

**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 *JB R*
Naangwa: Date: July 25, 2019
Maanda Nji: Re: June 2019, Operations Report

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

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

Larry B. Romanelli

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

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

June, 2019 Department Report

I. Department Overview

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

Finance/Accounting Management:

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

Accounting:

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

Objectives:

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

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

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

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; Elders (10) Complex.*** *The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of June.*
 - i. ***Elders (10) Complex – Wieland - \$209,753.77***
 - ii. ***Elders (10) Complex – Travois - \$3,500.00***
2. ***Cash Receipts;*** *Daily cash receipts totaled for the month of June, were, \$515,858.28 the General Fund Operating Account had a total of (215) receipts.*
3. ***NGLC;*** *Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement.*
4. ***Pharmacy;*** *Monthly reconciliation –reporting from the Pharmacy department. Bank statement reconcile deposits, ACH reconciliation,*
5. ***Fixed Assets Account Group;*** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L for audit 2018. Ongoing working with the Staff Accountant on the FAS Gov. Software to update the assets for 2018.*
6. ***Audit work for 2018-2019 – Ongoing working on updating current year purchases, asset control.*** *Follow up with request from Auditors.*
7. ***1099MISC. – 2018 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2018.***
8. ***Sending out some of returned 1099MISC as corrected addresses come in.***
9. ***BP Card – gas card access – Continued updates and changes as it relates to new hires and departures.***
10. ***Tribal Financial Statement Requirements: Due by the 8th of the month.***
 1. *Cash Deposits*
 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
 3. *Utilities report – current payments – monthly report of payments.*

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

Other Meetings

June 10 – Review Great Lakes Proposal – Utility Department

June 17 – Meeting with CFO – Grant Entries

June 18 –Accounting Department, CFO, Leads. Job Description, Wage Grid

Duties and Accomplishments –

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

Meetings Held / Attended – TERT, Audit

Trainings Held / Attended – Safety Day

Special Tasks / Activities Performed – Audit Prep, Audit

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of June.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Ken LaHaye a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received six modifications for the following grants: BIA Government to Government IRR Roads added funding in the amount of \$351,892; 2019 BIA Self Governance added funding in the amount of \$304,849; 2019 BIA Self Governance added funding in the amount of \$209,653; 2018 BIA Self Governance added funding in the amount of \$649,892; IHS Tribal Member Well & Septic project #BE-18-K28 added funding in the amount of \$400,000 and 2019 BIA Self Governance added funding in the amount of \$179,674. Documents were scanned and placed in the electronic folder originals were placed in the grant files. New funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
12. *The Tribe received two new grants this month: 2019 IHBG funding in the amount of \$323,446 for the time period of 5/1/19-9/30/28 and 2019-2021 EPA Air Quality in the amount of \$56,777 for the time period of 4/1/19-3/31/21. Grant Program Booklets were created and electronic folders were set up and documents were scanned to the electronic folders and originals were placed in the grant files. The funding amounts were added to the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The new grant information was given to the Staff Accountant so that she could set these programs up in the Accounting System. The Budget Coordinator was given copies of the new award documents so that he could take to Tribal to have accepted into the operating budget by resolution. Once the acceptance resolutions were received they were scanned and placed in the electronic folders and originals were placed in the Grant Program*

Booklets. A notice was sent to Purchasing, Ogema office and Controller letting them know the new grant Information. Grant Program Booklets were created for the person who will be administering the grant.

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

Meetings Held/Attended

- 1. Met with Steve Wheeler to discuss grant issues on different occasions.*
- 2. Met with Bill Willis to discuss grant issues on different occasions.*
- 3. Met with Jason Cross a few times each week.*
- 4. Met with Valerie Chandler on different occasions.*
- 5. Met with Lyle Dorr almost on a daily basis.*
- 6. Attended monthly Lead meetings with Jay, Bill, Larry and Mary.*
- 7. Met with Jeff (HR) when he had questions.*
- 8. Met with Daryl Wever a few time each week.*
- 9. Met with Daryl Wever and Jeff Simpkins on 6/6/19, 6/18/19 and 6/19/19.*
- 10.Attended Staff meeting on 6/14/19.*
- 11.Met with Steve Wheeler, Bill Willis, Dale Magoon & Jay Sam on 6/18/19.*

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

- 1. Processed 463 payroll vouchers/checks.*
- 2. Verified 34 PAF's this month which included 7 new employee(s), and 3 termed employee(s).*
- 3. Processed payroll and completed payroll backup cover sheet for pay dates 6/7 and 6/21.*
- 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. 6/4 – Lead meeting to discuss and finalize COLA payment details.*
- 2. 6/14 – Mandatory staff meeting.*

***Trainings Held / Attended –
None***

Other Tasks / Activities Performed –

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

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Update MIP payroll procedures to include processing payroll using the HR and EWS modules.
2. Complete new hire entry instructions for HR to use in entering new hires into MIP.
3. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
4. COLA increases of 3% for all staff to be entered by HR and verified by Payroll.

ACCOUNTS PAYABLE

1. Enter and match invoices with purchase orders and receiving reports.
2. Keyed in all information in to the system for processing and printing checks.
3. Verify the budgets and have the check request signed for approval.
4. Generated checks twice a week for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.
5. After checks are printed put them with the right documentation and have

- them signed by Council.*
- 6. Check stubs are attached to check request and PO's for scanning and stuffed into envelopes for distribution.*
 - 7. Print a check register for Contract Health, Members and Family Services.*
 - 8. A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
 - 9. Provide receipts as necessary for rent, utilities and all other payments.*
 - 10. Scan in all Housing and Utility payments to the right departments.*
 - 11. Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
 - 12. Provide management with Accounts Payable information as requested.*
 - 13. Maintain court ordered per capita garnishments.*
 - 14. Do Liquidations and voids as needed.*
 - 15. Scan all payments to appropriate vendor fold.*
 - 16. File original payments by check date in filing cabinets.*
 - 17. Get mail and sort through it to give to right person in Accounting department.*

Meetings Held / Attended –

1. Mandatory meet at Casino on 6/14/19.

Special Tasks / Activities Performed –

- 1. Worked on a spread sheet for all vendors that have court orders for child support and other garnishments from percap payments.*
- 2. Also worked on payroll garnishment every other week.*
- 3. Pay Pharmacy Invoices every Monday.*
- 4. Give paid Pharmacy Invoices to Brandy Martin.*
- 5. Revised Job Description.*
- 6. Processed 867 checks for a total of \$1,203,824.58*
- 7. Checks processed for Education 22, Members 29, Travel/Advance & Closeout 54, Child Support 34, payroll 24.*
- 8. Logged in 6 Community deposits, 65 rent, 48 water, 8 travel closeouts, 7 camping fees, 34 Child Support 15 filing fees, 11 Fingerprints, 5 gaming license, 16 Tribal Id's and 4 Pow Wow Vendor Fee.*
- 9. Processed 361 checks for Contract Health for a total of \$80,760.46.*

Upcoming Projects / Tasks

1. Per Capita Garnishment Distribution.

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

***6-6-19 BETA Walk Through
6-14 Mandatory Staff Meeting
6-20 BETA Meeting***

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. Sought bids for:
 - a. Dental office
 - b. Medical office
 - c. Podiatry x-ray system
 - d. signs
2. 6/5 conference call. Discussion on contract document software.
3. 6/6 beta walk through on contract document software.
4. 6/18 Meeting with Custer Office regarding furniture bid for office in Muskegon.
5. 6/19 Food Distribution Center Bid Project.
6. 6/20 beta test meeting with contract document software.
7. 6/24-27 drafted RFP for architectural services for new food distribution center.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 248 packages.
2. Issued 128 receiving reports.
3. Returned 4 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.

- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2019 Indirect Cost Proposal.
- 4) Finalized FY16-FY18 Indirect Cost Proposals
- 5) Worked with Dr. Wever – Expansion of Clinic/Pharmacy Services
- 6) Began FY2020 Budget Process

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

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

Expenditures Update

Total year to date expenditures for the Finance Division for June, 2019, are \$613,958, compared to an annual budget of \$1,293,682. Total expenses for the Finance Division for year to date June, 2019, represent 48% of the total annual budget.

Education Department

Yvonne Parsons, Education Programs Coordinator

June 2019 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 4 student requested Activities assistance totaling \$1200. 1 student requested \$250 for driver's training assistance.
- Higher Education Scholarship: No higher education scholarship are available in summer
- College Book Stipend: 12 book stipend were issued in June 2019, 1 for 1-3 credits, 6 for 3-8 credits and 5 for 9+ credits totaling \$4500.

During the month of June the following occurred:

- June 10, Tribal Council Work Session regarding contract for Indian Village Youth Camp, Yvonne Parsons attended
- June 21, Family Movie Night at Aki Community Center and Muskegon. 17 people attended here, 1 attended in Muskegon
- June 25: Fishing Day Activity at Penny Park, 4 children participated, Yvonne Parsons and Debra Davis attended
- June 12: Work Session regarding contracts for Indian Village Youth Camp
- Much of the end of June was devoted to preparation for Indian Village Youth Camp, including contracts, presenters, logistics for Education Department second IVYC experience. This year we separated into two camps, with age splits. Camp I children 10-13, Camp II for children 14-17

Budget Expense Justification

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

Education
Yvonne Parsons

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

June Monthly Report - 2019

JESSICA WISSNER, ENROLLMENT COORDINATOR

Department Goals are:

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

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

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 6 Applications forms for people seeking membership
- Mailed out: 34 Address change forms
- Created 39 New and Replacement ID's from 06/01/2019 through 06/30/2019
- 191 Addresses changed from 06/01/2019 through 06/30/2019
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0

- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 06/01/2019
- List request of Membership: Tax Office, Member's Assistance, Public Information and Ogema
- Label request of Membership: Election Board
- Tribal Members Label/List/Statistical request: 0
- Statistical requests: Family Services and Clinic-2

- Department Verifications:
 1. Prosecutor 93
 2. Members Assistance 37
 3. Purchased and Referred Care/EHAP 118
 4. Family Services 12
 5. Casino 3
 6. Food Distribution 1

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 5 Members passed away for the Bereavement Fund
- Sent out 6 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 4 Tuition Waiver Verifications
- 471 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Work Session with Tribal Council (Ordinance Concern) – June 17th
- Meeting with Election Board – June 17th
- Staff Meeting – June 14th

Enrollment Statistics

- Total Membership: 4,191
- Total number of Elders: 1,374
- Total number of Adults (18-54): 2,451
- Total number of Minors (0-17): 366
- Total Tribal Members living in:
 - 9 County Area: 1,724
 - Outside 9 County Area: 2,355
 - Michigan: 2,709
 - Outside Michigan: 1,370
 - Undeliverable Addresses: 112

Family Services
Jason Cross

Family Services Department

June 2019 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Manistee	7
Muskegon	3
Mason	0
Lake	0
Wexford	0
Kent	0
Ottawa	1
Oceana	0
Newaygo	0
Out Of Area	0
Total	11

Open Cases.....65

Total number of Tribal members served in open cases: 66

Total number of descendants served in open cases: 17

Total number of individuals served in open cases: 122

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.

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Sandra DeVerney I & R's	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Intakes	0	0	0	0	0	0	0	0	0	0
Sandra DeVerney Open Cases	0	0	0	0	0	0	0	0	0	0
Stephanie Persenaire I & R's	3	0	0	0	2	0	0	0	0	0
Stephanie Persenaire Intakes	1	0	0	0	0	0	0	0	0	1
Stephanie Persenaire Open Cases	0	0	0	0	0	0	0	0	0	0
Amanda McQueen I & R's	0	0	0	0	0	0	0	0	0	0
Amanda McQueen Intakes	0	0	0	0	4	0	0	0	0	0
Amanda McQueen Open Cases	1	0	0	1	6	0	1	0	0	2
Worker Monthly Totals	5	0	0	1	12	0	1	0	0	3

Sandra DeVerney - Case Management

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

Stephanie Persenaire - Case Management

Total number living in homes served	0	0	4	0	0	0	0	0	0	7
Total number of Tribal Citizens living in homes served	0	0	2	0	0	0	0	0	0	4
Total number of descendants living in homes served	0	0	1	0	0	0	0	0	0	0
Total number of children living in homes served	0	0	3	0	0	0	0	0	0	3
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	1	0	0	0	0	0	0	2
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	2
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	0
Tribal Foster Home	0	0	0	0	0	0	0	0	0	1
Non-Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Alternative placement	0	0	1	0	0	0	0	0	0	1
Court appearances	3	0	0	0	0	0	0	0	0	0
Home Visits	0	0	2	0	0	0	0	0	0	1
Case Reviews	2	0	0	0	0	0	0	0	0	0
Binojeuk	2	0	0	0	0	0	0	0	0	0
Contacts with outside agencies	35	0	0	0	7	0	0	0	0	13
Contacts with LRBOI departments	7	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	49	0	14	0	7	0	0	0	0	34

Amanda McQueen - Case Management

Total number living in homes served	8	0	0	1	16	0	6	0	0	7
Total number of Tribal Citizens living in homes served	1	0	0	1	8	0	1	0	0	2
Total number of descendants living in homes served	0	0	0	0	3	0	0	0	0	0
Total number of children living in homes served	3	0	0	0	5	0	3	0	0	3
Total ICWA or ICWP where substance abuse is involved	0	0	0	0	0	0	0	0	0	0
Child Abuse/Neglect	0	0	0	0	0	0	0	0	0	0
ICWA or ICWP referrals	0	0	0	0	0	0	0	0	0	0
Sexual Abuse of a child	0	0	0	0	0	0	0	0	0	0
Substantiated or Unsubstantiated by DHS	0	0	0	0	0	0	0	0	0	0
Case Pending with DHS	0	0	0	0	0	0	0	0	0	0
Relative placement	0	0	0	0	0	0	0	0	0	1
Tribal Foster Home	0	0	0	0	0	0	0	0	0	0
Non-Tribal Foster Home	1	0	0	0	0	0	1	0	0	0
Alternative placement	0	0	0	1	0	0	0	0	0	1
Court appearances	1	0	0	0	0	0	0	0	0	0
Home Visits	1	0	0	2	7	0	0	0	0	0
Case Reviews	1	0	0	1	2	0	1	0	0	1
Binojeuk	1	0	0	0	0	0	1	0	0	1
Contacts with outside agencies	7	0	0	4	19	0	0	0	0	3
Contacts with LRBOI departments	2	0	0	0	9	0	5	0	0	2
Tribal Elders	0	0	0	0	2	0	0	0	0	0
Other referrals	0	0	0	0	0	0	0	0	0	0
Monthly Totals	26	0	0	10	71	0	18	0	0	21

LRBOI Victim Services Program Monthly Report
June 2019

ALL VSP STAFF MEETING on 6/11

Shanaviah Canales (Muskegon & Manistee)

Advocacy/Case Management

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

Collaboration Efforts

- 6/10 – Manistee DVSART meeting
- 6/11 – LRBOI VSP Task Force meeting

Travel & Training

- 6/20 – Disaster Planning & Preparedness Training (webinar)

Outreach/Education

- N/A

Grants

- 6/18 – VOCA grant webinar
- 6/25 – VOCA Tribal Victim Services webinar

Brandy Jacobs (Muskegon Victim Advocate)

Advocacy/Case Management

- Current: Open Cases: (1); New Intake(s) (2); Cases closed (0)
- Provided: Ed. Material, Transportation assistance, counseling services and Legal Assistance Services
- CPS (2)
- Attended (6) court hearing
- Face to face meetings w/clients (10)

Collaboration Efforts

- 6/6 – Ocean's Home Partnership meeting
- 6/10 – Newaygo DV Task Force meeting
- 6/11 – Met w/Adriana Baily Ottawa Co. CAC
- 6/11 – LRBOI VSP Task Force meeting
- 6/26 – Muskegon DV/SA Task Force meeting
- 6/26 – Muskegon Human Trafficking meeting
- 6/27 – Muskegon Co. Case Managers meeting
- 6/27 – Kent Co. DVCCRT meeting

Training/Webinars

- 6/3 – PAAM's child abuse training (webinar)
- 6/3 – Building a blue print for child protection NCAC (webinar)
- 6/3 – Chaotic Families & Trauma: How to navigate (webinar)
- 6/4 – Commercial Sexual Exploitation of Children 101 NCAC (webinar)
- 6/4 – Complaint Child Victims: Confronting an Uncomfortable Reality (webinar)

- 6/4 – Exploring the Vulnerabilities of LGBTQ Youth NIWRC (webinar)
- 6/12 – Strengthening Tribal Response to Violence Native Women DOJ (webinar)
- 6/12 – Implementing an Effective Multidisciplinary Team Response (webinar)
- 6/20 – Disaster Planning & Preparedness FVSP

Outreach/Education

- 6/6 – Newaygo Farm Professionals Open House
- 6/13 – Ottawa Barbara Lee VanHorsen Momentum Center
- 6/13 – Muskegon Veteran Job Fair
- 6/26 – Ottawa Justice Thru Story Telling w/Kelle Lynn

Michol Tanner (Manistee Outreach Specialist)

Advocacy/Case Management

- Current: Open Cases: (0); New Intake(s) (0); Cases closed (0)
 - Provided: financial assistance
- Had (0) client face to face meetings
- Provided (0) client transportations
- Had (2) telephone contacts

Collaboration Efforts

- 6/4 – Manistee HSCB meeting
- 6/27 – Manistee SEA meeting

Training/Webinars

- 6/5 - #DISARMDV: DV & Firearms (webinar)
- 6/11 to 6/15 – NIWRC Peer to Peer Training: Advocating to End DV (Sault St. Marie)
- 6/18 – Safety Planning w/Survivors (webinar)
- 6/20 – Disaster Planning & Preparedness: How Tribal DV Programs (webinar)
- 6/27 – State ID Fee Waiver Training (webinar)
- 6/28 – Social Savvy: Unlocking Social Media Secrets (Muskegon)

Outreach/Education

- Submitted an article on COVE/LRBOI collaborative efforts for LRBOI Currents.
- Updating program brochure and help card.
- Met w/Manistee Vogue Theatre for DV Awareness month.
- 6/6 – Met w/ENGINE Web Development
- 6/7 – Met w/RCP Web Development

Amber Shepard (Manistee Victim Advocate)

Advocacy/Case Management

- Current: Open Cases (1); New Intake(s) (1); Cases closed (0)
 - Provided: 0
- Attended (0) court hearing
- Had (0) client face to face meetings; (0) transports

Collaboration Efforts

- 6/4 – Manistee HSCB meeting
- 6/10 – Manistee DVSART meeting
- 6/11 – LRBOI VSP Task Force meeting
- 6/28 – Wexford OASIS DV Task Force meeting

Training/Webinars

- 6/3 – VAT Criminal Justice System (webinar)
- 6/20 – VAT Types of Victim Services (webinar)
- 6/20 – VAT Victim Compensation (webinar)
- 6/24 – VAT Basic Communication Skills (webinar)
- 6/25 – Conflict Management & Negotiation (webinar)
- 6/26 – Rights of Victims Module (INJ) (webinar)
- 6/27 – SA & Stalking Victims (INJ) (webinar)
- 6/27 – MI Secretary of State ID fee waiver program (webinar)
- 6/28 – Elder Abuse in Indian Country (INJ) (webinar)

Outreach/Education

- 6/9 – West Shore Pride/resource table

Next Generation Learning Center-June 2019

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

Enrollment Statistics:

Classroom	No. Children Enrolled	Full Time Status (30+ hours)	Part Time Status	Tribe Affiliation	Government Employee	Casino Employee
Infant Classroom (0-2 years old)	11	5	6	3	2	4
Toddler Classroom (2-3 years old)	16	7	11	4	2	5
Maple Preschool (GSRP)	0	0	0	0	0	0
Poplar Preschool (Head Start)	15	15	0	6	4	5
Cedar Preschool (Head Start/Tuition)	24	16	8	2	5	2
School Age (5-12 years)	45	19	26	6	6	4
Totals	111	62	51	21	19	20
Percentages		56	46	19	17	18

Wait List

Age of Child/Classroom	No. of Children
Pregnancy	4
Infant	15
Toddler	22
Preschool Head Start	42 applicants for 27 slots (24 returning children, 18 new applicants)
Preschool GSRP	17 applicants for 16 slots (7 returning children, 10 new applicants)
Tuition Preschool	18 (8 returning children, 10 new applications)
School Age	8
	Total: 87 (returning children are currently enrolled and not on a wait list for this year)

Current Center Happenings:

- Kenny Pheasant continues a language curriculum with our 3 and 4-year-old preschool classrooms each Wednesday morning. He will be working with Holly in the upcoming year to discuss a children's pow-wow next year for Head Start families.
- Angela Schwandt from the Family Services Dept. observes children within our classrooms once a month to offer social emotional support to children and teachers, ideas of interventions, and behavior management
- Lisa Morley is teaching a CDA class for NGLC teacher's aides and community members at NGLC. This class occurs Saturday from 9-4:30p.

- Holly continues to be part of the leadership roundtable events and talent acquisition workgroups; as well as the Manistee Community Foundation Leadership Learning Lab
- Preschool programming for the 2019-2020 school year for Head Start, GSRP and Tuition is full-a wait list will begin forming.
- ITC has been working with our Head Start programming teachers to provide best practice
- Holly attended the Native American, Alaskan Native National Head Start conference for leaders June 24-28 in Scottsdale, AZ. The focus was on how to incorporate more culture into our classrooms and parent activities.
- NGLC kitchen inspection was 6/27/19 with minimal findings

Closures:

No closures during the month of June

Upcoming Events:

- July 2-Reflective Supervision begins within NGLC
- July 4-Center Closed
- July 9-Betsie Valley Tour and Meeting
- July 15-18-Holly in Chicago with Lyle to work on CFCC grant
- July 25-Last day of Head Start summer programming

LRBOI Be Da Bin Behavioral Health June 2019 Report

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

June 11, 2019, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition meeting.

June 12 and 28, 2019, Jason Cross, Family Services Director, and Dottie Batchelder, Chemical Dependency Counselor, attended planning calls with SAMHSA Technical Center to do with the TOP grant.

June 17, 2019, all staff attended the training of "Trauma and the Brain" in Ludington, MI.

June 18, 2019, the Traditional Healer was here to see clients through Be Da Bin Behavioral Health.

June 11, 2019, Staff attended the Be Da Bin Staff meeting.

June 25, 2019, Sujean Drake and Angela Schwandt attended the Tribal Court CIT Team meeting.

June 29, 2019, Be Da Bin hosted the Wellness Walk with 92 participants.

Be Da Bin Staff: Dottie Batchelder was planning the Wellness Walk, Michigan Indian Family Olympics, Safety Committee, and the presentation of the Tall Cop coming up. This month she has attended the SEA meeting, planning meetings for the events with opioid epidemic community partners, Grant planning meetings, and seeing clients. Sujean Drake has been busy with the Mental Health Block Grant (tele-psych), Focus Group Meeting planning, and seeing clients. Angela Schwandt is seeing clients and assisting with the tele psych/focus group. She also meets with Sujean for learning/training of services. Charlotte worked with the Traditional Healer. Charlotte Campbell is working on doing intakes, and assisting with clients. IT is working to get our computer system working with RPMS (IHS) for rest of staff.

BEDABIN BEHAVIORAL HEALTH:

Chemical Dependency Counselor: (from RPMS)

19/5 Individual/Recovery Clients

101 Client Contacts for Services

140 Counseling/Administration Hours Delivered

Total Training/Client Service Delivery: 284

Mental Health Counselor/Tele-psychiatry:

26 Individual Clients

40 Individual sessions

5 hr Tele psych

Mental Health Counselor:

17 Individual Clients

25 Individual sessions

3 Next Generation Learning Center observations

5 hr. Tele psych

To get on the RPMS system soon.

Case Manager/Intake:

4 Intakes and to get on RPMS soon

Traditional Healing: 7 Individual Client Contacts

Many no shows this month.

Departmental Monthly Events & Needs

Meetings:

Trauma contract – 6/3/19

HSCB Meeting – 6/4/19

TOR grant call – 6/4/19

Children's protection ordinance – 6/11/19

Housing commission regulations – 6/18/19

CIT – 6/25/19

Travel and Trainings:

Trauma and the brain – 6/17/19

Court

LRBOI – 3

Wisconsin - 1

Identified unmet needs:

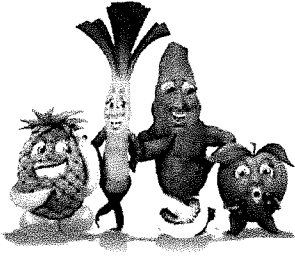
1. Transportation for clients
2. Substance Abuse and Mental Health Services
3. Sub-standard and unaffordable housing

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Food Distribution
Ken LaHaye



Food Distribution Program

June 2019 Monthly Report

Ken LaHaye, Alan Tyler and Meanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse

Ken LaHaye submitted Snap check list to State of Michigan

Ken LaHaye submitted department report

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

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

Ken LaHaye and Melanie Ceplina rotated frozen food in freezer.

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

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

Ken LaHaye ordered food for warehouse for July.

Alan Tyler and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients

Ken and Melanie attended the NAFDIPR Conference in Mississippi. 6/9/2019 thru 6/14/2019

Ken and Alan conducted deliveries on 6/4/2019 and 6/5/2019.

We conducted 25 deliveries.

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

Ken attended quarterly USDA call.

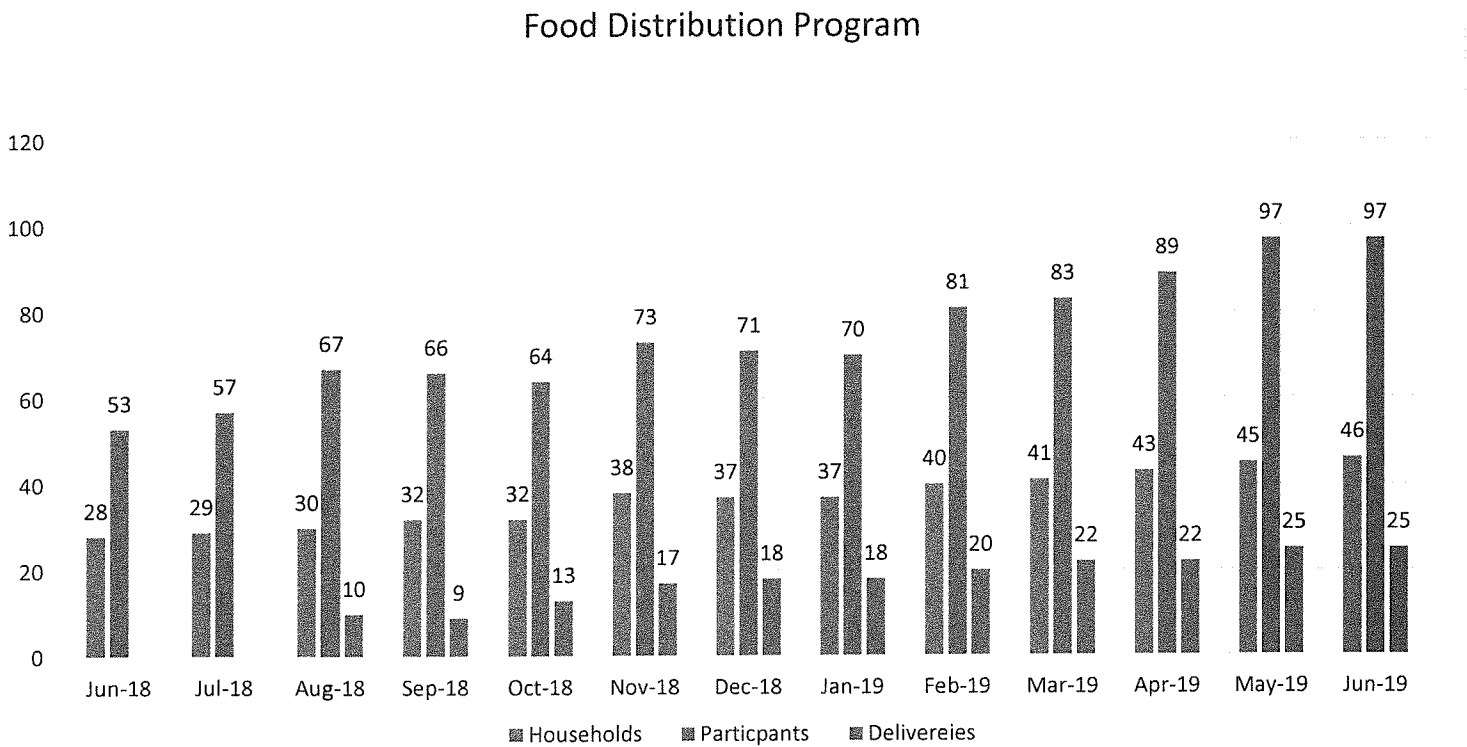
We received deliveries on 6/3/2019

Ken ordered new office equipment.

Construction began on new office wall.

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

This is the monthly participation chart for Food Distribution Program.



Grants
Lyle Dorr

Grants Department Monthly Report

June 2019

Lyle Dorr, Grant Writer

Key:

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

Grant Department:

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

Aki Maadiziwin

- **Working on the IHBG application due Aug 8th:** I attended the IHBG training in Chicago June 25-26. It is worth somewhere around \$2million. I am working with Bill Willis and Michelle Papera, as we are without a director, to prepare the application.

Clinic:

- Submitted the IHS SAP grant application to build a new dental facility here in Manistee and to renovate a building in Muskegon to provide pharmacy and medical services to Tribal members in that region.

Court:

- ∅ No Active applications or projects

Family Services/ Be-Da-Bin:

- Jason has asked me to help him with a Child Care Development Fund (CCDF) grant worth about \$250,000. He cannot make the July 16-17 training in Chicago due to his chairing another conference in MI. I will join Holly to training and complete the grant.

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

- We received the HUD ICDBG grant for \$700,000 and have started the RFP process for selecting an architect.

- ∞ **No Update: Applied for a grant from the Shakopee Mdewakanton Sioux Community (SMSC) for up to \$130,000.** LRBOI is requesting SMSC grant support not to exceed \$130,000; should the low bid be in excess of \$700,000. Upon securing bids, LRBOI would submit documentation of the winning bids to SMSC and request the amount over \$700,000 for funding. Should hear back on this by May sometime.

Historic Preservation:

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

Maintenance:

- I am working with maintenance and Gary Lewis regarding updating our light fixtures from florescent to LED. The anticipate savings will be at least 70%. We should be able to get rebates from Consumers as we do the project. It is currently on hold due to the large number of grants that have come up unexpectedly.

Natural Resources:

- ∞ **Replace Brown Modular used by Tom (EPA Air Quality Monitor):** The temporary trailer was relocated a 2nd time due to plans for the location of the new PS Garage. Tom's EPA monitoring equipment needs to be relocated to the trailer once set. Once the trailer is relocated and provided power, the vendor can come in and move Tom's equipment. This should be done by August 30th.

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

Public Safety:

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

Water/Waste/Renewable Energy:

- ∞ **Working with Gary Lewis and Diane Kerr on developing a strategic plan for renewable energy initiatives.**

Update: Tribal Council approved application to Midwest Tribal Energy Resource Association (MTERA), which will provide us access to funding and support as we move forward. There is no cost to the Tribe for membership.

Special Projects:

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

Update: The contract workflow system is currently in Beta testing and should be operational by the end of July 2019.

- ∞ **Continue on the TERT committee:**

Update: I have not been able to focus on this area due to grant application demands, but Brandy Martin is keeping it moving forward, which will eventually lead to us being able to apply for funds related to TERT.

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

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: Tammy Burmeister, Health Services Lead

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

Date: July 12, 2019

Re: JUNE 2019 Report of Activity – Tribal Health Services

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

June 13th, 2019: Indian Health Services Clinic Survey Assessment. 5 IHS members reviewed and assessed the Tribal Health Center. Clinic was graded very well.

June 14, 2019 – Health Services Employees attended the Mandatory Staff Meeting as requested by the Ogema's office at the Little River Casino Resort.

June 25, 2019 – Kelli Kelley, biomedical equipment support specialist from Indian Health Service performed our annual biomedical equipment preventative maintenance.

June 25, 2019: Strategic Planning was discussed: Pharmacy will start distribution center at the Muskegon Office starting in July 2019. One Pharmacist will be there weekly. The Director of Health Services will be at the Muskegon Office half a day to do assessments and referral to the Manistee office. Dr. Daryl B. Wever will be present to address any questions or concerns as well. Dr. Wever will be present on Thursdays and Pharmacy on Fridays, weekly.

June 25, 2019: Telemedicine device has been discussed and will submit for approval to Council once forms are completed. All physicians have vocalized support to utilize device within the Tribal Health Center.

June 26, 2019: Dr. Daryl B. Wever presented to the Talent Acquisition Department on interviewing and recruiting highly qualified physicians and staff members.

June 27th, 2019: Dr. Daryl B. Wever discussed contracting with the VA Department membership and utilizing the facility. The VA department will supply their own staff, physicians, registrar personal and Telemedicine device as well. The Little River will bill facility fee. If there is support, the VA department is willing to split cost and Little River can utilize their resources as well. This program will be able to start in Fall 2019.

June 28th, 2019: Dr. Daryl B. Wever has been negotiating with 3 different companies in regards to Professional signs for the Tribal Health Center. There will be at least 2 signs produced. One on the main road and one on the side of the Tribal Health Center Building.

June 28th, 2019: Cameras and Security devices will be implemented throughout the clinic, pharmacy and back parking lot. The monitoring devices will be located in Dr. Daryl B. Wever's office and the front receptionist desk for security alert.

June 2019: Two Locum Physicians: Internal/Emergency medicine and Family Medicine physicians have joined the Tribal Health Center.

June 2019: Little River Casino Resort Marketing Department has been contacted. Hannah Commercial company has been contacted and will discuss in further details in developing and implanting a commercial to Cable television and throughout the Casino Resort Monitors.

June 2019: Muskegon Clinic and Pharmacy Health Service Project with Manistee Dental Building has been completed and submitted. The Ogema: Larry Romanelli, Tribal Council, and Indian Health Services has signed off and approved submission.

Forest County Pottawatomi Insurance Department filed 125 claim on behalf of Little River in the amount of \$24,209.48 for third party revenue generation.

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

CLINIC OPERATIONS:

330 patients scheduled

16 patients NO-SHOW to scheduled appointments

09 patients provided SAME DAY appointments for emergent matters**

159 cancelled appointments

164 patients attending CLINIC PHYSICIAN appointments**

36 patients PHONE TRIAGE**

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

54 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JUNE (Total Patient Volume): 753

Diabetic patients:	72
Flu Vaccines:	0
Injections:	24
Nursing Visits:	09 **
On-site Labs:	149

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,518

DIRECT CALLS TO CLINIC OPERATIONS: 485

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 777

COMMUNITY HEALTH SERVICES/CHR'S/TRANSORTS:

TRANSPORTS (INCLUDES CHR TRANSPORTS): 23

TRAVEL HOURS:	65
SERVICE HOURS:	36
NUMBER SERVED:	23

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 216 hours

COMMUNITY VISITS:	17
TRAVEL HOURS:	4
SERVICE HOURS:	8 ½

NUMBER SERVED:	17
HOME VISITS:	14
TRAVEL HOURS:	14
SERVICE HOURS:	11
NUMBER SERVED:	14
GOV'T BUILDING VISITS:	3
SERVICE HOURS:	1 ¼
NUMBER SERVED:	3
PHONE CALLS:	134
CALLS – UNABLE TO CONTACT:	104
HOME VISITS SCHEDULED:	22
HOME VISITS REFUSED:	8
HOME VISITS CANCELLED BY PATIENT:	6
HOME VISITS RESCHEDULED:	6
HOME VISITS CANCELLED BY CHR:	2
DUE TO TRANSPORT:	0
DUE TO ILLNESS:	2
HOME VISITS RESCHEDULED:	2
MEDICATION PICK-UP/DELIVERIES:	4 (included in number served & clients served)
TRAVEL HOURS:	4
SERVICE HOURS:	4
NUMBER SERVED:	4
TOTAL TRAVEL HOURS:	87
TOTAL SERVICE HOURS:	60 ¾
TOTAL CLIENTS SERVED:	61
PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR)	\$146,000
TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT:	1897
TOTAL PRC PAID IN JUNE:	\$115,192.72
PHARMACY/OTHER:	\$41,183.19
DENTAL:	\$15,385.00
TOTAL PATIENTS:	229 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)
TOTAL CLAIMS RECEIVED:	489
TOTAL CLAIMS ENTERED:	442
TOTAL PRC PAID 2019:	\$720,198.25
TOTAL EHAP PAID IN JUNE:	\$30,802.57

TOTAL EHAP PAID 2019: \$238,795.66

TOTAL ENROLLED EHAP/LRBOI: 1342

NEW APPLICATIONS MAILED OR GIVEN: 29

REASSESSMENTS MAILED OR GIVEN: 35

MEDICARE LIKE RATE (MLR) Savings for JUNE 2019

Claims submitted:	52	\$110,019.53 (total submitted)
		<u>-\$36,944.97 (what we paid)</u>
		\$73,074.56 (total savings)

PATIENT BENEFIT COORDINATORS: JUNE 2019

Assisted with on-line applications: 5

Webinars/Trainings: 0

Phone calls: 226

New Patient Registration: 21

Established Patient Registration: 106

Referrals to Other Departments: 0

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

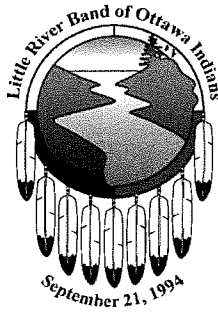
PHARMACY

Active patients: 316
Prescriptions filled: 1135

Insurance charges: \$107,862.26
Insurance payments received: \$99,015.54
Non-member cash/copays received: \$508.05

PRC-equivalent write offs:
LRBOI: \$24,117.24
Other Tribes: \$599.73
TOTAL: \$24,716.97

Housing
Vacant a director



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For June 2019

Staff

Michelle Pepera – Administrative Assistant

Chad Gehrke – Grants Clerk

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Scott Chamberlin – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

- A.** The Elder Apartment Complex is moving along nicely and Wieland believes the project is on schedule to meet the July 2019 completion date. The final walk through/grand opening is tentatively scheduled for Thursday July 11, 2019. Appliances had been installed, paving of the parking area and sidewalks have started, masonry continues around the building, plumbing and electrical is finishing up in the units and community area, final coat of paint in community area and landscaping should be starting by the end of the month. (see attached photo's)
- B.** This month I met with Colleen Smith from Custer Inc., Brett Byrnes of TKS Security and Travis from Spectrum on items for the Elder Apartment Complex and the Aki maadiziwin Community
- C.** The Government offices closed at 11:30 on June 14, to attend a mandatory meeting at LRCR.
- D.** The department met twice this month with Elise McGowan-Cuellan, Staff Attorney's and Bill Willis, Members Services Lead.
- E.** The Housing Department has a new Maintenance Technician, Scott Chamberlin
- F.** During the month the Department performed the following activities.
 - Lease renewals due during the month: 5
 - Leases renewed: 5
 - New leases: 0
 - Annual Inspections: 5
 - Move-out Inspections: 0
 - Move outs: 1
 - Transfers: 0

- G. Down Payment and Closing Cost assistance grant (HI 100).** This program was approved for the Calendar Year of 2019 in the amount of \$75,000.
Applications received this month: 4
Number of Awards made during the month: 4
Amount of Awards made for the Month: \$16,783.00
Total Number of Awards made during the Year: 13
Total Amount of Awards for the Year: \$56,834.00

II. Rental Payment Information for the Month.

- A.** Notice of Delinquency issued: 8
- B.** Termination Notice(s) issued: 4
- C.** Notice(s) to Vacate or Renew: 0
- D.** Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 69 rental units in total of which 67 were rented giving us an occupancy rating of 98%.

- A.** Aki has 45 income based rental units of which 44 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.
- B.** Aki has 24 Fair Market rentals and 23 are rented.

V. Significant Problems and Accomplishments.

N/A

VI. Plans for the Future.

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

D. Other Information

- A.** None

End of Report
Michelle L. Pepera
Administrative Assistant
July 12, 2019

Attachments: June 2019 daily maintenance log
June Construction photos of the Elder's Complex

Cc: File

Housing 2019
Daily Worksheet

Date 6-3 Checked Pavilion Restrooms, checked for water use issue @ 2708 OC no leaks found, Rekeyed and walked thru 2646 IC. Replaced mailbox post @ 2678 IC. Swapped out ~~washer~~ and Dryer with back up units @ 2631 IC. Took paint + tools to Vacant unit 2646 IC

Date 6-4 Moved Vacant unit 2646 IC, Cleaned and repaired Dryer for backup unit, changed mower blades on old zero turn. Looked at the Nichols web site for ordering cleaning supplies for New Elder Complex and general maintenance of Rental units

Date 6-5 Installed new window hardware and hand cranks. Replaced ballast in light fixture in Machine Room @ 2589 OC. Check water Heater for leaks, called Johnson with info. Informed tenant, ~~have~~ Annual Inspection @ 2648 OC

Date 6-6 New Handle on microwave @ 2709, mowed Ditches and Fields, pulled trees, installed soffit and fascia @ 2694 IC

Date 6-7 Rekeyed locks @ 2727 OC, Entered Quote Lumber for Quote on Decking, mowed Ditches and along BLD AKE. Weed whacked.

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 6-10 Got Quote From Freeman Creek For tractor and trimmings, Repaired Garage Door @ 2720 IC

Date 6-11 Repaired Dryer for back up, mowed Elders, units weed whacked Elders, started prep work @ 2646 IC
checked and stocked Pavilion Bathroom, Removed invasive tree from Elder units, Annual inspection @ 2721 IC, Annual inspection @ 2695 OC

Date 6-12 REPAIRED FS90P STEEL WEEDWAKER, REPAIRED PAINT HANDWHEEL KEY TO AKI MAINTENANCE GRASS,

Date 6-13 Mowed fields, Continued @ 2646 IC, Annual inspection @ 2680 OC, checked for gas leaks @ Elders Row one found and repaired @ 2698 OC, Continued getting info for deck project, unlocked 2727 OC for tenant to retrieve belongings found and reported leaking water meter @ 2726 OC

Date 6-14 Mowed grass in rear of house @ 2621 OC, Checked Pavilion rest rooms, Pulled invasive tree from entryway @ 2616 OC Continued @ 2646 IC, Took trash out of shop, mowed around CC building
Mandatory Meeting @ 1130 AM

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 6-17 Mowed ditches, Landscaped area behind 2677 OC
checked 2727 OC as tenant was to retrieve belongings
over weekend everything still there ask MP to order dumpster
Continued @ 2646 IC, Checked bathrooms @ Pavilion
Checked for gas leaks @ 2716 OC found water leak @ meter
Contacted Utilities

Date 6-18 Checked for gas leaks and CO2 @ 2687 OC
checked for mold @ 2711 OC rim joint in basement dry
no presence of mold growth Continued @ 2646 IC
Mowed ditches and fields, checked dishwasher for leaks @
2714 OC

Date 6-19 Continued @ 2646 IC, Cleanup and organize shop
area, mowed park area

Date 6-20 Continued @ 2646 IC, Continued Landscaping Invasive
removal, Picked up more paint for 2646, worked on elder
deck replacement project, worked on creating and packing
equipment/supplies for new elder complex

Date 6-21 Receipts, Continued @ 2646 IC
rekeyed locksets and deadbolts repaired lockset Front entrance
@ 2709 OC, Repaired garage bottom seal for 2645 OC
Need to install on Thurs 6-27

Thank you for filling out this Daily Worksheet

Housing 2019
Daily Worksheet

Date 6-24 Cleaned Bathroom @ Shop, checked bathrooms
@ Pavilion, took trash from shop, Continued @ 2646 IC
washed shop towels, 1

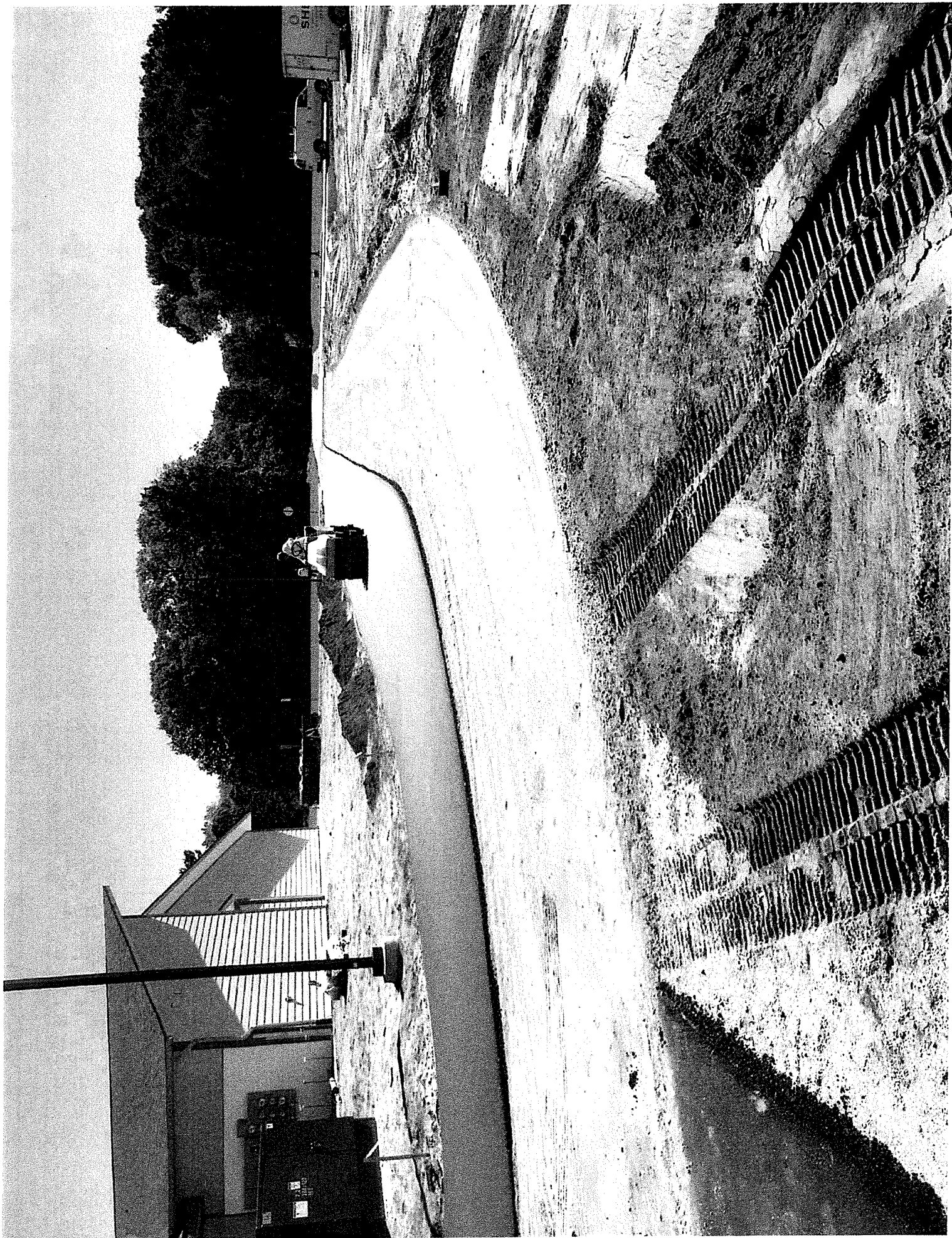
Date 6-25 Installed New part on Dryer, Greased old zero turn
and tractor, Continued @ 2646, Repaired AC unit
@ 2690 OC, called landscaper for 2635 OC

Date 6-26 Continued @ 2646 IC, Started @ 2727 OC
Mowed Fields

Date 6-27 Completed 2646 IC, Continued @ 2727 OC
Mowed Fields, mowed ditches

Date 6-28 Continued @ 2727 OC
Mowed Fields, mowed Ditches, Checked AC and
installed new garage Door Seal @ 2695 OC

Thank you for filling out this Daily Worksheet

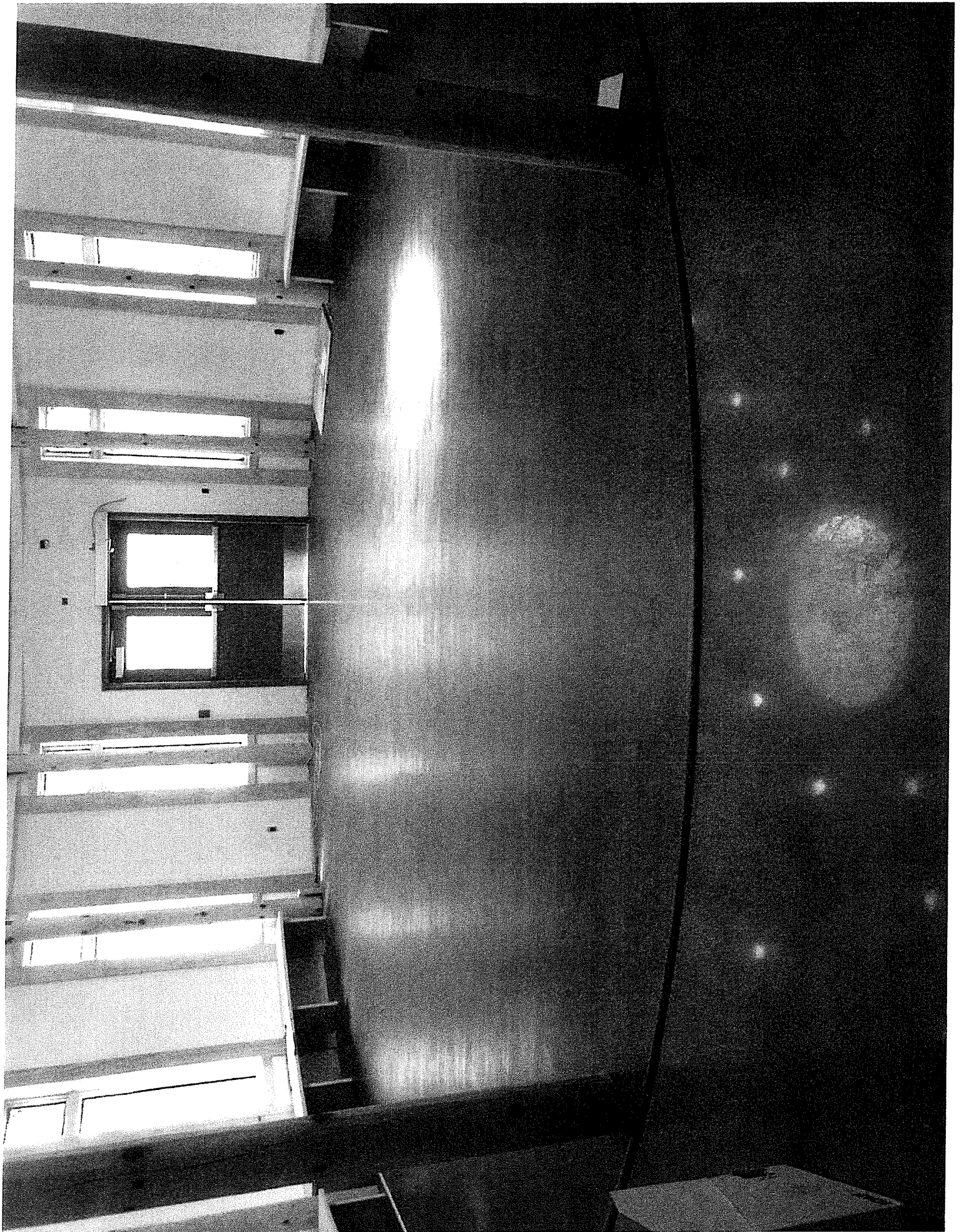












Human Resources

Jeff Simpkins

To: Ogema Romanelli
From: J. Simpkins
Subject: May 2019 HR Department Report
Date: 7/12/19

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

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

1) HR 2019 Operational Plan

- a) Continuation of the 2019 HR Work Plan.
 - i) 15 of 27 planned projects complete.
 - ii) Added a Tribal Employment Development Project to the 2019 plan. Held the kickoff meeting 6/20 in collaboration with Education and Workforce Development. The initial objective is to find data and methods that can help Tribal Members prepare for employment opportunities.

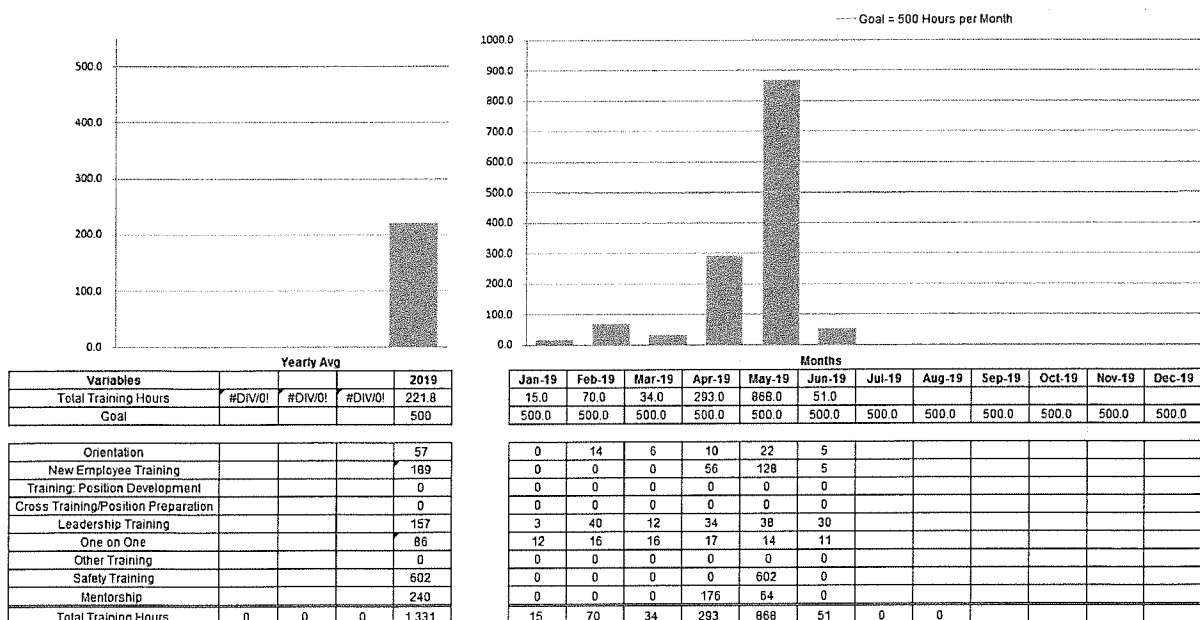
2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Improvement Plan in-process, approximately 75% complete. In June the initial Executive Review presentation was conducted.
 - (2) Number of Hires During the Month: 5
 - (3) Number of Hires Year to Date: 31
 - (4) Number of Open positions Decreased from 9 to 3.
 - (5) Continued with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR.
 - (6) No change to Recruiting Work Priority: 1 – NGLC, 2 – IT, 3 – All Others. HR resources continue NGLC recruiting focus.
 - b) Recruiting
 - i) Action:
 - (1) Continued updated recruiting tactics as previously described.
 - ii) Result:
 - (1) Total number of hires for the year is at 31, and through May we've received 215 applications.

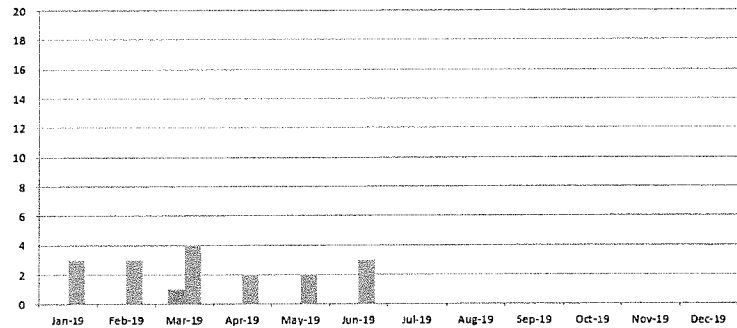
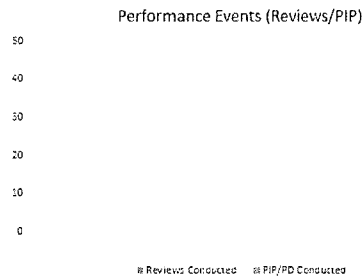
3) Talent Development and Relations

- a) Continued leadership development based on immediate customer needs.
 - i) Result: Conducted approximately 30.0 hours of development with various department leaders through the Leadership Roundtable project. To-date in 2019 leader development totals approximately 157 hours.
- b) HR Department Development Initiatives:
 - i) Continued HR Assistant Training Program with M. Smith, resulting in approximately 32.0 man-hours of training (including trainer and trainee time). To-date in 2019 internal HR training totals approximately 326 hours.
- c) Continued work on Performance Management and Compensation Plan issues, including:
 - i) Compensation Triage Project for Immediate Correction:
 - (1) Natural Resources - Complete
 - (2) IT - Complete
 - (3) NGLC – Complete.
 - ii) Create a Performance Management and Compensation Plan Update Project
 - (1) Continued pilot project work with Natural Resources. Approximately 90% complete.
 - (2) Completed request package for SABA Software purchase.
- d) Completed Performance Reviews Returned to HR: 0
- e) Completed PIPs Returned to HR: 3

Training and Development Hours



Performance Events (Reviews/PIP)



Variables	Year	2019
Percent of Staff Receiving Feedback		100%
Reviews Conducted		18
PIP/PD Conducted		0
Total Staff		1164

Months	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
Percent of Staff Receiving Feedback	2%	2%	3%	1%	1%	1%	0%	0%	0%	0%	0%	0%
Reviews Conducted	0	0	1	0	0	0%	0%	0%	0%	0%	0%	0%
PIP/PD Conducted	3	3	4	2	2	3	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Total Staff	187	190	191	194	199	203						

4) Benefits and HR Administration

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

i) Actions Taken:

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

(a) Result:

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

(ii) 2018 Update:

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

(2) Life/Disability vendor change approved. Planning an 8/1 effective date. Will publish more information in July.

(3) Completed meetings with 4 Health, Dental and Vision Insurance agents in preparation for 2020 renewals.

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

(5) Continued previous Benefits Work Priority: 1 – Benefits Reconciliation, 2 – Transition Ancillary Benefit Administration to Agent, 3 – 401(k) Audit Support, 4 – 2020 Health Renewal.

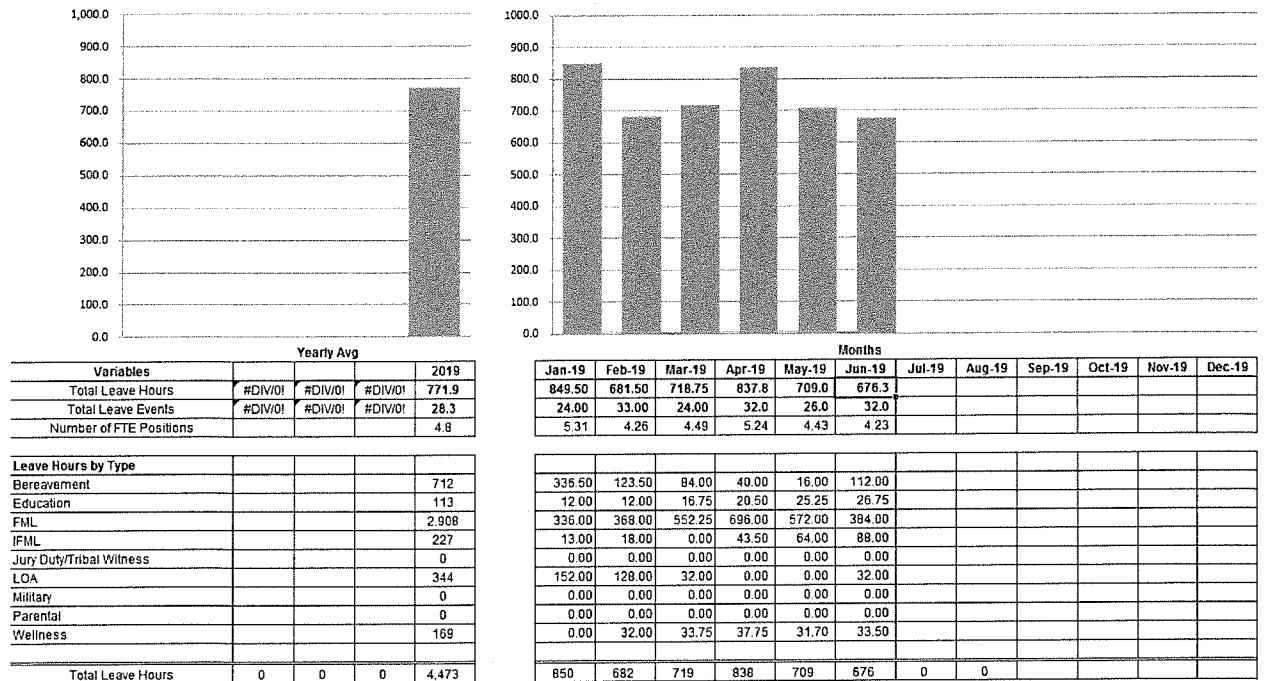
b) Leave Cases

- i) FML: 3
- ii) IFML: 5
- iii) Bereavement: 7
- iv) LOA: 2
- v) Education: 6

vi) Wellness:

9

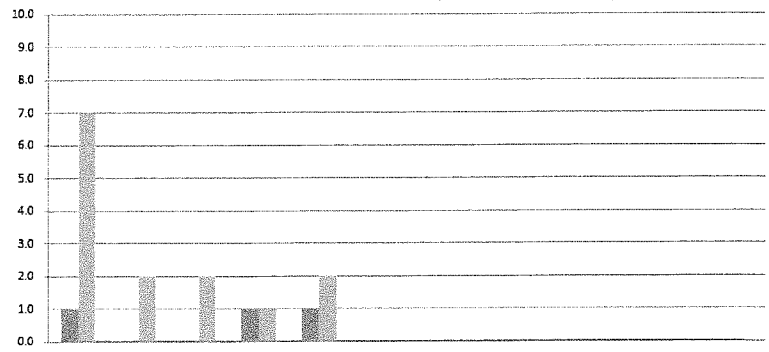
Leave (Excluding PTO and Holidays)



5) Safety

- i) Recordable Injuries: 0
- ii) Near Miss/1st Aid: 0
- iii) June was our first month this year with no incidents. Congratulations to the team!

month



Months											
Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19
1.0	0.0	0.0	1.0	1.0	0.0						
0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7.0	2.0	2.0	1.0	2.0	0.0						

0	0	0	0	0	0						
0	0	0	1	0	0						
0	0	0	0	0	0						
1	0	0	0	0	0						
0	0	0	0	1	0						
0	0	0	0	0	0						
1	0	0	1	1	0	0	0				

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

CURRENTLY EMPLOYED					
June 2019					
TM	NA	D	S	NP	TOTAL
73	8	9	8	70	168
10	1	1	3	15	30
11	2	0	0	1	14
5	2	0	1	1	9
99	13	10	12	87	221
Prior Month					
74	8	9	8	65	164
10	1	1	3	15	30
11	2	0	0	1	14
5	2	0	1	1	9
100	13	10	12	82	217

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
June 2019

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

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

2. Mandatory IT Projects by order of priority:

- a. Telephone system upgrade or replace. E911 compliance required by 12/31/2019, current system not capable. Least costly option is to go with cloud-based system. Due Date 12/31/19
- b. Windows 7 End of Life. Microsoft operating system Windows 7 will be at end of life on January 14th 2019 and will no longer be support all Windows 7 systems must be upgraded to Windows 10. Due Date 12/31/19 –there are 40 computers requiring replacement.
- c. Windows Server 2008 End of Life. Microsoft operating system Windows Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows Server 2008 systems must be upgraded to Windows Server 2016 or Windows Server 2019. Due Date 12/31/19 – there are 9 servers needing upgrading.
- d. Windows SQL Server 2008 End of Life. Microsoft operating system Windows SQL Server 2008 will be at end of life on January 14th 2019 and will no longer be support all Windows SQL Server 2008 systems must be upgraded to Windows SQL Server 2017. Due Date 12/31/19 there a 5 servers that need to be upgraded and we will need to upgrade the software running on those five servers.
- e. Solid Circle Document Management System installed and setup. The document management system first priority is to assist the new website and the Unified Legal Department.
- f. Muskegon Clinic & Pharmacy project planning. This project has been pushed to 2020
- g. Security Upgrades:
 - i. Government Center Parking Lot Camera System (Due Date TBD).
 - ii. NRD Camera System (Due Date TBD).
 - iii. NGLC Camera System replacement (Due Date ASAP).

- 3.** 220 new IT work orders opened in June 2019 and 191 IT work orders completed in June 2019.

Meetings Held / Attended –

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

Trainings Held / Attended –

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

Special Tasks / Activities Performed –

Maintenance
Rusty Smith

Facilities Management Department

2019 June Monthly Report

De-Ahna K. Underwood, Administrative Assistant

I. Department Overview

Goals & Objectives

Training for Facilities Personnel

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

Maintain budget within LRBOI guidelines

Maintain current; future buildings & structures

Maintain department vehicles

Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

This month 57 work orders submitted and completed for the month of March. Maintenance work order requests included, but not limited to installing lights, hanging wall decorations, repairing walls, moving employees to new offices, assembling office furniture at Aki, NRD, GC JC, NGLC and NMHSI.

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

III. Budget Expense Justification

Open standing purchase orders until June 29, 2019.

IV. Travel and Trainings

Nothing to report at this time.

Members Assistance
Jason Cross (Interim)

Members Assistance Department

June 2019 Departmental Report

Jason Cross – Director

Linda Wissner – Members Assistance Program Specialist

Amber Moore – Members Assistance Program Specialist

Noelle Cross – Elder Meal Program Administrator

Vacant – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

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

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

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

- a. MOA BE-18-K28 \$364,000
 - i. Total expensed \$115,675
 - ii. Budget remaining 68%
 - iii. 6 total households served with this program.

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

3. Food Assistance Program

- b. Budget \$47,000
- c. Total expensed YTD \$21,000
- d. 59% Remaining
- e. 105 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
35	5	4	3	19	3	1	6	0	29

4. Rental and Mortgage Assistance Program

- f. Total Budget \$35,000
- g. Total expensed YTD \$15,643.78
- h. 55% Remaining
- i. 33 Total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	0	2	0	4	0	0	3	1	17

5. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$17,141.49
- l. 57% Remaining
- m. 78 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
22	1	5	2	14	5	3	2	1	23

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

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

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

7. LIHEAP – DHHS Grant Funded Program FY 2019

- d. Total Budget \$179,209
- e. Total expensed to date \$41,821.04
- f. 47 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
18	4	1	1	16	2	1	4	0

8. Elder Chore Program

- g. Total Budget \$15,000
- h. Total expensed YTD \$5,955
- i. 40% Remaining
- j. 32 Elders accessing this program to date

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

9. Emergency Transportation

- k. Total Budget \$25,000
- l. Total expensed YTD \$9,102.12
- m. 64% Remaining
- n. 39 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
14	3	0	1	10	0	0	2	0	9

10. LRBOI Home Repair Program 2019

- o. Total budget \$107,000
- p. Total expensed YTD \$9,900
- q. 91% Remaining
- r. 4 members accessed this program

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

11. Bereavement Program

- s. Total Budget \$453,000
- t. Total expensed YTD \$173,650
- u. 62% Remaining
- v. 23 members accessed this program

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

12. Elders Insurance

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

13. Department Ongoing Activities

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

14. Applications

Mailed	Picked up	Emailed	Faxed
177	26	107	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
83	75	24	11	54	61	31	196	4	2

15. Office Visits

- cc. 35 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor



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

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Fisheries Biologist, Inland

Corey Jerome – Fisheries Biologist, Sturgeon

Joshua Beaulaurier – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Alycia Peterson – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Cheyenne Bartynski – Seasonal Fisheries Technician

Tyler Funnell – Seasonal Fisheries Technician

Keenan Cooper – Seasonal Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4223 EPA LAMP grant
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA GLRI
- Staff Management EWS
- Monthly Staff Activities Reporting
- Budget monitoring and coordination
- Member Services (communications with Tribal members regarding fishing hunting opportunities / rights).
- Sturgeon data management
- Sturgeon Rearing Facility “SRF” setup and operation.
- Grayling Stewardship Plan development
- Inland Fisheries Permitting
- Inland Fisheries data entry and management
- Great Lakes Fisheries data entry and management

- Equipment and supplies ordering
- Lake Michigan Technical Committee work
- Data entry and analysis for the wild Rice fish community project
- Research on sturgeon rearing facility upgrades tanks/filtering/operational layout
- Fish Distribution to membership

Equipment maintenance/Field Work/Lab Work:

- Next Generation Learning Center sturgeon measurements, Education/ Outreach
- Electrofishing Hamlin lake within the wild rice bed
- Preparation of fyke nets and minnow traps for fish community assessments
- Fish community assessment of Hamlin Lake with fyke nets and minnow traps
- Electrofishing boat maintenance
- Trained seasonal employees for fish scale aging and imaging with microscope and sigmascan system
- Imaged scales from fish community assessments
- Sturgeon egg mat sampling at Old Bridge pool Manistee River
- Sturgeon larval drift sampling/ collection Manistee River
- Sturgeon Rearing Facility "SRF" operation and maintenance
- Lake sturgeon larval drift sampling/ collection
- Great Lakes, Larval Whitefish Beach seining assessments Northern Lake Huron at Mackinac island
- Great Lakes, Ludington fisheries assessments
- Great Lakes, Gear maintenance
- Great Lakes, Equipment maintenance
- Presentation to AuSable Institute
- Great Lakes, Larval Whitefish Beach seining assessment
- Great Lakes, Muskegon fisheries assessments
- Great Lakes, biodata collections from fisheries assessments
- Great Lakes Equipment and gear prep and maintenance cleaning, rebuilding, storage, and organization

Meetings/Training/Travel/Conference Calls

- NRD Staff Meeting, June 11
- Government Staff Meeting, June 14
- Leadership Roundtable Meeting, June 20
- Larval Whitefish Beach seining assessments on Mackinac island, June 3-6
- Presentation to AuSable Institute students

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		
4031 Fisheries and Water Quality Budgets		
4223 EPA LAMP grant		
4018 Great Lakes Fisheries Assessment		
4137 BIA Great Lakes Restoration Initiative		
4227 BIA Great Lakes Restoration Initiative		

Wildlife Program

Bob Sanders – Senior Wildlife Biologist

Angela Kujawa – Wildlife Biologist

John Grocholski – Wildlife Technician

Administration/Budget/Reports/Data Entry

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

Equipment Maintenance/Field Work/Lab Work

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

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

Meetings/Training/Travel/Conference Calls

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

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Breanna Knudsen – Brownfield Specialist

Zach Prause - Water Quality Specialist

Joshua Beaulaurier - Aquatic/Fisheries Biologist

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

GAP Program

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- Program workplan reviews
- Complied Environmental Monthly report for Environmental Programs
- Reviewed Budgets for environmental programs
- Worked on GIS Maps for reservation lands
- Communicated with the State on Line 5 issues
- Communicated with USEPA on various environmental issues
- Had discussion with other CORA staff on environmental issues on and off reservation
- Worked towards IHS management of solid waste plan.

Meeting/Training/Travel/Conference Call

- Performance Management with HR 6/4
- RTOC Call 6/4
- NRD Staff Meeting 6/11
- MTEG 6/5-6/7
- Staff One on One: 6/12 (3) 6/13(1)
- All Tribe Staff meeting 6/14
- RTOC Meeting 6/17-6/20 Lac Du Flambeau WI
- TEPM Planning Call 6/26

- EPA Mitigation Rule 6/26

Brownfield Program

Administration Reports/Data Entry

- Compile/list of received HMRP Letters/Form responses & inventories
- Created detailed Presentation Outline for 2019 Language Camp
- Creating Ed & Outreach lesson for older children of Next Generation Learning Center

Field Work and Equipment Maintenance

- Assisted NRD staff with annual Medicine Wheel prep, planting, and maintenance throughout the month

Meeting/Training/Travel/Conference Calls

- Attended Weekly Environmental Staff huddle (June 3, 17, 24)
- Attended NRD Staff Meeting (June 11)
- Attended Bi-weekly one-on-one meeting with Supervisor (June 12)
- Sat on FEMA Webinar (June 13)
- Attended all LRBOI Staff Meeting (June 14)
- Sat on Tribal SPCC webinar (June 25)

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered and uploaded nutrient data
- Entered June Hydrolab data
- Entered June Flowtracker data
- Habitat data entered

Field Work and Equipment Maintenance

- Completed June Water Quality sampling
- Installed Bluetooth temperature/depth loggers
- Completed pebble count for Bear creek
- Electrofished Bear creek
- Sent Hydrolab 5 in for service
- Sent out zooplankton samples for work up
- Sent out macroinvertebrate samples for work up

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

- 6/5- Attended MTEG
- Completed State ORV safety training course.
- 6/10- Attended NRD staff meeting
- 6/14- Attended all staff meeting

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

Administration Reports/Data Entry

- Submitted Department Monthly Report
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Staff on leave beginning 6/13

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC
- Completed PM 2.5, Monthly Maintenance & QC
- Completed PM 2.5, Quarterly Maintenance & QC
- Installed new set of PM 2.5 filters
- Sent collected PM 2.5 filter samples to MDEQ
- Completed O3 Multipoint

Meeting/Training/Travel/Conference Calls

Wild Rice Program

Administration//Reports/Data Entry

- Subcommittee call agendas
- Fish scales training seasonal employees to age, and image scales
- Complied and entered data from spring e-fishing survey on Hamlin Lake
- Revising restoration parameters document
- Data entry completed for spring e-fishing
- Wild Rice Programs document

Field Work and Equipment Maintenance

- Repaired e-fishing boat for spring e-fishing
- Decal was put on the airboat
- E-fished Hamlin lake for the spring for 2 days
- Hamlin Lake wild rice check
- Calibrated conductivity meters
- Prepped for fyke netting and minnow traps in Hamlin lake
- Fyke netted and Minnow traps installed in Hamlin 6/24-6/28

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

- NRD staff meeting 6/11
- LRBOI Staff meeting 6/14
- Steering Committee call for MWRI 6/20
- Monitoring and Restoration subcommittee call 6/18

Natural Resources
Frank Beaver

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

June 2019

Meetings/Conferences/Trainings

- On June 4, 2019, I met briefly with the Ogema regarding our strategy for the upcoming 2020 US Census. This included a review of the training session held on May 29 at the Hannahville Island Resort & Casino. The Ogema sat in on a portion of the training session when he was there to attend the United Tribes of Michigan meeting.
- On June 10, 2019, I attended the monthly meeting of Housing North, the new regional board focusing on the need for more affordable housing in Northwest Michigan. The meeting was held at the Networks Northwest offices in Traverse City.
- On June 10, 2019, I attended the Agenda Review session to provide additional information on the proposed Master Services Agreement with Machin Engineering to provide the needed design work and administrative support for the repair of the timber truss system in the Gaming Commission Entryway. This item was approved by Tribal Council at their June 12, 2019 meeting. More information on the agreement is included in the second portion of this report.
- On June 10, 2019, I attended the Tribal Council work session on the Midwest Tribal Energy Association Membership. Gary Lewis and Diane Kerr, from the Utilities Department, also attended the work session.
- On June 14, 2019, I attended the Tribal Government staff meeting that was held at the Little River Casino Resort.
- On June 17, 2019, I attended the grant selection committee meeting of the Manistee County Community Foundation.
- On June 17, 2019, I attended the Manistee Commitment Scholars Gathering/Picnic that was held at the Aki Maadiziwin Community Center. The Tribe hosted the gathering this year and I helped to coordinate the event.
- On June 18, 2019, I participated (by conference call) in the Executive Committee meeting of the Housing North board.
- On June 25, 2019, I attended the Tribal Council Quarterly Strategic Planning Meeting held in The Lodge.
- On June 25, 2019, I attended the Manistee County Community Foundation Board meeting.
- On June 27, 2019, I met with Jim Coughlin and Mark Machin of Machin Engineering in order for them to conduct a more detailed inspection of the Gaming Commission Entryway per the MSA recently approved by Tribal Council. More information on the agreement is included in the second portion of this report.
- On June 6 & 20, 2019, I attended meetings of the Construction Task Force.

Activities/Accomplishments/Updates

- Gaming Commission Entryway: On June 12, 2019, Tribal Council approved a Master Services Agreement with Machin Engineering to provide needed design work and administrative support for the necessary repair of the timber truss system in the entryway. On June 27, 2019, two employees of Machin Engineering were here to do a final inspection of the condition of the trusses in order to develop a recommendation for the necessary repairs. Once the inspection was completed, we discussed alternatives for completing the work. Kelly Maser, Gaming

Commission Director, was also involved in that discussion. They will write up a recommendation and have it sent to the Tribe in about two weeks.

Government Center Parking Lot: We have been in contact with Elmer's regarding finding a long-term solution to the problems we are having with the porous concrete parking spaces in the Government Center Parking Lot. (Elmer's installed the porous concrete when the parking lot was completed back in 2013, and they are currently the only construction company in Northern Michigan with experience in porous concrete.)

The agreed upon solution is for Elmer's to saw cut and tear out approximately 9,800 square feet of porous concrete pavement and replace it with either fiber-reinforced concrete pavement or porous pavers, depending on access/proximity to the current storm water drainage system.

We hope to have this project completed by the end of August 2013. We will pay for this project with BIA Road Maintenance funding so that it does not have to be added to our current TTIP (list of future road construction projects) and can be completed within the next two months.

- Here is an update as to the status of the BIA Road Construction projects for 2019:
 - Cemetery Parcel Road: We are still waiting for a final environmental assessment report from the University of Illinois to be submitted to the BIA for their review. Once we have Environmental Clearance from the BIA, we can submit the approved Rights-of-Way to the BIA for processing. We anticipate the road construction portion of this project taking place in the fall 2019.
 - Commodities Road: Although the Tribe was recently notified that we have received \$700,000 in ICDBG funding to construct the new Commodities Building, it has been determined that construction of the new building will not occur until next year. Given this revised timetable for construction of the building, the Commodities Road project will also be delayed until the spring/early summer of 2020. At this time, we will move forward with completing the environmental review and BIA Right-of-Way approval. This should give us plenty of time to have environmental and right-of-way approval completed before road construction commences next spring/summer.
 - Elder's Complex Parking Lot: We attempted to add this to our BIA Road Inventory in January 2019, in order to expend BIA funding on the project. However, since this was a "proposed" road, there was no immediate action by the BIA. Unfortunately, as of June 2019, the parking lot is still not in our inventory, so we are not able to fund the parking lot construction. However, there was sufficient funding allocated in the Elder's Complex overall budget to pay for this item.
 - Parking Lot for New Public Safety Garage: This project is proceeding somewhat on schedule. Construction plans have been finalized, and Ken Ockert (GTEC) is confident that we will be granted a Categorical Exclusion (Cat Ex) by the BIA in lieu of Environmental Clearance. A BIA Right-of-Way will still be needed, but we are confident that this can be obtained by the fall 2019, when road construction is anticipated.

Planning
Steve Parsons

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	2
Assist Motorist	1
Assist Other Agency	5
City Assist	3
County Assist	5
Medical Assist	6
MSP Assist	2
Other Calls for Service	7
Property Checks	813
Suspicious Person	4
Suspicious Situation	2
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	1
Accidents	4
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	
OUID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	2
Towed Vehicle	
Traffic Stop	2
Unsecured Vehicle	
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	14
PPO Served	1
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	1
Arrest	2
Assault	2
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	2
Death	
Disorderly	1
Domestic Disturbance	7
Drive-Off	2
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	3
Liquor Violation	
Minor in Possession	4
Missing Person	
Money Laundering	
Motor Vehicle Theft	1
Murder	
Neighbor Dispute	
Noise Complaint	1
Obstructing Justice	1
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	4
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	
Unwanted Subject	4

Miscellaneous

Administrative Hours	448.25
Alarm	1
Attempt to Locate	
Boat Dock Checks	
Casino Hours	242
Civil Standby	
Community Policing	12
Court Hours	6
Death Notification	
Drug Disposal	
Follow-Up Investigations	19
Found Property	
Lost Property	
Meetings Attended	
Open Door	2
Open Window	
PBT	
Special Detail	2
Suicidal Subject	
Total Complaints	79
Total Reports	79
Training Hours	5.5
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	5512
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	47.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	1
Court Hours	1.5
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	348
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	1
Training Hours	5
Vehicle Mileage	1670
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

June 3-7, 2019 Sgt Robles and Officer Brown attended Wildlife Field Forensics Seminar in Duluth, MN.

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

Administrative Hours	227.25	
Arrest(s)	1	
Male		
Female		
ATV Patrol Hours		
Assist(s)	6	
Assist Hours	3.25	
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	3	
Contacts	52	
Court	1	
Court Hours	1	
Follow-up(s)		
Follow-up Hours		
Federal Citation(s)		
Hours Worked	292.5	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	0.25	
Paper Service		
Possible Trespass		
PR Activities	1	
PR Activities Hours	1	
Property Checks	31	
Snowmobile Patrol Hours		
Training(s)	14	
Training Hours	81.5	
Vehicle Mileage	999	
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

June 3-7, 2019 Officer Gunderson attended Wildlife field forensics seminar in Duluth, MN.

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: June 2019

Title: Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

- Certificates of Exemption Issued: 5 (RTM) 0 (Tribe/Entity)
 - Type: 5 Vehicles
 - 0 Recreational vehicle / watercraft
 - 2 Construction
 - 0 Mobile / Modular Home
 - 0 Treaty Fishing
 - 0 Bereavement/Burial Program
 - Address / Status Changes Reviewed: 97
 - Address / Status Changes Processed in RTM database: 8
 - Proofs of Residency Processed: 2
 - Proof of Residency Letters Mailed: 4
 - Michigan Income Tax Withholding Exemption for Resident Tribal Member Employee Forms Verified: 0 (LRBOI) 1 (LRCCR)
 - Motor Fuel Registrations Processed: 3
 - Temporary Tribal Business Tax Licenses Issued: 3
 - 1 (Entertainers) 2 (Vendors) 0 (Qualified Fundraisers)
 - Aki Maadiziwin Community Center Reservations Received and Processed: 5
 - Little River Casino Resort Venue Reports Processed: 11
 - Tax Warnings Issued: 0 (Fuel) 0 (Tobacco) 0 (Sales Tax) 5 (Other)
 - Tax Assessments Issued: 2 (Fuel) 0 (Tobacco) 0 (Sales Tax) 0 (Other)
 - Trading Post Motor Fuel and Tobacco Receipts Processed: 2,945
 - Trading Post Motor Fuel and Tobacco Cashier Errors Flagged: 311
1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Department of Treasury – Tribal Affairs Office.
 2. Responded to inquiries from Tribal members and employees regarding, but were not limited to:
 - RTM statuses
 - Tax-exempt utilities
 - Motor fuel registration

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

18. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax exemptions on utilities.
19. Worked with the Trading Post Manager on preparing new OTP log sheets, pricing, and inventory list so that more tax exemption benefits can be utilized by Tribal Members purchasing "other tobacco products".
20. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post.
21. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
22. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for July 2019 and provided it to the Trading Post.
23. Reviewed and filed BP monthly invoice and statement for any errors and/or questionable purchases.
24. Worked with the Utilities Department to provide copies of their BP fuel card statements in order to better track their budget and expenses.
25. Worked with Public Affairs Office in proofreading the Currents.
26. Submitted Tax Department news articles for the July issue of Currents.
27. Assisted the EDC office with tax information needed for a U.S. patent application.
28. Worked with the Casino Resort's Surveillance Manager regarding the review of video footage of questionable incidents at the Trading Post involving the purchasing of tax exempt fuel.
29. Created reference binder for the Trading Post staff which included store copies of all forms, Motor Fuel and Tobacco Tax Regulations, Tribal Member registered license plates on file, and approved handicap designations.
30. Worked with a Tribal Member and Public Safety in the issuance of a Temporary Tribal Business Tax License which also required an insurance certificate and inspection.
31. Began working on the Tax Department's 2020 budget proposal and narrative.
32. Prepared and submitted travel request and arrangements to attend the Annual Tribe / State Tax Summit in July 2019.
33. Provided feedback to the State Tribal Affairs office with suggestions for the Tax Summit agenda.
34. Worked and corresponded with Maintenance, Elders Meal Program Coordinator, Housing staff, and Public Safety Director on a weekly basis regarding Community Center reservations to ensure the building is clean and stocked for events, inspected after events, repairs are completed, as well as patrolled and secured at all times.

Meetings attended this month:

1. Attended Tribal Council Agenda Review on June 3, 2019 regarding the acceptance of the 2018 Annual Tax Department report.
2. Met with the EDC Attorney on June 13, 2019 regarding tax benefits available for tribal entities.
3. Attended Tribal Council Work Session on June 14, 2019 regarding changes to the Community Center Building Policy to include traditional ceremonies, adjustment to the quiet time, and allowance for overnight parking.
4. Attended the mandatory staff meeting on June 14, 2019.

5. Attending the Leadership Roundtable meeting on June 20, 2019.
6. Met with EDC Attorney on June 28, 2019 for follow-up from the previous meeting regarding tax benefits.

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 77 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Attended a work session on the Jiingtamok feast by Tribal Council.
4. Attended meeting with HR Director and Leads to continue work on compensation plan.

5. Continued working on pilot performance processes for Natural Resources with HR and Ogema.
6. Attended regular TERT meeting naming Brandy Martin incident commander.
7. Attended Council Agenda Meeting to represent the contract for Jiingtamok Host Drum.
8. Met with LRRCR staff in preparation for Anishinaabe Family Language & Culture Camp.
9. Continued working on preparations for annual Jiingtamok.
10. Oversaw the Annual Jiingtamok for the 14th year as HP Director.
11. Consulted with IT Director about steering committee.
12. Attended meetings on COLS pay, staff meeting and Natural Resource OT with varying persons.
13. Attended and took part in the Staff Meeting held June 14.
14. Administered, directed and supervised all departmental activities.
15. Approved ADP timecards and PTO requests for the departments for which I am the Lead or approver, as needed.

The Language Coordinator accomplished the following during this month:

- 1) Coordinated trip to Mt. Pleasant for a conference about Indian Residential Schools healing. Class ended up not going.
- 2) Coordinated a new water station for our outdoor events for recycling.
- 3) We had more signs made for recycling with our language.
- 4) Coordinating a class in Muskegon using new video technology.
- 5) Created a video about "Standing Rock" for advertisement for exhibit and language camp.
- 6) Still working on career day for NGLC.
- 7) Processed CD ROM orders.
- 8) Picked up supplies needed for Jiingtamok and camp at hardware stores.
- 9) Coordinated Jiingtamok and Language Camp.
- 10) Produced lessons for all classes and face book lessons.
- 11) Coordinated and recorded video for face book show "Endaaying".
- 12) Classes at NGLC, elders, LRB employees and citizens.
- 13) Responded to Emails and calls about language, Camp, Cd Roms.

Travel, training and budget expenses

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

WWTP
Gary Lewis

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

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Other Routine Maintenance

Billing

Water	\$12,533.88
Sewer	\$26,593.53
Irrigation	\$3,572.59
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$13,005.93
Septage	\$8,928.66
Other	\$75,792.50
Month Total	\$147,771.09
Yr. to Date Water	\$72,548.92
Yr. to Date Sewer	\$112,018.50
Yr. to Date Irrigation	\$12,634.64
Yr. to Date Fire Suppression	\$44,064.00
Yr. to Date Manistee Township	\$73,609.17
Yr. to Date Septage	\$33,202.50
Other Revenue	\$77,841.46
Credit	\$0.00
Yr. to Date Total	\$425,919.19

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 5,836,898**
 - b. Ave Daily Flow Gallons 194,563**

- 2. Gallons of Treated Waste Water SBR**
 - Influent Gallons**
 - a. 2,812,877**
 - b. Daily Average Gallons 93,763**

- Effluent Gallons**
 - a. 2,797,684**
 - b. Daily Average Gallons 93,256**
 - c. Waste Sludge Gallons 27,000**

- Lagoon**
 - a. Influent 419,117**
 - b. Daily Average Gallons 14,883**

- 3. Septic Sewage**
 - a. Gallons 148,811**

III. Travel and Trainings

What: Effective Utility Management
Who: Diane Kerr, Gary Lewis
Where: Eagle Eye Banquet Facility East Lansing
Sponsored by: MWEA
Seminar Cost: \$30 ea.