inventory list so that more tax exemption benefits can be utilized by Tribal Members purchasing "other tobacco products".
19. Completed and submitted the Tax Department's Annual Tax Report for 2018 to the Ogema and Tribal Council to schedule a work session and approval at the next available Council meeting.
20. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
21. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
22. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for June 2019 and provided it to the Trading Post.
23. Reviewed and filed BP monthly invoice and statement for any errors and/or questionable purchases.
24. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
25. Worked with Public Affairs Office in proofreading the Currents.
26. Assisted the Grants Department and Health Director in proofreading a grant application and a news article.
27. Submitted Tax Department news articles for the June issue of Currents.
28. Worked with Purchasing on a flow chart for the bidding and construction process of projects involving a contractor and also projects not involving a contractor so that all tax benefits are maximized and all necessary steps are completed prior to any construction.
29. Worked with Casino Resort staff regarding licensing of vendors for events held at the Resort.
30. Worked with Casino Resort staff and the Ogema's Office regarding the compilation and distribution of a survey regarding the food kiosk in the government center.
31. Corresponded with vendors regarding Certificates of Exemption for vehicle purchases and construction projects.
32. Corresponded with outside businesses and organizations regarding Temporary Tribal Business Tax Licensing for events and sales on Tribal properties.
33. Worked with the Casino Resort's Surveillance Manager regarding the review of video footage of questionable incidents at the Trading Post involving the purchasing of tax exempt fuel.
34. Corresponded with the Ogema and Unified Legal regarding motor fuel violations by a Tribal member and the penalties involved.
35. Worked with the Housing Department regarding the tax-exempt licensing necessary for the Aki Maadiziwin Community Garage Sale during the Memorial Day weekend. Also followed up on a member's request to use tribal property during the sale.
36. Worked with Human Resources Benefits Coordinator in reviewing the Michigan Income Tax Exempt status employees (those that are RTMs) to ensure all forms, addresses, and claims were accurate.
37. Met with and corresponded with Tribal Members interested in learning about the tax benefits available for personal businesses within the Tax Agreement Area.

38. Worked on creating a spreadsheet for easier understanding and quick reference of the tax benefits for all Tribal members in every scenario of where their business is located and where business will be conducted.
39. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, Housing staff, and Public Safety Director on a weekly basis regarding Community Center reservations to ensure the building is clean and stocked for events, inspected after events, repairs are completed, as well as patrolled and secured at all times.

Meetings attended this month:

1. Attended Safety Day training on May 3, 2019 which included CPR and AED training, using a fire extinguisher, active shooter and bomb threat information with scenarios and what to do in these types of emergencies.
2. Met with the Ogema on May 14, 2019 to review and approve the Tax Department Annual Report for 2018.
3. Attended Leadership Roundtable meeting on May 15, 2019.

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 47 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Attended a work session on the campground and possible ways to provide for fee collection and services.
4. Attended meeting with HR Director and Leads to begin work on compensation plan.

5. Continued working on pilot performance processes for Natural Resources with HR and Ogema.
6. Attended Safety Day training on active shooter, fire extinguishers and bomb threats.
7. Attended Council Meeting to represent the contract for roof repairs on the NR 9th Street building.
8. Met with LRCR staff in preparation for Anishinaabe Family Language & Culture Camp.
9. Continued working on preparations for annual Jiingtamok on phone, online and in office.
10. Attended the Leadership Roundtable meeting with Directors.
11. Took part in interview for IT position of Network Engineer.
12. Attended, briefly, the EDC Meet and Greet.
13. Had meeting to discuss firewood use and related issues.
14. Administered, directed and supervised all departmental activities.
15. Approved ADP timecards and PTO requests for the departments for which I am the Lead or approver, as needed.

The Language Coordinator accomplished the following during this month:

- 1) Meeting with LRCR about language camp & Pow wow & recycling.
- 2) Working on career day with NGLC, presentations from Firemen/women, Police, etc.
- 3) Department meeting on personal Manuel.
- 4) Worked on sign translations with Aki Maadiziwin for the new development.
- 5) Meeting with education department about Indian Village camp history and culture.
- 6) Worked with NRD on supplying recycle bottles for Jiingtamok.
- 7) Coordinated language camp and Jiingtamok.
- 8) Processed CD ROM orders.
- 9) Produced lessons for face book show Endaaying.
- 10) Coordinated video shoot and recorded video shoot for Endaaying.
- 11) Created lessons for all classes.
- 12) Classes at NGLC, elders, LRB employees and citizens.
Responded to Emails and calls about camp, language, culture, CD ROM's

Travel, training and budget expenses

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

WWTP
Gary Lewis

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

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Relay # 1 Effluent valve Failed Open, repaired, changed electric actuator valve and relay in panel
- Other Routine Maintenance

Billing

Water	\$12,539.26
Sewer	\$19,334.96
Irrigation	\$1,818.32
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$12,959.87
Septage	\$8,794.74
Other	\$730.00
Month Total	\$63,521.15
Yr. to Date Water	\$60,015.04
Yr. to Date Sewer	\$86,424.99
Yr. to Date Irrigation	\$9,062.05
Yr. to Date Fire Suppression	\$36,720.00
Yr. to Date Manistee Township	\$60,603.24
Yr. to Date Septage	\$33,068.58
Other Revenue	\$2,070.37
Credit	\$0.00
Yr. to Date Total	\$287,964.27

1. Well House Pumping in Gallons

Total Flow Gallons

- a. 2,844,591**
- b. Ave Daily Flow Gallons 88,894**

2. Gallons of Treated Waste Water SBR

Influent Gallons

- a. 1,887,134**
- b. Daily Average Gallons 60,875**

Effluent Gallons

- a. 1,773,624**
- b. Daily Average Gallons 57,214**
- c. Waste Sludge Gallons 17,000**

Lagoon

- a. Influent 1,252,326**
- b. Daily Average Gallons 42,206**

3. Septic Sewage

- a. Gallons 146,579**

III. Travel and Trainings

What: Basic Electrical Training

Who: Clatus Clyne, Jonathon Robertson, Gregory Walters, Gary Lewis

Where: Government Complex

Sponsored by: MRWA

Seminar Cost: \$525, 1 Staff Member Free

What: AWWA Bac-t Course (Microbiology)

Who: Jonathon Robertson

Where: East Lansing Michigan

Sponsored by: AWWA

Seminar Cost: \$700

What: Safety Day Training

Who: Diane Kerr, Clatus Clyne, Jonathon Robertson, Gregory Walters

Where: Government Complex

Sponsored by: LRBOI (TERT)

Seminar Cost: N/A

What: 3 Webinars

Who: Diane Kerr

Where: Office

Sponsored by: 2 EFCN (AWWA), 1 MDEQ

Class Cost: Free