

**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 *LBZ*
Naangwa: Date: March 15, 2023
Maanda Nji: Re: February 2023 Operations Report

We respectfully submit the February 2023 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
February, 2023

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

February 2023 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. **2023 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. We have interviewed one candidate for the Budget Coordinator position.

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 2023 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli in reviewing/changing existing department job descriptions.

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

Objectives:

1. Improve the 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.
2. 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.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. 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 2019. The 2020 proposal was submitted in January 2023 and work is in progress for 2021.
6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2023 budget. The 2023 budget has been approved by Tribal Council and entered into the accounting system.
2. Define and develop a specific performance- based budgeting model.
3. Develop timeline for implementation of a performance- based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Update all standard operating procedures
2. Educate staff on operating procedures and regulations.
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expanding 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 2022

We had a preliminary meeting with DGN sometime in January 2023. Shortly after, we provided DGN with accounts payable, payroll, and cash receipts information. The auditors will choose samples for which we will provide them with backup documentation. The auditors will test these samples to determine that all of the transactions have been processed properly – this will happen in March 2023. The auditors base their field work on this testing. Field work will start in May. Our goal is to have draft financial statements available in late June and final statements in July. Financial statements will be presented to Tribal Council and then filed with the Federal Clearinghouse tentatively in July 2023.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center the Task Force committee approved purchases and or payments, change orders to the sub-contractors that are also working on projects in the month of February: at this time, these projects are complete, reconciliation in process for closeout year end 2022.**
 - i. **AKI 5 – 2021 Homes – N/A**
 - ii. **Commodities Building Project –N/A**
 - iii. **Muskegon Health & Admin. Reno- N/A**
2. **Cash Receipts: Daily cash receipts totaled for the month of February, were, \$884,777.56 the General & Special Revenue Account had a total of (248) receipts.**
3. **NGLC: Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow up to who is collecting the Balance.**
4. **Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,**
5. **Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2022, Was able to gain access to the module.**
6. **1099MISC/1099NEC. – 2022 tax year was sent out in the week of Jan 23rd - 27th of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2022. Continued to send tax documents out to the membership / Vendors.**
7. **WEX Card- Monthly Report, removed the terminated employees, schedule the payment, and reviewed and reconciled the report to the payment.**
8. **Tribal Financial Statement Requirements: Due by the 8th of the month.**
 1. **Cash Deposits**
 2. **Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**
 3. **Utilities report – current payments – monthly report of payments.**

Construction Task Force –Weekly Meeting - Thursday – review - AKI 5 – 2021 Homes, Commodities. No Meetings

Other Meetings:

Accounting Clinic Meeting W/Director- February 7th

Accounting – Law Library – Job Descriptions – February 13th

Accounting – CFO – Review Job Descriptions’ – February 16th

Accounting – CFO – Review Third Party Billing – February 21st

Other Items:

Year End Audit Prep

Duties and Accomplishments –

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

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, Hazard Mitigation, Be Prepared to Improvise, Severe Weather, Individual Preparedness for Older Adults, Department meeting, Job description, Dept lunch meeting, LEPC

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Audit

PAYROLL

Duties and Accomplishments –

1. Processed 368 payroll vouchers/checks.
2. Verified 30 PAF's this month which included 9 new employee(s), 0 Job Change/Transfer employee(s), and 11 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 2/10 and 2/24.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

- 2/2 – February Staff Meeting
- 2/2 & 2/16 – Payroll/HR meeting
- 2/13 – Meeting with CFO regarding job descriptions
- 2/16 – Meeting with CFO to review Payroll job descriptions

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in February 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 January as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of February to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Provided verified April per capita payment member eligibility to Controller and CFO for payment calculation.
10. Finalized list of outstanding 2020 checks and voided checks in system.
11. Completed and processed required documents to update administrative contacts and access permissions for John Hancock.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

- 1. Providing information as needed for 2022 audit.*
- 2. Prepare for April per capita distribution.*

ACCOUNTS PAYABLE

- 1. Enter and match invoices with purchase orders and receiving reports.*
- 2. Keyed in all information into 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 POs 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 the right person in the accounting department.*

Meetings Held / Attended

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

Duties and Accomplishments –

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. 2/8 Meeting with OnTAsk. Price comparison with digital signature platform.
2. 2/13 Amazon government sales zoom training.
3. 2/21 Work session, Docusign.
4. 2/27 Agenda review, DocuSign.

Grants Department Monthly Report

February 2023

Lyle Dorr, Grant Management Administrator

Key:

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

Note: Updates to ongoing projects are usually underlined

Grant Management Standing Activities:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ **Coordinate and collaborate with Tribal grant writers and department heads.**
- ∞ **Complete and submit monthly, quarterly, annual, and final SF-425 reports for existing grants.**
- ∞ **Setup new grant award files.**
- ∞ **Complete Closeouts on grants that have completed their lifecycle.**
- ∞ **Treasury has notified Tribes that come October 1, 2022 - Technical Support (TA) will be very limited on several ARPA related funding sources. The CAP and LACTF funds are two of those programs (Maintain note until the end of 2022). Update 2/28/23: I have noticed that various Federal Departments are still trying to offer consultation, at least on new initiatives that arise.**
- ∞ **Standing Note until ARPA funds are expended - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.**

2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?

A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.

48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?

A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.

55. Q: When do tribes have to spend ARP Act money by?

A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.

- ∞ **Assisted Reconciliation of CCDF & CCDD reports - Update 2/28/23:** These reports had errors in them due to GrantSolutions Award Notice errors which caused our accounting system to be off. Will continue to work on corrections to until reconciled, which is requiring coordination with funding agencies. **Update 2/28/23:** Finalized a complete reconciliation of LRBOI CCDF & CCDD awards from 2020 - 2022. Held a reconciliation meeting with Federal staff from CCDF and came to agreement on reconciliation of financial records. Subsequently completed the Federal form 696T which summarized the status of all CCDF/DD funds over a two-year period.

IT Department

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. **Update 2/28/23:** We receive notice that the WIFI portion of the grant is in questions and either needs to be revised or changed. We resubmitted in early October and have not heard back on a determination/acceptance. They are still behind in reviewing applications, I would think we should hear back in March.

Water/Waste/Renewable Energy:

- ∞ **Working with Gary on a 2022 TEDC grant for evaluating feasibility of the Tribe operating its own substation.** **Update 2/28/23:** The application was submitted 4/27/22; we finally heard back December 28th that we received approval, as of this report, the packet has not been received (they report being behind in getting notices out). We just received notice of award and can take it to Council to receive it in. This project will evaluate the Tribes capacity to become its own electric utility authority and what that might look like. To receive funding to become a utility authority, tribes must conduct this study first.
 - **Reviewing Grant Management Software:** Planned with the former Grant Management Administrator to select a grant management software to automate processes and increase accurate control of the grant management process. Have been reviewing options for a several months now and should have a product selected by the end of June 2023.

Expenditures Update

Total year-to-date expenditures for the Finance Division for February 2023 are \$160,859 compared to an annual budget of \$1,357,018. Total expenses for the Finance Division for year-to-date February 2023, represent 11.8% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

February 2023 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 3 students received funds for 12th grade computers totaling \$3000; 2 students received funds for school clothing for 2023 totaling \$1000; 2 students received assistance for senior expenses totaling \$325; 2 student received funding for driver's training totaling \$500; 2 students received tutoring assistance totaling \$468
- **Higher Education Scholarship:** 8 Higher Education Scholarships were processed for February. Total awards were \$15,082. This month assistance went to 6 university students and 2 community college students. 4 students are male, and 4 are female.
- **College Book Stipend:** -10 book stipends were awarded during the month of February totaling \$4300. 1 for being enrolled in 1-3 credits; 7 in 4-8 credits, and 10 students received stipends for being enrolled in 9 or more credits.
 - Arts and Crafts activity at Aki February 22 was attended by 14 people.
 - Planning and preparation for March and April activities

Meetings:

February 2- Monthly Staff Meeting

February 16- Mandatory Directors Meeting

III. Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2023 fiscal year.

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

February Monthly Report - 2023

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

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

Duties Performed

- Mailed out: 1 Applications forms for people seeking membership
- Sent out: 21 Address change forms
- Created 21 New and Replacement Tribal ID's from 02/01/2023 through 02/28/2023
- 46 Addresses changed from 02/01/2023 through 02/28/2023
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter:
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 1
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 02/01/2023
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Ogema
- Label request of Membership: Ogema
- Tribal Members Label/List request: 2
- Statistical request: Grant

Department Verifications

1. Prosecutor 53
2. Clinic 0
3. Human Resources 1
4. PRC/EHAP 7
5. Member's Assistance 0
6. Housing 2
7. Utilities 2
8. Food Distribution 0
9. Casino 2
10. Family Services 2
11. Tribal Council 0
12. Natural Resources 0

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 4 Members passed away for the Bereavement Benefit
- Sent out 2 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 1 Tuition Waiver Verifications
- 166 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – February 2nd
- Enrollment Commission Meeting – Cancelled

Enrollment Statistics

- Total Membership: 3,969
- Total number of Elders: 1,505
- Total number of Adults (18-54): 2,197
- Total number of Minors (0-17): 267
- Total Tribal Members living in:
 - 9 County Area: 1,653
 - Outside 9 County Area: 2,301
 - Michigan: 2,602
 - Outside Michigan: 1,355
 - Undeliverable Addresses: 13

Facilities
Rusty Smith

2023 February Report for the Maintenance Department Submitted by De-Ahna Underwood, Maintenance Office Manager

The mission of the Facilities Management department is to provide the best possible service to LRBOI employees and community with the resources we have available.

I. Department Overview

Winter Operational Hours Nov 15th-March 15th

Maintenance Technician Hours of Service: Monday-Friday 6am-2:30pm

Clinic EVS Technician Hours of Service: Monday-Friday 6 am-2:30 pm

Traveling EVS Technician Hours of Service: Monday-Friday 8 am-4:30 pm

Office Hours: Monday-Friday 8 am-4:30 pm (no remote work)

Locations: Office and EVS Room, Government Center

Storage Locations: Facilities Barn, East Lake, and Area 51.

Auto Mechanic Location: East Lake

Goals & Objectives

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

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

II. Department Reporting Section

2 EVS Technicians clean, disinfect, and sterilize the Health Clinic and remaining areas in the Government Center.

2 EVS Technicians provide janitorial services to Aki, Natural Resources, Justice Center, Government Center, and Gaming.

2 Maintenance Technicians along with the departments Supervisor provide winter operation services that consist of snowplowing, de-icing, anti-icing, and snow disposal to the following locations: Government Center, Justice Center, Food Distribution, Natural Resources, Area 51, Facilities Barn, East Lake, Sugar Shack, and Shooting Range upon request.

February Highlights

5 snow events.

17 Dispatches for snowplow operators/maintenance technicians.

160 working hours for the month.

32 hours spent on snow removal.

28 work orders submitted for the month.

Government Center

2-8-23 Leak found and water shut off after hours for repair. The repair was completed within an hour and water service restored.

2-9-23 While chaperoning pest control vendor a puddle near Liebert unit in the file room was noticed and reported. Upon inspection the unit was running properly, the drain was backing up and it was unclogged.

Aki Community Center

Continued kitchen renovation and waiting for vendor to install equipment.

Maintenance will need a few days after the equipment install to install cabinets, island and finishing work. 3-9-23 Vendor communicated the prep work required before install. Date to be determined for this work.

Muskegon Hackley Location

Rescheduled HVAC PM to be completed in March.

2-15-23 Walkthrough with fire and safety vendor.

Automotive Mechanic

Completed all assigned work orders. Obtained quotes, scheduled repairs, addressed urgent repairs, inventory, and submitted completed mechanic repair forms for work order closeouts.

Vendors (buildings overseen by Facilities)

Pest control (1 visit, 4 locations)

Mat service (4 visits, 5 locations)

Elevator (1 visit, 2 locations)

2-9-23 walkthrough with fire and safety vendor at the Manistee locations.

III. Budget Expense Justification

5299 Vehicles \$57.00 parts for repair.

5601 Sm. Equip. \$540.00 diagnostic devis for Mechanic.

5602 Supplies \$602.00 various supplies for Maintenance, that included put not limited to gloves, mask filter, hose, air chucks, battery tester, spackle, nuts, and bolts.

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

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

End of Report
De-Ahna Underwood
Maintenance Office Manager

Family Services
Vacant Director

Department Report : Family Services
Case Worker: Stephanie Persenaire
FS reporting period February 2023

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
Intakes					1	
I&Rs						
Open Cases	10				2	
Monthly Totals	10	0	0	0	3	0

Case Management

Total number living in homes served	23				17	
Total number of Tribal Citizens living in homes served	10				4	
Total number of descendants living in homes served	6				11	
Total number of children living in homes served	7				11	
Total ICWA or ICWP where substance abuse is involved					1	
Child Abuse/Neglect	0				0	
ICWA or ICWP referrals	0				0	
Sexual Abuse of a child	0				0	
Substantiated or Unsubstantiated by DHS	0				0	
Case Pending with DHS	0				0	
Relative placement					1	
Tribal Foster Home	0				0	
Non-Tribal Foster Home	0				0	
Alternative placement	0				0	
Court appearances	0				0	
Home Visits	15				3	
Case Reviews	0				0	
Binojeeuk	2				0	
Contacts with outside agencies	45				15	
Contacts with LRBOI departments	13				0	
Tribal Elders	0				0	
Other referrals	0				0	
Monthly Totals	98	0	0	0	46	0

es *****

	Wexford	Kent	Newaygo	Other
				1
	0	0	0	1

				5
				1
				4
				4
				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	10

Monthly Site Dashboard Report

Date Range of Report: Feb 01, 2023 - Feb 28, 2023

Date Report Generated: Mar 03, 2023

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	16	5	27

Total Unique Clients who received at least 1 visit between Feb 01, 2023 - Feb 28, 2023 by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	6	0	9

Total New Clients enrolled between Feb 01, 2023 - Feb 28, 2023 by type

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

Total Visits between Feb 01, 2023 - Feb 28, 2023 by staff person

Name	Total Visits	Form Type
	1	Prenatal Visit/Encounter Form
	10	Postpartum Visit/Encounter Form
	11	Infant Visit/Encounter Form
	2	Fathers and Others Visit/Encounter
Total	24	

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

No data for this section

Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	Infant/Child	LR21-0027-02	Feb 07, 2023	Health West
	Infant/Child	LR21-0027-03	Feb 07, 2023	Health West
	Infant/Child	LR23-0027-04	Feb 07, 2023	pediatrician

Forms "in progress"

Client	Client Type	Form Type
	Infant/Child	Infant - Visit/Encounter
	Infant/Child	Infant - Visit/Encounter
	Infant/Child	Infant - Visit/Encounter

SCRIPT tab modified between Feb 01, 2023 - Feb 28, 2023

Client	Client Type	HSID
--------	-------------	------

Department Report : Family Services

Case Worker : Rachel Kops

Month : February

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					0	
Open Cases					10	
Monthly Totals					10	

Case Management

Total number living in homes served					19	
Total number of Tribal Citizens living in homes served					12	
Total number of descendants living in homes served					3	
Total number of children living in homes served					5	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					0	
ICWA or ICWP referrals					1	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					0	
Case Pending with DHS					2	
Relative placement					2	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					5	
Home Visits					19	
Case Reviews					0	
Binojeeuk					2	
Contacts with outside agencies					52	
Contacts with LRBOI departments					10	
Tribal Elders					4	
Other referrals					0	
Monthly Totals					136	

LRBOI Be Da Bin Behavioral Health Program February 2023 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.

Angela Schwandt currently has 36 clients. Angela had 58 individual sessions, 53 follow up calls, 5 hours of telepsychiatry. She attended the Suicide Awareness and Prevention Coalition for Manistee County on February 8, 2023. She referred out 1 client to outpatient services.

Kimberly (Kim) Hinmon attended the Manistee County Suicide Awareness and Prevention meeting on February 8, 2023; conducted the Lanyard workshops in Manistee and Muskegon. She worked the LRBOI Round Dance for February 25, 2023 and for Beading Class and Positive Parenting Classes for the Tribal Community.

Dottie Batchelder currently has 20 clients and 7 Recovery Support clients. Dottie had 2 referral to inpatient treatment and 1 referrals to other outpatient services. Dottie had 42 individual sessions, and 62 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. She attended the OASIS Workgroup meeting on February 6, (for developing services in area); Suicide Awareness and Prevention Coalition meeting on February 8; Michigan Suicide Prevention Coalition Community Meeting on February 14; and Directors meeting on February 16. Dottie had meetings with Landmark Recovery Treatment Center, Battle Creek and Sanford House Treatment Center, Grand Rapids virtually that Angela also attended. Dottie is trying to develop new treatment center options for services as others have closed in the state.

This month 12 naloxone kits given out. Staff continues to attend webinars and homestudy for credits for certifications and continue education credits. Staff met virtually with Tribal health Department and Family Service on February 9, 2023 to discuss Ellis Office space.

Respectfully submitted,



Dottie Batchelder-Streeter

[H]J

***** CONFIDENTIAL PATIENT INFORMATION *****

DB

MAR 03, 2023 Page 1

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: FEB 01, 2023 TO FEB 28, 2023

PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

RECS ACT TIME # PATS # SERVED
(hrs)

AREA: BEMIDJI NON-IHS

SERVICE UNIT: EASTERN MICHIGAN

FACILITY: LITTLE RIVER OTTAWA ALC PROG

PROVIDER: BATCHELDER, DOTTIE (ALCOHOLISM/SUB ABUSE COUNSELOR)

12-ASSESSMENT/EVALUATION-PATI	2	2.5	1	2
13-INDIVIDUAL TREATMENT/COUNS	37	34.0	14	37
30-FOLLOWUP/FOLLOWTHROUGH-PAT	60	23.3	26	60
31-CASE MANAGEMENT-PATIENT NO	2	1.0	2	2
33-TECHNICAL ASSISTANCE-PATIE	1	4.0		1
34-OTHER SUPPORT SERVICES-PAT	5	5.0		6
36-COMMUNITY DEVELOPMENT	3	4.5		11
42-EDUCATION/TRAINING RECEIVE	1	1.5		1
50-MEDICAL ROUNDS (GENERAL)	1	2.0		1
53-PROGRAM MANAGEMENT	7	16.0		9
56-RECORDS/DOCUMENTATION	10	14.3		10
59-OTHER ADMINISTRATIVE	16	36.6		16
63-PROGRAM CONSULTATION	5	6.5		14
64-STAFF CONSULTATION	7	11.0		25
=====	=====	=====	=====	=====
PROVIDER TOTAL:	157	162.1	43	195

PROVIDER: GIBSON, JAMES D JR (TRADITIONAL MEDICINE PRACT)

34-OTHER SUPPORT SERVICES-PAT	1	1.0		1
83-TRIBAL FUNCTIONS	5	5.0	3	5
=====	=====	=====	=====	=====
PROVIDER TOTAL:	6	6.0	3	6

PROVIDER: SCHWANDT, ANGELA (MENTAL HEALTH (MASTER ONLY))

12-ASSESSMENT/EVALUATION-PATI	2	2.5	2	2
13-INDIVIDUAL TREATMENT/COUNS	42	41.5	20	42
30-FOLLOWUP/FOLLOWTHROUGH-PAT	41	12.0	25	41
34-OTHER SUPPORT SERVICES-PAT	8	8.3		14
42-EDUCATION/TRAINING RECEIVE	1	3.5		1
53-PROGRAM MANAGEMENT	7	6.5		7
56-RECORDS/DOCUMENTATION	12	18.3		12
59-OTHER ADMINISTRATIVE	12	19.5		12
63-PROGRAM CONSULTATION	2	1.5		2
64-STAFF CONSULTATION	5	3.5		8
=====	=====	=====	=====	=====
PROVIDER TOTAL:	132	117.0	47	141

=====

FACILITY TOTAL: 295 285.1 93 342

=====

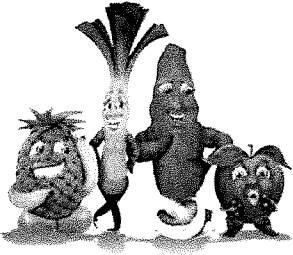
SU TOTAL: 295 285.1 93 342

=====

AREA TOTAL: 295 285.1 93 342

RUN TIME (H.M.S): 0.0.0[H]J

Food Distribution
Jamie Friedel



Food Distribution Program

February 2023 Monthly Report

Jamie Friedel, Melanie Ceplina, and Thomas Riley

1 Department Overviews:

Goals and objectives:

The goal of the 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 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:

Jamie submitted 152 inventory reports to USDA in the warehouse.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie submitted the department report.

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

Jamie, Melanie, and Tom cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, and Tom rotated frozen food in the freezer.

Jamie, Melanie, and Tom filled food orders.

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

Jamie ordered March food for the warehouse.

Jamie, Melanie, and Tom cleaned the office.

Jamie, Melanie, and Tom conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie, Tom and Melanie conducted 45 Deliveries.

We received deliveries on 2-6, 1-9, 1-16.

The Food Distribution Office is open to the public.

Melanie sent out 2 applications.

Melanie sent 9 recertifications out.

Added 4 new Households.

We have a total of 58 households with 93 total people

MEETINGS:

1. Setup Dumpster schedule, Drew on site for Wi/Fi setup and phone communication,
2. Drew programmed door lock system, Staff meeting, TKS onsite to install automatic door retractor.
3. TKS onsite to finish install door retractor, Karl from IT updated computers, Crystal Lake lock onsite for install door Lock.
4. First Client to come in and shop, received food order and put away.
5. Rusty and Mike from Maintenance onsite to hang blinds in office.
6. Teams call with USDA Nutrition Education
7. Produce received, Drew, Chantel, and Karl onsite to set up check out computers. Ajax heating onsite to troubleshoot Right furnace was a bad fuse.
8. Joe VanAlstine Northeast regional president onsite to help setup store concept and to give direction.
9. Confirmed with Steve Parsons about one way signage for road.
10. USDA operations call, Director's meeting and received produce order.
11. Clients onsite to pick up orders.
12. Tribal Leader meeting with USDA Zoom Meeting
13. Received in Elder meal equipment.
- 14.

We spent a lot of time getting the building set up with USDA signage. Spent time getting offices organized and usable. We are still in the process of getting everything organized in the back of the warehouse. Drew is working on getting the phone lines and computers hard wired. Looking forward to getting our grand opening ready. That is scheduled for April 27 and 28.

Jamie Friedel Supervisor
Melanie Ceplina Program Assistant
Thomas Riley Warehouse Specialist

Health
Daryl Weaver



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

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: _____, 2023

Re: FEBRUARY Report of Activity – Tribal Health Services

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

CLINIC OPERATIONS: MANISTEE LOCATION

243 patients scheduled

11 patients NO-SHOW to scheduled appointments

10 patients provided SAME DAY appointments for emergent matters**

67 cancelled appointments

175 patients attending CLINIC PHYSICIAN appointments**

35 patients PHONE TRIAGE**

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

54 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN FEBRUARY (Total Patient Volume): 624

Diabetic patients: 59

Flu Vaccines: 5

Injections: 23

Nursing Visits: 2 **

On-site Labs: 114

COVID-19 Tests: 1

**Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews/Phone Triage/Referrals include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 992

DIRECT CALLS TO CLINIC OPERATIONS: 573

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

CLINIC OPERATIONS: MUSKEGON LOCATION

38 patients scheduled

0 patients provided SAME DAY appointments for emergent matters**

#10 cancelled appointments

28 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 7

Flu Vaccines: 0

Injections: 2

Nursing Visits: 2

On-site Labs: 13

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 240

TRANSPORTS – MUSKEGON: 4

February 2023

TRAVEL HOURS: 10

SERVICE HOURS: 9

NUMBER SERVED: 4

MEDICATION DELIVERIES: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 10

TOTAL SERVICE HOURS: 9

TOTAL NUMBER SERVED: 4

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:

FEBRUARY 2023

TRANSPORTS (INCLUDES CHR TRANSPORTS): 10

TRAVEL HOURS: 8

SERVICE HOURS: 11

NUMBER SERVED: 10

CHR ACTIVITY:

LOCATIONS:

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

 DUE TO TRANSPORT: 0

 DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

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

TRAVEL HOURS: 2

SERVICE HOURS: 1

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 10

TOTAL SERVICE HOURS: 12

TOTAL CLIENTS SERVED: 14

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$53,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1688

TOTAL PRC PAID IN FEBRUARY: \$34,831.56

PHARMACY/OTHER: \$21,636.00

DENTAL: \$12,498.00

TOTAL PATIENTS: 167 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 360

TOTAL CLAIMS ENTERED: 193

TOTAL PRC PAID 2023: \$93,851.54

TOTAL EHAP PAID IN FEBRUARY: \$18,275.53

TOTAL EHAP PAID 2023: \$45,791.09

TOTAL ENROLLED EHAP/LRBOI: 1316

NEW APPLICATIONS MAILED OR GIVEN: 27

REASSESSMENTS MAILED OR GIVEN: 195

MEDICARE LIKE RATE (MLR) Savings for February 2023

Claims submitted:	48	\$61,966.99 (total submitted)
		<u>- \$13,964.37 (what we paid)</u>
		\$48,002.62 (total savings)

PHARMACY: FEBRUARY 2023

Active patients: 430
Prescriptions filled: 1736

Receipts:
Insurance payments received: \$305,303.24
Non-member cash/copays received: \$772.68

Less acquisition cost of medications: \$61,780.55

Net profit: \$244,295.37

PRC-equivalent write offs:
LRBOI: \$23,579.75
Other Tribes: \$5,432.53
TOTAL: \$29,012.28

2023 Health Services Department - Manistee Location

Clinic Operations

2023	Patients Scheduled	No Show	Cancelled Appt.	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19	
																		TEST	VACCINE
January	291	27	74	9	199	28	615	386	63	79	6	14	2	166	3	1,257	509	.	.
February	243	11	67	10	175	35	624	412	54	59	5	23	2	114	4	992	573	.	.
March																			
April																			
May																			
June																			
July																			
August																			
September																			
October																			
November																			
December																			
TOTALS	534	38	141	19	374	63	1,239	798	117	138	11	37	4	280	7	2,249	1,082	1	1

** Denotes total included in Total Patient Volume

NOTE: Telephone & Chart Reviews include both Manistee & Harvey locations.

2023 Health Services Department - Harvey Location

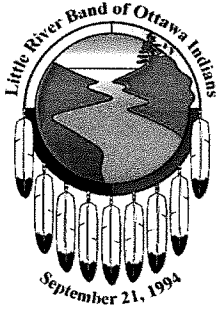
Clinic Operations

2023	Clinic Operations																		
	Patients Scheduled	No Show	Cancelled Appt.	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 MODERNA TEST	PFIZER VACCINE
January	110	7	25	1	79	28	386	63	27	3	2	2	4	41	-	241	-	-	-
February	38	-	10	-	28	35	412	54	7	-	2	2	2	13	-	240	-	-	-
March																			
April																			
May																			
June																			
July																			
August																			
September																			
October																			
November																			
December																			
Totals	148	7	35	1	107	63	798	117	34	3	4	4	6	54	-	481	-	-	-

** Denotes total included in Total Patient Volume

NOTE: Telephone, Chart F

Housing
Tara Bailey



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

HOUSING DEPARTMENT
Report to the Ogema
For February 2023

Staff

Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Krystal Davis – Housing Specialist
Stephen (Jake) Shepard - Housing Maintenance Technician
Matthew Alexander – Housing Maintenance Technician
Mike Pannill – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 8
 - Leases renewed: 6
 - New leases: 1
 - Annual Inspections: 6
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 0
 - Total Number of Awards made during the Year: 1
 - Total Amount of Awards for the Year: \$3630
- C. The Homeowners Assistance Fund received no new applications this month. The program has provided \$59261 in assistance since it began in 2022.
- D. The new Emergency Home Repair program was approved by Tribal Council on January 25th. Applications are available via email, tribal website, mail, or at the Housing office. At the end of February we have already provided \$130,325.80 in emergency home repair assistance to tribal membership. We are no longer accepting applications for the program as we currently have a log of 20 applications waiting on approvals or denials as the funding is almost expended out.
- E. The Housing Director will now preparing the Annual Performance Reports for the IHBG grants from HUD that are due the end of March. These will be presented to TC for approval in the month of March.
- F. Additional funding that was provided in 2020 from the IHBG-CARES in the amount of \$91,607 has been expended. This additional funding provided some assistance to the Members Assistance programs for utility, mortgage, and rental assistance.
- G. The Housing Director will begin looking into how we go about changing the budget that was provided to the Treasury Department with out Homeowners assistance plan as we are seeing the assistance needed at this time for homeowners is with home repairs to keep their homes livable and safe for

them. The current budget provided to the Treasury is for foreclosure assistance but the requests coming in are for other assistance.

- H. The Housing Director is working with Steve Parsons and an outside vendors on coming up with a plan for the lights within the Aki Community. The first phase is to get a map done of all the electrical lines and other utilities. Further information provided further in report.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 13
- B. Termination Notice(s) issued: 6
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 4 units to complete for a move in at this time.
- C. Units inspected this month are in safe and decent conditions; except for two units that are requiring follow up inspections due to the condition of their unit.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 86 rental units in total of which 81 were rented giving us an occupancy rating of 94%.

- A. Aki has 60 income based rental units of which 56 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 8 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 33 low-income family rental units and 30 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

The AKI community continues to experience light outages, these are due to over the years of wear and tear on the light lines between the poles and transformers. We are currently working with a vendor to get a quote on redoing all of the lines so that we will no longer have these ongoing issues. UPDATE: There was a meeting on 2/2/23 with Steve Parsons, Ken Ockert-GTEC and Scott Buzzell from C&I Electric on how we should proceed on this issue. The first phase will be for C&I electric to do a map of all the current electrical poles/lines in the AKI community, a blue print will then be done by GTEC of the electrical lines and all other utilities. The final goal is to get updated electrical lines to the existing poles and replace poles, if required. This will eliminate the continual band-aid of fixing electrical lines in the ground from old splices and old wires that are now over 20 years old. The current electrical lines are not laid in conduit but are simply laying in the ground.

VI. Plans for the Future.

End of Report
Tara Bailey, Housing Director
March 6, 2023

Human Resources
Alicia Knapp



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

To: Ogema Romanelli
From: Alicia Knapp
Subject: February 2023 HR Department Report
Date: 03/07/23

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 2023 Operational Plan

1) The 2023 Operational Plan is partially in revision state and currently still working on moving forward

2) Talent Acquisition

a) Talent Acquisition

- i) Monthly Number of Gains: 2
- ii) Month Number of Tribal Preference Hires: 2
- iii) Number of Requisitions Filled Year to Date: 5 (6 employees)
- iv) Turnover Year to Date: 1
- v) Number of Open Positions: 11
- vi) February included continued prioritization of the talent acquisition process. At the month's end there were 13 open full-time job requisitions.
- vii) Thank you hiring managers for your help and patience!
- viii) February positions yielded 1 employee for Gaming (TM), 1 for Finance (NP) and Health Services added 2 employees – TM/TS. Another Health Services will be coming on in March 2023. HR Talent Acquisition was busy with interviews/setting up, selections/setting up, new hires, replacing expired postings and new postings. Completed 6 backgrounds for future employment, drug screenings some for future starts. Completed 2 Orientation days and other on-boarding tasks, scheduled many interviews, starting dates as well for March/April (Seasonals and RFT). Other changes have started, process and on-line application to start to be put in use in March. Waiting for full on-line applying/requisitioning to be implemented soon.
- ix) Approximately 6 positions are now in the selection/interview/offer steps of the process. We expect to see more new hires in March. At present 1 new Pharmacist for Muskegon - NP, along with NRD Seasonals – 1 in March 3 in April and 2 in May .

- x) Applications are coming in and are picking up, averaging 3 per position posted. Utilized LinkedIn and renewed on Indeed after problems.
- xi) Conducted 1 orientation sessions for 2 new employee .

3) Talent Development and Relations

- a) Leadership and Team Member Development.
 - i) HR assisted the organization and leaders through key issues, including employee relations events and communication are still to be scheduled and to continue.
 - ii) Provided additional HR support to the leadership of various departments.
 - iii) The Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, and Angie Stone for volunteering.
 - iv) Continued assisting leadership with sensitive employee relations issues.
 - v) Assisted departments with job description update – almost complete to L:drive (signed off copies) and a few more employee signed job descriptions to the employee files. Moving forward to review job duties and further update of wages.
- b) HR Department Development Initiatives:
 - i) HR Development Events: YTD 2
 - ii) Continued file migration to O365 storage solutions.
 - iii) Continued project to improve HR use of MIP data.
 - iv) Further update needed on L:drive – forms.
 - v) Autumn - Receptionist is continually getting updates to our organizational system, getting to know all employee names/department to make directing calls more streamline. Working on Directory information update.

Training and Development hours totaled: Less than 6 hours reported hours in February.

4) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 2 ongoing, 3 New, 3 – Assisting Team Members with Benefit and Leave Requests. STD, FMLA and IFML issues have been addressed and completed for redetermination, 1 new WC claim,
- c) Continued processing 401(k) loans and distributions with our third-party administrator, KDP. Loan activity has been ramping up – 3 loan requests processed.
- d) Continued processing new hire insurance enrollments and separation disenrollment.
- e) 401k financial adviser visit was scheduled for the last week of June.
- f) Met with Beene Garter to prepare for 401K audit – Scheduled, moved to July.
- g) 2 meetings with BCBS team for addressing employee questions and concerns.
- h) Processed insurance benefit plan check requests.

5) Safety

- i) Continued COVID-19 support and tracking. Assisted the organization with 0 events during the month.
- ii) Recordable Injuries: 1 resulted in WC claim.

iii) Near Miss/1st Aid: 1

6) Tribal Preference Report

Preference Report for February 2023 – Preference Hires in February 2023 - 2

Employee Count by Preference for February

100 Tribal Members	+1 in February	53% (53.2%) of Tribal Government Workforce
10 Native American		5%+ (5.3%) of Tribal Government Workforce
11 Tribal Descendants		6%+ (5.9%) of Tribal Government Workforce
10 Tribal Spouses	+1 in February	5%+ (5.3%) of Tribal Government Workforce
No data on Tribal Parent – found		0% of Tribal Workforce
Total preference = 131		69% (69.7%)
57 non-preference		
	Gain of 0	30% (30.3%)

Total of all employees 188

WFD Continued on next page.

7) Workforce Development

- i) New Requests for WFD Service: 5 to be processed for July distribution.
- ii) Inquiries for WFD programming 4 for Career Voucher and 1 for Development and Training programming.
- iii) No AWE in February 2023 – 0 in 2023 thus far.
- iv) The Tribal Development team has not met in a few months, outside members are not interested in attending meetings. The Education and HR are meeting to discuss issues and work on new plans.

Regards,
Alicia Knapp
HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
February 2023

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. We have deployed the software need for Artic IT to start moving forward in taking on additional duties in the IT department. Progress has been slower than expected.
2. Sophos antivirus and email protection has been replaced with our Microsoft product eliminating a 23k expense.
3. Eliminated all unnecessary elevated access for IT and third party elevated access.
4. Moved a redundancy server to help prevail if we have another host or network failure.

5. Mandatory IT Projects by order of priority:

1. 2023
 - i. Government EXSI Host is scheduled for replacement.
 - ii. Intrusion detection software has been identified and awaiting for purchase.
6. 163 new IT work orders were opened in February 2023 and 181 IT work orders completed in February 2023. Our current outstanding tickets are at 103.
7. We had two voicemails this past month. One of them was during a lunch break for the Help Desk.

Meetings Held / Attended –

1. Held Staff Meetings with Elevate and ArticIT.
2. Held a meeting with two vendors regarding the website replacement.
3. Held three meetings trying to resolve the SIP conversion issue with the court. Resolution pending.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: March 9, 2023
Re: February 2023 report of activities

Number of tribal members assisted on new issues	64
Number of referrals received	2
Number of continuing cases:	34

Types of legal issues:

Child support	Change of Custody
Probate Estate	Health Insurance
Divorce	Real Estate
Wills	Estate Planning
Child Support Redetermination	Birth Certificates
Trusts	Lady Bird Deed
Mobile Home Title	Landlord – Tenant Issues
Civil Litigation	Personal Protection Order
Estate Planning	Wellness Check - Minor
Deeds	Warrant
Medical Power of Attorney	Bereavement
Post-Divorce Matters	Paternity
Parenting Time	Civil Dismissal
Conservator – Adult	Medicaid
Power of Attorney	Guardian – Minor
Residential Lease	Affidavit of Age
Funeral Representative	Trust Administration
Name Change – Out of State	Child Support Arrearages

Limited Guardian - Minor	Eviction
Contracts	Criminal Sentencing
Insurance Denial	Expungement
Estate Planning Amendments	Vehicle Titles
Civil Dismissal	Funerals
Life Insurance	Housing
Custody	FOIA
401 K Beneficiary	Social Security Card
Trust Amendment	Release
Income Taxes	SSA
Security Deposit	Small Claims
Medical	SSA Part B
Mortgage	Hospital Discharge
Certificate of Trust Existence and Authority	

Sample of Work Performed:

Assisted a tribal member prepare for a change of custody hearing

Assisted a tribal member have the child support recalculated

Assisted a tribal member become their grandchild's guardian

Assisted a tribal member establish paternity for their child so they could receive parenting time

Members Assistance
Melissa Waitner

Members Assistance Department

February 2023 Monthly Report

Department Overview:

Melissa Waitner, Member's Assistance Coordinator
Program Specialist: vacant

Status of Department:

Currently, I am the only employee of the Member's Assistance Department. An interview has been scheduled. All federal grants, which include the list below are in good standing, reports are current and money is being spent down appropriately.

- *Low Income Heating & Energy Assistance Program (LIHEAP)*
 - *Heating*
 - *Crisis Assistance*
 - *Cooling*
 - *Weatherization*
- *Low Income Water Assistance Program*
 - *Water Crisis Utility Shut Off*
 - *Water Bill Payment*
 - *Safe Drinking Water*

Department Highlights

- 98% of the \$2,800 Covid relief checks have been distributed
- Program guidelines and funding assistance levels are being reviewed that haven't been revisited since 2006 and 2010 respectively. Based on current world affairs and the cost of living, draft proposed changes will be forthcoming.
- Hurricane Ian Assistance Program ended December 31, 2022 and served 43 Tribal Members directly impacted by Ian.

Current Assistance Programs with Service Numbers

- Food Assistance Program – Available throughout the U.S. – issued 28 cards
- Low Income Energy Assistance Program - Available throughout the U.S. – 2
- Rental and Mortgage Assistance Program - Available throughout U.S. - 10
- Elder Chore Assistance Program - Available throughout the U.S. - 2
- LIHEAP Assistance Program – Available to nine county service area - 17
- LIHEAP Weatherization Program – Available to nine county service area - 1
- LIHWAP – Water Program – Available to the nine-county service area - 5
- Home Improvement Program – Available throughout the U.S. - 2
- Emergency Transportation Assistance Program – Available throughout the U.S. - 12

1. Department Ongoing Activities

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.

Some Goals for 2023:

- Overhaul and redo of office environment and department culture - in process
- Disaster Relief Program available for defined disasters – in process
- Elder Services Program – partially funded and in draft process
- Veterans Services – in research and development stage
- Cancer Assistance Program – in research and development

February Report

Elders Meal Program



In February the elder's meal program served 70 dine in and 472 take-out meals. Due to the drop in numbers, I reached out to the school to have our 70 meals reduced to 55. The amount of left-over frozen meals was averaging up to 30 a day and not all were being taken home by elders on Thursday. This led to waste of food and resources. There are now on average less than 10 meals being frozen a day leaving plenty still for elders to take home on Thursday.

In PO #230164, fund #4510 G/L 5204 there is still 599.72 remaining for Gordon Food Service. I have requested that be cancelled and returned to the funds available. The reason for this is that Sysco released their 15-case minimum for our program. In January/start of February if I needed less than 15-cases I would go to Gordon's in Traverse or Cadillac. For the February elder's meeting on March 4th the program provided a lunch. The lunch consisted of; choice of croissant/kaiser bun, smoked ham, smoked turkey, roast beef, cheddar cheese, Colby cheese, salad bar, fruit trays and mini cheesecakes that fall under the nutrition guidelines. This cost the program \$448.11 dollars and was well appreciated by the elders attending the meeting. The leftovers were boxed up for elders to take home.

A new NTE PO was opened on 02/17/2023 for Sysco to provide needed salad bar items in the amount of \$1000. PO #230355, fund #4510 G/L #5204 is this PO and has been spent down to \$604.42. This is part of the funding we are trying to spend down from the previous 3 year grant cycle before this new grant cycle begins. PO #230116, fund #4510, G/L# 5204 started out as \$2,091.47 NTE and has been spent down to \$68.07 to date. PO#230165, fund #4370, G/L#5601 started out at \$2,271.75 at the end of January has been spent down to \$107.69.

For elder's projects/entertainment they requested that their garden box be utilized this year. The meals program plans to use some of the remaining funds needed to be spent on new stock tank style garden beds for them. This elevates the beds enough for elders to reach them and will look nice outside of Aki. The program used fund #4523, G/L#5202 to purchase \$60 in seeds from MIgardener which is a Michigan based seed company. Fund #4526, G/L#5202 was also utilized to purchase \$257.11 in supplies for seed starting. That event will happen in March. Elders were also taught the ways to regrow left over vegetables with the focus this month on romaine.

The Muskegon elder's meals ran into a slight roadblock. There has been and still is some confusion about where the meals are to be held. If it is to be at Hackley that is not a problem. However, there still needs to be a meeting to discuss this so the program can move forward utilizing Agewell to feed the Muskegon elders. Kitchen remodeling is moving forward. Walls have been patched, scrubbed, and painted and the ceiling tiles/frames are in progress. LRBOI is in que for scheduling of the installation of the hood vent. All cabinets/island and hood vent have arrived and are graciously being stored by commodities at their warehouse.

Natural Resources
Frank Beaver



Gaá Čhíng Ziibi
Daáwaá
Aníshinaábek

LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT
310 9th Street
Manistee, MI 49660
(231) 723-1594

February 2023 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;
 - Participated in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
 - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.
2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
 - Implementation of the Water Quality Monitoring Program;
 - Development of a non-point source monitoring program;
 - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
 - Recycling
 - Continuing monitoring air quality.
3. Protecting wildlife within our native lands through:
 - Monitoring Tribal harvest of subsistence hunting and trapping.
 - Monitoring and indexing species populations within the 1836 Ceded Territory.
 - Responsible Hunting and Trapping Regulations; and
 - Mapping and inventory of Tribal lands and the Ceded territory.

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland

- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Great Lakes Restoration Initiative grant management
- Great Lakes Fishery Trust grant management and reporting
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- Consent Decree(s) information reporting
- Submitted 2023 LRBOI inland work plans DNR and tribal partners in fulfillment of 2007 Consent Decree requirements.
- 2020 Great Lakes Consent Decree negotiations
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Boat graphics/ labeling
- Sturgeon Data entry and database management
- GVSU contract for sturgeon genetics analysis
- Collaborative discussions with LTBB for surgeon assessments

- 2022 Sturgeon program annual report
- 2023 Manistee River, sea lamprey treatment discussion, SOS coordination
- Artic Grayling literature research for reintroduction
- Ordered and received water temperature loggers for monitoring water temperatures in Upper Manistee watershed in support of Arctic Grayling reintroduction.
- Fisheries programs, Sturgeon, Inland, Great Lakes workplan development
- Artic grayling temperature monitoring database development
- Great Lakes Fisheries Assessment program 2023 workplan development
- Feb 17: CWT data and 2022 data completion
- FY 2023 2007 Inland Consent decree workplan submitted to parties. Updates.
- 20th Annual Sturgeon release prep – Contacted partner agencies about educational displays for release ceremony.

Equipment maintenance/Field Work/Lab Work:

- Adult sturgeon assessment Manistee Lake 17th and 25th
- Adult sturgeon video survey, Manistee Lake, MI
- Commercial fish sampling WFM07 Ludington.
- North Branch Manistee River habitat ground truthing and aerial habitat comparison
- Great Lakes fisheries otolith/maxilla/spine preparation, processing, imaging, and aging
- Great Lakes, commercial fishery harvest sampling
- GL fish diet analysis
- Feb 20-21: Net tying
- NRD Boat graphics installed by Amor Sign on 2/22
- preparation for sturgeon, inland and Great Lakes fisheries field season
- Preparing supporting documentation for 2023 Walleye and Steelhead permitting

Meetings/Training/Travel/Conference Calls

- CORA catch reporting system development meetings.
- Tribal Council Meeting, CORA Contract (2/1)
- LRBOI February Staff Meeting (2/2)
- Delivered Sturgeon genetic samples to GVSU – 2/3
- NRD Staffing Applicant Review Meeting (2/7)
- GLFT meeting – Coregonine work (virtual) (2/7)
- Subsistence Fishing License (2/10)
- Midwest Fish and Wildlife Conference, Overland Park, KS (2/12-16)
- Natural Resources Commission meeting, fisheries topics, (2/13)
- Sturgeon discussion radio interview (2/13)
- Great Lakes Fisher Trust, Scientific Advisory Team Meeting, Lansing (2/14)
- Boy Scout fishing day discussed Lake Sturgeon and provided fisheries information (2/19)
- 100% Whitefish Meeting (2/22)
- NRD Staff Meeting (2/22)
- GL Fisheries Technician Interviews (2/28)
- GLATOS, Virtual listening of Acoustic telemetry conference (2/28)

- Great Lakes Acoustic Telemetry Observation System (GLATOS) meeting in Ypsilanti, Michigan (2/28-3/2)
- Feb 21: Data Management and Relational Databases Course – MSU (virtual)
- Feb 27: Data Management and Relational Databases Course – MSU (virtual)
- Completed Introduction to Lakes course (MSU Extension)
- Michigan Chapter American Fisheries Society database course.

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

Wildlife Program

Vacant – Wildlife Division Manager

Vacant – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Completed monthly report
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2022 harvest permits, USFS access passes, etc.
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence.
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Habitat work on tribal properties
- Treat invasive plant species on Tribal property

Meetings/Training/Travel/Conference Calls

-

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

-

Meeting/Training/Travel/Conference Call

-

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Reviewed the QAPP, added attachments, and adjusted suggested by EPA for final submission and approval.
- Drafted workplans for April to July 2023 with the Sugar Shack cleanup as the top priority.
- Calculated land cover In Manistee County and within the 1836 Reservation Boundary
- Drafted a household waste and battery recycling information guide for the April Membership meeting.
- Reviewed revisions on the and suggestions with EPA and contractor for future revision and formal review.

Field Work and Equipment Maintenance

- Categorized obsolete electronics for possible recycling or repurposing at the Hazardous Waste collection in August.
- Backed up and categorized prior years fieldwork from hardware and created organized data files including point data.

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

- 1 on 1 with NRD director on February 1 and 16.
- We had NRD Huddles on February 6, 13, 20, and 27.
- February Staff meeting on February 2.
- Webinars for New EPA Recycling Infrastructure Funding Opportunities for Tribes and Intertribal Consortia on February 7.
- Climate Change Adaptation Resource Center (ARC-X) webinar on February 9.
- Waste Webinar Series: Waste 101 on February 15.
- Census Tools for the Grant Writing Trade on February 16
- Let's Talk About It: New Year's Resolutions for Tribal Waste Management on February 21
- NRD staff lunch on February 22.
- Brownfields Nuts and Bolts Training with the UCLA Education and Research Center on February 27 and 28

Water Program (106 and 319)

Administration/Reports/Data Entry

- Created spreadsheet of LRBOI water outreach efforts/capacity and sent to MCD to help identify areas of potential partnership.
- Submitted comments on Pentwater Sandy Bend project proposal.
- Submitted TEPM travel request.
- Calculated land cover and river/stream km for LRBOI parcels and 1836 reservation for WQAR report.
- Worked with Michelle Ervin to draft summary notes from 2/24 meeting at PLWf wetland to share with board.
- Received and reviewed old Portage Lake AVAS summaries.
- Forwarded Onekama fish study proposal to NRD colleagues and brought their comments to the Invasive Species Committee meeting.
- Input nutrient data to WQAR
- Input physical data to WQAR
- Completed travel for TEPM
- Registered from GSA vehicle training

Field Work and Equipment Maintenance

- Completed February WQ
- Delivered nutrient bottles to GLEC
- Calibrated eureka's

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

- 2/3/23: MCD Quarterly Watershed Partner Meeting.
- 2/3/23: call with Renee from MCD to discuss partnering.
- 2/7/23: PLWF WQEM Committee.
- 2/10/23: Onekama Township Invasive Species Committee meeting.
- 2/21/23: EPA WD Tribal Call.
- 2/24/23: Onekama Township Invasive Species Committee meeting.
- 2/24/23: met PLWf president and Onekama Parks & Rec at PLWf's wetland property to discuss future plans.
- 2/28/23: PLWf board meeting.
- 2/7- PLWF WQEM meeting
- 2/6- Water Quality and Wetland mapping workshop

- 2/9- R5 Monitoring webinar, mussel reintroduction
- 2/21- Tribal Water call
- 2/22- Pine River Watershed restoration committee meeting
- 2/22- NRD Staff meeting
- 2/28- National Fish forum
- 2/28- PLWF board meeting

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

-

Field Work and Equipment Maintenance

-

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

-

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Wrote and submitted two BIA GLRI Distinct Tribal Program grant applications: Managing Invasives Through Partnerships and Protecting Wild Rice in the Maple River.
- Completed hiring tasks for Seasonal Environmental Technician: reviewed applications, drafted interview questions and review form, coordinated resume review with hiring team, submitted interview recommendations, held interviews, and submitted hiring recommendations to HR.
- Responded to inquiries regarding invasives and wild rice following MISC keynote.
- Created R5TWWG google account for TWWG leadership.
- Drafted letter of support templates for the two GLRI proposals and sent to project partners.
- Drafted letter of support for MRWA's grant application, sent to Director for signature, and submitted to MRWA.
- Posted Environmental Division Manager job announcement to job boards.
- Created shared file for Env Div to list documents needed from Div manager's files.
- TWWG leadership transition planning.
- Coordinated with ISN and provided input on their SOGL application for partner project in MRSGA.
- Sent updated draft brochure language and photos to BIA following request to include LRBOI's invasive project in upcoming outreach materials.

Field Work and Equipment Maintenance

-

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

- 2/1/23: TWWG Workshop day 2 (gave presentation about MRWIT).
- 2/2/23: TWWG Workshop day 3.
- 2/3/23: Call with Audrey (ISN) to discuss MRSGA project grants.
- 2/8/23: NAWM webinar.
- 2/9/23: meeting with CMU and MRWA to discuss Maple River GLRI proposal.
- 2/16/23: final call between TWWG Leadership and ELI contractors to discuss

- transition.
- 2/16/23: Director 1:1.
 - 2/21/23: MWRIT Meeting.
 - 2/22/23: NRD staff meeting.
 - 2/28/23: interviews for Seasonal Environmental Technician.

Great Lakes Policy Program

Administration//Reports/Data Entry

- LRBOI GLRI Tribal Capacity and LAMP Program grant - Submitted Feb. 15
- Reviewed Documents
- LRBOI_GLRI_Category1_Maple_River grant proposal - Submitted Feb.16
- LRBOI_GLRI_Category1_MRSGA. grant proposal- Submitted Feb.16

Field Work and Equipment Maintenance

- Prep for HWA Survey on LRBOI's Custer Parcel

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

- LRBOI Staff Meeting. (2/2/23)
- MWLP (2/7/23)
- CSMI Lake Michigan Report Out Session 1 (2/8/23)
- 83rd Midwest Fish and Wildlife Conference (2/12/23- 2/15/23)
- Tribes Mining Call (2/16/23)
- Staff Lunch (2/22/23)
- CSMI Lake Michigan Report Out Session 2 (2/22/23)
- Weather Closure (2/23/22)
- Lake Huron Partnership Working Group Call (2/23/22)
- Environmental Seasonal Interviews (2/28/23)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

February 2023

Steve Parsons

Meetings/Conferences/Trainings

- On February 2, 2023, I attended the February LRBOI staff meeting held via Microsoft Teams.
- On February 2, 2023, I attended a meeting to discuss a project to map out the underground connections to the street lights at Aki Maadziwin, and use BIA Roads Maintenance funding to pay for the project. Also attending the meeting were Scott Buzzell of C&I Electric and Tara Bailey, LRBOI Housing Director.
- On February 16, 2023, I attended a LRBOI Tribal Government Director's Meeting held in the Lodge of the Gov't Center.
- On February 21, 2023, I attended a virtual meeting via Microsoft Teams to discuss the Tribal Potable Water Program that is administered by the BIA. The discussion was focused on available funding to assist with the installation of a water well at the Biimadiiziiwin Cemetery currently being constructed on tribal trust land in Custer Township. Also attending the meeting were Chuck Fisher and Mark Dougher, LRBOI Grant Writers, and James C. Redman, representative from the BIA Regional Office in Minneapolis. Since the purpose of the funding was to provide potable water to Tribes on an emergency basis, we were politely told that we did not qualify as our intended use of the funding was to construct a water well, which is considered as infrastructure, and is not covered by grant funding.
- On February 24, 2023, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, the Little Traverse Bay Band of Odawa Indians, the Nottawaseppi Huron Band of the Potawatomi, and the Hannahville Indian Community also participated in the meeting.
- On February 27, 2023, I met with Lyle Dorr, LRBOI Grants Administrator, to go over the various reports that are available on the MIP Report Writer.

Activities/Accomplishments/Updates

- 2023 BIA Roads Projects: Here is a brief review of BIA Roads Projects that are scheduled to take place this year.
 - Aki Maadziwin Roads: We will resume work on the entry road as soon as possible in the spring. Elmer's is the contractor working on the entry road project. We have a projected start date of April 10, 2023. Once the entry road is completed, Elmer's will then work on the remaining roads in the circle/residential area, which includes minor repair work, resurfacing and sealcoating. If time permits, we will also look at resurfacing the Aki Community Center parking lot.
 - Public Safety Parking Lot: The remaining item on this project is the construction of a small (20 spaces) parking lot on the north side of the Justice Center Building. We will have the bid package out sometime in mid-March, and hope to begin work on this project on April 10, 2023.

- Tribal Cemetery Road: Now that the road network for Phase I has been completed, we will focus on the remaining components of the Cemetery Project. These include a fresh/drinkable water source (water well), electric power connection, septic system, facilities/maintenance building, and landscaping (including laying out of burial plots). The various components will be put out to bid sometime in mid-March, 2023.
- US31/M-22 Roundabout (Remaining Items): The roundabout construction was completed in September 2022. However, there are a few remaining items that the Tribe will complete utilizing BIA Roads Construction funding, including: finish construction of the sidewalk that connects the roundabout to the main entrance at LRCR, repairing the portions of the LRCR irrigation system that were damaged during roundabout construction, and providing landscaping in the interior circle of the roundabout. We plan to bid out these projects separately around April 1, 2023.
- Government Center Parking Lot #2 (Primarily used by the LRBOI Clinic): This involves the replacement of the porous concrete sections of the parking lot by solid concrete sections—much like what was done with the Government Center front parking lot. We anticipate this project being completed in 2-3 weeks, and plan to have the project bid out sometime in May 2023.
- Loon Drive Resurfacing/Reconstruction: This project will involve the resurfacing and/or reconstruction of Loon Drive from the general area where it connects with the roundabout to the area just beyond the existing Gathering Grounds parking lot. A specific schedule for this project has not been established, but we hope to have this bid out sometime in the late spring/early summer of 2023 with construction occurring shortly thereafter.
- Aki Maadziwin Connector Road: This project was put back on the TTIP for 2023 as a planning/development project. This is a proposed road that will extend from the southwest corner of the Aki Maadziwin Housing Development (near the existing pump house) along an existing railroad grade and will terminate at Frost Road just north of US-31 (near the existing Marathon Gas Station). This proposed road will serve as an alternate route to enter and exit Aki Maadziwin (particularly in an emergency situation when the entry road is not accessible).

Public Safety
Robert Medacco

**Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
February-23**

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	5
City Assist	6
County Assist	15
Medical Assist	3
MSP Assist	3
Other Calls for Service	4
Property Checks	653
Suspicious Person	3
Suspicious Situation	3
Well-Being Check	7

Traffic/Vehicle

Abandoned Vehicle	
Accidents	6
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	2
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	1
OUID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	2
Towed Vehicle	
Traffic Stop	10
Unsecured Vehicle	
Verbal Warning	5
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	7
PPO Served	1
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	7
Assault	1
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	1
Disorderly	2
Domestic Disturbance	4
Drive-Off	2
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	1
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	2
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	6
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	295.25
Alarm	4
Attempt to Locate	2
Boat Dock Checks	
Casino Hours	145
Civil Standby	
Community Policing	2
Court Hours	6.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	14
Found Property	5
Lost Property	
Meetings Attended	
Open Door	2
Open Window	
PBT	
Special Detail	
Suicidal Subject	2
Total Complaints	71
Total Reports	71
Training Hours	6.75
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	4940
Voluntary Missing Adult	

Training/Travel

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
February-23**

Administrative Hours	191.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	3
Assist Hours	6
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	14
Contacts	337
Court	1
Court Hours	1
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	495
Joint Patrol(s)	
Marine Time	
Meeting(s)	5
Meeting Hours	32.5
Paper Service	
Possible Trespass	1
PR Activities	
PR Activities Hours	
Property Checks	117
Snowmobile Patrol Hours	
Training(s)	22
Training Hours	101.5
Vehicle Mileage	2327
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

February 19-24, 2023 Officers Gunderson and Bruce attended Chief Conservation Meeting and Waterfowl Id training in Duluth, MN.

February 2023 All Officers completed PBT training through MI-Train.

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
February-23**

Administrative Hours	37
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	2
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	316
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	2
PR Activities Hours	3
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	1.5
Vehicle Mileage	3738
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

February 19-24, 2023 Sgt Robles and Officer Brown attended Chief Conservation Meeting and Waterfowl Id training in Duluth, MN.

February 2023 All Officers completed PBT training through MI-Train.

Tax Office
Valerie Chandler

Tax Department February 2023 Monthly Report

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

During the month of February 2023, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for January 2023.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 3 Certificates of Exemption:
 - Purchaser: 3 RTMs 0 Tribe/Entity
 - Purchase Type: 3 Vehicle 0 Recreational Vehicle 0 Construction
9. Reviewed 38 Tribal Member address and/or name changes; 8 required updating of the RTM list and database.
10. Processed 8 Proofs of Residency.
11. Processed 5 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates include, but are not limited to:
 - New or re-instated RTMs

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

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for March 2023 and provided it to the Trading Post interim Manager.
8. Reviewed and processed 1,680 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed January 2023 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Prepared the announcement of the January Employees of the Month which included printing and displaying the certificates in the lobby.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition for the government employees including, but not limited to facilitating the monthly virtual staff meeting and seeking agenda items.
3. Inquiries and questions regarding copies of 1099s (which were referred to Enrollment) and copies of RTM Annual Sales Tax Credit Letters of Verification and Form 4013.

4. Worked with staff coordinating the Round Dance to approve an exemption from the collection of Tribal Tax by vendors selling merchandise due to the event being a tribally-sponsored cultural event.
5. Corresponded with staff to try to stay updated on the progress of the Community Center remodeling so that it has little to no interruption or inconvenience to current reservations.
6. Processed and submitted the Tribe's tax sharing return to the State Treasury.
7. Worked with the Controller on the status of the current Tax Agreement audit since she was a former auditor for the State.
8. Prepared, printed and mailed 22 letters requesting Proofs of Residency from potential Resident Tribal Members.
9. Processed and submitted 2 Venue Reports to the State of Michigan for performances at the Resort.
10. Processed, issued and mailed 4 Temporary Tribal Business Tax Licenses to vendors and/or performers selling merchandise on Tribal/Trust land

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - State sales tax being charged on a Tribal utility account
2. Continued to correspond and work with the State of Michigan Department of Treasury staff conducting the Tax Agreement audit.
3. Corresponded with Treasury staff regarding clarification on taxation of goods received within the Tax Agreement Area, but installed outside of the Agreement Area.

Little River Trading Post Interactions:

1. Worked with Trading Post interim Manager in updating the OTP tribal member prices as their prices fluctuate.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.

Meetings / Trainings Attended During the Month:

1. Monthly Employee Staff meeting via Teams on February 2, 2023.
2. Directors' Meeting on March 16, 2023.
3. Accounting Department meeting (as a guest) on March 20, 2023.

Statistics:

Total Registered Resident Tribal Members (RTMs): 249

- Manistee County: 237
- Mason County: 12

Monthly Tax Revenue*:

*January 2023 amounts received in February 2023

- Retail Sales Tax (Gift Shop) \$897.56
- Retail Sales Tax (Nectar Spa) \$86.05
- Retail Sales Tax (Trading Post) \$486.57
- Service Tax \$867.75
- Admissions Tax \$0
- Lodging & Occupancy Tax \$9,949.27
- Food & Beverage Tax \$25,254.93

Tribal Member Tax Exemption Rates ("Discounts") for March 2023*:

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

- Gasoline: \$0.459/gallon
- Diesel: \$0.537/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

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

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
February 2023 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded as appropriate to 47 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe’s information files and maps to determine possible impacts.
2. Participated in regular meetings with the Ogema and other members of the Lead Group.
3. Communicated with staff from departments in Lead area of responsibility about various items.
4. Attended meetings about Artic IT and services.
5. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
6. Administered, directed, and supervised all departmental activities.

7. Approved timecards and PTO requests for the departments for which I am the Lead, as needed.
8. Attended remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE.
9. Attended the regular monthly staff meeting.
10. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
11. Attended the DIA-MACPRA planning meeting (online).

The Language Coordinator accomplished the following during this month

1. Working with LRCR food & beverage department about language camp.
2. Video shoot for language camp invite & presenters call.
3. Created monthly word list for LRB Currents.
4. Worked with Interlochen Public Radio on Pod Cast.
5. Contacted Grand Rapids Public Museum about work and meetings.
6. Developed language lessons and taught them to class.
7. Created language lessons for face book show, recorded them and posted.
8. Recycled for LRB Pharmacy.
9. Took three days bereavement leave.
10. Consultant to Interlochen radio, Delta Dental, GRPM, Mi. nature association.
11. Answered Emails & calls about camp, language, website

Travel, training and budget expenses

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

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
February 2023, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Placed Reactor # 2 back in service

Billing

Water	\$11,935.97
Sewer	\$16,089.70
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$16,087.80
Septage	\$3,116.70
Other	\$183.55
Month Total	\$57,293.98
Yr. to Date Water	\$24,020.79
Yr. to Date Sewer	\$32,833.55
Yr. to Date Irrigation	\$3,621.86
Yr. to Date Fire Suppression	\$16,138.66
Yr. to Date Manistee Township	\$30,984.18
Yr. to Date Septage	\$7,669.20
Other Revenue	\$374.95
Credit	\$0.00
Yr. to Date Total	\$115,643.19

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,054,618
 - b. Ave Daily Flow Gallons 73,379

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 2,606,629
 - b. Daily Average Gallons 93,094

 - Effluent Gallons**
 - a. 2,916,055
 - b. Daily Average Gallons 104,145

 - Lagoon**
 - a. Influent 42,011
 - b. Daily Average Gallons 1,500

- 3. Septic Sewage**
 - a. 51,945 Gallons

III. Travel/Trainings/Meetings

What: Seminole Energy Conference
Who: Gary Lewis
Where: ZOOM
Sponsored by: Seminole Tribe

What: MTERA Board Meeting
Who: Gary Lewis
Where: Zoom
Sponsored by: MTERA

What: Work Session / Agenda Review/ Council Meeting JWC Contract
Who: Gary Lewis
Where: Zoom
Sponsored by: Tribal Council

What: Agenda Review / Council Meeting, Goszling Czubak Contracts
Who: Gary Lewis
Where: Zoom
Sponsored by: Tribal Council