

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: January 13, 2026
Maanda Nji: Re: December Operations Report

LBR

We respectfully submit the December 2025 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
December, 2025

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**Accounting
Vacant CFO**

Finance Division

Cindy Dunham-Tozer, Controller

December 2025 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. **2025 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2025 will be to continue to improve accounting systems and processes, as well as hire replacements for vacant positions.

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 2025 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. Tribal Council approved an agreement with Rehmann Robson for them to provide services to complete the 2022-2025 IDC proposals.
6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

7. Upgrade Accounting software to achieve more efficiencies in processing all types of accounting transactions and assisting departments with monitoring their financial information.
8. Bring Accounting Department back to full staffing level of 13 employees.
9. Working on all comments on the FY 2024 audit to ensure their narratives of suggestions are being implemented.

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. Publish standardized quarterly budget reports for the tribal membership.
2. 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 2024

Working on all comments on the FY 2024 audit to ensure their narratives of suggestions are being implemented.

STAFF ACCOUNTANT I

Duties and Accomplishments –

1. December Cash Receipts Totaled \$216,004.72 from 234 receipts. Breakdown of Total: General Fund \$203,346.53, Special Fund \$12,658.19.
2. Entered Monthly Journal Entries: Cardinal Health Expenses, Record Pharmacy Revenue Earned, Record Pharmacy ACH Received. Record Utility Rev from Govt Buildings, Elder Complex, & Elder Housing. Also entered other Journal Entries as needed (corrections and adjustments, etc.)
3. Approved and Posted Journal Entries entered by Cindy or Jory.
4. Reviewed and Approved AP Check batches for processing.
5. Uploaded Positive Pay for check runs.
6. Prepared payroll for processing 12/8-12/10/25 due to Angie processing Per Cap.

Catchup work

1. Continued with catchup work.

Meetings attended:

1. Payroll/HR meeting.
2. Staff Meeting at Casino.

Training:

None

STAFF ACCOUNTANT II

Duties and Accomplishments –

1. Reconcile 12 bank statements for November.
2. Bank, Housing, Utilities, drawdowns and misc. journal entries.
3. Review Accounts Payable Check runs
4. Scanned Bank Reconciliations & Journal Entries into S Drive
5. Several miscellaneous projects for Pharmacy, Clinic, Utilities, & the main bank account.

Meetings Held / Attended –

Meeting with Finance Team, Employee Meeting at Casino

Trainings Held / Attended –

Special Tasks / Activities Performed –

Did Pharmacy vs. Clinic comparison revised, went through outstanding checks – still on going, worked on Main bank account being off for reconciliation purposes

Upcoming Projects / Tasks – Outstanding bank account checks, reconciling utility accounts, Accruals for end of year.

Payroll

Duties and Accomplishments –

1. Processed 608 payroll vouchers/checks which includes 190 for year-end life insurance adjustments.
2. Verified 21 holiday Variance forms provided by Surveillance for Thanksgiving holidays.
3. Verified 27 PAF's this month which included 2 new employee(s), 0 Job Change/Transfer employee(s), and 2 termed employee(s).
4. Processed payroll and completed payroll backup cover sheet for pay dates 12/12 and 12/26.
5. Created 401k contribution file and uploaded to John Hancock online.
6. Prepared direct deposit file and uploaded online for processing.
7. Made federal tax deposits as required for each payroll.
8. Printed and/or saved all reports needed for payroll biweekly.
9. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
10. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
11. Reconciled the amounts withheld for Adlife to what was billed for the month.
12. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

12/4 & 12/18 – Payroll/HR bi-weekly 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 - 2025 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in December as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in December as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of December and provided to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processed December per capita payment and necessary compliance reporting.
10. Processed year-end life insurance adjustments and necessary compliance reporting.
11. Processed general welfare disbursement to the membership.

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.

Upcoming Projects / Tasks –

1. Hiring for vacant Payroll/Finance Clerk position.
2. Preparation of 2025 W-2's and annual compliance reporting
3. Preparation and filing of annual per cap and local tax reporting.

4. Preparation and filing of annual CO and NM state reporting.
5. Preparation and filing of fourth quarter reporting.
6. Year end leave adjustments for employees over the 120 hour carryover limit.
7. Preparation of year end carryover liability and payroll accrual.

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. *Have checks signed by two Tribal Council members.*
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. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
11. *Provide management with Accounts Payable information as requested.*
12. *Maintain court orders for per capita garnishments.*
13. *Do liquidations and voids as needed.*
14. *Scan all payments to appropriate vendor folders.*
15. *File original payments by check date in filing cabinets.*
16. *Pick up mail and distribute to appropriate accounting staff members.*
17. *Process Payroll Garnishment payments*
18. *Pay Cardinal Health pharmacy supply invoices*
19. *Contact vendors and/or departments regarding discrepancies, etc.*
20. *Enter address changes.*

Special Tasks / Activities Performed –

1. Send weekly R&E reports to all departments

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 –

Accounting meeting

Employee meeting at Casino

Special Tasks / Activities Performed –

1. Backup for the Tax Officer
2. Backup for the receiving department

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. Handle invoice discrepancies.
24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Put together travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail/Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. Accounting meeting.
2. Employee meeting at Casino.

Receiving

Duties and Accomplishments –

1. Received in 421 packages.
2. Issued 176 receiving reports.
3. Returned 1 item for credit.
4. Made deliveries.
5. ***50 FedEx for mail clerk***

Meetings Held / Attended –

Accounting Staff Meeting
Employee Meeting at Casino

Trainings Held / Attended –

Special Tasks / Activities Performed –

Help

Upcoming Projects / Tasks – shredding

Budget Coordinator

Duties and Accomplishments –

- 1) Prepared 8 agenda items for Tribal Council Meetings
- 2) Attended 2 Tribal Council Meeting
- 3) Attended 2 Agenda Reviews
- 4) Attended Accounting Meeting and Employee Meeting at Casino
- 5) Completed 15 Budget Modifications,
- 6) Prepared and submitted 26 draw downs
- 7) Prepared and submitted 18 financial status reports to agencies
- 8) Participated in Teams meeting with Rehmann – December 3, 3025

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.

Expenditures Update

Total year-to-date expenditures for the Finance Division through December 2025 are \$1,414,403 compared to an annual budget of \$1,572,817. Total expenses for the Finance Division for year-to-date December 2025, represent 90% of the department's total annual budget.

Commerce Department
Jim Wabindato

Department of Commerce Monthly Report – December 2025

Commerce Department Overview (Function and Goals)

The Department of Commerce was established to promote the diversification of the Tribal economy, provide assistance to Tribal members in the areas of business development and job training, as well as to establish a comprehensive recording system for commercial transactions, plus real and personal property.

The goals for 2026 include most importantly to continue the evolution of the Department and staff it in such a way as to meet the needs of the Band, its tribal citizens, and our communities. More specific goals will be included once more clearly defined and the 2026 budget is firmly established.

Staff

Jim Wabindato, Director
Melvin Rogers, Workforce Development
Madison Rogers, BIA Roads/Transportation Planning

Commerce Department (General and Administrative)

Projects, Tasks, and Activities Update

- Launched base webpage for the Commerce Department, including various department functions;
- Continuing to prepare a policy brief that establishes a policy agenda and calendar for 2026 through which the Band will review, update, add to existing laws and regulations related to economic activity;
- Set goal for Q1 of 2026 to collaborate with executive and department directors to identify data and data management needs for program administration and policy development including a Tribal Census like the Community Well-Being Survey of last decade;
- Centralizing data collaboration will consume much of 2026.

Meetings, Conferences, and Trainings

- Meetings with Family Services (12/4, 12/18) and their contractor to stay informed on the implementation of their new client management software, especially in regard to case management;
- Tribal Director's Meeting, which led into the all-Staff meeting (12/5);
- Met with Natural Resources and Cultural Preservation (12/16) on GIS matters, and to address the job description for the acquisition of a GIS Specialist in 2026;

Challenges and Known Issues

Data availability and collection; will continue to work on developing a strategy for Commerce, Executive Departments, and the Band.

Workforce Development (WFD)

Projects, Tasks, and Activities Update

- Update Program guidance and develop SOPs for WFD program (Q4)
- Reviewing existing policies and procedures (Ongoing)
- Digitizing information from historical physical files to be able to conduct analysis
- Conducted intake for two (2) clients
- Dispersed Funds to Tribal Citizens
 - Final processing of Career Assistance Voucher applications - \$600.

Meetings, Conferences, and Trainings

- Attended the 45th National Indian and Native American Employment and Training Conference 12/08 – 12/11/2025
 - Interacted with the various tribe's workforce development staffs to get information and best proactive processes that are being used throughout Indian Country.
 - Received information on several "best practices" that can be integrated into the LRBOI WFD program as well as insight into overcoming some of the more common obstacles encountered in developing and administering the WFD program.
- Facilitated the 477 Wrap-Around Program planning meeting 12/17/2025
 - Gained support from Family Services for coordinated case management between WFD and Family Services/Members Assistance;
 - Shared insights gained at NINAET Conference.

Challenges and Known Issues

- Program guidelines, policies, and procedures are more than a decade old;
 - WFD Guidelines submitted for review.
- Little awareness of the WFD program within the tribal community
 - Aggressive educational outreach to tribal members on the purpose, capability, and value of the WFD program to themselves and the tribal community.
- Will continue to overcome current perception that tribal members believe that they should only be employed by tribal businesses and enterprises; and that the WFD Program's purpose is to create internal positions to provide employment on demand
 - A solution is expected to include educational resources advising tribal members about employment opportunities within their community and how that all employment opportunities can benefit our tribal community now and into the future.

Program Activity (at a glance)

Current Month (December)

Program	New Apps	App Amount	Cases Closed	Amount Sent	BIA Svc Area (4-County)	Rest 9-County Svc Area (other 5)	Outlying Service Area
Childcare Voucher	N/A						
Career Assistance	1	\$200	4	\$600	1	1	3
Adult Work Experience	N/A						
Vocational Training	N/A						
Development and Training	1	\$1,000			1		
Youth Work Experience	N/A						
Academic Internship	N/A						
Professional Internship	N/A						
Employee Development	N/A						

Year to Date (2025)

Program	Apps	App Amount	Cases Closed	Amount Sent	BIA Svc Area (4-County)	Rest 9-County Svc Area (other 5)	Outlying Service Area
Childcare Voucher	N/A						
Career Assistance	23	\$4,600	15	\$3,000	6	8	9
Adult Work Experience	2	\$16,766	1	\$10,827	2		
Vocational Training	N/A						
Development and Training	1	\$1,000	0	\$0.00	1		
Youth Work Experience	N/A						
Academic Internship	N/A						
Professional Internship	N/A						
Employee Development	N/A						
Total	26	\$22,366	16	\$13,827	9	8	9

Tribal Enterprises (including LRH)

Projects, Tasks, and Activities Update

- The Director continues to keep consistent contact with Tyler Leppanen and Brittney Drake at Little River Holdings;
- Continued conversation with LRH, and with coordinating departments, to identify and implement a solution to accommodate housing needs for seasonal employees and transitional program purposes;
- Continue to discuss new businesses, increase knowledge and mastery of existing businesses and opportunities, along with sharing more information with Tribal citizenry;
- Coordinating efforts between LRH and the Band for access to capital for business development and expansion.

Meetings, Conferences, and Trainings

- Ongoing meetings with LRH staff and also Board (12/3, 12/23);
- Attended Intertribal Agriculture Council Annual Conference (12/8-11), where staff was able to network and/or obtain resources for the Band to consult on agricultural development, pursue food as medicine, and training for loan underwriting;
- Met (12/22) with Vicki Sam, Family Services/Elders Program, and Dawn Moneyhan, Tribal member, on issues and planning for food security and sovereignty.

Challenges and Known Issues

- LRH staff and appointed LRH leadership will continue communicating with tribal citizens

Small Business Enterprise (Tribal Citizen Business)

Projects, Tasks, and Activities Update

- Began reviewing and drafting policy brief and also laying out strategy for comprehensive legislative updates addressing community and economic development.
- Implementation plan has been set to accomplish Commerce responsibilities by the end of 2026 Q1.

Meetings, Conferences, and Trainings

No substantial activities to report.

Challenges and Known Issues

A lack of strong corporate laws and coordinated supporting tribal laws needs a deeper policy analysis to present to elected leadership. Based on feedback from leadership and citizens, Commerce will recommend updates to tribal laws and regulations.

Tribal Recording System

Projects, Tasks, and Activities Update

- Discussions continue with Executive Legal, Historic Preservation, BIA Roads, and Natural Resources to begin to coordinate record keeping for the Band.

Meetings, Conferences, and Trainings

No substantial activities to report.

Challenges and Known Issues

An inconsistent and disparate set of records management and storage policies makes tracking down our records difficult.

Education
Yvonne Parsons

No report submitted

Elders Meal Program
Janeen Codden

Elders December 2025 Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Delivery/Grab and Go
63	440
Hackley Congregate Meals	Take out
14	6

Bingo At Aki	Bingo At Hackley
15	14
Activities At Aki	Activity at Hackley
4	

PO #	Distribution Code	G/L	Starting	Ending
251907	4583	5204	\$2113	\$997
251229	4583	5204	\$2310	\$279
251905	4583	5204	\$1955	\$689
252056	4583	5202	\$930	\$412

Guide To PO Numbers
251907 Vaneerden
251229 Gordons
251905 Sysco
252056 Townline

Between the awful blizzard weather and traveling elders our attendance has been quite slim. On the day that all the schools/senior centers in counties around Manistee and Manistee was closed we had one elder attend in person. I encourage them to stay home due to bad weather though. On those days if they live within a one-mile radius we do offer delivery for those that normally attend. Elder safety is always a priority.

Activity attendance is still down. We hope after the new year to start working more with cultural preservation to host story time at lunch once a month during the winter season. We worked with Caitlin from commodities on a joint endeavor lunch on Bingo day. We plan to work together again in March!

Food prices climbed but are holding steady, food quality arriving is still on a downward trend. I am working closely with our suppliers.

(This report is created by Vicki Sam)

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

December – 2025

Diane A. Lonn, Enrollment Director

Jessika Moore, Enrollment Assistant

Department Goals

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, new applications, per cap information. Assisting the individuals search for documents, directing the individual to the appropriate departments for help, creating new Tribal ID's, Direct Deposit, check cancellations and performing any other duties that make the department run smoothly. We are constantly updating the Per cap information and Tribal Members Personal Data Base.

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

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner.
- Enter new addresses.
- Create new Tribal I.D.s
- Enter new information into Tribal members data bases.
- Enter and update direct deposits and check cancellation information into the MIP data base.
- Processing CDIB's
- Verifying information for Health Clinic, Family Services, Courts, Election Board, Casino and other departments of the Tribe.
- Doing preference status for descendants and spouses.
- Sending out information on members to DHS and low-income housing complexes.
- Inputting files into data base.

Duties Performed

- Created 97 New or replaced Tribal I.D.s from 12/01/2025 through 12/31/2025.
- 147 Address changes from 12/01/2025 through 12/31/2025.
- Final rejection letters 7
- Final acceptance letters 4
- Final disenrollment certificates 0
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of decision on appeal 0
- Appeal hearing notices 0
- Extended appeal hearing notices 0
- Notice of blood quantum increase 0

- Reinstatement notices 0
- Notice of blood quantum determinations 0
- Notice of mistake of fact investigation 0
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 3 Applications received as of 12/31/2025.
- List request of Membership 2
- Label request of Membership 1
- Statistical request – Tax Department
- Inputting files into new data base

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 96
- PRC/EHAP 0
- Members Assistance 0
- Utilities 0
- Food Distribution 0
- Casino 0
- Family Services 9
- Tribal Council 0
- Natural Resources 0
- Education 0
- Gaming 0
- Work Force Development 0

Ordering/Correspondence

Enrollment verifications to other tribes 3

Sent out Per Cap Earnings information 15

Tuition Waiver Verifications

376 phone calls logged.

Total Tribal Members Living in:

9 County Area -1,581

Outside 9 county -2,262

Inside Michigan- 2,544

Outside Michigan- 1,299

Undeliverable Addresses -10

Facilities
Rusty Smith

2025 December Maintenance Department Report
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

- 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 support a safe and clean work environment.

II. Department Reporting Section

For December, Maintenance provided daily custodial services, fleet maintenance, grounds maintenance, general maintenance, routine maintenance, and snow removal services.

- 85.93 hours were spent performing snow removal services.
- 37 work order were generated

All requests for general and routine maintenance services, including electrical, HVAC, grounds, and plumbing send to Maintenance via email at maintenance@lrboi.gofmx.com. The work order system allows Maintenance to track and respond to services requests.

On-Site Vendors

- Pest Control PM: Aki, Government Center, Interim Casino, Hackley, Food Distribution.
- RO service call Government Center.

III. Budget Expense Justification

- | | |
|--------------------|----------|
| • Phones | \$396 |
| • Supplies | \$75 |
| • Vehicles & Fuel | \$495 |
| • Small Equipment | \$273.38 |
| • Equipment Repair | \$46.79 |

IV. Travel and Training

- Not applicable

End of Report

Family Services
Janeen Codden

Family Services Department

- The Family Services Department continues to progress forward with the implementation of the new software program. We are currently in phase 1 (Scoping) out of the 6 phases. Our scoping for our Family Services Intake process is complete and have now started scoping for the case management process. The scoping meetings with NewOrg are scheduled once a week on Thursdays, from 9am-11:00am.

The order of program scoping is as planned: Family Services Program (Intake/Case Management), Be-Da-Bin (Behavioral Health), Members Assistance, Family Spirit, Elder Meals, and Victim Services Program

- Family Services Program and Historic Preservation organized and put on a Community Drum Build and Cultural teaching event, December 20, 2025. Event teachings were wonderfully done by Michael Medawis. The drum makers let everyone in attendance take an opportunity to work on the drum. Ron Wittenburg was in attendance and offered a prayer and teaching. There was great food provided by Melissa Waitner and her team. Total number of participants were about 30 people throughout the day. The extra food was donated and dropped off at Safe Harbor homeless shelter.
- Quality Initiatives planning continues with the use of the Child Care Development Funding (CCDF). The 2nd annual Kids summer camp will be on our radar as part of our planning for the 2026 year.
- Family Services Department will be working diligently in getting our Family Services page up and running on the LRBOI website in the next two months. This will help citizens who do check out the Tribe's website to have only one place to look for information. The Department's page will have links to the other programs within Family Services to make navigating and finding the help needed more effective.
- Family Services Department have completed all staff Annual Evaluations. Monthly supervisions will continue for 2026. The monthly supervisions offer the staff and supervisors valuable time to have open lines of communication with each other and trust building opportunities.

Attached are the programs' monthly reports for your review

Department Report : Family Services
 Case Worker: Tara Cook
 Reporting Period: December 2025

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes										
I&Rs										
Open Cases	13		1		1					
Monthly Totals	13	0	1	0	1	0	0	0	0	0

Case Management

Total number living in home	30		2		1					
Citizens living in homes	18		1		1					
descendants living in homes	8									
living in homes served	10									
where substance abuse is										
Child Abuse/Neglect										
ICWA or ICWP referrals										
Sexual Abuse of a child										
Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement										
Tribal Foster Home										
Non-Tribal Foster										
Home										
Alternative placement										
Court appearances										
Home Visits	27		1							
Case Reviews	1									
Binojeeuk										
Contacts with outside agenci	21									
Contacts with LRBOI depart	6									
Tribal Elders	2									
Other referrals										
Monthly Totals	123		4		2					

Department Report : Family Services
 Social Worker: Stephanie Persenaire
 Reporting period: December 2025

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes			1					1		
I&Rs										
Open Cases	4	2		1				2		
Monthly Totals	4	2	1	0	1	0	0	3	0	0

Case Management

Total number living in homes served	6	4			1			8		
Total number of Tribal Citizens living in homes served	6	4			1			8		
Total number of descendants living in homes served	1	2			3			0		
Total number of children living in homes served	1	4			3			6		
Total ICWA or ICWP where substance abuse is involved	0	0			0			0		
Child Abuse/Neglect	0	0			0			0		
ICWA or ICWP referrals	0	0			0			0		
Sexual Abuse of a child	0	0			0			0		
Substantiated or Unsubstantiated by DHS	0	0			0			0		
Case Pending with DHS	0	0			0			0		
Relative placement	0	0			0			0		
Tribal Foster Home	0	0			0			0		
Non-Tribal Foster Home	0	0			0			0		
Home	0	0			0			0		
Alternative placement	0	0			0			0		
Court appearances	0	0			0			0		
Home Visits	9	2			0			3		
Case Reviews	1									
Binojeeuk	0									
Contacts with outside agencies	13	21			11			7		
Contacts with LRBOI departments	7	0			0			0		
Tribal Elders	0	0			0			0		
Other referrals	0				0			0		
Monthly Totals	38	33	0	0	18	0	0	24	0	0

Department Report : Family Services

Case Worker : Rachel Kops

Month: December 2025

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Othe
I & R's				1				1		
Intakes										
Open Cases	1	2		1	10					
Monthly Totals	1	2		1	11			1		

Case Management

Total number living in homes served	2	10		4	22			3		
Total number of Tribal Citizens living in homes served	2	2		1	13			2		
Total number of descendants living in homes served	0	1		3	4			0		
Total number of children living in homes served	0	8		3	6			1		
Total ICWA or ICWP where substance abuse is involved	1	0		0	0			1		
Child Abuse/Neglect	1	2		1	0			0		
ICWA or ICWP referrals	1	2		1	0			1		
Sexual Abuse of a child	0	1		0	0			0		
Substantiated or Unsubstantiated by DHS	1	2		1	0			0		
Case Pending with DHS	1	2		0	1			1		
Relative placement	0	0		0	0			0		
Tribal Foster Home	0	0		0	0			0		
Non-Tribal Foster Home	0	2		0	0			0		
Alternative placement	0	0		0	0			0		
Court appearances	1	1		0	1			0		
Home Visits	0	2		1	0			0		
Case Reviews	1	1		1	0			0		
Binojeeuk	2	2		0	0			0		
Contacts with outside agencies	65	69		1	107			0		
Contacts with LRBOI departments	55	46		0	75			0		
Tribal Elders	0	0		0	1			0		
Other referrals	0	0		0	0			0		
Monthly Totals	133	153		17	230			9		

LRBOI Be Da Bin Behavioral Health Program December 2025 Report

Staff for Be Da Bin includes: Dottie Batchelder-Streeter, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; Autumn Moore, Prevention Specialist; and James Gibson "JD", contractual Traditional Healer.

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

Autumn continues to help plan events and organize Be Da Bin spaces. She is connecting with the area schools, Youth Armory Project, Staircase, and the library. She continues to work on plans for Culture classes and Elder's programming. She attended webinars: 2 webinars this month. She attended the Suicide Awareness and Prevention Coalition (SAPC) on December 10, the all Staff meeting (5), and the Storytelling Summit (18).

Angela Schwandt has 44 clients. She had 33 individual sessions, 28 follow up calls, and 3 hours telepsychiatry. She attended the (SAPC) Suicide Awareness and Prevention Coalition meeting on December 10, 2025, the all Staff Meeting (5), and the NewOrg Software weekly meetings.

Dottie Batchelder-Streeter currently has (44) 35 clients and 9 Recovery Support clients. She had 2 referrals to an inpatient facility. Dottie had 24 individual sessions, and 51 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition on December 10, 2025. She met with Samaritan Way on services. She went to Tribal Council to get the approval of the Traditional Healer Contract for 2026 through Tribal Council and get the updated information from the State of Michigan on State Settlement monies to be given to all the Tribes in Michigan. She used annual leave often this month.

Angela and Dottie are working with area Community Mental Health agencies and inpatient substance abuse/mental health treatment centers to have better services available for Tribal citizens, as needed. All staff attended the Family Services monthly staff meeting.

Respectfully submitted,

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

Dottie Batchelder-Streeter



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
December - 2025**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	19
New Cases	3
Closed Cases	1
Referrals and Contacts Received	3
Client Face to Face Contacts	27
Client-related Phone, Email, and Text Contacts	130
Client-related Direct Service Units Provided by Advocates	436
Client-related Accompaniment Provided by Advocates	1

MEETINGS

Staff Meeting(s)	9
Program Case Reviews	4
Community Collaboration Meetings	6
Other Meetings	2

STAFF DEVELOPMENT/TRAINING

Virtual Training	6
In Person Training and Conferences	1
VSP Sponsored Training Events	0
Other Trainings	0

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	2
Event and Training Planning and Preparation	0
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	312
VSP Presentations	0
Networking Activities	1
VSP Website Updates	0
Other Efforts	0



Maajtaag Mnobmaadzid
Healthy Start Data Collection System
"A Start of a Healthy Life"



Monthly Site Dashboard Report

Filters

Date Range of Report: Dec 1, 2025 - Dec 31, 2025

Date Report Generated: Jan 7, 2026

Current # of Clients whose enrolled status is "Active" as of the "Date Report Generated" - Jan 7, 2026

Prenatal	Postpartum	Father/Male Caregiver	Other Female Caregiver	Unknown/Missing	Child	Total # in System
1	17	7	1	0	33	59

Number of "Newly Enrolled" Clients between Dec 1, 2025 - Dec 31, 2025

Prenatal	Postpartum	Father/Male Caregiver	Other Female Caregiver	Unknown/Missing	Child	Total New
0	0	0	0	0	0	0

Number of Clients who were "Exited" between Dec 1, 2025 - Dec 31, 2025

Prenatal	Postpartum	Father/Male Caregiver	Other Female Caregiver	Unknown/Missing	Child	Total Exited
0	0	0	0	0	0	0

Client reason for exiting program: "Status of Exit" marked between Dec 1, 2025 - Dec 31, 2025

Completed Program	New Pregnancy	Decline Service/Withdrawal	Moved	Lost to Follow Up	Infant/Child Death	Other	Total
0	0	0	0	0	0	0	0

Total Unique Clients who received at least 1 visit between Dec 1, 2025 - Dec 31, 2025 by type

Prenatal	Postpartum	Father/Male Caregiver	Other Female Caregiver	Unknown/Missing	Child	Total Unique Clients
1	8	4	1	0	13	27

Total Visits between Dec 1, 2025 - Dec 31, 2025 by Staff Person

Name	Total Visits	Form Type
Holly Lindsey	3	Prenatal Visit/Encounter Form
Holly Lindsey	10	Postpartum Visit/Encounter Form
Holly Lindsey	18	Child Visit/Encounter Form
Holly Lindsey	10	Fathers and Others Visit/Encounter
Grand Total	41	

Number of Visits "By Location of Visit" between Dec 1, 2025 - Dec 31, 2025

Home	Office	Clinic	Hospital	Telephone	Video/Tele-health	Other	Total
34	3	0	0	0	4	0	41

of Visits with a Family Spirit Lesson delivered Dec 1, 2025 - Dec 31, 2025 Total 12 / 41

How many visits have used the Social Support Visit Structure between Dec 1, 2025 - Dec 31, 2025 Total 2 / 41

Forms (Assessments, Enrollment, ect) that do not have a Visit Encounter form for the same date

Client Type	HS Number	Form Screening Date	Form Type	Staff Name
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Forms (In-Progress) that need to be completed

Client Type	HS ID Number	Form Screening Date	Form Type	Staff
-------------	--------------	---------------------	-----------	-------

of Referrals Made between Dec 1, 2025 - Dec 31, 2025

Total 0

"OPEN" Referrals - missing whether client received service

Total 0

* Located on homepage "Your Outstanding Referrals Tickler"

Client Type	HS ID Number	Referral Date	Purpose	Referred To	45 Day Progress Due Date	Date Referral Progress was checked on:	Staff who Created Referral
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of REFERRALS marked "Serviced" on visit encounters with screening dates that occurred between Dec 1, 2025 - Dec 31, 2025

# of Referrals Marked Serviced "Yes"	# of Referrals Marked Serviced "NO"	# of Referrals Marked Serviced "Refused"	# of Referrals Marked Serviced "Don't Know"	# of Referrals "Open"
0	0	0	0	0

Number of "Active" Children by Age in the system during Dec 1, 2025 - Dec 31, 2025

Number of (Birth to 6 month)	Number of (7 months to 11 months)	Number of (12 months to 36 months)	Number of (37 months to 60 months)	Number of 61 + Months	Number of Children (Age Unknown)	Total Number of Children
6	2	9	11	5	0	33

Your Clients in Progress- Home screen table "Missing Enter/Edit Data"

Client Type	HSID	ENTER/EDIT STAFF NAME	FORM INITIATED DATE	LAST Date Modified
Infant/Child	LR25-0052-01	Holly Lindsey	06/24/2025	06/24/2025

Households with a status of Active who did not have any visits documented during Dec 1, 2025 - Dec 31, 2025

Primary HSID	Associated Client HSID	Client Type	Date of Last Visit
LR22-0029-00		PostPartum Mother	08/11/2025
LR22-0029-00	LR22-0029-01	Infant/Child	08/11/2025
LR22-0029-00	LR22-0029-02	Infant/Child	06/23/2025
LR24-0039-00		PostPartum Mother	11/12/2025

LR24-0039-00	LR23-0039-01	Infant/Child	07/18/2025
LR24-0039-00	LR24-0039-02	Infant/Child	10/28/2025
LR24-0042-50		Father	06/20/2025
LR24-0042-50	LR24-0042-00	PostPartum Mother	01/24/2025
LR24-0042-50	LR24-0042-01	Infant/Child	07/12/2024
LR24-0042-50	LR24-0042-02	Infant/Child	
LR24-0042-50	LR24-0042-03	Infant/Child	07/12/2024
LR24-0042-50	LR25-0042-00	PostPartum Mother	07/16/2025
LR24-0044-00		PostPartum Mother	05/12/2025
LR24-0044-00	LR24-0044-01	Infant/Child	09/02/2024
LR24-0044-00	LR24-0044-02	Infant/Child	05/12/2025
LR24-0045-00		PostPartum Mother	05/09/2025
LR24-0045-00	LR24-0045-01	Infant/Child	05/09/2025
LR25-0022-00		PostPartum Mother	09/12/2025
LR25-0022-00	LR25-0022-01	Infant/Child	09/12/2025
LR25-0022-00	LR25-0022-02	Infant/Child	09/12/2025
LR25-0022-00	LR25-0022-03	Infant/Child	09/12/2025
LR25-0047-00		PostPartum Mother	09/03/2025
LR25-0047-00	LR24-0047-01	Infant/Child	08/29/2025
LR25-0047-00	LR24-0047-02	Infant/Child	08/29/2025
LR25-0047-00	LR25-0047-03	Infant/Child	08/06/2025
LR25-0051-00		PostPartum Mother	10/31/2025
LR25-0051-00	LR25-0051-01	Infant/Child	10/31/2025
LR25-0052-50		Father	10/02/2025
LR25-0052-50	LR25-0052-00	PostPartum Mother	10/02/2025
LR25-0052-50	LR25-0052-01	Infant/Child	06/24/2025

COMMUNITY INTERACTION	Regarding the Story Summit, I spoke with 5 non-government employee tribal members. I called and emailed- Bear Lake School. I called Brethren Schools, then spoke to someone in person at the Manistee High School. I received an e-mail and spoke to a teacher from Muskegon who saw the flyer and would like to have students attend. I spoke, e-mailed and texted with 1 CPS worker (Muskegon County) regarding a case. I emailed with 1 foster care worker regarding a case (Muskegon Conty).
DISTRIBUTION OF SUPPLIES	25 PK Diapers, 2 PK pull ups, 10 PK Wipes, Prenatal Vitamins, Lactation products, 2 breast pump, Christmas Gifts (clothes boots toys), Breast milk bags, 7 rolls of toilet paper 1 bottle dish soap.
WEBINARS/TRAININGS	Food Sovereignty Webinar, Safe Sleep Webinar, Perinatal Mental Health 101 Webinar, Advocacy for Doulas Webinar
CULTURAL/COMMUNITY EVENTS	Finished Coat Drive, Story Summit
CLIENT INTERACTION WITHOUT A FORMAL VISIT	50 text conversations 10 phone calls
INTEROFFICE REFERALLS	2 referats to Family Services for Case Management. 1 referral to BeDaBin Behavioral Health.

**Food Distribution
Vacant**

Food Distribution Program

December 2025 monthly report

Nicole Ward, Melanie Ceplina, Alan Tyler, and Caitlin Lorenc

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 and program as directed by the USDA, we will obtain our goals by.

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

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

Provide notification 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 the Ogema, Tribal manager, USDA, and State of Michigan Snap Program.

2) Department Report Section:

Submitted the 152 reports to the USDA

Submitted the FNS-101 report

Submitted the department report

Verified, submitted, and stored incoming inventory

Cleaned warehouse, rotated stock, did monthly inventory counts

Had webinar with new produce vendor

Had zoom meeting with MI warehouse delivery and new vendor

Fixed issue with incoming semi with food vendor on the 8th of December

Completed issuances for the month

Set new delivery schedules to lower costs and better serve clients

Set new hours of operation to work better for lunch, deliveries, and inventory issues

Fixed codes that have been wrong for the last three years, now are updated and set

Nick came in over Christmas vacation and was able to make sure the new produce vendor could deliver on the 5th of January so clients could have fresh produce

We currently have 92 households with 152 total clients
We did 36 deliveries
Recertified 5 clients for the month
0 new households and 0 applications sent out

Caitlin Lorenc (Nutrition Coordinator)

Did a FDPIR client lunch combined with Elders meals
Sent out monthly newsletters to feature Food of the Month, nutrition information, food safety tips, physical activity, a highlighted recipe
Met with Family Services and Education Department to go over setting up a summer youth program
Assisted clients with gluten free and diabetic friendly recipes
Met with IT department to explore setting up Food & Nutrition Center for online programming
Assisted with deliveries and getting information to clients for the nutrition program

Meetings:

FFAVORS webinar/new vendor
MI Tribal Food Distribution/new warehouse vendor
Midwest conference call
Signal meeting for ITOS setup
Midwest president Joe VanAlstine

With recent changes the department has really pulled together and have been extremely busy with serving our clients to the best of our abilities as well as abiding by ALL USDA guidelines. We are hopeful with the beginning of the new year to be better in our services and better ourselves in following proper guidelines. Our hope for the year is to have more clients utilized our beautiful facility. The whole goal for having a store concept is to help our people become more independent, not to have shame in shopping for their foods, to be able to socialize, as well as utilized our nutritionist with any healthy eating question. We are also looking forward to getting a food pantry in place to better help our people as well as a garage build for our vehicles, trailer, and any other storage we need to keep our food warehouse in top notch shape and within USDA guidelines.

Nicole Ward
Little River Band of Ottawa Indians
Food Distribution Department

Grants
Jessica Steinberg

LRBOI Grants Department

Monthly Report of Activity – December “Mnidoo Giisoonhs” (Little Spirit Moon) 2025

Grant Department Overview and Function within LRBOI: Overview

The Grant Department of the Little River Band of Ottawa Indians (LRBOI) works on behalf of the membership of the Band, finding resources to supplant and support the objectives of the Little River Band of Ottawa Indians Strategic Plan. The 5-Year Strategic Plan adopted May 3, 2023, Vision Statement reads:

“The Little River Band of Ottawa Indians (LRBOI) Legislative Vision is to strengthen and revitalize our tribal existence by exercising our sovereignty while enhancing the wellbeing of our tribal members. Create sustainable and diverse economic growth for our nation to improve the lives of our tribal members.”

The Grant Department works to identify grant and funding opportunities that align with this strategic vision, and departmental programs, services, functions, and activities (PFSAs) for the benefit of the members of the Band, and to reduce the amount of enterprise revenues dedicated to support those efforts. The Grant Department reviews potential grant opportunities, and notifies directors, managers, and supervisors of those potentials. In addition, the Grant Department reviews the Federal Register daily, as new opportunities, changes to programs, and policy mandates are published in the content. There are several sources for grant announcements, *grants.gov* is the primary reviewing tool.

Per the *Grants Strategy 2023: Setting Directions and Goals* plan document, grant development serves two primary purposes for LRBOI:

- Funding direct services, including supporting and improving existing services, and developing new services, based on evolving community needs.
- Improving the delivery of services: This refers to capacity-building efforts such as staff training, equipment, vehicles, and facilities.

Grant applications and grant funded purposes must align with the adopted LRBOI strategic plan. The Tribal Strategic Plan, per Ordinance #13-100-04, *Budget and Appropriations Act of 2013 (as amended)*, Article V. Budget Formulation and Transmittal, 5.02. *Strategic Plan Required*, “The Tribal Council shall develop a five-year strategic plan...no later than March 15th of each succeeding year.” The strategic plan defines Tribal priorities that best serve our members and reinforce the sovereign dominion of the Tribe’s lands and governance. A copy can be found on the Band’s website, *lrboi-nsn.gov*, under the Legislative tab, ‘Resolutions,’ May 2023.

Projects, Tasks and Activities

Assigned tasks/current funding opportunities:

- Tribal 105(l) Lease Agreements: This work is ongoing, including reviews of architectural drawings and indication of space occupied for the PFSA’s occurring in the space. Next steps include a review by finance of the actual costs of operations allowed under the lease, and evaluation of the financial benefit of reimbursement for actual costs, or the rental cost reimbursement per square foot. Nine building costs are to be reviewed.
- Tribal 477: The Grant Writer continues to work with the Commerce Director on this initiative. A follow up evaluation and planning meeting with Directors who will be involved in 477 planning was attended on December 17, 2025.
- MDHHS Consultation BRFSS: The Grant Writer was notified of an upcoming Consultation in January 2026 between the Michigan Department of Health and Human Services and Tribes regarding the Behavioral Health Risk Factor Surveillance System (BRFSS), and data sovereignty. Research regarding the data surveillance system purpose and impacts on tribal data are occurring; the Grant Writer is tentatively scheduled to attend this consultation.

GRANTS DEPARTMENT REPORT – DECEMBER 2025 CONTINUED:

- **Spark Good Walmart Foundation Grant:** The Grant Writer met with the Food Distribution Coordinator/Nutritionist to review a notice of funding opportunity for this grant. The focus would be to coordinate a home/community gardening effort with our tribal residents, focused on elder engagement. The grant proposal is due in March 2026.
- **MDHHS Medicare Pilot Grant:** The Grant Writer is working with the Family Services Director on a short-term grant to assist with the creation of a toolkit for use to inform the Medicare-aged population regarding the risks of Medicare fraud, how to identify ‘scams’, protect personal private information and report instance of fraud, or concerns to appropriate agencies. The proposal is due January 9, 2026. The plan, budget, agenda request, resolution and synopsis of grant purpose have been submitted to the Tribal Council for approval to submit the grant.
- **MDHHS Rural Health Transformation Grant:** The Grant Writer continues to work on a proposal for the upcoming Rural Health Transformation Grant. It is anticipated this grant will be more than \$600,000 per tribe, once the State of Michigan plan is approved by the U. S. Department of Health and Human Services. Core functions include recruitment and retention of providers in the rural health setting, health information technology innovations, care close to home, and development of innovative care models to prevent and treat chronic disease. This work is ongoing with informational meetings anticipated in January 2026. A draft plan and initial budget are completed, awaiting final information regarding funding level and approved scopes from MDHHS.
- **Negotiations:** Self Governance Funding Agreements with the BIA and IHS are due to be updated and renewed. This is anticipated to commence in 2026.

The Grant Writer attended the Director’s meeting on December 5, and the subsequent staff meeting that same date.

Tribal Government Offices were closed on December 24th, 2025, at noon, reopening on January 5, 2026.

Respectfully Submitted,

Jessica Steinberg, Grant Writer

**Health
Vacant Director**



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

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager
Gary Lewis, Executive Lead

From: Janice Grant, Clinic Supervisor
Gina Dahike, PRC/EHAP Supervisor
Kate Gilbert, Chief Pharmacist

Date: January 09, 2026

Re: December 2025 Report of Activity – Tribal Health Services

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

CLINIC OPERATIONS: MANISTEE LOCATION

188 patients scheduled

24 patients NO-SHOW to scheduled appointments

4 patients provided SAME DAY appointments for emergent matters**

60 cancelled appointments

108 patients attending CLINIC PHYSICIAN appointments**

40 patients PHONE TRIAGE**

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

17 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN DECEMBER (Total Patient Volume): 529

Diabetic patients: 29

Flu Vaccines: 15

Injections: 13

Nursing Visits: 4 **

On-site Labs: 71

COVID-19 Tests: 0

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 669

DIRECT CALLS TO CLINIC OPERATIONS: 275

SENT FAXES: 72

RECEIVED FAXES: 391

TRANSPORTS – MANISTEE: 3

DECEMBER 2025

TRAVEL HOURS: 7

SERVICE HOURS: 3

NUMBER SERVED: 3

MEDICATION DELIVERIES: 4

TRAVEL HOURS: 1

SERVICE HOURS: ½

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 8

TOTAL SERVICE HOURS: 3 ½

TOTAL NUMBER SERVED: 7

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

CLINIC OPERATIONS: MUSKEGON LOCATION

148 patients scheduled

3 patients NO-SHOW to scheduled appointment

51 patients provided SAME DAY appointments for emergent matters**

51 cancelled appointments

16 clinic referrals – requiring action by Providers and Staff

89 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 30

Flu Vaccines: 4

Injections: 11

Nursing Visits: 0

On-site Labs: 43

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 168

TRANSPORTS - MUSKEGON: 2

DECEMBER 2025

TRAVEL HOURS: 2 ¾

SERVICE HOURS: 3 ¼

NUMBER SERVED: 2

MEDICATION DELIVERIES: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 2 ¾

TOTAL SERVICE HOURS: 3 ¼

TOTAL NUMBER SERVED: 2

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$54,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1027

TOTAL PRC PAID IN DECEMBER: \$32,839.46

PHARMACY/OTHER: \$25,303.86

DENTAL: \$7,535.60

TOTAL PATIENTS: 169 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 329

TOTAL CLAIMS ENTERED: 281

TOTAL PRC PAID 2025: \$578,099.31

TOTAL EHAP PAID IN DECEMBER: \$20,661.26

TOTAL EHAP PAID 2025: \$421,938.92

TOTAL ENROLLED EHAP/LRBOI: 1269

NEW APPLICATIONS MAILED OR GIVEN: 17

REASSESSMENTS MAILED OR GIVEN: 49

MEDICARE LIKE RATE (MLR) Savings for December 2025

Claims submitted: 11 \$16,105.60 (total submitted)

-\$2,824.40 (what we paid)

\$13,281.20 (total savings)

PHARMACY, MANISTEE:

DECEMBER 2025

Active patients:	358	
Prescriptions filled:	1443	
Receipts:		
Insurance payments received:		\$215,660.13
Non-member cash/copays received:		\$1,066.69
Less acquisition cost of medications:		\$69,991.83
Net profit:		\$146,734.99
PRC-equivalent write offs:		
LRBOI:	\$16,686.12	
Other Tribes:	\$343.21	
TOTAL:	\$17,029.33	

PHARMACY, NORTON SHORES:

DECEMBER 2025

Active patients:	194	
Prescriptions filled:	855	
Receipts:		
Insurance payments received:		\$142,763.21
Non-member cash/copays received:		\$167.51
Less acquisition cost of medications:		\$44,693.88
Net profit:		\$98,236.84
PRC-equivalent write offs:		
LRBOI:	\$8,159.01	
Other Tribes:	\$334.04	
Total:	\$8,493.05	

2025 Health Services Department - Harvey Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt.	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic COVID-19 TEST	Sent Pages	Received Pages
January	128	4	32	3	95	29	500	376	88	28	-	-	-	70	-	-	-	-	-
February	133	4	45	7	91	41	684	552	78	23	-	-	-	42	-	-	-	-	-
March	154	4	36	9	123	36	724	564	28	38	-	-	-	54	3	-	-	-	-
April	185	10	56	19	138	40	728	549	33	54	-	-	1	71	2	-	-	-	-
May	186	10	46	11	143	30	811	639	36	49	-	-	1	52	7	-	-	-	-
June	175	5	52	5	123	31	693	598	24	41	-	-	1	53	2	-	-	-	-
July	192	11	49	5	137	41	670	488	44	53	-	-	4	70	2	-	-	-	-
August	167	10	56	12	113	36	623	474	23	29	5	-	1	51	1	-	-	-	-
September	223	13	59	11	162	38	761	559	35	52	27	-	2	79	1	-	-	-	-
October	143	7	21	5	120	35	561	404	31	44	9	-	2	58	-	-	-	-	-
November	148	11	51	3	89	40	506	377	15	30	4	-	-	43	10	-	-	-	-
December	148	11	51	3	89	40	506	377	15	30	4	-	-	43	10	-	-	-	-
Totals	1,834	89	503	90	1,332	397	7,261	5,520	436	441	45	106	13	643	28	-	-	2,958	-

** Denotes total included in Total Patient Volume

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

Housing
Tara Bailey



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

HOUSING DEPARTMENT
Report to the Ogema
For December 2025

Staff

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

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: 9
Leases renewed: 9
New leases: 0
Annual Inspections: 9
Move-out Inspections: 0
Move outs: 0
Transfers: 0
- B.** Down Payment and Closing Cost assistance grant (HI 100).
Applications received this month: 0
Total Number of Awards made during the Year: 8
Total Amount of Awards for the Year: \$34,733
In comparison the total amount of awards for FY2024 was \$52,083 and 11 tribal members were assisted.
- C.** For the month of December, the weekly ride to the store for our AKI elders occurred 3 times for 3 different elders.
- D.** December 5th, the Housing Director attended an all day LRBOI Directors/Staff meeting held at Little River Casino.
- E.** In the month of December due to snow and various long term maintenance staff taking time off before the end of the fiscal year has caused more delay in getting units completed since the maintenance staff are now having to snowplow, do snow blowing and shoveling the AKI community center, elders units and the AKI community streets/sidewalks. Consists of plowing/shoveling 25 units. We did have 12 new work orders put into the system and 7 of them were completed in the system.

II. Rental Payment Information for the Month.

- A.** Notice of Delinquency issued: 6
B. Termination Notice(s) issued: 6

- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 1 for non-payment of rent. Hearing scheduled with LRBOI court is on December 3rd.
UPDATE: The Housing Department came up with an agreement with the resident before the scheduled court hearing, in which the tenant agreed to move out by February 1, 2026 so that they would not have an eviction on their record which could negatively impact any future applications to the Housing Department or other HUD funded residences.
- E. The Housing Director was in the office a total of 13 days in the month of December and during those days had to attend various meetings and provide assistance in the office as other staff was out of the office.

III. Condition of Properties.

- A. Maintenance currently has 4 units to complete for a move in.
- B. 7 Work orders were completed in the month of December.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 84 (we have 86 but 2 unit is the fire unit so cant count for a move in) rental units in total of which 80 were rented giving us an occupancy rating of 95%.

- A. Aki has 58 income based rental units of which 55 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 8 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 31 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 26 are rented.

V. Plans for the Future.

- A. Complete and put out for bid a RFP for a consultant out of the MSHDA Pre-Development grant not to exceed \$75,000. - Working with Beaux Consulting who will assist on the RFP for this project.
- B. Putting together a RFP to send out to Architect/Project Manager for the bidding process of completing the other projects we need to complete.

End of Report
Tara Bailey, Housing Director
January 7, 2026

Human Resources
Alicia Goff

To: Ogema Romanelli
From: HR Department
Subject: November 2025 HR Department Report
Date: 01/09/2026

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 endless potential.

1) HR 2025/2026 Operational Plan

- a) Continuation of the BambooHR Human Resource Information System integration.
 - i) December Summary: December continued with additional recruiting, project work, continued research and planning for benefit plan quality, (accessibility and price). As always, there was also significant Talent Acquisition work as staffing requirements continued in departments such as Natural Resources and Food Distribution, Tax Department, and the Health Clinic as well as with the Chief Financial Officer position.
 - ii) Initial drafts of Policy and Procedures for Hiring, Job Descriptions, and Preemployment Screenings in coordination with the Executive Assistant, Tribal Manager, and the Executive Leads have been completed. Final drafts will be presented for review in January 2026. The software issue for Fingerprinting in Public Safety has been resolved.

2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Number of Hires During the Month: 0
 - (2) Number of Hires Year to Date: 43
 - (3) Number of Applicants for November through BambooHR:

3) Talent Development and Relations

- a) Completed Performance Reviews Returned to HR: 6
- b) Completed PIPs Returned to HR: 1

4) HR Department Development Initiatives

- a) Continued training on BambooHR implementation, processes and procedures. HR is planning to additional training on BambooHR for 2026 in order to start taking full advantage of everything the system has to offer, including evaluations, and specific pieces of time keeping such as FMLA and LOA.. HR intends to roll out annual training opportunities including Harassment, HIPPA, and IT training.
- b) Internal HR Policy development continued with Hiring, Job Descriptions, and Preemployment policies and procedures being drafted for review of the leads.

5) Benefits and HR Administration

a) Continued working to improve and identify benefit process issues and concerns.

(1) Open Enrollment period started on November 17, 2025 and was scheduled to run through December 8, 2025.

(2) Continued previous Benefits Work Priority: 1 – Benefits Reconciliation, 2 - – Open Enrollment

b) Continually adjusting methods for tracking to simplify the data collection process for metrics (including the use of BambooHR for this process).

c) Leave Cases

i) FML: 4

ii) IFML: 3

iii) Bereavement: 1

iv) LOA: 1

v) Education: 3

6) Safety

i) Recordable Injuries: 2

7) Tribal Preference Report

Tribal Members = 108

Native American = 9

Tribal Spouse or Parent = 15

Tribal Descendant = 10

Non-Preference = 80

**Information Technology
Vacant Director**

INFORMATION TECHNOLOGY DEPARTMENT
MONTHLY REPORT
DECEMBER 2025

Duties and Accomplishments:

1. Finalizing set-up of workstation kiosks under capital projects which is part of the Wi-Fi funding project.
2. Finalized Windows 11 upgrades

On-going IT projects:

1. SharePoint lift with Arctic IT.
2. Kiosk deployment to Muskegon and Manistee offices with Arctic IT.
3. Halo Ticketing System implementation.
4. SharePoint training program in process.

Help Desk Tickets:

60 tickets opened, 54 have been closed, 6 are assigned and being worked on.

Meetings Held/Attended:

1. Held ongoing meetings with Elevate and Arctic IT.

Trainings Attended:

None

Submitted by Bill Willis, Tribal Manager

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: January 8, 2026
Re: December 2025 report of activities

Number of tribal members assisted on new issues	40
Number of referrals received	2
Number of continuing cases:	19

Types of legal issues:

Child Protective Services	Social Security
Divorce	GED
Wills	Felony
Trusts	Juvenile Criminal
Estate Planning	Adverse Possession
Medical Power of Attorney	Zoning Variance
Publication of Notice of Hearing	Real Estate
Power of Attorney	Insurance
Amend Estate Planning Documents	Education
Probate Estate	Guardian Adult
Birth Certificate	Administer Trust
Life Insurance	Criminal
Per Capita	Post Divorce
Employment	Ex-Parte Order
Small Estate	LLC
Loan	FOIA

Forensic Audit
Driver's License Restoration
Bankruptcy and Death

Purchase Agreement
US Coast Guard
ICWA

Sample of Work Performed:

Assisted a tribal member prepare Application to Restore their Driver's License

Assisted a tribal member create a LLC

Assisted a tribal member prepare an Accounting in a Conservator case

Assisted a tribal member apply for a zoning variance

Members Assistance
Janeen Codden

Members Assistance Department December 2025 Report

Assistance Programs

Rental/Mortgage: 1 household	\$289.00
Emergency Transportation: 6 households	\$2,356.78
Elders Chores: 3 Households	\$820.00
Low Income Energy Assistance: 12 Household	\$3,002.30
LIHEAP/Weatherization: 3 household	\$3,055.82
Food Assistance: 13 Households	\$3,800.00
Home Repair: 2 households	\$13,500.00
Catastrophic Disaster Relief: 0	\$0.00
Elder Insurance (Humana)	<u>\$84,887.26</u>
	\$111,711.16

Office Visits: 10

Phone Calls: Robin- 162

Applications: Available at front desk, in Members Assistance Department office, USPS mail, email, and given out at the Fall Membership Meeting

Robin, Program Specialist and Janeen, Director are working on updating Members Assistance regulations, ordinances, program matrix, and applications for accuracy and compliance. Once the applications for assistance are complete, they will be made into fillable PDFs and will be made available on the LRBOI website.

Natural Resources
Frank Beaver



**Gaá Čhing Ziibi
Daáwaá
Anířhinaábek**

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

**December 2025 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Griffin Bartscht – Fisheries Technician, Great Lakes
- Clayton Robertson - Fisheries Technician, Inland
- Steven King - Fisheries Technician, Inland

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries
 - 4068 BIA Inland Natural Resources Rights Protection
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2023 Decree information exchange/ reporting.
- Monitored reporting requirements for inland and great lakes fish harvest and permits.
- Implementation of the Fisheries Division work plans.

Equipment maintenance/Field Work/Lab Work: Nmé, Lake Sturgeon:

- Manistee River sea lamprey treatment timing discussions
- Sturgeon PIT tag database management
- Mi AFS awards committee communications
- SRF alarm monitoring and PIT antenna monitoring systems monitoring
- Annual report of Sturgeon activities drafting

- Sturgeon Habitat collaborative grant communications
- Monitoring of Pit antenna array for detections and operation
- Sturgeon Habitat/Tracking grant partnership communication
- Inland Fisheries:
- Completed data analysis and report writing for 2025 water temperature data
- Completed 2025 LRBOI Inland Harvest Report due to IFC in January 2026
- Finished GLRI yearly grant reporting summary
- Continued analyzing data and report writing for 2025 fish community data
- Great Lakes Fisheries Assessment Program:
- 2023 Decree fisheries data submission for stock assessment modeling,
- Shipped LAT/LWF eggs and samples
- Video processing, data QAQC, aging preparation
- Blue clean-up and organization
- Fish aging, data QAQC, video processing

Meetings/Training/Travel/Conference Calls

- NRD Team meeting (12/1)
- Technical Fisheries Committee, Charlevoix, MI (12/2)
- Sturgeon habitat collaborative grant status call (12/2)
- Lake sturgeon streamside rearing discussion meeting (virtual) (12/2)
- Cisco acoustic tracking proposal conference call (12/2)
- Fish Culture Section AFS members virtual meeting: updates to section and featured presentation from National Aquaculture Association (12/3)
- Upper Manistee Collaborative meeting with partner agencies virtual meeting (12/3)
- NRD LEADs Huddle (12/4)
- LRBOI all staff meeting (12/5)
- Arctic Grayling Steering Committee meeting, (virtual) (12/8)
- Tributary Whitefish Check-in Meeting (Virtual) (12/8)
- Drop off Great Lakes fish stomach samples (East Lansing, MSU) (12/10)
- Sturgeon habitat collaborative grant status call (12/16)
- NRD staff meeting (12/16)
- Tributary fish identification and monitoring collaboration meeting, (virtual) (12/17)
- Lake Trout Working Group Meeting (Virtual) (12/17)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/	Habitat Restoration Program	
4068 BIA Inland Natural Resources		
4031 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4137 BIA Great Lakes Restoration Initiative,	Native Species	

Wildlife Program

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist

Maille O'Toole – Wildlife Technician

Alexis DeGabriele– Aquatic Biologist – Wetlands

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
 - 4580 Autumn Olive Removal
 - 4581 Monarch Habitat Establishment
 - 4595 At Risk Turtle Conservation

- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment.
- Connected with partner organizations.
- Planned research project.
- Prepared and collected feathers for repository (and distributed as requested by tribal members).
- Planned budget.
- Tested field equipment.
- Purchased fieldwork equipment.
- Worked check station for tribal hunters and trappers.
- Reached out to partners on turtle conservation.
- Worked on Michigan American marten white paper review.
- Elk expansion habitat analysis.
- Interview with local paper regarding American marten and wild rice programs.
- Received migratory bird parts from DNR and Skegemog Raptor Center.
- Elk hunt administration.
- Reviewed job applications for Forest Ecologist, Forest Technician, and Wildlife Biologist, and provided list of candidates for interview.
- Joined Pere Marquette Watershed Collaborative.
- Planned office arrangement with new positions.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Reorganized Blue storage facility

Meetings/Training/Travel/Conference Calls

- NRD office space discussion (12/1)
- Fish and Wildlife Service regulations discussion (12/3)

- Leads huddle (12/4)
- Good Neighbor Authority meeting with Forest Service (12/4)
- Staff meeting (12/5)
- Baldwin District forest management meeting (12/12)
- Manistee News Advocate interview (12/16)
- Pere Marquette Watershed Collaborative tribal intro (12/17)
- Pere Marquette Watershed Collaborative meeting (12/19)

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- · Continuing to work on resume reviews of Wildlife Biologist candidates.
- · Sent notes from 2025 Manoomin Gathering to MWRI.
- · Began working on GLRI annual reports for 5 Wild Rice grants.

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

- · 12/2/25: MWRI Team meeting.
- · 12/5/25: meeting to discuss Wildlife Biologist and Forest Ecologist resume review.
- · 12/5/25: LRBOI mandatory all-staff meeting/Christmas Party.
- · 12/8/25: meeting with GLOS to discuss buoy monitoring options.
- · 12/9/25: meeting to discuss interview questions for new positions.
- · 12/9/25: NOAA Manoomin Geospatial Work Group meeting.
- · 12/10/25: meeting with UofM graduate student, PBDNR, and NHBP regarding proposed Zizania aquatica project.
- · 12/16/25: interview with Manistee News Advocate.
- · 12/16/25: NRD staff meeting.
- · 12/17/25: Pere Marquette Watershed collaboration meeting.

Field Work and Equipment Maintenance

- · Assisted with updating NRD vehicle insurances.

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

Vacant –Environmental Division Manager

Alexis DeGabriele– Aquatic Biologist – Wetlands

David Karst – Brownfield Specialist

Brooke May - Aquatic Biologist – Water Quality

Jasmine Vaquera – Air Quality Specialist

Alycia Peterson - Great Lakes Policy Specialist

Budgets Managed:

- 4571 -- EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4380 – BIA GLRI Capacity Building

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- EPA Air 103 Budget Review
- Water Quality QAPP Review
- Budgets Managed:
 - 4512 -- EPA PPG
 - 4530 -- EPA Air Quality
 - 4137 -- BIA GLRI
 - 4145 -- IHS Solid Waste Planning
 - 4538 -- EPA CERCLA Funding
- PPG FY25-FY26 Workplan
- PPG FY25-26 Budget
- EPA CERCLA Budget Revision
- EPA CERCLA Workplan Revision
- EGLE MOA paperwork
- EPA 103 Preapplication review
- EPA SIRG Preapplication Review
- Phase 1 environmental assessment administrative work
- Environmental Tech Job Description

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Call

-

Brownfield Program

Administration /Reports/Data Entry

- Completed paperwork for the 2 Phase II environmental assessment.
- QAPP revisions for soil sampling on the 2 parcels.
- Prepared additional paperwork Phase II assessments
- Solid Waste Management Plan review for possible future edits to suit LRBOI activities.
- Prepared a new request for BIL funding for additional cleanup funds for Sugar Shack.
- Amazon purchase of field gear for Brownfield activities

Field Work and Equipment Maintenance

- Policed NRD Parking Lot for solid waste.

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

- HHW steering committee meeting in Ludington on December 1.
- Multipurpose Grant Funding webinar on December 3.

- All Staff meeting at Casino on December 5.
- NRD meeting on November 21
- Designing Adequate Public Facilities Ordinances (APFOs) for Sustainable Growth webinar on December 15.
- Gosling Czubak/EPA project officer correspondence on multiple days about Phase II work at Sugar Shack and Bull Corner

Water Program (106 and 319)

Administration Reports/Data Entry

-

Field Work and Equipment Maintenance

- Organized WQ equipment room and checked on monitoring equipment.

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

- 12/1/2025: NRD Office meeting
- 12/2/2025 – 12/4/2025: Great Lakes PFAS Summit
- 12/3/2025: R5 Water Quality monitoring Webinar
- 12/16/2025: R5 EPA Tribal Water Division call.
- 12/17/2025: Meeting with AQUMS

Air Quality Program (Funded by EPA CAA 103)

Administration Reports/Data Entry

- Completed T640 Multipoint Worksheet for monthly check.

Field Work and Equipment Maintenance

- 12/19/2025: T640 and Met Multi-checks

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

- 12/01/2025: NRD Staff Meeting
- 12/03/2025: EPA Region 5 Air Monitoring Meeting (virtual)
- 12/05/2025: All LRBOI Staff Meeting
- 12/08/2025: GLOS Seagull Meeting (virtual)
- 12/16/2025: EPA Region 5 Radon Call (virtual)

Great Lakes Policy Program

Administration//Reports/Data Entry

- LRBOI NRD Website Edits

Field Work and Equipment Maintenance

-

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

- NRD staff meeting (12/1/25)
- Enbridge Line 5 Tunnel Supplemental Draft EIS Tribal Comment Meeting (12/2/25)
- Proposed ESA Regulation Revisions, & Informational Webinar (12/3/25)
- Tribal-EPA Mining Call (12/4/25)
- LRBOI Staff Meeting (12/5/25)
- In-person regional meeting/ training for CD's and partners (12/7/25 - 12/10/25)
- Lake Huron Partnership Working Group Meeting (12/11/25)
- Enbridge Line 5 Tunnel - Section 106 Mitigation Discussion (12/12/25)
- Tribal Council Agenda Review (12/15/25)
- Tribal EPA Water Division Call (12/16/25)
- NRD Staff holiday party (12/16/25)
- MCD Board Meeting (12/16/25)
- Tribal Council for GLRI BIA 4380 Grant (12/17/25)
- Lake Michigan Partnership Work Group Meeting (12/17/25)
- Tribal mining call (12/18/25)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

December 2025

Steve Parsons

Meetings/Conferences/Trainings

- On December 5, 2025, I attended the Tribal Government Directors/Staff meeting, held at the event center at the LRCR.

Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2025: Here is a final rundown of the status of BIA Roads Construction Projects for 2025.
 1. Loon Drive: This project was scheduled to include the replacing of existing pavement as needed, and replacing/upgrading the underground stormwater system where necessary. The section of Loon Drive slated for reconstruction runs from the area near the Roundabout to the four-way-stop intersection that leads to the Government Center and the Gathering Grounds. The contract for this project with Walton Contracting was approved by Tribal Council on August 20, 2025.

The contractor did complete the paving portion of the project on October 14, 2025. And, work on the replacement/upgrade of the underground stormwater system began on November 10, 2025. Unfortunately, further complications with the project delayed the completion of the upgrade, with a revised completion date of December 5, 2025.
 2. Extension of Sugar Shack Road: This project was intended to 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.

The BIA was prepared to issue a report stating that the completed Environmental Assessment (EA) for this project complied with the requirements of the National Environmental Policy Act (NEPA). Unfortunately, however, no such report was issued as it was determined to be in conflict with an existing Presidential Order issued in January 2025. Unable to move this project forward in 2025, it had to be postponed until 2026 and was included on the 2026 TTIP that was recently submitted to the BIA.

We hope to receive the necessary NEPA Clearance next Spring so that we can move forward on bidding out the project, getting contract approval from Tribal Council, and scheduling work on the project for next year.
 3. Tribal Cemetery Road: The plan for 2025 was to use BIA Roads funding to add additional features to the Phase 1 road system in the cemetery, which would have included landscaping and irrigation. However, to accomplish this, we needed to install a primary electric line that would run from the Custer Township Cemetery to the Tribal Cemetery. At this time, we need additional funding for this to happen, as BIA Roads funding will not cover the entire cost. The estimate from Great Lakes Energy to run the primary line is currently somewhere between \$50,000 to \$60,000, depending on when it is done.

Corey Wells, the new Tribal Historic Preservation Director, will be taking over the Tribal Cemetery project beginning in 2026. Corey will also be responsible for exploring ways to come up with the funding to pay for this cost.

4. Aki Maadiziwin Connector Road, Frost Road & US-31: This project is designed to provide an alternate route to access the Aki Maadiziwin housing complex. In 2025, the focus was on a continuation of the planning and preliminary engineering activities from previous years. It is anticipated that this will be a three-year project (2024-2026), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

In addition, we also have a commitment from MDOT for the installation of a center turn lane on US-31 near the Frost Road intersection. We are also in communication with the Spicer Group who is currently working on an adjacent apartment complex on US-31 just southwest of the entrance to Frost Road. We are hopeful to establish some type of cost-sharing arrangement with the Spicer Group for necessary improvements that would be required by MDOT for the Frost Road entrance.

Another potential funding option that will be explored early next year is the Tribe applying for funding through the BIA Roads High Priority Project (HPP) program. HPP funding is additional funding that can be accessed through a competitive application process.

- The LRCR construction project that involved a remodel of the Heron Restaurant was completed in mid-December 2025. Final inspections were completed and a final Certificate of Occupancy was issued on December 17, 2025.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
December-25

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	1
City Assist	
County Assist	9
Medical Assist	
MSP Assist	
Other Calls for Service	3
Property Checks	583
Suspicious Person	
Suspicious Situation	2
Well-Being Check	3

Traffic/Vehicle

Abandoned Vehicle	
Accidents	11
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	1
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	5
Unsecured Vehicle	
Verbal Warning	2
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	5
Assault	1
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	2
Domestic Disturbance	2
Drive-Off	
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	6
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
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	
Probation Violation	
Property Damage/PIA	11
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	295.25
Alarm	1
Attempt to Locate	
Boat Dock Checks	
Casino Hours	88
Civil Standby	
Community Policing	3
Court Hours	2
Death Notification	
Drug Disposal	
Follow-Up Investigations	10
Found Property	1
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	1
Suicidal Subject	1
Total Complaints	50
Total Reports	44
Training Hours	6
Transport	
Trespassing	1
Tribal Council Meetings	
Vehicle Mileage	4309
Voluntary Missing Adult	

Training/Travel

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
December-25

Administrative Hours	184.25
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	20
Assist Hours	25.75
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Orgininal Hours	
Complaints	43
Contacts	608
Court	4
Court Hours	12
Follow-up(s)	3
Follow-up Hours	2.25
Federal Citation(s)	
Hours Worked	474.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	2.5
Paper Service	
Possible Trespass	1
PR Activities	3
PR Activities Hours	5.5
Property Checks	128
Snowmobile Patrol Hours	
Training(s)	3
Training Hours	6
Vehicle Mileage	4893
Vehicle Stops	3
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

December 5-7,2025 Officer Bruce participated in Elk Patrol in Gaylord area.

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
December-25

Administrative Hours	61.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	177.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	1.5
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	5
Vehicle Mileage	1919
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Little River Band of Ottawa Indians
Court Security Activities
December-25

Administrative/Reports	
Hours	
Assist Other	1
Hours	1
Court Cases	6
Hours	5
Property Checks	7
Hours	2
Screenings	43
Hours	6.75
Contraband	
Weapons	
Denials	
Surveillance	103
Hours	112.75
Training	
Hours	
Transports	2
Hours	0.5
Training/Travel	

Tax Office
Valerie Chandler

Tax Department December 2025 Monthly Report

Staff: Valerie Chandler, Tax Officer & MACPRA / NAGPRA Representative
Tax Department Administrative Assistant – Vacant

During the month of December 2025, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries and requests from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registrations
 - Certificates of Exemptions
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for 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, Temporary Tribal Business Tax Licenses, and tax returns.
3. Continued to work with Enrollment to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area.
4. Completed and submitted the Tax Department monthly department report for November 2025.
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 Aki Maadiziwin 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 1 Certificate of Exemption:
 - Purchaser: 1 RTM 0 Tribe/Entity
 - Purchase Type: 1 Vehicle 0 Construction 0 Recreational Vehicle
9. Reviewed 53 Tribal Member address and/or name changes; 4 required updating of the RTM list and database.
10. Prepared and mailed 2 Proof of Residency request letters.
11. Processed 0 Proofs of Residency and documentation.
12. Processed 0 Tribal W-4 forms.
13. Processed 14 Motor Fuel Registrations and/or motor fuel database updates.
14. Processed 5 reservations for the Aki Maadiziwin Community Center.

Recurring State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan based upon the updates that the Tax Department received. Updates included, but were not limited to:
 - New or re-instated RTMs
 - Deceased RTMs
 - Address changes and/or name changes for RTMs
 - RTMs no longer eligible for RTM status

Recurring 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 Tax Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for January 2026 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,728 Trading Post Motor Fuel and Tobacco receipts for Tribal Member, Tribe, and Casino Resort purchases; flagged and corrected cashier errors as necessary.

Recurring 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 November 2025 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Varied Duties and Accomplishments:**

1. Processed and issued 2 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Continued to correspond with vendor and Resort staff in regards to custom reports and the setup of the swipe cards for the Trading Post. The tobacco portion has been tested and is complete. The vendor is having some difficulty with the fuel portion.

3. Issued 38 FY2026 Tribal Business Tax Licenses.
4. Prepared and submitted necessary paperwork to post the Tax Department Administrative Assistant job position.
5. Kept abreast of information and corresponded with appropriate individuals regarding the changes to the motor fuel tax and sales tax on fuel that was implemented by Michigan law and to be effective January 1, 2026. Attended online meetings with other Tribes and State Treasury to discuss how this change affects the Tribes' Tax Agreements as well as possible solutions, and how it will affect the filing of the Tribes' tax sharing returns. The issue is ongoing and future meetings will be scheduled.

Varied State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - RTM updates
 - Motor fuel tax / sales tax change

Varied Little River Trading Post Interactions:

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

Varied Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video reviews from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Corresponded with Human Resources staff to verify tribal employee status.
3. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.
4. Located and provided copies of tribal fuel receipts that were requested by different departments at the Resort.

MACPRA / NAGPRA Related Interactions:

1. Reviewed NAGPRA notices of ancestral remains discovered and site dispositions.
2. Reviewed MACPRA minutes and information in preparation for the next monthly meeting.
3. Corresponded with U of M and an individual's recently identified next of kin in regards to process and timeline to bring home their remains that are in storage. This case is a first of its kind for Little River as well as U of M because the remains are usually neither identified by name nor tracked to living next of kin.

Meetings / Trainings Attended During the Month:

1. Attended Director's meeting and in-person Staff meeting on December 5, 2025.
2. Attended Tribes meeting via Zoom on December 10, 2025 regarding the changes to the motor fuel and sales tax on fuel and the impact on the Tax Agreements.

3. Attended consultation with U of M via Zoom on December 10, 2025 in regards to Flat River ancestral remains.
4. Attended Zoom meeting with U of M and next of kin on December 18, 2025 in regards to the next steps in the process to bringing remains home for burial.
5. Attended Tribes meeting via Zoom on December 18, 2025 regarding the changes to the motor fuel and sales tax on fuel and the impact on the Tax Agreements.

Statistics:

Total Registered Resident Tribal Members (RTMs): 252

- Manistee County: 241
- Mason County: 11

Monthly Tax Revenue*:

*November 2025 amounts received in December 2025

- Retail Sales Tax (Gift Shop) \$1,856.60
- Retail Sales Tax (The Spa) \$108.60
- Retail Sales Tax (Trading Post) \$673.98
- Service Tax \$978.81
- Admissions Tax \$0
- Lodging & Occupancy Tax \$5,421.07
- Food & Beverage Tax \$25,088.87

Tribal Member Tax Exemption Rates ("Discounts") for January 2026*:

*Gasoline and Diesel tax exemption rates will be equal due to state legislation that eliminated the sales tax on fuel and increased the motor fuel tax, effective January 1, 2026.

- Gasoline: \$0.524/gallon
- Diesel: \$0.524/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, nicotine products, etc.)

Tribal Historic Preservation
Corey Wells

***Department – Tribal Historic Preservation
Department Head and Title - Corey Wells, THPO
December 2025 Department Report***

1. Department Overview

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

2. Department reporting section.

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

Tribal Historic Preservation Officer accomplished the following during the month:

1. Responded as appropriate to requests from outside agencies (US Dept. of the Army. USFS & MDOT) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Planning meeting with Commerce Department
3. Planning meetings with Family Service Department for Drum and Story Classes.
4. Attended a meeting with Michigan State University for collections search to identify collections that need to be returned to LRBOI (ongoing monthly for 1000+ artifacts).
5. Meeting with University of Michigan for ancestor repatriation.
6. Consultation with Field Museum of Chicago on ancestor remains. (Ongoing)
7. Director Meeting Planning
8. Meeting with Wisconsin State University on ancestor repatriation.
9. Ancestor Repatriation meeting with University of Wisconsin. (Ongoing)
10. Director/Employee Meeting (Hosting)
11. Various meetings for cultural and historical input and advice with departments.
12. Enbridge Line 5 meeting prep on sociocultural issues caused by Line 5
13. Enbridge Line 5 Corp or Engineers meeting.

14. THP Mission and Goals Planning meeting
15. Schuyler County Consultation Meeting.
16. Meeting with LTBB (THPO) on Line 5 updates
17. GIS and Food Sovereignty planning and coordination.
18. MACPRA monthly Meeting (Ongoing)
19. Petobego Dam removal consultation with MDNR.
20. Continued to clean offices and file paperwork in THP.
21. Worked on revising department goals.
22. Participated and helped host LRBOI Story telling event
23. Participated and helped host LRBOI Drum Making Class
24. Meeting with Princeton University on ancestor return. (Ongoing)
25. Conducted ceremonies, and cultural guidance when asked.
26. Worked to update analog audio and video files to digital format.

The Language Coordinator accomplished the following during this month:

1. This position is currently vacant. (duties fulfilled by THPO)
2. Provided updates to the language website
3. Provided Language guidance for various LRBOI Departments
4. Provided cultural guidance for various LRBOI Departments

Travel, training and budget expenses

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

Utilities
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
December 2025, 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
- Headworks project ongoing
- Safety Grate / Generator Project (safety grate installed generator waiting start-up)

Billing

Water	\$11,764.59
Sewer	\$21,174.25
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$17,038.74
Septage	\$5,553.72
Other	\$60.00
Month Total	\$65,471.56
Yr. to Date Water	\$151,603.87
Yr. to Date Sewer	\$309,926.30
Yr. to Date Irrigation	\$31,197.14
Yr. to Date Fire Suppression	\$96,831.96
Yr. to Date Manistee Township	\$172,999.70
Yr. to Date Septage	\$96,175.05
Other Revenue	\$62,432.29
Credit	
Yr. to Date Total	\$921,166.31

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,390,946**
 - b. Ave Daily Flow Gallons 79,698**

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,064,360**
 - b. Daily Average Gallons 108,589**

 - Effluent Gallons**
 - a. 3,510,908**
 - b. Daily Average Gallons 113,255**

 - Lagoon**
 - a. Influent 307,307**
 - b. Daily Average Gallons 9,913**

- 3. Septic Sewage**
 - a. 100,148 Gallons**

III. Travel/Trainings/Meetings

What: MTERA Board Meeting

Who: Gary Lewis

Where: Zoom

Sponsored by: MTERA

What: Leads Meeting

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

Where: Ogema Conference room

What: Interviews

Who: Various Hiring Teams Gary Lewis

Where: H.R. Conference Room