

Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
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Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *JB*
Naangwa: Date: April 20, 2017
Maanda Nji: Re: March, 2017 Operations Report

We respectfully submit the March, 2017 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
March, 2017

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

March, 2017 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. **2017 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2017 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 2017 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 2016 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 2014. Work is in process on the 2015 Indirect Cost Proposal.

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 2017 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 2015 audit took place June 20 - 28, 2016. The firm Dennis, Gartland & Niergarth, performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for year ended December 31, 2015, has been issued to the Tribe with an Audit opinion date of September 16, 2016. The audit presentation took place Monday, September 19, at 2:30pm, in the Tribal Council conference room, with the Ogema and Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report was filed with all appropriate federal agencies on September 28, 2016, before the September 30, 2016, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI 2/ Restroom/Pavilion Shelter, Pharmacy Renovation and Child & Family Development Center, Odeno-Fruitport Housing Project. The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these projects in the month of March.***
 - i. ***US 31 Sewer Extension Project: None***
 - ii. ***2014 AKI-2 Homes/Pavilion Shelter- None***
 - iii. ***2016-Pharmacy – None***
 - iv. ***Child & Family Development – Approvals /Purchase's - \$616,696.23***
 - v. ***Odeno-Fruitport Housing- None***
2. ***Cash Receipts; Daily cash receipts totaled for the month of March, were, \$613,808.85 the General Fund Operating Account had a total of (267) receipts, the Grant Funded Programs had a total of (53) receipts in the amount of***
3. ***Lead Facilitator – Health and Human Services Division: Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.***
4. ***Judgment Trust Account: Ongoing process, updates for renewal notice to the minors as Huntington Bank sends all bank statements related to the Tribal Children Judgment Trust Accounts to the attention of Tribal Accounting to open and verify that the member is a current member and has a updated address to forward the information on to the tribal member, there were several Pre-Renewal Notice(s) that went out to the members notifying them that the (CD) Certificate of Deposit was schedule to mature. Final stages of this program information, should be concluding.***

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.
6. **Payroll:** ADP system, currently review and approve at director level ongoing.
7. **1099MISC.** – continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2016.
8. **Trading Post - Monthly reconciliation** – Bank statement, on a monthly basis reconcile payroll and A/P checks.
9. **Tribal Financial Statement Requirements:** Due by the 8th of the month.
 1. Cash Deposits
 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.
 3. Utilities report – current payments – monthly report of payments.

Construction Task Force –Weekly Meeting - Thursday - review Aki 2/Pavilion Shelter Project, US 31 Sewer Extension and Pharmacy Renovation, Child & Family Day Care, Odeno – Fruitport Housing Project.

Other Meetings

- **Lead Facilitator Meeting** – Several throughout the month
- **Family Service – Meetings**
- **Clinic Meeting – Director – Meetings**
- **Pharmacy Meeting- Director, Pharmacist, CFO**
- **Employee Manual – Update the Manual / Comment Review Project**
- **Staff Meeting – Casino Resort**
- **Child & Family Development – CFO Office**
- **Finance – Audit Prep – CFO Office**
- **ADP – Import Payroll - Training**

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Weekly payroll for Trading Post
6. AP including tax payments for Trading Post
7. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
8. Void Stale dated checks
9. Positive Pay
10. Warriors Society Banking

Meetings Held / Attended – Housing, Audit, Prosecutor, Trading Post

Trainings Held / Attended – Chance Rush, Travel Regulations

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Audit

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 April.*
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 Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received seven modifications for the following grants: IHS TM Well & Septic project #BE-16-J72 additional funding received in the amount of \$80,000; 2016-2018 EPA PPG additional funding received in the amount of \$45,560; 2016 BIA Self Governance additional funding received in the amount of \$16,876; 2017 BIA Self Governance additional funding received in the amount of \$138,204; DOJ OVW Purpose Area #5 grant extension from 10/1/14-9/30/17 to 10/1/14-3/31/18; Manistee County Community Foundation-Live Well Manistee grant extension from 8/1/16-2/15/17 to 8/1/16-12/1/17 and VOCA-Crime Victim Assistance moving budget around and State agency*

Removing the 5% tribal match.

Documents were scanned to the electronic folders and 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 did not receive any new grants this month.

13. Worked with Linda Wissner on a payment request for the IHS TM Well & Septic project #BE-14-J33 in the amount of \$66,233.01.

14. Worked with Linda Wissner on a payment request for the IHS TM Well & Septic project #BE-16-J72 in the amount of \$56,928.78.

15. Set up the SEFA schedule for 2016 and entered all the grant names, Fund numbers, start/end dates, CFDA #, beginning accrual/deferral and Total revenue received for 2016. This will be needed for the 2016 audit.

16. Reconciled the SEFA schedule revenue received with the cash receipt Journal for 2016.

Meetings Held/Attended

1. Met with Steve Wheeler to discuss grant issues on different occasions.

2. Met with Bill Willis on numerous occasions to discuss grant issues.

3. Attended meeting with the Leads and Mary on 3/7/17.

4. Met with the Leads on 3/9/17 and 3/23/17.

5. Met with Frank Figgels and HR on 3/13/17.

6. Met with HR and the Housing Department on 3/13/17 and 3/22/17.

7. Met with HR on 3/13/17.

8. Met with Frank Beaver on 3/16/17.

9. Met with Steve Wheeler and Steve Parsons on 3/27/17.

10. Met with Larry, Steve Wheeler and the Leads on 3/29/17.

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 549 payroll checks through ADP.

2. Verified 29 PAF's this month which included 8 new employee(s), and 4 terminated employee(s).

3. Completed payroll and payroll backup cover sheet for pay dates 3/3, 3/17 and 3/31.

4. Verified 401k contribution file totals, uploaded to John Hancock online.

5. Printed and/or saved all reports needed for payroll biweekly.

6. Entered all Adlife deductions onto spreadsheet biweekly.

7. Entered all Unum deductions onto spreadsheet biweekly.

8. Reconciled the amounts withheld for Adlife to what was billed for the month.

9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.
10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
11. Requested/received the following months invoice for Mutual of Omaha from HR for review.

Meetings Held / Attended –

1. 3/9 & 3/24 – Payroll/HR meeting.
2. 3/6 – ADP Status call regarding current/ongoing issues.
3. 3/16 – Benefit reconciliation with Kathy.

Trainings Held / Attended –

1. 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 the ADP system.
5. Processed April 1st per capita distribution.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. ADP training for payroll processing.
4. Creating/updating a quick reference guide for payroll.
5. Mutual of Omaha corrections/changes.
6. Training payroll backup for ADP payroll processing.
7. Working with Kathy on reconciling benefits for life, health, dental, and vision.

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with HR to add data to missing fields in ADP and correct any that are currently incorrect.

ACCOUNTS PAYABLE

- Generated checks twice weekly for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, and purchase orders
- A check register was printed and forwarded to Contract Health and Members Assistance
- Keyed in all information into the system for processing and printing checks.

- Ensured checks were then signed off and stuffed into envelopes for distribution.
- Check requests were organized with check stubs and given to the clerk to be filed away.
- Printed a check register after each check run so that the Staff Accountant can submit a report to the bank for Positive Pay immediately after checks are cut.
- Recorded payments received throughout the month for the cash receipt report.
- Voided stale dated checks.

Duties and Accomplishments –

1. *Keyed in all information into the system for processing and printing checks. Generated checks request for Cintas, AT&T, Pure water Works, and Utility bills. Generated checks for bills, stipends, travel advances, court orders, bereavements, Contract Health, purchase orders, etc. Printed a check register for Contract Health, Education and for Membership Assistance Department. Had checks signed and stuffed into envelopes for distribution. Afterwards, check request are organized with check stubs to be filed away. Check registers and their transactions are printed out and filed away. Recorded payments received for cash receipts reports.*

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

1. Continued to work with receiving on getting packing slips in order to pay off invoices that were unpaid. E-mailed the departments that have outstanding purchase orders.

Upcoming Projects / Tasks –

1. Still working on outstanding PO's to get them updated.
2. Keeping withholding from Per cap updated.

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Maintain purchase orders, certified, bulk and fed-ex files
2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail

4. Date and distribute invoices & checks
5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail
9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files
13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Cross-training in travel
2. Setting up Travel folders into shared drive
3. Merging vendors in MIP system
4. Manage and order mail supplies
5. Date stamp and log incoming checks & distribute to AP
6. Process bulk mail
7. Scan and distribute purchase orders and contracts
8. Distribute Tribal certificate of Exemption for sales and use tax certificates
9. Track copier meter readings and process payment requests
10. Enter W-9's into MIP
11. Entering new vendor ID's into MIP
12. Verifying and tracking travel closeouts throughout the month
13. Enter Purchase order item Cancellations
14. Consolidating RFP Packets
15. Backup for the tax officer

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

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. 3/1 followed up on additional charges to the travel credit card.

2. 3/7 401K Bid opening and evaluation.
3. 3/10 solicited bids for Gathering Grounds Project.
4. 3/10 revised vendor registration letter, and skills form.
5. 3/14 provided training on travel regulation, process, and forms.
6. 3/14 registered Tribe for Home Depot MiDeal Program. Tribe would purchase goods through the State of Michigan's purchasing site with a 3% discount and free shipping on orders over \$150.00.
7. 3/14 Pharmacy Purchasing Authority meeting with Tribal Council.
8. 3/16 provided training on travel regulation, process, and forms.
9. 3/17 Attended "Maintain TCPA Compliance, Understand What HIPAA Constitutes as a Health Care Message" Webinar.
10. 3/21 John Bailey, Government Contracting Meeting.
11. 3/29 Work session on Budget and Appropriation Regulation Chapter 1 Purchasing addressing the pharmacy and the authority of the Tribal Manager to be re-assigned to the Leads.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 271 packages.
2. Issued 122 receiving reports.
3. Returned 3 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 FY2015 Indirect Cost Proposal

Meetings Held / Attended –

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) Working on finalize FY2015 Indirect Cost Proposal.

Expenditures Update

Total year to date expenditures for the Finance Division for March, 2017, are \$319,566, compared to an annual budget of \$1,208,052. Total expenses for the Finance Division for year to date March, 2017, represented 26% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ March 2017

1 Department Overviews:

Goals and objectives:

The goal of commodity department is to serve low income Native American households living on and off the reservation.

Providing families with nutritional commodity 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.

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:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore & L. Jackson warehouse / rotated stock/ inventory stock

Y. Theodore received food order put in 152 AIS

Y. Theodore placed warehouse food for April

Y. Theodore & L. Jackson filled food orders

Y. Theodor & L. Jackson clean warehouse

Y. Theodore completed spring membership items done

Y. Theodore attend Agricultural Marketing Service (AMS) meeting 2-16-17

Y. Theodore attend Directors meeting February 23rd 2017

Y. Theodore & L. Jackson attend staff meeting March 3rd 2017

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

March 2017 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:** 2 students requested Senior Expenses totaling \$393.90. 4 students received LRBOI/JOM activities funding totaling \$400. 1 students received driver's training assistance totaling \$175.
- **Higher Education Scholarship:** 3 Higher Education Scholarships were processed for March. Total awards were \$4528 , providing assistance to 1 university student and 2 community college students. 2students were women, 1 student was male.
- **College Book Stipend:** 10 book stipends were awarded during the month of March totaling \$4000. 2 for being enrolled in 1-3 credits 2 in 4-8 credits and 6 students received stipends for being enrolled in 9 or more credits.
- **Educational Advancement Fund:** 6 awards were made totaling \$1550
- **Vocational Award:** 3 full awards were made totaling \$12000, two for medical assistant programs and one for cosmetology
- **Maple Syrup Project-** While the Education Department was not directly involved with the maple syrup making on-site, we did provide filters, piping to finish the chimney, and bottles and labels. This year there was no department responsible for the activities there. Tribal members who wanted to participate used it and may still be making syrup out there, or are at least just finishing it up. It sounds like it worked just like it was supposed to- as a community directed opportunity for tribal members to make maple syrup. I thought it was very good to see that working without it being a tribal government directed program, but just an important community centered, community led opportunity. Seems like success!

- 431 student services registration forms were mailed out in March. We were delayed in getting them out when we normally do in February, but all have been sent.
- In March we began planning for Earth Day activities which will include a pre Earth Day camp over in the Tribal Council Lodge again this year, with two environment related movies, snacks, and breakfast for the campers. On Earth Day, Debra Davis and Yvonne Parsons will attend an Earth Day program in Ludington where we have been invited to represent LRBOI and present information on the Monarch program. In addition to those projects, Santana Aker has planned a morel mushroom hunting field trip with a parent volunteer chaperone from Muskegon assisting. We are also making plans for a summer two-week cooking class to be held at Aki for up to 12 kids, ages 8-15, and a Straw Bale gardening class for kids and adults

Meetings Attended:

March 21- Edupaths Meeting with LTBB and Gun Lake Ed. Departments at the State Library of Michigan, Lansing, MI, Yvonne Parsons attended

Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2017 fiscal year.

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

March Monthly Report - 2017

DIANE A. LONN, ENROLLMENT OFFICER

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 I.D.s, Per Cap Information, Direct Deposits, 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 Data Base
- Enter and update Direct Deposit and Cancellation Information into the Per Cap Data Base.
- Constantly updating the Tribal Members Files
- Continuously verifying Tuition Waivers, Certifications of Indian Blood
- Set up Regular meetings
- To work on completing the Bi Annual Audit Recommendations

Duties Performed

- Mailed out: 7 Applications forms for people seeking membership
- Mailed out: 25 Address change forms
- Created 37 New and Replacement Ids from 03/01/2017 through 03/31/2017
- 231 Addresses changed from 03/01/2017 through 03/31/2017
- Final Rejection Letters: 10
- Final Acceptance Letters: 4
- Final Disenrollment Certification: 0

- Provisional Rejection Letter: 3
- Provisional Acceptance Letter: 1
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 57
- 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 03/01/2017
- List Request of membership: Tax Officer, Election Board 2 – Public Information, Elders
- Label Request of membership: 0
- Tribal Members Label/List – Sandra Lempke-Mezeske, Diane A. Lonn, Bernie Carlson, David Corey, William Willis
- Statistical Request: 0

- Department Verifications:
 1. Prosecutor 35
 2. Natural Resource 27
 3. Members Assistance 53
 4. Casino-Human Resources 3
 5. Contract Health 83
 6. Family Services 11
 7. Election Board 8
 8. Utilities 2

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 2 Members passed away for the Burial Fund Money
- Sent out 2 Tribal Flags
- Sent out Per Cap Earnings reports
- Updated Citizen Validation folder

- 4 Tuition Waiver Verifications
- 612 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies
- Encoding Tribal Ids for new system at Trading Post

Meetings

Enrollment Meeting

- Total Membership: 4,248
- Total number of Elders: 1,254
- Total number of Adults (18-54): 2,593
- Total number of Minors (0-17): 401
- Total Tribal Members living in:
 - 9 County Area: 1,781
 - Outside 9 County Area: 2,357
 - Michigan: 2,785
 - Outside Michigan: 1,353
 - Undeliverable Addresses: 110

Facilities
Vacant Director

Facilities Management Department Report

De-Ahna K. Underwood, Administrative Assistant

March 2017

I. Department Overview

**LITTLE RIVER BAND OF OTTAWA INDIANS
FACILITIES DEPARTMENT**

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

To maintain the life expectancy of our facilities

II. Department Reporting Section

Snow plowed a few more times during the snow plow season. This month 40 work orders were submitted and 38 were completed. The remaining two; one is currently a work in progress, painting the Justice Center. The other one will be completed mid-April.

Aki

Removed the old kitchen sink cabinet and installed new cabinet.

Commerce

3335 Orchard, finished up the remodel and install was the stove and fridge. In April; early May Facilities will install screens to the windows.

375 River St; completed the repairs in the PNC Bank area caused by water damage from the 2nd floor toilet overflow. Inspected the elevator noise and found the hydraulic fluid can needed to be repositioned. Changed out light fixtures and painted the seams of the ceiling tiles. Changed out the ballast in the elevator and hallway entry.

Facilities Management Department Report

Government Center

Pharmacy; braced the lockers to the wall. Installed 9 cabinets and a small counter top. Raised the light fixture by 4-6 inches the waiting area

Justice Center

Continued with painting the interior walls and began moving office furniture and equipment out of offices for the new carpet to be installed. Installed new tile floors in the men's restroom.

Other

Rusty when with Clatus up Pump Truck for Utilities in Alma, MI.

III. Budget Expense Justification

Open standing purchase order for the buildings and Facilities Department, which the term ends in June 2017.

IV. Travel and Trainings

Nothing to report at this time.

Utilities Department
Gary M. Lewis, Utility Supervisor
March 2017, Department Report

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS

UTILITIES DEPARTMENT

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.
- Routine Maintenance
- Rates postponed agenda approval until April 4th Agenda

Billing

Water	\$12,480.83
Sewer	\$13,325.58
Irrigation	\$1,575.84
Fire Suppression	\$7,344.00
Manistee Township Sewer	\$12,069.00
Septage	\$4,202.04
Month Total	\$50,997.29
Yr. to Date Water	\$37,004.99
Yr. to Date Sewer	\$38,547.06
Yr. to Date Fire Suppression	\$22,032.00
Yr. to Date Irrigation	\$4,339.77
Yr. to Date Manistee Township	\$37,435.50
Yr. to Date Septage	\$8,682.60
Credit	
Yr. to Date Total	\$148,041.92

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,574,264**
 - a. Peak Flow 173,042**
 - b. Low Flow Gallons 59,130**
 - c. Ave Daily Flow Gallons 83,040**
- 2. Gallons of Treated Waste Water**
 - 1. Influent Gallons 2,840,547**
 - a. Peak Flow Gallons 110,658**
 - b. Low Flow Gallons 50,523**
 - c. Daily Average Gallons 91,631**
 - 2. Effluent Gallons 3,135,493**
 - a. Peak Flow 111,696**
 - b. Low Flow Gallons 65,738**
 - c. Daily Average Gallons 101,145**
 - e. Waste Sludge Gallons 105,000**
 - 3. Lagoon**
 - a. Influent 624,119**
 - b. Peak Flow 22,241**
 - c. Low Flow 0**
 - b. Daily Average Gallons 20,133**
- 3. Septic Sewage**
 - a. Gallons 32,577**

III. Travel and Trainings

Who: Greg Walters
What: MWEA C & D Licensing Exam Prep Course
Where: Grand Rapids
When: April 14, 2017

Family Services
Jason Cross

Family Services Department

March 2017 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.....5
Ottawa.....1
Muskegon.....2
Total.....8

Open Cases.....54

Total number of Tribal members served in open cases: 89

Total number of descendants served in open cases: 14

Total number of individuals served in open cases: 143

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.

Jason Cross, MSW – Director Total: 7
Zoongaadiziwin (SO) 6 Juvenile Justice -1

Total number living in homes served	20
Total number of Tribal Members living in homes served	8
Total number of descendants living in homes served	7
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	8
Case reviews this month	5
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	10
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amanda McQueen, BA – Family Services Case Manager **Total: 16**
Indian Child Welfare: 16 Juvenile Justice: 0

Total number living in homes served	50
Total number of Tribal Members living in homes served	35
Total number of descendants living in homes served	0
Total number of children living in homes served	1
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	12
Case reviews this month	5
Binojeeuk reviews this month	4
Contacts with outside agencies	88
Contacts with LTBOI departments	19
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	2

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 11
Domestic Violence: 11

Total number living in homes served	27
Total number of Tribal Members living in homes served	10
Total number of descendants living in homes served	6
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	0
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amber Shepard, BS- Case Manager Total: 14
Zoongaadiziwin: 9 PaT: 5

Total number living in homes served	44
Total number of Tribal Members living in homes served	30
Total number of descendants living in homes served	0
Total number of children living in homes served	5
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	16
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	4
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 4**
I&R 4

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	4	Muskegon, Ottawa
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	108	
<i>Office Visits</i>	20	
<i>Phone Conferences</i>	0	
Meetings	Muskegon DV Task Force	Muskegon
Training		
Court		

Muskegon Office Services: This section includes contacts made on behalf of the following departments. This may include assistance with accessing applications online, completing applications and/or making copies, faxing and general program information. This does not include the intake and referral process. This assistance is primarily done by the Family Services Intake worker.

Accounting.....	0
Commerce Department/Workforce Development.....	1
Commodities.....	0
Education.....	0
Election Board	0
Muskegon Office.....	5
Enrollment.....	6
Family Services/Bedabin.....	1
Health Services.....	0
Historic Preservation.....	0
Housing.....	0
Human Resources.....	0
Legal Assistance.....	1
LRCR.....	0
Members Assistance.....	18
MRS.....	0
Natural Resources.....	0
Public Information.....	0
Public Safety.....	0
Tribal Court, Peacemaking.....	0
Faxing.....	0
Copies:.....	18
Email	20
Mail.....	0
Notary Services	10
Assistance with forms.....	15
Warriors Society.....	0
Other	15
Total Tribal Citizens Assisted.....	43

Departmental Monthly Events & Needs

Meetings:

HSCB – 3/7/2017

Construction Task Force - Every Thursday

Travel and Trainings:

None

Court

2 Hearings – 2 Tribal Court

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW

Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: March 2017

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

1. Secure grant funding that will employ Ogema & Tribal Council approved strategies in order to:
 - ♦ Advance the Tribe's efforts to build community;
 - ♦ Address the socioeconomic needs of Tribal members and families;
 - ♦ Strengthen the Tribe's governmental infrastructure;
 - ♦ Enhance Tribe's capacity to protect/preserve its cultural/natural/financial resources.
2. Promote effective and efficient systems, including staffing and training for the development and administration of grant-funded projects/programs.

II. Department Reporting Section

- A Grant Director is scheduled to be hired for the Department in the near future. While the status and many details are not known at this time, it is expected that this matter will see some form of resolution in the near future. The 2017 budget for the Grants Department also anticipates the hiring of one new (additional) Grant Writer this year (2017).
- In the month of March, the Grants Department and the Historic Preservation Department worked together to address the language/cultural funding opportunity from the Institute of Library Services (IMLS): the Native American Library Services Basic Grants Program. The application deadline was originally April 1, 2017; however, it was changed twice, first to April 3rd and then again to April 17th. At the time of submitting this monthly report, this application has not yet been submitted to the funding agency, but all arrangements have been made to do so. Jay, Kenny and I actually made a one-day trip to the Ziibiwing Center (Saginaw Chippewa Tribe of Michigan) to meet with them regarding their program and how we might work together in the future.
- A "Farmers Market and Local Food Promotion Program" was mentioned as a grant possibility; but this was not found to be doable because of some difficulties with the location this year (which is likely to change).
- The car seat initiative that was mentioned in last month's report remains a grant possibility; however, it hasn't been definitively determined that the opportunity is viable.
- HUD's ICDBG (Indian Community Development Block Grant) through HUD will be the next grant department undertaking. It is likely that this application will be developed in conjunction with the Commerce Department. Related details are not yet available to include in this report. The deadline date for this application is May 17th. It is probably worth mentioning that major budget cuts are scheduled to occur within HUD this year (along with deep budget cuts at other federal agencies as well).

IV. Other duties and activities performed during the month of March 2017:

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared grant submission approval packages for the tribal leaderships for those grant considerations expected to be addressed with a (grant) funding application.
- Worked variably with different tribal departments/representatives to develop grant applications that work for the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any and all mandatory meetings and/or any other meetings that I was invited to attend.
- As available, attended Language Classes (Educational Leave) - Friday schedule.
- Attended Warrior's Society meetings regularly scheduled and participated in other related activities.
- Participated in Enrollment Commission meetings as a Commission Member.
- Continued to pursue self-education efforts related to grants development and/or personal/professional development.

V. Budget Expense Justification: No budget related matters/issues to report.

VI. Travel and Training: None scheduled at this time. As indicated elsewhere in this report, did take a one-day road trip to Mt. Pleasant to visit the Ziibiwing Center in conjunction with the grant application for the Native American Library Services Basic Grants Program.

Next month (May), there is an upcoming Warriors Society Training at Mt. Pleasant as well. I am currently expecting to attend this three-day training which takes a hands-on sharing designed to enable the successful negotiation of Veteran and Warrior- related responsibilities. Depending on a number of factors, I may be doing this on my own time, that is, if it is even possible to do so. Additionally, there may be another VA training coming up (sometime this spring, in Escanaba). To the best of my knowledge, this will be a 4-day event. I would like to attend this training but it's too soon to tell if this is even feasible: do not believe there is a definite date for that training as yet. .

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

From: Don MacDonald, Director of Health Services
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Dottie Batchelder, BEDABIN Substance Abuse Counselor

Date: April 7, 2017

Re: March 2017 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of March 2017. This report will reflect aggregate supplemental information from lead staff members Don MacDonald, Director of Health Services, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor.

March 01, 2017, Pauline Meister, R.N. voluntarily left her position as Clinic Nurse.

March 01, 2017, Don MacDonald, Health Services Director, Janice Grant, Clinic Supervisor, Julie Dixon, D.O., Medical Director, Maxine Lipon, D.O., Clinic Physician, Deb Najdowski, R.N., Clinic Nurse, Pauline Meister, R.N., Clinic Nurse, and Amy Doering, Medical Assistant participated in a Direct Services Clinic Staff Meeting.

March 3, 2017. All staff attended the Motivational Speaker/Mandatory meeting.

March 13, 2017, Don MacDonald, Health Services Director, met with the Health Commission for its monthly meeting.

March 14, 2017, Don MacDonald, Health Services Director, participated in a work session with Tribal Council to discuss proposal for a pharmacy purchasing authority process.

March 15, 2017, Be Da Bin hosted the Manistee County Suicide Awareness and Prevention Coalition Meeting.

March 17, Melissa Jackson resigned her position as Chief Pharmacist to pursue other interests.

March 21, Health Services welcomed new Chief Pharmacist, Keith Jacques to the organization.

March 21, 2017, the Traditional Healers were here to see individuals at Be Da Bin Behavioral Health.

March 22, 2017, Don MacDonald, Tribal Health Director and Dottie Batchelder, Chemical Dependency Counselor attended the conference call with SAMHSA Evaluators and members from the Tribal Behavioral Health Communication Network on an evaluation on the State of Michigan site visit.

March 23, 2017, Janice Grant, Clinic Supervisor, Julie Dixon, D.O., Medical Director, Maxine Lipon, D.O., Clinic Physician, Deb Najdowski, R.N., Clinic Nurse, and Amy Doering, Medical Assistant participated in a Direct Services Clinic Staff Meeting.

March 28, 2017 Government Offices were closed for Treaty Recognition Day.

March 2nd, 15th, and 29th, 2017, Don MacDonald, Health Services Director, Janice Grant, Clinic Supervisor, and Gina Dahlke, PRC/EHAP Supervisor participated in semi-monthly phone meetings with staff from FCPID to discuss billing, credentialing issues, and 506 Recovery.

March 31, 2017, Don MacDonald, Health Services Director, participated in a phone survey with Bluestone Strategy Group to discuss LRBOI HR processes.

BeDaBin Staff (other meetings and events): Dottie Batchelder, Chemical Dependency Counselor, attended meetings for Northern Michigan Recovery Residences and ATR Coordination issue phone calls. Sujean Drake, Mental Health Counselor, attended two meetings at Manistee Public Schools on behalf of two clients (Dottie attended one of these also). Krystal Davis, Intake Worker, facilitated the Moon Ceremony. All staff has been busy with 10 new intakes in March (discharging other clients) and working on the Suicide Prevention Coalition planning.

Forest County Potawatomi Insurance Department filed 169 claims on behalf of Little River in the amount of \$42,134.02 for Third Party Revenue generation.

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

CLINIC OPERATIONS:

215 patients scheduled

13 patients NO-SHOW to scheduled appointments

01 patients provided SAME DAY appointments for emergent matters**

56 cancelled appointments

147 patients attending CLINIC PHYSICIAN appointments**

29 patients PHONE TRIAGE**

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

56 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MARCH (Total Patient Volume): 548

Diabetic patients: 53

Flu Vaccines: 01

Injections: 03

Nursing Visits: 02 **

On-site Labs: 144

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,656

DIRECT CALLS TO CLINIC OPERATIONS: 331

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 725

BEDABIN BEHAVIORAL HEALTH: 56 Clients

CHEMICAL DEPENDENCY COUNSELING:

178 CLIENT CONTACTS FOR SERVICES

186 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 210

MENTAL HEALTH COUNSELING:

74 CLIENT CONTACTS FOR SERVICES

150 COUNSELING/ADMINISTRATION HOURS

TOTAL CLIENT SERVICE DELIVERY: 120

INTAKE WORKER

31 CLIENT CONTACTS FOR SERVICES

141 ADMINISTRATION HOURS

TOTAL CLIENT SERVICE DELIVERY: 31

TRADITIONAL HEALING: 9 INDIVIDUAL CLIENT CONTACTS

10 INTAKES THIS MONTH BY ALL STAFF

27 NO SHOWS

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 14

TRAVEL HOURS: 56

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 18

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 216,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2430

TOTAL PRC PAID IN MARCH: \$ 161,000

PHARMACY/OTHER: \$ 56,000

DENTAL: \$ 20,000

TOTAL PATIENTS: 281 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 627

TOTAL CLAIMS ENTERED: 681

TOTAL PRC PAID 2017: \$ 360,000

TOTAL EHAP PAID IN MARCH: \$ 55,000

TOTAL EHAP PAID 2017: \$ 116,000

TOTAL ENROLLED EHAP/LRBOI: 1268

MEDICARE LIKE RATE (MLR) Savings for March 2017

Claims submitted: 44 \$89,141.02 (total submitted)

-\$29,725.16 (what we paid)

\$59,415.86 (total savings)

PATIENT BENEFIT COORDINATORS MARCH 2017:

Webinars: 2

Applications/Reassessments mailed: 51

Online Insurance Applications (Medicaid): 5

Enrollment Verifications/follow up letters: 138

Teresa was on Medical leave until March 27th. Roberta completed Patient Registration on Tuesdays, Thursdays, and Fridays all thru March. Roberta also covered front reception area when needed.

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For March 2017

Staff

Frank Figgels - Director of Housing

Michelle Pepera – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nichole Daske – Housing Maintenance Technician

Tony Giltz – Work Force Development Trainee

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.** Every six months the Housing Department must submit a report called a Semi-Annual Labor Standards Report, to the Department of Labor. It is a report on the use of Federal Funds in this case our IHBG and that we are complying with labor laws. It was due March 18 and was submitted on March 8, 2017.
- B.** The Housing Department also had to submit our 2016 Annual Performance Report (APR) to HUD by March 31, 2017. The report was formally submitted to Tribal Council on March 22, 2017 which they approved for submittal to HUD by Resolution. The Report was then submitted to HUD on 3-24-17. On March 30, 2017 we received correspondence from HUD/’EWONAP that they had reviewed the report and their review did not disclose any deficiencies or noncompliance with applicable laws and regulations.
- C.** The development of 10 more Fair Market housing at Aki continues to move forward. The Housing Commission approved the development of 10 lots at Aki per the attached site plan. We have provided the contractor, through the Commerce Department, lot dimensions, locations, recommended house plan per specific lot, street addresses and are currently attempting to locate the lot corner for the Contractor.

There are three floor plans, two of the floor plans are for a two bedroom with the option for a third bedroom and bathroom in the basement and the third floor plan is for a three bedroom unit with the option for a 4 bedroom and a bathroom in the basement. The plans are for 8 two bedroom units and 2 three bedroom units.

- D. The Housing Department sent out correspondence to Housing Applicants at the end of February 2017 advising those who had not updated their application within the last year to do so within 4 weeks in order to remain on the waiting list(s) per revised Housing Regulation Chapter 1.
- E. The Housing Department and the Housing Commission reviewed Housing Regulation Chapter #2 with the Unified Legal Department and made recommendations regarding changes to the regulation.
- F. During the month the Department performed the following activities.
 - Lease renewals due during the month: 6
 - Leases renewed: 3
 - New leases: 1
 - Annual Inspections: 3
 - Move-out Inspections: 1
 - Move outs: 2
 - Transfers: 2
- G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2017 in the amount of \$75,000.
 - Applications received this month: 1
 - Number of Awards made during the month: 2
 - Amount of Awards made for the Month: 2
 - Total Number of Awards made during the Year: 2
 - Total Amount of Awards for the Year: \$8,300.00

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 3
- B. Termination Notice(s) issued: 1
- 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.

- A. LRBOI Housing has 64 rental units in total of which 58 are rented giving us an occupancy rating of 91%. Aki has 57 rental units of which 52 were rented during the month. It should be noted we filled three vacant units, had two move outs and one transfer. So even though units are being filled others are being vacated during the month so the occupancy rating remains unchanged.

- B. Aki has 9 low income elder designated rental units and 8 units are rented.
- C. Aki has 2 low income elder ADA designated rental units and 2 are rented.
- D. Aki has 28 low income family rental units and 26 are rented.
- E. Aki has 6 low income family ADA rental units and 5 are rented.
- F. Aki also has 12 fair market rentals and 12 are rented.
- G. We have 5 fair market rentals in the City of Manistee and 4 are rented.
- H. We also have 2 short-term rentals in the City of Manistee and 1 is rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

- 1. On time submission of the Semi Annual Labor Standards Report to the Department of Labor for the period of September 15, 2016 through March 15, 2017.
- 2. On time submission of our 2016 Annual Performance (APR) to EWONAP/HUD for our Indian Housing Block Grant (IHBG).

VI. Plans for the Future.

- A. Developing 10 more Fair Market Rental units at Aki maadiziwin planned to begin in April 2017.

VII. Other Information

- A. None.

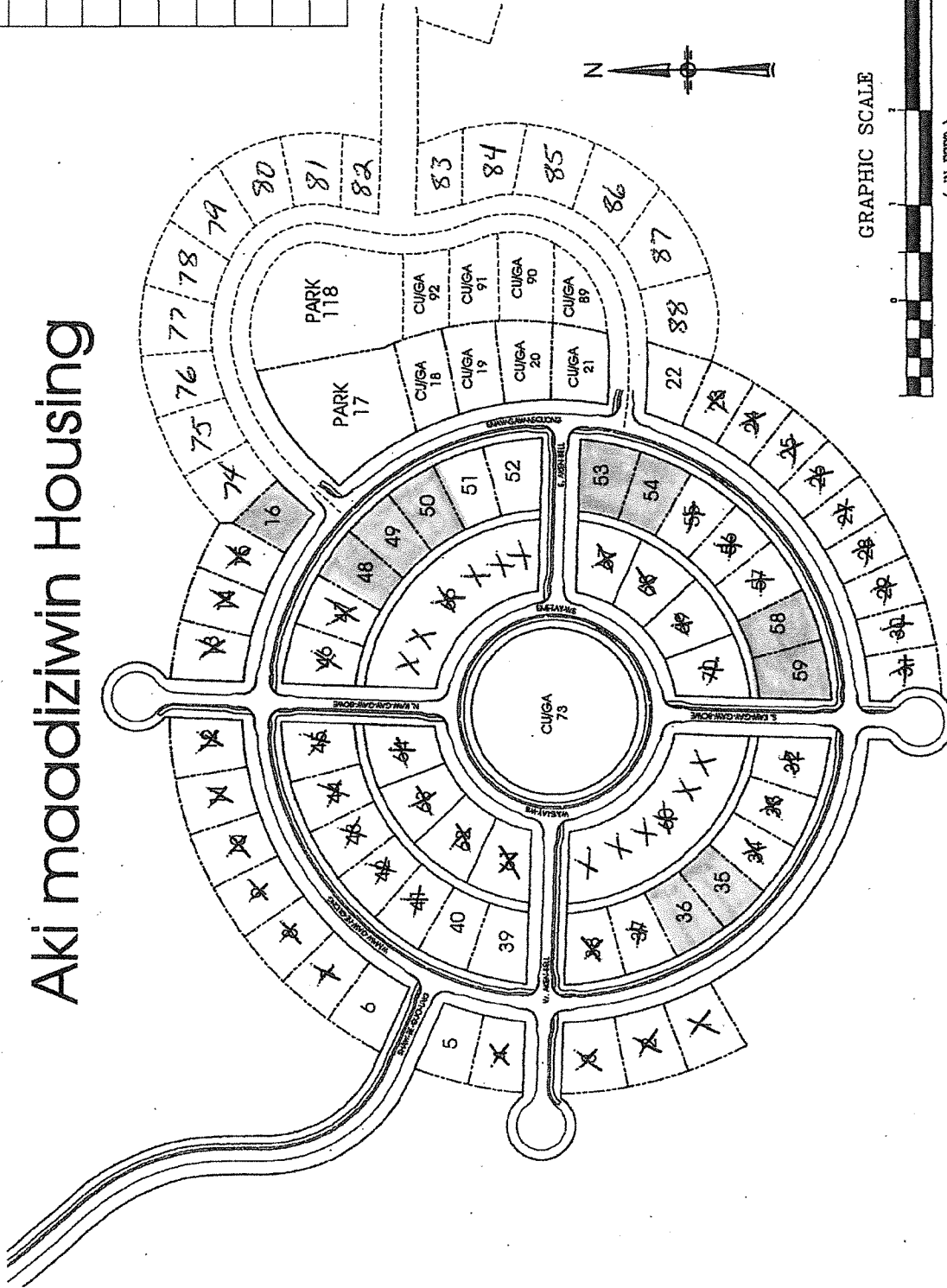
End of Report
Frank Figgels, Housing Director
April 5, 2017

Attachment: March 2017 daily maintenance log

Cc: file

Aki maadiziwin Housing

LOT NUMBER	HOME PLAN
16	A
36	A
48	A
50	A
54	A
58	A
35	B
49	B
53	C
59	C



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 141 St. Jean
 Montreal, Quebec H2Z 1K4
 Tel: 514 393-1194
 Fax: 514 393-1194
 Email: info@abonmarche.ca
 ENGINEERS / ARCHITECTS / PLANNERS / SURVEYORS



GRAPHIC SCALE



(IN FEET)
 1 inch = 200 ft.

Housing 2017
Daily Worksheet

Date 3-6 Started @ 2714 OC

Annual Inspection 2573 OC

Move Inspection 2723 OC

Date 3-7 Continued @ 2714 OC, Receipts

Date 3-8 Continued @ 2714 OC

Installed Door seals on Dishwasher @ 2605 OC
mopped floor also

Date 3-9 Continued @ 2714 OC

Date 3-10 Continued @ 2714 OC

Due Every Friday

Thank you for filling out this Daily Worksheet.

Housing 2017
Daily Worksheet

Date 3-13 Cleaned + Salted Lots + Walks

Continued @ 2714 OC

REPAIRED CHASE DOORS & REPAIRED EARRING AID

Date 3-14 Continued @ 2714 OC

Date 3-15 Plowed Salted Lots + Walks, Cleaned Drives

Completed 2714 OC

Took materials + tools to 148 1/2 Ford St.

Date 3-16 Continued @ 148 1/2 Ford St.

Date 3-17 Continued @ 148 1/2 Ford St.

~~Annual Inspection~~

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 3-20 Continued @ 148 1/2 Ford St.
Annual Inspection 230 9th St.

Date 3-21 Continued @ 148 1/2 Ford St.
Installed base + no. p board @ 2647 OC

Date 3-22 Continued @ ~~#~~ 148 1/2 Ford St.
Meeting with Dept. + HR

Date 3-23 Continued @ 148 1/2 Ford St.

Date 3-24 Continued @ 148 1/2 Ford
Annual inspection @ 2640 OC

Due Every Friday
Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 2-27 Mileage, Daily logs, Continued @ 2605 OC
snaked Drains @ 2723 OC

Date 2-28 Continued @ 2605 OC
Completed 2605 OC

Date 3-1 Restocked Materials / supplies (cleaning) move out
Inspection @ 2596 OC, picked up Fridge for 2648 OC

Date 3-2 Plowed / salted lots & walks
Dropped paint & Materials off for tenant @ 2583 IC
Cleaned Drives Installed Grab bars & shower head for tenant
@ 230 9th

Date 3-3 Scrapped & salted lots, cleaned Drives
Mandatory meeting

Due Every Friday

Thank you for filling out this Daily Worksheet

Housing 2017
Daily Worksheet

Date 3-27 Receipts, Paper work on 148 1/2 Ford Complete +
Hauled in with Receipts + times, Reset GFCI @ 26950C
Checked 2665 IC good to Rent
Started on 2723 OC

Date 3-28 Holiday

Date 3-29 Continued @ 2723 OC

Date 3-30 Continued @ 2723 OC

Date 3-31 Continued @ 2723 OC
Mileage, Daily Log

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
No Director
No report submitted

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
March 2017

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Domain level system rebuilds project continues; Domain control server rebuild started with the elimination of controller number 4; Domain controller 3 has replaced controller number 1 and controller 1 was eliminated in March.
2. 279 new IT work orders were opened in March 2017 and 283 IT work orders were completed in March 2017.
3. Contract renewal for Government internet began during March.
4. Connecting Ayaa to government network, provide IT Technical support. Incorporating their backups to ours will still need a stable internet circuit.
5. Disk space project continues, the Tribal Government currently uses 38.2 TB of data storage. More is needed after an analysis of how the space is utilized.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Attended mandatory Directors Meeting.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Assist with Government Center Roofing Issues.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: April 17, 2017
Re: March 2017 report of activities

Number of tribal members assisted on new issues 77

Number of referrals received 2

Number of continuing cases: 62

Types of legal issues:

Child support	Change of Custody
Probate Estate	Guardian – Adult
Divorce	Real Estate
Agricultural Tax Exemption	Driver’s License – Out of State
Divorce	Psychological Issues
Wills	Supervised Parenting Time–Ex-Parte
Estate Planning	Creditors
Power of Attorney	Post Divorce Matters
Custody	Change Child Support
Medical Power of Attorney	Amend Estate Planning Documents
Child Support Arrearages	Parenting Time
Trusts	General Civil
Land Contract	Repossessed Vehicles
Small Estates	Subpoenas
Employment	Name Change - Adult
Landlord – Tenant Issues	Residential Leases
Certificate of Trust Existence and Authority	Civil Discovery
Conservator – Adult - Modify	Child Abuse
Limited Power of Attorney – minor	Vehicle Insurance
Evictions	Custody – Ex-Parte
Corporate Income Taxes	Small Claims
Domestic Violence	Court Jurisdiction

Garnishment
Pensions
Supervised Parenting Time
Security Deposits
Felony Warrant
Child Protective Services
Transfer of Assets on Death
Real Estate Leases and Military Families
Expungement of Criminal Record

Criminal
Collections
Felony
Probation Violation Warrant
Guardian – Minor
Objection to Garnishment
Objection to Civil Order
Guardian – Adult

Attended team building workshop

Met with Shanavia Canales about training opportunity

Sample of Work Performed:

Assisted a tribal member obtain a petition and order for assignment to allow them to cash a check of their deceased child

Assisted a tribal member with an agricultural sales tax exemption

Assisted a tribal member expunge their criminal record

Assisted a tribal member obtain a guardianship over a family member who was declared mentally incompetent by 2 doctors who needed medical decisions made for them

Assisted a tribal member who had several outstanding warrants

Assisted a tribal member prepare for a small claims case where their landlord was trying to wrongfully keep their security deposits

Members Assistance
Jason Cross (Interim)

Members Assistance Department

March 2017 Departmental Report

Jason Cross – Interim Supervisor
Linda Wissner – Members Assistance Program Specialist
Krystyne Medawis – Members Assistance Program Specialist
Noelle Cross – Elder Meal Program Administrator
Susan Recob – 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-11-G62 \$68,000
 - i. Total expensed \$63,522.58
 - ii. Budget remaining 7%
 - iii. 16 total households served with this program.

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

- b. MOA BE-16-J72 \$139,000
 - i. Total expensed \$78,550.47
 - ii. Budget remaining 43%
 - iii. 14 total households served with this program.

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

- c. MOA BE-14-J33 \$126,000
 - i. Total expensed \$130,496.93
 - ii. Budget remaining -4%
 - iii. 23 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	1	0	7	0	0	1	7	2

2. Food Assistance Program

- a. Budget \$45,000
- b. Carry over \$16,650
- c. Total budget \$61,650
- d. Total expensed YTD \$20,400
- e. 92% Remaining
- f. 91 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
28	3	4	1	18	3	2	9	0	23

3. Rental and Mortgage Assistance Program

- a. Total Budget \$30,000
- b. Total expensed YTD \$9,630.62
- c. 68% Remaining
- d. 28 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	0	0	0	4	1	1	5	0	13

4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$12,641.66
- c. 72% Remaining
- d. 67 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
19	2	5	1	12	3	1	6	0	18

5. LIHEAP – DHHS Grant Funded Program FY 2017

- a. Total Budget \$148,770
- b. Total expensed to date \$8,596.04
- c. 83% Remaining
- d. 44 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
15	45	3	1	15	3	1	1	0

6. Elder Chore Program

- a. Total Budget \$15,000
- b. Total expensed YTD \$2,880
- c. 81% Remaining
- d. 11 Elders accessing this program to date

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

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$6,585.78
- c. 74% Remaining
- d. 26 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
12	1	0	2	4	1	1	1	0	4

8. LRBOI Home Repair Program

- a. Total budget \$109,000
- b. Total expensed YTD \$14,610
- c. 87% Remaining
- d. 20 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
1	0	2	0	10	0	1	0	0	6

9. Bereavement Program

- a. Total Budget \$453,000
- b. Total expensed YTD \$128,350
- c. 72% Remaining
- d. 15 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
5	0	0	0	2	0	0	0	1	7

10. Elders Insurance

- a. Cost per Elder \$240.00 Medical and \$225.00 benefit per month.

11. Department Ongoing Activities

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.
- d. MMAP – Linda Wissner maintaining service delivery.

12. Applications

Mailed	Picked up	Emailed	Faxed
128	3	54	3

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
87	63	21	0	38	41	15	15	3	0

13. Office Visits

- a. 32 visits for the month

Respectfully submitted,

Jason Cross, MSW
MA Supervisor

Natural Resources
Frank Beaver



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

**210 9th Street
Manistee, MI 49660
(231) 723-1594**

**March 2017 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
- 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 – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - 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
- Staff Management ADP
-

Equipment maintenance/Field Work/Lab Work:

- Inland Consent Decree – Scale aging / fisheries data analysis
- Fish aging
- Fish aging data
- Net preparation
- Net tying

- Checked Manistee River Sturgeon site cameras
- Continued work on Manistee Adult sturgeon project
- Prep work towards sturgeon field season

Meetings/Training/Travel/Conference Calls

-

<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		

Wildlife Program

Ari Cornman - Senior Wildlife Biologist
 Robert Sanders - Wildlife Researcher
 John Grocholski - Wildlife Technician

Tasks and Accomplishments

- Reviewing and commenting on USFS, NPS, and USFWS actions
- Grant preparation
- Work on hunting/fishing regulations

Administration/Budget/Reports/Data Entry

- Completed monthly reports
- Manage budget and review R&E's
- Research items to order, create requisitions and follow through
- ICD reporting
- Vehicle management
- Timesheets
- Preparing for seasonal hiring

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Servicing field equipment
- Habitat management at Custer property
- Planning and implementation of habitat management on the Custer property

Meetings/Training/Travel/Conference Calls

- Meeting with NRCS
- CPR classes
- Marten and hare coordination meetings and calls with partners
- NRC meeting
- LCC conference calls

Environmental Program

Allison Smart – Environmental Coordinator
 Tom Shepard – Air Quality Specialist
 Vacant – Brownfield Specialist

Shaughn Barnett- Water Quality Specialist
Josh Beaulaurier- Aquatic Biologist

EPA Programs under Performance Partnership Grant Funding (PPG)

EPA GAP Program

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Reviewed current work plans
- Climate Change Planning
- Consulted with USEPA on multiple issues including air and water
- Reviewed Nestle Water withdraw documents
- Prepared comments on several local environmental issues
- Continued communication with partners on invasive species and wild rice

Meeting/Training/Travel/Conference Calls

- Attended MTEG March 13-14
- Monthly 128a Call 3/7/17
- Nestle Call with EPA 3/2/17
- Call with Climate Change Center 3/2/17
- Mandatory Staff Meeting 3/3/17
- 3/13/17 work session with Council on Class I airsheds
- 3/21/17 Regional Resources Recovery Meeting
- USFS Meeting on potential Wild Rice and 319 projects

Brownfield Program

Brownfield Specialist Position was filled on 3/20/17, This position is currently learning the position requirements and will have more information in the April Monthly report

Administration/Budget/Reports/Data Entry

Field Work and Equipment Maintenance

Meeting/Training/Travel/Conference Calls

Water Program (106 and 319)

Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.
- Completed draft of 106 Final Report for USEPA
- Drafted comment letter Statewide E.coli TMDL
- Completed Map with 303d listings for Big Manistee Watershed
- Analyzed precipitation and discharge effects on water quality data
- Began Discharge-rating curve protocol
- Acquired price quotes for new WQ flow meter
- Ordered SonTek flowmeter for WQ Sampling
- Edits on 2017 QAPP draft to USEPA

Field Work and Equipment Maintenance

- Completed February water quality sampling
- Delivered water samples to GLEC for processing

- Routine maintenance for Marsh-McBirney flow meters
- Routine maintenance for Hydrolab DS5

Meeting/Training/Travel/Conference Calls

-

Air Quality Program (Funded by EPA CAA 103 Grant)

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Managed Budget and Reviewed R&E
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Submitted Quarterly Flow Data to MDEQ – NA

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 3/6 and 3/22
- Completed PM 2.5, Monthly Maintenance & QC – 3/6 and 3/22
- Completed PM 2.5, Quarterly Maintenance & QC – NA
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – 11/14/16
- Installed new set of PM 2.5 filters – 3/16
- Sent collected PM 2.5 filter samples to MDEQ – 3/6, 3/13 and 3/29
- Completed O3 Multipoint – 3/7 and 3/24

Meeting/Training/Travel/Conference Calls

- Staff meeting – 3/2
- Employee meeting (One Chance Leadership) – 3/3
- Participated in Displaying Current Air Quality and the NowCast - USEPA Webinar – 3/9
- Presented AQ info to Manistee Chamber of Commerce – 3/15
- Environmental Staff meeting – 3/22
- Participated in USEPA's GoToWebinar - Federal and State Policy: Advancing Tribal Energy Partnerships – 3/29
- No Monthly State, Local, and Tribal Conference Call – NA
- Participated in Monthly Region 5 Tribal Air Conference Call – 3/30
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 3/30

Wild Rice Program

Administration/Budget/Reports/Data Entry

- Updated work plan for 2017
- Uploading data to AQWMS
- Research on restoration sites

Field Work and Equipment Maintenance

- Installed water depth loggers in Arcadia, Hamlin for 2017 monitoring
- Toxicology lab will analysis seeds for metals
- Collected seeds to send for toxicity testing
- Counted seeds to figure out composition of ghost hull to hull rice
- Looked at the Arcadia marsh wild rice to see the production this year
- Research on future projects dealing with wild rice

- Field gear prep for 2017

Meeting/Training/Travel/Conference Calls

None this month

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

March 2017

Meetings/Conferences/Trainings

- On March 3, 2017, I attended a LRBOI staff meeting at the Little River Casino Resort to hear motivational speaker Chance Rush.
- On March 6, 2017, I attended the Tribal Council Agenda Review to discuss the BIA requiring an updated resolution from Tribal Council requesting a Right-of-Way from the BIA for the Gathering Grounds Roads and Parking Lots. The updated resolution included a request to waive insurance on the ROW. This resolution was approved by Tribal Council at their March 8, 2017 meeting.
- On March 14, 2017, I attended the Executive Committee meeting of the Manistee County Community Foundation.
- On March 16, 2017, I accompanied Virgil Johnson, Tribal Council Speaker to attend the Manistee Joint Units of Government Meeting. I provided an update regarding our upcoming BIA Roads projects for 2017.
- On March 16, 2017, I attended a work session with Tribal Council to review our BIA Roads projects for 2017. Ken Ockert, from RCA LLC, assisted with the presentation.
- On March 20, 2017, I participated in a conference call regarding the Networks Northwest Regional Transportation Safety Plan. I was asked to be a member of the Steering Committee which will take responsibility for formulating a Transportation Safety Plan for the 10-county area of Northwest Michigan.
- On March 20, 2017, I participated in a meeting with Ron Stroup regarding the residential building project which will be taking place at Aki Maadiziwin in 2017. I was there to explain and review the Tribe's building permit process with Mr. Stroup. Others who attended the meeting were Tom St. Dennis, Commerce Department; Frank Figgels, Housing Director; and Gary Lewis, Utilities Director.
- On March 20, 2017, I attended a work session with Tribal Council regarding changes to our Residential Building Ordinance. The changes will include adding a section on non-residential construction and also including other administrative and technical aspects of the Tribal construction process.
- On March 20, 2017, I met with Steve Wheeler and Tammy Bowen from the Finance Department to discuss documentation that will be required during our Program Review Site Visit from the BIA Roads Department on April 11, 2017. There will be more information on the site visit in the next section of this report.
- During the month of March 2017, I attended meetings of the Construction Task Force on the following dates: March 2, 9 & 23, 2017.

Activities/Accomplishments/Updates

- The planned road projects for 2017 are all progressing nicely, and I have the following updates:
 - Gathering Grounds Improvements-Phase 1: On March 16, 2017 we were notified in writing by the BIA Michigan Agency that our Right-of-Way request for the Gathering Grounds had been approved.
The deadline for contractors to submit their bids for the Gathering Grounds road construction was March 31, 2017. On April 3, 2017, I will meet with Ken Ockert to

review the bids and select the best candidate to recommend to Tribal Council for approval. Our target date for submitting a construction contract to Tribal Council is April 12, 2017.

We hope to begin construction as soon as possible after contract approval. The Gathering Grounds will be closed to camping, by authority of the Ogema, until construction is completed. It is still our goal to have the project completed by June 23, 2017 at the very latest.

- US-31 & M-22 Intersection Safety Realignment Project: There has been a slight delay in gathering the property descriptions necessary for granting a Right-of-Way and easement to MDOT, which will be necessary to realign the far right-hand lane on M-22. Since the Tribal properties that border the west side of M-22 include a mix of simple fee and trust land, we will need ROWs to be issued by both the BIA and the Manistee County Clerk's office. We hope to have this completed by early April 2017.
Actual construction will now likely begin in early May with completion by mid-to-late June, prior to the Pow Wow. In the alternative, if we encounter additional delays, the beginning of construction could be moved to mid-July. We will keep you posted as things develop.
- Suida-Kott Road Project: The MOA between the Manistee County Road Commission and LRBOI was approved by Tribal Council on February 15 and signed by the Ogema on February 20. The Tribe's anticipated contribution to the project is \$150,000. On February 3, a Grade Inspection meeting was held with MDOT staff and other interested parties to review the plans and specifications of the project. MDOT Bid Letting is anticipated to occur by June 2. The construction period has been tentatively scheduled from mid-July to mid-September, with a target construction end date of September 22, 2017.
- Harvey Street Reconstruction Project: On March 8, 2017, MDOT issued the preliminary bid proposal and detailed cost estimate for the project. The project is scheduled to be let for bid by MDOT on June 5, 2017. The construction schedule set by MDOT begins on July 17, 2017 and concludes on October 13, 2017, for a total of 77 calendar days. Everything appears to be in place for this project to proceed on schedule.
- Service Drive for the Daycare/Early Childhood Development Center: The BIA Roads Inventory update, which was approved by Tribal Council on January 25, 2017 has been submitted to the BIA and is awaiting their approval. Once the road inventory update is completed, we will update our current Tribal Transportation Improvement Plan (TTIP) to include the construction of the service drive. I have no additional information to share as to how much longer this will take, but I am hopeful that this project still may be completed sometime in 2017.
- As reported last month, I had been contacted by Consumers Energy regarding a possible request for an easement on Tribal property on the north side of Dontz Road. I still have not received the specific request or the legal description of the property involved, but have been told the easement should not be bigger than 8-12 feet. The easement will be necessary for Consumers to erect an electric pole with a riser that would be used to connect overhead equipment to the existing underground electrical line. Apparently this is necessary to service the additional electrical needs of the casino warehouse. Mike Burmeister, LRCR Facilities Director, is aware of the situation and put me in touch with the appropriate individual at Consumers Energy. I will keep Tribal Council posted accordingly as any easements would need to be approved by Tribal Council.

- On April 11, 2017, we are scheduled for a review of our Tribal Transportation Program to be conducted on-site by BIA Midwest Region staff. According to the BIA Midwest Office, "the purpose of the review is to assess the overall progress and suitability of the program services, activities, and functions accomplished for the Tribal Transportation Program with the Little River Band of Ottawa Indians, under the Government to Government Agreement. The review can cover all TTP functional areas, but will focus primarily on financial record keeping and tracking of expenditures along with program status of current Tribal transportation planning, project development, construction management and road maintenance." The day will begin with an introductory meeting that will include Tribal elected officials. Later meetings are scheduled with Finance Department staff and BIA Roads staff. An update on the outcomes of the site visit will be included with next month's report.

Public Information
Vacant
No report submitted

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
March

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	10
City Assist	5
County Assist	5
Medical Assist	3
MSP Assist	3
Other Calls for Service	5
Property Checks	1236
Suspicious Person	
Suspicious Situation	5
Well-Being Check	

Traffic/Vehicle

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

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	5
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	3
Assault	3
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	1
Domestic Disturbance	1
Drive-Off	
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
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	1
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	2
Obstructing Justice	
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

1

Unwanted Subject

Miscellaneous

Administrative Hours

406

Alarm

Attempt to Locate

Boat Dock Checks

Casino Hours

225.75

Civil Standby

Community Policing

11

Court Hours

20

Death Notification

Drug Disposal

3

Follow-Up Investigations

83

Found Property

3

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

3

Total Complaints

57

Total Reports

57

Training Hours

83

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage

5741

Voluntary Missing Adult

Training/Travel

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
March**

Administrative Hours	60
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	1
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	310.75
Joint Patrol(s)	
Marine Time	
Meeting(s)	4
Meeting Hours	19
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2244.4
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

March 20-22, 2017 Sgt. Robles attended GLFC Great Lakes Law Enforcement Meeting in Ypsilanti MI

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
March**

Administrative Hours		141.5
Arrest(s)		1
Male		
Female		1
ATV Patrol Hours		
Assist(s)		1
Assist Hours		2
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints		
Contacts		5
Court		1
Court Hours		1
Follow-up(s)		1
Follow-up Hours		4
Federal Citation(s)		
Hours Worked		117
Joint Patrol(s)		
Marine Time		
Meeting(s)		5
Meeting Hours		14.5
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks		34
Snowmobile Patrol Hours		
Training(s)		7
Training Hours		33.25
Vehicle Mileage		
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		

Training/Travel

March 2, 2017 Officer Johnson-Cook attended MSP SOR Enforcement Training in Midland, MI

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: March 2017

Title: Staff Accountant / Tax Officer

Department Goals:

- Administer the collection of tribal taxes on all business activity occurring within Tribal and Trust lands.
- Assist Tribal members 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 members.

Duties and accomplishments performed this month:

During the month of March, the Staff Accountant / Tax Officer performed the following:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 10 Certificates of Exemption for Resident Tribal Members (8 Vehicles and 2 Burial Assistance)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 3 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proofs of Residency, tax preparation questions and services, Concessionaire's licenses, the Certificate of Exemption process for vehicles, RTM benefits, business licenses, and the Sales and Use Tax Credit Form 4013
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Tallied daily errors on receipts involving entries not logged, missing receipts, ID errors, erroneous discounts, incorrect fuel discounts, etc. for a total of 676 corrections and 2,705 receipts processed and completed by the Tax Office in March
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled February Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 10 Tribal Concessionaire's Tax Licenses; 6 entertainers, 4 for vendors on Tribal property
13. Monitored outstanding tax assessments; no assessments or warnings were issued in March
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
16. Prepared February 2017 monthly department report

17. Processed 5 Tribal Michigan W-4 Withholding Exemption forms for employees; requested from Human Resources a 3rd and 4th quarter review of employees claiming state tax exemption for verification of RTM status
18. Processed 83 address changes/reviews from Enrollment for RTM status updates
19. Processed 26 RTM status and/or address changes
20. Processed and updated 16 RTM statuses and Proofs of Residency that were received
21. Prepared and mailed 54 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates and Resident Tribal Members' State tax on utilities
25. Prepared month-end tax reports for February 2017
26. Processed 11 Venue Reports to the State of Michigan
27. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
28. Updated motor fuel discount schedule for April 2017 and provided it to the Trading Post
29. Worked on updating all members and RTMs in database to ensure all addresses, motor fuel registrations, and dates are correct and current
30. Worked with Elders Committee member to issue Concessionaire's Licenses to individuals selling arts and crafts at the Casino Resort during the Michigan Indian Elders Association meeting being held in April
31. Contacted State Tribal Affairs regarding tax exemption on burial assistance program for Resident Tribal Member services and purchases
32. Worked on 2016 Annual Department Report
33. Revised Proof of Residency form and letter with assistance from the Legal Department for annual RTM verification
34. Completed job description and corresponding paperwork for Tax Office Clerk position and submitted it to Human Resources for review and any revisions
35. Worked with Commerce department regarding rental properties and notification of tenants at addresses for RTM verification

Meetings attended this month:

1. Attended Staff meeting on March 3, 2017
2. Met with the Ogema, Enrollment, and Tribal Attorney on March 9, 2017 regarding Proof of Residency and issues found with the current process
3. Met with Human Resources on March 9 and 16, 2017 regarding Michigan income tax exemption reports
4. Met with Commerce Director and contractor on March 27, 2017 regarding Certificate of Exemption process, the process for sub-contractors, and the paperwork needed to issue the Certificate

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
March 2017 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 staffing, 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 32 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.
2. Held a meeting to discuss PDQs with the Natural Resource Director and Supervisors, to have them reviewed for accuracy.
3. Assisted with the Chance Rush/DJ1 event for staff meeting.
4. Continued to care for remains of ancestors until reburial can be scheduled.
5. Presented and assisted with the Manistee County Chamber of Commerce Tribal Day.

6. Charles Fisher (Grant Writer) and I collaborated on a grant submission to IMLS for a library of language and research materials, including presenting to Council for Resolution.
7. Traveled to Ziibiwing Center for consultation on libraries for IMS grant.
8. Assisted with the Council Oath of Office ceremony for Councilperson Jamie Friedel, provided Pwaagan.
9. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
10. Attended budget related meeting with Ogema, CFO and Leads.
11. Met with R Director regarding a timecard issue for one of his staff.
12. Attended meetings of Lead Positions to carry forward the topics from the Ogema's meeting.
13. Continued work as the Public Affairs\Information person with T Tyler.
14. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
15. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
16. Administered, directed and supervised all departmental activities.

Tribal Historic Preservation Coordinator accomplished the following

- 1) Supplied Tribal members with CD's & Our People Our Journey
- 2) Finished coordination on the Spring Fire
- 3) Continued preparations for the Language camp with Kenny
- 4) Continued work on the 2017 Jiingtamok (vendors)
- 5) Sold and mailed 80 Language CD's with Kenny

The Language Coordinator accomplished the following during this month:

- 1) Presentation about Distant Hugs to the Entrepreneurs club.
- 2) Received quotes on cost of bilingual stops signs.
- 3) Working with Grand Valley State University about Library.
- 4) Worked with Commerce dept. on Odeno project.
- 5) Prepared advertisement of Language Camp for the Anishinaabemowin teg Conference.
- 6) Attended the mandatory meeting at LRRCR.
- 7) Sent out the Language Camp flyer and call for presenters to other tribes.
- 8) Meeting with Natural Resources on treaty and gathering rights.
- 9) Produced, recorded and posted weekly language lessons on our Face Book page.
- 10) Classes with LRB employees on Friday mornings.
- 11) Produced and updated language lessons for all classes.
- 12) Responded to Emails/calls/notifications about language, culture, camp, CD ROM's.

The Audio-Videographer accomplished the following during the month:

- 1) Researched changes to Ustream and how old Endaaying online video language lessons can be integrated with the redesigned language website Anishinaabemdaa.com.

- 2) Researched LED Studio lighting solutions that would pose much less of a fire risk and consume much less electricity. My current tungsten and halogen lights consume 3300 watts. The current Lighting kit is also meant for temporary remote shoots.
- 3) Managed storage space on video work station in order to accommodate new footage and photographs
- 4) Researched a Sony RAW file (digital equivalent of a film photograph) because my current software does not support the format on any platform. An OS upgrade may obsolete other software.
- 5) Photographed the Elders Christmas Party
- 6) Edited and uploaded photographs from the Swearing in Of Council Member Jaimie Friedel to be published in the Currents.
- 7) Edited and uploaded photographs from the Ndebwetaadizimi team building event to be published in the Currents.
- 8) Remotely produced the Ndebwetaadizimi One Chance Leadership event at the Casino's three fires conference center.
- 9) Worked on pre-production and scripts for the Anishinaabemowin and culture video collaboration with the language coordinator.
- 10) Worked on a tapeless workflow implementing a DSLR camera that has video capabilities that does not rely on cloud storage
- 11) Started cross training the Historic preservation coordinator on taking photos with the professional camera for times I am not available.
- 12) Improved studio lighting for recorded live chroma key productions of Endaaying; our weekly language videos
- 13) Produced four Anishinaabemowin video lessons with the language coordinator. This is our distance learning program titled Endaaying
- 14) Produced video of State of the Tribe special meeting held at the Casino's three fires conference center for online streaming.

The Historic Preservation Administrative Assistant accomplished the following during the month:

1. Position vacant.

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.