

**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: January 20, 2021
Maanda Nji: Re: January 2021 Operations Report

We respectfully submit the January 2021 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
January, 2021

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

January, 2021 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. **2021 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2021 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2021 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: Complete the establishment of the Property Management function for the organization.

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2022 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. 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 May18 - 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 -2020-2021 homes, Gaming Commission Entryway, Public Safety Building, Commodities Bldg.** *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 January.*
 - i. AKI 5 – 2020-21 Homes –No Movement – N/A.**
 - ii. Gaming Commission Entryway – GT Construction- N/A**
 - iii. Public Safety Building – Grand Traverse EC- N/A**
 - iv. Commodities Building Project- N/A**
- 2. Cash Receipts:** *Daily cash receipts totaled for the month of January, were, \$521,226.03 the General & Special Revenue Account had a total of (249) receipts.*
- 3. NGLC:** *Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.*
- 4. Pharmacy:** *Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,*
- 5. Fixed Assets Account Group:** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2020.*
- 6. Audit work for 2020-2021 – Ongoing- Fixed Asset control.**
- 7. 1099MISC. – 2020 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2020.**
- 8. Sending out 1099NEC/MISC, Member and Vendor.**
- 9. BP Card – gas card access – Continued updates and changes as it relates to new hires and departures. Working on processes.**
- 10. WEX Card- new fleet card, rollout to all departments.**
- 11. Tribal Financial Statement Requirements:** *Due by the 8th of the month.*

1. *Cash Deposits*
2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
3. *Utilities report – current payments – monthly report of payments.*

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Construction Task Force –Weekly Meeting - Thursday – review - AKI 5 – 2020-21 homes, Gaming Commission Entryway, Public Safety Building, Commodities.

Other Meetings

January – Sage Tracking Inventory

January – WEX Fleet Card Rollout/ Continued with meeting with Natural Resources.

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 – Directors meeting, White House Update, Homeland Security Region 7, COVID Vaccine Planning, Leads, Health Department, Directors, CERT, Michigan COVID update

Trainings Held / Attended – FEMA Disaster Webinar

Special Tasks / Activities Performed – Preregistration mailing, COVID webinar, Payroll Asst

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *I sent out February 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 will be ending.*
- *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 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 signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *I sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *The Tribe received two modification in January for the following grant:*
 1. *2020 BIA Self Governance Compact Tribal Court added funding for \$18,371.*
 2. *2020 IHS Self Governance Compact Clinic Operations added funding or \$54,677.*

- For the grant modifications, I scanned the modification to the electronic grant folder for that grant. I place the original modification documents in the Grant Program Booklet and identify the modification # on a tab with the dollar amount of the modification. I entered the new funding amounts on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. By email I forwarded the modification documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution.
- If the modification is a no cost grant extension, I enter those additional reports due dates on the reporting calendar. On the Grant Program Facts Sheet that is in the Grant Program Booklet, I identify the additional report due dates on that form and then scan that document to replace the prior form in the electronic grant folder. I enter the new end date for that grant on the Federal Programs Administered by the Tribe and the monthly draw down program list. I enter the new end date of this grant in the Accounting system. I notify by email the Program Administrator of the grant, Purchasing, Comptroller, Accounts Payable, Ogema office of this extension.
- The Tribe received one new grant in January for the following:
 1. 2021 BIA Self Governance Compact for \$95,349 for the period of 1/1/2021-12/31/2021.
- I set up a new Grant Program Booklet and created electronic folders. I scanned the documents and placed those documents in the scanned electronic folders. I placed the original documents in the grant program booklet. I entered the new grant award on the Monthly Tracking Spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. I sent the new grant information to the Staff Accountant so that she could set the program up in the Accounting System. I forwarded copies of the new award documents to the Budget Coordinator so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once Tribal Council accepted the grant into the operating budget, the Budget Coordinator forwarded me copies of the resolution passed and the new budget entered. I scanned all documents and resolution into the electronic folders and placed originals in the Grant Program Booklet. I sent a notice of the new grant to the following departments: Purchasing, Ogema office, Controller, Payroll and Accounts Payable letting them know the new grant Information. I created a Grant Program Booklet for the person administering the grant. On the reporting calendar, I entered all the program federal & narrative reports due for the life of the grant.
- Submitted two billing invoices on the following grants:
 1. District Health Department #10 MOA for \$5,000.
 2. 2020-2021 GSRP for \$2,721.39.
- I created cover letters for each of the billing invoices that went to ITC and had the Ogema sign. I scanned the billing invoices and sent electronically to the Project Officers at ITC. I entered the amounts on the February cash receipt journal and February grant spreadsheet. I entered the amounts separately for each grant on the draw down sheet that is in each grant booklet. I scanned the draw down sheets to the electronic grant folders and placed the documentation in the Grant Program Booklets.
- I prepared a notice to the Staff Accountant on each grant that ended so that she could deactivate the grant in the Accounting System.
- I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of January.
- I worked with the Grant Program Administrators on any questions they have related to the grant they are administering.

Meetings Held/Attended

- *I participated in many conference calls due to social distancing. Worked with the different Directors to process new grant awards, modifications and any questions that they may have.*

Trainings Held/Attendance**Specials Tasks/Activities Performed****Upcoming Projects/Task**

- *Due to the IT crash of the computer system and Accounting not being able to recover numerous files, any grant information that I had entered or scanned was lost as of a certain date. Due to the enormous amount of time this will take and having daily tasks and reporting deadlines to meet each month, I am unsure when I will be able to pull each grant and re-enter that information. It's been very frustrating to say the least and it has effected the whole government.*

PAYROLL***Duties and Accomplishments –***

1. Processed 582 payroll vouchers/checks.
2. Verified 28 PAF's this month which included new 2employee(s), and 21 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 1/1, 1/15 and 1/19.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

1/14 – Met with Lani and Brandy for Payroll/Accounting Clerk selection process.

Trainings Held / Attended –

1/14 – MIP Fund Accounting W-2 Processing Live Webcast.

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 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in January as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in January as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of January to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processed 2020 W-2's and mailed them out.
10. Processed 4th quarter Form 941 and mailed.
11. Processed the annual Form 945 for per cap payments and mailed.
12. Completed 4th quarter Wage Detail reporting with UIA.
13. Completed interview process for Payroll/Accounting Clerk position.
14. Completed year-end PTO adjustments for employees over the 120 hour carryover limit.

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. Updating MIP payroll procedures to include processing payroll using the HR and EWS modules.

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Complete form MW-3 for local tax withholding prior to due date.
3. Hiring and training of Payroll/Accounting clerk.

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. 1/4 Creating an electronic file for all open contracts.
2. 1/4 Revised travel forms to reflect 2021 POV rate. Emailed out notice to all staff of new mileage rate.
3. 1/6 Shoreline proposal opening.
4. 1/18 Shoreline Meeting.
5. Revised purchasing procedures to match current authorization and bidding requirements.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 328 packages.
2. Issued 130 receiving reports.
3. Returned 4 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

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

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2020 Indirect Cost Proposal.

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.

Expenditures Update

Total year to date expenditures for the Finance Division for January, 2021, are \$119,491, compared to an annual budget of \$1,477,242. Total expenses for the Finance Division for year to date January, 2021, represent 8% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

January 2021 Department Report

I. Department Overview

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

II. Department reporting section

- **Higher Education Scholarship:** 19 Higher Education Scholarships were processed in January 2021. This compares to 37 processed in the previous January, likely a reflection of Educational issues resulting from the Covid 19 Pandemic. The total funding was \$40,982 this year, as compared to almost twice that last January. 10 of the students are enrolled in community colleges, while 9 are enrolled in university. 16 are women, and just 3 are males. We will undoubtedly continue to receive applications for this semester into coming months, but the numbers may well be a reflection of Covid 19 issues.
- **College Book Stipend:** 54 book stipends were awarded during the month of January totaling \$23,000. 37 are enrolled in 9 or more credits, 11 in 4-8 credits, and 6 in 1-3 credits. Book stipend numbers this year compared to last are a little more similar than comparing scholarship funding.
- **LRBOI Student Services-** 6 students received adjustments to their BIA Covid 19 relief funding because I made a mistake in processing check requests and missed changing the amount from one check that was for a lesser amount. I made new adjustment requests to correct the error, totaling \$1130. One student received \$400 from an address issue in 2020. For the 2021 Student Services, 2 students have requested funds for school clothing for the 2021 calendar year, totaling \$1000. One student has received \$325 in senior expenses, one has used \$100 in activities funding, and 2 12th grade computer awards went out totaling \$2000. Total expenditure for all of the above \$4530
- **Because of Covid 19 restrictions,** the Education Department is looking at new ways to provide activities for youth, and to that end, IT has begun setting up our Zoom equipment. We have also begun exploring ideas for social distancing/mask wearing functions that we may be able to provide during summer, depending on how things go. We have spent much time this month reorganizing files, and working on reorganizing our storage room. During the last week of January my

voice mail filled up, and many of the calls were forwards from Family Services. There was a phone issue with the call assistance for the tribal government 888 number, and all Education phone calls were being directed to voicemail of an employee who no longer works here, and was on medical leave when the voicemail message was recorded. It directed questions and assistance to Jason Cross, so he kept getting calls meant for education, mostly regarding scholarships. A bit of a confusion, but has since been worked out by IT.

Meetings Attended:

Jan 14- Leadership Team Meeting Remote

**Jan 19- Confederation of Michigan Tribal Education Departments
winter quarterly meeting- Zoom meeting**

**Jan 27- meeting with IT regarding beginning setting up Zoom
equipment**

Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2021 Education Department budget**

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

January Monthly Report - 2021

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals

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

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

To continue to update the PerCap database.

Department Objectives are:

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

Duties Performed

- Mailed out: 3 Applications forms for people seeking membership
- Sent out: 31 Address change forms
- Created 30 New and Replacement ID's from 01/01/2021 through 01/31/2021
- 94 Addresses changed from 01/01/2021 through 01/31/2021
- Final Rejection Letters: 2
- Final Acceptance Letters: 3
- 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 Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 0 Applications received since 01/01/2021
- List request of Membership: Public Information, Election Board-3 & Tax Department
- Label request of Membership: TERT
- Tribal Members Label/List/Statistical request: Pamela Johnson, Sharron Detz & Gary DiPiazza
- Statistical requests: TERT

- Department Verifications:
 1. Prosecutor 31
 2. Member's Assistance 30
 3. Family Services 5
 4. Human Resources 5
 5. PRC/EHAP 16
 6. Utilities 1
 7. Casino 1
 8. Clinic 1

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

Meetings

- Leadership Roundtable – January 14th
- Enrollment Commission Meeting – January 12th
- Work Session with Tribal Council-Enrollment Ordinance
- Director's Meeting – January 11th

Enrollment Statistics

- Total Membership: 4,098
- Total number of Elders: 1,427
- Total number of Adults (18-54): 2,346
- Total number of Minors (0-17): 325
- Total Tribal Members living in:

- 9 County Area: 1,695
- Outside 9 County Area: 2,368
- Michigan: 2,687
- Outside Michigan: 1,376
- Undeliverable Addresses: 35

Facilities
Rusty Smith

Facilities Management Department

2021 January Monthly Report

De-Ahna Underwood, Administrative Assistant III

I. Department Overview

Goals & Objectives

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.

Objective.

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.

II. Department Reporting Section

The Department of Facilities Management received 43 work orders and completed 42. The one remaining work order is to set up The Lodge for the Election Board. Work orders included but not limited to small remodel of the Justice Center conference room, propane tanks filled to resolve one of the no heats issues. Cummins completed generator repairs. The Techs designed and built standalone sneeze guards and replaced ballasts and majority of the lights at the Gaming Commission. The installation of the Bryant furnace at the Natural Resource building was completed by Custom Sheet Metal.

The Facilities Department brought two contracts before Tribal Council this month, both were approved by resolution. One for awarding the master service agreement for janitorial supplies and equipment. The other for roofing membrane repairs to the Government Center. There are nine service contracts that have weekly, bi-weekly, and monthly deliverables to manage. Three additional contracts for the Muskegon outtake office were added to the current fourteen contracts the Administrative Assistant manages. Contract management falls outside the realm of the core role of the Administrative Assistant, the initial role of the Admin was to assist the Director. The added responsibilities that have fallen onto the Admin and as well as the Technicians have not contributed to their professional advancement.

The Facilities Technicians are responsible for snow plowing and ice management, during the winter season. Technicians monitor current weather conditions and future forecast and plan accordingly to provide safety and accessibility for employees and visitors. Two of the Technicians plow parking lots and the third Technician focuses on facility entrances and sidewalks.

In addition to completing daily assignments and projects the Technicians have been providing janitorial services to the Health Clinic since the beginning of December. The Health Clinic requires a high level and yet a quick pace of cleaning within a two-hour window. Snow plowing and cleaning the Health Clinic conflict with each other during the week due to the need of having each completed by 8:00 a.m. The EVS schedules will need to be adjusted to allow the Maintenance Technicians to focus on their duties and meet the demands of the Health Clinic. And an additional note; the Work Force part time EVS Technician has been doing a first-rate job maintaining the lower level of the Government Center and other areas assigned.

The Maintenance Technicians also continue to disinfect with the electrostatic machine to help prevent the spread of Covid-19. One of our Techs is scheduled to spray every Tuesday and Thursday evening. The EVS Technicians have continued their daily disinfecting at Aki, Justice Center, East Lake, Government Center and Natural Resource Building.

The Facilities Auto Mechanic completed several full-service oil changes and corrective maintenance on vehicles. As well as preventive maintenance on vehicles and equipment.

III. Budget Expense Justification

The department has standing purchase orders open to buy supplies to make repairs and complete projects.

IV. Travel and Trainings

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

Family Services
Jason Cross

Family Services Department

January 2021 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	3
Muskegon	1
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	0
Oceana	0
Newaygo	0
Out Of Area	1
Total	5

Open Cases.....44

Total number of Tribal members served in open cases: 41

Total number of descendants served in open cases: 10

Total number of individuals served in open cases: 81

Cases Management:

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



Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

- Current Cases (5); New Intake(s) (0); Cases closed (0)
 - Provided: advocacy, legal assistance, housing, transportation, safety planning, and judicial advocacy.
- Had (2) face2face/zoom meetings; (53) client phone/text/email contacts; (0) transports; (0) court hearing(s)

Virtual Collaboration Meetings

- 1/11 – Manistee DVSART meeting
- 1/19 – Ottawa Co. LAADSV meeting
- 1/23 – UTFAV Board meeting

Travel & Training/Webinars

- 1/12 – Advance Learning Center meeting on training
- 1/27 – What VSP needs to Know About COVID Vaccines (FVSPA)

Grants

- 1/5 – OVW Performance Report Training
- 1/13 – meet w/Jon Hauswirth to go over DV Jurisdiction grant report
- 1/26 – VOCA quarterly report was submitted
- 1/28 – VOCA PII Policy was submitted

Michol Ludwig (Manistee Outreach Specialist)

Advocacy/Case Management

- (3) Current; New Intake(s) (1); Cases closed (0)
- Had (1) client face to face meetings.
- Had (1) home visits.
- Had (83) telephone/email contacts.

Supervision/Case Reviews

- 1/27 – Case Reviews

Virtual Collaboration Efforts/Meetings

- 1/11 - MDVSART Meeting
- 1/12 – MI Advocacy Learning Meeting
- 1/14 – THFAV Advocate Meeting
- 1/19 – WISE Newaygo Sexual Assault Task Force Meeting
- 1/20 – Lakeshore Human Trafficking Task Force Meeting
- 1/27 – RCP Marketing VSP Website Meeting
- 1/28 – Case Managers Meeting

Training/Webinars/Pod Casts

- 1/8 – Michigan Advocacy Learning Center (ALC) Informational Webinar
- 1/12 – 1/14 Weaving Together: Strength-Based Trauma-Informed Approaches to Support Survivors of Domestic Violence with Mental Health Challenges
- 1/27 – What Victim Service Providers Need to Know about COVID-19 Vaccine Rollout for Survivors

Outreach/Education

- Made some social media posts.
- Monitored social media for any incoming communication (1).
- Made some updates to the VSP website.

Other

- Worked with Lamar Advertising to secure billboards for or 2021 April and October awareness campaigns.

Amber Shepard (Manistee Victim Advocate)**Advocacy/Case Management**

- Current (3), New Intake(s) (2); Cases closed (2)
- Had (2) face to face meeting
- Had (33) telephone contacts

Supervision/Case Reviews

- 1/18 & 1/27

Virtual Collaboration Meetings

- 1/11 – Manistee DVSART meeting
- 1/29 – Muskegon Case Managers Annual Forum

Training/Webinars

- 1/7-NRCDV podcast “The Difference Between Surviving & Not Surviving”
- 1/12-NIWRC webinar “How Family and Friends Can Reconnect with Native Teachings and Create Healing Spaces with and for Native 2S/LGBTQ Victim-Survivors”
- 1/21-NRCDV articles “Research on Domestic Violence and the Workplace”
- 1/26-National Stalking Resource Center webinar “Trauma-Informed Victim and Witness Interviewing for the Justice System”

Next Generation Learning Center-January 2021

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

12 Staff members currently on the payroll

Enrollment Statistics:

Due to Child Care Licensing, CDC, American Academy of Pediatrics, and state of Michigan COVID guidelines for Child Care, NGLC is only enrolling at 50% capacity to maintain safety for children and staff.

Classroom	No. Children Enrolled	Full Time Status 30+ hours	Part Time Status	Tribal Affiliation	Government Employee	Casino Employee
Infant Classroom 0-2 years old	3	3	0	0	1	0
Toddler Classroom 2-3 years old	8	8	0	3	4	1
Preschool Poplar-Three Years Old	10	10	0	5	0	3
Preschool Cedar-Four Years Old	10	10	0	3	2	2
Preschool Maple-Three/Four Years Old	10	10	0	0	1	0
Preschool Oak-Four Year Old GSRP	4	4	0	1	0	1
School Age 5-12 years	13	0 *school in session	13	1	2	0
Totals	58	47	13	13	10	7
Percentages		78%	22%	22%	18%	12%

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

LRBOI Collaborations (Sub Committees)

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

Center Happenings:

- Ashley and Holly are working on new processes and procedures for the family handbook for the center. There will be changes in payment process, due dates, ratio, and pandemic procedures to maintain changing CDC guidelines and LRBOI POS policies.

- Language lessons continue with online learning through Facebook page
- NGLC administrator is part of a panel discussion for maintaining funding for early childhood programs in the Manistee region, realigning the state quality rating system, market survey research, and GSRP requirements in a classroom
- Preschool Recruitment has begun for the 2021-2022 school year
- GSRP (state funded preschool classroom) for four years old children has openings.
- All preschool and infant/toddler rooms are running and at full capacity regarding COVID ratio rules.

COVID closures:

- n/a

NGLC Closure:

- New Year's Day

LRBOI Be Da Bin Behavioral Health Program – January 2021 Report

Staff for Be Da Bin includes: Dottie Batchelder, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; and James Gibson “JD”, contractual Traditional Healer.

Because of the Covid 19 virus, Angela and Dottie are working with clients by phone/not in person. The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.

Angela is doing the telepsychiatry services with Dr. Hawley and Dottie is assisting with some clients as needed and are using the bluejean application from Dr. Hawley. Dottie has been updating/adding to the RPMS system for Indian Health Services for staff. Angela has 48 clients at this time. Angela had 49 sessions this month, 48 Follow ups, and 7 hours of telepsychiatry. Dottie currently has 32 clients (with 8 being Recovery Support). Dottie had 37 sessions, 4 crisis call (referral for detox or inpatient treatment), and 63 follow up calls. Angela and Dottie are continuing to talk with clients by phone or texting, fixing charts, along with continuing webinars and home study books for continuing education. Angela completed the quarterly report for the Mental Health grant and Dottie completed the quarterly for Native Connections.

Angela and Dottie attended the Manistee County Suicide Prevention Coalition on January 20, all online. Dottie co-chairs the Suicide Prevention Coalition meeting, attended the Native Connection grant call (1/12), the Quarterly Tribal Behavioral Health Communication Network meeting (virtual 1/14), Tribal Prevention Coalition Call (ITC) (1/21), and the SEA (Substance Education and Awareness group) on 1/28. On January 15, 2021, Dottie attended the QPR Train the Trainer Training (suicide prevention training) and distributed stickers in the area for the National Suicide Prevention Lifeline from Be Da Bin and the coalition.

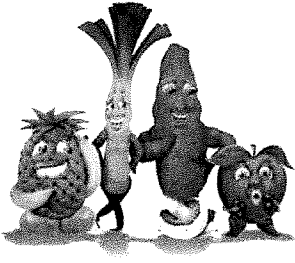
Stephanie Persenaire - Case Management

Total number living in homes served	7	3	2	0	2	0	0	0	0	5
Total number of Tribal Citizens living in homes served	6	0	1	0	0	0	0	0	0	5
Total number of descendants living in homes served	9	2	3	0	1	0	0	0	0	8
Total number of children living in homes served	0	0	0	0	0	0	0	0	0	0
Total ICWA or ICWP where substance abuse is involved	1	1	1	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	1
Sexual Abuse of a child	0	1	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	1
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	0	0	1	0	0	0	0	0	0	0
Alternative placement	1	0	0	0	0	0	0	0	0	0
Court appearances	6	1	2	0	1	0	0	0	0	0
Home Visits	2	0	0	0	0	0	0	0	0	0
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojeeuk	35	0	0	0	10	0	0	0	0	6
Contacts with outside agencies	0	0	0	0	0	0	0	0	0	0
Contacts with LRBOI departments	0	0	0	0	0	0	0	0	0	0
Tribal Elders	0	0	0	0	0	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	69	8	10	0	14	0	0	0	0	26

Amanda McQueen - Case Management

Total number living in homes served	0	4	0	0	0	0	0	0	0	25
Total number of Tribal Citizens living in homes served	0	3	0	0	0	0	0	0	0	13
Total number of descendants living in homes served	0	0	0	0	0	0	0	0	0	0
Total number of children living in homes served	0	2	0	0	0	0	0	0	0	8
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	2
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	1
ICWA or ICWP referrals	0	1	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	1
Tribal Foster Home	0	0	0	0	0	0	0	0	0	1
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	1
Alternative placement	0	0	0	0	0	0	0	0	0	0
Court appearances	0	1	0	0	0	0	0	0	0	2
Home Visits	0	1	0	0	0	0	0	0	0	4
Case Reviews	0	2	0	0	0	0	0	0	0	14
Binojeeuk	0	0	0	0	0	0	0	0	0	2
Contacts with outside agencies	0	5	0	0	0	0	0	0	0	29
Contacts with LRBOI departments	0	0	0	0	0	0	0	0	0	4
Tribal Elders	0	0	0	0	0	0	0	0	0	1
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	0	19	0	0	0	0	0	0	0	108

Food Distribution
Ken LaHaye



Food Distribution Program

January 2021 Monthly Report

Ken LaHaye and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for February.

Ken and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Ken conducted deliveries on 1/12, 1/13, 1/14, and 1/15.

We conducted 35 deliveries.

We received deliveries on 1/7, 1/11, and 1/14.

Food Distribution Office is open to the public by appointment only.

Ken and Melanie mailed numerous applications out to potential clients.

Ken submitted Release of Funds to HUD on 1/5.

Release of Funds was approved and accepted on 1/25.

USDA granted approval to give additional bonus packages to participants.

3 Meetings

Ken attended monthly FDPIR call 1/11.

Ken attended Round table meeting 1/14.

Ken attended SABA training 1/28.

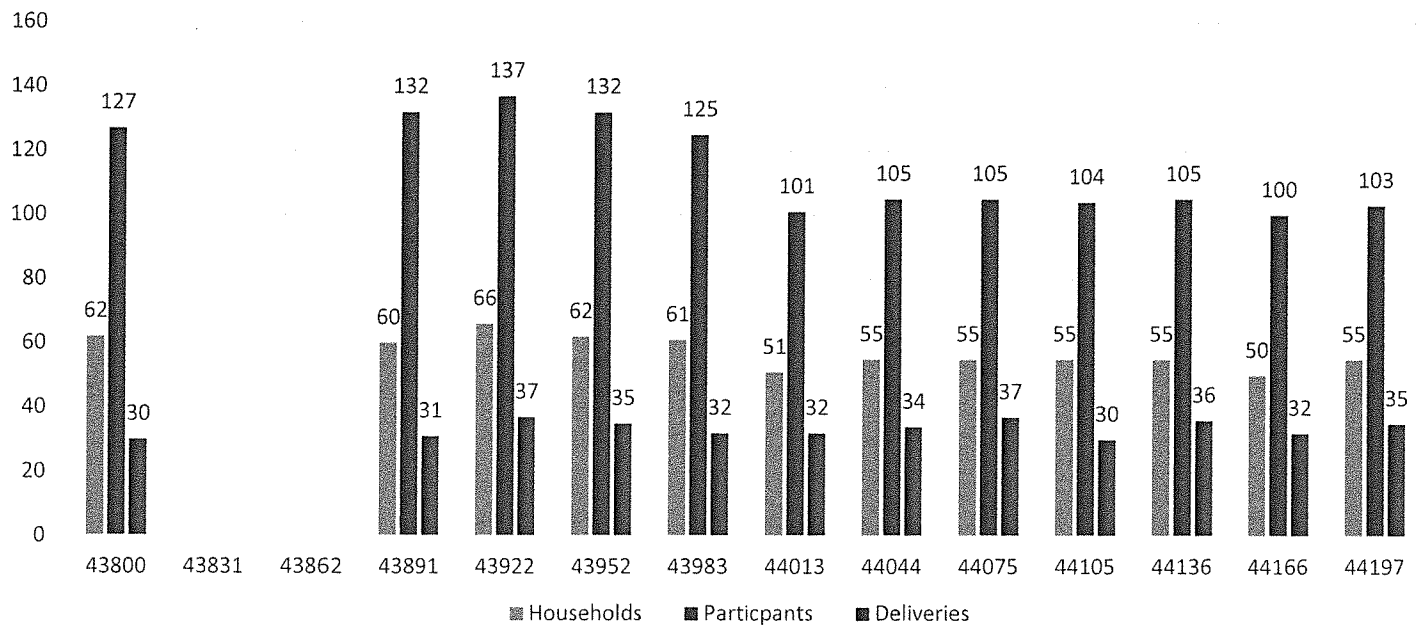
Melanie attended FDPIR meeting 1/28.

Ken had meeting with HR on 1/29.

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

January 2021

Lyle Dorr, Grant Writer

Key:

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

Note: Updates to ongoing projects are usually underlined

Grant Department:

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

Aki Maadiziwin

- ∞ **ICDBG COVID19 Supplemental Funding – Modular Home Project - Update 1/29/21:** Tara is taking responsibility for rebidding the COVID19 Modular Home project. Little Valley Homes of Cadillac were unable to reconcile the HUD bonding requirement due to no fault of their own. HUD has requested and been given a new timeline on the project for completion by late November 2021.

Additional Notes:

The scope of the project may need to be adjusted in order to cover any cost increases, for example, instead of (4) two-bedroom and (1) three-bedroom homes, it may need to reflect (5) two-bedroom homes.

- **US Dept of Treasury - Emergency Rental Assistance Program:** Passed through Council a resolution to participate in the program and Tara received notice of award \$365,299.91. She was originally told it was 10% of our IHBG, which was only \$29K.

Clinic:

- Attending HHS and IHS webinars related to funding opportunities to be ready to assist Dr. Wever should the occasion arise. COVID19 funds are still flowing in 2021.

Court:

- ∅ **No current projects.**

Family Services/ Be-Da-Bin:

- ∅ **No current projects.** Though there have not been any projects to pursue, I have review a few different opportunities with Jason and he has sent through a couple opportunities for review that other departments might be able to use.

Food Distribution:

- ∞ **Update 1/29/21:** Food Distribution Construction Project – went out to bid and came back December 9, 2020. The low bid was out of Jackson, MI at \$1.3M. We are still in the process doing value added engineering to get the cost down to the \$945,000 available for the project. Some suggestions are to eliminate the Food Distribution Van Garage and address it in the future through other funding, shorten the highth of the building by 2' (14' ceilings to 12' ceilings), and reducing the length from 120' to 110'.

Note: Material prices are up very high currently due to the hurricanes in the south and fires in the west. The delay to start building next year should help keep material prices in line and maintain the budget.

Historic Preservation & Language:

- **Purposed Project:** This grant writer has review with the Director and Language instructor the potential to use CARES Act funding (\$96,000) to renovate the online access of language materials providing an effective language tool for the members to access remotely.

Maintenance:

- ∞ **Air Purification Systems Installation (All LRBOI Government Buildings and Casino) Update 1/29/21:** This project was completed accept for the NR conference room, which needed our preferred contractor to install a new furnace. (Note: the new furnace was recently installed) Coordinating with Van Dyken and our regular HVAC service vendors to complete repairs and installation of the new air purification system, which will take place in the spring (Note: 6 other furnaces at NR already have the Air Purification System installed).
- ∞ **Buildings with Air Purification Ionization system installed:** Government Center, Aki, Utilities, NextGen/Gaming, Justice Center, Natural Resources as stated above, Muskegon Office, Casino (including guest rooms).

Natural Resources:

- ∅ **No current projects.** NR does most of their own grant writing work.

Public Safety:

- ∅ **No current projects.**

Water/Waste/Renewable Energy:

- ∞ **Update 1/29/21:** Applied for a Tribal Energy Development Grant that was due Sept 1. It was for \$ 98,300: (We did not receive the TEDC grant. We were told that the project was worthy, but the competition was significant with only 1 in 3 projects being funded.) With the help of Woven Energy Consultants, LRBOI led by Gary Lewis, Utilities Director, will 1) Establish a comprehensive baseline of LRBOI's current energy usage; 2) Define LRBOI's energy vision and roadmap to prioritize our energy investments; 3) Build LRBOI's energy development capacity by drafting a business plan with organizational formational documents and applicable policies. The total cost of this three-phase project is \$98,300. We anticipate hearing whether we have received it or not in October.
- ∞ **Note:** Gary and I looked into applying for a similar grant in January hearing the news that the TEDC grant would not likely be funded. It was a Rural Energy for America Program, but the timeline for submission was too tight for us to be able to submit. We will continue to explore funding options for a feasibility study.
- **Gary has submitted to Council Electric Valve replacement and Disc Filter component replacement using CARES Act funding:** These water-waste projects are critical to the functioning of the system. Replacing

them insures that the system will not go down leaving the Casino and area customer including members at Aki without water. CARES Act funding can be used for system upgrades, repairs or improvements due to COVID19 traveling through wastewater. Most of the projects identified by Gary to maintain the wastewater system have been addressed. There are a couple relatively small upgrades/repairs remaining, but the total will be just short of \$400,000.

Special Projects:

- ∞ **Update 1/29/21: COVID19 Expenditure Plan:** Compiled a department by department COVID19 allocated & unallocated spending plan for leadership to review and advance.

Currently there is approximately \$2.5M unspent CARES funds. There are about 1.8M in identified department projects with \$400,000 of that being critical water-waste infrastructure projects. Leadership has been notified of this status and will need to make decisions regarding a spending plan.

Summary of Recommended CARES Act fund Appropriate Projects

Department	Project	Importance	Cost
Casino	Warehouse - excess slot mach.	Important	\$ 500,000
Casino	Pinnacle Software	Important	\$ 25,000
Casino	Trading Post Drive Thru Window	Important	\$ 50,000
Family Serv	Bereavement fund	Not Critical *	\$ 105,000
Family Serv	Muskegon Reno	Important	\$ 150,000
IT	IT Utility Vehicle	Important	\$ 25,000
Historic Preservation	Web-based Language	Important	\$ 93,940
Gov Center	IT Network Eng.	Important	\$ 40,000
Utilities	Panel Replacement	Critical **	\$ 105,357
Utilities	Well House Control Panel	Critical **	\$ 46,404
Utilities	Update to (4) Eye Wash Stations	Critical **	\$ 6,000
Utilities	Electrical for Valve Project	Critical **	\$ 6,000
Utilities	Disc Filter Component	Critical **	\$ 150,000
Utilities	Valve Replacement	Critical **	\$ 69,023
Utilities	Strainer Wearbar Replace	Critical **	\$ 11,647
Utilities	MUS COVID Testing (March 4wks)	Important	\$ 11,600
Utilities	Expand Office	Important	\$ 180,000
Utilities	Add Truck Garage	Important	\$ 310,000
Utilities	Redo Road & Parking	Important ***	\$ -
		Total	\$ 1,884,971
		Critical Total	\$ 394,431

* Not Critical as internal funding is available, but this saves LRBOI having to use their own funds.

** Critical: Not making these repairs puts the water-waste system at risk of shutting down. Part for these projects are either missing/gone or cannot be purchased any longer.

*** The Roads/Parking project can be paid for with BIA Roads funds should Council approve.

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: January, 2021

Re: January 2021 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of January 2021. 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.

Teresa Johnson continues to perform reception desk duties in the clinic and screen entrants for COVID-19, greets patients coming in daily for COVID-19 vaccinations and assisting with getting paperwork in order, as well as transporting when necessary.

Juli Compeau continues to assist with the COVID vaccination efforts, getting paperwork ready for vaccination appointments, schedules transports, assists where needed, and assists Teresa in performing reception desk duties.

Amy Doering continues with the vaccination scheduling, assists Tribal Members with paperwork, and fields all calls regarding the COVID vaccination and assists those callers with paperwork and scheduling as appropriate.

Forest County Pottawatomi Insurance Department filed 61 claims on behalf of Little River in the amount of \$9,319.55 for third party revenue generation.

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

CLINIC OPERATIONS:

950 patients scheduled

20 patients NO-SHOW to scheduled appointments

05 patients provided SAME DAY appointments for emergent matters**

236 cancelled appointments

699 patients attending CLINIC PHYSICIAN appointments** (COVID-19 Vaccines included)

23 patients PHONE TRIAGE**

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

29 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JANUARY (Total Patient Volume): 1,177

Diabetic patients: 169

Flu Vaccines: 02

Injections: 04

Moderna Vaccines: 418

Pfizer Vaccines: 66

Nursing Visits: 85 ** (COVID-19 Vaccines included)

On-site Labs: 223 (COVID-19 tests included)

COVID-19 Tests: 31

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,645

DIRECT CALLS TO CLINIC OPERATIONS: 820

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:**JANUARY 2021**

TRANSPORTS (INCLUDES CHR TRANSPORTS): 12

TRAVEL HOURS: 45

SERVICE HOURS: 16

NUMBER SERVED: 12

CHR ACTIVITY**LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 164 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: 0 (included in number served & clients served)

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 45

TOTAL SERVICE HOURS: 16

TOTAL CLIENTS SERVED: 12

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$102,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2043

TOTAL PRC PAID IN JANUARY: \$67,262.95

PHARMACY/OTHER: \$45,097.53

DENTAL: \$19,813.35

TOTAL PATIENTS: 241 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 583

TOTAL CLAIMS ENTERED: 375

TOTAL PRC PAID 2021: \$67,262.95

TOTAL EHAP PAID IN JANUARY: \$34,532.21

TOTAL EHAP PAID 2021: \$34,532.21

TOTAL ENROLLED EHAP/LRBOI: 1355

NEW APPLICATIONS MAILED OR GIVEN: 5

REASSESSMENTS MAILED OR GIVEN: 20

MEDICARE LIKE RATE (MLR) Savings for JANUARY 2021

Claims submitted: 15 \$22,449.14 (total submitted)

-\$6,227.23 (what we paid)

\$16,221.91 (total savings)

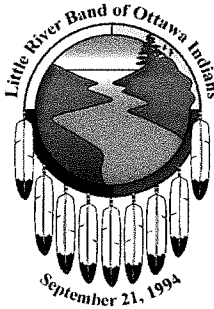
PHARMACY: JANUARY 2020

Active patients: 353
Prescriptions filled: 1324

Insurance charges: \$102,527.64
Insurance payments received: \$112,295.71
Non-member cash/copays received: \$376.34

PRC-equivalent write offs:
 LRBOI: \$32,041.51
 Other Tribes: \$1213.08
 TOTAL: \$33,254.59

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 January 2021

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: 6

Leases renewed: 7

New leases: 1

Annual Inspections: 0 (Annual inspections on hold still due to COVID-19)

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: 2

Total Amount of Awards for the Year: \$10,000

The Housing Department has assisted with \$615,000 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!

C. Received notice that the Department of Treasury had funds allocated to them for an Emergency Rental Assistance Program to assist families that are struggling due to the COVID-19 pandemic. LRBOI applied for the funds and received notice on 1/28 that we are receiving \$365,299.91 in funding!! We were only expecting about \$29,950. That is wonderful news! The Housing Director will be working with Member Services Director on a program to assist tribal members over the course of the next 12 months on emergency rental assistance.

D. The housing department currently has 7 vacant units and the department was able to get 6 of the 7 units move out inspections done and statement of accounts done and out to the previous tenants.

E. Received a preliminary idea on how to use the lower circle of the housing area for further housing construction from GTEC and shared the idea and concept with the Housing Commission on 1/21/21 and they seemed approved of the concept. Will present to TC during the month of February for their input on the project.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 0
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0
- E. Due to the Executive Order regarding COVID-19 and the hold on lease terminations for non-payment of rent, we currently have \$23,428 in arrearages from 11 residents. 1 resident has not paid since April and two others since July. We have contacted via phone, sent letters and still no response.

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 6 units to complete for a move in at this time, this allows maintenance staff to work independently from each other.
- C. All maintenance on HVAC systems has been completed and there is a few follow up items that need to be completed by Housing maintenance. These follow up resulted in 19 work orders and maintenance staff are following up on them as time allows.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 74 were rented giving us an occupancy rating of 91%.

- A. Aki has 55 income based rental units of which 51 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 27 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 6 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

- A. Housing has begun working on a RFP for the 5 new homes project as a November 2021 extension on the project has been approved by HUD for the ICDB Grant.
- B. The elder's complex new laundry area is near completion, the electrical and plumbing has been completed. The new commercial washer and dryer and laundry carts have been purchased and are waiting to be installed. Maintenance staff has to complete the drywall repairs and install the equipment.

VI. Plans for the Future.

VII. Other Information

End of Report
Tara Bailey, Housing Director
February 1, 2021

Cc: File

Human Resources

Jeff Simpkins

To: Ogema Romanelli

From: J. Simpkins

Subject: January 2021 HR Department Report

Date: 2/12/21

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.

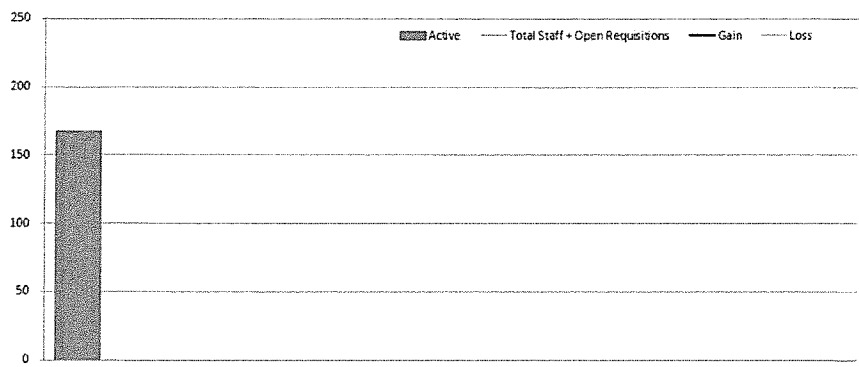
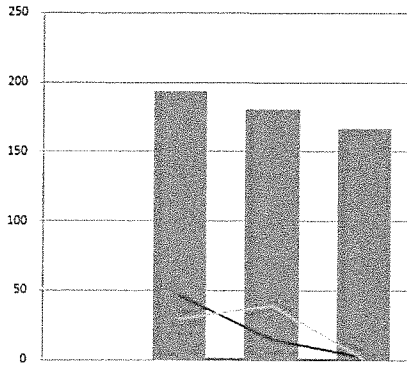
1) HR 2020 Operational Plan

- a) The 2021 Operational Plan started with 64 projects and major tasks.
- b) January Summary:
 - i) Significant increase in talent acquisition work requirements.
 - ii) End of year benefit administration and auditing.
 - iii) Focused on internal process improvements and adjustments.
 - iv) Launched the 2021 HR Project and Major Task Plan
 - v) Continued several key initiatives.
 - vi) Completed 3 projects/major tasks.
 - vii) Received updated desktop technology. Thanks to the IT staff for their help during the month!

2) Talent Acquisition

- a) Talent Acquisition
 - i) Month Number of Hires: 2
 - ii) Number of Hires Year to Date: 2
 - iii) Number of Applicants Year to Date: 23
 - iv) Number of Open Positions: 25
 - v) Updated Recruiting Work Priority: 1-Health Clinic, 2-NRD, 3-All Others
 - vi) Turnover Year to Date: 1
 - vii) January included a significant increase in the number of job requisitions received. At month's end there were 25 open job requisitions.
 - viii) Several improvements were made to the talent acquisition process in January. These include changes to the ad content, contacting applicants immediately for LRBOI applications and launching an updated Job Requisition Form. We saw the number of responses to both ads and application requests increase across the board, however there are still some open positions for which applicants are limited. Thanks to Alicia Knapp for her hard work and focus on talent acquisition!

Staffing

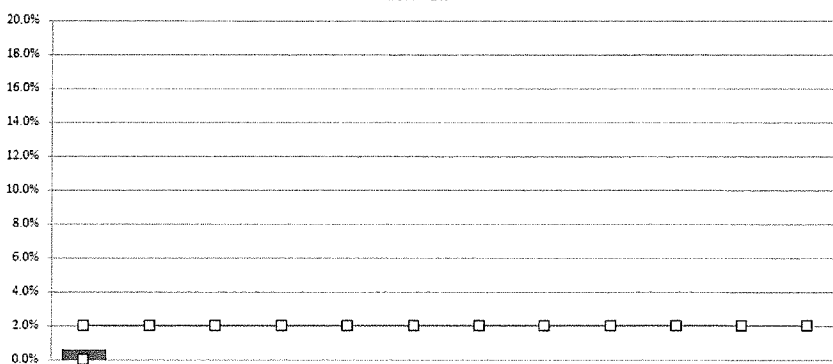
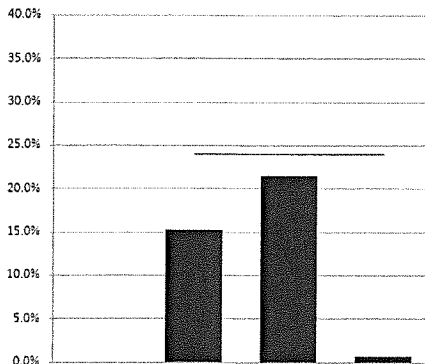


Variables	Year		
Active	2019	2020	2021
Inactive	3	1	1
Total Staff	197	182	168
Open Requisitions	8	7	25
Total Staff - Open Requisitions	205	189	193
Average Fill %	96.1%	96.3%	87.0%
Gain	46	15	2
Loss	29	39	1
Net Gain (Loss)	17	-24	1

Months											
Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
167											
1											
168											
25											
193											
87.0%											
2											
1											
1.0											

Michigan Unemployment
Michigan/National U8

Turnover



Variables	Year		
Turnover Percentage	2019	2020	2021
Total Separations	30	39	1
Average # of Associates	197	182	168

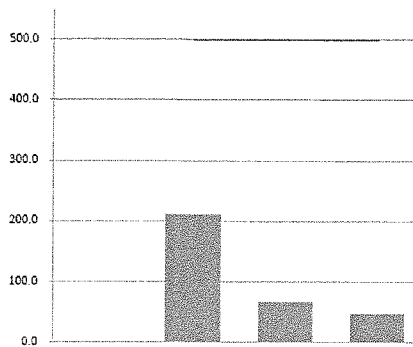
Months											
Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
0.6%											
1	0	0	0	0	0	0	0	0	3	0	0
168											

3) Talent Development and Relations

a) Leadership and Team Member Development.

- HR assisted the organization and leaders through key issues, including employee communication. We continued the Leadership Roundtable series, with 12 leaders in attendance.
- Provided additional HR support to the leadership of various departments. This included continued job description update support, team member relations events and One-on-One process coaching.
- Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
- Continued the regular meeting of Operational Support Directors, with the objective of improving collaboration among the departments and services to others.

- v) Conducted to prepare for re-launch of the Performance Management system. Launched the 2020 HR Department review cycle in the SABA system. Assisted NRD in closing prior year processes. Conducted the first 2021 scheduled training for leaders in Performance Management Systems and Writing Performance Review Competencies, with 4 participants.
- vi) Completed the draft 2021 Communication Plan and Calendar.
- vii) Continued “The River Resource” publication to help team members stay informed and connected.
- viii) Completed the updated Responsibility Matrix. This describes the responsibility of various stakeholders in our people processes.
- ix) Re-launched the Compensation Plan Team.
- b) HR Department Development Initiatives:
 - i) HR Development Events: 0
 - ii) Conducted the third and final HR 2021 planning meeting and launched the plan.
 - iii) Continued file migration to O365 storage solutions.
 - iv) 2021 Projects loaded into SABA as goals.

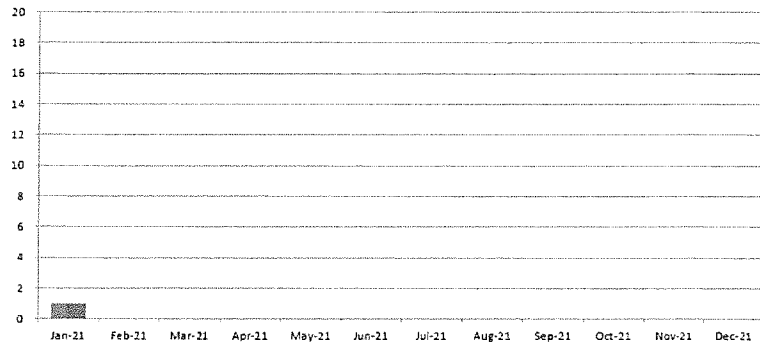
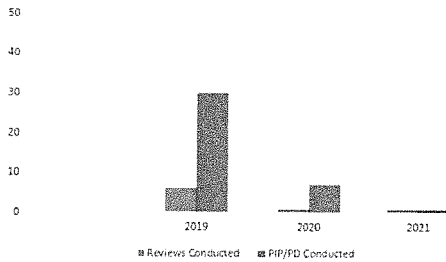


		Yearly Avg		
Variables		2019	2020	2021
Ave. Training Hours	#DIV/0!	212.1	67.5	47.0
Goal		500	500	500

Orientation		98	22	4
New Employee Training		193	24	0
Training: Position Development		46	33	11
Cross Training/Position Preparation		0	8	0
Leadership Training		1,027	217	26
One on One		132	31	6
Other Training		29	3	0
Safety Training		781	0	1
Mentorship		240	0	0
Total Training Hours	0	2,546	338	47

Performance Events (Reviews/PIP)

Performance Events (Reviews/PIP)



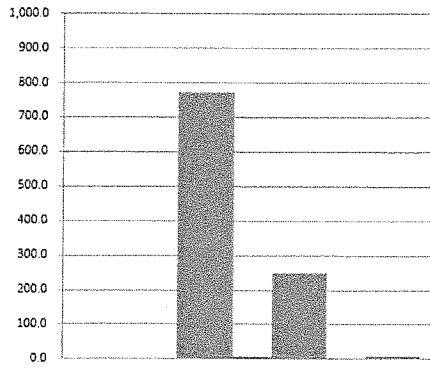
Variables	Year		
	2019	2020	2021
Percent of Staff Receiving Feedback	18%	4%	1%
Reviews Conducted	6	1	1
PIP/PD Conducted	30	7	1
Total Staff	197	182	168

Months											
Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
1%	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0
168											

4) Benefits and HR Administration

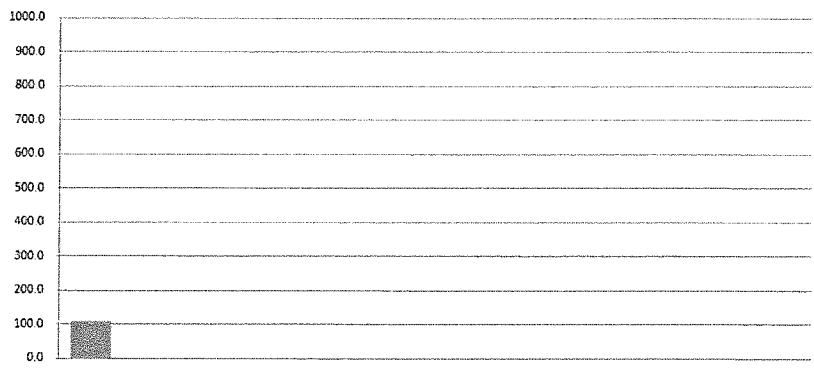
- Continued working to improve benefit processes.
- Actions Taken:
 - Benefits Work Priority: 1 – Auditing Benefit Portal Information, 2 – Benefit Reconciliation Process, 3 - Assisting Team Members with Benefit Requests
- Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- Completed 2020 benefit reconciliations.
- Initiated benefit reconciliation training with Melinda Smith. Thanks Mindi!
- Completed the PAF form update.
- Evaluated the need for an internal over-age dependent removal notification.
- Updated dental and vision rates in the MIP system with the new lower rates.
- Assisted employees with Hartford's evidence of insurability process.
- Implemented an audit of information at insurance provider online portals. This is time consuming work, and appreciate Melinda Smith's hard work in working to ensure accurate portal information. Thanks again Mindi!
- Leave Notes
 - Leave Hours decreased again in January.

Leave (Excluding PTO and Holidays)



Variables	2019	2020	2021
Total Leave Hours	771.9	247.5	9.2
Total Leave Events	28.3	5.8	0.9
Number of FTE Positions	4.8	1.5	0.1

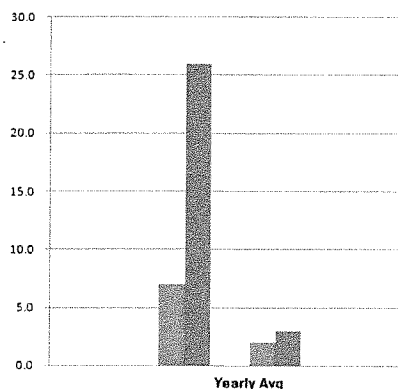
Leave Hours by Type			
Bereavement	1,144	696	72
Education	345	190	24
FML	5,036	1,740	0
IFML	267	7	0
Jury Duty/Tribal Witness	0	0	0
LOA	768	192	0
Military	0	0	0
Parental	0	0	0
Wellness	360	145	14
Total Leave Hours	7,920	2,970	110

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5) Safety

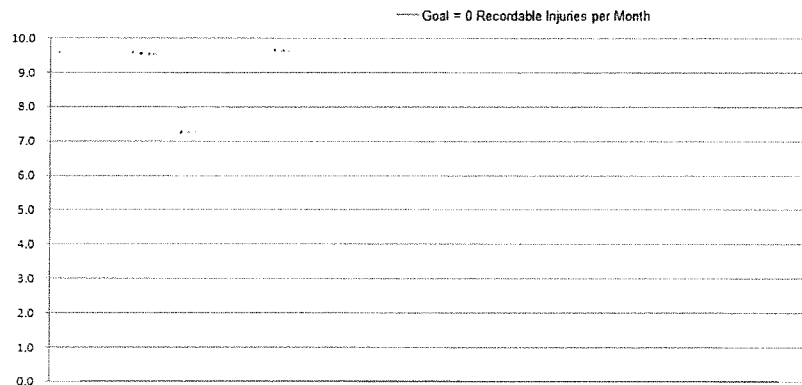
- i) Continued COVID-19 support and tracking.
- ii) Participated in training for a new online training portal of safety subjects.
- iii) Completed 2020 safety recordkeeping and published for each LRBOI facility.
- iv) Recordable Injuries: 0
- v) Near Miss/1st Aid: 0
- vi) Congratulations LRBOI team on a 0-incident month in January!

Safety (Recordable Injuries and Near-Miss Incidents)



Variables	Yearly Avg		
	2019	2020	2021
Total Recordable Injuries	7.0	2.0	0.0
Goal			0
Total Near-Miss Incidents	26.0	3.0	0.0

Strain/Sprain	4	0	0
Laceration	1	1	0
FBE	0	0	0
Fracture	1	1	0
Illness	1	0	0
Other	0	0	0
0	7	2	0

[illegible][illegible]

6) Tribal Preference Report

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY INDIAN PREFERENCE IN EMPLOYMENT

ORDINANCE #15-600-02

	CURRENTLY EMPLOYED					
	January 2021					
	TM	NA	D	S	NP	TOTAL
EXECUTIVE	61	9	10	6	56	142
GAMING	10	0	1	3	15	29
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	4	2	0	1	1	8
TOTAL	86	13	11	10	73	193
	Prior Month					
EXECUTIVE	60	9	10	6	56	141
GAMING	10	0	1	3	15	29
LEGISLATIVE	11	2	0	0	1	14
JUDICIAL	4	2	0	1	1	8
TOTAL	85	13	11	10	73	192

Notes on Tribal Preference:

- January Tribal Preference Employment was 62.2% of total employment, an increase of 0.2% from last month due to a new Tribal Member Workforce Development Work Experience Program hire.
- Data since January 2019 shows the following:
 - The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
 - 2021 Tribal Preference Applications: 14.3%
 - 2020 Tribal Preference Applications: 15.8%
 - 2019 Tribal Preference Applications: 14.1%
 - 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 hires compared to all hires.
 - 2021 Tribal Preference Hires: 50.0%
 - 2020 Tribal Preference Hires: 33.3%
 - 2019 Tribal Preference Hires: 26.7%
 - Great job Hiring Managers!

7) Workforce Development

- The Tribal Development Team continued operations in January and planned the 2021 meeting schedule.
- Continued teaming with MichiganWorks on the development of non-traditional apprenticeships.

- iii) Development of the Work Experience program continued in January. We coordinated another Work Experience Program participant scheduled to begin work in February. Thanks to Alicia Knapp for her work on this project!
- iv) Launched Work Experience participant training in job search and performance management skills.
- v) February New Requests for WFD Service: 5
- vi) 2021 Total Requests: 5
- vii) 2021 Processes Completed: 3
- viii) 2021 Number in Adult Work Experience: 2

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
January 2021

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. New router and firewall configuration and install still waiting approval of contract with outside vendor.
2. Virtual and cloud backup systems configuration complete. Restore and recovery capabilities tested successfully.
3. On Premise server backup to disk is completed. New disk space was acquired, and a new server defined.
4. **Mandatory IT Projects by order of priority:**
 - a. January 2021
 - i. Government remains open by appointment only due to pandemic.
 - ii. New laptops with mobile access for all critical employees continue to be purchased and delivered. The IT Staff is deploying them as quickly as we can.
 - iii. Many departments replacing equipment and deployment of the new equipment is overwhelming the IT Staff.
 - iv. Training users of how to use the remote work devices has proven to be a challenge for the IT Staff due to time constraints.
 - v. Support All Operations
5. 412 new IT work orders were opened in January 2020 and 399 IT work orders completed in January 2021.
6. IT Remains severely understaffed and is unable to keep up with daily operational demands.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions for 2021 IT Projects.

Trainings Held / Attended –

Special Tasks / Activities Performed –Set up Live Stream and Zoom and other interactive sessions for various employees and groups.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: February 3, 2021
Re: January 2021 report of activities

Number of tribal members assisted on new issues 54

Number of referrals received 2

Number of continuing cases: 47

Types of legal issues:

Child support	Land Contract - Forfeiture
Probate Estate	Criminal
Divorce	Real Estate
Wills	Estate Planning
Change of Jurisdiction	Conservator - Adult
Trusts	Parenting Time
Divorce – Out of State	Social Security Administration
Custody	Codicil
Name Change – Minor	Legal Separation
Land Contract	Employer Identification Number
Medical Power of Attorney	Child Support Arrearages
Trust Administration	LLC
Bench Warrant	Personal Protection Order
Amend Trust	Small Probate Estate
Power of Attorney	SSI
Personal Representative	Adult Guardian – Modify
Vehicle Loan	

Estate Planning – Amendments
Limited Guardian – Minor
Separate Maintenance
Lady Bird Deed
Petition and Order for Assignment
Small Claims
Grandparent visitation – Out of State
Guardian – Adult – Out of State
Move out of State with Minor Children
Caretaker agreement

Supervised Parenting Time
Adult Guardian
Landlord Tenant Issues
Federal civil ticket
Evictions
Life Insurance
Business
Telephone Scam
Driver's License
Civil

Sample of Work Performed:

Assisted a tribal member file for divorce

Assisted a tribal member change their minor child's name

Assisted a tribal member file a small claims action

Assisted a tribal member get an eviction action dismissed because their landlord did not follow the correct steps to evict them

Assisted a tribal member get an order for the child's parent to have supervised parenting time

Members Assistance
Jason Cross (Interim)

Members Assistance Department

January 2021 Departmental Report

Jason Cross – 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
 - i. Total expensed \$334,601.98
 - ii. Budget remaining 8%
 - iii. 14 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	2	2	0	4	0	0	0	0	0

2. Food Assistance Program

- b. Budget \$46,050
- c. Total expensed YTD \$1,050
- d. 98% Remaining
- e. 3 total households accessing this program to date.

[illegible]

3. Rental and Mortgage Assistance Program

- f.** Total Budget \$50,000
- g.** Total expensed YTD \$10,782
- h.** 78% Remaining
- i.** 6 Total households accessing this program to date

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

4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$1,989.62
- l. 95% Remaining
- m. 10 total households accessing this program to date.

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

5. LIHEAP – DHHS Grant Funded Program FY 2021

- Total Budget \$158,774
- Total expensed to date \$6,200
- 7 total households accessing this program to date.

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

6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$800.00
- f. 92% Remaining
- g. 3 Elders accessing this program to date

[illegible]

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$1,518.95
- j. 93% Remaining
- k. 8 Members accessing this program to date.

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

8. LRBOI Home Repair Program 2020

- l. Total budget \$100,000
- m. Total expensed YTD \$4,722.50
- n. 95% Remaining
- o. 1 members accessed this program

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

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$7,550.00
- r. 98% Remaining
- s. 1 members accessed this program
- t. Average age at passing is 55.

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

10. Elders Insurance

- u. Cost per Elder \$175.71 Medical and \$112.00 prescription benefit per month.
- v. 315 Elders enrolled in program.
- w. September invoice \$88,018.33

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

Mailed	Picked up	Emailed	Faxed
48	8	21	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
24	19	15	0	12	14	11	5	3	0

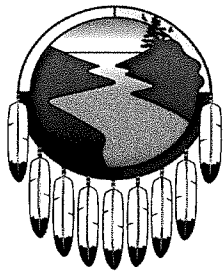
13. Office Visits

bb. 0 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Director

Natural Resources
Frank Beaver



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

**January 2021 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

Vacant

- 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 - Senior Fisheries Biologist, Fisheries Division Manager

Barry Weldon – Great Lakes Fisheries Biologist

Alycia Peterson – Great Lakes Fisheries Technician

Mike Snyder – Great Lakes Fisheries Technician

Corey Jerome – Fisheries Biologist, Sturgeon

Dana Castle – Aquatic/Fisheries Biologist, Inland

Corey Wells - 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
- Division work plans discussion
- Grant Management
- Review State Collector permits/Fisheries Orders
- Scientific literature review.
- Presentation prep for BIA GLRI Grant submission
- Prepare various requisitions (Midwest Wildlife Conference)
- Meeting preparation for various meetings below
- Preparing for upcoming field season and solidifying plans.
- Continued reading and learning of Arctic Grayling research to help develop field plan.
- Continued work on the MIAFS Awards Committee
 - Lead committee and send out reminders of tasks
 - Send out reminders to MIAFS membership to nominate colleagues
 - Close awards

- Prepare files and send out files and tasks to the committee
 - Prepare and send information for the MIAFS newsletter from the Awards Committee
 - Update the Executive Committee on Award Committee tasks
- Preparing posts for Journal of Great Lakes Research (JGLR) Communications Team
- Promote seasonal fisheries position by sending it out to various job networks (Midwest Fish and Wildlife Conference job board, LinkedIn, etc.).
- Prepared and sent 2020 harvest report to IFC
- Begin updating work plan that will be shared with IFC.
- Various work on 2020 Consent Decree documents
- Great Lakes Fisheries Data entry and transfers
- Presentation prep for January symposium presentation
- Annual sturgeon report writing
-
- Equipment maintenance/Field Work/Lab Work:
- NGLC sturgeon aquarium maintenance
- Fish aging and structure imaging.
- Vehicle maintenance GSA trucks repair maintenance
- Organized and compiled 2020 scale data
- Reimaged and aged 2019 Imaging Scales for age data that was lost this spring due to server malfunction.
- Processing maxilla structures for fish aging
- Processing otolith structures for fish aging
- Aged fish using maxilla
- Aged fish using otoliths
- Processing scales for fish aging
- Aged fish using scales
- SRF reconfigure prep work
-
- Meetings/Training/Travel/Conference Calls
- NRD LEADS Meeting (11/9)
- Internal NRD Culvert Meeting (1/4/2021)
- Michigan Chapter of the American Fisheries Society (MIAFS) Executive Committee Call (1/13/2021)
- Arctic Grayling discussion, collaboration potential with U.S. Fish and Wildlife Service – Green Bay (1/14/2021)
- Meeting with IT to discuss website access (1/15/2021)
- Journal of Great Lakes Research Communications Team meeting (1/15/2021)
- Internal discussion on Grayling Streamside trailer (1/22/2021)
- Culvert collaboration discussion with Conservation Resource Alliance (1/20/2021)
- 2020 Consent Decree negotiations external call (1/4)
- 2020 Consent Decree negotiations internal call (1/4)
- 2020 Consent Decree negotiations external call (1/11)
- 2020 Consent Decree negotiations internal call (1/11)
- 2020 Consent Decree negotiations internal call (1/18)
- Lake Huron Technical Committee meeting (1/19-1/20)
- 2020 Consent Decree negotiations internal call (1/25)
- Lake Michigan Technical Committee meeting (1/26-1/27)

- Sturgeon Streamside Rearing presentation virtual at Atlantic whitefish symposium January 20; attendance at symposium January 19th and 20th
- Discussion on ARG streamside (1/22)

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

John Grocholski – Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
- Completed monthly report – January
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits (hunting tags), applications, regulations
- 2021 hunting permits planning
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations
- Ordered wildlife equipment needed for 2021 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Research and Methodology development for Northern Lower Peninsula American marten distribution study – On going
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Develop Newsletter articles for current
- Develop article/content for new NRD web page
- Resource selection function manuscript

- Marten home-range estimates
- Marten project data entry
- Graduate Assistance application review

Equipment Maintenance/Field Work/Lab Work

- Invasive species removal work on Tribal properties (Aki, Jebavy, Justice center, Area 51)
- General Tractor, Bobcat, snowmobile maintenance
- Cleaned and service wildlife vehicles
- Temperature logger deployment
- Marten trapping 12/6-12/17
- Marten Telemetry
- Hemlock Woolly Adelgid Survey on Custer property
- Cleaned and organized equipment at Big Blue
- Wildlife foraging plots survey – pulled cameras and downloaded and reviewed photos
- Set exploratory cameras – Marten research project
- Checked and Sealed harvest Elk

Meetings/Training/Travel/Conference Calls

- Weekly Team meeting - 1/4
- NRD Leads meeting – 1/5,
- Outreach interview with Interlochen Public Radio – 1/5
- Tribal, USFS and GVSU meeting – 1/6
- Meeting with HR – 1/6
- NRCS meeting – 1/11
- Leadership roundtable – 1/12
- Committee meeting – 1/12
- GVSU and UMD call – 1/14
- 1:1 meeting with Staff – 1/15, 1/20, 1/29
- GLRI meeting – 1/19
- Hunting Regulation Update meeting – 1/25
- Wildlife Technical Meeting –Elk expansion Feasibility – 1/25
- Compensation planning meeting – 1/27
- APHIS Feral swine call – 1/28

Environmental Division

Allison Smart –Environmental Division Manager

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Aquatic Biologist – Water Quality

Vacant – Aquatic Biologist – Wetlands

Environmental Division Capacity Building (IGAP)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- SABA work for 1:1s
- Staff Task List Management
- Farming Lease Information Gathering for ULD
- Created presentations for Manoomin Workshop Presentations
- Finalized Air Quality Grant
- Review of Air TAS for 105 and 505
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- Hiring and Posting Documents for Wetland Bio
- Position plan for Great Lakes Policy Specialist
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- CY2021 Planning

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 1/4, 1/11, 1/18, 1/25
- Culvert Priority Meeting w/ Fisheries/WQ – 1/4
- NRD Lead Huddle: 1/21
- 1:1 Meetings w/staff: 1/6 (x2), 1/7, 1/18 (x2), 1/19,
- 1:1 w/Supervisor: 1/15, 1/29
- NRD Leadership Meetings: 1/5
- Project Meeting w/ Staff: 1/4, 1/11 (x3),
- Enbridge Line 5 ACOE Meeting: 1/5
- CORA/GLIFWC Line 5 Call: 1/6
- R5 WETG Training Workgroup (USEPA): 1/6, 1/15(x2), 1/22
- RTOC Caucus Conversation: 1/7
- NTOC/RTOC Call – Mark Parrish – 1/7
- NOAA Lake Michigan Manoomin Workshop Planning: 1/11, 1/19, 1/25
- ATTAINs Training: 1/11, 1/25
- MTEG: 1/12
- Muskegon Watershed Dam Removal: 1/13
- Lake Michigan Partnership WG: 1/13
- IHS Open Dump Assessment Call – Project Update – 1/15
- Sugar Shack Rd w/ Planning: 1/18
- RTOC Call (USEPA) – 1/19
- LRBOI-CRA Culvert Priorities Meeting 1/20
- Site Visit USEPA Liaison – 1/21

- BIA Capacity Grant Check in with BIA PO – 1/21
- IROS Quarterly Meeting – 1/21
- Air Quality PO Intros (USEPA) – 1/22
- Tribal Consultation w/ EGLE Line 5 - 1/22
- NOAA Lake Michigan/Huron Manoomin Workshop – 1/26, 1/27, 1/28
- Meeting with LRBOI Golf Course on Permits for Railroad Tie Removal – 1/28
- Air Quality Program 103 Grant discussion with USEPA – 1/29
- SABA Meeting with HR – 1/29

Budgets Managed:

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

Brownfield Program

Administration /Reports/Data Entry

- Continued work on 2020 Field Work Data Analyses
- Continued work on SOP for Annual Data Analyses
- Finalized HMRP for printing
- GIS POI Maps created for 2020 Site Visits
- Researched site sampling and Phase Assessment data/records of nine properties for ULD
- Summarized site sampling and Phase Assessment data/records of nine properties for ULD & submitted to supervisor
- Revised 2021 Field Work Plan
- Created and submitted Requisitions for HMRP poster frames and phone accessories
- Accepted role of Keeper of the NRD Environmental Page on the LRBOI website
- Reviewed two EPA QAPP template/outline documents

Field Work and Equipment Maintenance

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

- Environmental staff weekly huddles (January 4, 11, 18, 25)
- 1:1 meetings with supervisor (Jan 7, 18)
- Met with supervisor re: 2021 Workplan & Goals (Jan 11)
- Attended monthly virtual Tribal DOI NRDAR teleconference (Jan 5)
- Attended monthly Household Hazardous Waste Committee virtual meeting (Jan 5)
- Met with supervisor re: remote work (Jan 4)
- Attended quarterly virtual MTEG (Jan 12)
- Attended Introductions meeting with supervisor and EPA staff (Jan 13)
- Attended N.MI Tribal BF group call (Jan 25)
- Attended quarterly R5 Tribal Lands Call (Jan 28)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Hydrolab data to sigmaplot
- Macro data separated into excel files.
- Imaged WQ scales.

- Ordered/received WQ Brochure.
- Sampling plan finalized.
- Workplan finalized.
- Ordered nutrient bottles for February sampling.
- EQIP application filled out for Custer culvert project.

Field Work and Equipment Maintenance

- Received and set up eureka water probe.
- Calibrated hydrolab

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

- 1/4- Culvert meeting
- 1/6- EQIP discussion
- 1/11- ATTAINS training
- 1/12-MTEG
- 1/20- Quarterly watershed partnership meeting MCD
- 1/25-ATTAINS training
- 1/26- Portage Lake Watershed meeting
- 1/27- MCCF meeting Conservation specialist

Air Quality Program (Funded by EPA CAA 103)

Administration/Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEGLE, US and Tribal subscriptions
- Submitted 7th Qtrly CAA 103 Grant Progress report to supervisor

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 1/8 and 1/21
- Completed PM 2.5, Monthly Maintenance & QC – 1/8 and 1/21
- Installed a new set of PM 2.5 filters – 1/8, 1/26 and 1/29
- Sent collected PM 2.5 filter samples to MDEGLE – 1/4, 1/11 and 1/20

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

- Attended weekly Environmental Division Huddle – 1/4 and 1/11
- Meetings with Supervisor – 1/6, 1/11 and 1/19
- Attended MTEG Virtual Meeting – 1/12
- Attended New Project Officer (PO) Introduction virtual meeting – 1/22
- Attended NAU's QREST (Quality Review and Exchange System for Tribes) online data management tool GoToWebinar – 1/26
- Delivered ozone monitoring equipment to MDEGLE in Lansing for calibration and readiness for the 2021 Ozone Monitoring Season – 1/28
- Attended a virtual meeting with USEPA concerning Little River Band CAA 103 FY21/22 Work Plan Negotiations – 1/29
- Attended Monthly State, Local, and Tribal Air Monitoring Conference Call – 1/27
- Attended Monthly R5 Tribal Air Conference Call – 1/28
- Attended Monthly USEPA & NTAA Air Policy Update Conference Call – 1/28

Wetlands (Wild Rice) 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)

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

Steve Parsons

January 2021

Meetings/Conferences/Trainings

- On January 6, 2021, I attended the final bid opening for the owner's representative for the Shoreline Project.
- On January 11, 2021, I met with Wayne Miller from the LRCR Facilities Department to discuss the planned renovation construction project for the Great Lakes Buffet.
- On January 12, 2021, I participated in the virtual meeting with members of MDOT staff to discuss various aspects of the upcoming US-31/M-22 Roundabout Project.
- On January 12, 2021, I attended the virtual meeting of the Executive Committee of the Manistee County Community Foundation.
- On January 12, 2021, I participated in the virtual meeting of the Housing North Board of Directors.
- On January 13 & 26, 2021, I participated in the virtual meeting between MDOT and Michigan Tribes to discuss the renewal of the Section 106 Programmatic Agreement. Jay Sam (Historic Preservation Director) is the Tribal lead representative on this issue and was also in attendance for both meetings. This group will continue to meet during the months of February and March.
- On January 15, 2021, I participated in a BIA Roads Consultation Teleconference regarding a proposal to change the federal regulation that limits the length of Access Roads (non-Tribal and non-BIA roads) to 15 miles. Some Tribes in remote rural areas (e.g., Alaska) contend that the 15-mile limitation adversely impacts their ability to plan and carry-out road projects, since they have few Tribal/BIA roads in their inventory. However, the majority of Tribes on the call were in favor of keeping the 15-mile limitation as is. LRBOI has very few access roads in our inventory so keeping the 15-mile limitation would be to our benefit. A final decision regarding this regulation is expected in the next several months.
- On January 19, 2021, I participated in a virtual meeting with Dr. Daryl Wever (LRBOI Clinic Director) and Ken Ockert (GTEC) to discuss the proposed project to make modifications and upgrades to Tribal buildings located in Muskegon that would be necessary to provide medical services to our membership who reside in the Muskegon area.
- On January 21, 2021, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. The purpose of the meeting was to determine how MSU can provide assistance and outreach to Tribal planners throughout the state. Representatives from the Little Traverse Bay Band, the Saginaw Chippewa Tribe, the Gun Lake Tribe and the Sault Ste. Marie Tribe also participated in the meeting. The tentative plan is to have these meetings on a monthly basis.
- On January 25, 2021, I participated in the Tribal Council Agenda Review meeting to represent an item I had on the upcoming January 27 agenda. This item was a request by MDOT to enter into a Letter of Understanding with LRBOI regarding future maintenance and upkeep for the US-31/M-22 Roundabout.
- On January 27, 2021, I attended the Tribal Council meeting to represent the proposed Letter of Understanding with MDOT.
- On January 27, 2021, I attended a webinar sponsored by the U.S. Census Bureau providing instruction on the annual Tribal Boundary and Annexation Survey (BAS). I will be submitting information to the Census Bureau updating recent trust land acquisitions by the Tribe.

Activities/Accomplishments/Updates

- In January, we applied for and received our Annual Construction Permit for 2021 from MDOT. The permit allows us to perform certain operations within the state highway right-of-way (primarily US-31 and M-22) during the calendar year. This permit allows us to service certain utility lines that the Tribe is responsible for (water, sewer, fiber optic, etc.) within the state highway right-of way, as needed, without applying for an individual permit each time.
- BIA Roads – 2021 Projects: In the next few months, some of our 2021 road projects will be moving forward. Here is the latest update on those projects.
 - We have been told by the BIA area office that we have obtained environmental clearance for the Cemetery Road project. We still have not received written confirmation but have been informed that it is coming. Our plan is to bid out the construction portion of the project in the month of February with a tentative spring start date for construction.
 - We will also be bidding out the Commodities Drive construction project in February/March as well. We plan to start construction in April at approximately the same time that construction begins on the new Food Distribution (Commodities) building.
 - The Sugar Shack Road repair (replacing failed culvert) is also scheduled for this spring as soon as weather permits. We are in the process of applying for an EPA wetland permit (which is needed before construction can begin) and should be receiving that sometime in March.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
January-21

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	17
City Assist	6
County Assist	4
Medical Assist	
MSP Assist	2
Other Calls for Service	
Property Checks	593
Suspicious Person	
Suspicious Situation	8
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	1
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	4
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	8
Assault	2
B&E	2
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	3
Domestic Disturbance	12
Drive-Off	2
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	1
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	2
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	2
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	1
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

3

Miscellaneous

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

351.25

1

1

189

2

10

1

1

63

63

13.25

3051

Training/Travel

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
January-21

Administrative Hours	102
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	1
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	1
Contacts	
Court	
Court Hours	
Dock Checks	8
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	184
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	802
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
January-21**

Administrative Hours	301.25	
Arrest(s)	2	
Male	1	
Female	1	
ATV Patrol Hours		
Assist(s)	2	
Assist Hours	2.25	
Citation(s)	1	
Civil	1	
Misdemeanor		
City Assist	1	
City Assist Hours	0.5	
City Original		
City Orgininal Hours		
Complaints	4	
Contacts	65	
Court	1	
Court Hours	0.5	
Follow-up(s)	6	
Follow-up Hours	3.25	
Federal Citation(s)		
Hours Worked	400	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	58	
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage	1110	
Vehicle Stops	5	
Verbal Warning(s)	2	
Written Warning(s)		
Training/Travel		

Tax Office
Valerie Chandler

Tax Department January 2021 Monthly Report

Staff: Valerie Chandler, Tax Officer
Arianne Gray, Tax Department Administrative Assistant

During the month of January 2021, 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
 - Copies of tax forms and RTM verification letters
 - 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)
2. Scanned and filed Tax Department documents such as Proofs of Residency, Tribal Business Tax Licenses, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
5. Completed and submitted the Tax Department monthly department report for December 2020.
6. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
7. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons versus tax-exempt inventories.
8. Issued 7 Certificates of Exemption:
 - Purchaser: 5 RTMs 2 Tribe/Entity
 - Purchase Type: 3 Vehicles 2 Construction 2 Contract Projects
9. Reviewed 35 Tribal Member address and/or name changes; 5 required updating of the RTM list and database.
10. Mailed 31 Proof of Residency request letters; processed 4 Proofs of Residency that were received.
11. Processed 1 Motor Fuel Registration.

State of Michigan Department of Treasury Tribal Affairs Interaction:

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 at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for February 2021 and provided it to the Trading Post.
8. Reviewed and processed 1,863 Trading Post Motor Fuel and Tobacco Receipts; flagged and corrected cashier errors.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for December, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed December 2020 Tribal tax returns from the Little River Casino Resort which included:
 - Retail Sales Tax (Little River Trading Post and Little River Casino Resort)
 - Food & Beverage Tax
 - Lodging & Occupancy Tax

Variable Duties and Accomplishments:

1. Reviewing, editing, and commenting on all Tax Department Ordinances and Regulations for future amendments. Also researching and comparing other Tribes' tax documents for reference.
2. Creating and compiling a tax reference guide incorporating all of the tribal tax laws for easier reference.
3. Sent out 6 Annual Tribal Business Tax Licenses to businesses operating on Tribal land.
4. Submitted two proposals to the Grants Department for projects that could utilize Cares monies that the Tribe still has available for the new year.
5. Worked with the Warrior Society Treasurer to complete their 2020 sales tax return.
6. Worked on minor updates to the Tax Department webpage.

7. Packed and labeled all of the 2020 fuel and tobacco logs, receipts, and reports into appropriate boxes and put into the department's secured storage area.
8. Created and laminated RTM Benefit reference cards to be included in the Annual Sales Tax Credit mailing in an effort to save on postage.
9. Prepared letters of RTM status verification to be included with the Annual Sales Tax Credit Form 4013 mailing.
10. Prepared and mailed 255 individual Annual Sales Tax Credit Form 4013, letters of verification, and RTM Benefit cards.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury regarding the Annual Sales Tax Credit Form 4013.
2. Corresponded with Tribal Affairs office regarding clarification of a section of the Tax Agreement.
3. Corresponded with Treasury regarding States sales tax being charged to some of the Tribe's utility accounts.

Little River Trading Post Interactions:

None out of the normal for the month.

Little River Casino Resort Interactions:

1. Corresponded with staff regarding fuel and tobacco reporting requirements needed from the computer systems.
2. Corresponded with staff regarding a discrepancy found in the Resort's annual tax return; the error was found and corrected.

Meetings / Trainings Attended During the Month:

1. Tribal Council meetings via Zoom on January 6, 13, and 27, 2021.
2. Directors meeting via Zoom on January 11, 2021.

Statistics:

Total Registered Resident Tribal Members (RTMs): 269

- Manistee County: 258
- Mason County: 11

Monthly Tax Revenue:*

*December 2020 amounts received in January 2021

- Retail Sales Tax (Little River Trading Post) \$869.90
- Retail Sales Tax (Gift Shop) \$1,230.10
- Lodging & Occupancy Tax \$1,371.10
- Food & Beverage Tax \$8,418.45

Tribal Member Tax Exemption Rates ("Discounts") for February 2021:*

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

- Gasoline: \$0.368/gallon
- Diesel: \$0.389/gallon

- Cigarette Pack: \$2.00/pack
 - Cigarette Carton: \$20.00/carton
 - 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
January 2021 Department Report

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 37 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. Participated in Tribal Council meetings via teleconference.
4. Communicated with staff from departments about various items.
5. Attended regular quarterly meeting of MACPRA.
6. Followed up on the meeting via phone conferences regarding NHPA /section 106 Programmatic Agreement MDOT/Tribes/FHWA.

7. Met with Ogema, Leads and the TERT and HR Director re: COVID-19 issues.
8. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
9. Administered, directed, and supervised all departmental activities.
10. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
11. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month

1. Created an informational year-end report of face book show "Endaaying".
2. Produced advanced conversational lessons for class & sent out the lessons.
3. Teach the advanced conversational zoom lessons on Fridays.
4. Developed lessons of a variety of topics for the face book show.
5. Scheduled posts on face book and scheduled times to share.
6. Scheduled a video shoot for February.
7. Edit the face book videos that need to be edited.
8. Working with Delta Dental on language, helped create posters with language.
9. Working with Interlochen Public Radio, promoting culture using language.
10. Short meeting with Lyle Dorr about grant project, great ideas.
11. Did my quarterly report.
12. Sent out CD ROM orders.
13. Phone meetings with Brickhouse Interactive.
14. Working with Crystal Newman in EDC about language.
15. Continue to recycle for Little River Band pharmacy.
16. Answered Emails and calls about language, CD ROMs, culture, history.

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
January 2021 , 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.
- Alpha Tran Engineering approved to install new SBR control panel.
- Pratt Valves ordered approved for purchase currently on order
- Continuing to sample for Covid-19 in wastewater

Billing

Water	\$10,434.33
Sewer	\$8,513.35
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,813.13
Septage	\$4,383.72
Other	\$0.00
Month Total	\$48,024.79
Yr. to Date Water	\$10,434.33
Yr. to Date Sewer	\$8,513.35
Yr. to Date Irrigation	\$1,810.93
Yr. to Date Fire Suppression	\$8,069.33
Yr. to Date Manistee Township	\$14,813.13
Yr. to Date Septage	\$4,383.72
Other Revenue	\$0.00
Credit	\$0.00
Yr. to Date Total	\$48,024.79

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 1,341,908**
 - b. Ave Daily Flow Gallons 43,287**

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 2,439,065**
 - b. Daily Average Gallons 78,680**

- Effluent Gallons**
 - a. 2,241,902**
 - b. Daily Average Gallons 72,319**
 - c. Waste Sludge Gallons 56,000**

- Lagoon**
 - a. Influent 143,977**
 - b. Daily Average Gallons 4,644**

- 3. Septic Sewage**
 - a. Gallons 73,062**

III. Travel and Trainings

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

What: MWEA Administrators conference
Who: Gary Lewis
Where: Webinar
Sponsored by: MWEA

What: Performance Management Training
Who: Gary Lewis, Jonathon Robertson
Where: Teams Meeting
Sponsored by: Human Resources