

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

**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema   
**Naangwa:** Date: November 12, 2019  
**Maanda Nji:** Re: October 2019, Operations Report

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We respectfully submit the October 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  
October 2019

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Accounting  
Steve Wheeler

## **Finance Division**

### **Steven Wheeler, Chief Financial Officer**

## **October, 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 2018. 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 continued to provide information for the auditors to complete the audit. The final audit report was issued September 30, 2019, and submitted to the Federal Clearinghouse that same date. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

### STAFF ACCOUNTANTS

#### *Duties and Accomplishments –*

1. **Projects; Elders (10) Complex, AKI 2 -2019 homes, Gaming Commission Entryway, Public Safety Building.** *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 October.*
  - i. **Elders (10) Complex – Travois, Misc. Purchases - \$12,128.49**
  - ii. **AKI 2 – 2019 Homes – Little Valley Home – No Payments**
  - iii. **Gaming Commission Entryway – Approval for Design Services - \$9,100**
  - iv. **Public Safety Building – Approval of C/O #1 - \$23,670.00**
2. **Cash Receipts;** *Daily cash receipts totaled for the month of October, were, \$619,157.91 the General Fund Operating Account had a total of (321) 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 2019-2020 – Ongoing working on updating current year purchases, Fixed Asset control.**
7. **1099MISC. – 2018 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2018.**
8. **Sending out some of the 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 8<sup>th</sup> 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 and AKI 2 – 2019 homes, Gaming Commission Entryway, Public Safety Building.***

***Other Meetings***

***October 11 – Finance – Cash Receipting Process***

***October 11 – Public Safety Garage***

***October 24 – Wage Grid, Job Description – CFO office.***

***Duties and Accomplishments –***

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

***Meetings Held / Attended –*** TERT, Leads, City Fire Dept (NRD), Manistee Township Fire Chief (Knox Box), Dept Homeland Security, Mitigation Planner

***Trainings Held / Attended –*** Gaming Commission/Daycare Fire Drill, First Aid/CPR

***Special Tasks / Activities Performed –***

***Upcoming Projects / Tasks –***

## GRANTS MANAGEMENT ADMINISTRATOR

### ***Duties and Accomplishments***

1. *Sent out November report notices to Program Administrators to let them know when they needed to submit their grant report to me so that I can prepare the cover letter that will be signed by the Ogema and attached to the report that will be submitted to the funding agency.*
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. *Reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimbursement the Tribe for those expenses on the grants.*
5. *Recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
6. *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits. I identify on the bank statement by writing those grant names and fund numbers assigned so the revenue can be recorded for that grant.*
7. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
8. *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.*
9. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
10. *Prepared all the cover letters for the Ogema to sign that are attached to the reports that go to the funding agencies.*
11. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic grant report folders.*
12. *Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
13. *The Tribe received five modifications for the following grants: 2019 LIHEAP added funding in the amount \$105; 2018-2020 EPA PPG added funding in the amount of \$15,000; 2019-2020 TOR-Tribal Opioid Response added funding in the amount of \$32,259; 2019 BIA Self Governance added funding in the amount of \$300,053 and 2019 BIA Self Governance added funding in the amount of \$30,000. Documents were scanned and placed in the electronic grant folder and originals were placed in the grant files. The 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 copies of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
14. *The Tribe received five new grants this month: 2019-2020 ITC Behavioral Health Implementation in the amount of \$149,795 for the time period of 10/1/19-9/30/20; 2019-2020 VOCA Tribal Victim Services in the amount of \$244,493 for the time period of 10/1/19-9/30/20;*

2019 Family Violence Prevention in the amount of \$45,830 for the time period of 10/1/18-9/30/20; 2019-2020 ITC Home Visiting in the amount of \$74,800 for the time period 10/1/19-9/30/20 and 2019-2020 ITC 13 Moons Pilot Program in the amount of \$23,000 for the time period of 9/1/19-9/30/20. Grant Program Booklets were created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. The 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 new grant information was given to the Staff Accountant so that she could set these programs 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 Booklets. 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 the grant.

15.Submitted numerous journal entries to Brandy Martin that needed to be made to move expenses to correct grants for the month of October.

16.Worked with the Grant Program Administrators on any questions they have related to the grant they are overseeing.

17.Prepared monthly billing statements for September to ITC for the following grants: 2018-2019 ITC Head Start in the amount of \$50,378.42; 2018-2019 ITC Home Visiting Expansion in the amount of \$2,114.32; 2018-2019 ITC Tribal Behavioral Health Implementation in the amount of \$15,464.01 and 2018-2019 ITC Tribal Opioid Use Disorder Prevention in the amount of \$7,056.14.

18.Prepared a billing statement to IHS for the IHS Tribal Member Well & Septic project #BE-16-J72 in the amount of \$12,400.43.

### **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. Worked with Daryl Wever a few times each week by phone or email.
8. Met with Shanaviah to discuss her grant.

### **Trainings Held/Attendance**

### **Specials Tasks/Activities Performed**

### **Upcoming Projects/Task**

1. Will be reviewing the old grants from the basement to make sure that all documents have been scanned then they will be shredded.

## **PAYROLL**

### ***Duties and Accomplishments –***

1. Processed 447 payroll vouchers/checks.
2. Verified 27 PAF's this month which included 1 new employee(s), and 3 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 10/11 and 10/25.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

### ***Meetings Held / Attended –***

10/10 – Met with Lani to discuss Performance Management Program.

### ***Trainings Held / Attended –***

10/30 – Webinar: Using MIP Functions to Gain Efficiencies.

10/31 – Webinar: Correcting the Most Common MIP Errors.

### ***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 October 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 October 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 October.
8. Addressing payroll concerns and/or corrections as necessary.
9. Completed 3<sup>rd</sup> quarter Form 941 and reporting of quarterly wages to UIA.

### ***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. Complete member eligibility count for December 15<sup>th</sup> Per Capita payment.
5. Entering Short Term Disability payments made into payroll system and processing associated tax payment.
6. Year-end life insurance adjustments.

## **ACCOUNTS PAYABLE**

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

## **Meetings Held / Attended – Περφορμανχε Μαναγεμεντ Προγραμ**

## **Special Tasks / Activities Performed –**

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give report to Brandy.*

4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations and address changes.*
6. *Processed 874 checks for a total of \$1,010,726.29.*
7. *Checks processed for Education 65, Members 119, Travel/Advance & Closeout 67, Child Support 37 and Payroll 19.*
8. *Logged in 79 Rent, 35 Water, 7 Travel Closeouts, 37 Child Support, 7 Court Filing Fees, 35 CPL/ Fingerprints, 4 Gaming License, 51 Tribal Id's, 7 Daycare payments.*
9. *Processed 257 checks for Contract Health for a total of \$66,001.74.*
10. *Entered in 150 per cap withholdings for October payment.*

## **Upcoming Projects / Tasks**

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

## **PURCHASING/ TRAVEL OFFICE**

## **PURCHASING / MAIL ROOM CLERK**

### ***Duties and Accomplishments –***

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

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

***Meetings Held / Attended –***

***10/17/19 CPR-First Aid Training for TERT***

***10/23/19 Solid Circle Training in Lodge***

***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. 10/9 Internal review and scoring of Food Distribution Center RFQ's.
2. 10/15 Quarterly AOPC Meeting with GSA.
3. 10/15 Meeting with CLS Sales Rep, to review a amendment option to the master agreement for mat/linen services.
4. 10/15 Disbursement of Fisheries Trust funds to all Tribal Members.
5. 10/17 Conducted interviews for top rate two firms regarding the Food Distribution Project.
6. 10/18-20 finalized draft on competitive procedures and forwarded to legal for review.
7. 10/18-28 drafted non-competitive procedure and forwarded to legal for review.

## **PROPERTY/RECEIVING OFFICE**

### ***Duties and Accomplishments –***

1. Received in 299 packages.
2. Issued 152 receiving reports.
3. Returned 4 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) FY2020 Operating Budget Final Draft approved by Tribal Council

### ***Meetings Held / Attended –***

None

### ***Trainings Held / Attended –***

None

### ***1) Special Tasks / Activities Performed –***

### ***Upcoming Projects / Tasks –***

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.

- 3) Completion/Submission of FY2019 Indirect Cost Proposal.
- 4) Disseminate FY2019 Budget R&E's

## **Expenditures Update**

Total year to date expenditures for the Finance Division for October, 2019, are \$1,033,782, compared to an annual budget of \$1,312,762. Total expenses for the Finance Division for year to date October, 2019, represent 79% of the total annual budget.

Education  
Yvonne Parsons  
No Report Submitted

Enrollment  
Jessica Wissner

## **ENROLLMENT DEPARTMENT REPORT**

**October 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: 4 Applications forms for people seeking membership
- Mailed out: 42 Address change forms
- Created 80 New and Replacement ID's from 10/01/2019 through 10/31/2019
- 211 Addresses changed from 10/01/2019 through 10/31/2019
- Final Rejection Letters: 0
- Final Acceptance Letters: 3
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 3
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 1
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0

- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 2 Applications received since 10/01/2019
- List request of Membership: Tax Office, Member's Assistance, Public Information, Tribal Court, Elders, Election Board-3, PRC/EHAP, Elder Meal, and Tribal Council
- Label request of Membership: Ogema
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: Prosecutor, Ogema, and Tribal Council-2
- Department Verifications:
  1. Prosecutor 139
  2. Members Assistance 41
  3. Purchased and Referred Care/EHAP 157
  4. Family Services 9
  5. Natural Resources 1
  6. Casino 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 10 Members passed away for the Bereavement Benefit
- Sent out 12 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 2 Tuition Waiver Verifications
- 686 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

## **Meetings**

- Fall Membership Meeting – October 12<sup>th</sup>
- Michigan Enrollment Tribal Training/Meeting – October 17<sup>th</sup>
- Contract Approval Training/docMgt – October 23<sup>rd</sup>
- Enrollment Commission meeting – October 29<sup>th</sup>

### **Enrollment Statistics**

- Total Membership: 4,174
- Total number of Elders: 1,396
- Total number of Adults (18-54): 2,420
- Total number of Minors (0-17): 358
- Total Tribal Members living in:
  - 9 County Area: 1,716
  - Outside 9 County Area: 2,369
  - Michigan: 2,703
  - Outside Michigan: 1,382
  - Undeliverable Addresses: 89

Family Services  
Jason Cross

# Family Services Department

## October 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:

|                    |          |
|--------------------|----------|
| <b>Manistee</b>    | <b>3</b> |
| <b>Muskegon</b>    | <b>3</b> |
| <b>Mason</b>       | <b>1</b> |
| <b>Lake</b>        | <b>0</b> |
| <b>Wexford</b>     | <b>0</b> |
| <b>Kent</b>        | <b>2</b> |
| <b>Ottawa</b>      | <b>0</b> |
| <b>Oceana</b>      | <b>0</b> |
| <b>Newaygo</b>     | <b>0</b> |
| <b>Out Of Area</b> | <b>0</b> |
| <b>Total</b>       | <b>9</b> |

**Open Cases.....67**

Total number of Tribal members served in open cases: 77

Total number of descendants served in open cases: 20

Total number of individuals served in open cases: 129

#### 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.



LRBOI Victim Services Program Monthly Report  
October 2019

**Shanaviah Canales (Muskegon & Manistee)**

**Advocacy/Case Management**

- Current: Open Cases (1); New Intake(s) (0); Cases closed (0)
  - Provided: advocacy, legal assistance, transportation, utilities, and judicial advocacy.
- Attended (2) Court
- Had (5) client face to face meetings; (0) transports

**Collaboration/Program Meetings**

- 10/4 – True North meeting
- 10/14 – Manistee DVSART meeting
- 10/15 – LRBOI VSP Task Force meeting
- 10/29 – RCP Marketing meeting/program website
- 10/30 – MI Veterans Affair meeting
- 10/31 – Manistee Housing Commission meeting

**Travel & Training**

- 10/1 – 10/2 – UTFAV Leadership Summit (Mackinaw Island)
- 10/22 – 10/23 – MTVAC VOCA & tribal advocate meeting (Hannahville)

**Outreach/Education**

- 10/8 – DV Event: Film & Discussion Panel
- 10/28 – Presented Manistee Council of Aging on DV & VSP

**Grants**

- 10/25 – VOCA quarterly reports were completed and uploaded

**Brandy Jacobs (Muskegon Victim Advocate)**

**Advocacy/Case Management**

- Current: Open Cases: (3); New Intake(s) (2); Cases closed (0)
- Provided: ed. material, transportation, legal assistance, and referrals
- Attended (1) court hearing
- Face to face meetings w/clients (7)

**Collaboration Efforts**

- 10/3 – Oceana's Home Partnership
- 10/17 – Nawaygo meeting
- 10/23 – Muskegon DV & SA meeting
- 10/23 – Muskegon Human Trafficking meeting
- 10/24 – DVCCRT Kent County meeting
- 10/24 – Muskegon Case Manager meeting
- 10/25 – LAADSV Ottawa Co. meeting

**Training/Webinars**

- 10/1 – (3) DV: mental health, physical abuse, LGBTQ training (webinars)
- 10/2 – Historical DV trauma training (webinars)
- 10/8 – MCEDSV Protecting crime victims 1-3 parts (webinars)
- 10/18 – NCADV – Panel discussion highlighting survivors (webinar)

- 10/27 – NCJFC Getting Child Support When You're Afraid of the other Parent (webinar)
- 10/30 – NIWRC Tillie Black bear Call to Action (webinar)
- 10/31 – NCJFCJ – teen dating violence (webinar)

### **Outreach/Education**

- 10/14 – GVSU DV Resource table
- 10/16 – MCC DV Awareness table
- 10/21 – Baker College DV resource table
- 10/11 – LRBOI Muskegon Elder lunch DV crafting event
- 10/1 – Muskegon office clothesline project throughout the month

### **Michol Tanner (Manistee Outreach Specialist)**

#### **Advocacy/Case Management**

- Current: New Intake(s) (0); Cases closed (0)
- Had (0) client face to face meetings
- Had (0) telephone contacts
- Had (0) rides provided

#### **Collaboration Efforts**

- 10/14 – MSADVRT Meeting
- 10/15 – LRBOI Victim Services Task Force Meeting
- 10/24 – Manistee Health Department – Erin Barrett
- 10/25 – OASIS DV Task Force Meeting

#### **Training/Webinars**

- 10/1-2 – UTAFV Summit
- 10/15 – Survivor Speaks: A Panel Discussion Highlighting Survivor Voices (webinar)
- 10/30 – Tillie Black Bear: Women are Sacred (webinar)

### **Outreach/Education**

- 10/4 – Delivered program materials in Manistee
- 10/8 – Assisted with the DV event at the Vogue
- 10/12 – Table and survey at the Fall Membership Meeting
- 10/14 – Presentation to Cadillac library staff in conjunction with OASIS
- 10/16 – Assisted Amber with Elder's craft and DV awareness
- 10/21 – Interview with Scott Fraley for the Manistee News Advocate
- Made posts to the VSP's social media pages

### **Other**

- Article for Currents about the Tribal Leadership Summit and a thanks to Shawnee
- Ongoing work on program materials and website content
- 10/29 – Meeting with RCP for finalizing the program website

### **Amber Shepard (Manistee Victim Advocate)**

#### **Advocacy/Case Management**

- Current: Open Cases (1); New Intake(s) (3); Cases closed (1)
  - Provided: transportation, legal assistance & advocacy
- Attended (2) court hearing
- Had (9) client face to face meetings; (1) transports

#### **Collaboration Efforts**

- 10/1 – Manistee HSCB meeting
- 10/14 – Manistee DVSART meeting
- 10/15 – LRBOI VS Task Force meeting

#### **Training/Webinars**

- 10/23 – MCEDSV: Human Trafficking training (Traverse City)
- 10/30 – NIWRC: Working w/Native LGBT/2-Spirit (webinar)
- 10/31 – NIWRC: Building Girls Protective Assets in Indian Co. (webinar)

#### **Outreach/Education**

- Ongoing Outreach
- Hung t-shirts for clothesline project
- DV event: crafts w/elders lunch & ed. Dept movie night
- Resource table event at West Shore Comm. College

## Next Generation Learning Center-October 2019

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

### Enrollment Statistics:

| Classroom                                        | No. Children Enrolled | Full Time Status 30+ hours | Part Time Status | Tribal Affiliation | Government Employee | Casino Employee |
|--------------------------------------------------|-----------------------|----------------------------|------------------|--------------------|---------------------|-----------------|
| <b>Infant Classroom</b><br>0-2 years old         | 8                     | 5                          | 3                | 3                  | 1                   | 4               |
| <b>Toddler Classroom</b><br>2-3 years old        | 14                    | 7                          | 7                | 4                  | 2                   | 5               |
| <b>Preschool</b><br>Poplar-Head Start            | 17                    | 17                         | 0                | 8                  | 2                   | 8               |
| <b>Preschool</b><br>Cedar-Tuition and Head Start | 25                    | 11                         | 13               | 6                  | 4                   | 4               |
| <b>Preschool</b><br>Maple-GSRP                   | 14                    | 14                         | 0                | 1                  | 0                   | 3               |
| <b>School Age</b><br>5-12 years                  | 43                    | 0<br>School in session     | 43               | 7                  | 6                   | 3               |
| Totals                                           | 120                   | 54                         | 66               | 29                 | 15                  | 27              |
| Percentages                                      |                       | 45.5%                      | 54.5%            | 24%                | 12.5%               | 22%             |

| Age of Child/Classroom | No. of Children | Tribal Affiliation | LBROI Gov or Casino Employee |
|------------------------|-----------------|--------------------|------------------------------|
| Pregnancy              | 7               | 2                  | 3                            |
| Infant                 | 22              | 1                  | 2                            |
| Toddler                | 23              | 2                  | 0                            |
| Preschool              | 3               | 0                  | 0                            |
| School Age             | 8               | 2                  | 0                            |
| <b>Total:</b>          | <b>63</b>       | <b>7</b>           | <b>5</b>                     |

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

### Current NA/NL, Local, and State Collaborations:

- **Update:** NGLC received the grant award. NGLC successfully submitted the Child Care Development and Care grant for the 2020-2023 cycle years. This was done through Region V Child and Families DHHS and National Center for Tribal Childhood Development. Our submission was credited as the application with the least amount of corrections; the agency asked permission to use our grant submission application as a model for other agencies.

- Lisa Brewer-Walraven, Director of Child Development and Care from the Office of Great Start and Michigan Department of Education has included NGLC in their Tribal Coordination, Child Care Business, and Infant/Toddler Care stakeholder groups. This work will continue into the year 2020.
- NGLC Administrator was chosen to help review the standards and training that will be proposed to congress for changes and grand fund processing in the Child Care Business stakeholder group for the state of Michigan. This work will continue through 2020.
- NGLC continues to work with the Inter-Tribal Council of Michigan on a consistent basis to implement the Head Start Preschool program, 13 Moons Indigenous food curriculum, and Parent Educator.
- NGLC collaborates with the Wexford/Missaukee/Manistee ISD to implement the Great Start Readiness Program for 16 children that will enter kindergarten in the fall of 2020.
- NGLC was chosen by the Manistee ISD to attend a statewide training held once a month in Grayling that focuses on children with Autism. The training "Statewide Autism Research and Training" is accredited by Grand Valley State University and once we complete the training we will be accredited as a highly qualified environment to work with children that have behavior and autism needs-which is a trend that is increasing by the year. At this time our Lead Infant teacher, Lead Preschool teacher, and Administrator attend.
- Manistee MiWorks is within the building twice per week, and seeing an average of 3 clients per day; however, they've had up to 7 at the NGLC location.
- Frey Foundation and Manistee Community Foundation have funded NGLC Administrator to attend the Leadership Learning Labs that occur once a month until December 2019.
- NGLC is part of the Leadership Advisory Committee for the Manistee Chamber of Commerce. At this time Holly will help lead education day in November, and Jason will lead Tribal day in March.
- West Shore Community College-a National Accredited Early Childhood Program for students continues to send students to NGLC for observations and student teaching.
- Early ON of Manistee County will begin their playgroups at the center on a monthly basis for children with disabilities.
- NGLC will be seeking information to apply to a grant that focuses on Farm to Table food in the state of Michigan. This will offset our large monthly food cost if awarded the grant.

### **LRBOI Collaborations (Sub Committees)**

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

### **Center Happenings:**

- The LRBOI TERT Team organized a center wide fire drill for the center on 10/2/19 it was a success.
- Holly, Jason and Tammy continue to work on the Delinquent Payment Process for NGLC-there is a process in place (see attached) and a meeting with unified legal is scheduled for November.



- Kenny Pheasant will continue language/culture lessons with preschool aged children on a weekly basis.
- NGLC Great Start to Readiness Program visited Orchard Market on a field trip to celebrate the fall harvest.
- NGLC Preschool staff became certified in CPI-Crisis Prevention Intervention for children in collaboration with Manistee ISD.
- Adriana Persenaire contracted through Family Services continues to meet with NGLC staff for reflective supervision on a monthly basis.

- Angela Schwandt, LRBOI Be Da Bin Behavioral Health Mental Health Counselor will begin her monthly observations within classrooms to assess the overall mental health of the children that attend NGLC and consult with teachers on techniques to meet the needs of the children that attend. These are done at least monthly and more if needed.
- NGLC will be working in collaboration with the new parent educator, Holly Lindsey, to enroll families into the Family Spirit Curriculum and home visiting program.



- NGLC hired Steve McKinnon as our maintenance/EVS worker. Tekerya and Makayla were hired as the two Teacher's Aides.
- The first Parent Advisory Meeting was held October 29.

**Closures:**

- No closures for the month of October

**Upcoming Events:**

|                |                                                   |
|----------------|---------------------------------------------------|
| Nov. 1         | Darkness to Light Mandated Reporting Training CAC |
| Nov. 13        | ITC Head Start Visit                              |
| Nov. 13        | United Way Muskegon Center Tour                   |
| Nov. 21        | Manistee Area Chamber of Commerce Education Day   |
| Nov. 25        | NGLC Parent Advisory Meeting                      |
| Nov. 28 and 29 | NGLC closed for Holiday                           |

# LRBOI Be Da Bin Behavioral Health October 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; Julie Ramsey, Prevention worker, and James Gibson, Traditional Healer, contractual.

October 9 and 10, 2019, Jason Cross, Family Services/Be Da Bin Director and Dottie Batchelder attended the Quarterly Tribal Behavioral Health Communication Network meeting in Petoskey, MI.

October 12, 2019, Julie Ramsey and Charlotte Campbell staffed our program table at the Membership meeting.

October 15, 2019, all staff attended the Be Da Bin staff meeting.

October 15, 2019, Be Da Bin staff hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

October 15, 2019, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

October 23, 2019, Sujean Drake attended the Human Trafficking Workshop in Traverse City, MI.

October 24, 2019, all staff attended the Tall Cop presentation/training held at the LRCR with Be Da Bin as the host.

October 28-November 1, 2019, Julie Ramsey attended the Prevention Specialist Training in South Dakota.

Be Da Bin Staff: Dottie Batchelder is working with the planning for upcoming trainings for naloxone (Narcan) overdose prevention and suicide prevention trainings. This month she has attended the planning meetings for the events with opioid epidemic community partners, final set up for Tall Cop training, set up for VISTA worker, and seeing clients. Sujean Drake has been busy with the Mental Health Block Grant (tele-psych), 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 and works with the Next Generation Child care center. Julie and Charlotte worked with the Traditional Healer. Charlotte Campbell is working on doing intakes, and assisting with clients. Julie Ramsey is shadowing Dottie at meetings and helping with planning activities at this time. She is planning for the Tribal Action Plan meetings, researching Community Readiness Models, and planning the New Year's Sobriety Event at AKI.

All staff continue to do webinars as able to continue their credits and certifications/licensures. IT is working to get our computer system working with RPMS (IHS) for rest of staff.

## BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor: (from RPMS)

18/3 Individual/Recovery Clients

121 Client Contacts for Services

180 Counseling/Administration Hours Delivered

Total Training/Client Service Delivery: 258

1 intake and 2 assessments

Mental Health Counselor/Tele-psychiatry:

21 Individual Clients

32 Individual sessions

7 hr. Tele psych

1 assessment

Mental Health Counselor:

19 Individual Clients  
38 Individual sessions  
1 intake/2 assessments  
9.5 Supervision hours  
9 hrs. Tele psych  
3.5 hrs. NGLC Involvement  
To get on the RPMS system soon.

Case Manager/Intake:

4 Intakes and to get on RPMS soon

Traditional Healing: 11 Individual Client Contacts

## **Departmental Monthly Events & Needs**

### **Meetings:**

HSCB meeting – 10/1/2019  
Great Lakes Recovery – 10/3/2019  
Tribal Opiate Response grant call – 10/3/2019  
HSCB executive committee – 10/8/2019  
Teacher's Aid interviews – 10/8/2019  
Be Da Bin staff meeting – 10/15/2019  
DHHS monthly call with Director – 10/17/2018  
Pine Rest call – 10/18/2019  
Meeting with Legal - 10/22/2019  
Michigan Veterans Affairs – 10/30/2019

### **Travel and Trainings:**

DV Leadership Summit – 10/1/2019 – 10/2/2019  
Panel Presentation - 10/7/2019  
Behavioral Health Directors meeting – 10/9/2019 – 10/10/2019  
Tribal State Partnership meeting – 10/23/2019 – 10/24/2019  
Title IV-E agreement meeting – 10/21/2019  
DHHS ICWA training – 10/28/2019

### **Court**

Wisconsin – 1  
Manistee – 1  
Muskegon - 1

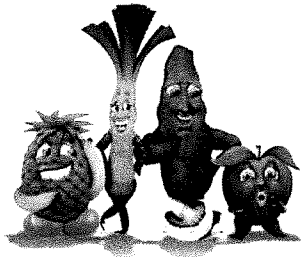
Identified unmet needs:

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

## October 2019 Monthly Report

Ken LaHaye and Meanie Ceplina

### 1 Department Overviews:

#### Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

### 2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for November.

Ken and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken conducted deliveries on 10/15, 10/16, and 10/17.

We conducted 30 deliveries.

We received deliveries on 10/10/2019, 10/14/2019, and 10/17/2019.

Ken submitted 2020 Budget 10/1/2019.

Ken attended USDA quarterly conference call 10/22.

Ken attended architect selection meeting for new building 10/9/2019.

Melanie attended the Membership Meeting 10/12/2019.

Ken attended core leadership training 10/3/2019.

Melanie attended the USDA operations conference call on 10/17/2019.

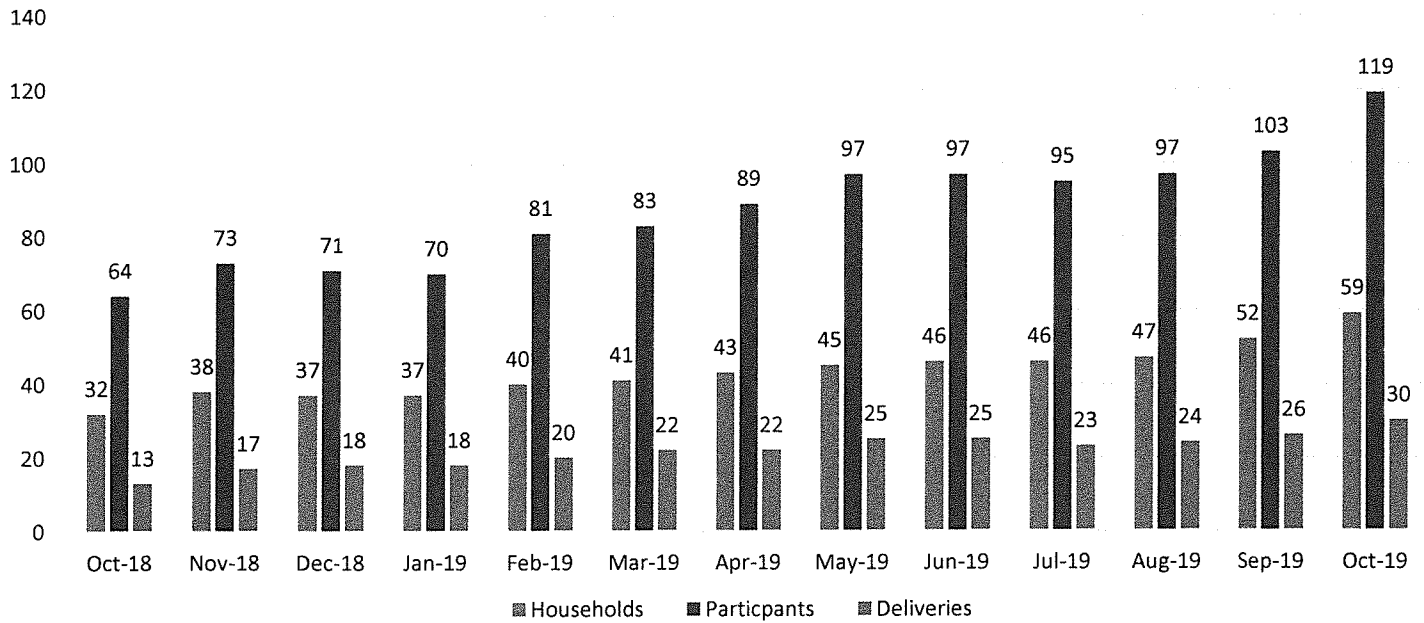
Ken and Melanie conducted inventory on 10/31/19

Ken and Melanie kept the office open until 6:00pm on 10/23/2019 for clients who work.

3 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

### Food Distribution Program



Grants  
Lyle Dorr

# Grants Department Monthly Report

October 2019

Lyle Dorr, Grant Writer

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## 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

- ∞ **Waiting to hear back on the IHBG application Submitted Aug 8th:** Submitted the application for 11 homes at Aki. Ten supported by IHBG application and One by IHBG Annual funding. The request was for \$2,470,400. It is anticipated that we will hear something sometime in November 2019.

## Clinic:

- Applied for the IHS Small Ambulatory Construction Grant (SAP). Only 3 out of 8 expected applications were submitted to our area regional office in Bemidji, MN. We did not receive the SAP grant due to LRBOI having outstanding IHS funds (over payments) that needed to be reimbursed to them a few years ago. The balance is somewhere near \$200,000. This was the first that Dr. Wever heard anything about this owed money. He is now working with Steve Wheeler to remediate the situation so that we are not disqualified on our other IHS grant applications.
- ∞ **Submitted a 105 L application/proposal to IHS Bemidji valued at \$528,000 in overhead cost recovery annually.** They immediately responded and said that they received it and are in the process of reconciling the calculations (a 60-day process) so that there is no overlap of funding from the Federal Government. Hopefully, we are not disqualified for this funding based on the above description.

## Court:

- ∅ No Active applications or projects

## Family Services/ Be-Da-Bin:

- ∞ **Heard back that we have been awarded - Child Care Development Fund (CCDF) grant worth about \$82,000.** Helping Jason and Holly with the grant application (attended meetings that they were unable to attend), though Holly has done the majority of the work. It is due in early Sept. Other Tribal providers speak very highly of Jason, Holly and the NextGen program and many are considering how they can initiate a Learning Center.

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

- Food Dist Construction Project Work Grp selected GTEC to design and manage the project. Steve Wheeler, Steve Parsons and Dale Magoon all assisted in some aspect of the selection process whether it was the Qualification Packet Review or actual lead candidate interviews. GTEC they will oversee the subcontracting process to get bids and to assure that Davis-Bacon wages are followed. We will have someone selected by the end of October.
- Returned the signed contract for a grant funds from the Shakopee Mdewakanton Sioux Community (SMSC) for \$130,000. Bill Willis completed a budget modification and receive the funds in through Council.

**Historic Preservation:**

∅ No Active applications or projects

**Maintenance:**

∅ No Active applications or projects

**Natural Resources:**

- ∞ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The Brown trailer is 75% removed as of 10/30/19. We are waiting until air monitoring is over with on Nov1 to disconnect everything and coordinate with a contractor to get the wiring labeled and ready for installation once the PS Garage is built and the EPA Monitoring Rm is readied.  
  
**Update:** There have been repeated challenges getting garage started both internal and external (weather) and contractor availability. It appears that the contractor will have the shell put up and then pour cement once electric and heat are available to keep the temperatures above 50°. There should be pour floors by mid December.

**Public Safety:**

- ∞ **New Car Garage for 2020:** See update under Natural Resources above.

**Water/Waste/Renewable Energy:**

- ∅ **Working with Gary Lewis and Diane Kerr on developing a strategic plan for renewable energy initiatives.**  
  
**Update:** Gary, Diane and I will be going to the 3<sup>rd</sup> Annual Energy Summit at the Seminole Tribes, Native Learning Center next February. We will establish contacts and gain insight into proceeding with alternative energy strategies starting in 2020. We will focus on finding funding to support our efforts.

**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:** The contract workflow system is fully tested and in place. Both paper and electronic versions of the system will be in place until the end of the year, which will give everyone the opportunity to learn the system and have confidence in it.

Ø **Continue** on the TERT committee:

**Update:** Brandy Martin is keeping it moving forward, which will eventually lead to us being able to apply for funds related to TERT. Things have settled down some, so I am exploring funding opportunities for the Tribe based on reaching certain ERT milestones required by the Feds.

Ø **M-55 Bridge Work Schedule:** MDOT met with Tribal and Casino staff to update us on the M-55 Replacement project. They will begin work on the bridge in January of 2020 and continue through the end of the year. Traffic will be rerouted via East Lake.

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:** 11/8/19

**Re:** October 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 October 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.

October 12, 2019 – Dr. Daryl Wever, Health Services Director/Physician, Keith Jacque, Chief Pharmacist, Gina Dahlke, PRC/EHAP Supervisor, and Janice Grant, Clinic Supervisor attended the Fall Membership Meeting.

October 22, 2019 – Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, Keith Jacque, Chief Pharmacist, and Dr. Daryl Wever, Health Director/Physician, attended the Introduction to Leadership course at LRRCR.

October 30, 2019 – Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Dr. Daryl Wever, Health Director/Physician, attended the first of four Leadership Core Classes at LRRCR.

Forest County Pottawatomini Insurance Department filed 48 claims on behalf of Little River in the amount of 10,268.89 for third party revenue generation.

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

Digital Foot and Ankle X-ray was implemented into the clinic.

Telemedicine Device arrived and has been installed with IT Department

Job Descriptions have been completed: Family Medicine physician, Urgent care/Emergency Medicine physician, Business office coordinator, and Lab Tech/Medical Assistant. The interview process will start within a couple weeks.

The first stage of the Health Service Center sign has been completed. The second half will be completed in 2 weeks (Mid November).

**CLINIC OPERATIONS:**

418 patients scheduled

14 patients NO-SHOW to scheduled appointments

08 patients provided SAME DAY appointments for emergent matters\*\*

157 cancelled appointments

255 patients attending CLINIC PHYSICIAN appointments\*\*

23 patients PHONE TRIAGE\*\*

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

67 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN OCTOBER (Total Patient Volume): 768

Diabetic patients: 91

Flu Vaccines: 82

Injections: 36

Nursing Visits: 11 \*\*

On-site Labs: 189

\*\*Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,537

DIRECT CALLS TO CLINIC OPERATIONS: 489

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 596

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

TRANSPORTS (INCLUDES CHR TRANSPORTS): 32

TRAVEL HOURS: 105 ½

SERVICE HOURS: 39 ½

NUMBER SERVED: 34

**CHR ACTIVITY**

**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 184 hours

COMMUNITY VISITS: 13

TRAVEL HOURS: 8

SERVICE HOURS: 7

NUMBER SERVED: 14

HOME VISITS: 20

TRAVEL HOURS: 39

SERVICE HOURS: 19 ½

NUMBER SERVED: 18

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 113

CALLS – UNABLE TO CONTACT: 91

HOME VISITS SCHEDULED: 18

HOME VISITS REFUSED: 4

HOME VISITS CANCELLED BY PATIENT: 5

HOME VISITS RESCHEDULED: 4

HOME VISITS CANCELLED BY CHR: 2

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 2  
HOME VISITS RESCHEDULED: 2  
MEDICATION PICK-UP/DELIVERIES: 1 (included in number served & clients served)  
TRAVEL HOURS: ½  
SERVICE HOURS: ½  
NUMBER SERVED: 1

TOTAL TRAVEL HOURS: 153

TOTAL SERVICE HOURS: 66 ½

TOTAL CLIENTS SERVED: 67

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 138,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1783

TOTAL PRC PAID IN OCTOBER: \$ 97,738.89

PHARMACY/OTHER: \$ 38,248.53

DENTAL: \$ 15,163.85

TOTAL PATIENTS: 250 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 523

TOTAL CLAIMS ENTERED: 420

TOTAL PRC PAID 2019: \$ 1,180,650.35

TOTAL EHAP PAID IN OCTOBER: \$ 40,241.92

TOTAL EHAP PAID 2019: \$ 381,844.98

TOTAL ENROLLED EHAP/LRBOI: 1345

NEW APPLICATIONS MAILED OR GIVEN: 24

REASSESSMENTS MAILED OR GIVEN: 220

**MEDICARE LIKE RATE (MLR) Savings for OCTOBER 2019**

Claims submitted: 42 \$ 75,935.43(total submitted)

-\$ 19,498.76(what we paid)

**\$ 56,436.67(total savings)**

**PATIENT BENEFIT COORDINATORS:      OCTOBER 2019**

Assisted with on-line applications:    1

Webinars/Trainings:    0

Phone calls:    66

New Patient Registration:    16

Established Patient Registration:    161

Referrals to Other Departments:    0

**\*\*Both Teresa Callis and Roberta Davis perform the daily Patient Registration duties  
For the clinic patients.**

**PHARMACY**

Active patients:    351

Prescriptions filled:    1287

Insurance charges:    \$100,482.02

Insurance payments received:    \$119,918.60

Non-member cash/copays received:    \$605.27

PRC-equivalent write offs:

LRBOI:    \$19,047.72

Other Tribes:    \$393.06

TOTAL:    \$19,440.78

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 October 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  
Scott Chamberlin – Housing Maintenance Technician

**Department Overview**

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

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

**I. Housing Activities.**

- A. The Housing Maintenance techs continue working on replacing the back designated elder housing decks.
- B. The Housing Department attended the Membership meeting on October 12, 2019. We had an informational table during the morning for the members which was well attended.
- C. The Maintenance Tech's and I attended a CPR & AED class on October 17, 2019.
- D. The Housing Department submitted to HUD our 2020 Indian Housing Plan on October 18, 2019, which was due by October 31, 2019.
- E. The department sent out a flyer informing the Aki maadiziwin tenants of the new construction starting (please see attachment)
- F. The department met three times this month with Elise McGowan-Cuellan, Staff Attorney's and Bill Willis, Members Services Lead.
- G. During the month, the Department performed the following activities.
  - Lease renewals due during the month: 5
  - Leases renewed: 6
  - New leases: 1
  - Annual Inspections: 5
  - Move-out Inspections: 1
  - Move outs: 0
  - Transfers: 2

H. Down Payment and Closing Cost assistance grant (HI 100). Funds have been depleted for the remainder of the year, will re-allocate upon budget approval for fiscal year 2020.

Applications received this month: 0

Number of Awards made during the month: 0

Amount of Awards made for the Month: \$00.00

Total Number of Awards made during the Year: 19

Total Amount of Awards for the Year: \$81467.00

**II. Rental Payment Information for the Month.**

A. Notice of Delinquency issued: 3

B. Termination Notice(s) issued: 2

C. Notice(s) to Vacate or Renew: 0

D. Court Filing(s): 0

**III. Condition of Properties.**

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

**IV. Number of Units and Vacancies.**

LRBOI Housing Department has 79 rental units in total of which 75 were rented giving us an occupancy rating of 95%.

A. Aki has 55 income based rental units of which 52 were rented during the month as follows:

1. Aki has 9 low income elder designated rental units and 9 units are rented.

2. Aki has 2 low income elder ADA designated rental units and 2 are rented.

3. Aki has 28 low-income family rental units and 27 are rented.

4. Aki has 6 low income family ADA rental units and 6 are rented.

5. Aki has 10 low income elder designated apartment rental units and 8 units are rented.

B. Aki has 24 Fair Market rentals and 23 are rented.

**V. Significant Problems and Accomplishments.**

A. Working on replacement of the 12 Elder's back decking

**VI. Plans for the Future.**

A. Construction of the 2019 2-Fair market homes

B. Replacement of the 12 Elder's back decking

**C. Other Information**

A. None

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

Attachments: October 2019 daily maintenance log  
Informational flyer on new construction at Aki maadiziwin

Cc: File

10-1-19 to 10/31/19

Housing 2019  
Daily Worksheet

Date 10-1 Worked on Travel Closeout form, Ordered HVAC Parts  
7 Tools, worked on Ordering Cleaning Supplies for the elders  
Complex. Scheduled Work orders 269300 Swap out  
washer to repair at Shop.

Date 10-2 RM-103 - Adjusted Bi-fold Door, 266200 - swapped  
out washing machine, 2694 - Checked Basement for Mold.  
Got a quote from Freeman Creek for 671500 side by side.  
RM108 - Cleaned & vacuumed for Move in

Date 10-3 Removed microwave and called electrician for breaker issue  
@ RM 108, changed battery in Toro Mower, unlocked vacant unit  
for Stanley Steamer to clean vents, contacted H+H Landscaping  
for quote was informed they located downspout extensions  
checked washer from 266200 got snow blower out of storage  
put brush in to storage, started organizing for salt/Blue stuff

Date 10-4 Unlocked unit 108 for electrician, checked and solved water  
leak @ unit 108, @ Continued on deck project, mowed hills,  
checked vacant, worked on snowblower

Date

Thank you for filling out this Daily Worksheet

Housing 2019  
Daily Worksheet

Date 10-7 Mowed ditches, Community Center, Installed new blind @ 2698 OC, swapped washer, installed gutter downspout extension @ 2693 OC, Meeting with Council about equipment for winter, cleaned unit 104, checked pavilion, reinstalled Door stop EC

Date Mowed ditches, Elders, HC Installed shelves @ 108  
cleaned washer for back up  
Moved trailer for tenant @ 2576 OC

Date Annual Inspection, replaced light bulb and checked ceiling fan, reinstalled attic access panel @ 2683 EC, Continued on deck project, met with council about equipment for winter

Date 10-10 Continued on Decks, Annual Inspection 2591 OC  
Installed shelving @ 108

Date 10-11 Cleaned shop, cleaned & sorted tools, Installed side boxes on older red truck, checked fireplace and turned on gas @ 2723 OC  
Made more room for Salt (coming next week)

Thank you for filling out this Daily Worksheet

**Housing 2019**  
**Daily Worksheet**

Date 10-14 Receipts, mounted tool boxes, cleaned cold garage, cleaned mower deck underside, older Kubota, moved plows for salt delivery, Move out inspection @ 2627 OC  
Check Pavilion bathroom, checked common area @ EC

Date 10-15 Worked on deck project - RM 106 - checked ToS Drain, 2627 OC - Rekeyed locks

Date 10-16 Salt delivered, Repaired snowblower, changed oil & plug, changed oil and cleaned push mower, changed oil in power washer, repaired wheel barrel, cleaned underside of Deck new Kubota, installed undercarriage on Kubota tractor

Date 10-17 CPR and AED training, installed Shelves, adjusted anti scald in kitchen and shower @ RM 108, Talk to Roger about tractor tires

Date 10-18 Got quote for Compressor, checked and cleaned pavilion and Elder complex, clean shop area, installed bifolds, tub stop, tightened and adjust lock on slider

Thank you for filling out this Daily Worksheet

Housing 2019  
Daily Worksheet

Date 10-21 Receipts updated maps and sub sheets,  
Took trash out of shop, cleaned shop bathroom

Date 10-22 Picked up dry lock 3gals for 2694 IC, Installed  
new mail box @ 27270C, mowed CC, checked condensation  
pump and changed tenant supplied Bulb @ 2641 OC  
Talked to Darrel @ H+H about moisture issue @ 2684 OC  
submitted work order for tractor tire rotation (Front tires)  
Got quote for jack stands for tractor

Date 10-23 put shafts up in elder's building. Mowed  
elder's building. Cleaned pavilion. Picked up  
desk & filing cabinet at Big Blue & returned  
chairs to Big Blue.

Date 10-24 Mitchels, worked on graveling roads

Date 10-25 Jeff washer, Megan, Mitchels, worked on  
graveling roads, cleaned wood shop, apt 106  
work order with washer, tractor tires, Big Blue.

Thank you for filling out this Daily Worksheet

**Housing 2019**  
**Daily Worksheet**

Date 10-28 Cleaned shop bathroom, organized paperwork  
cleaned up shop area Rm. 110 Adjusted Desbolt Rm. 108  
Changed out lock to Desbolt. Rm. 104 swapped out washer/  
Dryer Combo 2693 OC - hung Downspout Adaptors.  
Installed Insulated Back to Electrical Switch by door

Date 10-29 Installed ~~th~~ Door Sweep @ 2605 OC, secured window  
@ 2589 OC, cleaned shop. Checked Pavilion and EC  
Checked washer/dryer Combo unit @ 106

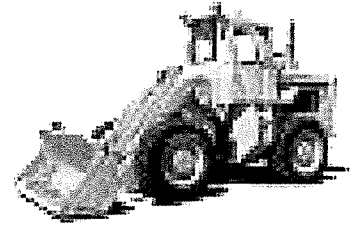
Date 10-30 Removed, Repaired and reinstalled window @ 2589 OC  
New tractor Delivered with attachments, Replaced capacitor  
for heater blower @ 28850 OC, Got clothes out of washer/dryer  
Combo unit @ 106

Date 10-31 Met with ~~P~~ Daryl from H+H @ 2684 OC about water  
issue / moisture in Basement Finished  
worked on plows and salt, ordered parts for older salt  
2698 ER - Changed Capacitor, 2724 - Changed Capacitor

Date 11-1 Closed Pavilion, took tires & salt to main entrances  
OC and EC, checked water heater @ 2641 OC, change blower  
motor @ 2721 IC Blew out water lines at Pavilion. Cleaned  
Elders Complex

Thank you for filling out this Daily Worksheet

## **Aki maadiziwin CONSTRUCTION NOTICE**



Construction of two fair market rental units in  
Aki maadiziwin has begun!

**With construction comes many safety concerns.**

Construction sites with sand piles and open excavations are a natural draw for everyone and especially our children. The contractor has put up barricades and has warning tape around the open excavations area to ward off danger.

However, we need you to help us keep our community and the job sites safe by talking to your children and letting them know of the dangers and not to go past the warning tape and to stay off the sand piles.

Please know that the Public Safety Department will continue to patrol the construction sites however, they cannot be there all the time and that is where you all can help in keeping us all safe.

*If you see something that concerns you, please contact the Housing Department or Public Safety if after hours.*

In the meantime enjoy fall and the excitement construction brings.

Kchi miigwetch!

# Human Resources

## Jeff Simpkins

**To:** Ogema Romanelli  
**From:** J. Simpkins  
**Subject:** October 2019 HR Department Report  
**Date:** 11/8/19

**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.

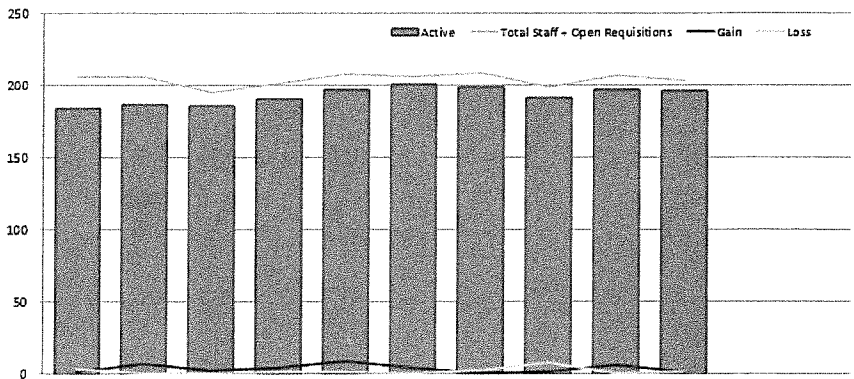
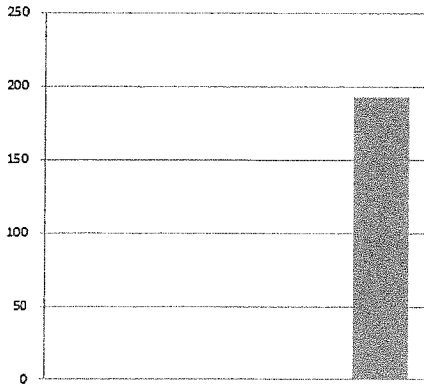
## **1) HR 2019 Operational Plan**

- a) Continuation of the 2019 HR Work Plan.
  - i) 27 of 2019 planned projects are complete. 13 are currently in-process.
  - ii) October Summary: October was a month with a high HR operational tempo. Two task teams completed their work, Talent Acquisition and Health Insurance, while Compensation and Tribal Member Development continued with timely and informative work products. A number of departments attended LRBOI's first college career fair and leadership training ramped up with additional onsite courses from The Employers Association. HR would like to give special thanks to Yvonne Parsons in the Education department for compiling the first list of Tribal college students. This information is intended to help hiring managers connect with students, either for intern or full-time opportunities. HR thanks all of its partner team members and departments for the great collaborative work, and we look forward to continuing these partnerships. Thanks Team!

## **2) Talent Acquisition**

- a) Talent Acquisition Improvement Project
  - i) Action:
    - (1) Improvement Plan complete. October tasks included incorporating leader feedback and preparing training for the new Orientation process. The first test of the new Orientation process is scheduled on 11/4. This project has been running since April and we appreciate the great work of not only the team, but also Alicia Knapp for leading the way. Nice job!
    - (2) Number of Hires During the Month: 2
    - (3) Number of Hires Year to Date: 42
    - (4) Number of Applicants Year to Date: 253
    - (5) Number of Open Positions: 4
    - (6) Updates to the Selection process complete. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
    - (7) Completed all open requisitions for NGLC Teacher's Aide.
    - (8) Updated Recruiting Work Priority: 1 – Clinic Physician, 2 –IT, 3 – Public Safety, 4 – All Others.
    - (9) Turnover increased from 1 in September to 2 in October. Both, however, were seasonal assignments that ended. This was LRBOI's first 0 turnover month for full-time employment.

## Staffing



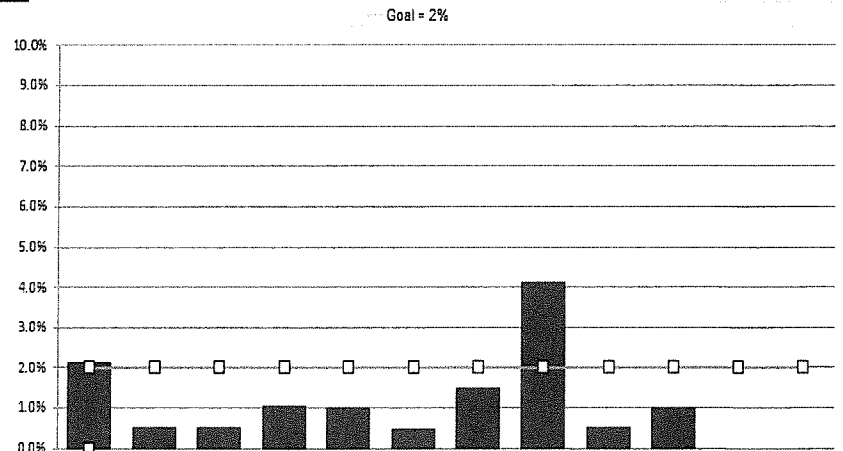
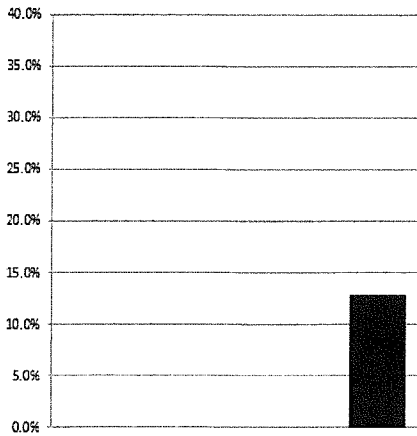
| Variables                       | Year |   |   | 2019 YTD |
|---------------------------------|------|---|---|----------|
| Active                          |      |   |   | 193      |
| Inactive                        |      |   |   | 3        |
| Total Staff                     |      |   |   | 196      |
| Open Requisitions               |      |   |   | 8        |
| Total Staff + Open Requisitions |      |   |   | 204      |
| Average Fill %                  |      |   |   | 95.9%    |
| Gain                            |      |   |   | 42       |
| Loss                            |      |   |   | 25       |
| Net Gain (Loss)                 | 0    | 0 | 0 | 17       |

| 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    | 201    | 199    | 192    | 197    | 196    |         |         |
| 3      | 3      | 5      | 3      | 2      | 2      | 2      | 2      | 3      | 4      |         |         |
| 187    | 190    | 191    | 194    | 199    | 203    | 201    | 194    | 200    | 200    |         |         |
| 19     | 16     | 4      | 8      | 9      | 3      | 8      | 5      | 7      | 4      |         |         |
| 206    | 206    | 195    | 202    | 208    | 206    | 209    | 199    | 207    | 204    |         |         |
| 90.8%  | 92.2%  | 97.9%  | 96.0%  | 94.7%  | 97.6%  | 95.2%  | 96.5%  | 95.2%  | 96.1%  | #DIV/0! | #DIV/0! |
| 2      | 7      | 3      | 5      | 9      | 5      | 1      | 2      | 6      | 2      |         |         |
| 4      | 1      | 1      | 2      | 2      | 1      | 3      | 8      | 1      | 2      |         |         |
| -2.0   | 6.0    | 2.0    | 3.0    | 7.0    | 4.0    | -2.0   | -6.0   | 5.0    | 0.0    | 0.0     | 0.0     |

Michigan Unemployment  
Michigan/National US

4.0% 4.0% 4.0% 4.1% 4.2% 4.2% 4.3% 4.2% 0.0% 0.0% 0.0% 0.0%  
7.6% 7.6% 7.6% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

## Turnover



| Variables           | Year  |       |       | 2019 YTD |
|---------------------|-------|-------|-------|----------|
| Turnover Percentage | #REF! | #REF! | #REF! | 12.8%    |

| 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 |
| 2.1%   | 0.5%   | 0.5%   | 1.0%   | 1.0%   | 0.5%   | 1.5%   | 4.1%   | 0.5%   | 1.0%   |        |        |

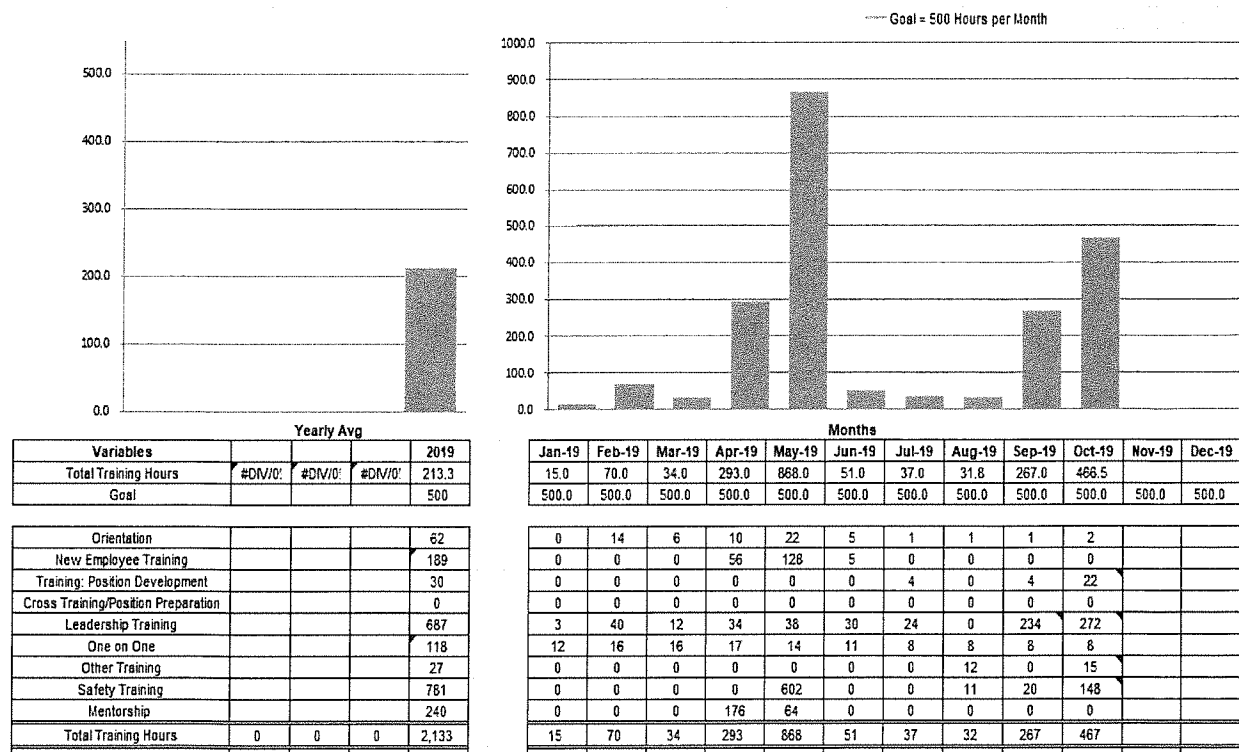
|                                   |         |         |         |      |
|-----------------------------------|---------|---------|---------|------|
| Total Separations                 | 0       | 0       | 0       | 25   |
| Average # of Associates           |         |         |         | 196  |
| Turnover Percentage Last FY/Month |         |         |         |      |
| Turnover Goal                     |         |         |         | 2.0% |
| Turnover Percentage: Involuntary  | #DIV/0! | #DIV/0! | #DIV/0! | 4.6% |
| Turnover Percentage: Voluntary    | #DIV/0! | #DIV/0! | #DIV/0! | 8.2% |

|      |      |      |      |      |      |      |      |      |      |         |         |
|------|------|------|------|------|------|------|------|------|------|---------|---------|
| 4    | 1    | 1    | 2    | 2    | 1    | 3    | 8    | 1    | 2    |         |         |
| 187  | 190  | 191  | 194  | 199  | 203  | 201  | 194  | 200  | 200  |         |         |
| 2.0% | 2.0% | 2.0% | 2.0% | 2.0% | 2.0% | 2.0% | 2.0% | 2.0% | 2.0% | 2.0%    | 2.0%    |
| 0.0% | 0.0% | 0.0% | 1.0% | 1.0% | 0.5% | 0.5% | 0.5% | 0.0% | 1.0% | #DIV/0! | #DIV/0! |
| 2.1% | 0.5% | 0.5% | 0.0% | 0.0% | 0.0% | 1.0% | 3.6% | 0.5% | 0.0% | #DIV/0! | #DIV/0! |

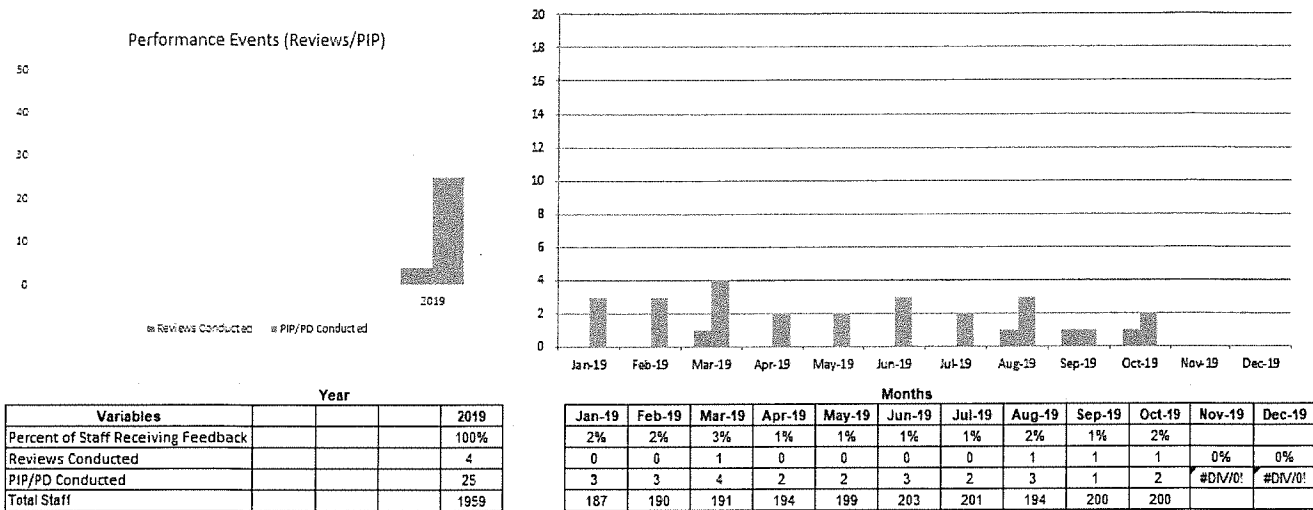
### 3) Talent Development and Relations

- a) Continued leadership development based on customer needs.
  - i) Result: External leadership training continued in October, with the Grand Rapids Employers Association returning for a second session of Introduction to Leadership on 10/22. Another 17 LRBOI leaders participated, bringing the total participants to 39. The Association also launched the follow-up course, Core Leadership on 10/30, with 16 leaders participating. To-date in 2019 leader development totals approximately 687 hours. We appreciate our partners in Purchasing, The Grand Rapids Employers Association, LRCR Events and Melinda Smith for all of the great work coordinating the events. Thanks everyone!
- b) HR Department Development Initiatives:
  - i) Provided additional HR support to the leadership of various departments.
  - ii) HR Generalist completed Introduction to Leadership and is enrolled in Core Leadership.
  - iii) HR Assistant continued the TEA HR Certification program and attended 2 courses in October.
- c) HR provided support to TERT First Aid/CPR training.
- d) Continued work on Performance Management and Compensation Plan issues, including:
  - i) Compensation Triage Project for Immediate Correction:
    - (1) Balance of Organization Range Low – Pending Action
  - ii) Create a Performance Management Update Project
    - (1) NRD leaders began using SABA. Initial results show the most activity in the software's One-on-One meeting tools.
    - (2) HR also assisted the leaders in our initial SABA launch group in writing competencies.
  - iii) Continued Compensation Plan Team work to review plan options and make recommendations to executives. We appreciate the leadership team members who volunteered their time to the project.
  - iv) We received our fourth Performance Review of 2019 during October!
- e) Completed Performance Reviews Returned to HR: 1
- f) Completed PIPs Returned to HR: 2

**Training and Development Hours**



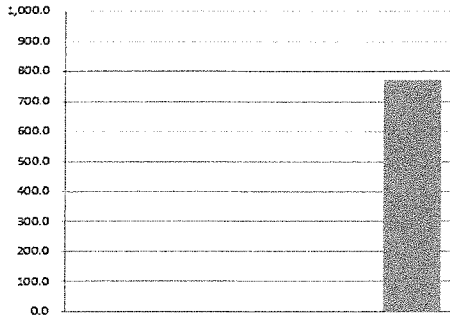
### Performance Events (Reviews/PIP)



## 4) Benefits and HR Administration

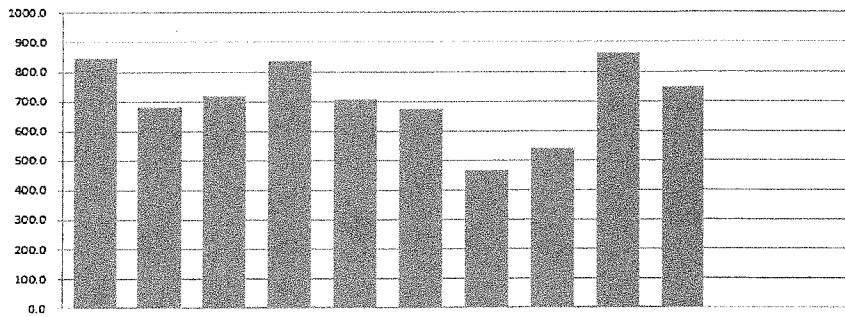
- a) Continued working to improve the previously identified benefit process issues and concerns.
  - i) Actions Taken:
    - (1) The Hartford is our new life and disability vendor. We received our first invoices and spent time checking for and correcting minor issues.
    - (2) The Health Insurance Team concluded its work. After careful evaluation, the organization decided to continue with FEHB in 2020.
    - (3) Completed 401(k) audit work.
    - (4) Continued previous Benefits Work Priority: 1 –2020 Health Renewal, 2 – Open Enrollment
- b) Continue testing the capability of Abila HRIS system with additional data and documents.
- c) Continually adjusting tracking documents to simplify the data collection process for metrics.
- d) Leave Cases
  - i) FML: 4
  - ii) IFML: 1
  - iii) Bereavement: 8
  - iv) LOA: 0
  - v) Education: 6
  - vi) Wellness: 11
  - vii) Leave Hours during the month decreased slightly at 748, driven primarily by traditional FML and Bereavement activity.

### Leave (Excluding PTO and Holidays)



| Variables               | Yearly Avg |         |         | 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              |   |   |   | 1,008 |
| Education                |   |   |   | 265   |
| FML                      |   |   |   | 4,484 |
| IFML                     |   |   |   | 267   |
| Jury Duty/Tribal Witness |   |   |   | 0     |
| LOA                      |   |   |   | 768   |
| Military                 |   |   |   | 0     |
| Parental                 |   |   |   | 0     |
| Wellness                 |   |   |   | 302   |
| Total Leave Hours        | 0 | 0 | 0 | 7,094 |



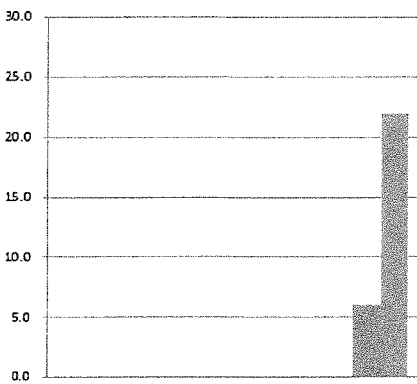
| Months |        |        |        |        |        |        |        |        |        |        |        |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 |
| 649.50 | 681.50 | 718.75 | 837.8  | 709.0  | 676.3  | 469.0  | 542.0  | 861.3  | 748.5  |        |        |
| 24.00  | 33.00  | 24.00  | 32.0   | 26.0   | 32.0   | 16.0   | 23.0   | 32.0   | 30.0   |        |        |
| 5.31   | 4.26   | 4.49   | 5.24   | 4.43   | 4.23   | 2.93   | 3.39   | 5.38   | 4.68   |        |        |

|        |        |        |        |        |        |        |     |     |     |  |  |
|--------|--------|--------|--------|--------|--------|--------|-----|-----|-----|--|--|
| 336.50 | 123.50 | 84.00  | 40.00  | 16.00  | 112.00 | 0.00   | 48  | 104 | 144 |  |  |
| 12.00  | 12.00  | 16.75  | 20.50  | 25.25  | 26.75  | 28.00  | 17  | 62  | 45  |  |  |
| 336.00 | 368.00 | 552.25 | 696.00 | 572.00 | 384.00 | 264.00 | 248 | 560 | 504 |  |  |
| 13.00  | 18.00  | 0.00   | 43.50  | 64.00  | 88.00  | 0.00   | 16  | 0   | 24  |  |  |
| 0.00   | 0.00   | 0.00   | 0.00   | 0.00   | 0.00   | 0.00   | 0   | 0   | 0   |  |  |
| 152.00 | 128.00 | 32.00  | 0.00   | 0.00   | 32.00  | 144.00 | 176 | 104 | 0   |  |  |
| 0.00   | 0.00   | 0.00   | 0.00   | 0.00   | 0.00   | 0.00   | 0   | 0   | 0   |  |  |
| 0.00   | 0.00   | 0.00   | 0.00   | 0.00   | 0.00   | 0.00   | 0   | 0   | 0   |  |  |
| 0.00   | 32.00  | 33.75  | 37.75  | 31.70  | 33.50  | 33.00  | 37  | 32  | 32  |  |  |
| 850    | 682    | 719    | 838    | 709    | 676    | 469    | 542 | 861 | 749 |  |  |

## 5) Safety

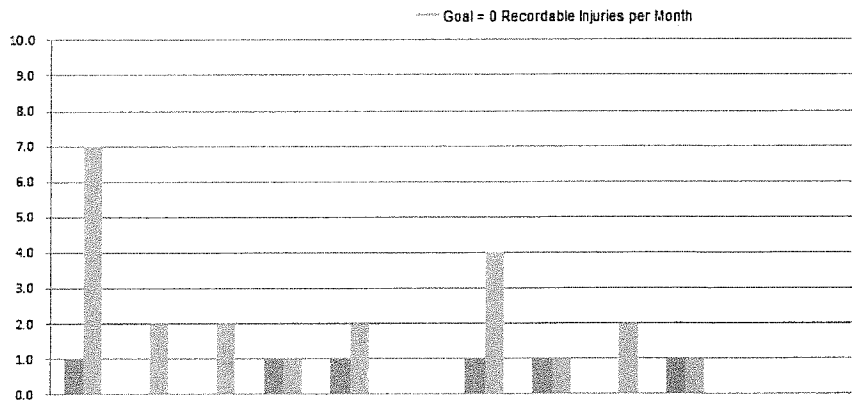
- i) Recordable Injuries: 1
- ii) Near Miss/1<sup>st</sup> Aid: 1
- iii) HR received Injury Reaction Plan feedback from leaders. Thank you!

### Safety (Recordable Injuries and Near-Miss Incidents)



| Variables                 | Yearly Avg |  |  | 2019 |
|---------------------------|------------|--|--|------|
| Total Recordable Injuries |            |  |  | 6.0  |
| Goal                      |            |  |  |      |
| Total Near-Miss Incidents |            |  |  | 22.0 |

|               |   |   |   |   |
|---------------|---|---|---|---|
| Strain/Sprain |   |   |   | 3 |
| Laceration    |   |   |   | 1 |
| FBE           |   |   |   | 0 |
| Fracture      |   |   |   | 1 |
| Illness       |   |   |   | 1 |
| Other         |   |   |   | 0 |
|               |   |   |   |   |
|               |   |   |   |   |
|               | 0 | 0 | 0 | 6 |



| Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Nov-19 | Dec-19 |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1.0    | 0.0    | 0.0    | 1.0    | 1.0    | 0.0    | 1.0    | 1.0    | 0.0    | 1.0    | 0.0    | 0.0    |
| 0.0    | 0.0    | 0.0    | 0.0    | 0.0    | 0.0    | 0.0    | 0.0    | 0.0    | 0.0    | 0.0    | 0.0    |
| 7.0    | 2.0    | 2.0    | 1.0    | 2.0    | 0.0    | 4.0    | 1.0    | 2.0    | 1.0    |        |        |
| 0      | 0      | 0      | 0      | 0      | 0      | 1      | 1      | 0      | 1      |        |        |
| 0      | 0      | 0      | 1      | 0      | 0      | 0      | 0      | 0      | 0      |        |        |
| 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |        |        |
| 1      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |        |        |
| 0      | 0      | 0      | 0      | 1      | 0      | 0      | 0      | 0      | 0      |        |        |
| 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      | 0      |        |        |
|        |        |        |        |        |        |        |        |        |        |        |        |
|        |        |        |        |        |        |        |        |        |        |        |        |
| 1      | 0      | 0      | 1      | 1      | 0      | 1      | 1      | 0      | 1      |        |        |

## 6) Tribal Preference Report

### LRBOI TRIBAL GOVERNMENT

#### EMPLOYMENT SUMMARY

#### INDIAN PREFERENCE IN EMPLOYMENT

#### ORDINANCE #15-600-02

#### CURRENTLY EMPLOYED

#### October 2019

|             | TM  | NA | D  | S  | NP | TOTAL |
|-------------|-----|----|----|----|----|-------|
| EXECUTIVE   | 74  | 8  | 10 | 9  | 65 | 166   |
| GAMING      | 10  | 1  | 1  | 3  | 15 | 30    |
| LEGISLATIVE | 11  | 2  | 0  | 0  | 1  | 14    |
| JUDICIAL    | 5   | 2  | 0  | 1  | 1  | 9     |
| TOTAL       | 100 | 13 | 11 | 13 | 82 | 219   |

#### Prior Month

|             |     |    |    |    |    |     |
|-------------|-----|----|----|----|----|-----|
| EXECUTIVE   | 74  | 8  | 10 | 9  | 63 | 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 | 11 | 13 | 80 | 217 |

#### Notes on Tribal Preference:

1. October Tribal Preference was 62.6% of total employment, a slight decrease from last month. There were 0 Tribal Preference hires and 0 Tribal Preference losses. The two hires in October were NGLC Teacher Aides, a position for which no Tribal Preference applications were received.
2. 2019 data shows the following:
  - a. The organization is receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes).
    - i. Tribal Preference applications are 14.2% of all applications received. This is a decrease from September.
  - b. Tribal Preference applicants are experiencing issues with position qualifications, as evidenced by the following data:
    - i. Tribal Preference hires are 26.2% of all hires (11 out of 42) during 2019.
3. This is an issue vital to the organization. As such, LRBOI Government formed a Tribal Development Task Team. The team brings together partners from Education, Workforce Development, Little River Casino and Resort, and Human Resources. During October, the team completed its first two action items, attendance at the Ferris State 2019 Fall Career Fair and publication of a list of Tribal college students for hiring managers to review. The team is now working on methods to connect students with hiring managers for both full-time and internship opportunities. Future projects include implementing a regular communication piece for Tribal college students, mentorship, live streaming career fair for Tribal students and others. Thanks Team!

Information Technology  
George LeVasseur

Information Technology Department  
Monthly Report  
October 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. Vendor has been selected implementation is set to complete prior to December 22 2019
- b. Windows 7 End of Life. Microsoft operating system Windows 7 will be at end of life on January 14<sup>th</sup> 2019 and will no longer be support all Windows 7 systems must be upgraded to Windows 10. Due Date 12/31/19 –there are 8 computers left to replace.
- c. Windows Server 2008 End of Life. Microsoft operating system Windows Server 2008 will be at end of life on January 14<sup>th</sup> 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 6 servers left to update.
- d. Windows SQL Server 2008 End of Life. Microsoft operating system Windows SQL Server 2008 will be at end of life on January 14<sup>th</sup> 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 3 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 has been pushed to 2020
- 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. 238 new IT work orders opened in October 2019 and 253 IT work orders completed in October 2019.

***Meetings Held / Attended –***

1. Held Departmental Staff Meetings.
2. Held Planning sessions for 2020 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 October Monthly Report

*De-Ahna K. Underwood, Administrative Assistant*

### **I. Department Overview**

#### **Goals & Objectives**

- 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 26 work orders submitted and completed for the month of September. Facilities work order requests included, but not limited to grounds keeping, installing lights, and hanging wall decorations, repairing walls, moving employees to new offices, assembling office furniture at Aki, NRD, GC JC, NGLC and NMHSI.

The Justice Centers AC units bid for Temperature Control has been approved and waiting on a start date. The Government Center parking lot is in need of repairs, possibly will be bided and completed in 2021. Bob's Roofing was contacted and they completed the necessary repairs to stop the current roof leaks. Bob's Roofing will be back early November permitted weather to make the needed repairs to the roof. The Gathering Grounds was closed October 31<sup>st</sup> and the irrigation and plumbing has been shut down and winterized.

Facilities is still understaffed and would greatly benefit having additional Employees and tech positions. In order to have quality knowledgeable and skilled people in this department, we need to raise the pay of the Technicians and organize the techs. We need to be able to ask for basic skills and knowledge of construction, HVAC, electrical and experience with snow plowing. People who can work alone and take initiative.

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 December 31, 2019.

### **IV. Travel and Trainings**

Rusty, Chuck, Roger and De-Ahna attended the Michigan Winter Conference held in Bellaire at Shanty Creek. This conference helps the office personal and mechanic and operators learn about latest technologies and snow removal techniques. We've gained knowledge on deploying an effective winter maintenance program, connect with industry experts, and network with fellow snowplowing techs. The operators are interested in attending a Snow Rodeo in Michigan to get certified in snow removal.

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: November 8, 2019  
Re: October 2019 report of activities

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Number of tribal members assisted on new issues 92

Number of referrals received 3

Number of continuing cases: 64

Types of legal issues:

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| Child support                        | Conservator Selling Real Estate   |
| Probate Estate                       | Partition of Real Estate          |
| Divorce                              | Real Estate                       |
| Alternate Service of Civil Documents | Child Protective Services         |
| Garnishment                          | Estate Planning                   |
| Post Divorce Matters                 | Estate Distribution               |
| Trusts                               | Parenting Time                    |
| General Civil                        | Conservator - Adult               |
| Asset Distribution Upon Death        | Personal Protection Order – Amend |
| SSD                                  | Discovery Exam                    |
| Insurance Appeal                     | Power of Attorney                 |
| Lease                                | Equity in Real Estate             |
| Personal Protection Order            | Credit Cards                      |
| Guardian – Adult                     | QDRO                              |
| Step Parent Adoption                 | SSN                               |
| Grand Parent Visitation              | Eviction                          |
| Guardian – Adult - Termination       | Medical Power of Attorney         |
| Expungement of Criminal Conviction   | Driver's License                  |
| False Police Report                  | Small Probate Estate              |
| Power of Attorney – Termination      | Post-Divorce                      |
| Estate Planning – Amend              | Custody                           |
| Garnishment of Per Cap               | Certificate of Trust Existence    |

Estate Planning – Out of State  
Property Tax Exemption  
Pension  
School Issues  
Paternity  
Name Change  
Landlord Tenant Issues  
Transfer LLC Interest  
Remove Personal Representative  
Amend Power of Attorney  
Uncapping of Real Estate

Supervised Probate Estate  
Abuse/Neglect of Minors  
IRS  
EIN  
Will Codicil  
Beneficiary  
Land Trust  
Trust – Amend  
Deeds  
Trailer Title  
Amend Medical Power of Attorney

#### ATTENDED Membership Meeting

#### Sample of Work Performed:

Assisted a tribal member evict a tenant who was not paying rent

Assisted a tribal member prepare a QDRO so their spouse could receive ½ of the retirement plan as ordered in their divorce judgment

Assisted a tribal member apply for Social Security Disability

Assisted a tribal member garnish the paycheck of a person who they had a money judgment against but was not paying on the judgment

Assisted a tribal member who has not been allowed to see their grandchildren

Assisted a tribal member obtain guardianship and conservatorship over a family member who was no longer able to handle their own affairs

Members Assistance  
Jason Cross (Interim)

# **Members Assistance Department**

## **October 2019 Departmental Report**

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

### **Department Overview:**

#### **Goals**

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

#### **Objectives**

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

### **Current Assistance Programs**

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

## Department Reporting Section

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

- a. MOA BE-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 \$364,000
  - i. Total expensed \$274,534.28
  - ii. Budget remaining 25%
  - iii. 10 total households served with this program.

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

### 3. Food Assistance Program

- b. Budget \$47,000
- c. Total expensed YTD \$33,300
- d. 32% Remaining
- e. 160 total households accessing this program to date.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 48       | 9     | 4    | 3      | 31       | 5      | 1       | 7    | 3       | 49    |

### 4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$20,956.92
- h. 40% Remaining
- i. 48 Total households accessing this program to date

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 7        | 1     | 3    | 0      | 7        | 0      | 0       | 5    | 1       | 24    |

### 5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$25,780.75
- l. 36% Remaining
- m. 124 total households accessing this program to date.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 34       | 3     | 8    | 2      | 25       | 6      | 3       | 2    | 1       | 40    |

**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 \$73,614.46
- f. 94 total households accessing this program to date.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo |
|----------|-------|------|--------|----------|--------|---------|------|---------|
| 34       | 8     | 4    | 2      | 35       | 3      | 1       | 4    | 3       |

**8. Elder Chore Program**

- g. Total Budget \$15,000
- h. Total expensed YTD \$9,415
- i. 38% Remaining
- j. 45 Elders accessing this program to date

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 17       | 3     | 1    | 1      | 9        | 0      | 1       | 1    | 1       | 11    |

**9. Emergency Transportation**

- k. Total Budget \$25,000
- l. Total expensed YTD \$14,117.60
- m. 44% Remaining
- n. 63 Members accessing this program to date.

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 22       | 4     | 0    | 1      | 16       | 2      | 0       | 3    | 2       | 13    |

**10. LRBOI Home Repair Program 2019**

- o. Total budget \$107,000
- p. Total expensed YTD \$16,030.00
- q. 85% Remaining
- r. 9 members accessed this program

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

**11. Bereavement Program**

- s. Total Budget \$453,000
- t. Total expensed YTD \$369,950
- u. 18% Remaining
- v. 49 members accessed this program

| Manistee | Mason | Lake | Ottawa | Muskegon | Oceana | Wexford | Kent | Newaygo | Other |
|----------|-------|------|--------|----------|--------|---------|------|---------|-------|
| 3        | 1     | 0    | 0      | 5        | 0      | 1       | 6    | 2       | 31    |

**12. Elders Insurance**

- w. Cost per Elder \$249.99 Medical and \$108.00 prescription benefit per month.
- x. 312 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 |
|--------|-----------|---------|-------|
| 263    | 33        | 153     | 1     |

| Food | LIE | LIHEAP | LIHEAP<br>Cooling | Trans | Rent<br>&<br>Mort. | Elder<br>Chore | Home<br>Repair | Well &<br>Septic | Commodities |
|------|-----|--------|-------------------|-------|--------------------|----------------|----------------|------------------|-------------|
| 116  | 103 | 25     | 32                | 78    | 87                 | 40             | 28             | 5                | 4           |

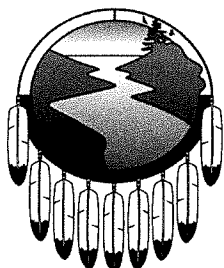
**15. Office Visits**

- cc. 20 visits for the month

Respectfully submitted,

Jason Cross, MSW  
MA Supervisor

Natural Resources  
Frank Beaver



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

**310 9<sup>th</sup> Street  
Manistee, MI 49660  
(231) 723-1594**

**October 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  
Vacant – Aquatic/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  
Cheyanne Bartynski – Seasonal 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
- Interviews for Aquatic/Fisheries Biologist position.
- Inland Fisheries Harvest Permitting
- Inland Fisheries data entry and management
- Great Lakes Fisheries data entry and management
- Equipment and supplies procurement
- Data entry and analysis for the wild Rice fish community project
- Fish Distribution to membership

### **Equipment maintenance/Field Work/Lab Work:**

- Next Generation Learning Center sturgeon measurements, Education/ Outreach
- Muskegon River, Save Our Sturgeon (9/3-7,9)
- Release of SOS LAS Sept 11th
- GL Gear prep and Gear maintenance
- GL Fishery Independent Whitefish Survey—Pentwater
- Great Lakes, biodata collections from fisheries assessments
- GL Fishing net construction and net maintenance
- Lake Sturgeon Index surveying—Muskegon (9/16-18)
- GL Freezer maintenance and repair
- Coordination with GVSU and FWS for sea lamprey control treatment
- Muskegon index netting for Sturgeon (9/16-18)
- SRF winter prep
- Muskegon sturgeon information gathering

- Great Lakes Fishery Assessment program, gear prep and gear maintenance
- Fish scale aging and imaging with microscope Sigmascan system
- Great Lakes Equipment and gear prep and maintenance cleaning, rebuilding, storage, and organization

#### Meetings/Training/Travel/Conference Calls

- Inland Fisheries Biologist Interviews (9/13, 16)
- 2020 Consent Decree negotiations (9/19)
- September CORA meeting (9/19)
- Modeling sub-Committee meeting (9/24-26)
- Leadership Roundtable Meeting (9/25)
- Leadership Training (9/26)
- NRD Lead Staff Meeting (9/27)
- National American fisheries Society Meeting (Sept 29-Oct 4)
- Scientific Advisory Team meeting (8/12, Alpena)

| <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

Spencer West – Seasonal Wildlife Technician

## **Administration/Budget/Reports/Data Entry**

- **Managed Budgets**
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report – September
- EWS - Staff management
- Manage budget and review R&E's
- Scheduling employees
- Membership assistance/front counter coverage
- 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 and research projects
- Reviewed scientific literature relating to wildlife issues
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- 2019 Elk letter(s) and calls regarding Hunt periods
- Northern Lower Peninsula camera survey data entry/analysis
- Updated job descriptions
- Small mammal manuscript editing. This manuscript was accepted to be published Oct. 4, 2019
- Resource Selection Function manuscript preparation and development – ongoing until published

## **Equipment Maintenance/Field Work/Lab Work**

- American marten population and habitat research
  - Telemetry – Ongoing
  - Northern Lower Peninsula marten distribution camera survey – Ongoing
- Serviced Kubota tractors and farming implements
- Eastern Box Turtle conservation effort; Checked on nests and released neonates when needed
- Power washed wildlife equipment
- General maintenance on wildlife machinery – on going
- Field preparation on Tribal properties (Disking, cultivating, mowing, packing, seeding). This is ongoing during the growing season. Parcel's this month include; Custer, Tippy, Kettle Hole, River Rd. and AKI.

- Invasive species removal on tribal properties – On going throughout growing season
- New farm equipment pickup.

Meetings/Training/Travel/Conference Calls

-

## **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
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- Worked with USEPA on Budget modifications
- Worked on GIS Maps for reservation lands
- Communicated with USEPA on various environmental issues
- Worked towards IHS management of solid waste plan.
- CAA 103 Quarterly Report Completed
- Managed EPA Budgets and worked with USEPA on budget modifications

#### **Meeting/Training/Travel/Conference Call**

- Health Insurance Team Meeting 10/2
- AMS Site visit 10/3
- RTOC Caucus Meeting 10/4
- Staff Huddle: 10/7,
- Job Fair FSU 10/10
- Site Visit with NRCS at Custer Property 10/11
- Nibi and Mannomin Symposium – 10/12 – 10/16
- One on Ones with Staff 10/17, 10/18, 10/31
- TEPM / RTOC Meeting Chicago 10/21-10/25
- Meeting with MDEQ Director at BMIC 10/28
- Project Meeting with Brownfield Specialist 10/18
- 

## **Brownfield Program**

#### **Administration/Reports/Data Entry**

- Dontz Farm B Site Survey Inventory
- Orchard Landings I & II Site Surveys Inventory
- Updated semi-annual LRBOI 128(a) Public Record; submitted updated Record to IT for NRD Website link; submitted announcement of Record to LRBOI Currents for placement in November Issue
- Updated BF Program/Ed & Outreach inventories
- Submitted semi-annual EPA PPG/128(a) program report, to Supervisor

#### **Field Work and Equipment Maintenance**

- Site Survey of Dontz Farm B parcel
- Site Survey of Orchard Landings I & II Parcels
- Assisted Air Quality Specialist with mounting, dismounting, and re-connecting Air Quality Monitoring system

#### Meeting/Training/Travel/Conference Calls

- Attended weekly Env. Staff Huddle (Oct 7, 28)
- N.MI Tribal BF Workgroup meeting (Oct 4)
- Represented NRD/Brownfields at semi-annual Fall LRBOI Membership meeting (Oct 12)
- Met with Supervisor re: HMRP (Oct 18)
- Sat on EPA FY2020 ARC Grants webinar (Oct 24)
- 1-on-1 meeting with Supervisor (Oct 11, 31)

#### **Water Program (106 and 319)**

##### Administration/Reports/Data Entry

- Ordered and received EPA Clean Water bookmarks
- Input hobo logger data
- Input flow data
- Adjusted tables in fish tissue QAPP
- Completed PPG Semi Annual Report
- Sent check to Cole Ecological for macro samples
- Input and uploaded September hydrolab data to WQX

##### Field Work and Equipment Maintenance

- Completed October Water Quality sampling
- Calibrated hydrolab
- Had graphic put on ATV trailer
- Dropped off nutrient samples to GLEC

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

- 9/29-10/3 Attended National AFS/TWS conference
- 10/8- Attended Manistee watershed meeting
- 10/11- Met with NRCS at Custer property
- 10/16- Met with Brethren school teacher to discuss WQ opportunities
- 10/17- 1 on 1 meeting with Allison
- 10/23- Attended Annual TEPM meeting
- 10/30- Attended Pine river watershed meeting

#### **Air Quality Program (Funded by EPA CAA 103)**

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions
- PM 2.5 Chain of Custody correspondence mailed to Susan Kilmer at MDEGLE – 10/3

##### Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 10/7 and 10/25
- Completed PM 2.5, Monthly Maintenance & QC – 10/7 and 10/25
- Completed PM 2.5, Quarterly Maintenance & QC – 3/25, 5/28 and 10/9
- Completed PM 2.5, Annual Maintenance & QC – 10/9/19 and 12/16/18
- Installed new set of PM 2.5 filters – 10/25
- Sent collected PM 2.5 filter samples to MDEQ – 10/1, 10/14 and 10/28
- Completed O3 Multipoint – 10/11 and 10/25

- Changed Met Head – 10/8
- PM 2.5 Sampler removed from service – 10/8/19
- PM 2.5 Sampler put back into service – 10/11/19

#### Meeting/Training/Travel/Conference Calls

- AMS Site visit with Inquest Environmental – 10/3
- Transport equipment (Met Head, O3 Analyzer SN 912 and PM 2.5 Sampler) to Lansing for recertification, repair and Annual Maintenance, respectfully – 10/9
- Participated in the Monthly State, Local, and Tribal Air Monitoring Conference Call – 10/23
- Attended USEPA Electric Vehicle Trends and Projections Webinar – 10/24
- NRD Employee Luncheon – 10/28
- Participated in the Monthly R5 Tribal Air Conference Call – 10/31
- Participated in the Monthly USEPA & NTAA Air Policy Update Conference Call – 10/31

#### **Wild Rice Program**

##### Administration//Reports/Data Entry

- Subcommittee call agendas
- Fish scales aging, and image scales
- Data entry for Density work.
- Data entry for restoration sites

##### Field Work and Equipment Maintenance

- Conducted Hamlin Lake fall electrofishing for the Wild Rice Fish Community work
- Pulled water level logger from Brandy Brook.

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

- TEPM 10/21-10/23
- Attended National AFS/TWS conference 9/29-10/3

Planning  
Steve Parsons

## **BIA ROADS/PLANNING DEPARTMENT REPORT**

**Steve Parsons**

**October 2019**

### **Meetings/Conferences/Trainings**

- On October 1, 2019, I met with Ken Ockert (GTEC) and Mark Neisen (Building Inspector) to review the plans developed by GTEC for the proposed Public Safety Garage Building. The purpose of the meeting was to identify any potential problems that might hold up approval of the plan review that is necessary in obtaining a building permit.
- On October 4, 2019, I met with LRCR personnel, including James Henderson (Risk Manager) and Michael Burmeister (Facilities Director) to discuss the Tribal Building Ordinance, particularly those instances when the LRCR would need to pull a building permit.
- On October 9, 2019, I attended a meeting to review the bids that were received for construction of the new Food Distribution Center. Michelle Lucas, Ken Lahaye, and Lyle Dorr also attended the meeting.
- On October 14, 2019, I attended a work session with Tribal Council to follow up on a previous meeting we had with Rob Carson, Manistee County Planner. Rob was interested in the Tribal properties that could be made available for utilization for the proposed Manistee County Trail Plan.
- On October 18, 2018, I attended the Northwest Michigan Housing Summit in Traverse City. The program focuses on housing issues in NW Michigan and ideas to address those issues.
- On October 22, 2018, I participated in a conference call held by Amy Matisoff (New Tribal Liaison for MDOT) to discuss the planning for the Michigan Intergovernmental Transportation Meeting to be held in 2020.
- On October 23, 2019, I attended a training session for the new contract approving process (docMgt).
- On October 2, 17, 28 & 31, 2019, I attended meetings of the Construction Task Force.

### **Activities/Accomplishments/Updates**

- Gaming Commission Entryway: Pat Machin, from Machin Engineering, had put together a bid proposal for the work necessary to repair the Gaming Commission entryway and it was sent out for bid in early October. However, we received no bids by the October 30 deadline. After discussing the situation with the Construction Task Force and Pat Machin, it was decided to again put the project out to bid. Pat suggested that we wait until around mid-December and push the project start date to the spring of 2020. For now, that is the tentative plan. I will provide further updates as this situation progresses.
- US Census: On October 12, 2019, I had a table at the fall membership meeting and distributed information on the Census and answered questions. Beginning in January 2020, I plan to send out an informational flyer to our tribal members, explaining the census and encouraging them and their households to participate. I also plan to put an article/advertisement in the Currents in January/February/March 2020 that also explains the census and encourages member participation.
- 2020-2023 Tribal Transportation Improvement Plan (TTIP) – On October 23, 2019, the Tribal Council approved the TTIP and it was submitted to the BIA prior to the October 31, 2019 deadline. Three projects—Cemetery Parcel Road, Commodities Road, and the Public Safety Parking Lot—that were held up this year due to our Environmental Clearance not being

completed by the BIA, were included on next year's TTIP. (We did receive environmental clearance for the Public Safety Parking Lot and have requested an extension for our ARPA Permit in order to complete the Archeological Survey that is now needed for environmental clearance for the Cemetery Parcel Road project.)

- Building Permits: During October 2019, three building permits were issued for the following Tribal construction projects:
  - Home at Aki Maadiziwin – 2613 Ching Gawa She, Lot #85
  - Home at Aki Maadiziwin – 2621 Ching Gawa She, Lot #84
  - Public Safety Garage Building
- Building Ordinance/Building Regulations Revisions: I am currently working with Rebecca Liebing of the ULD on revisions to both the Building Ordinance and Building Regulations to address concerns and unique situations that have been raised by the Little River Casino Resort. This is an ongoing project. Draft revisions are being developed and will be submitted to Tribal Council for their review once the revisions have been completed.

Public Safety  
Robert Medacco

**Little River Band of Ottawa Indians**  
**Department of Public Safety Monthly Report**  
**Octobre 2019**

**General Patrol**

|                         |     |
|-------------------------|-----|
| Assist Citizen          | 3   |
| Assist Motorist         |     |
| Assist Other Agency     | 5   |
| City Assist             | 4   |
| County Assist           | 4   |
| Medical Assist          | 3   |
| MSP Assist              |     |
| Other Calls for Service | 3   |
| Property Checks         | 834 |
| Suspicious Person       | 2   |
| Suspicious Situation    | 3   |
| Well-Being Check        | 3   |

**Traffic/Vehicle**

|                           |   |
|---------------------------|---|
| Abandoned Vehicle         | 1 |
| Accidents                 | 3 |
| Disobeying Stop Sign      |   |
| Driving License Suspended | 1 |
| Expired Drivers License   |   |
| Expired License Plate     |   |
| Fleeing & Eluding         |   |
| Hit and Run               |   |
| MDOP                      |   |
| Minor in Car              |   |
| Motor Vehicle Theft       |   |
| No Proof of Insurance     |   |
| Open Intoxicant           |   |
| Other Traffic Citation    |   |
| OUID                      |   |
| OUIL                      |   |
| OWI                       |   |
| Parking Ticket            |   |
| Reckless Driver           | 1 |
| Speeding Ticket           |   |
| Stolen Vehicle            |   |
| Suspicious Vehicle        |   |
| Towed Vehicle             |   |
| Traffic Stop              | 2 |
| Unsecured Vehicle         |   |
| Verbal Warning            |   |
| Warning Ticket            |   |

**Processes**

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

**Criminal Offenses**

|                             |   |
|-----------------------------|---|
| Animal Neglect              |   |
| Arrest                      | 6 |
| Assault                     | 1 |
| B&E                         |   |
| Bond Revocation             |   |
| Child Abuse                 |   |
| Child Custody               |   |
| Child Neglect               |   |
| Contempt of Court           |   |
| Counterfeiting/Forgery      |   |
| CSC                         |   |
| Death                       |   |
| Disorderly                  | 1 |
| Domestic Disturbance        | 6 |
| Drive-Off                   | 1 |
| Drug Violation/VCSA         | 4 |
| Elder Abuse                 |   |
| Embezzlement                |   |
| Extortion/Conspiracy        |   |
| False ID                    |   |
| Family Problems             | 1 |
| Felony with a Gun           | 1 |
| Fight in Progress           |   |
| Fraud                       |   |
| Furnishing Alcohol to Minor |   |
| Harassment                  |   |
| Health & Safety             |   |
| Intimidation                |   |
| Intoxicated Person          |   |
| Juvenile Runaway            |   |
| Larceny                     | 7 |
| Liquor Violation            |   |
| Minor in Possession         |   |
| Missing Person              | 1 |
| Money Laundering            |   |
| Motor Vehicle Theft         |   |
| Murder                      |   |
| Neighbor Dispute            |   |
| Noise Complaint             | 3 |
| Obstructing Justice         |   |
| Possession Stolen Property  |   |
| PPO Violation               |   |
| Probation Violation         |   |
| Property Damage/PIA         | 3 |
| Public Peace                |   |
| Resisting                   |   |
| Robbery                     |   |
| Sex Offense                 |   |

**Criminal Offenses Continued**

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

**Miscellaneous**

|                          |        |
|--------------------------|--------|
| Administrative Hours     | 419.75 |
| Alarm                    | 2      |
| Attempt to Locate        |        |
| Boat Dock Checks         |        |
| Casino Hours             | 177.5  |
| Civil Standby            | 1      |
| Community Policing       | 9      |
| Court Hours              | 3      |
| Death Notification       |        |
| Drug Disposal            |        |
| Follow-Up Investigations | 29     |
| Found Property           | 5      |
| Lost Property            |        |
| Meetings Attended        |        |
| Open Door                | 1      |
| Open Window              |        |
| PBT                      |        |
| Special Detail           |        |
| Suicidal Subject         |        |
| Total Complaints         | 72     |
| Total Reports            | 72     |
| Training Hours           | 92.75  |
| Transport                |        |
| Trespassing              | 3      |
| Tribal Council Meetings  |        |
| Vehicle Mileage          | 4828   |
| Voluntary Missing Adult  |        |

**Training/Travel**

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

| Administrative Hours    |  | 277.5 |
|-------------------------|--|-------|
| Arrest(s)               |  |       |
| Male                    |  |       |
| Female                  |  |       |
| ATV Patrol Hours        |  |       |
| Assist(s)               |  | 3     |
| Assist Hours            |  | 9     |
| Citation(s)             |  |       |
| Civil                   |  |       |
| Misdemeanor             |  |       |
| City Assist             |  | 2     |
| City Assist Hours       |  | 2     |
| City Original           |  |       |
| City Orgininal Hours    |  |       |
| Complaints              |  | 10    |
| Contacts                |  | 82    |
| Court                   |  | 2     |
| Court Hours             |  | 1     |
| Follow-up(s)            |  | 3     |
| Follow-up Hours         |  | 1.5   |
| Federal Citation(s)     |  |       |
| Hours Worked            |  | 344   |
| Joint Patrol(s)         |  |       |
| Marine Time             |  |       |
| Meeting(s)              |  | 1     |
| Meeting Hours           |  | 1.25  |
| Paper Service           |  |       |
| Possible Trespass       |  |       |
| PR Activities           |  | 5     |
| PR Activities Hours     |  | 21.25 |
| Property Checks         |  | 83    |
| Snowmobile Patrol Hours |  |       |
| Training(s)             |  | 2     |
| Training Hours          |  | 16.5  |
| Vehicle Mileage         |  | 1010  |
| Vehicle Stops           |  |       |
| Verbal Warning(s)       |  | 1     |
| Written Warning(s)      |  |       |
| <b>Training/Travel</b>  |  |       |

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

|                         |        |
|-------------------------|--------|
|                         |        |
| Administrative Hours    | 59.5   |
| 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            | 276.25 |
| Joint Patrol(s)         |        |
| Marine Time             |        |
| Meeting(s)              | 1      |
| Meeting Hours           | 4      |
| Paper Service           |        |
| PR Activities           |        |
| PR Activities Hours     |        |
| Snowmobile Patrol Hours |        |
| Training(s)             |        |
| Training Hours          |        |
| Vehicle Mileage         | 1889   |
| Verbal Warning(s)       |        |
| Written Warning(s)      |        |
| Training/Travel         |        |

Tax Office  
Valerie Chandler

**Name:** Valerie Chandler

**Month:** October 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 October, the Tax Officer performed the following:

- Certificates of Exemption Issued: 5 (RTM) 2 (Tribe/Entity)
    - Type: 4 Vehicles
      - 0 Recreational vehicle / watercraft
      - 3 Construction
      - 0 Mobile / Modular Home
      - 0 Treaty Fishing
      - 0 Bereavement / Burial Program
  - Address / Status Changes Reviewed: 108
  - Address / Status Changes Processed in RTM database: 7
  - Proofs of Residency Processed: 4
  - Proof of Residency Letters Mailed: 14
  - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 1 (LRCCR)
  - Motor Fuel Registrations Processed: 9
  - Temporary Tribal Business Tax Licenses Issued: 4
    - 3 (Entertainers) 0 (Vendors) 1 (Qualified Fundraisers)
  - Aki Maadiziwin Community Center Reservations Received and Processed: 6
  - Little River Casino Resort Venue Reports Processed: 0
  - Tax Warnings Issued: 1 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
  - Tax Assessments Issued: 0 (Fuel) 1 (Tobacco) 0 (Sales Tax) 0 (Other)
  - Trading Post Motor Fuel and Tobacco Receipts Processed: 2,931
  - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 285
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
  - Reservations for Aki Maadiziwin Community Center
  - Claiming per capita payments on taxes
3. Collected, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
  4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
  5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
  6. Reviewed, recorded, and filed daily tax-exempt 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 September 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 September.
  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 September, 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 Temporary 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 staff regarding the new OTP log sheets and more tax exemption benefits for Tribal Members purchasing "other tobacco products".
19. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
20. 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.
21. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for November 2019 and provided it to the Trading Post.
22. Reviewed and filed BP monthly invoice and statement for any errors and/or questionable purchases.
23. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
24. Worked with the newly hired Tax Department Administrative Assistant to begin training, office needs, and answer any questions.
25. Worked with Public Affairs Office in proofreading the Currents.
26. Completed and submitted a plan survey and comments to Human Resources.
27. Worked with Resort audit staff regarding a questionable fuel purchase at the Trading Post.
28. Worked with Resort staff regarding questions with the Tribe/State Tax Agreement, Trading Post tax exemptions, Temporary Tribal Business Tax License compliance, and property legal descriptions.
29. Worked with Unified Legal regarding questions on taxable goods and tax exemptions for tribal members.
30. Corresponded with S. Abraham and Sons regarding the Tribe's "Other Tobacco Products" monthly and annual quota.
31. Corresponded with Human Resources and Resort Career Development regarding a mentorship program and the possibility of working with a staff member interested in the Tax Department's duties and responsibilities.
32. Reviewed and provided comment to Unified Legal regarding State draft RAB.
33. Registered for an Introduction to Leadership 4-day training course.
34. Provided information and support after hours regarding an issue with the Community Center. Followed up as soon as possible during office hours to further investigate the complaint.
35. 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 Leads meeting with the Ogema on October 1, 2019 to provide department updates and address any concerns.
2. Attended Leadership Roundtable meeting on October 23, 2019 regarding new software for submitting, reviewing, and all other processing for contracts.
3. Attended Core Leadership training course on October 30, 2019 at the Resort.

**Tribal Historic Preservation**  
**Jonnie J. Sam**

***Department - Historic Preservation Department***  
***Department head and title – Jonnie Jay Sam II, Director***  
***October 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 according to the Collection Policy.
- **OBJECTIVES**
  - ❖ Respond to NHPA, NAGPRA and related requests and issues.
  - ❖ Inventory historic properties, items or collections and archives for preservation.
  - ❖ Hold events that support and preserve the culture and language of the Tribe.
  - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
  - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through policy, procedure and facilities development and appropriate training.
  - ❖ Seek Grant funding where and when appropriate.
  - ❖ Coordinate cultural, historical and traditional events of Tribal entities.

**2. Department reporting section**

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

**The Director** accomplished the following during the month:

1. Responded 64 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Met with Council regarding Jiingtamok.
4. Attended training "Introduction to Leadership".
5. Met with Frank Beaver and Corey Wells to discuss a Solar Power Project.

6. Met with Finance staff members in reference to the Finance Job Descriptions, compensation and organization chart proposal.
7. Attended the quarterly MACPRA meeting in Pshawbestown.
8. Met with Natural Resource Department Director about NRD Organization Chart changes.
9. Continued contact with ACE, Consumers Energy in regard to the Manistee Gas Plant site {inadvertent discoveries of which there have been 4 to date}.
10. Participated in a conference call with MSU and MACPRA Tribes in regard to MSU NAGPRA compliance.
11. Met with the Ogema and staff that had concerns about interview process.
12. Met several times with persons involved in staff related issue.
13. Met with Directors and Supervisors of departments in my Lead Group.
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) Worked with Public Information on Electronic newsletter language lessons.
- 2) Produced more lessons for Muskegon group.
- 3) Attended training about new way of contracting vendors.
- 4) Produced quarterly report on CD ROM sales.
- 5) Processed CD ROMs orders.
- 6) Developing another Power point presentation of language lessons-LRB Buildings.
- 7) Scheduled and recorded video shoot for face book show Endaaying.
- 8) Scheduled posts on language lessons for face book show.
- 9) Started my fall semester at Kennedy school with 5<sup>th</sup> graders for the 19<sup>th</sup> year.
- 10) Ordered feast bundles for recycling because of tariff threats.
- 11) Doing more challenging classes for the LRB employee students.
- 12) Produced language lessons for all classes including Endaaying.
- 13) Classes at NGLC, Elders, LRB Employees and citizens.
- 14) Responded to Emails and calls about 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**  
**October 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.
- Total Coliform / E Coli tested, Absence of Presence for – Bear Lake Highlands Golf  
Also tested for Nitrate
- Other Routine Maintenance
- Replaced Electrical panel for Lagoon lift station

**Billing**

|                               |              |
|-------------------------------|--------------|
| Water                         | \$13,764.33  |
| Sewer                         | \$26,289.72  |
| Irrigation                    | \$1,960.09   |
| Fire Suppression              | \$8,069.93   |
| Manistee Township Sewer       | \$15,802.18  |
| Septage                       | \$8,687.07   |
| Other                         | \$487.79     |
| Month Total                   | \$75,061.11  |
|                               |              |
| Yr. to Date Water             | \$131,322.40 |
| Yr. to Date Sewer             | \$236,632.50 |
| Yr. to Date Irrigation        | \$25,317.52  |
| Yr. to Date Fire Suppression  | \$67,547.86  |
| Yr. to Date Manistee Township | \$131,596.38 |
| Yr. to Date Septage           | \$66,849.16  |
| Other Revenue                 | \$78,540.66  |
| Credit                        | \$0.00       |
| Yr. to Date Total             | \$737,806.48 |

**1. Well House Pumping in Gallons**

**Total Flow Gallons**

- a. 2,677,360**
- b. Ave Daily Flow Gallons 86,367**

**2. Gallons of Treated Waste Water SBR**

**Influent Gallons**

- a. 2,970,981**
- b. Daily Average Gallons 95,838**

**Effluent Gallons**

- a. 2,838,887**
- b. Daily Average Gallons 91,577**
- c. Waste Sludge Gallons 83,000**

**Lagoon**

- a. Influent 466,154**
- b. Daily Average Gallons 30,006**

**3. Septic Sewage**

- a. Gallons 185,986**

**III. Travel and Trainings**

**What: MTERA Board Meeting**

**Who: Diane Kerr, Gary Lewis**

**Where: Phone Conference**

**Sponsored by: MTERA**

**What: Heart Saver**

**Who: Diane Kerr, Clatus Clyne, Gregory Walters, Gary Lewis**

**Where: Justice Center**

**Sponsored by: Tribal Police/TERT**