

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

**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema *LBR*  
**Naangwa:** Date: April 5, 2022  
**Maanda Nji:** Re: February 2022 Operations Report

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We respectfully submit the February 2022 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians  
Departmental Monthly Reports  
February, 2022

## TABLE OF CONTENTS

Accounting	Steve Wheeler
Education	Yvonne Parsons
Enrollment	Jessica Wissner
Facilities	Rusty Smith (Interim)
Family Services	Kimberly Crampton
Food Distribution	Ken LaHaye
Grants	Lyle Dorr
Health	Daryl Wever
Housing	Tara Bailey
Human Resources	Vacant Director
Information Technologies	Andrew Jeurink (Interim)
Legal Assistance	Mary Witkop
Members Assistance	Kimberly Crampton
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting  
Steve Wheeler

# Finance Division

## Steven Wheeler, Chief Financial Officer

### February, 2022 Department Report

#### I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2022 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. Also, continued transition planning and training for Controller related to upcoming CFO planned departure.

#### Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2022 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

#### Accounting:

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

##### Objectives:

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

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

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

## **Property Management:**

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

### **Objectives:**

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

## **Budgeting:**

***Goal: Improve the accuracy and usefulness of budget information.***

### **Objective:**

1. Formulation and assembly of 2023 budget. This process will begin and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

## **Purchasing/Travel:**

***Goal: Improve efficiency of processes and reduce costs.***

### **Objective:**

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

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

## II. Department Reporting Section

### AUDIT

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

### STAFF ACCOUNTANTS

#### *Duties and Accomplishments –*

1. **Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center** the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of **February**
  - i. **AKI 5 – 2021 Homes – N/A**
  - ii. **Muskegon Health Center – N/A**
  - iii. **Commodities Building Project – N/A**
2. **Cash Receipts:** Daily cash receipts totaled for the month of **February**, were, **\$844,702.24** the General & Special Revenue Account had a total of **(244)** receipts.
3. **NGLC:** Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement, ongoing working through the closeout as the business has been closed, **still ongoing, accounts receivable balance.**
4. **Pharmacy:** Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,
5. **Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.
6. **1099MISC. – 2021 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2021. Continued to send tax documents out to the membership.**
7. **WEX Card- Monthly Report, removed the terminated employees, schedule the payment and reviewed and reconciled the report to the payment.**
8. **Tribal Financial Statement Requirements: Due by the 8<sup>th</sup> of the month.**
  1. **Cash Deposits**
  2. **Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**

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

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

***Other Meetings:***

***Feb 14 – Progress Meeting- Muskegon Health & Admin - Reno***

***Feb 14, 21 – Survey group – weekly meeting***

***Feb 21 – Casino ACH payments – follow up on the documents, process.***

***Duties and Accomplishments –***

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

***Meetings Held / Attended –*** White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, WH COVID , LEPTA, Hazard Mitigation, Survey Work Group, Casino Payments, Fast Command, Cybersecurity

***Trainings Held / Attended –*** EOC Webinar

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

***Upcoming Projects / Tasks –*** Hazard Mitigation, Audit



## GRANTS MANAGEMENT ADMINISTRATOR

### **Duties and Accomplishments**

- *I sent out March report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that have ended.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge for indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signed the cover letter and financial (if required), scanned the grant reports documentation to the electronic grant report folders and placed a hard copy in the Grant Program Booklet. Forwarded the original reports to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *Once the Food Distribution Center forwards a copy of the monthly food invoices showing the cost of the food purchase. I scan to the electronic grant folder and place the original in the Grant Program Booklet.*
- *There were three grant modifications received in February for the following grants:*
  1. *2022 IHS Self Governance Compact added funding for \$270,744. This was ARPA funding.*
  2. *2022 BIA Self Governance Compact added funding for \$838,256.*
  3. *2022 IHS Self Governance Compact added funding for \$566,557.*
- *There can be different types of modifications. The above modifications are for additional funding to existing grants. I pull the Grant Program Booklet that pertains to the modification. I scan the modification to the electronic modification folder that was set up when the grant was awarded. I prepare a Grant Program Information Sheet that I enter all the information as it relates to the modification. I create one of these for each modification. I contact the Grant Administrator to ask where the funds should be placed in the budget and ask that this be submitted to me or the Budget Coordinator. Once the budget is received, I forward all the documentation to the Budget Coordinator so that he can take to Tribal Council to have accepted into the operating budget by resolution. I file the original document in the Grant Program Booklet and write on a tab that is attached to the*

modification that it's a federal modification and the number of it and the amount of added funding. Once the grant has been accepted into the operating budget, the Budget Coordinator enters the budget modification into the Accounting System. A copy of the revised budget entered and executed resolution is given to me. I rescan all the award documents, budget and resolution to the electronic folders. Original documents are placed in the Grant Program Booklet.

- There were two new grants awarded in February for the following:
  1. 2022 LIHEAP grant for \$2,956 for the period of 10/1/21-9/30.23.
  2. 2022 IHS Self Governance Compact grant for \$473,784 for the period of 1/1/22-12/31/22.
- The process for new grants awarded. I assign an available fund number to the grant awarded. Grant Program Booklets and electronic folders are set up. I scan the grant documents to the electronic folders and place the original documents in the grant files. I enter the new grant awards on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. Send the new grant information to the Staff Accountant so that she can set these programs up in the Accounting System. Forwarded to the Budget Coordinator copies of the new award documents so that he can take to Tribal Council to have accepted into the operating budget by resolution. Once the grant has been accepted into the operating budget, the Budget Coordinator enters the budget into the Accounting System. A copy of the budget entered and executed resolution is given to me. I scan all the award documents, budget and resolution to the electronic folders. Original documents are placed in the Grant Program Booklet. Notice of these grant awards are sent to the Purchasing dept., Ogema office, Accounts Payable and Controller letting them know the new grant information. I create a Grant Program Booklet for the person administering the grant and forward to them. I schedule all program federal & narrative reports due for the life of the grant on the reporting calendar. The Grant Program Booklet is filed with all the other grants.
- There were three billing invoices submitted for February and they are for the following:
  1. 2021-2022 ITC Native Connections grant request for \$12,188.21
  2. 2021-2022 ITC Home Visiting Expansion grant request for \$18,376.37.
  3. 2021-2022 ITC Behavioral Health Implementation grant request for \$1,782.32.
- I worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.
- Submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of January.
- I met regularly with the Grant Writer to go over projects/grants he is working on.
- Inquired by email to a few Federal agencies on questions that I had.
- Filed numerous financial reports this month and only completed the draws on those grants that I filed reports for. Working under limited hours didn't allow to complete any other tasks.
- I set up my MiLogin for the third party access to the IGX system for the access to the VOCA grants at [MDHHS-DVS@michigan.gov](mailto:MDHHS-DVS@michigan.gov).
- The access renewal update for the SAM system is due annually of each year. I worked on completing this update.

### **Trainings Held/Attendance**

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

### **Upcoming Projects/Task**

## **PAYROLL**

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

1. Processed 345 payroll vouchers/checks.
2. Verified 12 PAF's this month which included 1 new employee(s), and 4 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 2/11 and 2/25.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

### ***Meetings Held / Attended –***

- 2/3 and 2/10 – Employee Recognition Team meeting.
- 2/3 – Monthly Staff Meeting.
- 2/10 – Leadership Roundtable.
- 2/2 – Meeting with CFO, Controller, Ogema, and Casino regarding Advisory Group Stipends.
- 2/16 – Meeting with Controller regarding Adlife discrepancies.
- 2/28 – Meeting with Leads, HR and Controller regarding Adlife premium issues.

### ***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 February 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. Continued Training of Payroll/Finance Clerk.
10. Completion of annual MW-3 for Muskegon local tax.

***Ongoing Projects / Tasks –***

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

***Upcoming Projects / Tasks –***

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Updating and preparing biannual payroll certifications.

**ACCOUNTS PAYABLE**

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

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

## **Meetings Held / Attended -**

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

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

## **Upcoming Projects / Tasks**

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

## **PURCHASING/ TRAVEL OFFICE**

## **PURCHASING / MAIL ROOM CLERK**

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

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system

9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

***Meetings Held / Attended –***

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

1. Backup for the Tax Officer

***Upcoming Projects / Tasks –***

## **PURCHASING SUPERVISOR**

***Duties and Accomplishments –***

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.

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

### ***Special Tasks / Activities Performed – & Meetings Held / Attended***

1. 2/17 Monthly Staff Communication Meeting.
2. 2/28/21 Survey Work Group Meeting.
3. 2/29 Work session with Tribal Council.
4. 2/29 Leads Meeting.

## **PROPERTY/RECEIVING OFFICE**

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

1. Received in 180 packages.
2. Issued 89 receiving reports.
3. Returned 1 items for credit
4. Made deliveries

### ***Meetings Held / Attended –***

### ***Trainings Held / Attended –***

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

#### ***GSA billing***

#### ***Mileage of department's vehicles***

#### ***Upcoming Projects / Tasks –***

## **BUDGET COORDINATOR**

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

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

### ***Meetings Held / Attended –***

None

### ***Trainings Held / Attended –***

None



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

***Upcoming Projects / Tasks –***

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

**Expenditures Update**

Total year to date expenditures for the Finance Division for February, 2022, are \$172,711, compared to an annual budget of --not yet approved--. Total expenses for the Finance Division for year to date February, 2022, represent --% of the total annual budget.

Education  
Yvonne Parsons

*Education Department*

*Yvonne Parsons, Education Programs Coordinator*

**February 2022 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 12<sup>th</sup> grade computers totaling \$3000; 6 students received funds for school clothing for 2022 totaling \$3000; 3 students received assistance for senior expenses totaling \$697.72; 1 student received funding for driver's training totaling \$250
- **Higher Education Scholarship:** 15 Higher Education Scholarships were processed for February. Total awards were \$31,478. This month assistance went to 9 university students and 6 community college students. 1 student is male, and 14 are female.
- **College Book Stipend:** 18 book stipends were awarded during the month of February totaling \$7200. 2 for being enrolled in 1-3 credits; 6 in 4-8 credits, and 10 students received stipends for being enrolled in 9 or more credits.
- **Our department is currently operating on the adjusted Covid 19 schedule with remote work Monday and Tuesday for Education Programs Coordinator, and remote work for Thursday and Friday for Education Office Assistant. We have been researching information regarding farmer's markets and vendor education opportunities we may be able to offer to tribal citizens in the coming months.**

**Meetings:**

**February 3- Monthly Staff Meeting via zoom**

**February 11- 3<sup>rd</sup> Grade Reading Law information session for Confederation of Michigan Tribal Education Directors (CMTED) by University of Michigan via zoom**

**February 9- Tribal Development Team Mtg via zoom**

**February 18- Phone meeting with Megan Rodel regarding the possibility of using tribal vocational assistance program for Northern Michigan University's Cannabis Studies program after information requests from two separate tribal members expressing interest in the program, which is not a credited program and is offered in conjunction with NMU, but not by NMU, so does not meet qualifications for higher**

education. 2<sup>nd</sup> meeting is scheduled with that program after they review the vocational program guidelines.

**February 24- Tribal Council Work Session re: Farmer's Market via zoom**

**Tribal Council/Ogema meeting re: 2022 budget**

**February 25- Tribal Consultation with Grand Rapids Public Schools regarding ESSR funding and ESSA requirements that GRPS, as a recipient of a significant amount of funding for Title VI Indian Education funds for its Native American Education Program, is required to complete. Included Education Departments from LTBB, Gun Lake, Huron Potawatomi, Grand Traverse Bands, and LRBOI as tribes who all have students in GRPS**

### **III. Budget Expense Justification**

- **Activities performed and services rendered fall within budgeted items for the 2022 fiscal year, based on funds estimated in the 2021 February budget per the continuing resolution regarding 2022 budgets.**

Enrollment  
Jessica Wissner

## **ENROLLMENT DEPARTMENT REPORT**

### **February Monthly Report - 2022**

**MARY CARPENTER, ENROLLMENT ADMINISTRATIVE ASSISTANT**

#### **Department Goals**

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

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

#### **Department Objectives are:**

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check 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: 8 Applications forms for people seeking membership
- Sent out: 12 Address change forms
- Created 15 New and Replacement Tribal ID's from 02/01/2022 through 02/28/2022
- 64 Addresses changed from 02/01/2022 through 02/28/2022
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 4 Applications received since 02/01/2022
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: TERT, Tax, Court, Election Board, BIA
- Label request of Membership: Ogema
- Tribal Members Label/List request: 0
- Statistical request: TERT, Grant

### **Department Verifications**

1. Prosecutor 43
2. Clinic 0
3. Human Resources 3
4. PRC/EHAP 21
5. Member's Assistance 31
6. Housing 0
7. Food Distribution 1
8. Casino 1
9. Family Services 6
10. Tribal Council 1

- 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 4 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 0 Tuition Waiver Verifications
- 167 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

### **Meetings**

- Employee Staff Meeting – February 3<sup>rd</sup>
- Enrollment Commission Meeting – February 15<sup>th</sup> (Cancelled)

### **Enrollment Statistics**

- Total Membership: 4,046

- Total number of Elders: 1,474
- Total number of Adults (18-54): 2,275
- Total number of Minors (0-17): 297
- Total Tribal Members living in:
  - 9 County Area: 1,668
  - Outside 9 County Area: 2,341
  - Michigan: 2,646
  - Outside Michigan: 1,363
  - Undeliverable Addresses: 37



Facilities  
Rusty Smith

## ***Facilities Management Department Report (Maintenance)***

February 2022

Submitted by De-Ahna Underwood, Administrative Assistant

### **I. Department Overview**

Winter Maintenance Operations: Nov 15<sup>th</sup>-March 15<sup>th</sup>  
 Technician Hours of Service: Monday-Friday 6am-2:30pm  
 Office Hours of Service: Monday-Friday 8am-4:30pm

Winter Maintenance services provided to the following locations: Government Center, Justice Center, Food Distribution, Natural Resources, Area 51, Facilities Barn, East Lake. Periodically: Sugar Shack  
 This year the department is providing snow removal services with 1 experienced driver and 1 in training.

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

#### Current employees

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

#### Vacant positions

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

#### *Not budgeted/written out*

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

### **Goals & Objectives**

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

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

## II. Department Reporting Section

EVS 3 Technicians perform janitorial services to over 250,000 square feet of building space and 100,000 square feet of common area space such as lobbies, bathrooms, hallways, conference rooms, closets, furnace rooms, etc. that need to be serviced. 37 bathrooms and 8 showers that need to be cleaned daily.

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

February highlights:

19 working days for the month of February  
 Received and managed 28 work orders and service requests

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

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

Performed snow plowing services to the following locations:

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

Vendors

- Pest Control (2 visits 5 locations)
- HVAC Inspection Muskegon Hackley (1 visit)
- Fire Safety Inspection Muskegon Hackley (1 visit)
- Mat services (4 visits, 5 locations)

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

### III. Budget Expense Justification

#### February Expenses

Facilities Management	
5299 Supplies	\$71.00
Shared Buildings	
5301 Building Repair	\$217.00
5602 Supplies	\$562.00
Muskegon- Hackley	
5301 Building Repair	\$550.00

### IV. Travel and Trainings

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

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

End of Report  
De-Ahna Underwood  
Administrative Assistant

Family Services  
Kimberly Crampton

Department Report : Family Services  
 Case Worker : Stephanie Persenaire  
 February Reporting Period

\*\*\*\*\* Reporting Counties \*\*\*\*\*

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	6									1
I&Rs										
Open Cases	1	1			5					3
<b>Monthly Totals</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>

Case Management

Total number living in homes served	20	2			18					12
Total number of Tribal Citizens living in homes served	10	2			8					9
Total number of descendants living in homes served	5	0			3					0
Total number of children living in homes served	8	0			11					5
Total ICWA or ICWP where substance abuse is involved	3	0			3					0
Child Abuse/Neglect	0	0			0					1
ICWA or ICWP referrals	2				1					
Sexual Abuse of a child Substantiated or Unsubstantiated by DHS										1
Case Pending with DHS										
Relative placement	2	1								2
Tribal Foster Home										
Non-Tribal Foster Home					1					
Alternative placement										
Court appearances					1					
Home Visits	10	2			10					4
Case Reviews	2									
Binojeuk	2									
Contacts with outside agencies	22				34					6
Contacts with LRBOI departments	52									
Tribal Elders										
Other referrals										
<b>Monthly Totals</b>	<b>118</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28</b>

## LRBOI Be Da Bin Behavioral Health Program February 2022 Report

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

This was another extremely busy month. The Traditional Healer did have sessions this month and talked/had sessions with 9 clients.


Angela Schwandt currently has 39 clients. Angela had 52 individual sessions, 26 follow up calls, 4 hours of telepsychiatry and 5 hours of trainings. Angela assisted with interviews for the department. She is working with TBHI grant. Dottie Batchelder currently has 23 clients and 9 Recovery Support clients. Dottie had 42 individual sessions, 2 referrals for other outpatient services and 35 follow up calls.

Kimberly (Kim) Hinmon has been busy with the Community Readiness Model Planning. Kim assisted in interviews this month for department. Kim attended 2 Tribal Prevention Coalition meetings, 6 webinars, 2 Statewide Coalition meetings, 4 local coalition meetings, and 2 Native Connections meetings.

Dottie attended the Manistee County Suicide Prevention Coalition on February 9, 2022, online. Dottie co-chairs the Suicide Prevention Coalition meetings. Dottie attended the HSCB (Human Services Collaborative Body for Manistee) on February 1, 2022; the Manistee County Harm Reduction meeting on February 2 (along with Kim Hinmon attended), the Muskegon Suicide Prevention Meeting on March 16; the SEA meeting on February 27 (and the Tribal Prevention Coalition same date), and the planning meetings for the next "Opioid Symposium". Attended 6 hours of webinars this month. This month 4 naloxone kits given out.

Staff continues working on continued educational credits for certification needs with webinars, as able. Staff attended all staff meeting on February 18, 2022.

Respectfully submitted,



Dottie Batchelder

### Monthly Site Dashboard Report

Date Range of Report: Feb 01, 2022 - Feb 28, 2022

Date Report Generated: Mar 03, 2022

**Enrolled Clients in system by type**

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

**Total Unique Clients who received at least 1 visit between Feb 01, 2022 - Feb 28, 2022 by type**

Prenatal	Postpartum	Father/Other	Infant/Child
1	9	1	15

**Total New Clients enrolled between Feb 01, 2022 - Feb 28, 2022 by type**

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

**Total Visits between Feb 01, 2022 - Feb 28, 2022 by staff person**

Name	Total Visits	Form Type
H. L	4	Prenatal Visit/Encounter Form
H. L	15	Postpartum Visit/Encounter Form
H. Li	23	Infant Visit/Encounter Form
H. l	5	Fathers and Others Visit/Encounter
<b>Total</b>	<b>47</b>	

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
	Prenatal	LR21-0027-00	Feb 08, 2022	Health west
	Infant/Child	LR22-0028-01	Feb 07, 2022	Dentist
	Father	LR21-0026-50	Feb 21, 2022	Health West
	Infant/Child	LR20-0004-01	Feb 11, 2022	pediatrician
	Prenatal	LR21-0027-00	Feb 08, 2022	WIC
	Infant/Child	LR22-0028-01	Feb 24, 2022	community health center

**Forms "in progress"**

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



	Prenatal	Prenatal - Visit/Encounter
	Infant/Child	Infant - Visit/Encounter

SCRIPT tab modified between Feb 01, 2022 - Feb 28, 2022

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

**VSP MONTHLY SUMMARY REPORT**

**PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS**

Continued Cases	4
Partial Intakes	1
New Cases	2
Closed Cases	2
Client Face to Face Meetings in Office	7
Client Home or Out of Office Visits	8
Client-related Telephone and Email Contacts	126
Client-related Resource Research and Referrals	10
Court Attendance	2
Advocacy/Referral Assistance (Non-case related)	3

**MEETINGS**

Victim Service Program Staff Meetings	6
Victim Service Program Supervision/Case Reviews	10
Family Services Department Meetings	2
Community Collaboration Meetings	22
Other Meetings	38

**STAFF DEVELOPMENT/TRAINING**

Virtual Training	67
In Person Training and Conferences	0
Self-Paced Training Modules	12
Other Training	0

**OUTREACH, NETWORKING, AND EDUCATION EFFORTS**

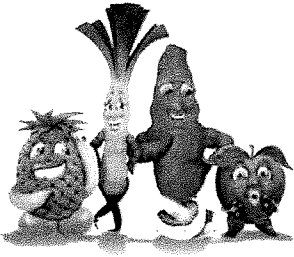
Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	6
Community Table Events	0
VSP Sponsored Community Awareness Events	5
VSP Sponsored Community Training Events	0
Social Media	57
Networking Activities	1
VSP Presentations	0

Other Activities	2
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**RESEARCH AND RESOURCE EFFORTS**

VSP Website Updates	6
VSP Resource File Efforts	18

Food Distribution  
Ken LaHaye



# Food Distribution Program

## February 2022 Monthly Report

Ken LaHaye, Meanie Ceplina, and Jamie Friedel

### 1 Department Overviews:

#### Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

### 2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

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

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

Ken LaHaye, Jamie, and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for November.

Ken, Jamie, and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Jamie conducted deliveries 2/8,2/9,2/10, and 2/11.

We conducted 36 deliveries.

We received deliveries on 2/3,2/7 and 2/10.

Food Distribution Office is open to the public by appointment.

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

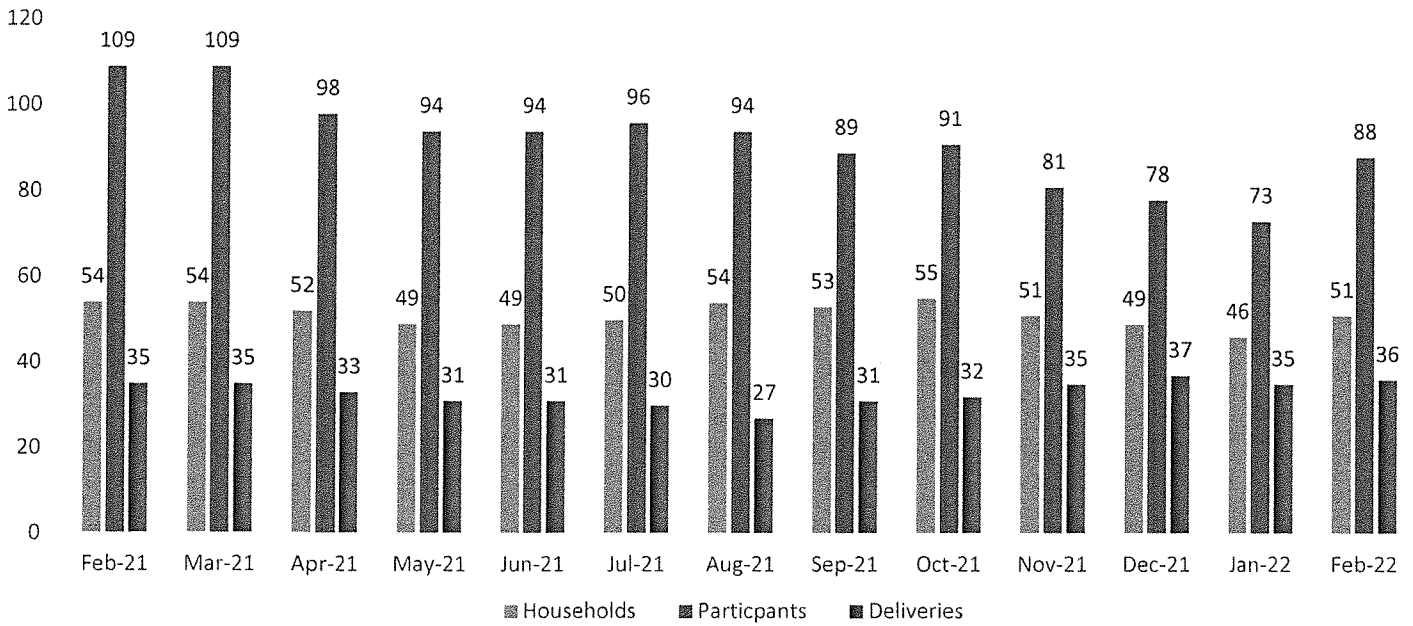
### 3 Meetings

Ken attended Leadership meeting 2/10.  
 Ken attended Progress meeting 2/4.  
 Ken attended construction Task Force meetings.  
 Ken attended work session with council on 2/8 and 2/15.  
 Ken and Melanie attended the FDPIR operations call 2/17.  
 Ken attended FDPIR monthly call 2/9.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants  
Lyle Dorr

# Grants Department Monthly Report

February 2022

Lyle Dorr, Grant Writer

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## Key:

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

**Note:** Updates to ongoing projects are usually underlined

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## Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- ∞ **Participate in Treasury and other CARES/ARP related Consults & Webinars: Update:** Monitoring communications through GPA as to federal changes for funding guidelines and timelines. On 12/15/21 the federal government passed legislation extending use of CARES funds through September 30, 2022. Consultations in IHS, HUD, the Treasury continue to take place as ARPA funding continues to be pushed out through various federal departments. Attended the SLFRF Final Rule Tribal Recipients Briefing, which is becomes final on April 1, 2022.
- ∞ **Standing Note until ARPA funds are expended 12/23/21** - It should be noted that per FAQs, ARPA funds will not expire or need to be returned, they just need to be used as specified by policy.
  - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
    - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
  - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
    - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
  - 55. Q: When do tribes have to spend ARP Act money by?
    - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.
- ∞ **Update 2/28/22** - Working with Departments to determine CARE/ARP fund eligible projects to present to Leadership and eventually Council. Assisting Utilities and Food Distribution with Work Session and Agenda Requests on ARPA and other grant related expenditures. Council is not reviewing any of these items until the Tribal Annual Budget is approved, which is currently on its way to Tribal Court to be settled.



## Aki Maadziwin

∅ No projects or no updates - a continuation from previous report(s) with no change

### Clinic:

- ∞ **Received notice of noncompetitive Treasury funding (\$167,504):** It fits Clinic operations best, so in October I will work with Dr. Alves & Dr. Wever to formulate a budget for submission to take before Council in a WS. **Update 2/28/22:** Dr. Wever finishing the renovation of the Muskegon clinic project, once the initial opening occurs, we will look at use of these funds to create a space there using these funds (this is the only department that meets the 3 required criteria set forth in the RFP). Dr. Wever is aware that we have until June 1, 2022, to apply and it is noncompetitive.
- ∞ **Use of CARES/ARPA funding for several Clinic Projects:** Brought forward several items requesting the use of CARES/ARP funding to use CARES funding before the end of the year on eligible projects. Assisting Dr. Wever, Dr. Alves and Purchasing with compliance to respective purchase with CARES and/or ARPA funding. **Update 2/28/22:** With the extension of CARES spending to September 30, 2022, there will not be violations with federal guidelines on the use of the funds in a timely manner. If for some reason, the planned expenditures do not occur before September 30, 2022, there may be violations and return of funding to the Treasury.

### Court:

- ∞ **Reviewed CARES fund projects** HVAC and Camera/media needs for court room to better work with Zoom. These were brought forward to Council in a WS to seek permission to use CARES/ARP funding on them. **No Update 2/28/22** – Have decided to move these projects to ARP funding since neither can be completed before the end of 2021. Assisting the Court Administrator with preparing the agenda request packet and resolution to access ARPA funds for their video software. Currently, Council continues not reviewing any ARPA fund requests until the Tribal Annual Budget is approved.

### Family Services/ Be-Da-Bin:

- ∞ **Update 2/28/22 - Assisting Kim Crampton** with SolidCircle eForms project. SolidCircle has the last forms need for conversion and will be ready to present the program in January 2022 (did not occur due to other items taking precedence in the Family Services Department. This program could be up and running by the end of March.
- **Reviewed a couple of funding opportunities through ITC and the State, which do not fit us at this time:**
- **Assisted Kim Crampton and Angela S. with Mental Health Services grant for 2023 & 2024:** The funding originally through ITC is now directly through the State of Michigan (MDHHS). We only had 10 days to rewrite the program and get Council's approval (which they provided). Tammy says we will probably hear in July of 2022 whether we are getting it or not. Update: We were contacted to make adjustments to the forms that had been sent in, Angela

S. made the adjustments as she had the information requested and returned the packet to the MDHHS program manager.

### Food Distribution Center

- **Assisted Ken LaHaye & Construction Task Force with reconciling funding for the Food Distribution Construction Project.** The CARES funds were allocated to pay for the last mile construction of the project but needed to be reallocated from CARES to ARPA (or some other fund source) as the project will not be completed by the end of the year. Council is not hearing this item until the Tribal Annual Budget is approved – now going through Court. **Note: There is enough funding to pay the bills for the next 6-8 weeks at which time we will probably run out of money to pay the vendors.**
- **Update 2/28/22 - Prepared application to USDA FPIR COVID19 supplemental funding for an additional \$114,525.** There were two change orders that may be paid for through this funding. We have not heard back from USDA as to whether it has been approved yet or not. **Update: We have not heard back from USDA yet, but any week now.**

### Historic Preservation & Language:

- ∅ **No current projects.**
- ∞ **Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program.** It will be completed by October of 2022. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding. **Update 2/28/22: the company is developing the animations for the new program. They are on schedule to have the project completed by the end of September.**

### Maintenance:

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

### Natural Resources:

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

### Public Safety:

- ∞ **Update 2/28/22: Worked with Director Medacco to determine potential ARPA fund eligible projects/items:** He has a software upgrade to their camera interview system they purchased that is eligible for retro pay (\$1,900). He also had to drop a project last year for Lexus policy making program due to COVID19 financial pressure. It would qualify for purchase (\$20,000). Council is not hearing this item until the Tribal Annual Budget is approved – now going through Court.

### Water/Waste/Renewable Energy:

- **Attended 4<sup>th</sup> Annual Seminole Tribe Renewable Energy Conference (virtually):** Many examples of tribal renewable energy projects were presented along with funding opportunities and steps to enter the renewable energy realm.

- ∞ **No Update 2/28/22** – Two different energy audits are underway, one that is an actual usage that will provide recommendations to cut energy costs, which the saving can be used to justify improvement to energy systems through grants. The other is a renewable energy planning grant that will help LRBOI understand which renewable energy options are viable and allow us to submit for grant funding based on the developed plan. The audits are underway headed up by Gary Lewis. Without these audits, we would not be eligible for funding. Participated in the NORESKO energy audit review and recommended changes. These recommendations will need to be brought forward by Gary in a work session(s) as a part of a renewable energy investment/saving plan. LRBOI should be able to apply for renewable energy grants in 2022 once the audits are complete.
- ∞ **Working with Gary & consultant Jake Glavin on Economic Development Agency (EDA) funding for renewable energy project.** After contacting the regional EDA consultant, it does not appear that the funding fits any of our uses as economic development is their target and they cannot fund Casinos. **Update 2/28/22: We are still looking at this as a team.**
- ∞ **Update 2/28/22 – Working with Gary to identify ARP fund eligible water-waste projects:** Essentially anything related to water-waste is an eligible expense as COVID19 is known to travel through water systems. Once the newly approved redesign of water flow to pounds is complete, projects will be taken to Council for ARP funding approval, which covers any water-waste project. Assisted Gary & Diane in preparing Work Session & Agenda Request packets for several items using ARP funding. Council is not hearing this item until the Tribal Annual Budget is approved – now going through Court. They are on the agenda for March 9 & 16, but won't be heard until the budget is approved.

#### **Special Projects:**

- ∞ **Update 2/28/22 - CARES/ARP Expenditure Plan:** I am assisting all departments with CARES/ARP resolution language for audit purposes. Council is not hearing this item until the Tribal Annual Budget is approved – now going through Court. There have been and will be more Tribal Relief Assistance checks that will be uncashed that will need to be accounted for spend down likely to the tune of \$20-30,000. We will not know the full amount until June of 2022. We have several qualified expenses that these funds could be applied toward.

Health  
Daryl Weaver



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

**To:** Larry Romanelli, Ogema

**CC:** William Willis, Health Services Lead

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

**Date:** March 11, 2022

**Re:** FEBRUARY 2022 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of February 2022. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

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

**CLINIC OPERATIONS:**

321 patients scheduled

26 patients NO-SHOW to scheduled appointments

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

114 cancelled appointments

192 patients attending CLINIC PHYSICIAN appointments\*\*

190 - Clinic Physician Appointments

2 - FNP Home Visit

25 patients PHONE TRIAGE\*\*

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

56 Clinic Referrals – requiring action by providers and staff

**TOTAL PATIENTS SEEN IN FEBRUARY (Total Patient Volume): 528**

Diabetic patients:	72
Flu Vaccines:	3
Injections:	10
Moderna Vaccines:	0
Pfizer Vaccines:	0
Nursing Visits:	2 **
On-site Labs:	135
COVID-19 Tests:	33

\*\*Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,024

DIRECT CALLS TO CLINIC OPERATIONS: 494

**COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS: FEBRUARY 2022**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 11

TRAVEL HOURS: 24

SERVICE HOURS: 15

NUMBER SERVED: 11

**CHR ACTIVITY**

**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 160 hours

COMMUNITY VISITS: 0  
TRAVEL HOURS: 0  
SERVICE HOURS: 0  
NUMBER SERVED: 0

HOME VISITS: 0  
TRAVEL HOURS: 0  
SERVICE HOURS: 0  
NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0  
SERVICE HOURS: 0  
NUMBER SERVED: 0

PHONE CALLS: 0  
CALLS – UNABLE TO CONTACT: 0  
HOME VISITS SCHEDULED: 0  
HOME VISITS REFUSED: 0  
HOME VISITS CANCELLED BY PATIENT: 0  
HOME VISITS RESCHEDULED: 0  
HOME VISITS CANCELLED BY CHR: 0  
DUE TO TRANSPORT: 0  
DUE TO ILLNESS: 0  
HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 4 (included in number served & clients served)  
TRAVEL HOURS: 1  
SERVICE HOURS: 1  
NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 25

TOTAL SERVICE HOURS: 16

TOTAL CLIENTS SERVED: 15

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$70,000.00**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1657

TOTAL PRC PAID IN FEBRUARY: \$41,460.56

PHARMACY/OTHER: \$27,643.34

DENTAL: \$12,883.50

TOTAL PATIENTS: 176 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 344

TOTAL CLAIMS ENTERED: 280

TOTAL PRC PAID 2022: \$97,459.20

TOTAL EHAP PAID IN FEBRUARY: \$28,050.73

TOTAL EHAP PAID 2022: \$71,531.43

TOTAL ENROLLED EHAP/LRBOI: 1349

NEW APPLICATIONS MAILED OR GIVEN: 18

REASSESSMENTS MAILED OR GIVEN: 21

**MEDICARE LIKE RATE (MLR) Savings for February 2022**

Claims submitted:	9	\$4,492.67 (total submitted)
		<u>-\$1,212.86 (what we paid)</u>
		<b>\$3,279.81 (total savings)</b>



**PHARMACY:                                 FEBRUARY 2022**

Active patients:             370  
Prescriptions filled:     1653

Receipts

Insurance payments received:     \$148,173.08  
Non-member cash/copays received:   \$1,007.22

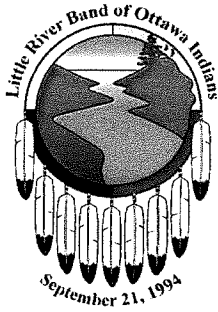
Less acquisition cost of medications:     \$42,695.99

Net profit:                                 \$106,484.31

PRC-equivalent write offs:

LRBOI:                     \$25,369.19  
Other Tribes:             \$3,990.15  
COVID                     \$116.88  
TOTAL:                    \$29,476.22

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 2022

#### Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

#### Department Overview

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

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

#### I. Housing Activities.

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

Lease renewals due during the month: 8

Leases renewed: 7

New leases: 1

Annual Inspections: 1

Move-out Inspections: 1

Move outs: 1

Transfers: 0

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

Applications received this month: 2

Total Number of Awards made during the Year: 1

Total Amount of Awards for the Year: \$5000

C. The vacant maintenance position has not been filled; the position has been reposted.

D. The vacant Housing Specialist position has been posted and is due to come down on 2/9 for tribal membership. UPDATE: Interviews taking place first part of March.

E. Housing Director has been busy working on Annual Performance Reports that are due to HUD on 3/31/22, will be posted for membership comments first part of March.

F. Tribal Council has approved Chapters 3 and 6 on 2/9/22, the Housing Department mailed out the new regulations to residents on 3/19/22. We have had 3 requests from Elders to be put on the waiting list for a transfer to an Elders designated unit since the new regulations have been approved.

G. Housing Director will be presenting to the Housing Commission in March a suggestion of approving a form for resident to sign when entering a lease that will provide Housing with a Contact in Event of Death. Unfortunately, with COVID we have lost residents and with nothing in place, it has been a challenge as to who has the responsibility of removing the past residents' belongings.

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

A. Notice of Delinquency issued: 13

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

**III. Condition of Properties.**

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 units to complete for a move in at this time.
- C. Maintenance has been busy with snow removal over the past month in an attempt to keep the roads clear and safe for residents.

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

LRBOI Housing Department has 81 rental units in total of which 79 were rented giving us an occupancy rating of 98%.

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

**V. Significant Problems and Accomplishments.**

- A. A total of \$ \$22,290.72 was spent out of the Emergency Rental Assistance program in February, leaving a balance of \$283,458 still available in the program.

**VI. Plans for the Future.**

- A. Housing Director is working on program policy to start a new Home Improvement Program from funds received from the BIA. This program was once available years ago but was not utilized, we will attempt to assist tribal members again with the program that is directed to very low-income participants.
- B. Housing Director will be working on program policy to start a new program that will need to be approved by TC to hopefully use ARP funds to do a down payment program that offers tribal members a larger down payment assistance.
- C. For winter months of 2022-2023, the Housing Director found out that the BIA roads program can assist with purchasing salt for the roads that the Housing Department has tasked with keeping clear and safe during the winter months. The additional purchasing of salt will allow for more salting of the main roads than in previous years.

**VII. Other Information.**

In the month of March, the Housing Department will start again with annual inspections of units during the lease renewal process.

**End of Report**  
**Tara Bailey, Housing Director**  
March 3, 2022

# Human Resources Vacant Director



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

**To:** Ogema Romanelli  
**From:** A. Knapp  
**Subject:** February 2022 HR Department Report  
**Date:** 03/21/22

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

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

**1) HR 2022 Operational Plan**

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

**2) Talent Acquisition**

a) Talent Acquisition

- i) Month Number of Gains: 1
- ii) Month Number of Tribal Preference Hires: 0
- iii) Number of Requisitions Filled Year to Date: 2 (3 employees)
- iv) Number of Gains Year to Date: 3
- v) Number of Open Positions: 10
- vi) Turnover Year to Date: 3
- vii) February included continued prioritization of the talent acquisition process. At the month's end there were 10 open full-time job requisitions.
- viii) Continued the adjusted HR work assignments to permit Alicia Knapp to focus on Talent Acquisition tasks. Thank you hiring managers!
- ix) February position yielded 1 employees for NRD. Position open since last half-year 2021. Talent Acquisition for March will be busy with interviews, selections, new hires, and new postings.
- x) Approximately 9 positions are now in either the selection or interview step of the process. We expect to see more new hires beginning in 3/2022. At present 2 new Surveillance team members are scheduled to start on 03/07/22.
- xi) Conducted 1 orientation sessions in February.
- xii) Turnover - no one left the organization in February

**3) Talent Development and Relations**

- a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication.
  - ii) The Leadership Roundtable continued in February with maybe 8 participants and that was due to a scheduling issue.
  - iii) Provided additional HR support to the leadership of various departments.
  - iv) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations. – I believe (only 2 reported) COVID cases have decreased so leave time due to COVID is down.
  - v) Continued working the 2020 HR Department review cycle in the SABA system. One 2020 performance review remains in-process.
  - vi) “The River Resource” publication to help team members stay informed and connected, will be on hiatus until sometime in March.
  - vii) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
  - viii) The Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Angie Stone, and Bob Sanders for volunteering to help make a difference!
  - ix) Continued assisting leadership with two sensitive employee relations issues, one court case verdict returned.
  - x) Assisted departments with job description update and wage analysis support for future postings.
- b) HR Department Development Initiatives:
- i) HR Development Events: YTD 2
  - ii) Continued file migration to O365 storage solutions.
  - iii) Continued project to improve HR use of MIP data.
  - iv) The team printed its first new badge during the month following last month’s training. We appreciate IT’s help with the badge printing process! Training is still needed for HR Generalist and as of now it is still needed
  - v) Marcella continued assisting callers and continued helping with paper files.

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

#### **4) Benefits and HR Administration**

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 3 ongoing, 2 New, 6 – Assisting Team Members with Benefit and Leave Requests
- c) Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- d) Continued processing new hire insurance enrollments and separation disenrollment.
- e) 401k financial adviser visit was scheduled last week of February.
- f) Processed insurance benefit plan check requests.

No current tracking table available for January 2022.

**5) Safety**

- i) Continued COVID-19 support and tracking. Assisted the organization with 2 events during the month.
- ii) Continued supporting preparation for the OSHA Vaccination and Testing Emergency Temporary Standard. This included a weekly review of process status.
- iii) Assisted a department with an after-hours post-accident drug screen at Munson Medical Center.
- iv) Recordable Injuries: 2
- v) Near Miss/1<sup>st</sup> Aid: 1

**6) Tribal Preference Report – Remains the same due to no preference hiring in January/February 2022. Changes are to come in March 2022.**

**LRBOI TRIBAL GOVERNMENT**

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

CURRENTLY EMPLOYED						
<i>December 2021</i>						
	TM	NA	D	S	NP	TOTAL
EXECUTIVE	55	9	11	6	44	125
GAMING	9	0	1	3	16	29
LEGISLATIVE	11	1	0	0	0	12
JUDICIAL	5	2	0	1	0	8
TOTAL	80	12	12	10	60	174
<i>Prior Month</i>						
EXECUTIVE	57	9	11	6	45	128
GAMING	9	0	1	3	15	28
LEGISLATIVE	11	1	0	0	0	12
JUDICIAL	5	2	0	1	0	8
TOTAL	82	12	12	10	60	176

**Notes on Tribal Preference:**

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



- iii. 2019 Tribal Preference Hires: 26.7%
- c. Bottom line, when preference applications increase, preference selection increases. Seems there may be a change in numbers in March.

#### **7) Workforce Development**

- i) The Tribal Development Team continued operations in February. The team conducted its first strategic planning session in December and is still in the planning stages to allow better programming options. Currently getting ready for Membership meeting with 2 meetings to be scheduled in March.
- ii) The team continued working on social media space. This is stalled and now being taken on in the Tribal Development Team meetings.
- iii) The electronic application and database project continued software development. The team completed their work, and the system is ready for demonstration and Go-Live! Hopefully this will Go Live! Late March early April. Thanks again to HR staff and our software partners at SolidCircle for their work on this key project!
- iv) Yvonne Parsons continued work on a Tribal Student Survey to learn more about the reasons Tribal Students do not apply for work at LRBOI. This survey is scheduled for mailing in March of 2022, funding for mailings needed.
- v) New Requests for WFD Service: 3 to be processed for February distribution.
- vi) Inquiries for WFD programming 5 for Career Voucher and 2 for Development and Training programming.
- vii) 2022 Total Number in Adult Work Experience: 0 – One slated for March.

Regards,

Alicia Knapp

HR Generalist

# Information Technology

## Andrew Jeurink (Interim)

Information Technology Department  
Monthly Report  
February 2022

**Interim IT DIRECTOR – Andrew-Trey Jeurink**

*Duties and Accomplishments –*

1. Configuration of the switches for the Muskegon buildings. We are waiting on fiber and switches to be installed
2. We are currently setting up new servers to increase productivity and delays in IT. We are now in Phase 1 with Elevate. Our focus now will be group policy and security.
3. IT Director position is currently still open. We removed the posting as requested by HR 2/21/22.
4. We need to prioritize posting open IT department positions for 2022 budget. – This still remains a need.
5. IT Remains severely understaffed and is working diligently to keep up with daily operational demands. We currently have only one staff managing all administrative duties. We need to prioritize posting positions and recruitment.
6. **Mandatory IT Projects by order of priority:**
  1. 2023
    - i. Government EXSI Host needs a plan in place for replacement
    - ii. Intrusion detection software needs to be added to our tool list.
7. 193 new IT work orders were opened in January 2022 and 195 IT work orders completed in January 2021. Our current outstanding tickets are at 71.

*Meetings Held / Attended –*

1. Held Departmental Staff Meetings.
2. Held Planning sessions with contractors to bring our network and tools current or pre-disaster timeframe.
3. Held weekly Professional Development Staff Trainings

*Trainings Held / Attended –*

*Special Tasks / Activities Performed* –Explore options to complete maintenance duties with limited staff.

Installed Switches and firewalls at Ellis, Harvey and Hackley

Legal Assistance  
Mary Witkop

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: March 8, 2022  
Re: February 2022 report of activities

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Number of tribal members assisted on new issues	77
Number of referrals received	2
Number of continuing cases:	75

Types of legal issues:

Child support	Notary
Probate Estate	Residential Lease
Divorce	Real Estate
Wills	Estate Planning
Garnishment of Income Taxes	Paternity
Trusts	Supervised Parenting Time
Contracts	Medicare
Custody	Civil Discovery
Trust Distribution	Minor Guardian
Evictions	Expungement of Criminal Record
Medical Power of Attorney	Validity of Will
Post-Divorce Matters	Conservator Adult
Child Protective Services	Custody – Out of State
Land Contract	Credit Report
Power of Attorney	Guardian - Adult
Criminal	Creditors
Medical Power of Attorney	Small Estate
Estate Planning – Amendments	Stimulus
Transfer of Jurisdiction	Personal Protection Order

Civil  
Legal Separation  
Trust Administration  
Small Claims  
Car Title  
Abuse – Neglect  
Employee Harassment  
Unemployment Appeal  
Eagle Feathers  
Confidentiality Agreement  
Peacemaking  
Compel Discovery  
Civil Default  
Income Taxes  
Homeland Security  
Custody – Out of State

Deeds  
Adult Guardian Accounting  
Name Change - Adult  
Garnishment  
Driver's License  
Oil Wells  
Minor Guardian – Terminate  
Identity Theft  
Shoplifting  
Land Division  
Inventory  
Tax Deductions  
Power of Attorney – Amendment  
Certificate of Trust  
Affidavit of Paternity

Sample of Work Performed:

Assisted a tribal member prepare an Accounting for a person they were appointed as guardian

Assisted a tribal member settle a debt for a lesser amount that was owed

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

Assisted a tribal member with a legal separation

Assisted a tribal member obtain an order for supervised parenting time for the other parent

Members Assistance  
Kimberly Crampton

# **Members Assistance Department February 2022 Departmental Report**

Kimberly Crampton Director

Linda Wissner – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Jennifer Black – Cafeteria Worker

## **Department Overview:**

### **Goals**

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

### **Objectives**

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

## **Current Assistance Programs**

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



**Department Reporting Section**

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

a. MOA BE-18-K28 \$364,000 (Ongoing program)

i. Total expensed \$336,889.48

ii. Budget remaining 7%

iii. 18 total households served with this program.

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

**2. Food Assistance Program**

b. Budget \$45000

c. Total expensed YTD \$5750

d. 91% Remaining

e. 19 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	3	1	0	1	1	2	0	0	8

**3. Rental and Mortgage Assistance Program**

f. Total Budget \$50,000

g. Total expensed YTD \$1153.00

h. 97% Remaining

i. 6 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

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

**4. Low Income Energy Assistance Program**

j. Total Budget \$40,000

k. Total expensed YTD \$2998.83

l. 98% Remaining

m. 15 total households accessing this program to date. (Some expensed to CARES Housing Dept)

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

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

a. Total Budget \$17435 (10% Reallotment)

b. Total expensed to date \$9800.00

c. 12 total households accessing this program to date.

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

**6. Elder Chore Program**

d. Total Budget \$10,000

e. Total expensed YTD \$395.00

f. 96% Remaining

g. 5 Elders accessing this program to date.

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

**7. Emergency Transportation**

- h. Total Budget \$22,000
- i. Total expensed YTD \$360.00
- j. 98% Remaining
- k. 4 Members accessing this program to date.

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

**8. LRBOI Home Repair Program 2022**

- l. Total budget \$100,000
- m. Total expensed YTD \$6000.00
- n. 94% Remaining
- o. 6 members are in process with this program to date. (Rolled over from 2021)

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

**9. Bereavement Program**

- p. Total Budget \$453,000
- q. Total expensed YTD \$22650.00
- r. 95% Remaining (0 COVID Expensed)
- s. 3 members accessing this program to present (several pending).
- t. Average age at passing is 64.

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

**10. Elders Insurance**

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 312 Elders enrolled in program.
- w. January invoice \$70,227.07

**11. Department Ongoing Activities**

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

**12. Applications to date**

Mailed	Picked up	Emailed	Faxed
61	5	31	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
30	16	10	0	15	13	12	1	0	0

**13. Office Visits**

- bb. 0 visits for the month

Natural Resources  
Frank Beaver



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

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

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

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

Department Objectives:

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

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

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

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

### **Administrative Services**

Theresa Davis

Assisted with biologist's paperwork as needed

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

### **Fisheries Division:**

- Archie Martell - Fisheries Division Manager
- Vacant – Fisheries Biologist, Sturgeon
- Vacant – Fisheries Biologist, Great Lakes
- Vacant – Fisheries Biologist, Inland
- Michael Snyder – Fisheries Technician, Great Lakes
- Alycia Peterson – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Conner Johnson - Fisheries Technician, Inland
  
- Administrative/Budget/Reports/Data Entry:
- Managed budgets
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109/4227 BIA GLRI funding
  - 4018 Great Lakes Fisheries Assessment
  - 4097 BIA Great Lakes Restoration Initiative, Native Species
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
  - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Grant Management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Consent Decree information reporting
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Data entry/ management, Great Lakes fisheries
- Catch Report data entry
- 2021 fishery assessments data management and fish aging
- Grant Management, Resolution and contract development.

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

- Great Lakes equipment maintenance

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

Meetings/Training/Travel/Conference Calls

- CRA, Grass Lake Rd culvert meeting – 2/2
- LRBOI Staff Meetings - 2/3
- NRD Lead Huddles – 2/2, 2/16, 2/24
- Great Lakes Fishery Trust, Scientific Advisory Team Meeting – 2/8
- GLBC Biologist meeting, E-Reporting – 2/9
- Great Lakes Data meeting w/ USFWS – 2/10
- Leadership Roundtable Call – 2/10
- Lake Michigan Technical Committee Meeting – 2/11
- Tribal Council Meeting PM River Contract – 2/16
- Fisheries Division Team Meeting – 2/16
- NRD Leads Meeting – 2/16
- LWAP/ Spawner database meeting – 2/18
- GLBC Meeting, e reporting – 2/23
- CORA meeting – 2/24
- NRD Leads meeting, GLRI, huddle – 2/24

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

**Wildlife Program**

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

Administration/Budget/Reports/Data Entry

- Managed Budgets
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
  - 4072 NRCS Project Budget
- Completed monthly report – February
- EWS Staff management
- Manage budget and review R&E's

- Membership assistance – Issued Permits, applications, regulations
- 2022 harvest permits, USFS stickers,
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2022 hunting season, permits, regulations, etc.
- Ordered wildlife equipment needed for 2022-2023 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Northern Lower Peninsula American marten occupancy project – ongoing
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Marten project data entry - on going
- Employee 1:1 reporting – monthly occurrence
- Marten survey photo ID and cataloging
- Eagle repository reporting, citizen requests

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

- Vehicle maintenance – Dakota, Ram, Jeep
- Cleaned and service wildlife vehicles - monthly occurrence
- Wildlife Check station - CWD deer head drop off
- Wildlife camera work
- Custer Property Site visit

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

- Employee recognition meetings - 2/3, 2/10, 2/17, 2/24
- Survey results working group - 2/14, 2/21, 2/28
- NRD Lead Huddles – 2/2, 2/16, 2/24
- CORA meeting – 2/24
- Monthly Staff Meeting – 2/3
- GVSU Grad Project meeting – 2/22
- USFS Habitat Meeting – 2/11
- Wildlife Technical Committee – 2/8, 2/18
- NRCS Monthly meeting – 2/14
- Mason-Lake HWA Call – 2/23
- Tribal Biologist meeting - 2/2, 2/3,
- CWD Funding Call – 2/10
- Leadership Roundtable Call – 2/10
- Wolf Management assessment Conference call - 2/9
- Employee 1:1 meeting - 2/2, 2/16, 2/23
- Illegal Turtle Trade Workshop – 2/18
- Midwest Fish and Wildlife Conference – 2/12-2/17

## **Environmental Division**

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

## **Environmental Division Capacity Building (IGAP/ BIA Capacity)**

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

- EWS Staff Management
- 1:1 Prep
- Staff Task List Management
- Budget review for PPG, IHS, GLRI, CAA 103 Grants
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Presentation Prep – St. Louis Summit
- Safety Prep for Field Season
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- Started collecting information for the ISWMP
- GIS For ULD
- Prep for new hire start date

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

- Environmental Division Huddle: 2/7, 2/28, 2/21, 2/14
- 1:1 with Staff: 2/7 (x3), 2/14 (x1), 2/21(x2), 2/23(x1), 2/25(x1),2/28(x1)
- 1:1 with Supervisor: 2/2, 2/17
- NRD Leadership Huddle: 2/2, 2/16, 2/24
- ATTAINs meeting with EPA R5 staff: 2/1
- EPA Consultation – Effluent Limit Guidelines for Steam Powerplants: 2/1
- Lake Huron LAMP Working Group Call: 2/3, 2/10, 2/17
- Tribal Mining Call 2/3
- EGLE Consultation Healthy Climate Plan: 2/3
- TL Hoag Selection: 2/4
- MTEG 2/8
- New Staff Orientation 2/8, 2/9
- Work Session – GLRI Capacity Building Grant/ CAA 103 Grant: 2/8
- Continuous Sensors call 2/9
- Lake Michigan LAMP 2/9
- Stoney Creek Dam Removal Meeting 2/9
- Wild Rice Sediment Meeting 2/9
- Lake Michigan/Huron NOAA Report out 2/14, 2/28
- RTC/TIAO Call 2/15
- NMAC Meeting 2/15
- TEPM Steering Committee Call 2/16
- Wild Rice Project Meeting (internal) 2/21
- Indigenous Women's Collective 2/21
- Mason Lake Meeting for HWA 2/23



- CORA/GLIFWC Line 5 Call 2/23
- GSA Vehicle Meeting w/ Director 2/23
- NRD Budget Meeting 2/24
- Lake Huron LAMP: 2/24
- CGP Webinar: 2/24
- ISWMP Meeting 2/25

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

- Orientated
- Reviewed and organized files, reviewing was easier, organizing harder but done
- Prepared 2022 Workplan and Soil SOP
- Converted Data to BitTool and used county records to verify and locate information.
- Deleted Empty Folders and read days of material in the S Drive including information about lead and arsenic
- Worked on Soil SOP and 2022 workplan draft

Field Work and Equipment Maintenance

- I made two trips to the Sugar Shack to get information and remove old sap lines
- I uploaded the waypoints from the 2 Garmin 700 GPS units to the Shared Drive in an excel format
- Computer software and hardware improvements are ongoing
- Allison and I took a trip to Big Blue to get acclimated with the building and equipment, which falls in travel and field work

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

- Orientation February 7, 8, 9
- MTEG Meeting February 8
- 1 on 1 meetings February 14, 21, 28,

**Water Program (106 and 319)**

Administration/Reports/Data Entry

- Continued updates for WQAR report.
- Continued Intro to lakes online course
- Entered and uploaded Physical data from February sampling
- Received quotes for eureka calibration standard
- Renewed membership to AFS
- Prepared and submitted materials to PLWf for consideration on the Onekama Township Invasive Board.

Field Work and Equipment Maintenance

- Calibrated Hydrolabs and eureka
- Completed February sampling
- Dropped water samples off at GLEC
- Ordered winter jacket

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

- 2/1- ATTAINS meeting with EPA
- 2/1- PLWF WQ
- 2/8- MTEG
- 2/8-10- EPA Quality program
- 2/10- EPA R5 monitoring webinar technology talk
- 2/16- PLWF Ed-comm committee meeting
- 2/18- Annual Little Manistee Watershed Summit
- 2/22- EPA water division tribal call
- 2/22- PLWF meeting
- 2/1/22: PLWF WQ & Env Monitoring Subcommittee meeting.
- 2/4/22: Introduction to Lakes Course module 1.
- 2/5/22: EPA R5 Monitoring webinar- technology talk.
- 2/8/22: MTEG.
- 2/8/22: EPA QA training.
- 2/9/22: EPA QA training & Project Management training.
- 2/10/22: EPA QA training & R training.
- 2/11/22: Introduction to Lakes Course module 2.
- 2/18/22: Introduction to Lakes Course module 3.
- 2/25/22: Introduction to Lakes Course module 4.

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

##### Administration /Reports/Data Entry

- MET Data analysis Started for 2012
- IAQ & Radon QAPP rough draft submitted for editing
- Web Page Article for Air Quality sent out
- FY22 CAA103 Grant Edited and sent
- Air Quality Specialist Self Review Completed

##### Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x2
- Wynd Monitors setup in IT Server Room, Government Office
- CO2 levels analyzed with handheld sensors in IT Room.

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

- SLT January Meeting, (2-23-22)
- Region 5 Monthly Tribal Air Call, (2-24-22)
- Tribal Council Work Session Clean Air Grant Application 2/8/22
- EGLE Trip, Ozone and Chinook Calibration drop off 2/9/22
- Introduction to Meteorological Monitoring Webinar 2/10/22

##### Additional Notes:

No Issues with FRM or PM2.5. Ozone Equipment dropped off for calibration, will not be running at the start of the Ozone Season (March 1<sup>st</sup>) due to COVID related illness at EGLE and LRBOI NRD. Continued the director shadowing and meeting once a week, building on the food sovereignty program, including a workplan and budgets.

## **Wetlands Program (Wild Rice)**

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

- Updating project proposal for sedaDNA wild rice project.
- Created spreadsheet/table for proposed sedaDNA sampling by site.
- Reviewed Houghton Lake herbicide/wild rice documents and compiled notes to help with next permit review.
- Continued to work on wetlands and wild rice 2021 data analysis.
- Continued to work with Jeanne and Tyler updating Wetland Program survey for EPA R5 Tribes.
- Created new file geodatabase with final 2021 GIS products.
- Provided additional QAQC assistance to NOAA contractors on Geospatial project.
- Finalized Education & Outreach goals for FY22.
- Began creating LRBOI Wetland Program outreach brochure for spring membership meeting.

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

- 2/10/22: SCWRS-LRBOI Zoom meeting to discuss sedaDNA project with Amy, Adam, and Allison.
- 2/14/22: attended NOAA Geospatial project report-out presentation.
- 2/14/22: Zoom meeting with Tyler and Jeanne to work on wetland program survey.
- 2/15/22-2/17/22: Wisconsin Wetlands Conference - Virtual
- 2/21/22: met with Allison to discuss sedaDNA project proposal.
- 2/23/22: virtual meeting with Kerryann and Mike to discuss R5 Tribal Wetland Working Group leadership roles.
- 2/23/22: Hemlock woolly adelgid webinar.
- 2/23/22: Wild Rice webinar.
- 2/28/22: NOAA Geospatial Committee meeting.

## **Great Lakes Policy Program**

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

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

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

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

Planning  
Steve Parsons

## BIA ROADS/PLANNING DEPARTMENT REPORT

February 2022

Steve Parsons

### Meetings/Conferences/Trainings

- On February 3, 2022, I participated in the monthly meeting for Tribal Government employees via Microsoft Teams.
- On February 8, 2022, I met with Ken LaHaye, Commodities Department Director, to discuss the proposed contract amendment with R.W. Mercer to extend the substantial completion deadline for the Food Distribution Center construction project.
- On February 14, 2022, I participated in the Executive Committee meeting of the Manistee County Community Foundation via Zoom.
- On February 15, 2022, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians and the Lac View Desert Band of Chippewa Indians also participated in the meeting.
- On February 24, 2022, I attended a virtual meeting with representatives of the Michigan Department of Transportation (MDOT) to discuss the Memorandum of Agreement between LRBOI and MDOT governing the upcoming Roundabout Project this summer. Representatives from MDOT included Geri Niemi, Operations Engineer and Amy Matisoff, MDOT Native American Tribal liaison. Ken Ockert from GTEC also participated in the meeting.
- On February 25, 2022, I participated in a virtual “listening session” conducted jointly by MDOT and the Office of Highway Safety Planning (OHSP). The session was designed to get feedback from LRBOI regarding MDOT safety initiatives, particularly those that involve our Tribe. Much of the discussion focused on the Roundabout Project, scheduled for this summer.

### Activities/Accomplishments/Updates

- We received the annual request from the U.S. Census Bureau for its Tribal Boundary and Annexation Survey (BAS), which consists of providing the Census Bureau with information on any recent parcels that were put into trust prior to January 1, 2022. I notified the Census Bureau that we have no parcels that were taken into trust since our last update in 2021. We will have updates to report in January 2023.
- BIA Roads – 2021 Projects: Work on two of our 2021 road projects had been suspended in 2021 (due to weather) and will extend into 2022. Here is the latest update on those projects.
  - Cemetery Parcel Road Project: Schultz Excavating was working on the construction of the road system on the cemetery parcel through most of November 2021. During November, they finished grading the road and began to install the road base. Work on the project was stopped in late November due to the arrival of inclement weather (snow) and the inability to continue work. Final work on installing the gravel road will commence in the Spring of 2022 when weather allows. Once the road system has been completed, we will work on the remaining landscaping and infrastructure features during the early part of 2022. I am in the process of requesting an addendum to the

contract with Schultz Excavating that will extend the substantial completion date for the project to June 30, 2022.

- Commodities Drive Road Project: Schultz Excavating currently has the footprint for the road established and has completed initial grading and some paving. (The road project is on the same timeline as the Food Distribution Center building project. Due to a delay in the delivery of some of the building materials needed for the Food Distribution Center, this project will not be completed until spring 2022.) A second addendum of the contract with Schultz Excavating was approved by Tribal Council which extends the substantial completion date of the project through June 30, 2022. Any remaining work to pave the road will be scheduled ASAP in the Spring 2022.
- Roundabout Project: Here is the latest information on the US-31 & M-22 Roundabout Project.
  - Planning and design of the roundabout was finished in November 2021
  - The project was bid out by MDOT in January 2022, with all bid proposals due to MDOT by February 3, 2022. My understanding is that a contractor has been selected for the project. However, I have not been able to confirm the name of the contractor. I will provide that information as soon as it becomes available.
  - The construction project will begin sometime in mid-July 2022. MDOT will make every effort to expedite the project and complete construction as soon as possible.

Public Safety  
Robert Medacco

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

**General Patrol**

Assist Citizen	
Assist Motorist	1
Assist Other Agency	5
City Assist	10
County Assist	7
Medical Assist	1
MSP Assist	4
Other Calls for Service	
Property Checks	401
Suspicious Person	2
Suspicious Situation	1
Well-Being Check	2

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	7
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	1
Speeding Ticket	1
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	6
Unsecured Vehicle	
Verbal Warning	2
Warning Ticket	

**Processes**

Bench Warrant Entered	
Civil Process (Paper Service)	4
PPO Served	
Federal Docket Ticket	



**Criminal Offenses**

Animal Neglect	
Arrest	1
Assault	5
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	
Domestic Disturbance	3
Drive-Off	1
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	3
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	2
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	7
Public Peace	
Resisting	
Robbery	
Sex Offense	

**Criminal Offenses Continued**

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	
Unwanted Subject	6

**Miscellaneous**

Administrative Hours	293.5
Alarm	1
Attempt to Locate	
Boat Dock Checks	
Casino Hours	104.75
Civil Standby	
Community Policing	4
Court Hours	0.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	11
Found Property	2
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	
Total Complaints	47
Total Reports	47
Training Hours	11.5
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	3467
Voluntary Missing Adult	

**Training/Travel**

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

Administrative Hours	221
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	7
Assist Hours	6.75
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	7
Contacts	299
Court	2
Court Hours	1.5
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	402.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	2.5
Paper Service	
Possible Trespass	
PR Activities	6
PR Activities Hours	12
Property Checks	96
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	2
Vehicle Mileage	2439
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	

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

Administrative Hours	48.25
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	218.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	1
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	1
Vehicle Mileage	2371
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	

Tax Office  
Valerie Chandler

## **Tax Department February 2022 Monthly Report**

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

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

### **\*Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
  - RTM statuses
  - Motor fuel registration
  - Certificates of Exemption
  - Proofs of Residency
  - RTM benefits provided by the Tribe/State Tax Agreement
  - Tax Agreement Area boundaries
  - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
  - Reservations for the use of the Aki Maadiziwin Tribal Community Center
  - Tax preparation questions which were referred to the member's nearest VITA/TCE site for assistance
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Assistant to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for January 2022.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Provided weekly updates to ULD that require legal assistance, opinions, and/or for informational purposes.
9. Issued 4 Certificates of Exemption:
  - Purchaser: 4 RTMs 0 Tribe/Entity
  - Purchase Type: 4 Vehicle 0 Construction
10. Reviewed 23 Tribal Member address and/or name changes; 7 required updating of the RTM list and database.
11. Processed 3 Proofs of Residency.
12. Processed 8 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

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

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for March 2022 and provided it to the interim Trading Post Manager.
8. Reviewed and processed 1,712 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

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

\*Variable Duties and Accomplishments:

1. Issued 2 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal property.

2. Corresponded with and spoke with vehicle dealerships regarding Certificate of Exemptions for Resident Tribal Members.
3. Corresponded with and spoke with the Tribe's IHS representative regarding food safety courses and online certification as an option for members needing a license and/or certification.
4. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees, including facilitating the monthly virtual staff meeting.
5. Prepared the announcement of the January Employees of the Month which included printing and displaying the certificates in the lobby.
6. Completed and filed the Tribe's 2021 4<sup>th</sup> quarter tax sharing return to the State of Michigan.
7. Completed and filed the Tribe's 2021 Annual tax sharing return to the State of Michigan.

**State of Michigan Department of Treasury Tribal Affairs Interactions:**

1. Corresponded with Treasury staff regarding:
  - Filing and processing of refunds for sales tax paid by Resident Tribal Members on vehicle purchases when they were qualified and should not have paid the tax.
  - State sales tax added to Resident Tribal Member's vehicle lease and the lease company not accepting the Certificate of Exemption.
  - Options and processes for sales tax exemptions for a Resident Tribal Member business.

**Little River Trading Post Interactions:**

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

**Little River Casino Resort Interactions:**

1. Corresponded with Resort Surveillance Director regarding video reviews of transactions at the Trading Post.
2. Corresponded with Resort Finance staff regarding an error discovered in the January 2022 Tribal Tax payment.
3. Corresponded with the Compliance Department regarding a possible inspection for food safety for a member at the community center since the Resort has a staff member that is certified by IHS.

**Meetings / Trainings Attended During the Month:**

1. Employee Staff meeting via Teams on February 3, 2022.
2. Employee Recognition Team meetings via Teams on February 3 and 17, 2022.
3. Tribal Council meetings via Zoom on February 2, 9, and 16, 2022.
4. Leadership Roundtable meeting via Teams on February 10, 2022.
5. Survey Work Group meeting via Teams on February 21 and 28, 2022.

**Statistics:**



Total Registered Resident Tribal Members (RTMs): 259

- Manistee County: 248
- Mason County: 11

Monthly Tax Revenue\*:

\*January 2022 amounts received in February 2022

- Retail Sales Tax (Gift Shop) \$1,250.37
- Retail Sales Tax (Nectar Spa) \$51.96
- Retail Sales Tax (Trading Post) \$4,539.62
- Service Tax \$694.52
- Admissions Tax \$0.00
- Lodging & Occupancy Tax \$6,178.36
- Food & Beverage Tax (Little River Casino Resort) \$16,333.97
- Food & Beverage Tax (Sparks BBQ) \$848.38
- Food & Beverage Tax (Da J Wok) \$2,390.88

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

- Gasoline (includes eligible Government & Resort vehicles): \$4,857.42
- Diesel (includes eligible Government & Resort vehicles): \$142.27
- Cigarettes: \$7,338.84
- Employee (Government & Resort) Discount on Fuel: \$401.45

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

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

- Gasoline: \$0.437/gallon
- Diesel: \$0.457/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 2022 Department Report***

**1. Department Overview**

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

**2. Department reporting section**

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

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

1. Responded 43 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Communicated with staff from departments about various items.
4. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.
6. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
7. Continued to communicate with G. Zaring regarding Manistee Historical Society project and Tribal involvement.

8. Gave a presentation to the Ludington Schools Elementary 3<sup>rd</sup> grade classes.
9. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.

**The Language Coordinator** accomplished the following during this month

1. Staying in contact with Tammy and Lyle about reporting of grant
2. Staying in contact with ANA director and Program Specialist from Sault. Ste Marie.
3. Telephone conversation with Robb from Michigan Nature Association for future language projects in the area.
4. Zoom interview with NMC spokesman zoom language classes in Manistee, they were our hosts one time.
5. Working closely with Brickhouse about web/app production.
6. Posted Endaaying videos for February.
7. Produced zoom lessons and taught them, students are now learning how to spell and write our language.
8. Consultant to Interlochen public radio, Delta Dental, Sleeping Bear Tours, Grand Rapids Public Museum.
9. Answered Email and Calls about camp, language, culture.
10. Recycled for LRB Pharmacy.

#### **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 2022, Department Report**

**I. Department Overview**

**MISSION STATEMENT**

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

**II. Department reporting section**

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Start-up Aqua-Disc Feb 8<sup>th</sup> and 9<sup>th</sup>.
- Continuing to sample for Covid-19 in wastewater

**Billing**

Water	\$11,438.06
Sewer	\$13,723.60
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$19,812.21
Septage	\$2,835.84
Other	\$273.20
Month Total	\$57,963.17
Yr. to Date Water	\$22,937.66
Yr. to Date Sewer	\$27,781.60
Yr. to Date Irrigation	\$3,621.86
Yr. to Date Fire Suppression	\$16,138.66
Yr. to Date Manistee Township	\$35,298.74
Yr. to Date Septage	\$10,936.38
Other Revenue	\$664.49
Credit	\$0.00
Yr. to Date Total	\$117,379.39

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 1,766,981**
    - b. Ave Daily Flow Gallons 63,106**
  
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 2,671,026**
    - b. Daily Average Gallons 95,393**
  
  - Effluent Gallons**
    - a. 2,662,647**
    - b. Daily Average Gallons 95,095**
  
  - Lagoon**
    - a. Influent 55,500**
    - b. Daily Average Gallons 1,982**
  
- 3. Septic Sewage**
  - a. Gallons 47,264**

### **III. Travel and Trainings**

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

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

**What: ATEA Annual Meeting**  
**Who: Gary Lewis**  
**Where: Phone Conference**  
**Sponsored by: Arizona Tribal Energy Association**

**What: MSU Covid Sampling Meeting**  
**Who: Gary Lewis**  
**Where: Phone Conference**  
**Sponsored by: MSU Dr. Joan Rose**

**What: Understanding Lagoon Operations**

**Who: Thomas Sutton, Gary Lewis**

**Where: Webinar**

**Sponsored by: RCAP**