

**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 *LB*  
**Naangwa:** Date: April 16, 2024  
**Maanda Nji:** Re: March 2024 Operations Report

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We respectfully submit the March 2024 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians  
Departmental Monthly Reports  
March 2024

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Accounting  
Angela Rabb

# Finance Division

## Angela Rabb, Chief Financial Officer

### March 2024 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. **2024 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2024 will be to continue to improve accounting systems and processes.

#### Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2024 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources in reviewing/changing existing department job descriptions.

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

#### Objectives:

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2021. Kathleen Bowers and I attended training for Indirect Costs in August 2023. We learned that BIA has authorized submission of IDC proposals using audited financial statements from 3 years prior instead of 2 years prior to year in question. This should make it quicker to submit proposals and get them approved. We will be working on 2022 and 2023 IDC proposals in April 2024.

6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.
7. Upgrade MIP Accounting software to achieve more efficiencies in processing purchase orders and accounts payable.

## **Property Management:**

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

**Objectives:**

1. Continue tracking and management of all tribally owned vehicles.
2. Continue Construction in Progress system for all tribal and grant funded projects related to fixed assets.
3. Continue regular inventories of Program and Grant assets.

## **Budgeting:**

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

**Objective:**

1. Formulation and assembly of 2025 budget.
2. Publish standardized quarterly budget reports for the tribal membership –January – March 2024 is due April 30, 2024.
3. Improve tracking and handling of property tax issues for all tribal owned properties

## **Purchasing/Travel:**

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

**Objective:**

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

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

## **II. Department Reporting Section**

### **AUDIT 2023**

Rehmann Robson has sent an engagement letter for the audit of the FY 2023 Financial Statements. The letter was approved by Tribal Council, signed by the Ogema and sent back to Rehmann. The field work for audit is scheduled to start April 29, 2024.

## SENIOR STAFF ACCOUNTANT

### *Duties and Accomplishments –*

1. **Projects: No Projects have been - assigned to: The Construction Task Force committee for approved purchases and payments March, no activity: at this time.**
  - i.
  - ii.
  - iii.
2. **Cash Receipts: Daily cash receipts totaled for the month of March were \$1,501,646.04 the General & Special Revenue Account had a total of (263) receipts.**
3. **NGLC: Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow-up to who is collecting the Balance.**
4. **Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,**
5. **Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2023, with the ongoing Inventory there will be several updates as it relates to the assets being no longer in service, several disposals have been identified.**
6. **2023 - Single Audit – Audit Field Work – Audit, Organization financial statements and compliance with Federal awards – Prepping for 2023 Audit.**
7. **1099MISC/1099NEC. – 2023 tax year was sent out in the week of Jan 22nd - 26<sup>th</sup> of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2023. Continued to send tax documents out to the membership / Vendors.**
8. **WEX Card- Monthly Report, removed the terminated employees, scheduled 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 – to the Bank Statement.**
  2. **Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.**
  3. **Utilities report – current payments – monthly report of payments.**

**Construction Task Force –Weekly Meeting - Thursday – review - No Meetings**

**Other Meetings: Staff Meeting – March 7th  
Audit Meeting – None.**

## STAFF ACCOUNTANT

### *Duties and Accomplishments –*

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials

5. Void Stale dated checks
6. Positive Pay
7. Run Bank Deposits

**Meetings Held / Attended** – Staff meeting

**Trainings Held / Attended** –

**Special Tasks / Activities Performed** – Review and approve A/P check run

**Upcoming Projects / Tasks** – Audit

## **Payroll**

**Duties and Accomplishments** –

1. Processed 382 payroll vouchers/checks.
2. Verified 31 PAF's this month which included 1 new employee(s), 1 Job Change/Transfer employee(s), and 2 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 3/8 and 3/22.
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** –

3/7 – March Staff Meeting

**Trainings Held / Attended** –

None

**Other Tasks / Activities Performed** –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2023 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in March and will prepare 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 March and will prepare the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of March to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processed April 1<sup>st</sup> per capita distribution and necessary compliance reporting.
10. Prepared bi-annual certification of personnel costs and obtained necessary signatures.
11. Discussion with Ogema and Leads regarding DOL Overtime Rule/salary threshold increase taking effect as early as April.



### ***Ongoing Projects / Tasks –***

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

### ***Upcoming Projects / Tasks –***

- 1. Quarterly reporting for the 1<sup>st</sup> quarter.*
- 2. Providing items needed for the annual audit.*

## **ACCOUNTS PAYABLE**

- 1. Enter and match invoices with purchase orders and receiving reports.*
- 2. Keyed in all information into the system for processing and printing checks.*
- 3. Verify the budgets and have the check request signed for approval.*
- 4. Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
- 5. After checks are printed put them with the right documentation and have them signed by Council.*
- 6. Check stubs are attached to check request and POs for scanning and stuffed into envelopes for distribution.*
- 7. Print a check register for Positive Pay, Contract Health, Members and Family Services.*
- 8. A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
- 9. Provide receipts as necessary for rent, utilities, and all other payments.*
- 10. Scan in all Housing and Utility payments to the right departments.*
- 11. Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
- 12. Provide management with Accounts Payable information as requested.*
- 13. Maintain court ordered per capita garnishments.*
- 14. Do liquidations and voids as needed.*
- 15. Scan all payments to appropriate vendor folder*
- 16. File original payments by check date in filing cabinets.*
- 17. Pick up mail and sort through it to give to the right person in the accounting department.*

## **Meetings Held / Attended**

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

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

## **Upcoming Projects / Tasks**

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

### **PURCHASING/ TRAVEL OFFICE**

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

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

#### ***Meetings Held / Attended –***

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

1. Backup for the Tax Officer

#### ***Upcoming Projects / Tasks –***

### **Purchasing/Travel Manager**

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

1. Oversee the Purchasing, Travel, and Mail activities and staff.
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.

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

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

1. Worked on revisions to Chapter 1.
2. 3/18 agenda review, master agreement with Amazon.
3. 3/19 work session on Chapter 1.
4. 3/19 work session on Amazon contract.
5. 3/25 agenda review, master agreement with Amazon.
6. 3/26 work session on Chapter 1.
7. 3/27 represented master agreement with Amazon to Tribal Council.

## Receiving

### *Duties and Accomplishments –*

1. Received in 393 packages.
2. Issued 147 receiving reports.
3. Returned 1 item for credit.
4. Made deliveries.

### *Meetings Held / Attended –*

### *Trainings Held / Attended –*

### *Special Tasks / Activities Performed –*

#### *GSA billing*

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

#### *Upcoming Projects / Tasks –*

## Budget Coordinator

### Duties and Accomplishments

- 1) Prepared 5 agenda items for Tribal Council meetings
- 2) Attended 2 Tribal Council Meetings
- 3) Completed 10 Budget modifications
- 4) Prepared and submitted 10 draw downs
- 5) Prepared and submitted 7 financial status reports to agencies.
- 6) Traveled and attended the Redwind OVW Midwest Conference in Minnesota
- 7) Completed a two-day on-line course for Uniform Administrative Requirements for Federal Grants through Management Concepts
- 8) Attended collaborative meeting on Coronavirus Capital Projects Grant
- 9) Attended 4 TEAMS meetings with Child Care Grant personnel

## Grants

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ Coordinate and collaborate with Tribal grant writers and department heads.
- ∞ Complete Closeouts on grants that have completed their lifecycle.
- **Grant Management Software:** We are working with Amplifund representatives to implement the new software. We have had numerous meetings with Amplifund staff and are working on providing information on current grants in order for Amplifund to upload into the software. Implementation meetings continue and we are providing needed information for Amplifund to update the software for our use. The Tribe's employees who handle grants will be training on the new software on April 9, 2024.

## **Expenditures Update**

Total year-to-date expenditures for the Finance Division for March 2024 are \$306,550 compared to an annual budget of \$1,475,869. Total expenses for the Finance Division for year-to-date March 2024, represent 20.8% of the department's total annual budget.

Education  
Yvonne Parsons

*Education Department*

*Yvonne Parsons, Education Programs Coordinator*

**March 2024 Department Report**

**I. Department Overview**

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

**II. Department reporting section**

- **LRBOI Student Services:** During the month of March, we received 7 requests for school clothing having parents/students complete process easier for families. Requests are for \$500 totaling \$3500. One student received funds for a 12<sup>th</sup> grade computer totaling \$1000. One student received funds for senior expenses totaling \$325
- **Higher Education Scholarship:** 5 Higher Education Scholarships were processed for March. Total awards were \$9587, providing assistance to 2 university students and 3 community college students. 4 students were women, 1 student was male.
- **College Book Stipend:** 6 book stipends were processed for March totaling \$2600, 2 students attending 1-3 credits, 2 students attending 4-8 credits, and 2 attending 9+ credits for the winter/spring term
  
- **In addition to processing MITW applications, and assisting students with education related questions and issues, this month we held the monthly activity night with 20 people in attendance.**
- **Attended Teams Staff Meeting March 7**
- **Attended Executive Meeting with Education March 26**
  
- **Activities performed and services rendered fall within budgeted items for the 2024 fiscal year.**

Elders Meal Program  
Victoria Wells



## Elder Meals February Report



Homebound and delivered meal attendances are as follows:

<b>Aki Congregate Meals</b>	<b>Homebound</b>
171	402
<b>Hackley Congregate Meals</b>	<b>Take out</b>
6	0

<b>Bingo At Aki</b>	<b>Bingo At Hackley</b>
14	6
<b>Activities At Aki</b>	<b>Activity at Hackley</b>
11	0

PO #	Distribution Code	G/L	Starting	Ending
240087	4532	5204	\$2095	\$(260)
240247	4523	5202	\$855	\$433
240379	4481	5204	\$2004	\$404
240380	4481	5204	\$3147	\$2379
240553	4523	5601	\$1000	\$492

Fund	G/L	Amount	Explanation
4370	5802	\$179	ServSafe Victoria
4481	5802	\$86	ServSafe Employees
4481	5601	\$776.54	Office Upgrades
4481	5602	\$987.35	Office Supplies
4510	5202	\$1,937.45	Elder Activities
4481	5601	\$1,983.34	Kitchen Equipment

Fund **4449** GL 5204 \$263.78 was utilized from Nawapo for Maple Syrup from Red Lake Nation. These are accounts that were closing out and we wanted to utilize as much money as possible, so the amount sent back was small. Victoria was an invited speaker at the National Title VI conference in Washington D.C, which paid for her to go. The program received recognition on opening day for the gardening accomplishments and was used as a great example on how to utilize funds to make dollars go farther.

The program was given exercise equipment from the MSU extension office for chair exercises to begin either April or May! Given the falls elders have had in the community it will be a great way to work with them on fall prevention. Attendance has dropped slightly but that is normal for the time of year as elders begin traveling. Chair exercises will take up on Fridays so employees have a full day of things to do. Everyone is/will be fully servsafe certified as well!

Enrollment  
No Director

No report submitted.

Facilities  
Rusty Smith

## ***2024 March Maintenance Department Report of Operations and Maintenance Activity***

Submitted by De-Ahna Underwood, Maintenance Office Manager

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

### **I. Department Overview**

#### **Goals & Objectives**

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

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

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

Winter Operational Hours Nov 15<sup>th</sup>-March 15<sup>th</sup>

Winter Maintenance services are provided to the following locations: Eastlake, Government Center, Justice Center, Food Distribution, Gaming/VSP, Natural Resources, Area 51, Facilities Barn, and East Lake.

Periodically: Sugar Shack and Shooting Range.

#### **Work Orders**

- 39 work orders were generated.
- 05 building repair work orders closed.
- 03 build/install furnishing work orders closed.
- 03 supply work orders closed.
- 21 General work orders closed.
- 01 event set up and take down work order.
- 06 Vehicle service work orders closed.
- Mechanic worked on department vehicles and equipment.
- Responded to calls not entered into the work order system.

**Vendors** (buildings overseen by Maintenance)

- 3/6 Pest control pm, 4 locations
- 3/13 Pest control pm, 1 location
- 3/12 Building controls pm, 1 location
- 3/14 Gathering Grounds: Removal of the main breaker and sent in for testing.

**III. Budget Expense Justification**

- |                        |            |
|------------------------|------------|
| • Vehicles             | \$490.00   |
| • Phones               | \$300.00   |
| • Dues & Subscriptions | \$8,533.00 |
| • Supplies             | \$37.00    |

**IV. Travel and Training**

N/A: Written out of budget 2008/2009

End of Report

Family Services  
Vacant Director



**LRBOI VICTIM SERVICES PROGRAM  
MONTHLY REPORT  
March - 2024**

**VSP MONTHLY SUMMARY REPORT**

**PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS**

Continued Cases	11
New Cases	1
Closed Cases	4
Partial Intakes	6
Client Face to Face Contacts	5
Client-related Phone, Email, and Text Contacts	137
Client-related Direct Service Units Provided by Advocates	380
Client-related Accompaniment Provided by Advocates	2

**MEETINGS**

Staff Meeting(s)	0
Program Case Reviews	2
Community Collaboration Meetings	2
Other Meetings	6

**STAFF DEVELOPMENT/TRAINING**

Virtual Training	0
In Person Training and Conferences	2
VSP Sponsored Training Events	0
Other Trainings	0

**OUTREACH & NETWORKING EFFORTS**

Creation of Program and Outreach Materials	3
Event and Training Planning and Preparation	1
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	567



VSP Presentations	0
Networking Activities	0
VSP Website Updates	4
Other Efforts	1

Department Report : Family Services

Case Worker : Rachel Kops

Month : March 24

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					1	
Open Cases					8	
<b>Monthly Totals</b>					9	

Case Management

Total number living in homes served					37	
Total number of Tribal Citizens living in homes served					11	
Total number of descendants living in homes served					16	
Total number of children living in homes served					14	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					1	
ICWA or ICWP referrals					0	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					1	
Case Pending with DHS					1	
Relative placement					1	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					1	
Home Visits					13	
Case Reviews					1	
Binojeeuk					2	
Contacts with outside agencies					53	
Contacts with LRBOI departments					15	
Tribal Elders					1	
Other referrals					1	
<b>Monthly Totals</b>					169	



Department Report : Family Services  
 Case Worker: Stephanie Persenaire  
 Reporting period: March 2024

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent
Intakes	5							
I&Rs								
Open Cases	5				2			
<b>Monthly Total</b>	10	0	0	0	2	0	0	0

Case Management

Total number	29				9			
Total number of Tribal Citizens living in homes served	14				3			
Total number of descendants living in homes served	5				6			
Total number of children living in homes served	15				6			
Total ICWA or ICWP where substance abuse is involved	0				1			
Child Abuse/	0				0			
ICWA or ICV	0				0			
Sexual Abuse	0				0			
Substantiated or Unsubstantiated by DHS	0				0			
Case Pending	0				0			

Relative placed	0				1		
Tribal Foster	0				0		
Non-Tribal Foster	0				0		
Home	0				0		
Alternative placement	0				0		
Court appearances	1				1		
Home Visits	17				3		
Case Reviews	2				0		
Binojeeuk	2				0		
Contacts with	33	3	1		32		20
Contacts with	9						
Tribal Elders							
Other referrals							
<b>Monthly Total</b>	<b>127</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>62</b>	<b>0</b>	<b>20</b>



Newygo

Other

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## LRBOI Be Da Bin Behavioral Health Program March 2024 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 8 clients.

Angela Schwandt currently has 45 clients and 2 referrals. Angela had 59 individual sessions, 43 follow up calls, 6 hours of telepsychiatry. She attended the SAPC (Suicide Awareness and Prevention Coalition) meeting, custody court case, and took the application for Fiscal Years 2025/2026 for the Tribal Behavioral Health Initiative to Tribal Council work session. Webinars attended: How You can Help Others navigate Grief training, Pediatric Psychopharmacology, Intensive Anger Management, and Treating the Chemically Addicted Couple Along the Whole Continuum of Care.

Kimberly (Kim) Hinmon attended meetings: Manistee County Suicide Awareness and Prevention Coalition, Michigan NC Collaborative GONA discussion, ITC Prevention Conference Goal Group, Muskegon MDHHS meeting with Family Services, and with the Manistee County Library for collaboration. She hosted two culture beading classes one in Manistee and one in Muskegon (10 attended). She is planning for Membership meeting, Youth Safe Talk (suicide prevention training), beading classes, & Michigan Indian Family Olympics.

Dottie Batchelder-Streeter currently has (35) 26 clients and 9 Recovery Support clients. Dottie had 2 referrals to detox/inpatient treatment and 3 referrals to other outpatient services/other services. Dottie had 44 individual sessions, 1 crisis interventions, and 58 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting. She attended the Suicide Awareness and Prevention Coalition and Muskegon Suicide Prevention Coalition; HSCB meeting; Tribal/MDHHS Consultation Meeting on Opioid Settlement Funding through State (virtually), and the MDHHS/Community Mental Health training initiative meeting (virtually). Attended webinars of Pain Management, Ethnics for Recipient Rights, Sacred Pregnancy and support, Peer Recovery nutrition, and Social Security workshop. Still working process on moving my office and job descriptions.

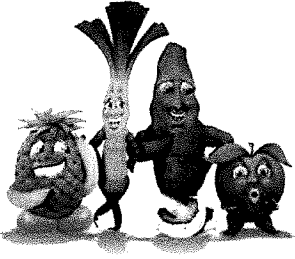
Staff continue to attend webinars as able for certification and continuing education credits. Staff is also in process of planning upcoming events (eg. Wellness Walk).

Respectfully submitted,

Dottie Batchelder-Streeter



Food Distribution  
Jamie Friedel



# Food Distribution Program

## March 2024 Monthly Report

Jamie Friedel, Melanie Ceplina

### 1 Department Overviews:

#### Goals and objectives:

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

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

### 2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

Jamie, Melanie, Chris, and Nicole accepted in, verified, and stored incoming inventory.

Jamie, Melanie, Chris, and Nicole cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, Chris, and Nicole rotated frozen food in the freezer.

Jamie, Melanie, Chris, and Nicole filled food orders.

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

Jamie ordered March and April food for the warehouse.

Jamie, Melanie, Chris, and Nicole and cleaned the office.

Jamie, Melanie, Chris, and Nicole conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie, Melanie, Chris, and Nicole conducted 44 Deliveries.

We received deliveries on Feb. 29<sup>th</sup>, March 4<sup>th</sup>, 7<sup>th</sup> and the 21<sup>st</sup>,

The Food Distribution Office is open to the public.

Melanie sent out 3 applications.

Melanie sent 7 recertifications out.

Added 1 new Households.

We have a total of 74 households with 117 total people.

MEETINGS:

Zoomed a SNAP meeting.  
Midwest Regional Planning meeting.  
MDHSS zoom meeting.  
Midwest Regional Meeting.  
Met with Casino for Midwest Regionals.

The Department has been working hard to get staffing new staffing trained. Our new employees are doing very well. They have been certified through the USDA. They both passed and now are certified to work with our clients. We held our Monthly luncheon on March 22<sup>nd</sup>. We spot lighted the foods that are available on our program. We had Grilled Salmon, roasted sweet Potatoes, rice pilaf and Shepards pie and then for dessert Blueberry cobbler. All our employees had a hand in cooking and serving the meal. There was 25 people in attendance, and they are looking forward for our next lunch on April 26<sup>th</sup> which will feature Goulash. This is for current and potential clients to come in and see what they can do with the foods from our program.

We are still waiting for the USDA to release our funds for the new vehicle. We are hoping in the next couple weeks. This way we can prepare for our Tail-gating trip to Muskegon.

Jamie Friedel Supervisor  
Melanie Ceplina Program Assistant  
Christopher McClellan Food Distribution Assistant  
Nicole Ward Food Distribution Assistant

Grants  
Chuck Fisher/Mark Dougher

## GRANTS OFFICE

### MONTHLY REPORT – MARCH 2024

Perhaps the most important Grants Office occurrence in March of 2024 is the fact that the two “temporary part-time” grant writers who have been trying to hold down the fort (Grants Office) both gave the tribe their two-weeks’ notice to the tribe. This should not have come as any kind of surprise as this possibility has been informally discussed over the past several months. There will be a vacancy in the Grants Office until a successful applicant appears – the grant writer position is currently posted.

There were no grant submissions in the month of March. There are no outstanding grant-related efforts from the point of view of the Grants Office. To the best of our knowledge, there are other grant opportunities being pursued by both Natural Resources/Utilities and Shanaviah Canales (Victim’s Services) - neither of which have directly involved the grants office.

Efforts were made throughout the month to get the Warrior’s Society fully functioning once again. Happy to report that these efforts have borne fruit and efforts are currently underway to achieve these ends. The Warriors Society will have a presence in the Membership Meeting in early April.

At the last monthly Enrollment Commission meeting – Mary resigned so there are only two Commissioners at this time. In a unrelated meeting, Elders Committee, may have recruited two tribal members who expressed an interest in participating. With the loss of Mary, began focusing on the reinstatement of Krystyne as an Enrollment Commission member – met with Council in this regard with mixed TC input as to the need. However, this was eventually passed and Krystyne is now a member of the Commission.

Have also been attending Enrollment related Tribal Council work sessions recently and plan on continuing to do so because there are still some Tribal Council members pressing for the 100% enrollment audit despite numerous issues/red flags associated with proceeding in this manner. There are currently efforts to revise the current Enrollment Commission Ordinance and related regulations, i.e., Regulation # R200-01”EC-01, Section 5-4, “Compliance”, which reads “In regards to compliance with this regulation, substantial compliance with the spirit of this regulation rather than complete compliance is acceptable”.

Spoke with both Bill Willis and Chantel regarding the standing of the Enrollment Department and was able to determine that Chantel has the capacity to handle all of the day-to-day activities of the Enrollment Department. Additionally, she has had some training (and some confidence) with regard to the blood quantum determinations (as some are easier than others). Additionally, in the background, additional support is available to the Enrollment Department/Commission in this regard. Currently, that is, as of today, there are two membership applications.

Anticipate calling a Special Meeting of the Enrollment Commission to take up these (and other related matters) in the next week or two – expect this to occur approximately mid-month. Have not yet put together a formal agenda; however, the 100% audit and related issues will likely be a central focus.

Had a scheduled travel the first part of this week – to the MIEA meeting @ Firekeepers – had to miss this meeting due to mechanical problems with van (believe I may have blown the engine). I have paid the tribe back for the associated travel advance (in full, this was completed 4/1/24). Have not heard anything further regarding the meeting; however, there is an Elders' Committee Meeting this Sunday, on the day following the Membership meeting.

Due to pressing enrollment related matters, will not have the office cleaned up by the end of the week – the task of preparing for the membership meeting (where this is sure to be a topic) has taken a fair amount of time this past week. Can Probably finish clearing out the office with one day of uninterrupted time. Therefore, expect to turn in my badge on Monday (after taking care of what remains to be taken care of).

Have sent this to Mark for his review.

Health  
Daryl Weaver



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

**To:** Larry Romanelli, Ogema

**CC:** William Willis, Tribal Manager

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

**Date:** April 8th, 2024

**Re:** March 2024 Report of Activity – Tribal Health Services

Forrest County Pottawatomi Insurance Department filed 204 claims on behalf of Little River in the amount of \$38,145.52 for third party revenue generation.



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

**CLINIC OPERATIONS: MANISTEE LOCATION**

205 patients scheduled

14 patients NO-SHOW to scheduled appointments

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

61 cancelled appointments

134 patients attending CLINIC PHYSICIAN appointments\*\*

40 patients PHONE TRIAGE\*\*

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

76 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MARCH (Total Patient Volume): 432

Diabetic patients: 46

Flu Vaccines: 0

Injections: 17

Nursing Visits: 4 \*\*

On-site Labs: 132

COVID-19 Tests: 1

\*\*Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 976

DIRECT CALLS TO CLINIC OPERATIONS: 554

SENT FAXES: 161

RECEIVED FAXES: 572

**TRANSPORTS - MANISTEE 7**

**MARCH 2024**

TRAVEL HOURS: 5

SERVICE HOURS: 8

NUMBER SERVED: 7

**MEDICATION DELIVERIES: 4**

TRAVEL HOURS: 1  $\frac{1}{4}$

SERVICE HOURS:  $\frac{3}{4}$

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 6  $\frac{1}{4}$

TOTAL SERVICE HOURS: 8  $\frac{3}{4}$

TOTAL NUMBER SERVED: 11

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

**CLINIC OPERATIONS: MUSKEGON LOCATION**

95 patients scheduled

4 patients NO-SHOW to scheduled appointment

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

27 cancelled appointments

76 clinic referrals – requiring action by Providers and Staff

64 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 20

Flu Vaccines: 0

Injections: 4

Nursing Visits: 0

On-site Labs: 24

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: Muskegon Calls transferred to Manistee

**TRANSPORTS - MUSKEGON: 4**

**MARCH 2024**

TRAVEL HOURS: 11 ¼

SERVICE HOURS: 4 ¾

NUMBER SERVED: 4

**MEDICATION DELIVERIES: 3**

TRAVEL HOURS: 1 ¾

SERVICE HOURS: ½

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 13

TOTAL SERVICE HOURS: 5 ¼

TOTAL NUMBER SERVED: 7

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$64,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1538

TOTAL PRC PAID IN MARCH: \$32,090.93

PHARMACY/OTHER: \$25,710

DENTAL: \$5,878.50

TOTAL PATIENTS: 175 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 371

TOTAL CLAIMS ENTERED: 303

TOTAL PRC PAID 2024: \$123,430.95

TOTAL EHAP PAID IN MARCH: \$31,574.25

TOTAL EHAP PAID 2024: \$85,494.36

TOTAL ENROLLED EHAP/LRBOI: 1308

NEW APPLICATIONS MAILED OR GIVEN: 22

REASSESSMENTS MAILED OR GIVEN: 73

**MEDICARE LIKE RATE (MLR) Savings for March 2024**

Claims submitted: 14 \$29,217.61 (total submitted)

-\$7,774.48 (what we paid)

**\$21,443.13 (total savings)**

**PHARMACY, MANISTEE: March 2024**

Active Patients: 339  
Prescriptions filled: 1480  
Receipts:  
    Insurance payments received: \$ 275,314.43  
    Non-member cash/copays received: \$ 893.46  
Less acquisition cost of medications: \$ 60,850.70  
Net profit: **\$ 215,357.19**  
PRC-equivalent write offs:  
    LRBOI: \$ 23,040.14  
    Other Tribes: \$ 1401.79  
    TOTAL: **\$ 24,441.93**

**PHARMACY, NORTON SHORES: March 2024**

Active Patients: 142  
Prescriptions filled: 607  
Receipts:  
    Insurance payments received: \$ 93,521.54  
    Non-member cash/copays received: \$ 120.98  
Less acquisition cost of medications: \$ 23,939.94  
Net profit: **\$ 69,702.58**  
PRC-equivalent write offs:  
    LRBOI: \$ 12,426.81  
    Other Tribes: \$ 133.23  
    TOTAL: **\$ 12,560.04**

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 March 2024**

**Staff**

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

**Department Overview**

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

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

**I. Housing Activities.**

- A.** During the month, the Department performed the following activities.  
Lease renewals due during the month: 11  
Leases renewed: 6  
New leases: 0  
Annual Inspections: 11  
Move-out Inspections: 1  
Move outs: 1  
Transfers: 0
- B.** Down Payment and Closing Cost assistance grant (HI 100).  
Applications received this month: 3  
Total Number of Awards made during the Year: 1  
Total Amount of Awards for the Year: \$5000
- C.** The Homeowners Assistance Fund received one (0) new application this month, 0 denial. The program has provided \$166,832 in assistance since it began in 2022 and a remaining balance of \$60,492.
- D.** The Housing Director attended Great Lakes Indian Housing Association (GLIHA) meeting in Harris, MI on March 12-14<sup>th</sup>.
- E.** Housing Specialist, Krystal Davis attended Admissions and Occupancy training in Hollywood, FL March 5-9<sup>th</sup> through Native Learning Center.
- F.** The contract for Bath Works to redo the bathroom in Unit 107 at the Elders Complex was complete in 1 day on March 13<sup>th</sup>. Work looks good and is done correctly.
- G.** On Wednesday March 27<sup>th</sup>, Housing Director received approval from TC to submit the 2023 Annual Performance Report to HUD. This was successfully submitted to HUD on March 29<sup>th</sup>.

- H. A new Pepsi machine was delivered to the Elders complex on March 27<sup>th</sup> per a request from residents. It has not been filled as of yet as it is on the delivery route to be completed soon.
- I. On March 7<sup>th</sup> two appeals occurred with Housing Commission. 1 appeal was upheld and 1 appeal was overturned by the Housing Commission.
- J. March 21 was Tribal Day with the Chamber of Commerce in Manistee, about 14 people attended the event where they were provided with tours of various LRBOI operations including Housing. The Housing Director provided a tour of the Aki Community including the elders complex. They then had lunch with the elders at the Aki Community Center.

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

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

**III. Condition of Properties.**

- A. Maintenance currently has 3 units to complete for a move in.

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

LRBOI Housing Department has 86 rental units in total of which 79 were rented giving us an occupancy rating of 92%.

- A. Aki has 60 income based rental units of which 56 were rented during the month as follows:
  - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
  - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  - 3. Aki has 33 low-income family rental units and 29 are rented.
  - 4. Aki has 6 low income family ADA rental units and 5 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

- A. Purchase a new snowplow truck for maintenance
- B. Get approval to add cable and internet to the elders complex community area
- C. Start the RFP process for new roofs for the 12 original homes in AKI
- D. Start a calendar of events at the elders complex to assist the elders in getting together to socialize and enjoy events together as residents of the AKI community.

**End of Report**  
**Tara Bailey, Housing Director**  
April 3, 2024



Human Resources  
Alicia Knapp



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

**To:** Ogema Romanelli  
**From:** Alicia Goff  
**Subject:** March 2024 HR Department Report  
**Date:** 4/12/2024

**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 Operational Plan

- 1) What is in store for 2024. HR is currently preparing and finalizing for the first two quarters and working on 3rd quarter of 2024 Department Operational Plan. Starting to look ahead to 2025 – benefits, training development, process improvement
- 2) **Month Summary:** 401k Audit has started on the 2023 audit process beginning in January 2024 with gathering of information for the 5500 is complete, waiting for information on what other documents will be needed for completion. HR is still finalizing Job Descriptions on L: drive and some starting of updating to current wage updates for 2023 a couple of department holdouts still need to submit with signatures, HR is still waiting for a couple departments to submit updated job descriptions in to make this update complete. It is an ongoing process especially when posting positions to yield good candidates. Training are in the works for the HR Team. SOPs are still in the process of being reviewed/updated.

### 3) Talent Acquisition

a) Talent Acquisition for March:

(1) Number of Hires During the Month: 1, 1 transfer

(2) Number of Open Positions: 10 postings up (seasonals 8 employees within that numbers); Another 3+ the seasonals positions in process of interviews and offers forthcoming– more new employees should be onboarded by the end of April and May 2024. Some NRD seasonals should be starting end of April but the bulk of them will be starting in May. Prescreenings will start in March.

(3) Postings Seasonal positions went up, 9 seasonal - new NRD positions and 1 FT positions posted for Wildlife Biologist for NRD was our only start in March. 1 NRD transfer/contract employee change started in March. Family has a couple postings that yielded a number of applicants. Case Manager Generalist had 4 applicants, and all are preference, interviews coming in April. Commerce department has 2 positions posted with no applicants at the end of March.

(4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection will go back to meeting in person. Hiring policy update is in the works and should be finished by the end of April.

- (5) Thank you, Hiring Managers, for your continued help.
- (6) 4 terminations of 2 long-time employees 2 TM (resignations) They will be missed, 1 NA – TC Contracted and 1 NP – NRD by resignation.
- (7) Updated Recruiting Work Priority: Gaming – Surveillance Operator is down one position and accepting applications currently, Gaming looking for a Background Investigator after resignation, Clinic– still looking for professional positions. Clinic will be posting more in April/May.
- (7) Applications have increased by a few, but on-line usage of application has been consistent – averaging now around 10 per month, mainly because of the seasonal positions. Still experiencing problems with online submissions but process of updating. Postings going through Arctic are taking 3-5 days to be on our site – not ideal situation but have figured out how to make it work accordingly.
- (8) Department employee outlook – changes slow but set for more in 2024!
  - i) Approximately 4 (8 seasonal, 3 - Reg FT positions are now in the selection/interview/offer steps of the process. We expect to see more new hires into April/May. Screenings are picking up due to the influx of Seasonals.
  - ii) Applications are coming in and are picking up, averaging 4 per position posted. Utilized LinkedIn, Indeed, NNAHRA and other sites.
  - iii) HR conducted 1 transfer orientation/paperwork session transfer employee and one for new hire.

#### **4) Talent Development and Relations**

- a) Leadership and Team Member Development.
  - i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions are still to be scheduled and will continue. PIP's complaints and grievances are down a bit.
  - ii) Provided additional HR support to the leadership of various departments when asked.
  - iii) The Employee Recognition Team continues but no employee recognition for the present but are providing information to employees. Mindi Smith HR Specialist providing updates from HR during at the monthly employee meetings for 2024. Citing birthdays, anniversaries, and accomplishment for employees.
  - iv) Continued assisting leadership with sensitive employee relations issues when asked.
  - v) Assisted departments with job description update – Moving forward to review job duties and further update of wages for new postings.
  - vi) PAF's for 3% are being processed, along with pay range updates are finishing up.
  - vii) HR Answers... More instore for 2024.

#### **B)HR Department Development Initiatives:**

- viii) HR Development Events: 3 – communication, conflict resolution, investigation, employee relations, MIP, THRP II Certification – February = 66 hours all in HR, none received from other departments.
- ix) Continued file migration to Office 365 storage solutions continuing. As is lifting to the cloud and SharePoint problems. Looking forward to SABA being renewed for use for training and performance management.
- x) Continued project to improve HR use of MIP data along with file storage, still on-going and will always be ongoing.
- xi) Further updates are needed on L:drive – forms and resolutions, policy/procedures, and our HR share drives to be recreated as well as the HR SharePoint mysteriously went away. Arctic is working on continued issues with server and process issues.

**Training and Development hours totaled: 12 hours reported hours in January.**

**5) Benefits and HR Administration**

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 1 IFML still active, 1 M/L due back in March and 2 are pending for April.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has decreased minimally – loan requests and payouts were processed.
- d) Continued processing new hire insurance enrollments and separation disenrollment and some COBRA inquiries.
- e) 401k financial adviser visit was scheduled for late March. HR has the 2024 calendar from the advisors.
- f) Meetings scheduled for getting the ball rolling for possibility of becoming Self-funded for our insurance needs. We have some of the paperwork/reports to start that process. Still collecting information on this and seeking more from our reps.
- g) Processed insurance benefit plan check requests. Waiting for a service contract to be approved – in review.

**6) Safety**

- i) Continued COVID-19 support and tracking. 2 reported.
- ii) Recordable Injuries: 0
- iii) Near Miss/1<sup>st</sup> Aid: 1 near misses.

**7) Tribal Preference Report**

**Preference Report for March 2024**

**Employee Count by Preference for March**

106 Tribal Members	-2	53% (53.2%) of Tribal Government Workforce
09 Native American	-1	5%- (4.52%) of Tribal Government Workforce
12 Tribal Descendants		6% (6.0%) of Tribal Government Workforce
10 Tribal Spouses		5% (5.0%) of Tribal Government Workforce
No data on Tribal Parent – found		0% of Tribal Government Workforce
Loss in preference for March 2024	- 3	
Total preference = 137		69% (68.84%)

62 non-preference

+1 change

31% (31.1%)

**Total of all employees 199 – 2 Overall loss to workforce in March 2024.**

**WFD Program**

**8) Workforce Development**

- i) WFD has moved up to Ogema's office (Tribal Manager) until Commerce Department is up and running.

Regards,  
Alicia Goff  
HR Manager

Information Technology  
Andrew Jeurink (Interim)

Information Technology Department  
Monthly Report  
April 2024

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

*Duties and Accomplishments –*

1. Drug Screening is ready for operation since final walk through 2/28/24. IT is waiting for the clinic to notify us when ink cartages are replaced so we can add the printer to intune.
2. Muskegon Pharmacy computers have been identified and is being corrected in the naming scheme. (Ongoing project)
3. Spectrum is working on a proposal to take ownership of the network. Sending separate bids for cameras and wireless project.
4. TKS is working on proposal to take ownership of the door and camera.
5. Arctic IT is working on a proposal to take ownership of the network.
6. Internal IT has submitted with HR on posting vacant positions.

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

1. 2024
  - Create Training videos and increase documentation/workflow
  - Business Continuation Planning
  - Internal IT Career training path
  - Review and update internal IT policies.
8. 102 new IT work orders were opened in March 2024 and 120 IT work orders completed in March 2024.
9. Arctic IT data for March is not available until April 10<sup>th</sup>. AIT has had 302 tickets opened in the Month of February and closed 273 with 58 tickets remain open.

*Meetings Held / Attended –*

1. Held Staff Meetings with Elevate and ArticIT.

*Trainings Held / Attended –*

*Special Tasks / Activities Performed –*

Legal Assistance  
Mary Witkop



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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: April 9, 2024  
Re: March 2024 report of activities

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Number of tribal members assisted on new issues	59
Number of referrals received	1
Number of continuing cases:	44

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Real Estate
Wills	Adoption
Trusts	LLC Annual Statement
Estate Planning	Termination of Power of Attorney
Medical Power of Attorney	Expungement
Civil	EIN
Power of Attorney	S Corporation
Amend Estate Planning Documents	Conservator - Adult
Probate Estate	Closing Probate Estate
Income	Court Fees and Costs
Garnishment	Lady Bird Deed
Domestic Violence Victim	Evidence
Termination of Medical Power of Attorney	Guardian - Minor
Personal Protection Order Objection	Contract Termination
Witness Tampering	Change of Beneficiary

Amend Judgment of Divorce  
Housing  
SSA Card  
Post Divorce  
Lady Bird Deed Recission  
Marriage License  
Tax Garnishment  
CPS  
Funerals  
Power of Attorney and Bank Accounts  
Special Needs Trust

Limited Guardian – Minor  
Show Cause  
Refinancing  
Guardian Adult – Amendment  
5 Wishes  
Custody  
Life Insurance  
Stock Transfer  
Beneficiary  
Mark as a Signature  
PPO - Objection

Sample of Work Performed:

Assisted a tribal member successfully object to a PPO

Assisted a tribal member with an income tax garnishment

Assisted a tribal member obtain a limited guardianship over grandchildren when the parents were unable to properly care for the children

Assisted a tribal member rescind a Lady Bird Deed

Members Assistance  
Jessica Steinberg

**Members Assistance Department**  
**March 2024 Monthly Report**  
*Submitted by Jessica Steinberg, Coordinator*

*Members Assistance Department Mission Statement*

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

**Department Overview:** Established in 2003 to address direct service shortfalls and increase access to critical social service-based support for members residing in the service area, as well as those residing outside the service area. This occurs through a combination of grant funded programs made available throughout the 9-County service area, and Little River Band of Ottawa Indians (LRBOI) Tribal Government financial support, with benefits coordinated per regulatory requirements. This is a temporary assistance program for LRBOI families/individuals in need.

**Departmental Staff:**

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

**PROGRAMS ADMINISTERED & FUNDING SOURCE:**

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

- *Heating*                      \$200 minimum benefit, \$1,200 maximum benefit
- *Cooling*                      \$200 minimum benefit, \$1,200 maximum benefit
- *Crisis Assistance*        \$1,200 summer maximum, \$1,200 winter maximum
- *Weatherization*        \$10,000 maximum

Eligibility for services is determined using an income-based needs formula by assistance type. Level of Need Funded (LNF) is determined using 150% of the federal poverty level (FPL) or 60% of the state median income (SMI), and all household income is counted for the LNF. Maximum assistance is determined by assistance type. Eligibility in 2024 is based on 150% FPL and LNF is determined by the percentage calculated in an income matrix, as approved in the LRBOI LIHEAP Model plan. This change is in effect as of the new grant fiscal year period, October 1, 2023.

**LIHEAP – March 2024 Report [continued]**

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

*\*Amounts would be the total available for each program category under the Model Plan-2023.*

<b>Total Award at time of Report FY 2024</b>	<b>\$174,556</b>
○ Heating – 30% of total funds awarded	\$ 52,366*
○ Cooling – 10% of total funds awarded	\$ 17,456*
○ Crisis Assistance – 35% of total funds awarded	\$ 61,095*
○ Weatherization – 15% of total funds awarded	\$ 26,183*
<b>Balance of Available Resources to date:</b>	<b>\$ 81,371</b>
<b>Percent of Budget Expended (as of report)</b>	<b>47%* (in total)</b>

*The Model Plan benefit ceilings set by the agency (ACF) for FY 2024 are \$200 (minimum assistance) and \$1,200.00 (maximum assistance) in the heating, cooling, and crisis assistance line items.*

**LIHEAP ACTIVITY – HOUSEHOLDS SERVED – March 2024**

**(\*this is an average/median amount)**

<b>Assistance Type</b>	<b>Households Served</b>	<b>Ave. Benefit/Household*</b>
<i>220 - Heating Assistance</i>	<i>13</i>	<i>\$ 900.00</i>
<i>221 - Crisis Assistance</i>	<i>9</i>	<i>\$ 600.00</i>
<i>222 - Cooling Assistance</i>	<i>0</i>	<i>0</i>
<i>223 - Weatherization Assistance</i>	<i>0</i>	<i>0</i>

The impact of per capita payments on persons receiving social security disability (SSD) and supplemental security income (SSI) was less in March than in February, and persons received 100% of the benefits they were supposed to receive. However, the impact of less income continues to limit the citizen’s ability to pay all their life expenses (heat, electricity bills).

**MA SERVICES DELIVERED FISCAL YEAR 2024 – March 2024**

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

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

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

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

<b>Assistance Type</b>	<b>Households/Individuals Served</b>	<b>Ave. Benefit/Household*</b>
<b>Rental/Mortgage Assistance</b>	<b>2</b>	<b>\$1,200.00</b>
Applications:	3	
<b>Low Income Energy Assistance</b>	<b>14</b>	<b>\$300.00</b>
Applications:	14	
<b>Food Assistance*</b>	<b>41</b>	<b>\$300.00</b>
Applications:	45	
Total cards issued:	91	
<b>Emergency Transportation</b>	<b>9</b>	<b>\$400.00</b>
Applications:	10	
<b>Elder Chore Service</b>	<b>5</b>	<b>\$400.00</b>
Applications:	7	
<b>Home Repair Program</b>	<b>4</b>	<b>\$465.00</b>
Applications:	4	
<b>Bereavement</b>	<b>5</b>	<b>\$7,500.00</b>

**MA SERVICES DELIVERED FISCAL YEAR 2024 – March 2024 [continued]**

**INTERDEPARTMENTAL REFERRALS & DEPARTMENT(S)**

<u>Date</u>	<u>Service Requested</u>	<u>Department</u>
03/07/2024	Case Management	Family Services
03/13/2024	Case Management	Family Services
03/19/2024	Case Management	Family Services
03/21/2024	Homelessness/Case Management	Family Services

Phone contacts and inquiries: 264

The Program Coordinator logged one hundred twenty-eight calls (128) for assistance, and the Program Specialist logged one hundred thirty-six (136) documented calls for assistance.

\*Food Assistance inquiries and applications remain the most frequent request. Energy bill assistance are the second most frequent requests. Emergency Transportation requests to address the costs of auto repairs ticked up slightly compared to the previous two months.

The impact of per capita payments on persons receiving SSI/SSD benefits must be examined. There are programs allowed under the Social Security Administration and the General Welfare Exclusion Act that LRBOI could implement to reduce the taxable and benefit reduction burdens, especially for our citizens below the federal poverty level. The department recommends the Executive administration begin to review these opportunities that would be of benefit to our citizens.

## MA FY 2024 March Report [continued]

### MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:

As stated in the February 2024 monthly report: The Department continues to be the first stop for all assistance within the LRBOI Health and Human Services structure—we are the primary source of referrals for other services.

In the delivery of Human Services, temporary monetary assistance, should be the last step in service delivery.

The department has identified, as reported in February 2024 a process for the delivery of human services to our citizens, which would collaborate and coordinate all available programs and service opportunities for our citizens beginning with Case Managed outcomes and the process:

Client Intake/Triage of LNF=>Case Management Assignment=>Referral(s)=>Temporary Assistance Need Identified/Eligibility Determinations=>Client Follow-up/Monetary Assistance if determined necessary.

It is necessary to create a case managed environment to address the needs of our citizens, which examines an integrated approach and model delivery—there are examples available including the Zoongaadiziwin model. It is also necessary to examine the Temporary Assistance to Needy Families (TANF) model under the TIWAHE Initiative and create a plan to access the federal funding made available to Tribes, under self-governance (self-determination) agreements. The Red Lake Nation in Minnesota has an exemplary model; this plan could be replicated at LRBOI, but it will take a task force effort to address this issue.

The department experienced some information technology issues with the ability to retrieve information sent by clients in differing formats. After several calls with Arctic IT, the plan is to send those files to Arctic to be reformatted and made accessible to Members Assistance staff. The department needs to establish an inbox and application system available online that allows email attachments to follow the application, which reduces the potential of an email being missed with an assistance request, and the proper documentation not being able to be attached to the file. It is extremely cumbersome to copy, paste and print jpeg files, and other files that are included in the body of an email to ensure the supporting documents are in the file, allowing applications to be evaluated in a timely manner, and processed.

*Respectfully submitted - Jessica Steinberg, Coordinator*



Natural Resources  
Frank Beaver

Planning  
Steve Parsons

## BIA ROADS/PLANNING DEPARTMENT REPORT

March 2024  
Steve Parsons

### Meetings/Conferences/Trainings

- On March 7, 2024, I attended the virtual Microsoft Teams meeting for LRBOI Government staff.
- On March 15, 2024, 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. The guest speaker was Lee Shirey from the U.S. Economic Development Administration (Chicago Regional Office). Also attending the meeting were representatives from the Nottawaseppi Huron Band of Potawatomi, the Little Traverse Bay Band of Odawa Indians, and the Sault Ste. Marie Tribe of Chippewa Indians.
- On March 19, 2024, I attended a Zoom meeting with Ken Ockert of GTEC to discuss the prioritization and scheduling of upcoming BIA Roads projects for 2024.
- On March 25, 2024, I attended the Tribal Council Agenda Review meeting to represent an item scheduled for the March 27, 2024 meeting—request for authorization of a contract addendum with Mark Niesen, the Tribe’s current building inspector.
- On March 26, 2024, I attended a Tribal Council work session to discuss an item scheduled for the March 27, 2024 meeting—request for authorization of a contract addendum with Mark Niesen, the Tribe’s current building inspector.
- On March 26, 2024, I participated in a webinar providing an overview of the HEARTH Act, a federal law that allows tribes to approve land lease regulations that, once approved by the Department of Interior, do not require further approval by the BIA.
- On March 27, 2024, I attended the Tribal Council Meeting to represent the agenda item requesting authorization of a contract addendum with Mark Niesen, the Tribe’s current building inspector. The addendum was approved by Tribal Council.

### Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2024: We are currently in the process of preparing the schedule for this year’s BIA Roads construction projects. These projects are as follows:
  1. Government Center Parking Lot #2 (Clinic parking area). This project involves the removal of the pervious concrete portion of the Government Center Parking Lot that primarily services the clinic. The removed pervious concrete sections will be replaced by solid concrete. This project will be financed by BIA Roads maintenance funding.
  2. Extension of Sugar Shack Road: This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.
  3. Tribal Cemetery Road: This project will begin as soon as possible in the spring. Now that the gravel road for Phase 1 of the cemetery has been completed, we will be using BIA funding to include other features, such as irrigation and landscaping. We will also be adding

electric power to the cemetery, through a primary electric line provided by Great Lakes Energy.

4. US-31 Roundabout Project: The construction portion of this project was finished in October 2022. This year's activity will include the repair or reinstallation of irrigation systems that were damaged during the initial road construction in 2022.
5. Loon Drive: This project will include a "mill and fill" which will consists of grinding the top 1.5 inches of asphalt and use that as filler while applying a new coat of asphalt on top.
6. Aki Maadiziwin Connector Road, Frost Road & US-31: This project (now in its second year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2023-2025), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

- **Additional Activities**

- At the request of MDOT, I am participating on the recently reestablished "M-22 Pure Michigan Byways Committee." The committee includes representatives from Manistee, Benzie, and Leelanau Counties.
- Also, at the request of MDOT, I am participating on the newly-formed "Rebuilding US-31 in Manistee Stakeholders Group." The purpose of this group is to provide input to MDOT regarding the US-31 rebuilding project which will start south of Stronach Road in Filer Township, continue north through the City of Manistee, and end at M-55 in Manistee Township. This stakeholders group will meet periodically throughout the design and planning phase of this project. Construction is tentatively scheduled to take place in 2027.
- I am also involved in the efforts to secure federal grant funding for the renovation and expansion of the LRBOI Justice Center. Also involved in these efforts are: Chuck Fisher (LRBOI Grant Writer), Spring Medacco (Tribal Court Administrator), and Robert Medacco (LRBOI Public Safety Director). Steve Feringa of Stoney Point Studios is providing architectural and planning input as well.
- We are still in the process of repairing a downed light pole at the US-31/M-22 Roundabout directly in front of the Little River Trading Post. The light was knocked over sometime during the latter part of December 2023. Countyline Power, the electrical contractor who installed the lighting system at the roundabout, is performing the work. Due to a delay in obtaining the parts necessary to make the repairs, work has been delayed once again and is not expected to commence until late April 2024. Our best estimate is that repairs will be completed by mid-June 2024.

Public Safety  
Robert Medacco

**Little River Band of Ottawa Indians**  
**Department of Public Safety Monthly Report**  
**March-24**

**General Patrol**

Assist Citizen	
Assist Motorist	
Assist Other Agency	6
City Assist	4
County Assist	15
Medical Assist	3
MSP Assist	1
Other Calls for Service	1
Property Checks	495
Suspicious Person	1
Suspicious Situation	1
Well-Being Check	4

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	4
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	2
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	1
OWI	
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	13
Unsecured Vehicle	
Verbal Warning	12
Warning Ticket	

**Processes**

Bench Warrant Entered	
Civil Process (Paper Service)	22
PPO Served	
Federal Docket Ticket	

**Criminal Offenses**

Animal Neglect	
Arrest	8
Assault	2
B&E	
Bond Revocation	
Child Abuse	1
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	1
Death	
Disorderly	
Domestic Disturbance	6
Drive-Off	
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	2
Extortion/Conspiracy	
False ID	
Family Problems	
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	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	2
Property Damage/PIA	4
Public Peace	
Resisting	1
Robbery	
Sex Offense	

**Criminal Offenses Continued**

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	1
Stolen Property	
Threats	3
Unwanted Subject	1

**Miscellaneous**

Administrative Hours	207.5
Alarm	2
Attempt to Locate	1
Boat Dock Checks	
Casino Hours	143
Civil Standby	1
Community Policing	4
Court Hours	0.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	4
Found Property	2
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	2
Total Complaints	49
Total Reports	49
Training Hours	48
Transport	
Trespassing	2
Tribal Council Meetings	
Vehicle Mileage	3137
Voluntary Missing Adult	

**Training/Travel**



**Little River Band of Ottawa Indians  
Great Lakes Conservation Enforcement Activities  
March-24**

Administrative Hours	54
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	277
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	3
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	4
Training Hours	8.5
Vehicle Mileage	3139
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	

**Little River Band of Ottawa Indians  
Inland Conservation Enforcement Activities  
March-24**

Administrative Hours	181.75
Arrest(s)	2
Male	
Female	
ATV Patrol Hours	
Assist(s)	10
Assist Hours	8.5
Citation(s)	2
Civil	2
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	20
Contacts	582
Court	2
Court Hours	2.5
Follow-up(s)	10
Follow-up Hours	12.25
Federal Citation(s)	
Hours Worked	400.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	6
Meeting Hours	8.5
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	128
Snowmobile Patrol Hours	
Training(s)	11
Training Hours	38.5
Vehicle Mileage	3005
Vehicle Stops	
Verbal Warning(s)	7
Written Warning(s)	3

**Training/Travel**

March 26-28, 2024 Officer Gunderson attended SLEC training on line.

**Little River Band of Ottawa Indians  
Court Security Activities  
March-24**

<b>Administrative/Reports</b>		
Hours		
<b>Assist Other</b>		
Hours		
<b>Court Cases</b>		1
Hours		0.5
<b>Property Checks</b>		11
Hours		10.25
<b>Screenings</b>		41
Hours		8.5
<b>Contraband</b>		
<b>Weapons</b>		
<b>Denials</b>		
<b>Surveillance</b>		103
Hours		122.75
<b>Training</b>		1
Hours		1
<b>Transports</b>		
Hours		
<b>Training/Travel</b>		

**Little River Band of Ottawa IndiansA1:K48**  
**Department of Public Safety Quarterly Report**  
**1st Quarter**

	January	February	March	Total
<b>General Patrol</b>				
Assist Citizen		1		1
Assist Motorist				0
Assist Other Agency	4	8	6	18
City Assist	3	7	4	14
County Assist	8	10	15	33
Medical Assist	2	1	3	6
MSP Assist	4	3	1	8
Other Calls for Service	3		1	4
Property Checks	537	421	495	1453
Suspicious Person	2		1	3
Suspicious Situation		1	1	2
Well-Being Check	3	1	4	8
<b>Traffic/Vehicle</b>				
Abandoned Vehicle				0
Accidents	4	9	4	17
Disobeying Stop Sign				0
Driving License Suspended	1	1		2
Expired Drivers License	1		2	3
Expired License Plate	1			1
Fleeing and Eluding		1		1
Hit and Run		2		2
MDOP				0
Minor in Car				0
Motor Vehicle Theft				0
No Proof of Insurance	1		1	
Open Intoxicant		1		1
Other Traffic Citation	1			1
OUID				0
OUIL		1	1	2
OWI	1			1
Parking Ticket				0
Reckless Driver			1	1
Speeding Ticket				0
Stolen Vehicle				0
Suspicious Vehicle	1		1	2
Towed Vehicle				0
Traffic Stop	11	16	13	40
Unsecured Vehicle				0
Verbal Warning	4	10	12	26
Warning Ticket				0
<b>Processes</b>				
Bench Warrant Entered				0
Civil Process (Paper Service)	6	2	22	30

	January	February	March	Total
<b>Processes Continued</b>				
PPO Served				0
Federal Docket Ticket				
<b>Criminal Offenses</b>				
Animal Neglect				0
Arrest	10	10	8	28
Assault	1		2	3
B&E		1		1
Bond Revocation				0
Child Abuse			1	1
Child Custody				0
Child Neglect				0
Contempt of Court				0
Counterfeiting/Forgery	1			1
CSC		1	1	2
Death				0
Disorderly	1			1
Domestic Disturbance	7	6	6	19
Drive-Off	1	3		4
Drug Violation/VCSA	4		2	6
Elder Abuse				0
Embezzlement	1		2	3
Extortion/Conspiracy				0
False ID				0
Family Problems	1			1
Felony with a Gun				0
Fight in Progress		1		1
Fraud	1	1		2
Furnishing Alcohol to Minors				0
Harassment	1			1
Health & Safety	4	1	2	7
Intimidation	1	3		4
Intoxicated Person		1		1
Juvenile Runaway		1		1
Larceny	1	2	1	4
Liquor Violation		1		1
Minor in Possession				0
Missing Person		1		1
Money Laundering				0
Motor Vehicle Theft				0
Murder				0
Neighbor Dispute		1		1
Noise Complaint		1		1
Obstructing Justice				0
Possession Stolen Property				0
PPO Violation	1	1	1	3
Probation Violation			2	2

	January	February	March	Total
<b>Criminal Offenses Continued</b>				
Property Damage/PIA	4	9	4	17
Public Peace				0
Resisting			1	1
Robbery				0
Sexual Harassment				0
Shoplifting				0
Solicitation				0
SOR Violation		1		1
Stalking		1	1	2
Stabbing				0
Stolen Property				0
Threats	2	3	3	8
Unwanted Subject	1	1	1	3

<b>Miscellaneous</b>				
Administrative Hours	321.75	237	207.5	766.25
Alarm	1	2	2	5
Attempt to Locate			1	1
Boat Dock Checks				0
Casino Hours	99.5	115	143	357.5
Civil Standby		1	1	2
Community Policing	5	4	4	13
Court Hours	2.5	2	0.5	5
Death Notification				0
Drug Disposal				0
Follow-Up Investigations	11	7	4	22
Found Property	3	1	2	6
Lost Property		1		1
Meetings Attended				0
Open Door				0
Open Window				0
PBT				0
Special Detail				0
Suicidal Subject	1		2	3
Total Complaints	59	54	49	162
Total Reports	59	54	49	162
Training Hours	3.5	2	48	53.5
Transport				0
Trespassing		2	2	4
Tribal Council Meetings				0
Vehicle Mileage	3645	3988	3137	10770
Voluntary Missing Adult				0

<b>Training/Travel</b>				
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February 7-9, 2024 Director Medacco and Det/Sgt Pefley attended annual winter conference for MACP in Grand Rapids, MI.

March 4-7, 2024 Officer Trisch and Aksamitowski attended ALS Less Lethal training in LaGrange, IN

March 11-14, 2024 Director Medacco attended MITLEA Conference in New Buffalo, MI



Tax Office  
Valerie Chandler



## **Tax Department March 2024 Monthly Report**

**Staff:** Valerie Chandler, Tax Officer  
Deborah Miller, Tax Department Administrative Assistant

During the month of March 2024, 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
  - Copies of 1099s, 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 February 2024.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 4 Certificates of Exemption:
  - Purchaser: 4 RTMs 0 Tribe/Entity
  - Purchase Type: 3 Vehicles 1 Construction 0 Recreational Vehicle
9. Reviewed 41 Tribal Member address and/or name changes; 6 required updating of the RTM list and database.
10. Processed 2 Proofs of Residency.
11. Processed 21 Motor Fuel Registrations.

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

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

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

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for April 2024 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,008 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed February 2024 Tribal tax returns which included:
  - Retail Sales Tax
  - Food & Beverage Tax
  - Lodging & Occupancy Tax
  - Admissions Tax
  - Service Tax

**\*Variable Duties and Accomplishments:**

1. Processed and issued 5 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Corresponded with a couple of car dealerships regarding Certificates of Exemption for Tribal Members wanting to purchase a vehicle.
3. Continued to work with Resort staff and contracted vendor regarding the tax exemption requirements for the new swipe card system that is in the process to be installed at the Trading Post.
4. Continued to train the Tax Department Administrative Assistant with different duties and responsibilities within the department.
5. Assisted the Purchasing Manager in proofreading proposed amendments to the Purchasing Regulations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
  - Qualifications to issue a Certificate of Exemption for landscaping for a Resident Tribal Member

Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices fluctuate.
2. Worked with the c-store Manager to review tribal member tax exemptions, logging of purchases, policies and procedures and answering any questions.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.
3. Provided feedback and answered questions for resort staff regarding establishing an account with a tobacco wholesaler.

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

1. Tax Officer attended a meeting with vendor for the swipe card system for the Trading Post on March 22, 2024 to discuss tax reporting requirements.

**Statistics:**

Total Registered Resident Tribal Members (RTMs): 255

- Manistee County: 244
- Mason County: 11

Monthly Tax Revenue\*:

\*February 2024 amounts received in March 2024

- Retail Sales Tax (Gift Shop) \$1,178.28
- Retail Sales Tax (Nectar Spa) \$44.76
- Retail Sales Tax (Trading Post) \$3,994.62
- Service Tax \$793.29
- Admissions Tax \$0.00
- Lodging & Occupancy Tax \$10,987.07
- Food & Beverage Tax \$28,034.90

Tribal Member Tax Exemption Rates ("Discounts") for April 2024\*:

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

- Gasoline: \$0.463/gallon
- Diesel: \$0.509/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

No report submitted.

Director out of office

WWTP  
Gary Lewis

**Utilities Department**  
**Gary M. Lewis, Utility Director**  
**March 2024, Department Report**

**I. Department Overview**

**MISSION STATEMENT**

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

**II. Department reporting section**

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Continued work on Lead and Copper Inventory

**Billing**

Water	\$11,035.04
Sewer	\$17,468.50
Irrigation	\$1,810.94
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$17,516.46
Septage	\$11,520.54
Other	\$75.00
Month Total	\$67,495.81
Yr. to Date Water	\$32,521.23
Yr. to Date Sewer	\$49,344.32
Yr. to Date Irrigation	\$5,432.82
Yr. to Date Fire Suppression	\$24,207.99
Yr. to Date Manistee Township	\$53,909.63
Yr. to Date Septage	\$18,920.64
Other Revenue	\$616.67
Credit	\$0.00
Yr. to Date Total	\$184,953.30



- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 2,003,286**
    - b. Ave Daily Flow Gallons 64,662**
  
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 3,001,900**
    - b. Daily Average Gallons 96,385**
  
  - Effluent Gallons**
    - a. 3,429,756**
    - b. Daily Average Gallons 110,637**
  
  - Lagoon**
    - a. Influent 158,534**
    - b. Daily Average Gallons 5,3114**
  
- 3. Septic Sewage**
  - a. 192,009 Gallons**

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

**What: TEDC TUA Study – Grantor Update Meeting**

**Who: Woven Energy, Gary Lewis**

**Where: ZOOM**

**Sponsored by: Woven Energy**

**What: MTERA Board Meeting**

**Who: Gary Lewis**

**Where: Zoom**

**Sponsored by: MTERA**

**What: Leads Meeting**

**Who: Larry Romanelli, Mary Thomas, William Willis, Tara Bailey, Gary Lewis**

**Where: Ogema Conference room**

**What: Council – Woven Energy Contract Approval CPRG Grant**

**Who: Gary Lewis, Jon Robertson, Diane Kerr**

**Where: Council Chambers**

**What: Dixon Engineering Contract Water Tower Painting**

**Who: Gary Lewis, Jonathon Robertson, Diane Kerr**

**Where: Work Session / Council Meeting**

**Sponsored by: LRBOI**

**What: Gosling Czubak Sewer Upgrade work session**  
**Who: Gary Lewis, Jonathon Robertson, Diane Kerr**  
**Where: Work Session**  
**Sponsored by: LRBOI**

**What: Distribution Committee Meeting (EGLE)**  
**Who: Gary Lewis**  
**Where: Utility Office**  
**Sponsored by: EGLE**

**What: MRWA Basic Cross Connection**  
**Who: Gary Lewis, Jonathon Robertson, Gregory Walters, Diane Kerr**  
**Where: Gov Center Lodge**  
**Sponsored by: MRWA / LRBOI**

**What: MRWA Sampling / Monitoring**  
**Who: Gary Lewis, Jonathon Robertson, Gregory Walters, Diane Kerr, Clatus Clyne, Serinda Locklear**  
**Where: Gov Center Lodge**  
**Sponsored by: MRWA / LRBOI**

**What: Basic Water Week**  
**Who: Clatus Clyne, Serinda Locklear**  
**Where: Mt Pleasant MI**  
**Sponsored by: MRWA / I.H.S.**