

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: November 15, 2023
Maanda Nji: Re: October 2023 Operations Report

We respectfully submit the October 2023 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
October 2023

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

October 2023 Department Report

I. Department Overview

- a. Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. 2023 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2023 will be to continue 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 2023 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources in reviewing/changing existing department job descriptions.
6. RFP for Audit Services – we received bids from 3 audit firms and will be bringing the chosen audit firm to Tribal Council for approval in November.

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

Objectives:

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2021. Kathleen Bowers and I attended training for Indirect Costs in August. We learned that BIA has authorized submission of IDC proposals using audited financial statements from 3 years prior instead of 2 years prior to year in question. This should make it quicker to submit proposals and

get them approved. We will be working on 2022 and 2023 IDC proposals and want to have approved IDC rates for these years before the end of 2023.

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

Property Management:

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

Objectives:

1. Continue tracking and management of all tribally owned vehicles.
2. Continue Construction in Progress system for all tribal and grant funded projects related to fixed assets.
3. Continue 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 2024 budget. The 2024 budget process has started. On May 19, 2023, the Budget Coordinator sent out 2024 budget templates and instructions to the departments with a due date of June 30, 2023. A budget public hearing was held on August 5, 2023. The draft 2024 budget was sent to Tribal Council before the September 1, 2023 deadline. We received feedback from Tribal Council before the September 15, 2023 deadline. We are now incorporating revisions to the 2024 draft budget.
2. Publish standardized quarterly budget reports for the tribal membership – first report was for July 1 – September 30, 2023 and was made available November 2023.
3. Improve tracking and handling of property tax issues for all tribal owned properties

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT 2022

We had a preliminary meeting with DGN in January 2023. Shortly after, we provided DGN with accounts payable, payroll, and cash receipts information. The auditors chose samples for which we provided backup documentation. The auditors tested these samples to determine that all of the transactions have been processed properly – this work took place in March 2023. The auditors base their field work on this testing. Field work was conducted May 1-5, 2023. Our goal was to have draft and final financial statements available in July, however DGN was not ready for this deadline. Financial statements will be presented to Tribal Council sometime in October 2023. The final audited financial statements was filed with the Federal Clearinghouse on the deadline of September 30, 2023. The final audited financial statements were presented to Tribal Council on October 31, 2023.

SENIOR STAFF ACCOUNTANT

Duties and Accomplishments –

1. **Projects: No Projects have been - assigned to: The Construction Task Force committee for approved purchases and payments October, no activity: at this time.**
 - i.
 - ii.
 - iii.
2. **Cash Receipts: Daily cash receipts totaled for the month of October were \$1,161,584.12 the General & Special Revenue Account had a total of (303) receipts.**
3. **NGLC: Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow-up to who is collecting the Balance.**
4. **Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,**
5. **Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2023, with the ongoing Inventory there will be several updates as it relates to the assets being no longer in service, several disposals have been identified.**
6. **2022 - Single Audit – Audit Field Work – Audit, Organization financial statements and compliance with Federal awards – Ongoing reconciliation of accounts, working with the Audit team of DGN, final stages of the field work. No change, no update with the Status.**
7. **1099MISC/1099NEC. – 2022 tax year was sent out in the week of Jan 23rd - 27th of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2022. Continued to send tax documents out to the membership / Vendors. On going, no change.**
8. **WEX Card- Monthly Report, removed the terminated employees, scheduled the payment, received replacement cards as the current ones were expiring at the end of the month of October, switch out with departments, and reviewed and reconciled the report to the payment.**
9. **Tribal Financial Statement Requirements: Due by the 8th of the month.**

1. *Cash Deposits – to the Bank Statement.*
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 - No Meetings
Other Meetings: None***

Other Items:

Department – Inventory – working with the departments, reconciliation. Ongoing, have completed 100% of the inventory/ update FAS .

STAFF ACCOUNTANT

Duties and Accomplishments –

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

Meetings Held / Attended – Staff meeting

Trainings Held / Attended –

Special Tasks / Activities Performed – Grant Entries, Print R&E's, Review and approve A/P check run

Upcoming Projects / Tasks –

Payroll

Duties and Accomplishments –

1. Processed 374 payroll vouchers/checks.
2. Verified 39 PAF's this month which included 4 new employee(s), 0 Job Change/Transfer employee(s), and 4 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 10/6 and 10/20.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

10/5 – Monthly Staff Meeting

10/26 – Payroll/HR meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in October as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in October as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of October to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Reissued direct deposit returns for the October 1st per capita payment.
10. Completed Worker's Compensation Reporting form to be remitted by due date of 11/1/23.
11. Quarterly reporting for 3rd quarter.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Per Cap eligibility for the December 15th payment.
2. Year-end life insurance adjustments.

ACCOUNTS PAYABLE

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

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

Meetings Held / Attended

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

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

23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

Duties and Accomplishments –

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. Credit card administrator
24. Handle invoice discrepancies.
25. Process travel requests.
26. Book flights and lodging accommodations.
27. Register travelers for training.
28. Process travel advance checks.

29. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
30. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
31. Supervise Mail Purchasing Clerk.
32. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 10-2 through 5 Compiled information to write RFP for the Band's 2024-2025 Office Supply Contract. Put out solicitation for proposals.
2. 10-5- Met with the Postmaster regarding Band's PO Box and the possibilities of the Post Office placing NRC and the Government Center on their daily route. After a review of the property, the Postmaster approved the change. Mailboxes were ordered and installed, omitting the 2023 PO Box fee of \$710.00. Completed address change form with the new daily pick up and drop off beginning on 10/17/23.
3. 10-5 Updated the Mileage Reimbursement Regulation with Legislative legal's recommendations. Submitted changes to Tribal Council for a work session.
4. 10/18 MIP meeting regarding electronic requisitions.
5. 10/19 Compiled packet to amend the agreement for Electric Services.
6. 10/19-23 Compiled information to solicitate 2024-2025 HVAC Contract.
7. 10/24 Provided in person training on the Band's Purchasing Regulation.
8. 10/31 Presentation on Microix to Leads and Ogema.
9. 10/31 Office supply bid opening.
10. 10/31 Work session on addendum to Electric contract.

Receiving

Duties and Accomplishments –

1. Received in 265 packages.
2. Issued 112 receiving reports.
3. Returned 2 item 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) Worked on and completed incentive payment spreadsheet for payroll implementation.
- 2) Worked on and completed the Final Draft of the 2024 budget.
- 3) Completed eight budget modifications.

- 4) Attended three Tribal Council Meetings for grant budget modifications.
- 5) Set up eight new grants.
- 6) Weekly meetings with Amplifund
- 7) Completed Management Concept training – Applying for Federal Grants and Cooperative Agreements
- 8) Prepared and submitted nine financial status reports to agencies.
- 9) Prepared and submitted four grant closeout reports to agencies.
- 10) Attended monthly staff meeting.

Grants

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ **Coordinate and collaborate with Tribal grant writers and department heads.**
- ∞ **Complete and submit monthly, quarterly, annual, and final SF-425 reports for existing grants.**
- ∞ **Setup new grant award files.**
- ∞ **Complete Closeouts on grants that have completed their lifecycle.**
- ∞ **Complete draw down of funds from various portals.**
- ∞ **Standing Note until ARPA funds are expended - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.**

IT Department

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504 Update 4/30/23:** We received notice that the WIFI portion of the grant is in question and either needs to be revised or changed. Treasury staff have reached out to provide guidance on the application. This staff will work with the CFO, who has sole access to that portal to update the application in early May. Update May 31, 2023: This application was updated per the instructions of Treasury staff and has been resubmitted. Update: August 31, 2023. Just received feedback on May 2023 application updates. Meeting with representative from Department of Treasury on September 13, 2023 to finalize application. Another meeting on October 6, 2023 with the Department of Treasury rep has been scheduled in order to wrap up the application process. November 2023 – grant application was certified and returned to Treasury for final review.
- **Grant Management Software:** Council approved the purchase of Grant Management software by Amplifund. It is software specifically designed to work with federal grant applications and awards. We are working with Amplifund representatives to implement the new software. We have had numerous meetings with Amplifund staff and are working on providing information on current grants in order for Amplifund to upload into the software. Implementation meetings continue and we are providing needed information for Amplifund to update the software for our use.

Expenditures Update

Total year-to-date expenditures for the Finance Division for October 2023 are \$1,048,408 compared to an annual budget of \$1,357,018. Total expenses for the Finance Division for year-to-date October 2023, represent 77.2 % of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

October 2023 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 1 student received funding for school clothing totaling class ring totaling \$100, 1 student received funding for driver's training totaling \$250, and 2 students received school clothing/activities funds totaling \$1000
- **Higher Education Scholarship:** 2 Higher Education Scholarship were processed for October. Total awards were \$5000 providing assistance to 1 university student and 1 community college student, both women.
- **College Book Stipend:** 7 book stipends were awarded during the month of October totaling \$3000 1 for being enrolled in 1-3 credits, 1 for being enrolled in 4-8 credits, and 5 students received stipends for being enrolled in 9 or more credits.
- **Miscellaneous:** During the month of October the Education Department held a monthly craft night with 12 in attendance on October 18, and on October 27th the Trunk or Treat Halloween Party which had roughly 150 in attendance
- **During the month of October, the following meetings were attended:**
10-5 Monthly Staff Meeting recording

Budget Expense Justification

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

Elders Meal Program
Victoria Wells

Elder Meals October Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
140	520

For Muskegon we had:

Dine in at Hackley	Take Out
16	11

Bingo At Aki	Bingo At Hackely
11	8

PO #	Distribution Code	G/L	Starting	Ending
230905	4510	5202	\$270.48	\$126.00
231376	4531	5204	\$3561	\$2789
231634	4531	5204	\$2161	\$128
231586	4531	5204	\$4062.29	\$3287
231721	4531	5204	\$2000	\$1855
231723	4523	5202	\$800	\$669
231831	4531	5204	\$5000	\$4541

G/L codes 5204 are food budgets with 5202 being activities budgets. 231721 and 231723 are for Orchard Market. We signed them and began using them for activities (pumpkins, cornstalks gourds for the elders Halloween decorate Aki party). They are a local farm that is willing to work with the program. While it is late in the year, this will have them ready to go in springtime to utilize putting our money back into the community.

\$185.71 was used out of account 4523 (2023 grant) budget to purchase Halloween decorations. \$323.10 was used out of the supply budget in account 4523 (older extended grant budget) to purchase needed toner and paperclips for office use. \$81.00 was used out of 4510 for G/L 5202 to purchase tribal related crafts for upcoming elder events.

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

October Monthly Report - 2023

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

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

Duties Performed

- Mailed out: 5 Applications forms for people seeking membership
- Sent out: 15 Address change forms
- Created 89 New and Replacement Tribal ID's from 10/01/2023 through 10/31/2023
- 52 Addresses changed from 10/01/2023 through 10/31/2023
- Final Rejection Letters: 3
- Final Acceptance Letters: 2
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 1
- Provisional Acceptance Letter: 4
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 0 Applications received since 10/01/2023
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Members Assistance, Elders Committee
- Label request of Membership:
- Tribal Members Label/List request: E.D.C
- Statistical request: Member's Assistance

Department Verifications

1. Prosecutor 48
2. Clinic 0
3. Human Resources 0
4. PRC/EHAP 15
5. Member's Assistance 0
6. Housing 0
7. Utilities 2
8. Food Distribution 0
9. Casino 2
10. Family Services 5
11. Tribal Council 0
12. Natural Resources 0
13. Gaming 0

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

Meetings

- Employee Staff Meeting – October 5th
- Enrollment Commission Meeting – October 31st

Enrollment Statistics

- Total Membership: 3,935
- Total number of Elders: 1,520
- Total number of Adults (18-54): 2,156
- Total number of Minors (0-17): 259
- Total Tribal Members living in:
 - 9 County Area: 1,598
 - Outside 9 County Area: 2,242
 - Inside Michigan: 2,579
 - Outside Michigan: 1,341
 - Undeliverable Addresses: 16

Facilities
Rusty Smith

***2023 October Maintenance Department Report of Operations and
Maintenance Activity***

Submitted by De-Ahna Underwood, Maintenance Office Manager

The mission of the Maintenance Department is to provide the best possible service to LRBOI employees, visitors, and the community with the resources we have available.

I. Department Overview

Maintenance Technician Hours of Service: Monday-Friday 6:00 AM-2:30 PM

Clinic EVS Technician Hours of Service: Monday-Friday 6:00 AM-2:30 PM

Office Hours: Monday-Friday 8:00 AM-4:30 PM (no remote work)

Main EVS Location: Government Center

Main Office: Government Center

Maintenance Technician Locations: Facilities Barn, East Lake, and Area 51

Auto Mechanic Location: "Big Blue" East Lake

Goals & Objectives

The Maintenance Department strives to provide quality services to ensure an aesthetically pleasing, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

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

II. Department Reporting Section

During the month of October, the department had two full-time EVS techs. While the department is understaffed, one of the Housing Maintenance technicians is aiding Maintenance by providing EVS services to the Aki Community Center. We appreciate the helping hand!

Maintenance Technicians & Supervisor perform their daily maintenance tasks, completing work orders and have begun their fall routine and winter prep. In addition to their daily tasks, they will assist the two working EVS technicians to provide EVS services to the Government Center, Gathering Grounds Bathhouse, Justice Center, Natural Resources, Food Distribution, and Gaming/VSP.

The department thanks everyone for their patience and support.

October Work Orders

44 Maintenance requests

9 Vehicle service work orders and the mechanic started preparing the department's vehicles and equipment for the snowplow season.

Vendors (buildings overseen by Maintenance)

- October 1st, Pest Control Hackley
- October 3rd, Fire safety extinguisher PM at Gov
- October 4th, Service call mixing valve/water softener.
- October 8th, Pest control. Aki, Gov, NRD, FDC
- October 12th, Fire safety extinguisher PM at Aki, Justice, & NRD
- October 20th, Elevator survey at the Ellis location
- October 24th, Salt delivery for water softener
- October 26th, Pest control FDC.
- October 31st, HVAC service call for equipment, unit needs TXV replaced.
- Mat service, four on-site visits, five locations
- Dumpster service, ten locations

III. Budget Expense Justification

- | | |
|------------------------|----------|
| • Maintenance Vehicles | \$435.00 |
| • Maintenance Phones | \$120.00 |
| • Maintenance Supplies | \$310.00 |
| • Maintenance Uniforms | \$500.00 |

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

End of Report

Family Services
Vacant Director

Relative placement				1			
Tribal Foster Home							
Non-Tribal Foster Home							
Alternative placement							
Court appearances							
Home Visits	14			2			
Case Reviews	2						
Binojeeuk	2						
Contacts with Tribal Elders	43	4	2	7			7
Contacts with Other referrals	18						
Monthly Total	106	4	2	0	37	0	0



Newaygo

Other

	2
0	2

	9
	6
	0
	6
	1
	1

	1
	3
	1
	55
0	83

Department Report : Family Services
 Case Worker : Rachel Kops
 Month : October 2023

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					5	
Open Cases					16	
Monthly Totals					21	

Case Management

Total number living in homes served					41	
Total number of Tribal Citizens living in homes served					23	
Total number of descendants living in homes served					7	
Total number of children living in homes served					7	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					1	
ICWA or ICWP referrals					1	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					1	
Case Pending with DHS					1	
Relative placement					2	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					0	
Home Visits					18	
Case Reviews					0	
Binojeeuk					2	
Contacts with outside agencies					50	
Contacts with LRBOI departments					17	
Tribal Elders					4	
Other referrals					0	
Monthly Totals					175	

LRBOI Be Da Bin Behavioral Health Program October 2023 Report

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

Felice Kelley is a part time Mental Health Counselor for us. She has 8 clients currently and has more referrals. She attended the Mandt training (prevention and de-escalating of individuals that may be a threat to self or others) and one staff meeting. She had 7 individual sessions and 33 follow ups.

The Traditional Healer did have sessions this month and talked/had sessions with 9 clients.

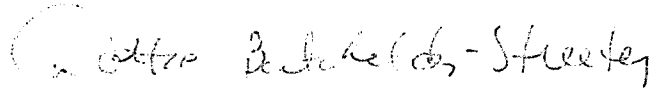
Angela Schwandt currently has 44 clients. Angela had 76 individual sessions, 51 follow up calls, 5 hours of telepsychiatry. She attended trainings online and home study of the Potential for Schools as Scared Spaces in American Indian/Alaska Native Adolescent Suicide Prevention, TEN-4 FACES: Identifying non-accidental injuries in children, Methadone Controversy, and Dual Diagnosis: Mood disorders.

Kimberly (Kim) Hinmon attended 2 Native Connection meetings and the Tribal Prevention coalition meeting. She attended the membership meeting and hosted a youth Drum making event that day with 19 youth attending. Kim is working on the process/planning for SAMHSA regarding the GONA TTA request and planning. She had 2 cultural programming events on moccasin making, Manistee class had 19 attend and Muskegon class had 6 attend.

Dottie Batchelder-Streeter currently has 16 clients and 9 Recovery Support clients. Dottie had 2 referrals to detox/inpatient treatment and 5 referrals to other outpatient services/halfway houses. Dottie had 32 individual sessions, and 63 follow up calls. Dottie has been working on data collection for the RPMS system through Indian Health Services to catch up on staff's numbers. Dottie co-chairs the Suicide Prevention Coalition meeting held on October 18, 2023. She attended the HSCB virtual meeting, the Northern Michigan United Suicide Prevention Coalition meeting, Webinar on Kratom, and the CMHA Fall Conference on Beyond Boundaries October 23-24. She is working with the Michigan Indian Legal Services (MILS) on a grant they have, to bring services to Tribal Members and descendants for medical/legal partnership grant.

This month 8 naloxone kits were given out. Staff continue to attend webinars as able for certification and continuing education credits. Staff attended the October Membership meeting. Staff (Kim as lead) to continue planning the GONA for after the New Year.

Respectfully submitted,

A handwritten signature in black ink that reads "Dottie Batchelder-Streeter". The signature is written in a cursive, slightly slanted style.

Dottie Batchelder-Streeter

[H[]

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

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NOV 06, 2023 Page 1

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

RECORD DATES: SEP 01, 2023 TO SEP 30, 2023

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

	# RECS	ACT TIME (hrs)	# PATS	# SERVED

AREA: BEMIDJI NON-IHS				
SERVICE UNIT: EASTERN MICHIGAN				
FACILITY: LITTLE RIVER OTTAWA ALC PROG				
PROVIDER: BATCHELDER, DOTTIE (ALCOHOLISM/SUB ABUSE COUNSELOR)				
13-INDIVIDUAL TREATMENT/COUNS	28	26.0	14	28
30-FOLLOWUP/FOLLOWTHROUGH-PAT	35	10.5	15	35
34-OTHER SUPPORT SERVICES-PAT	8	8.3		16
36-COMMUNITY DEVELOPMENT	3	10.0		82
37-PREVENTIVE SERVICES	2	3.0		6
53-PROGRAM MANAGEMENT	9	18.5		20
56-RECORDS/DOCUMENTATION	8	11.5		8
59-OTHER ADMINISTRATIVE	13	29.8		13
64-STAFF CONSULTATION	3	4.0		8
	=====	=====	=====	=====
PROVIDER TOTAL:	109	121.5	29	216
PROVIDER: GIBSON, JAMES D JR (TRADITIONAL MEDICINE PRACT)				
34-OTHER SUPPORT SERVICES-PAT	2	3.0		3
83-TRIBAL FUNCTIONS	10	9.3	4	10
	=====	=====	=====	=====
PROVIDER TOTAL:	12	12.3	4	13
PROVIDER: SCHWANDT, ANGELA (MENTAL HEALTH (MASTER ONLY))				
13-INDIVIDUAL TREATMENT/COUNS	40	37.0	24	40
30-FOLLOWUP/FOLLOWTHROUGH-PAT	17	5.0	14	17
34-OTHER SUPPORT SERVICES-PAT	3	4.5		5
36-COMMUNITY DEVELOPMENT	1	5.0		80
42-EDUCATION/TRAINING RECEIVE	1	8.0		1
53-PROGRAM MANAGEMENT	5	6.0		7
56-RECORDS/DOCUMENTATION	8	11.5		8
59-OTHER ADMINISTRATIVE	12	26.6		12
64-STAFF CONSULTATION	2	2.0		2
	=====	=====	=====	=====
PROVIDER TOTAL:	89	105.6	38	172
	=====	=====	=====	=====
FACILITY TOTAL:	210	239.3	71	401
	=====	=====	=====	=====
SU TOTAL:	210	239.3	71	401
	=====	=====	=====	=====
AREA TOTAL:	210	239.3	71	401

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

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

DB

NOV 03, 2023Page 1

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

RECORD DATES: OCT 01, 2023 TO OCT 31, 2023

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

	# RECS	ACT TIME (hrs)	# PATS	# SERVED

AREA: BEMIDJI NON-IHS				
SERVICE UNIT: EASTERN MICHIGAN				
FACILITY: LITTLE RIVER OTTAWA ALC PROG				
PROVIDER: BATCHELDER,DOTTIE (ALCOHOLISM/SUB ABUSE COUNSELOR)				
13-INDIVIDUAL TREATMENT/COUNS	25	23.5	12	25
25-INFORMATION AND/OR REFERRA	1	0.5	1	1
30-FOLLOWUP/FOLLOWTHROUGH-PAT	58	23.8	22	58
31-CASE MANAGEMENT-PATIENT NO	3	1.3	3	3
34-OTHER SUPPORT SERVICES-PAT	8	9.0		15
36-COMMUNITY DEVELOPMENT	3	6.5		16
37-PREVENTIVE SERVICES	1	1.0		1
42-EDUCATION/TRAINING RECEIVE	4	18.0		4
48-CRISIS INTERVENTION-PATIEN	1	1.5	1	1
49-CRISIS INTERVENTION-PATIEN	2	5.0	1	2
53-PROGRAM MANAGEMENT	12	32.0		23
56-RECORDS/DOCUMENTATION	12	20.0		12
59-OTHER ADMINISTRATIVE	16	29.7		16
63-PROGRAM CONSULTATION	1	1.0		38
64-STAFF CONSULTATION	8	10.0		33
72-TRAVEL NOT RELATED TO PATI	2	4.0		2
83-TRIBAL FUNCTIONS	1	3.0		1
	=====	=====	=====	=====
PROVIDER TOTAL:	158	189.7	40	251
PROVIDER: SCHWANDT,ANGELA (MENTAL HEALTH (MASTER ONLY))				
11-SCREENING-PATIENT PRESENT	2	1.0	2	2
12-ASSESSMENT/EVALUATION-PATI	2	2.0	2	2
13-INDIVIDUAL TREATMENT/COUNS	65	62.0	29	65
30-FOLLOWUP/FOLLOWTHROUGH-PAT	33	10.0	21	33
34-OTHER SUPPORT SERVICES-PAT	6	8.0		12
42-EDUCATION/TRAINING RECEIVE	5	10.8		5
53-PROGRAM MANAGEMENT	7	8.5		7
56-RECORDS/DOCUMENTATION	13	21.5		13
59-OTHER ADMINISTRATIVE	15	26.1		15
64-STAFF CONSULTATION	5	4.8		7
83-TRIBAL FUNCTIONS	1	3.0		1
	=====	=====	=====	=====
PROVIDER TOTAL:	154	157.6	54	162
	=====	=====	=====	=====
FACILITY TOTAL:	312	347.3	94	413
	=====	=====	=====	=====
SU TOTAL:	312	347.3	94	413
	=====	=====	=====	=====
AREA TOTAL:	312	347.3	94	413

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



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
OCTOBER - 2023**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	7
Partial Intakes	3
New Cases	4
Closed Cases	1
Client Face to Face Meetings in Office	6
Client Home or Out of Office Visits	0
Client-related Telephone and Email Contacts	56
Client-related Resource Research and Referrals	2
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	5

MEETINGS

Victim Service Program Staff Meetings	0
Victim Service Program Supervision/Case Reviews	0
Family Services Department Meetings	0
Community Collaboration Meetings	8
Other Meetings	0

STAFF DEVELOPMENT/TRAINING

Virtual Training	25
In Person Training and Conferences	7
Self-Paced Training Modules	0
Other Training	0

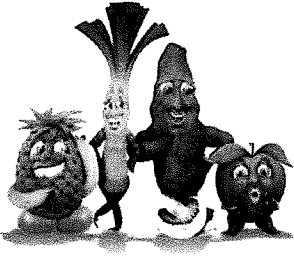
OUTREACH, NETWORKING, AND EDUCATION EFFORTS

Creation of Program and Outreach Materials	4
Event and Training Planning and Preparation	15
Community Table Events	2
VSP Sponsored Community Awareness Events	5
VSP Sponsored Community Training Events	0
Social Media	32
Networking Activities	2
VSP Presentations	1
Other Activities	0

RESEARCH AND RESOURCE EFFORTS

VSP Website Updates	2
VSP Resource File Efforts	18

Food Distribution
Jamie Friedel



Food Distribution Program

OCTOBER 2023 Monthly Report

Jamie Friedel, Melanie Ceplina, Thomas Riley

1 Department Overviews:

Goals and objectives:

The goal of the Food Distribution Department is to serve income based Tribal households living on and off the reservation.

Providing families with nutritional foods, using the food distribution program as directed by the USDA, we will obtain our goals by.

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

2 Department Report Section:

Jamie submitted 152 inventory reports to USDA in the.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie submitted the department report.

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

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

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

Jamie, Melanie, and Thomas and filled food orders.

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

Jamie ordered Novembers food for the warehouse.

Jamie, Melanie, and Thomas cleaned the office.

Jamie and Melanie conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie, Melanie, and Thomas conducted 42 Deliveries.

We received deliveries on October 2nd, 5th, 19th.

The Food Distribution Office is open to the public.

Melanie sent out 5 applications.

Melanie sent 4 recertifications out.

Added 2 new Households.

We have a total of 69 households with 102 total people.

MEETINGS:

- Summit Fire system onsite to check equipment.
- Webinar Indigenous Foods and Agriculture.
- Membership Meeting.
- Took Van for Refrigerant repairs.
- Attended Training in Petoskey for new computer system.
- FDPIR operations call.
- Directors meeting.
- Food and Drug Administration Webinar.
- Sygnal computer training 23rd thru the 26th at building.
- Chili Luncheon at our building for clients.
- Civil Rights training.
- Computer items installation.

The Department resubmitted the ME audit findings to the USDA for the second time. We have corrected the items and are waiting for their approval. I also resubmitted one of the Items needed for our annual budget with corrected numbers. We are still waiting on them for the approval as well. We have been working on getting our computer program switched over to Sygnal. We have attended several training courses associated with this to make it easier to switch over. The big hold up is IT and how many IT departments need to be onboard with getting things ready. Had a webinar with the FDA in which they are starting to look at the Food Nutrition labeling and how consumers read them. There will be some changes coming on what is healthy and how its packaged. Will be reaching out to Indian Country to help with better materials for people to read.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Thomas Riley Warehouse specialist

Grants
Chuck Fisher/Mark Dougher

Grants Office Monthly Report

October 2023

From Mark:

In last month's Grants Office Report (September 2023), it was noted that there were a number of Grant Strategy companion documents that were still in the process of completion:

- Project Director's Handbook (Guide for Grant Management).
- Grant Approval Form.
- Grant Development and Administration Manual.
- Grants Calendar

Since then, while progress has been made in the furtherance of finalizing the above, finalization is not yet complete (largely pending the input of a number of readers, i.e., those involved in the process). The Grants Calendar is still in progress but nearing completion. I expect to have everything in order for submission to Bill Willis by mid-November.

I contacted Amplifund during the month. Chuck and I were interested in getting further information about the grant search engine associated with their product. Additional follow-up will be required to get answers to our related questions.

From Chuck:

Personally, near the end of the month, I was involved in the preparation of the Annual Little River Band of Ottawa Indians Elders Conference scheduled for November 4-5, 2023. The theme of the Conference was "Strengthening Our Future on Foundations of Wisdom". Mark Dougher, Jay Sam, and I were scheduled to discuss the purpose of the Grant Strategy, its structure, and some of the priorities. The plan for the overall presentation included a brief discussion of the Tribal Strategic Plan, including how the two fit together. The Medicine Wheel serves as the framework for both the Grant Strategy and the Tribal Strategic Plan. Although the main part of the Conference was held on Saturday, the Elders Committee held their regular monthly meeting on Sunday as part of the conference. Many conference attendees came to the Committee's regular meeting as well. There were three (3) initiatives brought from the floor during the conference. Signatures to call for Tribal Council to hold Special Meetings were sought and this process continues.

This same group (Mark, Jay, and I) had been informally asked by the Ogema to do a short presentation at the Membership Meeting on October 6, 2023. However, this wasn't ever formalized, put on the agenda, or brought up in the meeting itself. As things turned out, this didn't ever occur.

Also, in the month of October, the Warriors Society, of which I am an active member, arranged to have the Veteran's Memorial updated. This Memorial is prominently located in front of the main entry of the Little River Casino Resort. There were a number of changes needed as the Memorial wasn't updated during the COVID era. Additionally, and as usual, the Warriors Society also participated in the opening of this year's LRBOI Elders Conference.

Incidentally, LRBOI's Warriors Society is struggling, i.e., health issues (and aging) have largely overtaken the active members are aging-out. It is not clear where this is going to land.

I was appointed to the Enrollment Commission during the month of October and Have also reviewed and edited the new Enrollment Commission Ordinance draft and attended a number of Tribal Council work sessions related to this topic. Anticipate completion by the end of next month (November), at which time it will be sent out for public comment.

Attended the Director's Meeting on the 19th and also had a number of meetings with various staff members throughout the month that involved a number of different subjects.

Health
Daryl Weaver



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

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: Nov 10th, 2023

Re: OCTOBER Report of Activity – Tribal Health Services

Forest County Pottawatomini Insurance Company filed 118 claims on behalf of Little River in the amount of \$19,787.10 for third party revenue generation.

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

CLINIC OPERATIONS: MANISTEE LOCATION

301 patients scheduled

31 patients NO-SHOW to scheduled appointments

4 patients provided SAME DAY appointments for emergent matters**

117 cancelled appointments

157 patients attending CLINIC PHYSICIAN appointments**

54 patients PHONE TRIAGE**

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

61 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN OCTOBER (Total Patient Volume): 530

Diabetic patients: 68

Flu Vaccines: 40

Injections: 18

Nursing Visits: 5 **

On-site Labs: 149

COVID-19 Tests: 2

**Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews & PhoneTriage include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 1,260

DIRECT CALLS TO CLINIC OPERATIONS: 745

OUTGOING FAXES: 188

TRANSPORTS - MANISTEE 8

OCTOBER 2023

TRAVEL HOURS: 10

SERVICE HOURS: 12

NUMBER SERVED: 8

MEDICATION DELIVERIES: 4

TRAVEL HOURS: 1 ½

SERVICE HOURS: 1

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 11 ½

TOTAL SERVICE HOURS: 13

TOTAL NUMBER SERVED: 12

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$65,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1637

TOTAL PRC PAID IN OCTOBER: \$43,729.45

PHARMACY/OTHER: \$28,104.22

DENTAL: \$11,536.54

TOTAL PATIENTS: 209 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 346

TOTAL CLAIMS ENTERED: 280

TOTAL PRC PAID 2023: \$458,621.76

TOTAL EHAP PAID IN OCTOBER: \$21,385.54

TOTAL EHAP PAID 2023: \$373,246.46

TOTAL ENROLLED EHAP/LRBOI: 1310

NEW APPLICATIONS MAILED OR GIVEN: 38

REASSESSMENTS MAILED OR GIVEN: 27

MEDICARE LIKE RATE (MLR) Savings for October 2023

Claims submitted:	27	\$30,264.85 (total submitted)
		<u>-\$7,352.46 (what we paid)</u>
		\$22,912.39 (total savings)

PHARMACY, MANISTEE: OCTOBER 2023

Active patients: 352

Prescriptions filled: 1491

Receipts:

Insurance payments received: \$ 236,367.46
Non-member cash/copays received: \$ 556.92

Less acquisition cost of medications: \$ 50,315.55

Net profit: \$ 186,608.83

PRC-equivalent write offs:

LRBOI: \$ 22,099.79
Other Tribes: \$ 2,280.63
TOTAL: \$ 24,380.42

PHARMACY, NORTON SHORES: OCTOBER 2023

Active patients: 111

Prescriptions filled: 550

Receipts:

Insurance payments received: \$ 119,302.88
Non-member cash/copays received: \$ 23.46

Less acquisition cost of medications: \$ 19,870.83

Net profit: \$ 99,455.51

PRC-equivalent write offs:

LRBOI: \$ 9,206.59
Other Tribes: \$ 305.90
TOTAL: \$ 9,512.49

2023 Health Services Department - Manistee Location

Clinic Operations

2023	Patients Scheduled	No Shw	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Outgoing Faxes	
January	291	27	74	9	199	28	615	386	63	79	6	14	2	166	3	1,257	509	-	-	
February	243	11	67	10	175	35	624	412	54	59	5	23	2	114	4	992	573	1	-	
March	286	36	67	8	191	45	638	399	47	60	-	14	3	154	6	1,152	642	15	-	
April	229	26	62	2	143	53	663	407	30	65	-	16	5	140	1	1,004	464	1	-	
May	252	33	61	4	162	30	579	383	37	71	-	10	4	131	2	1,072	602	-	122	
June	307	29	94	8	192	34	707	475	40	59	-	15	6	142	4	996	518	1	-	
July	247	15	77	3	158	12	526	355	59	49	-	17	3	123	3	816	500	-	112	
August	306	19	104	6	189	36	639	410	74	66	-	31	4	179	3	880	552	-	148	
September	249	24	56	4	133	26	445	284	54	53	1	16	2	106	1	1,082	537	-	94	
October	301	31	117	4	157	54	530	314	61	68	40	18	5	149	2	1,260	745	2	188	
November																				
December																				
Totals	2,711	251	819	58	1,699	353	5,968	3,825	519	629	52	174	36	1,404	26	10,511	5,642	20	797	

** Denotes total included in Total Patient Volume

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

2023 Health Services Department - Harvey Location

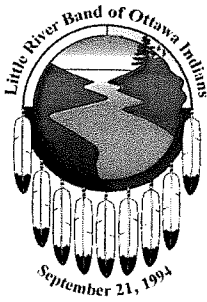
Clinic Operations

2023	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	
January	110	7	25	1	79	28	497	386	63	27	3	2	4	41	-	-	241	-	
February	38	-	10	-	28	35	477	412	54	7	-	2	2	13	-	-	240	-	
March	148	12	49	6	93	45	540	399	35	31	-	2	3	50	-	-	230	-	
April	139	8	74	3	60	53	521	407	14	20	-	4	3	28	-	-	256	-	
May	156	5	62	2	91	30	504	383	33	22	-	2	1	35	1	-	309	-	
June	106	4	26	-	76	34	585	475	33	28	-	-	-	20	-	-	232	-	
July	89	6	25	-	58	12	425	355	20	18	-	-	-	19	-	-	242	-	
August	105	7	18	3	83	36	529	410	15	15	1	1	-	27	1	-	214	-	
September	93	3	28	-	62	26	372	284	15	15	-	1	-	-	-	-	126	-	
October	102	3	27	1	73	26	387	314	15	15	-	-	-	-	-	-	-	-	
November																			
December																			
Totals	1,086	55	344	16	703	299	4,837	3,825	267	168	4	13	10	233	2	-	2,090	-	

** Denotes total included in Total Patient Volume

NOTE: Telephone, Chart & Reviews include both Manistee & Harvey Locations

Housing
Tara Bailey



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

HOUSING DEPARTMENT
Report to the Ogema
For October 2023

Staff

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

Department Overview

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

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

I. Housing Activities.

- A. During the month, the Department performed the following activities.
 - Lease renewals due during the month: 6
 - Leases renewed: 7
 - New leases: 0
 - Annual Inspections:
 - Move-out Inspections: 1
 - Move outs: 1
 - Transfers: 1
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 0
 - Total Number of Awards made during the Year: 5
 - Total Amount of Awards for the Year: \$22127
- C. The Homeowners Assistance Fund received one (1) new application this month, 0 denial. The program has provided \$124,238 in assistance since it began in 2022.
- D. The Housing Director attended the Tribal Housing Summit in Green Bay, WI on October 16-17th. This housing summit provided information regarding various programs that are available for funding sources to build new homes in our communities and showcased other tribal housing entities that have used the programs successfully.
- E. The Housing Specialist, Krystal Davis attended the NAIHC Legal Symposium in Las Vegas, NV on October 4-6th. This symposium provided workshops of various housing topics for information and training.
- F. The Housing Director completed, got approved by Tribal Council and submitted to HUD on October 13th the 2024 Indian Housing Plan. The anticipated allotment from NAHASDA for our 2024 IHBG is \$350,320. The plan was due to HUD by October 15, 2023.
- G. The Housing Department office staff attended the October Membership meeting. At our table we provided applications for housing, down payment assistance and answered questions to Tribal Members regarding our programs.

- H. October 27th, The Housing Director, Administrative Assistance and 1 maintenance team member went to Grand Traverse Band Housing Department to view their elders complex, the housing community and met with maintenance staff to see how things are done at a different housing entity including maintenance of their units.
 - I. Custom Sheet Metal has begun the fall maintenance project of each unit in the AKI community. This included new furnace filters, cleaning of HVAC systems and checking for any items that need follow up or repair. This is projected to be completed by mid-November.
- II. Rental Payment Information for the Month.**
- A. Notice of Delinquency issued: 9
 - B. Termination Notice(s) issued: 3
 - C. Notice(s) to Vacate or Renew: 0
 - D. Court Filing(s): 0
- III. Condition of Properties.**
- A. Nothing major has occurred this month regarding our units.
 - B. Maintenance currently has 5 units to complete for a move in. We had two new move outs this month.
- IV. Number of Units and Vacancies.**
- LRBOI Housing Department has 86 rental units in total of which 79 were rented giving us an occupancy rating of 92%.
- A. Aki has 60 income based rental units of which 54 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 33 low-income family rental units and 29 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
 - B. Aki has 26 Fair Market rentals and 25 are rented.
- V. Significant Problems and Accomplishments.**
- VI. Plans for the Future.**
- A. Purchase a new snowplow truck for maintenance
 - B. Start the RFP process for new roofs for the 12 original homes in AKI
 - C. Look at the updates needed for the elders complex including providing activities for elders

End of Report
Tara Bailey, Housing Director
November 1, 2023

Human Resources
Alicia Knapp



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

To: Ogema Romanelli
From: Alicia Goff
Subject: **October 2023** HR Department Report
Date: 11/13/23

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

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

1) HR 2023 Operational Plan

- 1) The 2023 Operational Plan is partially in revision state and currently still working on moving forward and currently preparing and finalizing for at least the first two quarters of 2024 Department Operational Plan.
- 2) **Month Summary:** October continued with talent acquisition – different ways of posting – posting on the NNAHRA website and use of a temporary online application, work force development, project work, 401k Audit has been completed and submitted, finalizing Job Descriptions on L: drive and some starting of updating to current wage updates for 2023. Preparing for 2024 budget and waiting for acceptance.

3) Talent Acquisition

a) Talent Acquisition for October:

- (1) Number of Hires During the Month: 6 – 2- RFT TM, 1 Transfer - NP and 3 – NP. (Social Worker - Transfer, Members Assistance Coordinator - TM, Surveillance Operator, Wildlife Div. Manager, HR Specialist - TM and 1 PT Adm Asst/Tax department)
- (2) Number of Open Positions: 9 positions; 3 in process of offers screenings– (Clinic Nurse, EVS Technician, Surveillance)for November/December starts– 3 w/selection-interviewing- offers being made/accepted.
- (3) Terminations – 3 for October – 2 RFT (2 – NP), and 1 Seasonal NP
- (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection will go back to meeting in-person (COVID).
- (5) Thank you, Hiring Managers, for your help and your continued patience!
- (6) Updated Recruiting Work Priority: Gaming – (1) Surveillance Operator and Internal Auditor Manager, Clinic– Reposted Staff Physician(s), Clinic Nurse (1), Medical Assistant (1) and Family Services – (1) Victim Advocate - Muskegon, NRD – Wildlife – due to start in October and Environmental Division Managers (selection – possible interviews)
- (7) Website was changed and deleted HR/WFD information. Now updated. Applications have increased by a few, but on-line usage of application has been consistent – averaging now around 6+ per month. Still experiencing problems with online submissions.

- (8) Look for some departments losing employees and some gaining employees in October.
- i) Approximately 4 positions are now in the selection/interview/offer steps of the process. We expect to see more new hires in October and early November. With selections, selections, and interviews being scheduled for the first half of November.
 - ii) Applications are coming in and are picking up, averaging more than 3 per position posted. Utilized LinkedIn, Indeed, NNAHRA and other sites.
 - iii) Conducted 3 orientation/new hire paperwork sessions for 3 new employees. October sees starts in HR, Members Assistance and Surveillance.

4) Talent Development and Relations

- a) Leadership and Team Member Development.
 - i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions are still to be scheduled and to continue.
 - ii) Provided additional HR support to the leadership of various departments.
 - iii) The Employee Recognition Team continued their monthly report on employee of the month. Don Reinhard HR Generalist providing updates from HR during at the monthly employee meetings
 - iv) Continued assisting leadership with sensitive employee relations issues.
 - v) Assisted departments with job description update – Moving forward to review job duties and further update of wages.
 - vi) HR Answers... More in late November, early December.
- b) HR Department Development Initiatives:
 - i) HR Development Events: 3 – communication, investigation, employee relations. With Melinda Smith coming back I am sure the trainings for HR department will be up.
 - ii) Continued file migration to Office 365 storage solutions continuing.
 - iii) Continued project to improve HR use of MIP data, still on-going.
 - iv) Further updates are needed on L:drive – forms and resolutions, policy/procedures, and our HR share drives.

Training and Development hours totaled: 6 hours reported hours in July.

5) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 1 ongoing, 1 New – Assisting Team Members with Benefit and Leave Requests. STD, FMLA and IFML issues have been addressed and completed for redetermination, 1 returned in September. requests for FML still on going, 2 requests for FML/STD, 1 to be started in November and continue into January 2024, and 1 WC claims – still continuing since 2/2023. 3 bereavement leaves taken.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has been ramping up – loan requests processed.
- d) Some previous employees (2) either rolling over or cashing out.

- e) Continued processing new hire insurance enrollments and separation disenrollment and some COBRA inquiries.
- f) 401k financial adviser visit was scheduled for the last week of September. October being planned.
- g) Meetings scheduled as needed with BCBS team for addressing employee questions and concerns and asked them for usage numbers for the first year plus under them. Report for increases+ are be here. Changes have to be discussed and determined because of such increases. Gallagher has also set up a meeting to discuss benefit increases and different offerings changes for MetLife +cost and none for Dental (Delta)or vision (VSP).
- h) Open enrollment first full week in November – BCBS and AFLAC. Gallagher November 21, 2023, for dental, vision, MetLife.
- i) Processed insurance benefit plan check requests. Waiting for a service contract to be approved – in review and then onto work session.

6) Safety

- i) Continued COVID-19 support and tracking. 2 reported, 1 neg
- ii) Recordable Injuries: 1 resulted in WC claim - One ongoing from 2/2023
- iii) Near Miss/1st Aid: 1 near misses.

7) Tribal Preference Report

Preference Report for October 2023 – Preference Hires in October2023

Employee Count by Preference for October

105 Tribal Members	+2	54% (53.8%) of Tribal Government Workforce
10 Native American		5%+ (5.1%) of Tribal Government Workforce
12 Tribal Descendants		6%+ (6.2%)of Tribal Government Workforce
10 Tribal Spouses		5%+ (5.1%)of Tribal Government Workforce
No data on Tribal Parent – found		0% of Tribal Government Workforce
No loss in preference for September – overall gain = 2		
Total preference = 137		70% (70.2%)

58 non-preference

3 overall loss (1 transfer)

30% (29.8%)

Total of all employees 195

WFD Program

8) Workforce Development

- i) New Requests for WFD Service: 6 to be processed for October/November distribution.
- ii) Inquiries for WFD programming 4 for Career Voucher. 2 inquiries (Tr/Dev) and applications for next month, awaiting supporting documentation
- iii) No AWE in to start in September 2023.

Regards,

Alicia Goff
HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
October 2023

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Next-IT Contract has been placed on hold to look into a hourly service.
2. Prepared NGLC Suite Victim Services.
3. Preparing for Penetration test for IT at the end of the forth quarter.

Mandatory IT Projects by order of priority:

2023

1. Finalize CJIS framework and documentation.
2. Evaluate, plan, and implement wireless for DPS police car cameras.
3. Create Training videos and increase documentation/workflow

Monthly Operation Status –

- 160 new LRBOI IT work orders were opened in October 2023 and 128 LRBOI IT work orders completed in October 2023. We are showing 141 tickets in que. Arctic IT monthly reports will now reflect a month after since LRBOI IT does not get those reports until the 10th of each month.

Meetings Held / Attended –

Held Staff Meetings with Elevate and Arctic IT

Trainings Held / Attended –

Michigan Broadband Summit of 2023

Special Tasks / Activities Performed –

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: November 7, 2023
Re: October 2023 report of activities

Number of tribal members assisted on new issues	52
Number of referrals received	1
Number of continuing cases:	37

Types of legal issues:

Child support	Guardian - Minor
Probate Estate	Trademark
Divorce	Real Estate
Wills	OUI
Land Contract	Personal Injury
Trusts	Harassment
Claims Against Estate	Landlord – Tenant Issues
Felons and Firearms	Codicil to Will
Estate Planning	Amendment to Power of Attorney
Petition for Assignment	Criminal
Medical Power of Attorney	Expungement
Post-Divorce Matters	Petition
Alter Distributive Shares	Civil
Injured Spouse – IRS taxes	Conservator Accounting
Power of Attorney	Eviction
Spousal Support	Service of Civil Documents
Amend Estate Planning Documents	Trust Administration
Estate Taxes	Modification of Power of Attorney

Affordable Connectivity Program
Custody
Civil Complaint

Small Claims
Guardian – Adult
Power of Attorney - terminate

Sample of Work Performed:

Assisted a tribal member request a hearing for the return of their driver's license

Assisted a tribal member obtain guardianship over a family member who had a stroke

Assisted a tribal member obtain guardianship of their nephew when his mother died

Assisted a tribal member sell real estate on a Land Contract

Assisted a tribal member expunge their criminal record

Attended Membership Meeting

Attended Director's Meeting

Members Assistance
Jessica Steinberg

Members Assistance Department
October 2023 Monthly Report
Submitted by Jessica Steinberg, Coordinator

Members Assistance Department Mission Statement

“The Mission of the Members Assistance Department is to strengthen and secure maximum independence for the individual and family members of the Little River Band of Ottawa Indians by providing assistance services that meet the needs of the membership.”

Department Overview: Established in 2003 to address direct service shortfalls and increase access to critical social service-based support for members residing in the service area, as well as those residing outside the service area. This occurs through a combination of grant funded programs made available throughout the 9-County service area, and Little River Band of Ottawa Indians (LRBOI) Tribal Government financial support.

Departmental Staff:

Jessica Steinberg, Member’s Assistance Coordinator
Gina Crotteau, Program Specialist

PROGRAMS ADMINISTERED & FUNDING SOURCE:

Low Income Home Energy Assistance Program (LIHEAP): funded by a formula grant and supplemental awards throughout the year from the Administration of Children & Families (ACF), Office of Community Services (OCS), Low Income Home Energy Assistance Program (LIHEAP). This grant funds the following service needs:

- *Heating* \$800 minimum benefit, \$1,000 maximum benefit
- *Cooling* \$800 minimum benefit, \$1,000 maximum benefit
- *Crisis Assistance* \$500 Summer maximum, \$1,000 winter maximum
- *Weatherization* \$10,000 maximum

Eligibility for services is determined using an income-based needs formula by assistance type using either 150% of the federal poverty level (FPL) or 60% of the state median income (SMI), factoring in all income sources of the household. Benefits are per fiscal year with the maximum indicated by assistance type.

Of the resources made available to the Tribe under this program, the specific spending for each area must be appropriated as follows: (the total award changes as funds are added/appropriated)

Total Award at time of Report:	\$292,870
○ <i>Heating – 30% of total funds awarded</i>	\$ 87,860
○ <i>Cooling – 15% of total funds awarded</i>	\$ 43,930
○ <i>Crisis Assistance – 30% of total funds awarded</i>	\$ 87,860
○ <i>Weatherization – 15% of total funds awarded</i>	\$ 43,930
Balance of Available Resources to date:	\$ 73,720

Percent of Budget Expended (as of report) %

Low-Income Household Water Assistance Program (LIHWAP): funded by a temporary emergency program with funds from the Consolidated Appropriations Act (CAA) of 2021, and the American Rescue Plan Act (ARPA) of 2021, through the Administration for Children and Families (ACF). This grant funds the following service needs:

- *Restoration of Water/Wastewater Services*
- *Prevention of Disconnect of Water/Wastewater Services*
- *Rate Reduction of Water/Wastewater Services to Support Affordability*

Eligibility for services is determined using an income-based needs determination using either 150% of the federal poverty level (FPL) or 60% of the state median income (SMI).

The assistance period ended September 30, 2023. This was a one-time assistance program and all funds have been exhausted, final reports have been filed. ***This will not continue in the fiscal year 2024.***

Members Assistance Program: created by Tribal Ordinance #06-700-04, programs are funded by LRBOI revenue generated by proceeds from the Band’s Tribal gaming enterprise, unexpended prior year funds from Gross Gaming Tax assessments and the assessments made under the Tax and Revenue Administration Ordinance. These funds support the following service needs:

- *Home Repair Program* *\$7,500 maximum benefit per year*
- *Low Income Energy Assistance* *\$300 maximum benefit per year*
- *Rental Mortgage Assistance* *\$1,000/year max benefit, once every 2 years*
- *Food Assistance* *\$300 maximum benefit per year*
- *Elder Chore Assistance* *\$400 maximum benefit per year*
- *Emergency Transportation* *\$400 maximum benefit per year*

Eligibility for services is based on membership status at the time of the application for assistance deadlines, (program year), and income eligibility set forth in program regulations. Benefits are not retroactive based on membership status. Assistance is based on program resources and maximum benefits are indicated by assistance type.

Of the resources made available for clients under this program, the specific spending for each area is allocated as follows for the fiscal year:

General Welfare Assistance Program 2022 Covid-19 Pandemic Assistance Program: created by Tribal Council resolutions #20-0909-242, #21-1208-305, #22-1026-195, and #22-1109-204, the Covid-19 Pandemic Assistance Program is funded through Coronavirus Aid, Relief and Economic Security (CARES) Act funds signed into law on March 27, 2020, and American Rescue Plan Act (ARPA) funds signed into law on March 11, 2021. The program payments were structured by Ordinances adopted by Tribal Council Resolution in the following payment structures:

- Covid-19 Pandemic Assistance Program, RES#20-0909-242 **\$1,000 benefit**
- Continued Covid-19 Pandemic Assistance Program, RES#21-1208-305 **\$1,000 benefit**
- 2022 Covid-19 Pandemic Assistance Program, RES#22-1026-195 **\$2,800 benefit**

Eligibility for assistance is based on membership status before the application deadline of December 4, 2023. This program ends on December 30, 2023.

SERVICES DELIVERED FISCAL YEAR 2023 – OCTOBER

LIHEAP ACTIVITY – HOUSEHOLDS SERVED (*this is an average/median amount)

<u>Assistance Type</u>	<u>Households Served</u>	<u>Ave. Benefit/Household*</u>
Heating Assistance	34	\$1,000.00
Cooling Assistance	0	0
Crisis Assistance	5	\$1,000.00
Weatherization Assistance	0	0

MEMBERS ASSISTANCE – HOUSEHOLDS SERVED (*this is an average/median amount)

<u>Assistance Type</u>	<u>Households/Individuals Served</u>	<u>Ave. Benefit/Household*</u>
Home Repair Program Applications:	0 None	0
Low Income Energy Assistance Applications:	2 Five	\$285.00
Rental Mortgage Assistance Applications:	5 Seven	\$930.00
Food Assistance Applications:	5 Five	\$250.00
Elder Chore Service Applications:	2 Two	\$400.00
Emergency Transportation Applications:	4 Four	\$400.00

INTERDEPARTMENTAL REFERRALS & DEPARTMENT(S)

<u>Date</u>	<u>Service Requested</u>	<u>Department</u>
10/10/2023	Case Management	Family Services
10/12/2023	Victims Services	Victims Services
10/19/2023	Case Management	Family Services

RECOMMENDATIONS:

The new Members Assistance Coordinator came aboard on October 9, 2023. There needs to be a planned orientation for the following: utilization of MIP for reporting, financial review, and time keeping.

The service lines in the general ledger accounting need to be identified by sub-subcategory, and the notation consistent. This will be requested in FY 2024.

The Coordinator is reviewing the expenditures withing the department for the entire fiscal year for compliance. This will be a mini-compliance audit, with an anticipated completion date of 03/2024. There were several noted spending issues in the department, and the report will highlight systems breakdown if applicable.

All of the benefit structures should be adjusted, particularly in the services that are similar between the federal LIHEAP grant, and the Membership Assistance categories. Where possible, the LIHEAP funds should be expended on areas that are 9-county specific, and similar benefits in Membership Assistance (low-income energy, home repair) should be outlying specific as the first spending priority. These items will be addressed in the proposed new Membership Assistance Act, and accompanying regulations. There will also be proposed new benefit levels to mirror the LIHEAP benefit awards where possible, and income qualifying criteria that will adjust as the federal poverty level and state median income calculations change.

Creating the ability for citizens to apply online, and attaching the necessary documentation would decrease the turn-around time for application review. This will take some coding to accomplish, which is not available at this time from our IT set up. It has been discussed with IT and is on the list to review in FY 2024.

Respectfully submitted,

Jessica Steinberg, Coordinator

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi
Daáwaá
Aníshinaábek**

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

**October 2023 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

1. Protecting the fisheries within the 1836 Ceded Territory through:
 - The collection of essential information for the management of commercial, ceremonial and subsistence fishing;
 - Promoting stability of desired fish populations through continual assessment, monitoring and restoration when necessary;
 - Obtain relative abundance and population characteristics of fish stocks;
 - Collaborate with other management agencies in monitoring and assessing Great Lakes and Inland fisheries;
 - Participated in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
 - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.

2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
 - Implementation of the Water Quality Monitoring Program;
 - Development of a non-point source monitoring program;
 - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
 - Recycling
 - Continuing monitoring air quality.

3. Protecting wildlife within our native lands through:
 - Monitoring Tribal harvest of subsistence hunting and trapping.
 - Monitoring and indexing species populations within the 1836 Ceded Territory.
 - Responsible Hunting and Trapping Regulations; and
 - Mapping and inventory of Tribal lands and the Ceded territory.

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

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

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4368 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- Consent Decree(s) information reporting
- Implementation of the 2023 Fisheries Division work plans.
- Review State Collector permits/Fisheries Orders.
- Monthly Fisheries Division Reports Completed
- Sturgeon Data entry and database management
- Inland Consent Decree harvest permitting and reporting management.
- Great Lakes and Inland fisheries data entry and management.
- Submitted end-of-year narrative reports for BIA GLRI-funded projects.
- Reported SRF stocking data to USFWS, MIDNR, Great Lakes stocking database.

- BIA GLRI Pere Marquette River Conservation Resource Alliance contract addendum for extension.

Equipment maintenance/Field Work/Lab Work:

- Manistee River Sturgeon PIT tag antenna monitoring, troubleshooting and data collection throughout the month.
- October the PIT antenna had 12 fish detections of Streamside reared and SOS fish passing the antenna.
- Manistee River Lake Sturgeon Assessment/Acoustic tagging receiver monitoring.
- Upper Manistee River habitat data analysis.
- Downloaded temperature loggers in Goose Creek and Upper Manistee River.
- Juvenile Lake Sturgeon assessment, Lake Michigan, Manistee.
- Great Lakes, Lake Michigan Camera trap deployments (Arcadia, MI)
- Great Lakes fall spawning assessments (Arcadia, MI)
- Great Lakes assessment net and equipment maintenance, net tying

Meetings/Training/Travel/Conference Calls

- Lake whitefish thiamine meeting (virtual) (10/3)
- October LRBOI Staff Meeting (10/5)
- Oregon RFID PIT tag system design and implementation workshop in Alanson, MI (10/9)
- Tribal Council Work Session, Pere Marquette River Habitat Project Addendum (10/9)
- CORA Electronic Reporting Meeting (10/9)
- Great Lakes Fishery Trust, Scientific Advisory Team Meeting (10/10)
- Initial planning meeting for Flowing Well restoration site on North Branch Manistee River (Trout Unlimited, Michigan DNR) (10/16)
- Tribal Council Agenda Review, Pere Marquette River Habitat Project Addendum (10/23)
- Inland Fisheries Committee, IFC, Fall Meeting (10/24)
- Tribal Council Session, Pere Marquette River Habitat Project Addendum (10/5)
- NRD Staff Meeting (10/26)
- Pere Marquette River Habitat Project Partners Meeting, Baldwin, MI (10/27)
- Technical Fisheries Committee meeting, Gaylord, MI (10/31)

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

Wildlife Program

Sean Hollowell (as of 10/16) – Wildlife Division Manager

Vacant – Wildlife Biologist
Andrew Kaiser – Wildlife Technician

Please note: there is less activity in the Wildlife Division than normal due to a shortage of staff. NRD is working with HR to fill these vacancies.

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget

- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2023 hunting season, permits, regulations, etc.
- Set up ArcGIS data collection maps
- Connected with partner organizations

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Habitat work on tribal properties
- Began surveying and assessing tribal lands to inform management actions
- Collected box turtle nest protection boxes

Meetings/Training/Travel/Conference Calls

- Met with Forest Service Wildlife team to discuss collaborative projects (10/26)
- Attended procurement training at Gov Center (10/24)

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

•

Meeting/Training/Travel/Conference Call

•

Budgets Managed:

- 4512 -- EPA PPG
- 4530 -- EPA Air Quality
- 4137 -- BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Brownfield Program

Administration /Reports/Data Entry

- Prepared Master Service Agreement Drafts for Phase I and Phase II assessments that will begin Q4 2023 or Q1 2024.
- Inventoried scrap and used tires for recycling and proper disposal.
- Updated inventory list of hazardous spill/response trailer
- Researched battery recycling boxes and computer software/hardware for future recycling and UAV projects
- Semi-Annual PPG Report.

Field Work and Equipment Maintenance

- Put Fuel and air in tires of the EPA Jeep
- Light cleaning of EPA Jeep interior.
- Toured priority cleanup sites with EPA and Region 5 representatives

Meeting/Training/Travel/Conference Calls

- October Staff meeting on October 5..
- Meeting with Oneida Engineering Services to discuss scope of work and contract for Phase I and Phase II assessments.
- 1 on 1 with NRD director on October 11.

- Household Waste Steering Committee in Ludington on October 17.
- Site visits and logistics meeting with EPA Brownfield project manager and Region 5 Tribal Liaison on October 18.
- 2023 Hazardous Material Transport Outreach Network's Summer Webinar Series on October 26
- 1 on 1 with NRD Director on October 27.
- Contract discussion with Oneida Engineering Services on October 30.

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered Eureka data into AWQMS and WQX
- Received legal review Custer culvert Master Service agreement
- Uploaded New Zealand mudsnail announcements to website and distributed to partners
- Updated links on LRBOI website
- Received quote for fish tissue PFAS testing
- Completed PPG Semi-Annual Report
- Received Surface Water QAPP edits back from EPA quality assurance
- Sent check request for zooplankton summer sample processing
- Created PPG reporting spreadsheet and shared on Env Div Sharepoint.
- Assisted with nutrient sample chain of custody forms.
- Assisted drafting agenda, work session request, and resolution for Custer culvert replacement contract.
- Completed and submitted PPG Semi-Annual reporting.

Field Work and Equipment Maintenance

- Completed October WQ sampling
- Delivered Nutrient samples to GLEC
- Collected fish tissue samples for PFAS and Contaminant sampling
- Mailed Fish tissue contaminant samples
- Mailed Macroinvertebrate samples for processing
- 10/12/23: electroshocking barge trial run/prep.

Meeting/Training/Travel/Conference Calls

- 10/3- Lead PLWF WQEM committee meeting
- 10/17- R5 EPA water division call
- 10/31- PLWF council meeting 10/3/23: PLWf WQEM committee meeting.
- 10/16/23: Manistee Lake- electrofishing contaminant survey.
- 10/18/23: Tippy Pond electrofishing contaminant survey.
- 10/31/23: PLWf board meeting.

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Remote Sensor QAPP work
- Annual Air Quality Report
- 2nd Quarter CAA 103 Report work

Field Work and Equipment Maintenance

- AMS Site Checks x4

- Ozone Audits X4
- T-640 Site Check
- EGLE Ozone Semi-Annual Audit
- EGLE T-640 Semi-Annual Audit
- Remote Sensor Calibration
- Fish Contaminant Surveys
- Cedar Collection at Wolf River Golf Course

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

- Region 5 Monthly Tribal Air Call, (10-26-23) 11:00AM till 12:00PM
- FY 2024 Tribal Funding Proposal Q&A Meeting 10/10/23 12:00PM-1:00PM
- Wild Rice Initiative Team Meeting 10/3/23 1:00PM-2:00PM
- Membership Meeting Booth (10/07/23) 9:00AM-12:00PM

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Instructed Seasonal in transfer of Survey123 submissions to corrected form.
- Compiled and sent data to CMU grad student.
- CMU Wild Rice Contract: finalized MSA & Scope of Work & sent to Frank & Scott for review, submitted MSA to Executive Legal for legal review, completed drafts of sole source memo/work session request/resolution/requisition/agenda request, finalized and sent contract packet to Purchasing, got fund numbers from Budgeting, updated requisition, updated resolution and sent to Tribal Council.
- Drafted 5 letters of support for ISN & NCCISMA grant applications, sent to Frank for signature, and sent signed versions to ISN & NCCISMA.
- TWWG Leadership tasks: communications with NAWM & EPA re Wetland Meeting, emailed NAWM discussion topics to TWWG, created powerpoint for meeting, fielded remote registrations, etc.
- Taught Seasonal how to make heat maps & pdf exports in AGOL and directed creating Hamlin Lake density and depth heat maps.
- Travel requisition for EPA R5 State and Tribal Wetland meeting.
- Tasks for Seasonal's last day: reviewed task list items together for completion, exit paperwork, working with Geoplatform to transfer ArcGIS files to my account, etc.
- Line 5 work: reviewed new files and prepped for meetings.
- Completed and submitted GLRI EAGL & narrative reporting for 5 grants.
- Sent Geoplatform registration info to Wildlife Div Mgr.

Field Work and Equipment Maintenance

- 10/1/23: completed wetland mapping at Custer parcel.
- 10/3/23: Arcadia Marsh- wild rice density monitoring and mapping.
- 10/5/23: Manistee River- wild rice density monitoring.
- 10/6/23: put trolling motor back on WQ boat.
- 10/6/23: helped clean NRD office.
- 10/17/23: Maple River wild rice bed mapping with CMU grad student.
- 10/31/23: purchased wild rice planting experiment equipment from Gil-Roy's.

Meeting/Training/Travel/Conference Calls

- 10/3/23: MVRI Team meeting.
- 10/5/23: LRBOI monthly staff meeting.

- 10/6/23: watched recording of hearing on Manoomin designation as MI State Wild Grain.
- 10/7/23: NRD booth at Fall Membership meeting.
- 10/19/23: Line 5 cooperating agency meeting.
- 10/20/23: TWWG check-in meeting with NAWM.
- 10/23/23: travel to Chicago for EPA R5 State and Tribal Wetlands meeting.
- 10/24/23: EPA R5 State and Tribal Wetland Meeting, presented and led discussion of TWWG during tribal breakout session.
- 10/25/23: EPA R5 State and Tribal Wetland Meeting, co-led TWWG discussion during tribal breakout session.
- 10/26/23: travel back from EPA R5 State and Tribal Wetland meeting.
- 10/26/23: Director 1:1.
- 10/27/23: call with Brian (BMIC).
- 10/28/23: Maple River wild rice bed mapping with CMU grad student.
- 10/30/23: Tribal Council Agenda Review for CMU contract.

Great Lakes Policy Program

Administration//Reports/Data Entry

- Five letters of support for ISN and NCCISMA
- LRBOI PPG FY23-FY24 Semi-Annual Report #2
- FY23 EAGL spreadsheet and Narrative Report

Field Work and Equipment Maintenance

- Assisted Brownfields program- Picked a garbage dump site on LRBOI property.
- Assisted water quality program- E-fishing Back Waters of Tippy Dam for fish contaminant survey.

Meeting/Training/Travel/Conference Calls

- Muskegon watershed meeting (10/3/23)
- LRBOI September Staff Meeting (10/5/23)
- 1:1 with NRD director (10/11/23)
- Lake Michigan Partnership WG monthly call (10/11/23)
- Enbridge Line 5 Tunnel EIS (10/19/23)
- Tribes Mining Call (10/19/23)
- 1:1 with NRD director (10/25/23)
- Lake Huron and Georgian Bay Communities Connecting Land to Lake (10/26/23)
- LHPWG - Native Species/Habitat Committee Meeting (10/26/23)
- NRD Staff Lunch (10/26/23)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

October 2023

Steve Parsons

Meetings/Conferences/Trainings

- On October 5, 2023, I attended the monthly Tribal Government employee staff meeting via Microsoft Teams.
- On October 11, 2023, I attended a webinar regarding the Tribal High Priority Projects (THPP) Program. The THPP Program provides alternative funding for Tribal Road Construction projects that are of high importance to a Tribe (other than the standard BIA Road Construction funding). The webinar covered various aspects of the THPP Program, including the application/notification process, application dates and what types of programs are eligible for consideration. We are examining the possibility of THPP funding for the Aki Maadiwin Connector Road, which is slated to be on our 2024 Tribal Transportation Improvement Plan.
- On October 19, 2023, I attended the LRBOI Government Directors meeting that was held at the Justice Center Conference Room.
- On October 19, 2023, I attended a Tribal Council work session to discuss and review the proposed Tribal Transportation Improvement Plan (TTIP) for 2024, which will appear on a future Tribal Council Meeting agenda for their consideration.
- On October 20, 2023, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, the Little Traverse Bay Band of Odawa Indians, and the Hannaville Indian Community also participated in the meeting.
- On October 30, 2023, I attended Tribal Council Agenda Review meeting to represent the Tribal Transportation Improvement Plan agenda item scheduled for consideration at the November 1, 2023 Tribal Council meeting.

Activities/Accomplishments/Updates

- 2023 BIA Roads Projects: Here is a brief review of BIA Roads Projects that happened this year.
 - Aki Madiiwiwin Roads: The reconstruction of the entry road and the repair work on the remaining roads in the circle/residential area were completed in August 2023.
 - Aki Madiiwiwin Sealcoating Project: This project was completed during the first week of September 2023.
 - Public Safety Parking Lot: The remaining item for this project was the construction of a small (20 spaces) parking lot on the north side of the Justice Center Building. However, given the need for occupants of the Tribal Justice Center building (primarily Tribal Court and Public Safety) to expand their work area and services, this project was not continued this year and will be closed out with the BIA and FHWA offices. Any additional work to the parking lot can be added to a future Tribal Transportation Improvement Plan (TTIP) and scheduled for a future year.
 - Tribal Cemetery Road: The road network for Phase I was completed in 2022. The remaining components were scheduled to be completed in 2023. However, due to a lack of funding, many of the remaining components will not happen this year. These include: a fresh/drinkable water source (water well), septic system,

facilities/maintenance building, and landscaping (including laying out burial plots) irrigation installation in the burial plot area. We did make progress on one component this summer—Great Lakes Energy did approve our application to run a primary electrical line from the existing Custer Cemetery to our cemetery. An easement was granted by the Custer Township Board to make this connection happen.

We believe that we have found a viable means to fund the existing project components thorough our BIA Road funding (called Project Representation). The plan is to work on the remaining project components in 2024 once the project representation is in place.

- US31/M-22 Roundabout (Sidewalk Extension): One of the remaining items left over from the roundabout construction was the completion of a sidewalk from the roundabout to the main entrance of the Litte River Casino Resort. Tribal Council approved a contract with Elmer’s Crane & Dozer to construct the sidewalk. The sidewalk installation has been completed.
- Government Center Parking Lot #2 (Primarily used by the LRBOI Clinic): This project involves the replacement of the porous concrete sections of the parking lot by solid concrete sections—much like what was done with the Government Center front parking lot. This project is being postponed until early next spring (2024) so that there is sufficient time to complete the work. This project will appear on our 2024 TTIP, which will be submitted to Tribal Council for approval on November 1, 2023.
- Loon Drive Resurfacing/Reconstruction: This project will involve the resurfacing and/or reconstruction of Loon Drive from the general area where it connects with the roundabout to the area just beyond the existing Gathering Grounds parking lot. The goal of this project is to remedy road defects and drainage issues. This project is being postponed until early next year (2024) to allow sufficient time to complete the work. This project will appear on our 2024 TTIP, which will be submitted to Tribal Council for approval on November 1, 2023.
- Aki Madziwiin Connector Road: This project was included on the TTIP for 2023 as a planning/development project. This is a proposed road that will extend from the southwest corner of the Aki Madiiwiin Housing Development (near the pump house) along an existing railroad grade and will terminate at Frost Road just north of US-31 (across from the Marathon Gas Station). This proposed road will serve as an alternate route to enter and exit Aki Madiiwiin (particularly in an emergency situation when the main entry road is not accessible). GTEC has developed a plan for design and construction of the road along with a cost estimate, which was reviewed in a work session with Tribal Council on October 19, 2023. This project will be included in our 2024 Tribal Transportation Improvement Plan. Due to the projected cost involved, the project will likely be spread out over the next three years (2024-2027).

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	1
Assist Other Agency	4
City Assist	3
County Assist	5
Medical Assist	
MSP Assist	3
Other Calls for Service	2
Property Checks	580
Suspicious Person	1
Suspicious Situation	3
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	1
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	2
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	1
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	9
Unsecured Vehicle	
Verbal Warning	4
Warning Ticket	

Processes

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

Criminal Offenses

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

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	233.75
Alarm	1
Attempt to Locate	
Boat Dock Checks	
Casino Hours	102.25
Civil Standby	
Community Policing	6
Court Hours	7
Death Notification	
Drug Disposal	
Follow-Up Investigations	16
Found Property	3
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	1
Suicidal Subject	1
Total Complaints	48
Total Reports	48
Training Hours	115
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	3786
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	39.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	5
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	384
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	3
PR Activities Hours	9.5
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	28
Vehicle Mileage	2580
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

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

Administrative Hours	214.25
Arrest(s)	4
Male	
Female	
ATV Patrol Hours	
Assist(s)	5
Assist Hours	12.5
Citation(s)	1
Civil	1
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	10
Contacts	424
Court	3
Court Hours	2.25
Follow-up(s)	8
Follow-up Hours	8.5
Federal Citation(s)	
Hours Worked	425.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	3
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	99
Snowmobile Patrol Hours	
Training(s)	11
Training Hours	43.5
Vehicle Mileage	3097
Vehicle Stops	4
Verbal Warning(s)	1
Written Warning(s)	

Training/Travel

September 30-October 5, 2023 Officer Brown and K-9 Freki attended K-9 training in Alpena, MI.
 October 16, 2023 Sgt Robles attended First Aid/CPR refresher training at Justice Center.

Tax Office
Valerie Chandler

Tax Department October 2023 Monthly Report

Staff: Valerie Chandler, Tax Officer
Deborah Miller, Tax Department Administrative Assistant
Nathan Burkhart, Tax Department Administrative Assistant (Temp)

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

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for September 2023.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 10 Certificates of Exemption:
 - Purchaser: 8 RTMs 2 Tribe/Entity
 - Purchase Type: 5 Vehicles 1 Construction 2 Recreational Vehicle 2 Utilities Services
9. Reviewed 45 Tribal Member address and/or name changes; 8 required updating of the RTM list and database.
10. Processed 2 Proofs of Residency.
11. Processed 41 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

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

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

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for November 2023 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,922 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

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

***Variable Duties and Accomplishments:**

1. Prepared the announcement of the September Employees of the Month which included printing and displaying the certificates in the lobby.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition for the government employees including, but not limited to facilitating the monthly virtual staff meeting and seeking agenda items.
3. Corresponded with staff to try to stay updated on the progress of the Community Center remodeling so that it has little to no interruption or inconvenience to current reservations.
4. Processed, issued and mailed 2 Temporary Tribal Business Tax Licenses to vendors and/or performers selling merchandise on Tribal/Trust land.

5. Corresponded with a few car dealerships regarding Certificates of Exemption for Tribal Members wanting to purchase a vehicle.
6. Continued shredding department files that have already been successfully audited and scanned for electronic storage.
7. Completed a review and update of all tribal member information in the motor fuel database.
8. Prepared and mailed 9 Proof of Residency letters requesting the members to submit documentation of the residency within the Tax Agreement Area.
9. Continued to work with Finance to ensure that the Tribe's utility accounts are tax-exempt.
10. Interviewed applicant for Administrative Assistant position within the Tax Department on October 12, 2023.
11. New Administrative Assistant was brought on board on October 31, 2023.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Exemptions for treaty and commercial fishing
 - Assessment notices received, which were in error. I was able to get the assessments cleared with zero balances, no fines, and a clarification for the Tribe as to what triggered the notices and why they should be disregarded.

Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices fluctuate.
2. Worked with the c-store Manager to review tribal member tax exemptions, logging of purchases, policies and procedures and answering any questions.
3. Worked with Resort staff regarding the tax exemption requirements for the new swipe card system that is in the process to be installed.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.
3. Worked with audit staff to obtain copies of receipts from the Trading Post necessary for motor fuel processing.

Meetings / Trainings Attended During the Month:

1. Monthly Employee Staff meeting via Teams on October 5, 2023
2. Attended Fall Membership meeting on October 7, 2023
3. Attended Directors' Meeting on October 19, 2023
4. Attended Healthy Workplaces = Thriving Employees online training on October 19, 2023

Statistics:

Total Registered Resident Tribal Members (RTMs): 247

- Manistee County: 236
- Mason County: 11

Monthly Tax Revenue*:

*September 2023 amounts received in October 2023

- Retail Sales Tax (Gift Shop) \$1,598.45
- Retail Sales Tax (Nectar Spa) \$51.90
- Retail Sales Tax (Trading Post) \$1,975.50
- Service Tax \$574.86
- Admissions Tax \$1,068.67
- Lodging & Occupancy Tax \$22,628.09
- Food & Beverage Tax \$36,144.63

Tribal Member Tax Exemption Rates (“Discounts”) for November 2023*:

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

- Gasoline: \$0.478/gallon
- Diesel: \$0.521/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

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

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded as appropriate to 53 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Gave a presentation to the Rotary Club of Ludington.
3. Met with members of the Elders' Committee to discuss the Elders' Conference.
4. Attended an in-person MACPRA Executive officer meeting.
5. Met to discuss the Homecoming event with WSCC staff for November 2.
6. Attended the Angeline Bouley book signing event at WSCC.
7. Attended the regular virtual MACPRA meeting.
8. Met with Andy Fonger to discuss an suspected Indian Plow and his offer to sell it to the Tribe.
9. Attended the Directors' Meeting.

10. Attending the Fall Membership meeting.
11. Gave a presentation to the EDC Board and Affiliates.
12. Continued meeting in reference to the Endbridge Line 5 Tunnel at various levels (Sect. 106, NAGPRA, Consulting party).
13. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
14. Administered, directed, and supervised all departmental activities.
15. Attended remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE, on differing topics/focus.
16. Attended the regular monthly staff meeting.
17. Continued meetings with MACPRA. Continued work on MSU NAGPRA related files.
18. Attended the DIA-MACPRA planning meeting (online).

The Language Coordinator accomplished the following during this month

1. Worked with the children's museum in Grand Rapids, they put out a press release which was incorrect, information and spelling was all wrong, they changed things so I don't think that I will work them because they did not follow instructions from a fluent speaker.
2. Someone wanted to do a presentation at NMC using our language, he used clips from the videos of Endaaying page and used our website a lot. He sent me the presentation. I think that he did a good job.
3. I got an Email from Charmaine E from LRRCR, her group that she works with would like to learn more about our culture through teachings. I told her that we would be available.
4. Processed the last invoice of 2023 for recording the face book videos.
5. Received a bid for next year's recording for Endaaying.
6. Received a bid website updates, we had launched about a year ago but did not do any updates since then and it needs it in a big way.
7. Working on Budget Modification.
8. Developed language lessons and taught them to the class.
9. Recorded face book lessons, edit them then posted them.
10. Recycled for Muskegon and Manitsee pharmacys.

Travel, training and budget expenses

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

WWTP
Gary Lewis

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

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Routine Maintenance / Wolverine Power Back-up Generator Maintenance Wolverine will return to complete generator maintenance.

Billing

Water	\$13,646.03
Sewer	\$24,983.73
Irrigation	\$2,649.29
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$15,738.25
Septage	\$10,409.22
Other	\$92,780.00
Month Total	\$168,275.85
Yr. to Date Water	\$131,848.31
Yr. to Date Sewer	\$225,776.52
Yr. to Date Irrigation	\$27,635.65
Yr. to Date Fire Suppression	\$80,693.30
Yr. to Date Manistee Township	\$162,346.96
Yr. to Date Septage	\$82,915.00
Other Revenue	\$99,285.74
Credit	\$0.00
Yr. to Date Total	\$810,501.48

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 3,739,041
 - b. Ave Daily Flow Gallons 120,614

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 2,307,381
 - b. Daily Average Gallons 74,432

 - Effluent Gallons**
 - a. 2,429,285
 - b. Daily Average Gallons 78,364

 - Lagoon**
 - a. Influent 574,717
 - b. Daily Average Gallons 18,539

- 3. Septic Sewage**
 - a. 224,194 Gallons
 - b. Daily Average Gallons 7,232

III. Travel/Trainings/Meetings

What: MTERA Board Meeting
Who: MTERA
Where: Online

What: Various interviews
Who: Gary Lewis, Hiring Teams
Where: H.R. Conference Room

What: Directors Meeting
Who: Gary Lewis
Where: Government Center
Sponsored by: Ogema / Tribal Manager

What: Leads Meetings
Who: Gary Lewis
Where: Ogema office

What: EUCI Hydraulic Water Modeling
Who: Gary Lewis
Where: Online

What: RCAP Hydrant Repair Training

**Who: Serinda Locklear, Clatus Clyne, Diane Kerr, Jonathon Robertson,
Gary Lewis**

Where: Government Center Hydrant

What: Silversmith Asset Management Software Demo

Who: Diane Kerr, Jonathon Robertson, Gary Lewis

Where: Utility Office