

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LBR*
Naangwa: Date: January 14, 2025
Maanda Nji: Re: December 2024 Operations Report

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

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
December 2024

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WWTP	Gary Lewis

Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

December 2024 Department Report

I. Department Overview

a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.

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

Finance/Accounting Management:

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

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

Objectives:

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2025 budget.
2. Publish standardized quarterly budget reports for the tribal membership.
3. Improve tracking and handling of property tax issues for all tribal owned properties

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT 2023

Rehmann Robson has sent an engagement letter for the audit of the FY 2023 Financial Statements. The letter was approved by Tribal Council, signed by the Ogema and sent back to Rehmann. Field work for audit started April 29, 2024. Due to shortage of staff, field work has continued into December 2024.

SENIOR STAFF ACCOUNTANT

CFO is currently performing tasks of this vacant position.

STAFF ACCOUNTANT

CFO is currently performing tasks of this vacant position.

Payroll

Duties and Accomplishments –

1. Processed 603 payroll vouchers/checks which includes 192 for year-end life insurance adjustments.
2. Verified 27 Holiday Variance forms provided by Surveillance for Thanksgiving holidays.
3. Verified 20 PAF's this month which included 2 new employee(s), 1 Job Change/Transfer employee(s), and 3 termed employee(s).
4. Processed payroll and completed payroll backup cover sheet for pay dates 12/13 and 12/27.
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 - NetSuite Finance/Planning & Budgeting Procurement

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 - 2024 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.

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. Preparation of 2024 W-2's and annual compliance reporting
2. Preparation and filing of annual per cap and local tax reporting.
3. Preparation and filing of fourth quarter reporting.
4. Year end leave adjustments for employees over the 120 hour carryover limit.
5. Preparation of year end carryover liability and payroll accrual.

ACCOUNTS PAYABLE

In addition to tasks below, Accounts Payable processed 3,316 GWE checks from 7/18-12/31/2024.

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. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
12. *Provide management with Accounts Payable information as requested.*
13. *Maintain court orders for per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folders.*
16. *File original payments by check date in filling cabinets.*
17. *Pick up mail and distribute to appropriate accounting staff members.*

Special Tasks / Activities Performed –

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give the report to Staff Accountant for posting.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Enter address changes.*
6. *Process checks for per cap withholdings, per court ordered. Send out garnishee disclosures.*

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer
2. Backup for Receiving.

Upcoming Projects / Tasks –

Purchasing/Travel Manager

Duties and Accomplishments –

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

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

Receiving

Duties and Accomplishments –

1. Received in 204 packages.
2. Issued 1138 receiving reports.
3. Returned 0 item for credit.
4. Made deliveries.
5. **14 FedEx for mail clerk**

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

Budget Coordinator

Duties and Accomplishments

- 1) Prepared 5 agenda items for Tribal Council Meetings
- 2) Attended 3 Tribal Council Meetings
- 3) Attended 3 Agenda Reviews
- 4) Completed 9 Budget modifications
- 5) Prepared and submitted 18 draw downs
- 6) Prepared and submitted 23 financial status reports to agencies
- 7) Prepared and submitted 7 final reports to agencies
- 8) Participated in meetings with Amplifund on December 5 and 10
- 9) Participated in LIHEAP training on December 10
- 10) Compiled all the GL's for Amplifund for all current grants to upload to the system

Grants

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ Coordinate and collaborate with Tribal grant writers and department heads.
- ∞ Complete Closeouts on grants that have completed their lifecycle.
- **Grant Management Software:** We are working with Amplifund representatives to implement the new software. Amplifund has finished the implementation phase and training of employees is being scheduled.

Expenditures Update

Total year-to-date expenditures for the Finance Division for December 2024 are \$1,175,114 compared to an annual budget of \$1,475,869. Total expenses for the Finance Division for year-to-date December 2024, represent 79.6% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

December 2024

Department Report

I. Department Overview

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

II. Department reporting section

LRBOI Student Services: 10 students received \$500 for school clothing in December; 2 students received \$125 for senior expenses in December; 1 student received \$1000 toward 12th grade computer

Higher Education Scholarship: 1 scholarship was awarded for \$2750 for 1 male university student. Application was delayed by the college financial aid office

Miscellaneous: We held our last to events of 2024- December 18 Arts and Crafts activity with 15 attending

Meetings:

Dec 5- Staff Mtg

Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2024 fiscal year.**

**Elders Meal Program
Victoria Wells**

Elder Meals December Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
114	377
Hackley Congregate Meals	Take out
11	10

Bingo At Aki	Bingo At Hackley
8	11
Activities At Aki	Activity at Hackley
0	0

PO #	Distribution Code	G/L	Starting	Ending
242221	5431	5204	\$1974	\$467
242282	4558	5202	\$1000	\$389
242283	4531	5204	\$1072	\$13

Our numbers dropped quite significantly. We have heard the feedback regarding the food, and I am working on creating a new menu with some different cooking methods to hopefully rectify that. Numbers are also down due to elder travel and the holiday. I have identified the problem and am working to rectify it in regards to attendance.

We utilized account 4531 GL 5204 in the amount of \$46.76 for food supplies we couldn't get from Gordons. This is becoming a new reality as food shortages are happening on a commercial level. I and many others in the American Culinary Federation are monitoring it because this affects all of us who utilize commercial suppliers.

From account 4523 GL 5202 we used \$28.65 however, I just realized we made a mistake and that should have come out of supplies line item but I put the wrong GL in. I own that, it was my mistake.

Going into the holiday season the Elders Meals program wishes everyone a relaxing, enjoyable time with friends and family. Until 2025 have a blessed break.

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

December Monthly Report – 2024

Diane A. Lonn, Enrollment Director

Department Goals

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, new applications, per cap information, helping the individuals search for documents, directing the to the appropriate departments for help, assisting in creating new Tribal ID's, Direct Deposit, check cancellations and performing any other duties that make the department run smoothly. To continue to update the Per cap database and Tribal Members 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 data base.
- Processing CDIB's
- Verifying information for Health Clinic, Family Services, Courts, Election Board
- Doing preference status for descendants and spouses 7
- Sending out information on members to DHS and low-income housing complexes.

Duties Performed

- Created 65 New or replaced Tribal I.D.s from 12/01/20214 through 12/31/2024.
- 121 Address changes from 12/01/2024 through 12/31/2024
- Final rejection letters 0
- Final acceptance letters 0
- Final disenrollment certificates 0
- Provisional Rejection letters 5
- Provisional Post phoned 2
- Provisional acceptance letters 6
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of relinquishment 1
- 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
- 6 Applications received as of 12/31/2024.
- List request of Membership 1
- Label request of Membership 1
- Statistical request – Tax Department

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 170
- PRC/EHAP 21
- Members Assistance 0
- Utilities 2
- Food Distribution 0
- Casino 0
- Family Services 3
- Tribal Council 0
- Natural Resources 0
- Education 2
- Gaming 0
- Work Force Development 1

Ordering/Correspondence

Enrollment verifications to other tribes 5

Sent out Per Cap Earnings information 49

4 Tuition Waiver Verifications

525 phone calls logged.

Total Tribal Members Living in:

9 County Area 1,585

Outside 9 county 2,210

Inside Michigan 2,548

Outside Michigan 1,318

Undeliverable Addresses 12

***Please see attached, information generated directly from the database.**



Little River Band of Ottawa Indians

2608 Government Center Drive
Maristee, MI 49660
(231) 723-8288

Membership Statistics

As of: 11/12/2024

Members	3,885
Elders	1,560
Adults	2,081
Minors	244
Inside the Service Area	1,604
Outside theService Area	2,234
Inside Michigan	2,551
Outside Michigan	1,323
Undeliverables	13

Facilities
Rusty Smith

2024 December Maintenance Department Report of Operations and Maintenance Activity

Submitted by De-Ahna Underwood, Maintenance Office Manager

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

I. Department Overview

Goals & Objectives

Our staff is dedicated to providing quality workmanship and services to ensure, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

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

II. Department Reporting Section

For the month of December there were eleven snow events and the department spend 44.75 hours plowing. This does not include shoving entrances, sidewalks, and ice treatments.

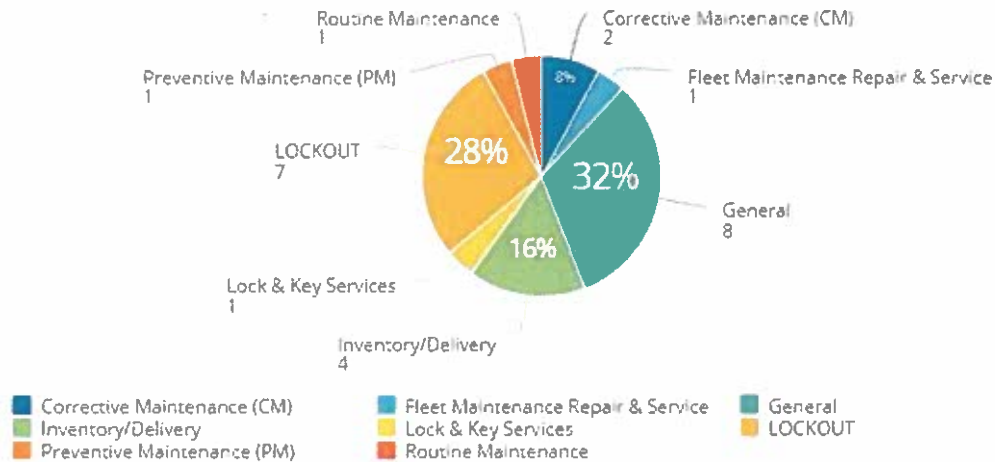
The Facilities Auto Mechanic completed several full-service oil changes and corrective maintenance on vehicles. The mechanic worked on the department's vehicles, snowplows, and salters.

The EVS Techs stay continually active in their daily routines. For the month of December, they attended to thirteen pre-and post-event cleanups at Aki, excluding the kitchen.

Work Orders

Twenty-five work orders were generated. Maintenance Technicians and Maintenance and EVS Technicians complete requests outside of their daily routine, requests made directly to technicians are not always tracked.

PM and Work Requests By Type



On-Site Vendors

- Pest control pm, four locations.
- HVAC repair, Government Center

III. Budget Expense Justification

- | | |
|--------------------|--------------|
| • Capital Outlay | \$ 24,900.00 |
| • Equipment Repair | \$420.00 |
| • Phones | \$120.00 |
| • Supplies | \$2,186.00 |
| • Uniforms | \$2,624.00 |
| • Vehicles & Fuel | \$10,500.00 |

IV. Travel and Training

N/A:

End of Report

Family Services
Vacant Director

Department Report : Family Services
Case Worker : Stephanie Persenaire
Month : November 2017

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	2									1
I&Rs	3	1			1					
Open Cases						1				
Monthly Totals	5	1	0	0	1	1	0	0	0	1

Case Management

Total number living in homes served	5	4				2				6
Total number of Tribal Citizens living in homes served		3				2				6
Total number of descendants living in homes served		1								
Total number of children living in homes served	1	3				1				4
Total ICWA or ICWP where substance abuse is involved										
Child Abuse/Neglect	1	1				1				4
ICWA or ICWP referrals										
Sexual Abuse of a child	1					1				
Substantiated or Unsubstantiated by DHS		1								
Case Pending with DHS										
Relative placement										
Tribal Foster Home										4
Non-Tribal Foster Home										
Alternative placement										
Court appearances	1									
Home Visits	3	2								1
Case Reviews	3	0								
Binojeeuk										
Contacts with outside agencies	6	5			1					6
Contacts with LRBOI departments	4									
Tribal Elders										
Other referrals										
Monthly Totals	25	20			1	7				31

Department Report : Family Services
Case Worker : Rachel Kops
Month : December 2024

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegon	Ocean?
I & R's					1	
Intakes						
Open Cases					6	
Monthly Totals					7	

	Case Management					
Total number living in homes served					23	
Total number of Tribal Citizens living in homes served					10	
Total number of descendants living in homes served					6	
Total number of children living in homes served					8	
Total ICWA or ICWP where substance abuse is involved					2	
Child Abuse/Neglect					2	
ICWA or ICWP referrals					1	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					2	
Case Pending with DHS					0	
Relative placement					2	
Tribal Foster Home					0	
Non-Tribal Foster					0	
Home					0	
Alternative placement					0	
Court appearances					0	
Home Visits					9	
Case Reviews					1	
Binojeeuk					2	
Contacts with outside agencies					41	
Contacts with LRBOI departments					8	
Tribal Elders					0	
Other referrals					0	
Monthly Totals					117	

Wexford

Kent

Newaygo

Other

	1		
	1		

	2		
	1		
	1		
	1		
	0		
	0		
	0		
	0		
	1		
	1		
	0		
	0		
	0		
	0		
	0		
	0		
	1		
	1		
	0		
	3		
	0		
	0		
	1		
	13		

Department Report : Family Services

Case Worker: Tara Cook

Reporting Period: December 2024

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	2	1								
I&Rs										
Open Cases	10		1	1	1					1
Monthly Totals	12	1	1	1	1	0	0	0	0	1

Case Management

Total number living in home	33		4	3	6					4
Citizens living in homes	16		1	2	1					1
descendants living in homes	7		2	1						
living in homes served	9		2	1	1					1
where substance abuse is					1					
Child Abuse/Neglect		1		1	1					1
ICWA or ICWP referrals										
Sexual Abuse of a child										
Unsubstantiated by DHS										
Case Pending with DHS		2		1	1					
Relative placement		2		1	1					
Tribal Foster Home		2								
Non-Tribal Foster										1
Home				1						
Alternative placement										
Court appearances										
Home Visits	15	1	2	1	2					
Case Reviews										
Binojeeuk					2					
Contacts with outside agency	13	27	5	9	2					1
Contacts with LRBOI depart	19									
Tribal Elders										
Other referrals										
Monthly Totals	112	35	16	21	18					9



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

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	6
New Cases	3
Closed Cases	5
Referrals and Contacts Received	4
Client Face to Face Contacts	3
Client-related Phone, Email, and Text Contacts	129
Client-related Direct Service Units Provided by Advocates	241
Client-related Accompaniment Provided by Advocates	0

MEETINGS

Staff Meeting(s)	0
Program Case Reviews	2
Community Collaboration Meetings	7
Other Meetings	8

STAFF DEVELOPMENT/TRAINING

Virtual Training	40
In Person Training and Conferences	6
VSP Sponsored Training Events	0
Other Trainings	0

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	1
Event and Training Planning and Preparation	0
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	210

VSP Presentations	0
Networking Activities	6
VSP Website Updates	2
Other Efforts	1

LRBOI Be Da Bin Behavioral Health Program December 2024 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.

Angela Schwandt is currently on maternity leave. Adriana Persenaire, Retired Mental Health Therapist, is seeing a few of her clients as she is off.

Dottie Batchelder-Streeter currently has (32) 24 clients and 8 Recovery Support clients (10 telepsy clients working with). She had 2 referrals to other outpatient services/other services, 4 referrals to detox/inpatient treatment centers, and 4 hours telepsychiatry. Dottie had 29 individual sessions, and 51 follow up calls and 2 crisis clients. Have 5 pending clients. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting on December 11; attended the Tribal Prevention coalition on

She worked on Native Connections Grant (working on needed administration on it); the SOR4 grant budget (putting into egrams); She attended the following meetings: VA Summit Planning Meeting (with Tribal Behavioral Health agencies) December 9; HSCB Annual meeting on December 3; and grant meetings with Native Connections and the SOR4. She is working on the Native Connections requirements and SOR4 grant clientele. It has been a very busy month.

Dottie is working with area Community Mental Health agencies and inpatient substance abuse treatment centers to have better services available for Tribal citizens, as needed. 4 Narcan kits given out.

Respectfully submitted,



Dottie Batchelder-Streeter

[H]J

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

DB

JAN 02, 2025Page 1

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

RECORD DATES: DEC 01, 2024 TO DEC 31, 2024

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

	# RECS	ACT TIME (hrs)	# PATS	# SERVED

AREA: BEMIDJI NON-IHS				
SERVICE UNIT: EASTERN MICHIGAN				
FACILITY: LITTLE RIVER OTTAWA ALC PROG				
PROVIDER: BATCHELDER,DOTTIE (ALCOHOLISM/SUB ABUSE COUNSELOR)				
13-INDIVIDUAL TREATMENT/COUNS	25	22.5	15	25
25-INFORMATION AND/OR REFERRA	2	2.0	2	2
30-FOLLOWUP/FOLLOWTHROUGH-PAT	46	14.0	26	46
33-TECHNICAL ASSISTANCE-PATIE	1	1.0		1
34-OTHER SUPPORT SERVICES-PAT	7	10.3		16
36-COMMUNITY DEVELOPMENT	2	2.5		2
42-EDUCATION/TRAINING RECEIVE	1	2.0		1
48-CRISIS INTERVENTION-PATIE	1	1.0	1	1
49-CRISIS INTERVENTION-PATIE	1	0.8	1	1
53-PROGRAM MANAGEMENT	8	34.7		14
56-RECORDS/DOCUMENTATION	9	11.0		9
59-OTHER ADMINISTRATIVE	6	10.5		6
63-PROGRAM CONSULTATION	1	2.0		25
64-STAFF CONSULTATION	1	1.0		3
83-TRIBAL FUNCTIONS	1	2.0		9
	=====	=====	=====	=====
PROVIDER TOTAL:	112	117.2	45	161
	=====	=====	=====	=====
FACILITY TOTAL:	112	117.2	45	161
	=====	=====	=====	=====
SU TOTAL:	112	117.2	45	161
	=====	=====	=====	=====
AREA TOTAL:	, 112	117.2	, 45	161

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

Food Distribution
Jamie Friedel



Food Distribution Program

December 2024 Monthly Report

Jamie Friedel, Melanie Ceplina, Christopher McClellan and Nicole Ward

1 Department Overviews:

Goals and objectives:

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

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

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

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

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

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

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

No food ordered for January for we are all stocked up.

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

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

Jamie and Melanie, Christopher certified clients.

Jamie, Melanie, Chris and Nicole conducted 35 Deliveries.

We received 2 produce and 1 USDA food truck.

The Food Distribution Office is open to the public from 7:30am to 4:00pm.

Melanie sent 1 recertifications out.

Added 2 new Households.

We have a total of 78 households with 121 total participants.

MEETINGS:

Every Thursday call with Under Secretary Stacy Dean
Monthly Update Call with USDA/FNS
Midwest Regional Conference call
Midwest Regional and National Planning call
Consultation with USDA in Nevada

The Food and Nutrition Center is gearing up for the Holiday break. We are busy getting all our clients taken care of before the Holiday shut-down. We also had Holiday Hams that went out to our client. Next month we will be stocking a couple items that are not available from the USDA warehouse to be able to give out to the clients. I have meet with the Family service department and have come up with the next couple months of activities we are planning. January will be the cooking from the Cupboard. With the help from Family services, MSU Extension, Family Spirit we will be cooking a meal from what is available in the cupboard. After a long month some are stuck with just what they have left. So, we will show people they always have options for a meal with what they have. This class will be held on Wednesdays starting January 8th and every Wednesday through January. We are going to start video taping these classes and make them available online.

New rules came down from the USDA for where we can service our members. Guidelines on what populated areas that we were not able to service we now can. Also, a new Guideline on utility deductions which could favor some people and make them eligible for our program. A new Shelter deduction of \$712.00 is now in effect which is a \$212.00 increase from last years amount. That should bring in more clients for us to serve. I will be working on getting the office space set up in the Muskegon building to start getting new clients set-up in that area. Figuring that we will start the Tail-gating sometime in February depending on the new client sign ups.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Christopher McClellan Food Distribution Assistant

Nicole Ward Food Distribution Assistant

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: Jan10, 2024

Re: December 2024 Report of Activity – Tribal Health Services

Forrest County Pottawatomie Insurance Company filed 246 claims on behalf of Little River in the amount of \$46,775.51 for third party revenue generation.

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

CLINIC OPERATIONS: MANISTEE LOCATION

219 patients scheduled

19 patients NO-SHOW to scheduled appointments

3 patients provided SAME DAY appointments for emergent matters**

70 cancelled appointments

133 patients attending CLINIC PHYSICIAN appointments**

32 patients PHONE TRIAGE**

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

44 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN DECEMBER (Total Patient Volume): 487

Diabetic patients: 38

Flu Vaccines: 14

Injections: 16

Nursing Visits: 6 **

On-site Labs: 103

COVID-19 Tests: 2

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 784

DIRECT CALLS TO CLINIC OPERATIONS: 422

SENT FAXES: 93

RECEIVED FAXES: 498

TRANSPORTS - MANISTEE 5

DECEMBER 2024

TRAVEL HOURS: 6

SERVICE HOURS: 6

NUMBER SERVED: 5

MEDICATION DELIVERIES: 4

TRAVEL HOURS: 1 ¼

SERVICE HOURS: ¾

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 7 ¼

TOTAL SERVICE HOURS: 6 ¾

TOTAL NUMBER SERVED: 9

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

CLINIC OPERATIONS: MUSKEGON LOCATION

90 patients scheduled

8 patients NO-SHOW to scheduled appointment

5 patients provided SAME DAY appointments for emergent matters**

34 cancelled appointments

44 clinic referrals – requiring action by Providers and Staff

53 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 14

Flu Vaccines: 1

Injections: 0

Nursing Visits: 0

On-site Labs: 19

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: Muskegon Calls transferred to Manistee

TRANSPORTS - MUSKEGON: 2

DECEMBER 2024

TRAVEL HOURS: 3 ¼

SERVICE HOURS: 4

NUMBER SERVED: 2

MEDICATION DELIVERIES: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 3 ¼

TOTAL SERVICE HOURS: 4

TOTAL NUMBER SERVED: 2

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$63,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1040

TOTAL PRC PAID IN DECEMBER: \$30,063.49

PHARMACY/OTHER: \$23,266.59

DENTAL: \$6,235.20

TOTAL PATIENTS: 163 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 560

TOTAL CLAIMS ENTERED: 284

TOTAL PRC PAID 2024: \$556,673.43

TOTAL EHAP PAID IN DECEMBER: \$33,020.87

TOTAL EHAP PAID 2024: \$380,285.53

TOTAL ENROLLED EHAP/LRBOI: 1298

NEW APPLICATIONS MAILED OR GIVEN: 16

REASSESSMENTS MAILED OR GIVEN: 25

MEDICARE LIKE RATE (MLR) Savings for December 2024

Claims submitted:	15	\$9,072.28 (total submitted)
		<u>-\$2,846.26 (what we paid)</u>
		\$6,226.02 (total savings)

PHARMACY, MANISTEE: December 2024

Active Patients: 368

Prescriptions filled: 1460

Receipts:

Insurance payments received: \$ 298,535.67

Non-member cash/copays received: \$ 744.34

Less acquisition cost of medications: \$ 69,565.77

Net profit: **\$ x229,714.24**

PRC-equivalent write offs:

LRBOI: \$ 20,670.29

Other Tribes: \$ 847.99

TOTAL: **\$ 21,518.28**

PHARMACY, NORTON SHORES: December 2024

Active Patients: 148

Prescriptions filled: 654

Receipts:

Insurance payments received: \$ 120,103.60

Non-member cash/copays received: \$ 69.08

Less acquisition cost of medications: \$ 22,073.38

Net profit: **\$ 98,099.30**

PRC-equivalent write offs:

LRBOI: \$ 10,295.27

Other Tribes: \$ 683.03

TOTAL: **\$ 10,978.30**

2024 Health Services Department - Manistee Location

Clinic Operations

2024	Patients Scheduled		No Show		Cancelled Appt	Same-Day Appt	Patients Seen**	Telephone Visits**	Total Patient Volume	Chart Reviews **	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	230	18	77	6	141	2	143	45	513	319	62	49	5	17	6	134	1	1,216	610	5	117	642
February	222	22	59	2	134	2	134	40	465	270	87	51	3	19	7	145	4	1,208	643	3	161	572
March	205	14	61	4	134	4	134	40	432	254	76	46	-	17	4	132	1	976	554	1	161	572
April	240	7	59	1	175	1	175	41	622	400	94	67	-	33	6	165	3	1,216	634	-	160	606
May	263	21	73	5	174	3	174	33	675	459	73	56	-	41	9	189	3	1,152	520	1	153	719
June	254	31	66	2	159	2	159	30	748	555	106	48	-	35	4	155	5	1,024	643	-	160	638
July	253	21	65	1	168	1	168	37	684	472	94	62	-	49	7	144	1	1,056	654	4	150	659
August	281	47	67	4	171	4	171	44	609	382	73	70	-	41	12	197	2	1,045	562	6	190	619
September	259	32	55	1	173	38	173	35	678	466	87	66	-	27	1	146	4	960	589	-	163	577
October	328	30	91	5	212	5	212	35	775	521	105	77	34	24	7	179	14	1,088	573	3	215	655
November	234	21	49	4	168	4	168	54	703	474	76	61	34	27	7	146	3	960	564	2	134	579
December	219	19	70	3	133	3	133	32	487	316	44	38	14	16	6	103	3	784	422	2	93	488
Totals	2,988	283	782	38	1,951	38	1,951	476	7,391	4,888	977	691	90	346	76	1,835	44	12,885	6,968	27	1,857	6,764

** 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 2024

Staff

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

Department Overview

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

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

I. Housing Activities.

- A.** During the month, the Department performed the following activities.
 - Lease renewals due during the month: 10
 - Leases renewed: 7
 - 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: 10
 - Total Amount of Awards for the Year: \$52,083
- C.** The Homeowners Assistance Fund received no new application this month, 0 denial. The program has provided \$209,967 in assistance since it began in 2022 and a remaining balance of \$5720.
- D.** The Housing Department Director attended the Annual Legal Symposium in Las Vegas, December 8-13th. This meeting provides updates on national housing issues/concerns, training breakout sessions and housing vendors.
- E.** Krystal Davis, Housing Specialist has provided 3 different elders with a ride to Meijer and Walmart for the month of December in 2 separate trips. She provides this service 1 time a week.
- F.** The first phase of the demolition of the home in AKI that we lost due to fire in January, was completed on November 25-27th. The second part is to have a structural engineer come out the first week in December to assess the basement foundation and decide whether it is structurally sound to use again or if it needs to be removed. UPDATE: the foundation was found to be in good repair and does not need to be demolished and redone. The house plans for the unit will be going to an architect in January to provide up to date building prints so that it can go out for bid. Since the old plans are now over 14 years old and has to be updated with new required building codes, etc.

- G. December was a short month and not much more occurred in the month. Just normal day to day operations.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 8
- B. Termination Notice(s) issued: 0
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Maintenance currently has 2 units to complete for a move in.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 85 (we have 86 but 1 unit is the fire unit so cant count for a move in) rental units in total of which 82 were rented giving us an occupancy rating of 96%.

- A. Aki has 59 income based rental units of which 57 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 32 low-income family rental units and 30 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Do a RFP for the rebuild of the lost home in AKI.

End of Report
Tara Bailey, Housing Director
January 9, 2024

Human Resources
Alicia Knapp



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

To: Ogema Romanelli
From: Alicia Goff
Subject: **December 2024** HR Department Report
Date: 01/10/2025

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

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

1) **HR Operational Plan**

- 1) The last of 2024. HR is currently preparing and finalizing for the last month of 2024 Department Operational Plan, we will work on moving forward in the process of preparing for 2025 while finishing up what is needed to get us there.
- 2) **Month Summary:** Currently working on processing RFP with 7 vendors chosen and reviewing for best deal for the development of and securing vendor for 2024 Audit. Don has done great work here. Also working on obtaining a HRIS so HR may move into the 21 century. Help us to get back to be more efficient, reducing the amount of paper we touch and streamlining all processes from benefits, job descriptions, talent acquisition, performance management-evaluations, training-development and so much more. The plan is to use ARPA funding to bring back to pre-COVID staffing levels. BambooHR is the front runner and we have been having multiple meetings and funds were approved. Soon as check is received will be will be moving forward for implementation second week. HR is still finalizing Job Descriptions on L: drive and Midpoint was reviewed, and changes are in the process to updated and changes made sure to be complete when new positions are to be posted is ongoing. SOPs are still in the process of being reviewed/updated, as well some policy updates done by the Lead group and Executive Legal. Employee manual updates should be coming soon for reviewing/comments.

Talent Acquisition for December -

(1) **Number of Hires During the Month:** 2 (Temps in Acc/Fin.) - Terms (6) - 2 Courts 2 - HR Temps 1- Prosecutor's Office 1 THP

(2) **Number of Open Positions:** November had 16 postings up (2 went down, 2 new posted). Postings 16 FT position were posted/reposted, 5 are currently in the selection process, interviews were scheduled 1st half of November and 3 positions had interviews that took place. There were 4 full time positions selected, interviewed and offers to come. Some more postings in the works.

Some changes for efficiency and results are being considered. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection taking place as we are getting them scheduled – in-person and sent out for return within time period. Directives have come to change some things up. Thank you, Hiring Managers, for your help.

(3) Applications have slowed, but on-line usage of application has been consistent – averaging now around 8 per month from our on-line application, applicants have been processed from Indeed postings, most of the remaining were not completed submissions according to our requirements. At least some moved on to the selection process. 2 went on to interviews, 2 offers went to clinic positions and accepted start will be in the first quarter of 2025. Still experiencing problems with online submissions but process of updating, with the new website being in place updates are a process and training is needed to take care by department. Applications are coming in consistently slow, averaging more than 1-2 per position posted. Utilized LinkedIn, Indeed, NNAHRA, MIETS, and other sites. Bad organizational reviews are out there, and thoughts need to be taken to dispel the negative comments and improve our overall picture organizationally. Changes to selection process to be looked at for improvement. Bamboo HR will be an asset to this process. HR is looking forward to streamlining the process and making us more open to other projects.

3) Talent Development and Relations

- a) Leadership and Team Member Development.
 - i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions on-going, workplace issues and some are still to be scheduled.
 - ii) Provided additional HR support to the leadership of various departments when asked and/or directed by Executive Leads.
 - iii) Mindi Smith HR Specialist providing updates from HR during at the monthly employee meetings for 2024 and doing a great job keeping employees informed. She will be back in 2025
 - iv) Continued assisting leadership with sensitive employee relations issues when asked.
 - v) Moving forward to review job duties and further update of wage grid changes mainly to the mid- rang for NE and E status position. Supervisors (some inquiring and asking for help) asked to ready job descriptions for possible changes in 2025 and look to your budgeted positions.
 - vi) HR Answers... More instore, new in 2025!

(4) HR Department Development Initiatives:

- a) HR Development Events: 6+ – all on-line -communication, conflict resolution, investigation, employee relations, compliance, leadership and FMLA. MIP, All together 32+ hours of trainings.
- b) Continued project to improve HR use of MIP data, still on-going. Looking to get an HRIS. And getting closer to acquiring one – BambooHR. With bids from others BambooHR was chosen on delivery of service, modifications to improve along the way, support, offerings and cost. HR has been looking forward to this.

- c) Further updates are still needed on L: drive - forms and resolutions, policy/ procedures, and our HR share drives need to be recreated, updated as well as the HR SharePoint needing to be repopulated. Arctic IT and our in-house are IT are working on issues.

Training and Development hours totaled: 34 hrs.

6) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 2 FMLA/STD – IFML (on-going) being processed for 11/2024 continuing through to February 2025, 2 FMLA.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has been consistent.
- d) Continued processing new hire insurance enrollment on-going and open enrollment finished.
- e) HR has the 2025 calendar from the advisors, usually last Thursday of the month.
- f) The decision was made to not pursue self-funding for 2025, stayed with current vendors. Open enrollment was on-site 11/12 AFLAC and 11/13 vendors for Dental, vision and Life as well as BCBS. We had at least 30 employees attend.
- g) Processed insurance benefit plan check requests as our monthly duties continue.

7) Safety

- a) Continued COVID-19 support and tracking. 2 reported.
- b) Recordable Injuries: 1
- c) Near Miss/1st Aid:- 2 near misses.

8) Tribal Preference Report

Preference Report for December 2024 –

Employee Count by Preference for December

115 Tribal Members 2 – new hire, 4 - terms = -2	54% (54.2%) of Tribal Government Workforce
09 Native American - no change	4% (4.2%) of Tribal Government Workforce 6%
12 Tribal Descendants - no change	(5.7%) of Tribal Government Workforce 5%
11 Tribal Spouses - no change	(5.2%) of Tribal Government Workforce 0% of
No data on Tribal Parent(s) found	Tribal Government Workforce

Preference for December 2024 – Loss of 2 preference overall

Total preference = 147 overall loss of 2 69% (69.3%)
Non-preference = 65 – (2 NP) terms change (31% [30.7%])
Total of all employees 212 – Overall workforce in December 2024 - 4 loss

Preference Report for December 2023– Preference Hires (December 2023) for comparison

Employee Count by Preference for December

109 Tribal Members +4	54% (53.7%) of Tribal Government Workforce
10 Native American	5%+ (4.9%) of Tribal Government Workforce
12 Tribal Descendants	6%+ (5.9%) of Tribal Government Workforce
11 Tribal Spouses	6%+ (6.4%) of Tribal Government Workforce
No data on Tribal Parent – found	0% of Tribal Government Workforce

No loss in preference for January – overall gain = 4

Total preference = 142 70% (69.95%)

61 non-preference Gain of 1 30% (30.0%)

Total of all employees 203 – Overall gain of 5 to workforce in December 2023.

Comparatively, %s have not changed but Overall Workforce has +9. Preference .65% down approx. NP .7% up approx.

Regards, Alicia Goff - HR Manager

**Information Technology
Vacant Director**

No report submitted

Absent Director

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, 2025
Re: December 2024 report of activities

Number of tribal members assisted on new issues	44
Number of referrals received	1
Number of continuing cases:	34

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	QDRO
Wills	Legal Separation
Trusts	Trial
Estate Planning	Child Custody
Medical Power of Attorney	Unemployment
Objection to Court Order	Dog Bite
Power of Attorney	Eviction
Amend Estate Planning Documents	Trust Administration
EEOC	Real Estate
Show Cause Hearing	Change of Custody
Amendment of Trust	Medicaid
Civil Appeal	Criminal - Juvenile
Taxes	Court Jurisdiction
Involuntary Committal	Section 8 Housing
Limited Power of Attorney – Minor	Prenuptial Agreement

PPO
Name Change – Adult
Adult Conservator – Accounting
Criminal
Motion for Summary Disposition

Minor Guardian
Medical Care
EDRO
SSI and Per Capita

Sample of Work Performed:

Assisted a tribal member obtain a PPO against a person who was stalking them

Assisted a tribal member file for legal separation from their spouse

Assisted a tribal member evict a tenant from their home

Assisted a tribal member probate their parent's Will

Members Assistance
Jessica Steinberg

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

Members Assistance Department Mission Statement

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

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

Departmental Staff:

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

PROGRAMS ADMINISTERED & FUNDING SOURCE:

Low Income Home Energy Assistance Program (LIHEAP): funded by a formula grant and supplemental awards throughout the year from the Administration of Children & Families (ACF), Office of Community Services (OCS), Low Income Home Energy Assistance Program (LIHEAP). This grant funds the following service needs, amounts established in the Formula/Model grant: FY 2025 (Grant Cycle 10/1/2024 – 9/30/2026)

- Heating \$1 minimum benefit, \$1,800 maximum benefit
- Crisis Assistance \$1 summer maximum, \$1,800 winter maximum
- Weatherization \$10,000 maximum

Eligibility for services is determined using an income-based needs formula by assistance type. Level of Need Funded (LNF) is determined using 150% of the federal poverty level (FPL) or 60% of the state median income (SMI), and all household incomes are counted in the LNF. Maximum assistance is determined by assistance type. Eligibility in 2025, per the LIHEAP approved Model Plan is based on 150% FPL and LNF is determined by the percentage calculated in an income matrix. A combination of household size and income level determine the amount of assistance, calculated on a sliding percentage. This is in effect for fiscal year grant period, October 1, 2024, through September 30, 2026, as the previous grant cycle is closing out for FY 2024.

****UPDATE:** The base formula funding increased in FY 2025 to \$226,111, the tribe is also awarded \$6,663.00 in additional Infrastructure and Jobs Act (IIJA) (PL 117-58) funds, and \$6.00 of IIJA funds from a separate appropriation. The previous base award (FY 12024) was \$169,469.

LIHEAP – December 2024 Report [continued]

The formula award is calculated on potential eligible households in the 9-county service delivery area of 1,624. Funded priorities are based on utilization over past grant cycles.

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

****The grant dollars were expensed within 2% of the total award for FY 2024.**

Total Award at time of Report FY 2025	\$232,780	YTD SPEND*
○ Heating – 30% of total funds awarded	\$ 69,834	\$ 1,800
○ Crisis Assistance – 45% of total funds awarded	\$ 104,751	\$ -0-
○ Weatherization – 15% of total funds awarded	\$ 34,917	\$15,225
○ Administration – 10% of total funds awarded	\$ 23,278	\$ -0-
Balance of Available Resources to date:	\$215,755	
Percent of Budget Expended (as of report)	8%	

**As of 10/1/2025 to 12/31/2024 – Will update in January 2025 report.*

LIHEAP ACTIVITY – HOUSEHOLDS SERVED – December 2024

(*this is an average/median amount)

Assistance Type	HH's Served*	YTD	Ave. Benefit/Household
220 - Heating Assistance	1*	1	\$ 1,800.00
221 - Crisis Assistance	0	0	\$ -0-
223 - Weatherization Assistance	3*	3	\$15,225.00

**This number begins the FY 2025 grant cycle for the period 10/1/24 – 9/30/26.*

The Model Plan benefits proposed for FY 2025 are \$1 minimum assistance to \$1,800 maximum assistance for heating assistance and crisis intervention. Cooling is not a prioritized line item in the new model plan, as our clients need crisis (shut off/severe arrearage) intervention. Weatherization remains a proposed funding area, at a maximum of \$10,000.

MA SERVICES DELIVERED FISCAL YEAR – December 2024

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

- *Home Repair Program* \$7,500 maximum benefit, *twice in 5 years*
- *Low Income Energy Assistance* \$300 maximum benefit per year
- *Rental Mortgage Assistance* \$1,000/year max benefit, *once every 2 years*
- *Food Assistance* \$300 maximum benefit per year
- *Elder Chore Assistance* \$400 maximum benefit per year
- *Emergency Transportation* \$400 maximum benefit per year

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

MEMBERS ASSISTANCE – HOUSEHOLDS SERVED (**this is an average/median amount*) *These numbers indicate direct payments to eligible beneficiary households.*

Assistance Type	Households/Individuals Served	Ave. Benefit/*	\$Paid
Rental/Mortgage Assistance	3	\$1,200.00	\$3,600.00
<i>Applications:</i>	<i>14</i>		
Low Income Energy Assistance	6	\$1,618.00	\$ 270.00
<i>Applications:</i>	<i>20</i>		
Food Assistance**	14	\$ 150.00	\$2,100.00
<i>Applications:</i>	<i>20</i>		
<i>Total cards issued:</i>	<i>28</i>		
Emergency Transportation	10	\$ 320.00	\$3,200.61
<i>Applications:</i>	<i>30</i>		
Elder Chore Service	2	\$ 400.00	\$ 800.00
<i>Applications:</i>	<i>10</i>		
Home Repair Program	3	\$5,002.00	\$15,005.00
<i>Applications:</i>	<i>11</i>		
Bereavement			

MA SERVICES & ACTIVITIES FISCAL YEAR 2024 – December 2024 [continued]

Phone contacts and inquiries: 389 phone contacts – 17.5 days of operation!

The primary work in this department is to assist tribal members with temporary financial and referral assistance to access other benefits, including LRBOI departments, external agencies, and other assistance agencies – in and out of the service delivery area. Phone contacts are the initial and consistent method of doing this work.

The Program Coordinator documented 181 calls for assistance, and the Program Specialist logged 208 calls for assistance. The breakout for assistance calls is as follows:

Low Income Energy: 34	Emergency Transportation: 48
Rental/Mortgage Assistance: 34	Elder Chore Services: 14
LIHEAP Weatherization: 22	LRBOI Home Repair: 11
Food Assistance: 38	GWE Stimulus Benefit: 44
Elder Insurance: 8	General (Office/referrals/etc.): 115
Per Capita Info: 8	Homelessness: 13

The staff also handled 8 individual walk-in clients.

MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:

The department is concerned going into the new fiscal year regarding the fiscal matters that may impact a change in payment status may have on our ability to commit funds to beneficiaries in our LIHEAP program; the Single Audit has yet to be filed, and a letter issued by the Office of Self-Governance, indicating a change in payment status to begin on January 1, 2025. This change of payment status may impact the department's primary funding in LIHEAP, and the ability to meet the needs of our beneficiaries, should funds be distributed in monthly increments, based on submitted reimbursement requests (per the BIA Sanction Handbook). There continues to be little discussion or information regarding this matter from Lead Staff, the Tribal Manager, or the Elected Leadership, shared administrative program staff regarding expectations or a fiscal plan to meet beneficiary needs going forward, should the sanctions be fully implemented. The Coordinator has extensive experience and expertise regarding self-governance, drafting of corrective action plans and negotiations with the Office of Tribal Self-Governance (cognizant agency-BIA), and offers to assist with meeting this new challenge to our government. The Coordinator has shared an initial five-point corrective action plan with the Tribal Manager, to assist should there be a need to address issues indicated in the single audit and appeal the determination of the official.

The Department continues to work with our beneficiaries to reduce the impact of utility shut-offs, rental/mortgage evictions and the impact of per capita payment on SSI beneficiaries, who lose all state sponsored assistance because of those payments. The Department has also experienced some intra-agency 'interference' that impacted our ability to perform our work effectively, given such a short window of days of operation. Departmental personnel have worked to increase cooperation across departments, and it is best if departments make attempts to support the work we do, and maintain professionalism in communication to our members in a manner that supports our workload—we cannot always get to every phone call, and given the nature of emergent needs, not always provide timely answers to messages—but we do work diligently to address those needs as quickly as humanly possible.

The Department should be staffed with a Director, Coordinator and two Specialists. That would facilitate the workload efficiently and effectively. In addition, the Coordinator needs to be able to run their own financial reports to monitor spend and benefits paid to ensure the program remains compliant.

Respectfully submitted - Jessica Steinberg, Coordinator

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi
Daáwaá
Aníshinaábek**

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

**December 2024 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
- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management and annual reporting.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Implementation of the Fisheries Division work plans.

Equipment maintenance/Field Work/Lab Work:

- Nmé, Lake Sturgeon:
- Monitoring Manistee River PIT tag antenna array
- Coordinating MI AFS awards
- Lake Sturgeon acoustic array maintenance
- Great Lakes Fisheries Trust grant purchase of monitoring for PIT tag antennas with partner agencies

- Inland Fisheries:
- Finalized 2024 LRBOI Inland Harvest Report as required by the 2007 Inland Consent Decree
- Continued constructing larger RSIs to accommodate estimated number of Arctic Grayling eggs for 2025 reintroduction.
- Completed report summarizing fish community data collected in 2024 field season in the Upper Manistee River Watershed (Technical Report: Inland Fisheries-2024-02)
- Completed report summarizing water temperature data collected in 2024 field season in the Upper Manistee River Watershed (Technical Report: Inland Fisheries-2024-01)
- Great Lakes Fisheries Assessment Program:
- GLFT LWF Thiamine sampling (Arcadia, MI)
- Data QA/QC, fish age structure preparation, fish aging calibration and training
- RV Namaycush winterization (Ludington, MI)
- Data QA/QC, fish aging data processing
- Commercial sub-sampling (Ludington, MI)
- Otolith aging, Data entry and QA/QC

Meetings/Training/Travel/Conference Calls

- Upper Manistee Watershed Grayling Habitat Suitability Index update meeting hosted by Zac Locklear (University of Wisconsin) Virtual Meeting (12/2)
- GL PFAS Summit (Virtual) (12/3-12/4)
- Inland Fisheries Committee meeting (12/4)
- Lake Sturgeon working group meeting (12/5)
- Manistee River Sturgeon protection meeting (12/11)
- Technical Fisheries Committee (TFC) Meeting (Petoskey, MI) (12/10)

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

Wildlife Program

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget

- 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- 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.
 - Purchased field work equipment.
 - Worked check station for tribal hunters and trappers, including walk-in Mondays.
 - Paid and closed out contract work.
 - Analyzed photos from wildlife cameras.
 - Provided orientation and tags to tribal elk hunters.
 - Monitored elk hunt and facilitated communication for elk hunters.
 - Reviewed and provided comment to the state on the State Forest Management Plan.
 - Reached out to partners on turtle research.
 - Worked on grant proposals.
 - Worked on Michigan American marten white paper review.
 - Set up access for reviewing gray wolf management plan.
 -

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Surveyed wetland restoration.
- Removed signs at Griffith.

Meetings/Training/Travel/Conference Calls

- Camera trap data sharing meeting with DNR for gray fox research project (12/1)
- Elk hunt orientation (12/3)
- Wildlife Technical Committee meeting in Gaylord (12/4)
- Building planning meeting (12/5)
- Emergent invasive species meeting with DNR (12/5)
- NWF meeting regarding State Forest Management Plan (1/10)
- CORA tribal biologist meeting regarding State Forest Management Plan (1/10)
- Rare turtle working group meeting in Grand Rapids (1/13)
- Michigan beaver advocacy group meeting (1/16)

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

Corey Wells –Environmental Division Manager

Alexis DeGabriele– Aquatic Biologist – Wetlands

David Karst – Brownfield Specialist
Brooke May - Aquatic Biologist – Water Quality
Jasmine Saringo – Air Quality Specialist
Alycia Peterson - Great Lakes Policy Specialist

Budgets Managed:

- 4571 -- EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 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

- EPA R5 Program Meeting 12/11
- EPA Management Call 12/9
- TC meeting 12/16
- EPA Budget Call 12/18

Brownfield Program

Administration /Reports/Data Entry

- Completed purchase of the drone, LIDAR camera, and hardware
- Helped Gosling Czuback with specific questions and details for the 9 Phase I environmental assessments.
- Worked with the HHW committee for 2025 event planning.
- Submitted Q4 reporting to EPA along with budget and workplan.
- Submitted a request for \$100000 BIL supplemental grant for Sugar Shack cleanup, computer equipment, and consulting.
- Supplemented Phase I environmental assessments with coordinates and maps
- Produced a presentation for MTEG about Brownfields and urbanization.
- Reviewed City of Manistee Master Plan and Zoning Ordinance.
- Reviewed meeting minutes from the Brownfield Redevelopment Authority

Field Work and Equipment Maintenance

- Met with Gosling Czuback in person to assist with building details, parcel boundaries, and other information such as past uses.
- Began unboxing and organizing UAV accessories for inventory purposes.

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

- I removed some open dumping items from Griffith Road on
- November staff meeting on November 7.
- Deer Check training on November 12.
- Revitalization and Placemaking Program Informational Webinar on November 13
- Introducing the Michigan Zoning Atlas - Grand Rapids Area Pilot on November 14.
- Work Session with Tribal Council on November 19.
- EPA Tools & Resources Webinar: 5th National Climate Assessment - Resources and Interactive webinar on November 20.

Water Program (106 and 319)

Administration Reports/Data Entry

- Saved hobo data on computer and created graphs with the continuous data.
- Did averages for eureka water quality data, updated master summary file, submitted data to WQX.
- Updated and made graphs for average temperature trends for Bear, Pine, Old house, and Sickie Creeks.
- Uploaded Sontek data and created graphs for stream discharge.
- Updated site photos and added graphs for discharge, temperature trends and Secchi disk for the WQAR.

Field Work and Equipment Maintenance

-

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

- 12/3/24: MTEG Meeting
- 12/17/24: Region 5 Tribal Water Division Call

Air Quality Program (Funded by EPA CAA 103)
Administration Reports/Data Entry

- Completed Ozone Multipoint Worksheets for bi-weekly checks.
- Completed T640 Multipoint Worksheet for monthly check.

Field Work and Equipment Maintenance

- 12/10/24: Ozone bi-weekly multipoint check.
- 12/23/24: Ozone bi-weekly multipoint check.
- 12/23/24: T640 monthly multipoint check.
- 12/23/24: Met check

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

- 12/03/24: MTEG - virtual
- 12/16/24: Introduction to MiEnviro Portal for Air: Air Permitting and Compliance

Wetlands Program (Wild Rice)
Administration Reports/Data Entry.

- Maple River Project tasks: drafted check request #4 for CMU.

Field Work and Equipment Maintenance

-

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

- 12/6/24: call with Jen Read providing input on Manoomin Stewardship Plan and ANC BMPs.
- 12/10/24: TWWG Co Leads/NAWM/EPA monthly check-in meeting.
- 12/10/24: NOAA Geospatial Manoomin meeting.
- 12/10/24: MWRI Team meeting.
- 12/10/24: MWRI Monitoring & Restoration Committee meeting.
- 12/10/24: MRWA-LRBOI meeting to discuss MWCASC & NOAA fish passage grant applications.

Water Program (106 and 319)
Administration Reports/Data Entry

- Continued working on updating 106 WQ Monitoring QAPP.
- Onekama Township Invasive Species Committee tasks: reviewed Portage Lake Manager draft rubric & interview questions.

Fieldwork and Equipment Maintenance

-

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

- 12/2/24: Onekama Township Invasive Species meeting.
- 12/3/24: MTEG (virtual).

Great Lakes Policy Program

Administration//Reports/Data Entry

- LM LAMP- 2023 Lake Michigan Annual Report and the 2024 Annual Report Outline
- 2022-2026 LH LAMP Implementation Tracking (mid-cycle) file

Field Work and Equipment Maintenance

- None during the month.

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

- MTEG meeting (12/3/24)
- Tribal-EPA Mining Call (12/5/24)
- Little Manistee Scoping meeting (12/11/24)
- Michigan AFS Webinar (12/11/24)
- Lake Michigan Partnership WG monthly call (12/11/24)
- Lake Huron Partnership WG monthly call (12/12/24)
- Cooperating Agency Status meeting (12/13/24)
- MCD Annual Meeting (12/13/24)
- Enbridge Line 5 Tunnel EIS - Monthly Cooperating Agency Meeting (12/19/24)
- Tribal mining call (12/19/24)
- Holiday Break (12/24/24- 01/02/25)
- Lake Huron Habitat Committee (12/26/24)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

December 2024

Steve Parsons

Meetings/Conferences/Trainings

- On December 13, 2024, I attended the monthly Michigan Tribal Planners meeting via Zoom. During the meeting, a representative from EGLE discussed the State of Michigan's Renewable Energy program and the formation of a Tribal Advisory Committee for those tribes that want to be involved.
- On December 16, I met with Michael Burmeister and other members of LRCR's facilities department regarding their project to make renovations to the Little River Trading Post in order to add a fast-food deli. After reviewing the renovation plan with Mark Niesen (our building inspector), it was determined that a building permit would not be necessary for the proposed work. Once the project is complete, Mark will perform a final inspection so that a Certificate of Completion can be issued to the LRCR for their records.

Activities/Accomplishments/Updates

- **BIA Roads Construction Projects for 2024:** Here is a final update on our BIA Road Construction Projects for 2024:
 1. **Government Center Parking Lot #2 (Clinic parking area):** This project involved the removal of the pervious concrete portions of the Government Center Parking Lot that primarily services the clinic. The removed pervious concrete sections were replaced by solid concrete, and the project concluded on July 17, 2024. This project was financed by BIA Roads maintenance funding.
 2. **Extension of Sugar Shack Road:** This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.
However, this road project has been delayed for two reasons: The first being that the BIA has requested another Environmental Assessment (in order to meet NEPA requirements) due to the proximity of wetlands to the existing road. The second reason is the result of defects appearing in the road because of rainwater erosion. It has been decided that we delay construction until 2025 until the two issues mentioned above have been addressed. As a result, this project has been included on our Tribal Transportation Improvement Plan for 2025.
 3. **Tribal Cemetery Road:** The plan for 2024 was to use BIA funding to add additional features to the Phase 1 road system in the cemetery. This was to include landscaping and irrigation. However, to accomplish this, we need 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 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. I will likely need to meet with Tribal Council to discuss ways to come up with the funding to pay for this cost.
 4. **US-31 Roundabout Project:** The construction portion of this project was finished in October 2022. This year's activity will include the repair or reinstallation of irrigation systems (for

the Little River Casino Resort and the Little River Trading Post) that were damaged during the initial road construction in 2022. Unfortunately, this did not happen in 2024. We have included this project on our Tribal Transportation Improvement Plan for 2025.

5. Loon Drive: This project was originally scheduled to include the replacing existing pavement as needed, and replacing/upgrading the underground storm system where necessary. The section of Loon Drive slated for reconstruction will run from the area near the Roundabout to the Four-way-stop intersection that leads to the Government Center and the Gathering Grounds.

After a work session with Tribal Council to discuss the details of this project (mentioned in the earlier portion of this report), it was determined that the best course of action was to revisit the plan design to replace/upgrade the underground storm water drainage system to make it more effective and durable. The project has been included in our 2025 Tribal Transportation Improvement Plan.

6. Aki Maadiziwin Connector Road, Frost Road & US-31: This project (now in its second year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2024-2026), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

In addition, 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 discussing some type of cost-sharing arrangement for necessary improvements that would be required by MDOT for the Frost Road entrance.

Additional Activities

- Demolition of Jockey Quarters on Tribal Property in Fruitport Township

During 2024, I have been serving as the point person, at the request of the Ogema, for a project to demolish the jockey quarters on tribal property in Fruitport Township. The jockey quarters were part of the Great Lakes Downs racing complex that was purchased by the tribe some time ago. Unfortunately, the jockey quarters have been occupied by the indigent/homeless population in the area. In order to reduce any potential liability to the Tribe, it was decided that the jockey quarters should be demolished.

Tribal Council approved a contract with GTEC (on September 18) to oversee the demolition project on behalf of the Tribe.

During the months of October/November 2024, activity in regard to this project included: pulling a demolition permit with local authorities, performing an asbestos survey of the site, and making sure that all utilities in the building are disconnected before demolition takes place. Unfortunately, utility disconnection was not completed until December 20, 2024. Therefore demolition work did not begin until December 30, 2024. The revised project completion date is now set at January 24, 2025.

- At the request of MDOT, I am participating on the recently reestablished "M-22 Pure Michigan Byways Committee." The committee includes representatives from Manistee, Benzie, and Leelanau Counties.
- Also, at the request of MDOT, I am participating on the newly-formed "Rebuilding US-31 in Manistee Stakeholders Group." The purpose of this group is to provide input to MDOT regarding the US-31 rebuilding project which will start south of Stronach Road in Filer Township,

continue north through the City of Manistee, and end at M-55 in Manistee Township. This stakeholders group is meeting periodically throughout the design and planning phase of this project. Construction is tentatively scheduled to take place in 2027.

- The BIA Roads Annual Report for FY 2024 was submitted electronically on November 21, 2024.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	9
City Assist	3
County Assist	7
Medical Assist	1
MSP Assist	2
Other Calls for Service	1
Property Checks	598
Suspicious Person	
Suspicious Situation	6
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	1
Accidents	2
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	1
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	1
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	11
Unsecured Vehicle	
Verbal Warning	6
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	7
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	7
Assault	4
B&E	2
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	
Domestic Disturbance	8
Drive-Off	
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	2
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	1
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	2
Public Peace	
Resisting	3
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	389.25
Alarm	
Attempt to Locate	
Boat Dock Checks	
Casino Hours	63.5
Civil Standby	1
Community Policing	6
Court Hours	4.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	14
Found Property	2
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	2
Special Detail	1
Suicidal Subject	1
Total Complaints	58
Total Reports	48
Training Hours	17
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	4008
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	174.75	
Arrest(s)	2	
Male		
Female		
ATV Patrol Hours		
Assist(s)	16	
Assist Hours	14	
Citation(s)	1	
Civil	2	
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	29	
Contacts	636	
Court		
Court Hours		
Follow-up(s)	13	
Follow-up Hours	19	
Federal Citation(s)		
Hours Worked	406	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	3.5	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	152	
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage	3863	
Vehicle Stops		
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

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

Administrative Hours	52.5	
Arrest(s)		
Male		
Female		
Assist(s)		
Boardings		
Catch Inspections		
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Original		
Complaints		
Contacts		
Court		
Court Hours		
Dock Checks	6	
Follow-up(s)		
Follow-up Hours		
G/L Marine Patrol(s)		
Hours Worked	137	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
PR Activities	1	
PR Activities Hours	1.5	
Snowmobile Patrol Hours		
Training(s)		
Training Hours		
Vehicle Mileage	1188	
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

Little River Band of Ottawa Indians
Court Security Activities
December-24

Administrative/Reports		
Hours		
Assist Other		
Hours		
Court Cases		2
Hours		2.25
Property Checks		6
Hours		2
Screenings		43
Hours		8
Contraband		
Weapons		
Denials		
Surveillance		110
Hours		114.25
Training		
Hours		
Transports		
Hours		
Training/Travel		

Department of Public Safety Monthly Report

2024

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
General Patrol													
Assist Citizen	1				1		1	1		1			5
Assist Motorist													0
Assist Other Agency	4	8	6	10	6	11	7	12	2	4	8	9	87
City Assist	3	7	4	2	8	7	13		3	1	3	3	54
County Assist	8	10	15	7	9	20	14	16	8	9	8	7	131
Medical Assist	2	1	3	1		6	3		1	2		1	20
MSP Assist	4	3	1		5	4	4	2	1		1	2	27
Other Calls for Service	3		1	4	4		1	1	2	3	2	1	22
Property Checks	537	421	495	823	737	747	615	620	367	657	640	598	7257
Suspicious Person	2		1	1	2	1		3	2		1		13
Suspicious Situation		1	1	2	4	4	1	4	3	1	1	6	28
Well-Being Check	3	1	4	4	4	2	3	2	1	2	2		28
Traffic													
Abandoned Vehicle												1	1
Accidents	4	9	4	5	10	8	12	10	2	5	5	2	76
Disobeying Stop Sign													0
Driving License Suspended	1	1		1	3	1			1	2		1	11
Expired Drivers License	1		2		1								4
Expired License Plate	1			1						1	1	1	4
Fleeing & Eluding		1		1	1		1	1		1			6
Hit and Run		2			1		1		1		1	1	8
MDOP				2	1	1		1	1				0
Minor in Car													0
Motor Vehicle Theft													0
No Proof of Insurance	1		1	2	5	1		2		3		1	
Open Intoxicant		1					2						3
Other Traffic Citation	1			1			1	1	1				5
OUID											1		1
OUIL		1	1							1			3
OWI	1			1	1	4	1	4		3			15
Parking Ticket													0
Reckless Driver			1	1	1					1			4

Speeding Ticket				1	1							1		3		Total
Traffic Continued																
Stolen Vehicle												1		2		2
Suspicious Vehicle	1		1										1		2	5
Towed Vehicle																0
Traffic Stop	11	16	13	15	26	24	24	19	7	25	15	11	11	206		0
Unsecured Vehicle																
Verbal Warning	4	10	12	12	25	6	7	13	1	13	7	6	116			0
Warning Ticket																
Processes																
Warrant Entered																0
Civil Process-Paper Service	6	2	22	15	1	3	2	1		3	2	7	64			
PPO Served			1										1			
Federal Docket Ticket														0		
Criminal Offenses																
Animal Neglect					1			1						2		
Arrest	10	10	8	5	13	23	4	8	6	14	5	7	113			
Assault	1		2	1	2	3		1	2	2	2	4	20			
B&E		1				1	3		1		2	2	10			
Bond Revocation						1							1			
Child Abuse			1	1		1							3			
Child Custody														0		
Child Neglect					1					1				2		
Contempt of Court										3				3		
Counterfeiting	1					2	1	1	1	1			6			
CSC		1	1		1	1	2	2	1				7			
Death					1	1			1				3			
Disorderly	1				1	1	1	1	1	2	1		9			
Domestic Disturbance	7	6	6	3	4	4	6	4	8	1	2	8	59			
Drive-Off	1	3		2	2	2	1	2			2		15			
Drug Violation/VCSA	4		2		5	3	4	1	3	1	6	3	32			
Elder Abuse													0			
Embezzlement	1		2	1				1					5			
Extortion/Conspiracy													0			
False ID														0		
Family Problems	1				3			1	1	3		2	11			

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Miscellaneous													
Administrative Hours	321.75	237	207.5	275	259.75	377	302	230	274.75	342.75	284.25	389.25	3501
Alarm	1	2	2	2	2	2	5	2		1			19
Attempt to Locate			1		1	2					1		5
Boat Dock Checks													0
Casino Hours	99.5	115	143	145.25	147.25	118.25	140	134.25	137.75	127.5	118.5	63.5	1489.75
Civil Standby		1	1			1				1	1	1	6
Community Policing	5	4	4	2	3	5	7	12	4	7	3	6	62
Court Hours	2.5	2	0.5	1	0.5	2.75	1	6.75	2.75	2	1.5	4.5	27.75
Death Notification													0
Drug Disposal													0
Follow-Up Investigations	11	7	4	5	13	12	9	8	14	20	8	14	125
Found Property	3	1	2				1	2	5	2	3	2	21
Lost Property		1					1			1			3
Meetings Attended													0
Open Door					1		1		1				3
Open Window													0
PBT					2		2		1			2	7
Special Detail				1	2		8		2	1	2	1	17
Suicidal Subject	1		2		1	5	1	2	2	4	1	1	20
Total Complaints	59	54	49	49	75	86	89	55	59	52	48	58	733
Total Reports	59	54	49	49	71	61	79	55	48	52	48	48	673
Training Hours	3.5	2	48	16.75	25.25	59.75	46	16.25	19.5	30.5	17.75	17	302.25
Transport													0
Trespassing		2	2				2	3	4	1	4		18
Tribal Council Meetings													0
Vehicle Mileage	3645	3988	3137	3900	4083	6829	4857	3289	2818	4590	4881	4008	50025
Voluntary Missing Adult													0
Yearly Dispatched Calls												2435	2435
Training/Travel													

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

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

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

April 18-19, 2024 Director Medacco attended CJIIS Board Meeting in Lansing, MI.

April 2024 all Officers completed firearms/rifle qualifications.
May 6-10, 2024 Sgt Rodriguez attended MTOA Conference in Mt Pleasant, MI.
May 16, 2024 Director Medacco, Officer Snow, Szpliet, Trisch, Aksamitowski attended PPO training at Justice Center.
May 29, 2024 Director Medacco, Sgt Umlauf and Officer Snow attended Basic Thermographer at Justice Center.
June 4-7 2024 Sgt Rodriguez attended North American Assailant Conference in Troy, MI.

Training/Travel

June 12, 2024 Sgt Rodriguez attended ERT Training.
June 15-19, 2024 Director Medacco attended MACP Summer Professional Development in Bellaire, MI.
June 25-26, 2024 Sgt Rodriguez attended SWAT Challenge in Lake City, MI.
June 2024 Officer Snow did online drone training.
June 2024 Officers completed Police One training online.
July 15-18, 2024 Officer Trisch attended Interdiction workshop in South Bend, IN.
July 23-25, 2024 Sgt Umlauf attended Michigan Justice for Children Conference in Detroit, MI.
July 2024 Officers completed Police One Training online.
August 4-8, 2024 Officer Snow attended Safety Net Tech Summit 2024 in Washington, DC.
September 9-10, 2024 Director Medacco and Lt/Det Pefley attended CORE technology training in Lansing, MI.
September 2024 Officers completed Police One training on line.
October 29 & 30, 2024 Officers attended use of force training at WSCC training center.
October 17-18, 2024 Director Medacco attended CIJIS meeting in Dimondale, MI.
November 2024 Officers completed Police One training on line.
November 2024 Officers completed Lowlight firearms qualifications.
November 2024 Officers completed LEIN testing.

Training Continued

Tax Office
Valerie Chandler

Tax Department December 2024 Monthly Report

Staff: Valerie Chandler, Tax Officer

Deborah Miller, Tax Department Administrative Assistant

During the month of December 2024, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registrations
 - Certificates of Exemptions
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, 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 2024.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly 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 0 Certificates of Exemption:
 - Purchaser: 0 RTM 0 Tribe/Entity
 - Purchase Type: 0 Vehicle 0 Construction 0 Recreational Vehicle
9. Reviewed 35 Tribal Member address and/or name changes; 3 required updating of the RTM list and database.
10. Processed 0 Proofs of Residency.
11. Processed 18 Motor Fuel Registrations.
12. Processed 6 reservations for the Aki Maadiziwin Community Center.

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 for RTMs
- RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for January 2025 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,722 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

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

***Variable Duties and Accomplishments:**

1. Processed and issued 0 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Communicated with Historic Preservation Lead as well as NAGPRA, SHPO and other Tribes' personnel in regards to consultations and notifications. (Tax Officer is currently one of two interim appointees to handle these items.)
3. Printed and distributed annual 2025 Tribal Tax Licenses for vendors on the annual schedule.

4. Received and distributed the 2025 Certificate of Exemption and Letter of Authorization to the authorized signers of the tribal government and casino resort.
5. Took notes and provided feedback at the consultation meeting held via Teams with the State of Michigan History Center, SHPO archaeologists, and 14 other Tribes. The meeting was in regards to the remodeling of the current archaeological collections storage room, the temporary storage of the collections, thoughts on the remodeling, and respect and/or any ceremonies necessary for the NAGPRA related items in the collections until proper repatriation processes are completed.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities.

Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices fluctuate.
2. Worked with the c-store Manager to review tribal tax exemptions, logging of purchases, policies and procedures and answering any questions.
3. Continued to work with the Director of Organizational Development and selected vendor in regards to the swipe card system for the Trading Post.
4. Reminded the c-store of the Michigan fuel tax increase set for January 1st and adjusted the tribal tax exemption "discount" accordingly.

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. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.

Meetings / Trainings Attended During the Month:

1. Attended a consultation meeting via Teams on December 3, 2024 with the State of Michigan SHPO and other Tribes in regards to the State Archaeological Collections storage room.
2. Met with Little River Holdings staff via Teams on December 10, 2024 to explain the process of obtaining a Tribal Business Tax License and why it is required.

Statistics:

Total Registered Resident Tribal Members (RTMs): 252

- Manistee County: 241
- Mason County: 11

Monthly Tax Revenue*:

*November 2024 amounts received in December 2024

- Retail Sales Tax (Gift Shop) \$2,273.81
- Retail Sales Tax (Nectar Spa) \$68.55
- Retail Sales Tax (Trading Post) \$1,390.41
- Service Tax \$945.54
- Admissions Tax \$2,101.52
- Lodging & Occupancy Tax \$7,553.24
- Food & Beverage Tax \$30,884.95

Tribal Member Tax Exemption Rates ("Discounts") for January 2025:*

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

- Gasoline: \$0.468/gallon
- Diesel: \$0.505/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
Vacant Director**

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
December 2024, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Provided THPO Section 106 Reviews on behalf of THPO

Billing

Water	\$12,023.58
Sewer	\$22,744.13
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,459.89
Septage	\$5,397.08
Other	\$546.09
Month Total	\$65,051.03
Yr. to Date Water	\$142,826.84
Yr. to Date Sewer	\$263,559.95
Yr. to Date Irrigation	\$32,263.02
Yr. to Date Fire Suppression	\$96,831.96
Yr. to Date Manistee Township	\$200,357.95
Yr. to Date Septage	\$94,222.08
Other Revenue	\$1,892.76
Credit	\$0.00
Yr. to Date Total	\$831,954.56

- 1. Well House Pumping in Gallons**
Total Flow Gallons
 - a. 2,295,271**
 - b. Ave Daily Flow Gallons 74,041**

- 2. Gallons of Treated Wastewater SBR**
Influent Gallons
 - a. 3,156,600**
 - b. Daily Average Gallons 101,826**
Effluent Gallons
 - a. 3,110,204**
 - b. Daily Average Gallons 100,329**
Lagoon
 - a. Influent 174,409**
 - b. Daily Average Gallons 5,626**

- 3. Septic Sewage**
 - a. 113,716 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: Headworks Contract Approval Council Meeting

Who: Gregory Walters, Gary Lewis

Where: Council Room

What: Head works Bid Opening

Who: Diane Kerr, De-Ahna Underwood, Gary Lewis

Where: Government Center

What: MSU, MACPRA Meeting

Who: Gary Lewis

Where: Zoom