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

**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema *LBR*  
**Naangwa:** Date: January 11, 2022  
**Maanda Nji:** Re: December 2021 Operations Report

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We respectfully submit the December 2021 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians  
Departmental Monthly Reports  
December, 2021

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Accounting  
Steve Wheeler

# **Finance Division**

## **Steven Wheeler, Chief Financial Officer**

### **December, 2021 Department Report**

#### **I. Department Overview**

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2021 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2021 will revolve around continuing to improve accounting systems and processes.

#### **Finance/Accounting Management:**

- 1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
- 2. Investment management.
- 3. Continued improvement in financial reporting to the Tribe.
- 4. Analysis of the 2021 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

#### **Accounting:**

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

##### **Objectives:**

- 1. Completion of the 2020 audit and filing with the appropriate agencies.
- 2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
- 3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
- 4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
- 5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
- 6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2018. The 2019 proposal has been submitted and work on the 2020 proposal is in process.

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

## **Property Management:**

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

**Objectives:**

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

## **Budgeting:**

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

**Objective:**

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

## **Purchasing/Travel:**

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

**Objective:**

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

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

## II. Department Reporting Section

### AUDIT

Audit field work for the 2019 audit took place May 11&12, and May18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

### STAFF ACCOUNTANTS

#### *Duties and Accomplishments –*

1. *Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of December*
  - i. *AKI 5 – 2021 Homes – \$45,199.06*
  - ii. *Muskegon Health Center – \$168,142.48*
  - iii. *Commodities Building Project – \$ 198,165.60*
2. *Cash Receipts: Daily cash receipts totaled for the month of December, were, \$736,134.39 the General & Special Revenue Account had a total of (156) receipts.*
3. *NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement, ongoing working through the closeout as the business has been closed, still ongoing.*
4. *Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,*
5. *Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.*
6. *1099MISC. – 2020 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2020. Ordered the new software for 2021 tax year, and had (IT) install on my computer, ordered the forms and envelopes, ready to go, checked on the system for the update in MIP everything appears as it should.*
7. *Sending out 1099NEC/MISC, Member and Vendor.*
8. *WEX Card- Monthly Report, ordered new fleet card for the new vehicles, removed the terminated employees, schedule the payment and reviewed and reconciled the report to the payment.*
9. *Tribal Financial Statement Requirements: Due by the 8<sup>th</sup> of the month.*
  1. *Cash Deposits*

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

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

***Other Meetings:***

***Dec 6 – Ongoing Wage/Review job description***

***Dec 14 – Work Session – Tribal Council – Food Distribution***

***Duties and Accomplishments –***

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

***Meetings Held / Attended –*** White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, HR-OSHA, Lambda Tabletop Exercise, GC/HR

***Trainings Held / Attended –***

***Special Tasks / Activities Performed –*** A/P-member checks

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



## GRANTS MANAGEMENT ADMINISTRATOR

### **Duties and Accomplishments**

- *I sent out January report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that have ended.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge for indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *I sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *There were no grant modifications received in November.*
- *There were no new grants awarded in November.*
- *On the new grants awarded, Grant Program Booklets and electronic folders were set up. Scanned the grant documents to the electronic folders and placed the original documents in the grant files. Entered the new grant awards on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. I sent the new grant information to the Staff Accountant so that she could set these programs up in the Accounting System. Forwarded to the Budget Coordinator was copies of the new award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution. Once the grant had been accepted into the operating budget, the Budget Coordinator entered the budget into the Accounting System. A copy of the budget entered and executed resolution was given to me. I scanned all award documents, budget and resolution were saved in the electronic folders. Original documents were placed in the Grant Program Booklet. Notice of these grant awards were sent to the Purchasing dept., Ogema office, Accounts Payable and Controller letting them know the new grant*

*Information. I created a Grant Program Booklet for the person administering the grant. I scheduled all program federal & narrative reports due for the life of the grant on the reporting calendar.*

- *I submitted four billing invoices in December for the following grants:*
  1. *2021-2022 ITC Native Connections grant for \$5,243.94.*
  2. *2021 Mental Health Delivery System grant for \$1,527.20.*
  3. *BIA Cooperative Agreement Law Enforcement grant for \$856.*
  4. *2021-2022 ITC Behavioral Health Implementation grant for \$6,460.91.*
- *I created cover letters for each of the billing invoices that went to ITC and had the Ogema sign. I scanned the billing invoices and sent electronically to the Project Officers. I entered the amounts on the December cash receipt journal and July grant spreadsheet. I entered the amounts separately for each grant on the draw down sheets that is in each Grant Program Booklet. I scanned the draw down sheets to the electronic grant folders and placed the documentation in the Grant Program Booklets.*
- *I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of December.*
- *I worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.*
- *I met regularly with the Grant Writer to go over projects/grants he is working on.*
- *Enquired by email to a few Federal agencies on questions that I had.*
- *In December, I ran into one problem after another regarding draw downs and trying to file grant reports.*
- *Worked with ASAP help desk to link the Department of Justice grants to ASAP. This was never completed by the Tribe from April 2021 so ASAP helpdesk made me the financial contact person so that I could complete this task of linking banking information. Once I completed this task of linking, they told me it takes a while and I wouldn't be able to access ASAP until December 30, 2021. Due to the Tribe being closed for the holidays, I wasn't able to check to see if this was successful nor draw the funds on the three Dept. of Justice grants.*
- *In the Grants Solution system that I have to go through to access the OLDC System, the LIHEAP grants that I had prior access to file annual financials for someone deleted me from having access. I didn't know this until I went to file the reports. I called Dept. of HHS to get this resolved but they never called me back before the holiday break. So these reports didn't get filed.*
- *Working 24 hours weekly doesn't give me enough time to get the reports filed, draws completed, work on any problems I may have with the grants and these are just a few things to mention. I need at least 32 hours. When I agreed to working part time (24 hours) after NGLC closed and my daughters had no daycare so I committed to help by watching my grandkids, I didn't know the exact time it would take to stay afloat and at that time I could only commit 24 hours. After my evaluation of doing this for three months, I'm hoping that I will be granted the time for 8 more hours.*

**Meetings Held/Attended**

**Trainings Held/Attendance**

**Specials Tasks/Activities Performed**

**Upcoming Projects/Task**

## **PAYROLL**

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

1. Processed 525 payroll vouchers/checks.
2. Verified 9 PAF's this month which included 1 new employee(s), and 3 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 12/3, 12/17 and 12/31.
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 –***

- 12/2 and 12/9 – Employee Recognition Team meeting.
- 12/2 – Monthly Staff Meeting.
- 12/9 – Leadership Roundtable.

### ***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 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in December 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 December 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 December to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Continued Training of Payroll/Finance Clerk.
10. Processing of December 15<sup>th</sup> per capita payment and required compliance reporting.
11. Processing of year end life insurance adjustments and required compliance reporting.

***Ongoing Projects / Tasks –***

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

***Upcoming Projects / Tasks –***

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Year end leave adjustments for those over 120 hours.
3. Processing of 2021 W-2's and other associated annual reporting.
4. Annual 945 reporting for Per Cap.

**ACCOUNTS PAYABLE**

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

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

## **Meetings Held / Attended -**

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

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

## **Upcoming Projects / Tasks**

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

## **PURCHASING/ TRAVEL OFFICE**

### **PURCHASING / MAIL ROOM CLERK**

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

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

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

***Meetings Held / Attended –***

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

1. Backup for the Tax Officer

***Upcoming Projects / Tasks –***

**PURCHASING SUPERVISOR**

***Duties and Accomplishments –***

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.

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

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

1. 12/2 Monthly Staff Communication Meeting.
2. 12/2 Employee Recognition Meeting.
3. 12/2 Work sessions with Tribal Council on C&I and Top Line contracts.
- 4.

## **PROPERTY/RECEIVING OFFICE**

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

1. Received in 281 packages.
2. Issued 106 receiving reports.
3. Returned 1 items for credit
4. Made deliveries

### ***Meetings Held / Attended –***

### ***Trainings Held / Attended –***

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

***GSA billing***

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

### ***Upcoming Projects / Tasks –***

## **BUDGET COORDINATOR**

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

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

### ***Meetings Held / Attended –***

None

### ***Trainings Held / Attended –***

None



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

***Upcoming Projects / Tasks –***

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

**Expenditures Update**

Total year to date expenditures for the Finance Division for December, 2021, are \$1,241,397 compared to an annual budget of \$1,477,242. Total expenses for the Finance Division for year to date December, 2021, represent 84% of the total annual budget.

Education  
Yvonne Parsons

***Education Department***

***Yvonne Parsons, Education Programs Coordinator***

**December 2021**

**Department Report**

**I. Department Overview**

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

**II. Department reporting section**

**LRBOI Student Services:** In December the Education Department processed 21 student services school clothing requests, totaling \$10,500. 6 of the requests were for newly enrolled tribal children.

Much of December was spent compiling mailing information for all tribal members who have received higher education funding, to compile an updated mailing list to send a questionnaire on behalf of the Development Team to help in assessing ways to increase tribal preference hiring. A questionnaire was developed by the Development Team and mailing prepared, which has not gone out yet, but is ready to go. There were more than 1000 tribal members who had received tribal funds for higher education, but the mailing was narrowed to those who had not been employed by the tribe, and those who are currently employed. The total is 863 tribal members. We were also working on a questionnaire regarding the NGLC and need for Early Childhood Education and day care, which has not been completed yet.

Processing many MITW applications and receiving book stipend applications for next year's programs.

**Budget Expense Justification**

- Activities performed and services rendered fall within budgeted items for the 2021 fiscal year.

Enrollment  
Jessica Wissner

## **ENROLLMENT DEPARTMENT REPORT**

**December Monthly Report - 2021**

**JESSICA WISSNER, ENROLLMENT COORDINATOR**

### **Department Goals**

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

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

### **Department Objectives are:**

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

### **Duties Performed**

- Mailed out: 4 Applications forms for people seeking membership
- Sent out: 16 Address change forms
- Created 19 New and Replacement Tribal ID's from 12/01/2021 through 12/31/2021
- 41 Addresses changed from 12/01/2021 through 12/31/2021
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 0 Applications received since 12/01/2021
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Education
- Label request of Membership: Ogema
- Tribal Members Label/List request: 0
- Statistical request: Lead/Self Governance

### **Department Verifications**

1. Prosecutor 34
  2. Clinic 1
  3. Human Resources 5
  4. PRC/EHAP 17
  5. Member's Assistance 3
  6. Family Services 1
  7. Natural Resources 2
  8. Casino 1
- Ordering/ Correspondence
  - Enrollment verifications to other tribes
  - Certifications of Blood Degrees
  - Certification for Spouses and Descendants for Tribal Preference
  - 8 Members passed away for the Bereavement Benefit
  - Sent out 6 Tribal Flags
  - Sent out PerCap Earnings reports
  - Updated Citizen Validation folder
  - 1 Tuition Waiver Verifications
  - 215 Phone calls logged
  - Eagle Feather Permit Verifications
  - Requests for copy of Digital Copies

### **Meetings**

- Employee Staff Meeting – December 2<sup>nd</sup>
- Tribal Council WS-2021 Enrollment File Review – December 2<sup>nd</sup>

### **Enrollment Statistics**

- Total Membership: 4,056
- Total number of Elders: 1,472

- Total number of Adults (18-54): 2,283
- Total number of Minors (0-17): 301
- Total Tribal Members living in:
  - 9 County Area: 1,673
  - Outside 9 County Area: 2,353
  - Michigan: 2,657
  - Outside Michigan: 1,369
  - Undeliverable Addresses: 30

Facilities  
Rusty Smith



## ***Facilities Management Department***

### **2021 December Monthly Report**

*Prepared and submitted by De-Ahna Underwood, Administrative Assistant for the Facilities Management Department*

#### **I. Department Overview**

There are 7 employees in the Facilities Management Department.

Our Locations: Government Center, Facilities Barn, East Lake, and Area 51.

3 EVS Technicians

2 Maintenance Technicians

1 Mechanic

1 Administrative Assistant

*Maintenance Technician: 2 Vacant*

*EVS Technician: 1 Vacant*

*EVS Supervisor: NA*

*Building Supervisor: NA*

*Director: NA*

#### **Goals & Objectives**

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

Maintain the department's budget within LRBOI guidelines.

Maintain buildings, structures, and grounds.

To provide and maintain a safe and clean work environment.

#### **Objective.**

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

#### **II. Department Reporting Section**

- The Department received 20 work orders for the month of December. 2 of those work orders are currently a work in progress.
- The 2 Maintenance Technicians snowplow 9 parking lots during a single snow event and can return to a location multiple times during the day. There were 5 snow events in December totaling 23 hours spent on snow plowing alone. This does not include the time spent shoveling building entrances and sidewalks.

- The Facilities Auto Mechanic completed several full-service oil changes and corrective maintenance on vehicles. As well as preventive maintenance on vehicles and equipment.
- The Maintenance Technicians also continue to disinfect with the electrostatic machine to help prevent the spread of Covid-19. One of our Techs is scheduled to spray every Tuesday and Thursday evening.
- The EVS Technicians have continued their daily disinfecting at Aki, Justice Center, East Lake, Gaming Commission, Government Center, and Natural Resource Building.

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

Nothing to report currently.

### **IV. Travel and Trainings**

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

End of Report

Family Services  
Kimberly Crampton

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

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

Case Management

Total number living in homes served	5	2			17			1		10
Total number of Tribal Citizens living in homes served	3	1			8			1		8
Total number of descendants living in homes served	0	0			0			0		0
Total number of children living in homes served	0	1			10			0		2
Total ICWA or ICWP where substance abuse is involved	1	0			2			0		1
Child Abuse/Neglect	0	0			0			0		1
ICWA or ICWP referrals										
Sexual Abuse of a child	0	0			0			0		1
Substantiated or Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement		1			2					2
Tribal Foster Home										
Non-Tribal Foster Home										
Alternative placement										
Court appearances	2									
Home Visits	5	1			6			1		4
Case Reviews	2									
Binojeeuk	2									
Contacts with outside agencies	18				33					
Contacts with LRBOI departments	7									
Tribal Elders										
Other referrals										
<b>Monthly Totals</b>	40	4	0	0	61	0	0	2	0	19



## LRBOI Victim Services Program Monthly Report December 2021

### **Program Case Management and Advocacy Statistics**

Continued Cases	3
Partial Intakes	2
New Cases	3
Closed Cases	0
Client Face to Face Meetings in Office	1
Client Home or Out of Office Visits	7
Client-related Telephone and Email Contacts	111
Client-related Resource Research and Referrals	2
Case Management Activities	8
Court Attendance	1
Advocacy/Referral Assistance (Non-case related)	6

### **Meetings**

Victim Service Program Staff Meetings	1
Victim Service Program Supervision/Case Reviews	6
Family Services Department Meetings	1
Community Collaboration Meetings	5
Other Meetings	2

**Staff Development/Training** – This count is unusually high due to required and recommended training for the new advocates.

Virtual Training	49
In Person Training and Conferences	0
Self-Paced Training Modules	18
Other Training	0

### **Program Management**

Client Reports (Expense Reports, Quarterly Reports)	5
Program Reports (PAR, Data Collection, Monthly Reports, Training Logs)	15
Grant Management Reports (Supervisor)	2
Grant Management Activities (Supervisor- not report related)	

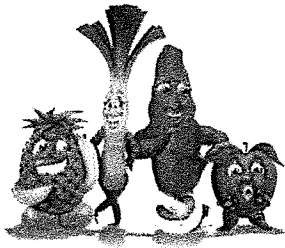
### **Outreach, Networking and Education Efforts**

Creation of Program and Outreach Materials	2
Event and Training Planning and Preparation	0
Community Table Events	1
VSP Sponsored Community Awareness & Training Events	0
Social Media	10
Networking Activities	1
VSP Presentations	0
Other Activities	2

### **Research and Resource Efforts**

VSP Website Updates	0
VSP Resource File Efforts	5

Food Distribution  
Ken LaHaye



# Food Distribution Program

## December 2021 Monthly Report

Ken LaHaye, Meanie Ceplina, and Jamie Friedel

### 1 Department Overviews:

#### Goals and objectives:

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

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

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

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

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

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

### 2 Department Report Section:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

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

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

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

Ken LaHaye, Jamie, and Melanie filled food orders.

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

Ken LaHaye ordered food for warehouse for November.

Ken, Jamie, and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Jamie conducted deliveries 12/2, 12/3, 12/7, and 12/8

We conducted 37 deliveries.

We received deliveries on 12/3 and 12/13.

Food Distribution Office is open to the public by appointment.

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

Jamie took donation to Echo His Love 12/22.

Department is closed from 12/23/2021 at 11:30 am until 1/3/2022.

### 3 Meetings

Ken attended Leadership meeting 12/9.

Ken attended Progress meeting 12/3 & 12/17.

Ken attended construction Task Force meetings on 12/2 and 12/16.

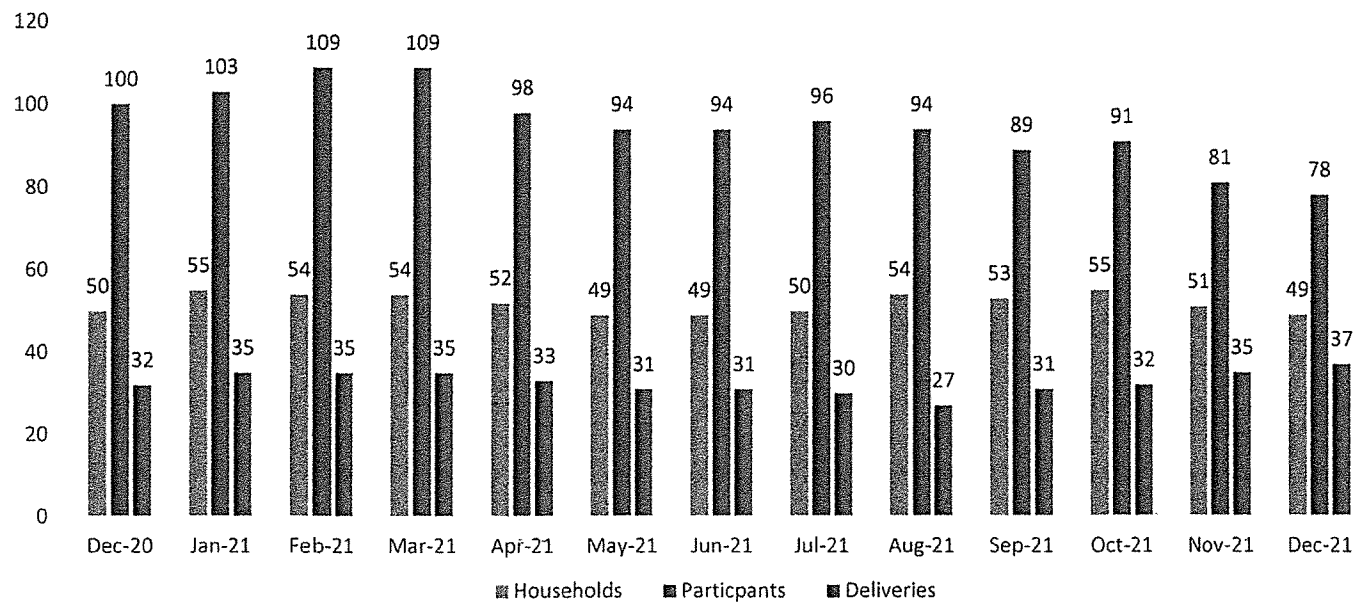
Ken attended work session with council on 12/14.

Ken attended Council meetings 12/8 & 12/22.

### 4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program





Grants  
Lyle Dorr

## Grants Department Monthly Report

December 2021

Lyle Dorr, Grant Writer

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### Key:

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

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

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### Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- ∞ **Participate in Treasury and other CARES/ARP related Consults & Webinars:** Meetings have tapered off some with only one or so a week. It was the same for CARES when it first came out. Usually by September the weekly participation demand is way down, only 1/week or every other week. **Update:** Monitoring communications through GPA as to federal changes for funding guidelines and timelines. On 12/15/21 the federal government passed legislation extending use of CARES funds through September 30, 2022.
- ∞ **Update 12/23/21 - It should be noted that per FAQs, ARPA funds will not expire or need to be returned, they just need to be used as specified by policy.**
  - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
    - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
  - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
    - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
  - 55. Q: When do tribes have to spend ARP Act money by?
    - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.
- ∞ **Update 12/23/21 - Working with Departments to determine CARE/ARP fund eligible projects to present to Leadership and eventually Council.** This Grant Writer has submitted a Work Session request to have Council approve a COVID19 discretionary fund with ARPA funds for small purchases up to \$15,000.

## **Aki Maadiziwin**

- ∞ **Working with Accounting staff and Housing to receive over \$227,324.00 in homeowner assistance funding.** Tara Bailey, Housing Director has the lead on this and is submitting a plan to Treasury for funding use. It will then be deposited, and she will present a plan to Council for acceptance. This is a noncompetitive award to Tribes. Funds will not be spent until Council approves the federally accepted plan.

## **Clinic:**

- ∞ **Received notice of noncompetitive Treasury funding (\$167,504):** It fits Clinic operations best, so in October I will work with Dr. Alves & Dr. Wever to formulate a budget for submission to take before Council in a WS. **Update 12/23/21:** Will work with Dr. Wever & Dr. Alves after the new year to access these funds for the Muskegon project (this is the only department that meets the 3 required criteria set forth in the RFP. We have until June 1, 2022, to apply and it is noncompetitive.
- **Use of CARES/ARPA funding for several Clinic Projects:** Brought forward several items requesting the use of CARES/ARP funding to use CARES funding before the end of the year on eligible projects. Assisting Dr. Wever, Dr. Alves and Purchasing with compliance to respective purchase with CARES and/or ARPA funding. **Update 12/23/21:** With the extension of CARES spending to September 30, 2022, there will not be violations with federal guidelines on the use of the funds in a timely manner.

## **Court:**

- ∞ **Reviewed CARES fund projects HVAC and Camera/media needs for court room to better work with Zoom.** These were brought forward to Council in a WS to seek permission to use CARES/ARP funding on them. **No Update 12/23/21 –** Have decided to move these projects to ARP funding since neither can be completed before the end of 2021. Assisting the Court Administrator with preparing the agenda request packet and resolution to access ARPA funds for their video software. They are very busy with court case right now, so this will be postponed until next year regardless of funding source.

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

- ∞ **Update 12/23/21 - Met with Sandra Deverney & Kim Crampton with SolidCircle eForms project.** SolidCircle has the last forms need for conversion and will be ready to present the program in January 2022. Sandra Deverney's last day is December 23rd as she is retiring.
- **Assisted Dottie Batchelder with submitting a final TOR report in eRA:**
- **Assisted Kim Crampton with questions regarding a WS & Agenda request for Holly's Home Visitor program.** The funding is through ITC and arrived in October for the year.

## **Food Distribution Center**

- ∞ **Ordered fire suppression hood for the Food Distribution Project as a part of a FDNPR grant received for kitchen equipment.** **Update 12/23/21 –** arrived the first week of December only a couple weeks after ordering vs. the possible 6-8 weeks the vendor expressed might occur.
- **Assisted Ken LaHaye & Construction Task Force with reconciling funding for the Food**

**Distribution Construction Project.** The CARES funds were allocated to pay for the last mile construction of the project but needed to be reallocated from CARES to ARPA (or some other fund source) as the project will not be completed by the end of the year.

- **Prepared application to USDA FDPIR COVID19 supplemental funding for an additional \$114,525.** There were two change orders that may be paid for through this funding.

#### **Historic Preservation & Language:**

- ∅ **No current projects.**
- ∞ **Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program.** It will be completed by October of 2022. The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding.

#### **Maintenance:**

- **Had Maintenance install a vacuum holder in the Accounting Copy room.** The compact vacuum is for cleaning up the shredder mess after removing the bags.

#### **Natural Resources:**

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

#### **Public Safety:**

- ∞ **Update 12/23/21: Worked with Director Medacco to determine potential ARPA fund eligible projects/items:** He has a software upgrade to their camera interview system they purchased that is eligible for retro pay (\$1,900). He also had to drop a project last year for Lexus policy making program due to COVID19 financial pressure. It would qualify for purchase (\$20,000).

#### **Water/Waste/Renewable Energy:**

- ∞ **No Update 12/23/21 – Two different energy audits are underway, one that is an actual usage that will provide recommendations to cut energy costs, which the saving can be used to justify improvement to energy systems through grants. The other is a renewable energy planning grant that will help LRBOI understand which renewable energy options are viable and allow us to submit for grant funding based on the developed plan. The audits are underway headed up by Gary Lewis. Without these audits, we would not be eligible for funding. Participated in the NORESCO energy audit review and recommended changes. These recommendations will need to be brought forward by Gary in a work session(s) as a part of a renewable energy investment/saving plan. LRBOI should be able to apply for renewable energy grants in 2022 once the audits are complete.**
- ∅ **Update 12/23/21 – Working with Gary to identify ARP fund eligible water-waste projects:** Essentially anything related to water-waste is an eligible expense as COVID19 is known to travel through water systems. Once the newly approved redesign of water flow to pounds is complete, projects will be taken to Council for ARP funding approval, which covers any water-waste project. Assisted Gary & Diane in preparing agenda request packets for several items using CARES/ARP funding.

**Special Projects:**

- ∞ **Update 12/23/21 - CARES/ARP Expenditure Plan:** I am assisting all departments with CARES/ARP resolution language for audit purposes. Accounting coordinated with Council to get an end of the year CARES Emergency relief check out to members of the 2020 CARES relief mailing. This should closeout the CARES funding. We were unsure if there would be an extension of the CARES funding into 2022 (which there was – December 16<sup>th</sup> signed by the President), so we went ahead with this program, as inflation is eating into members finances.

Health  
Daryl Weaver



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

**To:** Larry Romanelli, Ogema

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

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

**Date:** January 7th, 2022

**Re:** DECEMBER 2021 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of December 2021. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Forest County Pottawatomi Insurance Department filed 68 claims in the amount of \$11,395.86 for Third Party Revenue Generation.

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

**CLINIC OPERATIONS:**

322 patients scheduled

28 patients NO-SHOW to scheduled appointments

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

86 cancelled appointments

221 patients attending CLINIC PHYSICIAN appointments\*\*

221 - Clinic Physician Appointments

0 - FNP Home Visit

35 patients PHONE TRIAGE\*\*

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

47 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN DECEMBER (Total Patient Volume): 578

Diabetic patients: 62

Flu Vaccines: 17

Injections: 15

Moderna Vaccines: 0

Pfizer Vaccines: 0

Nursing Visits: 2 \*\*

On-site Labs: 141

COVID-19 Tests: 60

\*\*Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,005

DIRECT CALLS TO CLINIC OPERATIONS: 552



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

TRANSPORTS (INCLUDES CHR TRANSPORTS): 13

TRAVEL HOURS: 19

SERVICE HOURS: 14

NUMBER SERVED: 13

**CHR ACTIVITY****LOCATIONS:**

CHR OFFICE – Administrative/Management Activity Time: 84 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 4 (included in number served &amp; clients served)

TRAVEL HOURS: 2

SERVICE HOURS: 1

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 21

TOTAL SERVICE HOURS: 15

TOTAL CLIENTS SERVED: 17

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$66,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1171

TOTAL PRC PAID IN DECEMBER: \$26,309.71

PHARMACY/OTHER: \$16,953.21

DENTAL: \$9,356.50

TOTAL PATIENTS: 156 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 353

TOTAL CLAIMS ENTERED: 361

TOTAL PRC PAID 2021: \$607,337.12

TOTAL EHAP PAID IN DECEMBER: \$40,017.12

TOTAL EHAP PAID 2021: \$376,194.37

TOTAL ENROLLED EHAP/LRBOI: 1351

NEW APPLICATIONS MAILED OR GIVEN: 14

REASSESSMENTS MAILED OR GIVEN: 17

**MEDICARE LIKE RATE (MLR) Savings for DECEMBER 2021**

Claims submitted:	35	\$65,709.76 (total submitted)
		<u>-\$17,262.50 (what we paid)</u>
		<b>\$48,447.26 (total savings)</b>

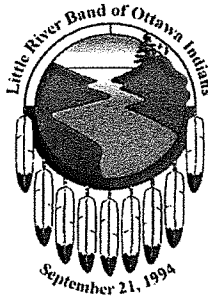
**PHARMACY:                      DECEMBER 2021**

Active patients:            384  
Prescriptions filled:      1408

Insurance charges:                      \$123,136.92  
Insurance payments received:        \$122,365.66  
Non-member cash/copays received:    \$835.33

PRC-equivalent write offs:  
    LRBOI:                      \$19,559.66  
    Other Tribes:               \$1,147.30  
    TOTAL:                      \$20,706.96

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 December 2021**

#### **Staff**

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Amber Shepard – Housing Specialist

Jim Stuck – Housing Maintenance Technician

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

#### **Department Overview**

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

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

#### **I. Housing Activities.**

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

Lease renewals due during the month: 8

Leases renewed: 8

New leases: 1

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

Move-out Inspections: 0

Move outs: 0

Transfers: 0

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

Applications received this month: 0

Total Number of Awards made during the Year: 17

Total Amount of Awards for the Year: \$80,138

The Housing Department has assisted with \$3,874,407.00 in home loans for tribal members through the Down Payment and Closing Cost assistance Grant for FY 2021!

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

##### **D. Housing Director received resignation from Housing Specialist. The position will be vacant as of 1/4/22.**

##### **E. On 12/15/21, housing received an email asking to update two items on the Homeowners Assistance Plan through the Treasury Department. These items were updated so we are hopeful that this means the plan will be approved soon, funds received and Housing can start to implement the program to assist homeowners with mortgage assistance.**

##### **F. On December 7, maintenance personnel attended a training in Grand Rapids on Air Conditioning and Refrigeration. On his way home, he went into the ditch with company vehicle, resulting in damage to vehicle but thankfully, he was okay.**

##### **G. The Housing Director attended the NAIHC Legal Symposium in Las Vegas December 6-9<sup>th</sup>. This conference provided training and updates on a national level of what is occurring in Indian Housing.**

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

- A. Notice of Delinquency issued: 9
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

**III. Condition of Properties.**

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 2 unit to complete for a move in at this time.

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

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

- A. Aki has 55 income based rental units of which 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 28 low-income family rental units and 28 are rented.
  - 4. Aki has 6 low income family ADA rental units and 6 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

**V. Significant Problems and Accomplishments.**

- A. A total of \$71,400 has been spent out of the Emergency Rental Assistance program leaving a balance of \$310,839 still available in the program.

**VI. Plans for the Future.**

**VII. Other Information.**

**End of Report**  
**Tara Bailey, Housing Director**  
January 5, 2022

Human Resources  
Jeff Simpkins



**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) 398-9101

**To:** Ogema Romanelli

**From:** J. Simpkins

**Subject:** December 2021 HR Department Report

**Date:** 1/7/22

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

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

**1) HR 2020 Operational Plan**

- a) The 2021 Operational Plan started with 64 projects and major tasks. The year ended with 81.
- b) Completed 50 projects/major tasks in 2021. Completion Rate: 62%

**2) Talent Acquisition**

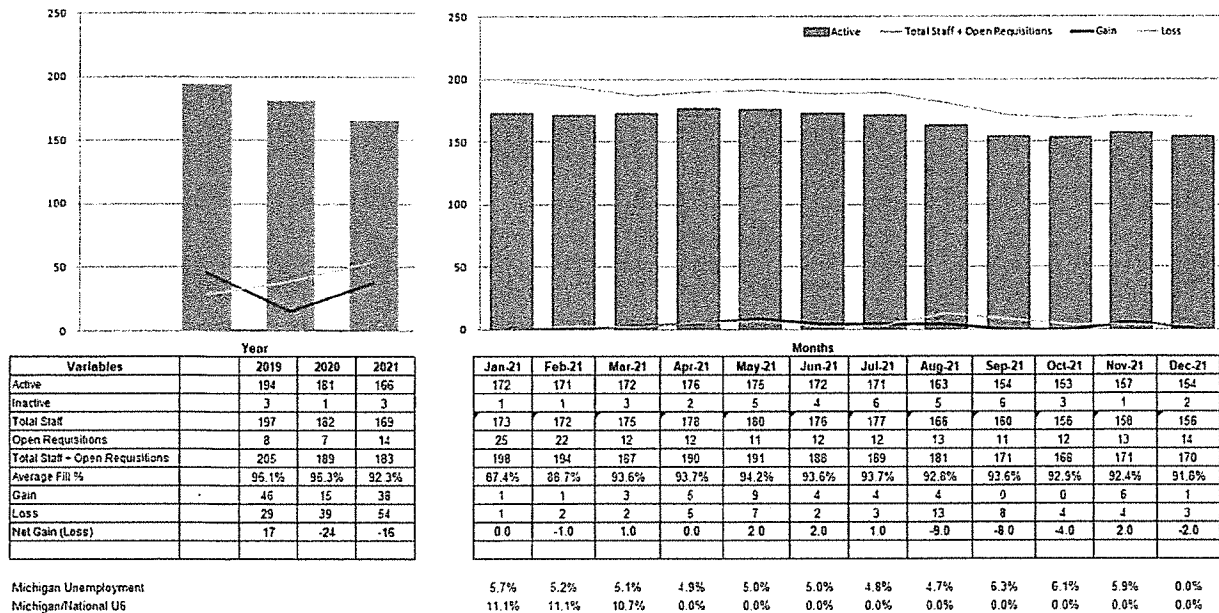
**a) Talent Acquisition**

- i) Month Number of Gains: 1
- ii) Month Number of Tribal Preference Hires: 0
- iii) Number of Requisitions Filled Year to Date: 41
- iv) Number of Gains Year to Date: 38
- v) Number of Applicants Year to Date: 254
- vi) Number of Open Positions: 13
- vii) Turnover Year to Date: 54
- viii) December included continued prioritization of the talent acquisition process. At month's end there were 13 open full-time job requisitions. It's important to note that in 2021 HR received 80 requisitions in total. This is the highest number on record since tracking began.
- ix) Continued the adjusted HR work assignments to permit Alicia Knapp to focus on Talent Acquisition tasks. Thank you to Alicia Knapp and hiring managers!
- x) December positions filled included the Gaming department. Nice job team!
- xi) Approximately 8 positions are now in either the selection or interview step of the process. We expect to see more new hires beginning in January 2022. At present 2 new team members are scheduled to start on 1/10/22.
- xii) Continued assisting Tribal Council and Economic Development with new hire support.

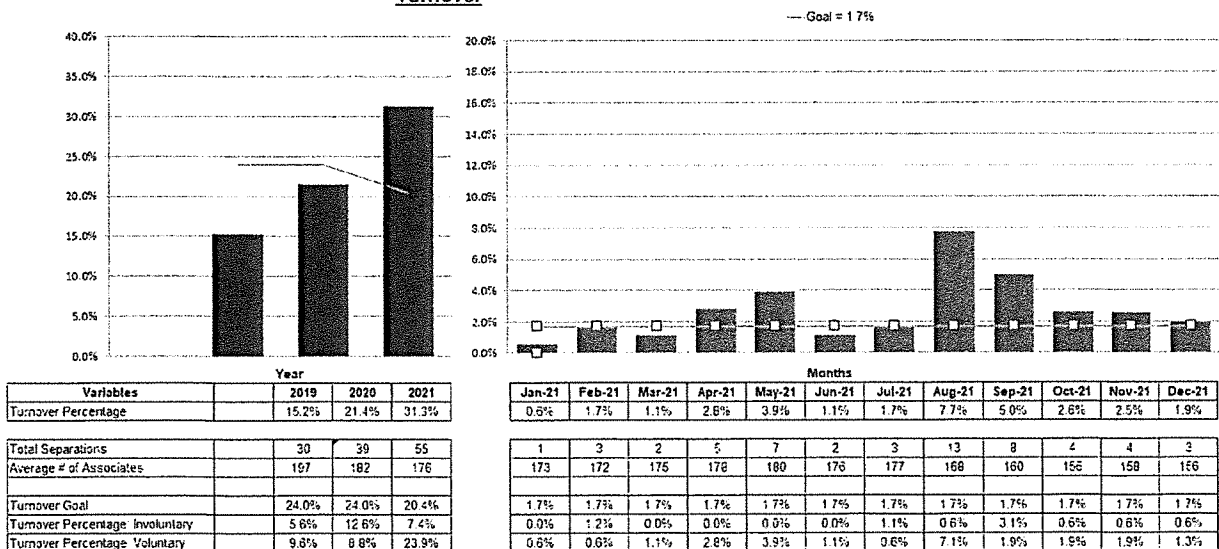


- xiii) Conducted 1 orientation sessions in December.
- xiv) Turnover decreased in December. The organization experienced 3 losses during the month, 2 of which were Tribal member employees. This continues to drive significant back-office work as previously mentioned.
- xv) 2021 total turnover was 31.3%. This is 53% higher than BLS benchmark goals for similar governmental organizations. This is a significant shift since during the last comparable year, 2019, LRBOI turnover was 25% lower than BLS benchmarks.

#### Staffing



#### Turnover



### 3) Talent Development and Relations

- a) Leadership and Team Member Development.

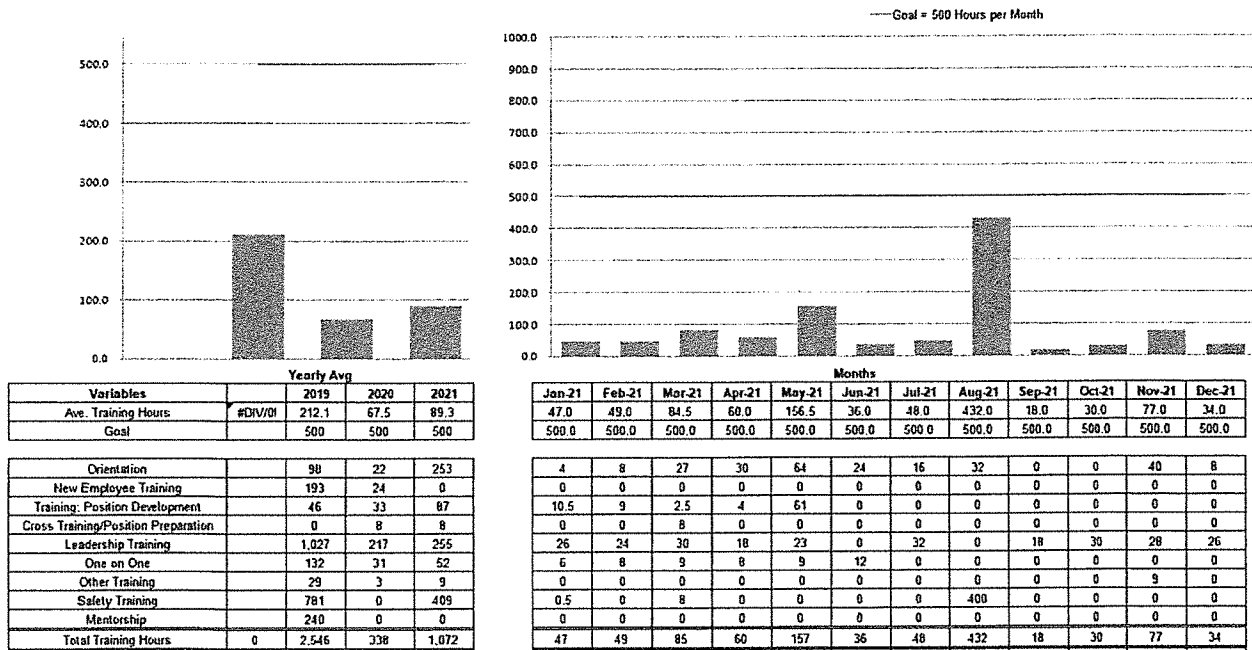
- i) HR assisted the organization and leaders through key issues, including employee relations events and communication.
- ii) The Leadership Roundtable continued in December with 13 participants.
- iii) Provided additional HR support to the leadership of various departments.
- iv) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
- v) Continued working the 2020 HR Department review cycle in the SABA system. One 2020 performance review remains in-process.
- vi) Continued "The River Resource" publication to help team members stay informed and connected. Thanks to Brittney Drake for her good work!
- vii) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
- viii) Assisted Leadership Roundtable participants in operating the Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Angie Stone, and Bob Sanders for volunteering to help make a difference!
- ix) Completed support work for and assisted in the execution of the Christmas Breakfast. Thanks to everyone who attended and to those who helped make it happen!
- x) Continued assisting leadership with two sensitive employee relations issues.
- xi) Continued participating in the Operations Department Head meeting.
- xii) Assisted departments with job description update and wage analysis support.
- xiii) Brittney Drake continued conducting exit interviews in December. Thanks Brittney!

b) HR Department Development Initiatives:

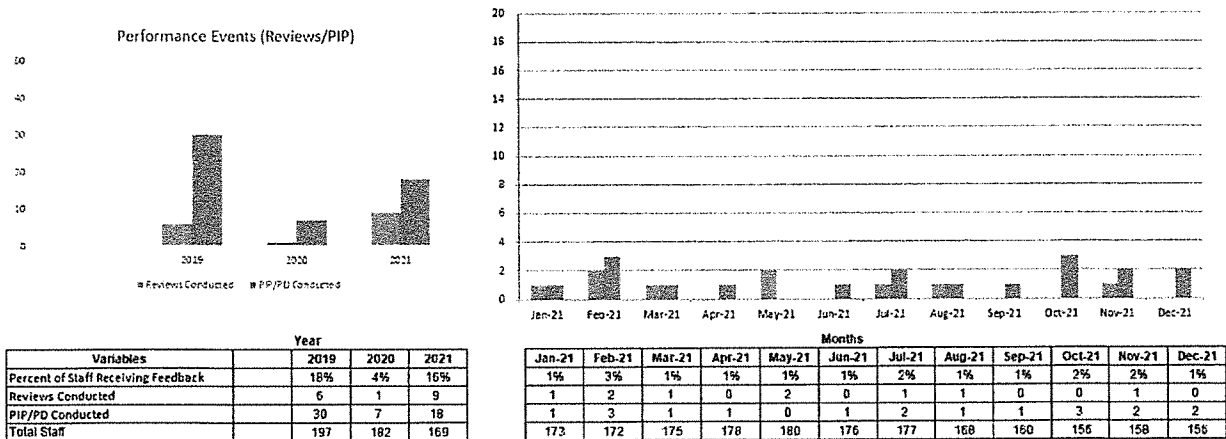
- i) HR Development Events: YTD 5
- ii) Continued file migration to O365 storage solutions.
- iii) Continued project to improve HR use of MIP data.
- iv) The team completed 62% of annual goals by the end of December. The team completed an estimated 87% of scheduled work during the calendar year. Thank you, Alicia, Marcella, and Brittney!
- v) Marcella continued the HR filing system project and cleaning the HR storage room. Thanks Marcella!
- vi) The team printed its first new badge during the month following last month's training. We appreciate IT's help with the badge printing process!
- vii) Marcella continued assisting callers who were unfamiliar with the LRBOI organization. Thanks for the good customer service, Marcella!
- viii) Brittney Drake conducted a continuing development interview with a second department.
- ix) Conducted the second 2022 HR Planning Meeting. During this meeting the team developed objectives for 2022.
- x) Completed an HR article for the December Executive Branch Currents issue.

- xi) Completed the second PAF Form update in 2021. Publication is expected in early January 2022.

#### Training and Development Hours



#### Performance Events (Reviews/PIP)

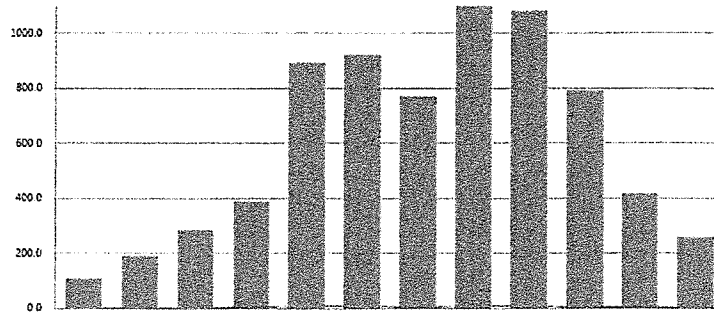
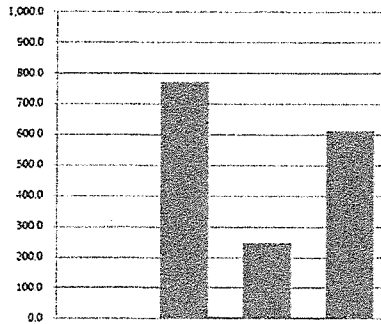


#### 4) Benefits and HR Administration

- Continued working to improve benefit processes.
- Benefits Work Priority: 1 – Health Insurance Conversion and Open Enrollment 2 - New Hire/Separation Process, 3 –Assisting Team Members with Benefit and Leave Requests
- Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- Continued processing new hire insurance enrollments and separation disenrollment.
- Completed the final 401k financial adviser visit of 2021.
- Processed insurance benefit plan check requests.

- g) Leave hours decreased in December for a fourth consecutive month. This month leave was again driven by FML. The equivalent of 1.62 Full-Time Equivalent employees were not available for work in December due to leave issues.

Leave (Excluding PTO and Holidays)



Variables	2019	2020	2021
Total Leave Hours	771.9	247.5	613.3
Total Leave Events	28.3	5.8	15.5
Number of FTE Positions	4.8	1.5	3.8

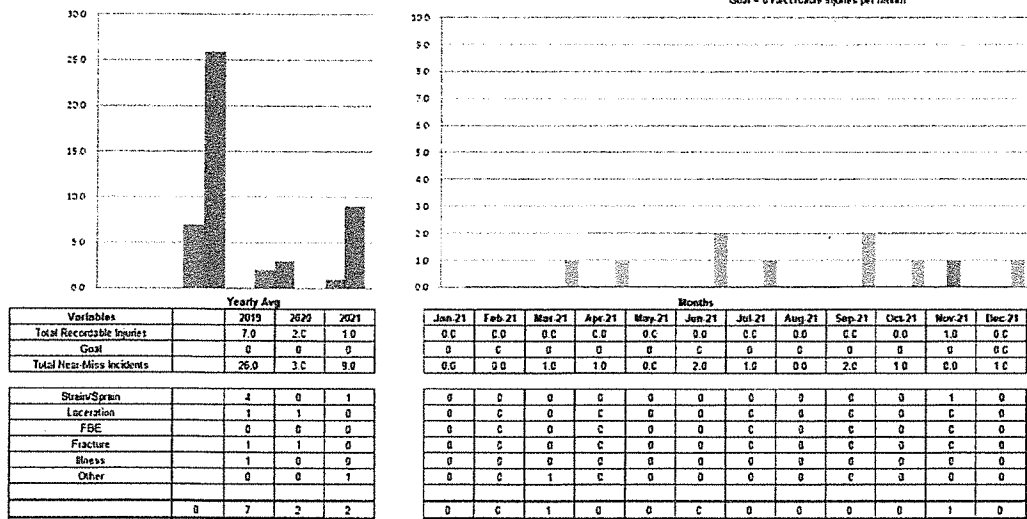
Leave Hours by Type			
Bereavement	1,144	696	876
Education	345	190	156
FML	5,838	1,740	4,958
IFML	267	7	303
Jury Duty/Tribal Witness	0	0	48
LOA	768	192	608
Military	0	0	0
Parental	0	0	0
Wellness	360	145	301
Total Leave Hours	7,920	2,970	7,380

Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
110.00	190.00	286.00	391.00	894.00	922.75	772.50	1239.80	1081.50	795.38	417.50	259.25
11.00	11.00	16.00	9.00	26.00	21.00	0.00	21.00	17.00	20.00	19.00	15.00
0.69	1.19	1.79	2.44	5.59	5.77	4.83	7.75	6.76	4.97	2.51	1.62

5) Safety

- Continued COVID-19 support and tracking. Assisted the organization with 9 events during the month. One event included the highest level of contact tracing in the pandemic to-date.
- Continued supporting preparation for the OSHA Vaccination and Testing Emergency Temporary Standard. This included a weekly review of process status.
- Initiated proof of vaccination tracking.
- Assisted a department with an after-hours post-accident drug screen at Munson Medical Center. Also thanks to Public Safety for their great support!
- Brittney Drake learned the injury reporting process.
- Recordable Injuries: 0
- Near Miss/1<sup>st</sup> Aid: 1

### Safety (Recordable Injuries and Near-Miss Incidents)



## 6) Tribal Preference Report

### LRBOI TRIBAL GOVERNMENT EMPLOYMENT SUMMARY INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02

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

### Notes on Tribal Preference:

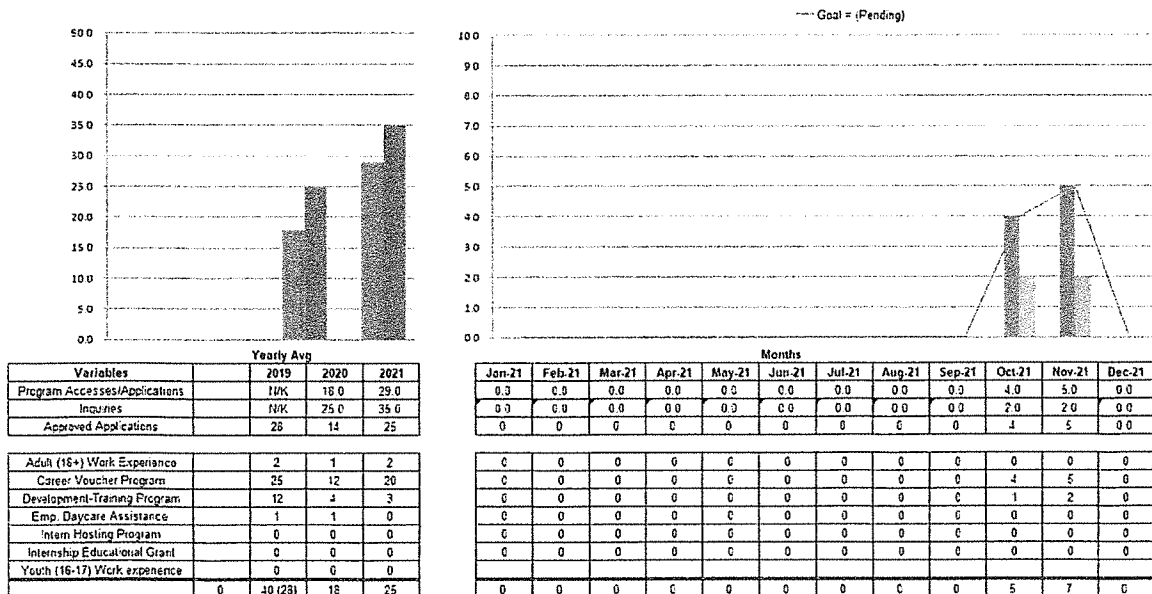
- December Tribal Preference Employment was 65.1% of total employment. Tribal citizen turnover continued in December with 2 resignations. In 2021 Tribal turnover was the most significant contributor to the preference percentage of employment not improving at a faster rate.
- Data since December 2019 shows the following:
  - The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below are the percentage of tribal preference applicants compare to all applicants.
    - 2021 Tribal Preference Applications: 26.4%
    - 2020 Tribal Preference Applications: 15.8%

- iii. 2019 Tribal Preference Applications: 14.1%
- b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference selections compared to all selections.
  - i. 2021 Tribal Preference Hires: 53.5% (Great job hiring managers!)
  - ii. 2020 Tribal Preference Hires: 33.3%
  - iii. 2019 Tribal Preference Hires: 26.7%
- c. Bottom line, when preference applications increase, preference selection increases.

## 7) Workforce Development

- i) The Tribal Development Team continued operations in December. The team conducted its first strategic planning session in December. Thanks team!
- ii) The team continued working on social media space. In December Brittney Drake began developing content for the space by conducting the first employee interview for publication at the Facebook page. Thanks Brittney!
- iii) The electronic application and database project continued software development. The team completed their work and the system is ready for demonstration and Go-Live! Thanks again to Alicia Knapp and our software partners at SolidCircle for their work on this key project!
- iv) Brittney Drake and Yvonne Parsons continued work on a Tribal Student Survey to learn more about the reasons Tribal Students do not apply for work at LRBOI. This survey is scheduled for mailing in early January 2022.
- v) December New Requests for WFD Service: 0
- vi) 2021 Total Requests: 39
- vii) 2021 Total Number in Adult Work Experience: 2

### WorkForce Development



Information Technology  
Andrew Jeurink (Interim)

Information Technology Department  
Monthly Report  
December 2021

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

*Duties and Accomplishments –*

1. Configuration of the firewall and the switches for the Muskegon buildings.
2. Switch replacement project has been finished. We do need to perform one more outage in the Government Server room to remove old hardware and organize that room.
3. We are currently setting up new servers to increase productivity and delays in IT. I will be getting a report from Elevate on the status on the 10<sup>th</sup> of January.
4. IT Director position is currently still open. We have not gotten any updates about applications or if any have been submitted.
5. We need to prioritize posting open IT department positions for 2022 budget.
6. Elevate has been a huge help in the administrative side in bring our system up to date. We currently are now addressing long term security issues on Iot devices (dummy smart devices)
7. IT Remains severely understaffed and is working diligently to keep up with daily operational demands. We currently have only one staff managing all administrative duties. We need to prioritize posting positions and recruitment.

**8. Mandatory IT Projects by order of priority:**

1. 2023
  - i. Government EXSI Host needs a plan in place for replacement
  - ii. Phishing and intrusion detection software needs to be added to our tool list.
9. 194 new IT work orders were opened in Dec 2021 and 188 IT work orders completed in December 2021. Our current outstanding tickets are at 86.

*Meetings Held / Attended –*

1. Held Departmental Staff Meetings.



Information Technology Department  
Monthly Report  
December 2021

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

*Trainings Held / Attended –*

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

Legal Assistance  
Mary Witkop

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: January 7, 2022  
Re: December 2021 report of activities

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Number of tribal members assisted on new issues	55
Number of referrals received	3
Number of continuing cases:	74

Types of legal issues:

Child support	Civil Procedure
Probate Estate	Residential Lease
Divorce	Real Estate
Wills	Estate Planning
Personal Representative	Conservator - Adult
Trusts	Parenting Time
Stimulus	Zoning
Custody	Civil Discovery
Unemployment Overpayment	Minor Guardian
Elder Abuse	Expungement of Criminal Record
Medical Power of Attorney	Per Capita
Post-Divorce Matters	Conservator Accounting
Child Protective Services	DNR ticket
Medical Office Policies	Change of Custody
Power of Attorney	Guardian - Adult
Criminal	Employment
Medical Power of Attorney	Small Estate
Estate Planning – Amendments	Misdemeanor
Real Estate Closing Costs	Revocation of Power of Attorney

Civil	Lady Bird Deed
Adult Conservator – Terminate	Show Cause Hearing
Trees Cut on Property Line by Neighbor	Appeal
Minor Guardian – Out of State	Substance Abuse Treatment
Civil Default	Objection to Order
Unemployment Appeal	Legal Separation
Identification	Domestic Relations Mediation
Trust Administration	Real Estate – Out of State
Validity of Will	

Sample of Work Performed:

Assisted a tribal member who was a conservator prepare an Accounting

Assisted a tribal member who received a stop work order for violation of zoning

Assisted a tribal member with a residential lease

Assisted a tribal member with a misdemeanor arraignment

Assisted a tribal member prepare for a Show Cause hearing

Members Assistance  
Kimberly Crampton

## **Members Assistance Department December 2021 Departmental Report**

Kimberly Crampton Director  
Linda Wissner – Members Assistance Program Specialist  
Noelle Cross – Elder Meal Program Administrator  
Jennifer Black – Cafeteria Worker

### **Department Overview:**

#### **Goals**

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

#### **Objectives**

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

### **Current Assistance Programs**

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

## Department Reporting Section

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

- a. MOA BE-18-K28 \$364,000
  - i. Total expensed \$336,889.48
  - ii. Budget remaining 7%
  - iii. 18 total households served with this program.

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

### 2. Food Assistance Program

- b. Budget \$46,050
- c. Total expensed YTD \$23,000.00
- d. 50% Remaining
- e. 67 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
21	2	1	1	12	4	1	5	3	22

### 3. Rental and Mortgage Assistance Program

- f. Total Budget \$50,000
- g. Total expensed YTD \$17,319.89
- h. 65% Remaining
- i. 21 Total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	0	0	0	2	0	0	2	0	11

### 4. Low Income Energy Assistance Program

- j. Total Budget \$40,000
- k. Total expensed YTD \$10,776.95
- l. 73% Remaining
- m. 44 total households accessing this program to date. (Some expensed to CARES Housing Dept)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
17	2	0	0	6	4	2	3	0	14

### 5. LIHEAP – DHHS Grant Funded Program FY 2021

- a. Total Budget \$176,417
- b. Total expensed to date \$46,360.00
- c. 35 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
15	2	1	0	9	2	0	4	2

### 6. Elder Chore Program

- d. Total Budget \$10,000
- e. Total expensed YTD \$8,806.00
- f. 62% Remaining
- g. 22 Elders accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
11	0	1	0	5	0	1	2	0	5

**7. Emergency Transportation**

- h. Total Budget \$22,000
- i. Total expensed YTD \$6144.05
- j. 72% Remaining
- k. 22 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
11	1	0	1	2	0	0	1	1	7

**8. LRBOI Home Repair Program 2021**

- l. Total budget \$100,000
- m. Total expensed YTD \$19,837.50
- n. 80% Remaining
- o. 15 members are in process with this program to date.

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

**9. Bereavement Program**

- p. Total Budget \$453,000
- q. Total expensed YTD \$354,850.00
- r. 22% Remaining (2 COVID Expensed)
- s. 47 members accessed this program.
- t. Average age at passing is 65.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	2	0	2	4	3	1	4	0	32

**10. Elders Insurance**

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 310 Elders enrolled in program.
- w. October invoice \$69,309.59

**11. Department Ongoing Activities**

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

**12. Applications to date**

Mailed	Picked up	Emailed	Faxed
247	23	112	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
129	88	53	6	81	73	37	38	15	0

**13. Office Visits**

- bb. 0 visits for the month



Members Assistance has processed 84% of the ARPA, General Welfare Assistance Program. Linda recently started processing the applications for Members Assistance.

Natural Resources  
Frank Beaver



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

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

**December 2021 Monthly Report  
Frank Beaver, Director**

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

Department Objectives:

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

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

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

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

### **Administrative Services**

Theresa Davis

Assisted with biologist's paperwork as needed

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

### **Fisheries Division:**

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

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

- Great Lakes equipment maintenance

- Fish aging
- Boat / equipment winterization

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

- USFWS Lake Sturgeon ESA status conference (12/2)
- US v Michigan, 2020 Consent Decree Negotiations, Tribal Meeting (12/3)
- NRD LEADS Huddle (12/6)
- Chippewa Ottawa Resource Authority "CORA" Meeting (12/9)
- Inland Fisheries Committee Meeting (12/9)
- LRBOI Leadership Roundtable Meeting (12/9)
- NRD LEADS Huddle (12/14)
- CORA Special Meeting (12/21)

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

#### **Wildlife Program**

Bob Sanders – Wildlife Division Manager

Angela Kujawa – Wildlife Biologist

Vacant – Wildlife Technician

Vacant – Seasonal Wildlife Technician

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

- Managed Budgets
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
  - 4072 NRCS Project Budget
- Completed monthly report – December
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2021 hunting permit planning – Ongoing
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence

- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations, etc.
- Ordered wildlife equipment needed for 2021-2022 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Northern Lower Peninsula American marten occupancy project – ongoing
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence
- Tribal membership service form – Data entry monthly occurrence
- Marten project data entry - on going
- SABA reporting – monthly occurrence
- Marten survey photo ID and cataloging
- Elk hunt correspondence (December Hunt Period)
- Eagle repository reporting

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

- Vehicle maintenance – Dakota, Ram, Jeep
- Cleaned and service wildlife vehicles - monthly occurrence
- Wildlife Check station - CWD deer head collection
- Wildlife camera deployment and removal

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

- Weekly Team meeting – 12/6, 12/15
- NRD lead huddle – 12/6
- One on One meeting – 12/7
- Resume review – 12/7
- Record Eagle interview – 12/7
- CWD (Chronic Wasting Disease) Virtual meeting – 12/8
- Leadership roundtable – 12/9
- Elk orientation – 12/10
- Elk hunt support, Gaylord, MI – 12/11-12/15
- GVSU/U of MN conference call – 12/6
- Employee Recognition meeting –12/2, 12/9,
- Christmas Breakfast – 12/16
- Monthly Tribal Biologist meeting –12/2

### **Environmental Division**

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

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

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

- EWS Staff Management
- SABA work for 1:1s
- Staff Task List Management
- Team Leadership
- Budget review for PPG and CAA 103 Grants
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- GAP Guidance Review
- Started Reporting for CERCLA 128a program
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- Started collecting information for the ISWMP
- CERCLA 128a PALs report submitted
- Developed new E-mail organization system
- Prepped E-mail and Desktop for 2022

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

- Environmental Division Huddle: 12/6, 12/13, 12/20
- 1:1 with Staff: 12/6, 12/ 7(x2), 12/20(x3)
- NRD Leadership Huddle: 12/14
- Leadership Round Table: 12/9
- MTEG – 12/1 & 12/2
- Tribal Mining Call 12/2
- Brownfield Position Resume Review 12/7
- Element 3 – EPA Brownfield Training 12/8
- LAMP – Lake Michigan Meeting 12/8
- TTX with Lambda Energy at LRCR – 12/9
- TEPM 2022 Steering Committee Meeting 12/10
- Meeting with UC grad student 12/13
- Food Sovereignty Meeting 12/13
- ETEP Meeting with USEPA 12/13
- Line 5 Consultation with the State Department 12/14
- RTC/TMPO Call 12/21

#### **Budgets Managed:**

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

- 4380 – BIA GLRI Capacity Building

### **Brownfield Program**

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

- Position is vacant any deliverables will be recorded under the GAP section

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

•

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

### **Water Program (106 and 319)**

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

- Received and paid invoice for GLEC fall nutrient samples
- Extended WQAR to January
- Registered for MSU Lakes Course
- Received reimbursement funding from USDA for Pine River project
- Corrected attains starting cycle issue
- Corrected attains use error

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

- Received Bluetooth Hobo logger for Pine Creek

#### **Meeting/Training/Travel/Conference Calls**

- 12/1- MTEG
- 12/2- R5 Water Quality Monitoring Managers Meeting
- 12/7- PLWF Water Quality committee meeting
- 12/13- PLWF annual meeting via zoom
- 12/2/21: MTEG
- 12/13/21: EPA webinar "Preparing Data for Analysis."
- 12/14/21: EPA webinar "Microsoft Access to Query/Manipulate Data."
- 12/14/21: Portage Lake Watershed Forever Water Quality & Environmental Monitoring Committee meeting.
- 12/15/21: EPA webinar "Presenting Data Using Google Data Studio."
- 12/16/21: NOAA Climate Outlook webinar.
- 12/17/21: LSSU Aquatic Invasives webinar.

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

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

- MET Data analysis Complete for 2014

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

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x2
- The Digi was brought back online and has its firmware updated to coincide with the States Network.

#### **Meeting/Training/Travel/Conference Calls**

- SLT November/December Meeting, (12-1-21)



- Region 5 Monthly Tribal Air Call, (12-16-21)

Additional Notes:

Ongoing Issues with FRM is persisting, Email contact with EGLE has been established in hopes fixing the issue. Continued the director shadowing and meeting once a week, building on the food sovereignty program, Including a workplan and budgets.

**Wetlands Program (Wild Rice)**

Administration Reports/Data Entry

- Completed draft Wetland Stewardship plan and began edits.
- Completed draft letter of inquiry for MNFI data request.
- Completed updating Wetland Monitoring SOPs with items including NWCA vegetation evaluation metrics.
- Completed keying out unknown grasses/sedges collected during Relevé surveys.
- Data management: QA/QC of delineation forms, MiRAMs, and Relevé plots.
- Data management: cleaning data files and exporting/backing up to Sharepoint.
- Began compiling wild rice data for analysis.

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

- 12/6/21: met with Kerryann Weaver to discuss EPA R5 Wetland Working Group.
- 12/7/21: Michigan Vernal Pools Partnership Annual meeting.

**Great Lakes Policy Program**

Administration//Reports/Data Entry

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

Field Work and Equipment Maintenance

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

Planning  
Steve Parsons

## **BIA ROADS/PLANNING DEPARTMENT REPORT**

December 2021

Steve Parsons

### **Meetings/Conferences/Trainings**

- On December 2, 2021, I participated in the monthly virtual staff meeting for LRBOI Government employees.
- On December 2, 2021, I participated in the weekly meeting of the Construction Task Force by conference call.
- On December 3, 2021, I participated in a virtual meeting regarding the Food Distribution Building currently under construction. Others who attended the meeting were Ken LaHaye, Dale Magoon and Steve Wheeler.
- On December 8, 2021, I participated in the Executive Committee meeting of the Manistee County Community Foundation.
- On December 9, 2021, I participated in the weekly meeting of the Construction Task Force via conference call.
- On December 14, 2021, I participated in the monthly board meeting of the Manistee County Community Foundation.
- On December 16, 2021, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians and Hannahville Indian Community also participated in the meeting.
- On December 20, 2021, I participated in the Tribal Council Agenda Review to represent an item on the December 22, 2021 agenda—an addendum to the current contract with Schultz Excavating for construction of the Commodities Road. This item was discussed in more detail during a work session with Tribal Council on December 21, 2021.
- On December 21, 2021, I participated in a work session with Tribal Council regarding the establishment of an ordinance (along with policies and procedures) for the proposed Tribal Cemetery, which we plan to open in the late spring/early summer of 2022.
- On December 22, 2022, I virtually attend the Tribal Council meeting to represent the agenda item amending the Schultz Construction contract for work on Commodities Road to extend the substantial completion date to June 30, 2022. Tribal Council approved the addendum by resolution approval.

### **Activities/Accomplishments/Updates**

- Submittal of our BIA Roads FY 2021 Final Report: On December 8, 2021, I submitted our BIA Roads activity report for FY 2021 to the Federal Highways Administration (FHWA). Tammy Burmiester also submitted the financial portion of this report as well.
- BIA Roads – 2021 Projects: Work on two of our 2021 road projects has been suspended (due to weather) and will extend into 2022. Here is the latest update on those projects.
  - Cemetery Parcel Road Project: Schultz Excavating was working on the construction of the road system on the cemetery parcel through most of November 2021. During November, they finished grading the road and began to install the road base. Work on

the project was stopped in late November due to the arrival of inclement weather (snow) and the inability to continue work. Final work on installing the gravel road will commence in the Spring of 2022 when weather allows. Once the road system has been completed, we will work on the remaining landscaping and infrastructure features during the early part of 2022.

- Commodities Drive Road Project: Schultz Excavating currently has the footprint for the road established and has completed initial grading and some paving. (The road project is on the same timeline as the Food Distribution Center building project. Due to a delay in the delivery of some of the building materials needed for the Food Distribution Center, this project will not be completed until spring 2022.) A second addendum of the contract with Schultz Excavating was approved by Tribal Council which extends the substantial completion date of the project through June 30, 2022. Any remaining work to pave the road will be scheduled ASAP in the Spring 2022.
- Roundabout Project: Here is the latest information on the US-31 & M-22 Roundabout Project.
  - Planning and design of the roundabout has finished, with a final plan set being approved by MDOT in late November.
  - The project will be bid out by MDOT in January 2022.
  - After discussion between MDOT staff and members of Tribal Council, it was decided that the construction project will begin sometime in mid-July 2022. MDOT will make every effort to expedite the project and complete construction as soon as possible.

Public Safety  
Robert Medacco

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

**General Patrol**

Assist Citizen	2
Assist Motorist	
Assist Other Agency	4
City Assist	5
County Assist	16
Medical Assist	2
MSP Assist	2
Other Calls for Service	1
Property Checks	683
Suspicious Person	
Suspicious Situation	5
Well-Being Check	3

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	7
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	2
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	12
Unsecured Vehicle	
Verbal Warning	4
Warning Ticket	

**Processes**

Bench Warrant Entered	
Civil Process (Paper Service)	17
PPO Served	
Federal Docket Ticket	

<b>Criminal Offenses</b>	
Animal Neglect	
Arrest	5
Assault	2
B&E	4
Bond Revocation	
Child Abuse	
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	1
Disorderly	2
Domestic Disturbance	4
Drive-Off	
Drug Violation/VCSA	
Elder Abuse	
Embezzlement	2
Extortion/Conspiracy	
False ID	
Family Problems	2
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	2
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	2
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	7
Public Peace	
Resisting	
Robbery	
Sex Offense	

**Criminal Offenses Continued**

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

2

Unwanted Subject

**Miscellaneous**

Administrative Hours

336.5

Alarm

2

Attempt to Locate

Boat Dock Checks

Casino Hours

144.25

Civil Standby

Community Policing

2

Court Hours

2.25

Death Notification

Drug Disposal

Follow-Up Investigations

10

Found Property

1

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

Suicidal Subject

3

Total Complaints

69

Total Reports

69

Training Hours

10.25

Transport

1

Trespassing

Tribal Council Meetings

Vehicle Mileage

4222

Voluntary Missing Adult

**Training/Travel**



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

Administrative Hours	43.75
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	37
Court	
Court Hours	
Dock Checks	14
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	342.5
Joint Patrol(s)	2
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	14
Vehicle Mileage	3378
Verbal Warning(s)	
Written Warning(s)	

**Training/Travel**

December 2021 Officers attended de-escalation training at Justice Center.  
December 2021 Sgt Robles participated in Elk Patrol in Gaylord, MI area.

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

Administrative Hours	197.75	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	13	
Assist Hours	7.25	
Citation(s)	1	
Civil	1	
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Orgininal Hours		
Complaints	9	
Contacts	219	
Court		
Court Hours		
Follow-up(s)	3	
Follow-up Hours	3	
Federal Citation(s)		
Hours Worked	463	
Joint Patrol(s)		
Marine Time		
Meeting(s)	2	
Meeting Hours	2.5	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	155	
Snowmobile Patrol Hours		
Training(s)	8	
Training Hours	19	
Vehicle Mileage	5037	
Vehicle Stops	2	
Verbal Warning(s)		
Written Warning(s)		
<b>Training/Travel</b>		

December 2021 Officers attended de-escalation training at Justice Center.

December 2021 Officers Gunderson and Bruce participated in Elk Patrol in Gaylord, MI area.

# Department of Public Safety Monthly Report 2021

General Patrol	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assist Citizen	1	3			1	2	2	3	2	3	8	2	32
Assist Motorist				1				1	1				3
Assist Other Agency	17	7	11	10	15	8	9	11	4	7	4	4	107
City Assist	6	4	7	7	13	9	12	8	8	7	2	5	88
County Assist	4	6	4	25	9	8	20	18	17	15	18	16	160
Medical Assist		1	2	1	6	3	1	2	2	5	3	2	28
MSP Assist	2	2	4	4	3	3		4	4	7		2	35
Other Calls for Service			5	3	3		2	10	9	3	3	1	39
Property Checks	593	541	541	554	723	425	618	664	611	524	583	683	7060
Suspicious Person			4	2	1		6	5	3	2	1		24
Suspicious Situation	8	4	5	7	5	10	5	6	5	2	3	5	65
Well-Being Check	1	1	1	5	2	1	1	6	3	3	3	3	30
Traffic													
Abandoned Vehicle		1								2			3
Accidents	1	2	9	5	6	8	8	7	7	9	12	7	81
Disobeying Stop Sign						2							2
Driving License Suspended		1	1		1	1	2	3	3				12
Expired Drivers License					1	1	1						3
Expired License Plate						4							4
Fleeing & Eluding									1				1
Hit and Run		1			2	1		1	1				4
MDOP	1		2	1	1	2	1	1	1			1	11
Minor in Car													0
Motor Vehicle Theft													0
No Proof of Insurance			2		1	2	2		2				6
Open Intoxicant								3	3				8
Other Traffic Citation				1	1	1		2	3				8
OUID		1					1	1	1				4
OUIL													0
OWI	1	1	2			2		3	3	2	2	2	18
Parking Ticket													0
Reckless Driver					1		1	1	1		1		5
Speeding Ticket						2	5	2	1			2	12

Traffic Continued														
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
Stolen Vehicle				3						1	1		5	
Suspicious Vehicle					1			2	2				5	
Towed Vehicle													0	
Traffic Stop		4	5	12	20	18	16	46	21	8	18	4	12	184
Unsecured Vehicle														0
Verbal Warning														
Warning Ticket		1	4	1	6	5	11	6	12	5	10	5	4	70
Processes														0
Warrant Entered														0
Civil Process-Paper Service	3	5	3	1		3	5	6	6	1	3	17	53	
PPO Served		1											1	
Federal Docket Ticket														0
Criminal Offenses														
Animal Neglect						3							3	
Arrest	8	3	10	9	11	10	4	10	15	8	4	5	97	
Assault	2	1	3	3	1	1	1	1	1		2	2	18	
B&E	2				1					3	3	4	13	
Bond Revocation													0	
Child Abuse													0	
Child Custody										1	1	1	3	
Child Neglect													0	
Contempt of Court													0	
Counterfeiting			1	1			1	1	1	2	1		8	
CSC						1							1	
Death			1	1	1	2	1	1	1	1		1	9	
Disorderly	3		3	1	6	3	1	1	1	1		2	22	
Domestic Disturbance	12	2	4	6	5	3	4	5	5	5	4	4	58	
Drive-Off	2		1	1	1	2		1	1	1	3		12	
Drug Violation/VCSA	3	2	10	5	3	3	2	2	2		1		33	
Elder Abuse													0	
Embezzlement												2	2	
Extortion/Conspiracy													0	
False ID	1												1	
Family Problems		1	3	1	1	1		1			2	2	9	
Felony with a Gun						1							1	

Criminal Offenses Continued	Jan	Feb	March	April	May	1	July	Aug	Sept	Oct	Nov	Dec	Total
Fight in Progress			2			1		2	1	1	1		7
Fraud				1				1	1	1	15	1	20
Furnishing Alcohol to Minors													
Harassment		2	1		1		2	1		2			5
Health & Safety													
Intimidation			1		1			1	1	1	2	2	8
Intoxicated Person													
Juvenile Runaway				3	2								5
Larceny			2				1	2		1			6
		2	2	1		3	1	6	7	6		1	29
Liquor Violation													0
Minor in Possession							2			3	1	2	8
Missing Person				1				2	1	7	3	1	15
Money Laundering													0
Motor Vehicle Theft													0
Murder													0
Neighbor Dispute													
Noise Complaint						1	1						2
Obstructing Justice			1					1	1				4
Possession Stolen Property													0
PPO Violation				1									2
Probation Violation				2	2	1							5
Property Damage/PIA		1	1	9	5	6	8	8	7	7	14	12	85
Public Peace													1
Resisting						1							1
Robbery													
Sexual Harassment				1									1
Shoplifting													0
Solicitation													0
SOR Violation													0
Stabbing													0
Stalking							1	1	1				3
Stolen Property													0
Threats					1	1	1	2	2	2	1		2
Unwanted Subject		3	2	2	2	1	1	4	1	1	5		22

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<b>Miscellaneous</b>													
Administrative Hours	351.25	378.5	344.75	336.5	344.25	225.75	316.25	257	231.5	282.75	261	336.5	3663
Alarm	1	2		4	3		2	3	3	2	3	2	25
Attempt to Locate	1		1	2	1	2	1		5		1		14
Boat Dock Checks													0
Casino Hours	189	215.5	179.75	127.5	200.75	139.5	152.5	105	119.5	124.75	116	144.25	1814
Civil Standby	2	1			1	1		1	1	1			8
Community Policing		1	1	4	1	1	4	7	3	5		2	29
Court Hours			3.75		1		1	5.5	4.5	3	4.75	2.25	25.75
Death Notification													0
Drug Disposal				1									1
Follow-Up Investigations	10	13	27	16	5	7	19	19	11	14	5	10	156
Found Property			4		1	2		3	3	3	2	1	19
Lost Property			1					2	2				5
Meetings Attended													0
Open Door	1				1	1	1	1	1	1			6
Open Window													0
PBT													0
Special Detail													0
Suicidal Subject	1	2	2		3	1	1	3	4		3	3	23
Total Complaints	63	32	57	70	61	63	67	89	100	92	63	69	826
Total Reports	63	32	57	70	61	63	67	89	100	92	63	69	826
Training Hours	13.25	6.5	20	13	68	6		7	26.25	4	10.25	10.25	184.5
Transport							1					1	2
Trespassing				1	2	1	2	2	1	2			11
Tribal Council Meetings													0
Vehicle Mileage	3051	3170	3477	4114	4535	3002	7545	5865	5114	4935	3722	4222	52752
Voluntary Missing Adult													0
<b>Training/Travel</b>													

February 9-12, 2021 Director Medacco, and Det/Sgt Peffley attended MACP winter conference in Grand Rapids, MI.

March 2021 all officers completed online Implicit Bias training.

May all Officers Participated in Pistol & Rifle qualifications/training.

May 12, 2021 Officer Trisch attended Stop the Bleed training.

May 18, 2021 Officer Coppola attended Strangulation From Statute to Sentence online.

May 19, 2021 Officer Coppola attended Case Study: US vs McCauley Tribal Sexual Assault & Trial online.

May 19, 2021 Officer Coppola attended DV High Risk Team & Protection Orders online.

May 20-12, 2021 Officers Coppola and Askarniowski attended The Sexualization of Strangulation Part 1 & 2 online.

May 24, 2021 Officer Coppola attended How to Seize Smartphones & Preserve Data online.

**Training/Travel**

May 24, 2021 Officer Coppola attended Leveraging Technology to find Child Sex Trafficking Victims online.

May 26, 2021 Officer Coppola attended Case Study: State of Washington vs Jones Bernhard online.

May 26, 2021 Officer Coppola attended Locating trafficking victims through online operations online.

May 26, 2021 Officer Coppola attended Expert Witness Testimony in DV cases online.

June 8, 2021 Officer Snow and Coppola attended CPR training at Justice Center.

June 15-17, 2021 Officer Trisch attended SLEC training online.

June 14-18, 2021 Officer Szpiet attended Pistol/Rifle instructor Course in Harrison, MI.

June 23, 2021 Officer Trisch attended Basic LEIN training online.

June 27-29, 2021 Director Medacco attended MACP Summer Professional Development Conference in Bellaire, MI.

June 2021 Officer Brown attended K9 Handler training in Sterling Heights, MI.

September 2021 Officers participated in PPCT/Taser Training at Justice Center.

September 11-16, 2021 Sgt Rodriguez attended NMMATF annual week long training in Grayling, MI.

October 4-7, 2021 Sgt Rodriguez attended MTOA Conference in Flint, MI.

November 29-30, 2021 Officer Gilles and Szpiet attended Glock Armorer Course in Bay City, MI.

December 2021 Officers attended de-escalation training at Justice Center.

December 5-6, 2021 Officer Trisch attended Interdiction Mastermind training in Frankfort, IL.

**Training Continued**

## 2021

[illegible]



<b>Training/Travel</b>
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March all Officers completed online Implicit Bias training.

May all Officers participated in Pistol & Rifle qualifications/training.

June 8, 2021 Officer Brown attended CPR training at Justice Center.

June 23-25, 2021 Sgt Robles and Officer Bruce participated in CORA/LEC Patrol in Munising, MI.

June 2021 Officer Brown attended K9 training in Sterling Heights, MI.

July 2021 Officer Brown attended K9 training in Sterling Heights, MI.

September 2021 Officers participated in PPCT/Taser Training at Justice Center.

September 7-10, 2021 Officer Brown and K9 Frekki attended Advanced Hard Surface Tracking in Port Huron, MI.

September 20-23, 2021 Sgt Robles and Officer Brown attended NAFWS Great Lake Region Conference in Manistee, MI.

October 3-9, 2021 Sgt Robles attended NAFWS National Conference in Spokane, WA.

December 2021 Officers attended de-escalation training at Justice Center.

December 2021 Sgt Robles participated in Elk Patrol in Gaylord, MI area.

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

**2021**

Administrative Hours	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Arrest(s)	2		2					2					6
Male	1		1										2
Female	1		1										2
ATV Patrol Hours				3.5		0.5							4
Assist(s)	2	1	2	3	8	13	15	23	11	3	9	13	103
Assist Hours	2.25	3.5	2.25	7.25	6.75	18.5	19.5	34.25	11.75	3.25	15	7.25	131.5
Citation(s)	1		1	3	12	11	3	5	2	1		1	40
Civil	1		1	3	9	11	3	5	2	1		1	37
Misdemeanor					3								3
City Assist	1	1	1	4	2	1	2	2	1				15
City Assist Hours	0.5	1	0.5	2.5	2	0.5	2.5	7	0.5				17
City Original													0
City Original Hours													0
Complaints	4	4	4	12	15	19	11	28	7	11	13	9	137
Contacts	65	56	65	118	113	124	169	341	176	133	99	219	1678
Court	1		1			2		2					6
Court Hours	0.5		0.5			3		1.75					5.75
Follow-up(s)	6	1	6	3	3	1.5		4	2	3	3	3	35.5
Follow-up Hours	3.25	0.75	3.25	3.25	1.75			2.75	1.5	2	4.5	3	26
Federal Citation(s)													0
Hours Worked	400	350.5	400	442.75	518.5	424	362	512	378.75	473.5	397	463	5122
Joint Patrol(s)						2		1	4				7
Marine Time						2.25	1.5	2					5.75
Meeting(s)	2					5	5	3	6	2	1	2	26
Meeting Hours	2					14	9.25	3.5	13	2	1.5	2.5	47.75
Paper Service													0
Possible Trespass				1							1		2
PR Activities	2			3		2	5	6	1	3			22
PR Activities Hours	1			7		3.25	10.75	15.5	3.5	15.5			56.5
Property Checks	58	47	58	205	186	133	72	79	60	59	143	155	1255

Snowmobile Patrol Hours	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Training(s)		96											96
Training Hours		4		2	10	8	17	9	15	4	8	8	85
Vehicle Mileage		94		3	36	27.5	68	29	63.5	20.5	18	19	378.5
Vehicle Stops	1110	493	1110	3079	3768	2446	2816	3719	3372	2168	3171	5037	32289
Verbal Warning(s)	5	3	5	22	25	23	15	17	7	5		2	129
Written Warning(s)	2	3	2	20	8	5	10	13	4	4			71
						6							10
Training/Travel								4					

February 21-23, 2021, Sgt Robles, Officers Brown, Gunderson, and Bruce attended snowmobile and winter survival training in Munising, MI.

March 23-25, 2021 Officer Bruce attended online SLEC training.

March all Officers completed online Implicit Bias training.

April 14, 2021 Officer Bruce attended CPR/AED training at department.

May all Officers participated in Pistol & Rifle qualifications/training.

May 12, 2021 Officer Bruce and Johnson-Cook attended Stop the Bleed training.

June 8, 2021 Officer Brown attended CPR training at Justice Center.

Tax Office  
Valerie Chandler

## **Tax Department December 2021 Monthly Report**

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

During the month of December 2021, the Tax Department performed the following:

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

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
  - RTM statuses
  - Motor fuel registration
  - Certificates of Exemption
  - Proofs of Residency
  - RTM benefits provided by the Tribe/State Tax Agreement
  - Tax Agreement Area boundaries
  - Per cap issues/questions/1099 copies (which were referred to Enrollment)
  - 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 November 2021.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Provided weekly updates to ULD that require legal assistance.
9. Issued 9 Certificates of Exemption:
  - Purchaser: 7 RTMs 2 Tribe/Entity
  - Purchase Type: 6 Vehicles 3 Recreational Vehicles
10. Reviewed 18 Tribal Member address and/or name changes; 5 required updating of the RTM list and database.
11. Processed 3 Proofs of Residency.
12. Processed 5 Motor Fuel Registrations.

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
  - New and re-instated RTMs

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

*Little River Trading Post Interactions:*

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post in to the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for January 2022 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,759 Trading Post Motor Fuel and Tobacco Receipts for tribal member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

*Little River Casino Resort Interactions:*

1. Calculated data, processed, and filed month-end tax reports for November, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed November 2021 Tribal tax returns which included:
  - Retail Sales Tax (Little River Trading Post, Little River Casino Resort, and Nectar Spa)
  - Food & Beverage Tax (Little River Casino Resort, Sparks BBQ, and Da J Wok)
  - Lodging & Occupancy Tax
  - Admissions Tax
  - Service Tax

**\*Variable Duties and Accomplishments:**

1. Corresponded with the Da J Wok's accountant regarding the food and beverage tax return form, explained the Tribe's tax laws and answered questions.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees.
3. Prepared the announcement of the November Employee of the Month for another team member to present since I was not going to be available.
4. Prepared and distributed Annual Tribal Business Tax License Renewals.

5. Worked with various departments in updating tribal property information in accordance with the Tax Agreement.

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

1. Received and distributed the 2022 Tribal Certificate of Exemption and Letter of Verification to the Tribe's and Resort's authorized signers.

**Little River Trading Post Interactions:**

1. Worked with Trading Post interim Manager in providing updates on the annual tobacco quota and informed them when to cease tax exemption tobacco sales for the year once the quota was met.

**Little River Casino Resort Interactions:**

1. Issued one Temporary Tribal Business Tax License for the Diamond Rio concert.

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

1. Employee Staff meeting via Teams on December 2, 2021.
2. Employee Recognition Team meetings via Teams on December 2 and 9, 2021.
3. Tribal Council meeting via Zoom on December 8, 2021.
4. Leadership Roundtable meeting via Teams on December 9, 2021.
5. Tribal Council work session via Zoom on December 21, 2021 regarding discussions of a farmer's market.

**Statistics:**

**Total Registered Resident Tribal Members (RTMs): 263**

- Manistee County: 252
- Mason County: 11

**Monthly Tax Revenue\*:**

\*November 2021 amounts received in December 2021

- Retail Sales Tax (Gift Shop) \$1,724.91
- Retail Sales Tax (Nectar Spa) \$19.86
- Retail Sales Tax (Trading Post) (\$133.26)
- Service Tax \$655.83
- Admissions Tax \$1,332.80
- Lodging & Occupancy Tax \$4,636.26
- Food & Beverage Tax (Little River Casino Resort) \$16,053.79
- Food & Beverage Tax (Sparks BBQ) \$1,153.07
- Food & Beverage Tax (Da J Wok) \$1,927.52

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

- Gasoline (includes eligible Government & Resort vehicles): \$5,522.32
- Diesel (includes eligible Government & Resort vehicles): \$167.14
- Cigarettes: \$7,957.68
- Employee (Government & Resort) Discount on Fuel: \$405.75

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

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

- Gasoline: \$0.447/gallon
- Diesel: \$0.457/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products\*): 32% of wholesale price

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



Tribal Historic Preservation  
Jonnie J. Sam

***Department - Historic Preservation Department***  
***Department head and title – Jonnie Jay Sam II, Director***  
***Deember 2021 Department Report***

**1. Department Overview**

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

**2. Department reporting section**

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

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

1. Responded 31 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in meetings with the Ogema and other Leads.
3. Communicated with staff from departments about various items.
4. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.
6. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.

7. Continued to communicate with G. Zaring regarding Manistee Historical Society project and Tribal involvement.
8. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.

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

1. Working with Brickhouse on our web/app project.
2. Working with a group from NMC on a chat line project on culture & history.
3. Attended work session and council meeting about Brickhouse contract.
4. Meeting with Marty Holgren about updating GR Museum project.
5. This project begins in the Spring of 2022 and may go for three years.
6. They are looking for people to participate in this project just like 25 years ago
7. Worked on a memorial tribute for Terri'ba for Endaaying.
8. Produced face book lessons, recorded them and posted them.
9. Produced lessons for students and taught them on Fridays.
10. Consultant to Interlochen Public Radio, Delta Dental, Sleeping Bear Tours.
11. Answered Email and calls about language and culture.
12. Recycled for LRB Pharmacy.

**Year-end report for Language App project**

1. We have extracted, collected, and organized the existing assets from the 2 CD-ROMs. This includes audio files, images, and database information for each lesson, game, story, and legend from the 2 CD-ROMs.
2. We have created a fully rigged 3D version of the main character "Little Fox" and we have done the initial testing of the animation of this character.
3. We have also done testing and sample 2D animation tests for the legends and stories.

#### **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***  
**December 2021, Department Report**

**I. Department Overview**

**MISSION STATEMENT**

...Is to identify the requirements of our customers & earning their respect by communicating openly, clearly, courteously, and promptly to any issues that may arise.

...to exercise our sovereign powers by, providing excellent quality water & sanitation services in accordance with LRB Utility Ordinance, the U.S. Safe Drinking Water Act, & other applicable laws that are beneficial to the safety of the Citizens of the Little River Band of Ottawa Indians & Patrons utilizing our facilities.

**II. Department reporting section**

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- December 31, 2021 / 11:18 AM Force Main Break Manistee Township, Isolated leak by shutting down pumping station, remediation of site with lime and Barricaded affected area. Notified Lead, PEAS Hotline, District Health Department, Manistee Township Supervisor. Contacted various contractors for assistance in repairing leaking pipe. Utility Staff working round the clock to protect the public health and environment. Repairs were completed Jan 3, 2022.
- Mag Meter Programmed wellhouse, replacement disc filter tank received.

***Billing***

Water	\$11,529.14
Sewer	\$14,137.98
Irrigation	\$1,811.84
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$18,386.89
Septage	\$2,345.72
Other	\$477.43
Month Total	\$56,758.33
Yr. to Date Water	\$128,347.47
Yr. to Date Sewer	\$164,415.27
Yr. to Date Irrigation	\$30,498.34
Yr. to Date Fire Suppression	\$96,381.96
Yr. to Date Manistee Township	\$198,751.92
Yr. to Date Septage	\$78,141.12
Other Revenue	\$1,667.58
Credit	\$14,201.03
Yr. to Date Total	\$698,203.66

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 1,753,961
    - b. Ave Daily Flow Gallons 56,579
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 2,560,6933
    - b. Daily Average Gallons 62,610
  - Effluent Gallons**
    - a. 2,3553,890
    - b. Daily Average Gallons 75,996
  - Lagoon**
    - a. Influent 2,444,558
    - b. Daily Average Gallons 78,856
- 3. Septic Sewage**
  - a. Gallons 52,551

### **III. Travel / Trainings / Meetings**

**What: MTERA Board Meeting**  
**Who: Diane Kerr, Gary Lewis**  
**Where: Zoom**  
**Sponsored by: MTERA**

**What: Work Session Office /Garage Expansion**  
**Who: Gary Lewis**  
**Where: Zoom**  
**Sponsored by: Council**

**What: EPA Electronic Data Submission**  
**Who: Diane Kerr**  
**Where: Zoom**  
**Sponsored by: U.S. EPA**

**What: Public Water Operators Compliance Tips**  
**Who: Gregory Walters, Clatus Clyne, Thomas Sutton**  
**Where: Zoom**  
**Sponsored by: EGLE**

**What: WW Operators Protect the Public Health and Environment**  
**Who: Gary Lewis**  
**Where: Zoom**  
**Sponsored by: EGLE**

**What: Educational Opportunities for wastewater operators**

**Who: Gary Lewis**

**Where: Zoom**

**Sponsored by: EGLE**