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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: September 19, 2024
Maanda Nji: Re: August 2024 Operations Report



We respectfully submit the August 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
August 2024

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

August 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 MIP Accounting software to achieve more efficiencies in processing purchase orders and accounts payable.
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 August and will continue into September.

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 416 payroll vouchers/checks.
2. Verified 38 PAF's this month which included 7 new employee(s), 3 Job Change/Transfer employee(s), and 6 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 8/9 and 8/23.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

8/1 – Monthly staff Meeting
8/1, 8/15 and 8/29 – Payroll/HR Meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2024 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in August 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 August 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 August to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Prepared member eligibility for the October per capita distribution and provided to CFO for payment calculation.

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. Prepare the biannual payroll certifications for period of 3/1/24 – 8/31/24.
2. Processing of October per capita distribution and necessary compliance reporting.

ACCOUNTS PAYABLE

In addition to tasks below, Accounts Payable processed 2,886 GWE checks from 7/18-8/31/2024.

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 filing 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. Assisted with updating Policies and Procedures.

Upcoming Projects / Tasks –

Purchasing/Travel Manager

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities and staff.
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 8/6 Attended Roberts Rules or Order training.
2. 8/9 Work session on proposed changes to Purchasing and Procurement Regulation.
3. 8/29 & 30th 2024 Updates to the Super Circular under NAHSDA training.

Receiving

Duties and Accomplishments –

1. Received in 325 packages.
2. Issued 163 receiving reports.
3. Returned 3 item for credit.
4. Made deliveries.
5. ***21 FedEx for mail clerk***

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Help stuff checks

Mileage of department's vehicles

Upcoming Projects / Tasks –

Budget Coordinator

- 1) Prepared 10 agenda items for Tribal Council Meetings
- 2) Attended 4 Tribal Council Meetings
- 3) Attended 3 Agenda Reviews
- 4) Completed 16 Budget modifications
- 5) Prepared and submitted 31 draw downs
- 6) Prepared and submitted 6 financial status reports to agencies
- 7) Prepared and submitted 1 final report to agencies
- 8) Attended Staff Meeting by ZOOM
- 9) Attended LRBOI picnic
- 10) Prepared and held Budget Hearing on August 3, 2024
- 11) Prepared, completed and delivered to Tribal Council the draft 2025 Government Budget.

Grants

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

Expenditures Update

Total year-to-date expenditures for the Finance Division for August 2024 are \$811,961 compared to an annual budget of \$1,475,869. Total expenses for the Finance Division for year-to-date August 2024, represent 55% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

August 2024 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services:** 1 student received 12th grade computer awards totaling \$1000, 35 students received school clothing/activities funding for 2024, totaling \$17,500. and 3 student received driver's training assistance totaling \$750
- **Higher Education Scholarship:** 5 Higher Education Scholarships were processed for August. Total awards were \$15,500, providing assistance to 5 students, 2 community college students and 3 university students. 3 students were female, 2 were males.
- **College Book Stipend:** 23 book stipends were awarded during the month of August totaling \$14,700. 3 for being enrolled in 1-3 credits, 9 for being enrolled in 4-8 credits, and 17 students received stipends for being enrolled in 9 or more credits.
- **Miscellaneous Information:** processed Michigan Indian Tuition Waivers, and took numerous phone calls and emails regarding student school clothing checks, book stipends and scholarships.
- **Monarch Rearing and Release project –**
- **Adult Craft Session at Community Center August 28, 10 participants in a rock painting class**

Justification

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

Elders Meal Program
Victoria Wells

Elder Meals August Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
208	581
Hackley Congregate Meals	Take out
12	

Bingo At Aki	Bingo At Hackley
8	
Activities At Aki	Activity at Hackley
49	12

PO #	Distribution Code	G/L	Starting	Ending
240553	4531	5204	\$106	\$12
240937	4558	5602	\$122.88	\$29.63
240991	4558	5204	\$269.92	\$115.20
241298	4558	5204	\$842.85	\$233
241278	4558	5204	\$833.49	\$4
	4558	5204	\$3000	\$2834.17
241208	4523	5202	\$2000	\$1136.80
241566	4558	5204	\$3500	\$1327
241698	4558	5204	\$3260.64	\$2837
241663**	4558	5204	\$2676.78	\$2506.10

24105 had the wrong GL code and we had to close the PO and open another which is 241663. This is for Orchard Market. Once a week the program goes to Orchard Market for farm fresh produce. This saves us money and allows us to offer local, fresh fruit/produce. The elder's picnic where we offered a whole assortment of foods and giveaway prizes was well attended at 48 people entered in the raffle.

We also fired up the freeze dryer with extra blueberries to do a test run. I feel this is really going to help stretch our dollars in the long run. We also plan on using it to freeze dry candy to sell as a fundraiser for our program! We are still seeking another funding source and the inter-tribal council of Michigan is helping us look for solutions as well.

Our numbers dipped but a lot of elders have been traveling. Compared to a year ago, in 2023 we had 98 in person and 424 delivered. So even with a dip in attendance we are still above what we were a year ago!

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

August 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
- Sending out information on members to DHS and low-income housing complexes.

Duties Performed

- Created 410 New or replaced Tribal I.D.s from 08/01/20214 through 09/01/2024.
- 252 Address changes from 08/01/2024 through 09/01/2024
- Final rejection letters 0
- Final acceptance letters 0
- Final disenrollment certificates 0
- Provisional Rejection letters 0
- Provisional acceptance letters 0
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0

- Notice of decision on appeal 0
- Appeal hearing notices 0
- Extended appeal hearing notices 0
- Notice of blood quantum increase 0
- Reinstatement notices 0
- Notice of blood quantum determinations 0
- Notice of mistake of fact investigation 0
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 12 Applications received as of 09/01/2024.
- List request of Membership 0
- Label request of Membership 0
- Statistical request – Tax Department, Humana Insurance

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 125
- PRC/EHAP 115
- Members Assistance 0
- Utilities 5
- Food Distribution 0
- Casino 3
- Family Services 4
- Tribal Council 0
- Natural Resources 0
- Education 6
- Gaming 0
- Work Force Development 3

Ordering/Correspondence

Enrollment verifications to other tribes 3

Sent out Per Cap Earnings information.

2 Tuition Waiver Verifications

942 phone calls logged.

Total Tribal Members Living in:

9 County Area 1,621

Outside 9 county 2,241

Inside Michigan 2556

Outside Michigan 1,348

Undeliverable Addresses 23

Facilities
Rusty Smith

***2024 August 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 department is dedicated to providing exceptional service and quality workmanship to ensure an aesthetically pleasing, clean, accessible, working environment that promote 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

The Maintenance Department maintains 13 buildings and provides lawn care services for the following locations: Eastlake, Gathering Grounds, Government Center, Justice Center, Food Distribution Center, Gaming/NGLC/VSP, Natural Resources, Area 51, Facilities Barn, and in Muskegon.

Bi-monthly lawncare at the Sugar Shack and Shooting Range.

The EVS Technicians stay very active in maintaining 6 buildings in Manistee.

- 16 pre-and post-event cleanups at Aki, excluding the kitchen.

Work Orders

- 51 work orders were generated.
- 9 vehicle service work orders closed.
- Mechanic worked on department vehicles and equipment.
- Responded to calls not entered to the work order system.

Vendors (buildings overseen by Maintenance)

- 8/14 Pest control pm, 4 locations
- 8/15 Annual Sprinkler Inspection, 1 location

III. Budget Expense Justification

- | | |
|----------------|----------|
| • Vehicles | \$178.00 |
| • Phones | \$300.00 |
| • Supplies | \$110.00 |
| • Small Equip. | \$61.00 |

IV. Travel and Training

N/A:

End of Report

**Family Services
Vacant Director**

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

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					1	
Open Cases					5	
Monthly Totals					6	

Case Management

Total number living in homes served					25	
Total number of Tribal Citizens living in homes served					11	
Total number of descendants living in homes served					7	
Total number of children living in homes served					8	
Total ICWA or ICWP where substance abuse is involved					1	
Child Abuse/Neglect					1	
ICWA or ICWP referrals					1	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					1	
Case Pending with DHS					1	
Relative placement					0	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					1	
Court appearances					0	
Home Visits					1	
Case Reviews					16	
Binojeeuk					1	
Contacts with outside agencies					2	
Contacts with LRBOI departments					65	
Tribal Elders					0	
Other referrals					0	
Monthly Totals					143	

Wexford	Kent	Newaygo	Other
	1		
	1		

	1		
	1		
	1		
	3		



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

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	4
New Cases	2
Closed Cases	0
Referrals and Contacts Received	2
Client Face to Face Contacts	9
Client-related Phone, Email, and Text Contacts	92
Client-related Direct Service Units Provided by Advocates	280
Client-related Accompaniment Provided by Advocates	1

MEETINGS

Staff Meeting(s)	1
Program Case Reviews	2
Community Collaboration Meetings	0
Other Meetings	6

STAFF DEVELOPMENT/TRAINING

Virtual Training	2
In Person Training and Conferences	1
VSP Sponsored Training Events	0
Other Trainings	1

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	5
Event and Training Planning and Preparation	3
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	179

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

LRBOI Be Da Bin Behavioral Health Program August 2024 Report

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

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

Angela Schwandt currently has 46 clients. Angela had 66 individual sessions, 38 follow up calls, 4 referrals, and 8 hours of telepsychiatry. She attended the Suicide Awareness & Prevention Coalition meeting. Webinars attended: Reducing Clinician burnout; SANE/SAFE 101; the Medical Forensic Examination; Interdisciplinary Care in Opioid Treatment; Guiding the Path to Recovery and the Cultural Teaching webinar by Inter Tribal Council (all online).

Kimberly (Kim) Hinmon resigned her position this month and last day was August 30, 2024. She planned a Back to School Event for Manistee (85 attended) and Muskegon (60 attended) where youth were supplied with backpacks/supplies for school. She attended webinars on Journaling to Wellness; and Naming Ceremonies and youth wellness. She began work on the final 5th year of the Native connections grant with Dottie and Inter Tribal Council. She attended meetings with Manistee Public Library, Education Dept., and With One Voice (State Suicide Prevention Collaboration).

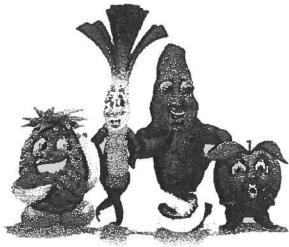
Dottie Batchelder-Streeter currently has (35) 26 clients and 9 Recovery Support clients. She had 3 referrals to other outpatient services/other services and 2 referrals to detox/inpatient treatment centers. Dottie had 26 individual sessions, and 46 follow up calls. Some clients pending discharge. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting and planned with co-chair the September 6, Suicide Awareness & Prevention Event. She attended the following meetings: HSCB, VA Summit Planning Meeting(with Tribal Behavioral Health agencies, Northern MI United Suicide Prevention Coalition (Veterans group), and virtually met with MCBAP on renewing my CPRM credential. She attended the SAMHSA Region 5 harm Reduction Strategies (8 Dimensions of Wellness) virtually and took pto this month.

Angela and Dottie are working with area Community Mental Health agencies to have better services available for Tribal citizens, as needed. 6 Narcan kits given out.

Respectfully submitted,

Dottie Batchelder-Streeter

Food Distribution
Jamie Friedel



Food Distribution Program

August 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.

Jamie ordered August's food for the warehouse.

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

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

Jamie and Melanie certified clients.

Jamie, Melanie, Chris and Nicole conducted 38 Deliveries.

We received deliveries 5th, 9th. And the 12th.

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

Melanie Nicole and Jamie sent out 0 applications.

Melanie sent 6 recertifications out.

Added 5 new Households.

We have a total of 81 households with 139 total people.

MEETINGS:

- Meeting with MSU extension
- Campground cooking class
- Monthly call with USDA
- Bi-Monthly call with USDA
- Regional Call with Midwest Region Board
- Midwest Conference
- USDA call

The Department is engaged with the MSU extension and the Family spirit program and presenting the Camp fire cooking. We will be partnering again with the Family Spirit and holding a cooking class for kids soon. This will satisfy grant needs for both of our departments.

We have been having some problems with our Food trucks not arriving on-time and without all product that we have order. This has caused a few shortages on a few items but not a big impact on our services. I have been working with the USDA hand in hand to get things back in order. The Government has allocated each tribe a dollar amount to be used to purchase items needed to give to our participants. These items will not be counted against their monthly allowance. So, we are going to be working to get a few items back in stock and we will be getting Turkeys for our clients for the upcoming holiday.

We had held our Regional Conference here at the Little River Casino. The conference was a great success. We had 61 Tribes and Federal USDA personnel onsite. Our Tribal Drum and Veterans opened the week with the Flag song and our flags were present. Ogema Larry Romanelli gave opening remarks for our conference. Julie Wolf was also present as the Liaison for Tribal Council. The meeting was well attended, and everyone enjoyed our great casino and our great Food and Nutrition center which we gave a tour of our facility and held 2 classes at our building.

I have got confirmation from the USDA that our funding for the new vehicle was approved and will be coming at the end of September early October. This will be our new adventure by being able to start our tailgating service to the Muskegon area. We are looking forward to being able to service more members.

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

Date: Sept 9th, 2024

Re: August 2024 Report of Activity – Tribal Health Services

Forrest County Pottawatomie Insurance Department filed 276 claims on behalf of Little River in the amount of \$52,715.75 for third party revenue generation.

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

CLINIC OPERATIONS: MANISTEE LOCATION

281 patients scheduled

47 patients NO-SHOW to scheduled appointments

4 patients provided SAME DAY appointments for emergent matters**

67 cancelled appointments

171 patients attending CLINIC PHYSICIAN appointments**

44 patients PHONE TRIAGE**

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

73 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN AUGUST (Total Patient Volume): 609

Diabetic patients:	70
Flu Vaccines:	0
Injections:	41
Nursing Visits:	12 **
On-site Labs:	197
COVID-19 Tests:	6

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 1,045

DIRECT CALLS TO CLINIC OPERATIONS: 562

SENT FAXES: 190

RECEIVED FAXES: 619

TRANSPORTS - MANISTEE 5

AUGUST 2024

TRAVEL HOURS: 11

SERVICE HOURS: 6

NUMBER SERVED: 5

MEDICATION DELIVERIES: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 11

TOTAL SERVICE HOURS: 6

TOTAL NUMBER SERVED: 5

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

CLINIC OPERATIONS: MUSKEGON LOCATION

95 patients scheduled

4 patients NO-SHOW to scheduled appointment

0 patients provided SAME DAY appointments for emergent matters**

29 cancelled appointments

73 clinic referrals – requiring action by Providers and Staff

62 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 18

Flu Vaccines: 0

Injections: 3

Nursing Visits: 0

On-site Labs: 48

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: Muskegon Calls transferred to Manistee

TRANSPORTS - MUSKEGON: 3

AUGUST 2024

TRAVEL HOURS: 2 ½

SERVICE HOURS: 1 ½

NUMBER SERVED: 3

MEDICATION DELIVERIES: 3

TRAVEL HOURS: ¾

SERVICE HOURS: ½

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 3 ¼

TOTAL SERVICE HOURS: 2

TOTAL NUMBER SERVED: 6

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$60,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1294

TOTAL PRC PAID IN AUGUST: \$38,509.30

PHARMACY/OTHER: \$27,407.09

DENTAL: \$6,145.65

TOTAL PATIENTS: 189 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 413

TOTAL CLAIMS ENTERED: 342

TOTAL PRC PAID 2024: \$383,600.19

TOTAL EHAP PAID IN AUGUST: \$21,689.89

TOTAL EHAP PAID 2024: \$249,148.19

TOTAL ENROLLED EHAP/LRBOI: 1298

NEW APPLICATIONS MAILED OR GIVEN: 32

REASSESSMENTS MAILED OR GIVEN: 103

MEDICARE LIKE RATE (MLR) Savings for August 2024

Claims submitted: 21 \$49,085.78 (total submitted)

-\$13,021.68 (what we paid)

\$36,064.10 (total savings)

PHARMACY, MANISTEE: Aug 2024

Active Patients:	383
Prescriptions filled:	1647
Receipts:	
Insurance payments received:	\$ 200,588.27
Non-member cash/copays received:	\$ 860.13
Less acquisition cost of medications:	\$ 85,305.46
Net profit:	\$ 116,142.94
PRC-equivalent write offs:	
LRBOI:	\$ 28,523.52
Other Tribes:	\$ 770.68
TOTAL:	\$ 29,294.19

PHARMACY, NORTON SHORES: Aug 2024

Active Patients:	152
Prescriptions filled:	715
Receipts:	
Insurance payments received:	\$ 109,695.13
Non-member cash/copays received:	\$ 145.38
Less acquisition cost of medications:	\$ 25,395.31
Net profit:	\$ 84,445.20
PRC-equivalent write offs:	
LRBOI:	\$ 10,207.18
Other Tribes:	\$ 1,628.62
TOTAL:	\$ 11,835.80

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	47	513	319	62	49	5	17	6	134	1	1,216	610	5	117	642
February	222	22	59	2	143	45	465	270	87	51	3	19	7	145	4	1,208	643	3	161	572
March	205	14	61	4	134	40	432	254	76	46	-	17	4	132	1	976	554	1	161	606
April	240	7	59	1	175	41	622	400	94	67	-	33	6	165	3	1,216	634	-	160	719
May	263	21	73	5	174	33	675	459	73	56	-	41	9	189	3	1,152	520	1	153	638
June	254	31	66	2	159	30	748	555	106	48	-	35	4	155	5	1,024	643	-	160	659
July	253	21	65	1	168	37	684	472	94	62	-	49	7	144	1	1,056	654	4	150	619
August	281	47	67	4	171	44	609	382	73	70	-	41	12	197	2	1,045	562	6	190	619
September																				
October																				
November																				
December																				
Totals	1,948	181	527	25	1,265	317	4,748	3,111	665	449	8	252	55	1,261	20	8,893	4,820	20	1,252	4,455

** 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 August 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: 4
 - Leases renewed: 5
 - New leases: 0
 - Annual Inspections: 3
 - Move-out Inspections: 1
 - Move outs: 0
 - Transfers: 0
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 3
 - Total Number of Awards made during the Year: 6
 - Total Amount of Awards for the Year: \$31,637
- 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 \$5991
- D. The Housing Department Director attended Tribal Adjudication training in Auburn, WA; August 5-9th on behalf of her role as an Executive Lead. Unfortunately, the trainer got sick on the last day so the test and final day of training was provided via Zoom on August 23rd. Results of the test have not been provided as of yet.
- E. August 7-8th in Traverse City was the 2nd session for the Tribal Nations Housing Development Assistance training. Due to the Housing Director already going to the Adjudication training the same week, Housing Commissioner, Teresa Callis was the only one who attended this second session of the 3 sessions. The third session is in Mt. Pleasant October 2-3 and they are talking about having a make up day on the 1st as a lot of individuals from the 1st session could not make the 2nd session due to prior commitments.
- F. Krystal Davis, Housing Specialist has provided 7 elders with a ride to Meijer and Walmart for the month of August. She provides this service 1 time a week.

- G. August 26 -29th, The Housing Director in her capacity as an Executive Lead attended the Region 5 HHS Tribal Consultation in Minneapolis, MN. This provided opportunity to meet individuals in Indian Health Service, Title VI programs, Behavioral Health, Attorney Generals office and had a one on one with them to ask questions regarding the various programs.
- H. On August 22, the Housing Director met with TC in a work session to go over the change in Housing Policy, Chapter 4 and the need to cap income-based rents. The resolution was passed on August 16th by the Housing Commission. Was to be put on the August 28th agenda but due to an issue with the resolution, it was not completed.
- I. August 1st at 1pm is the Housing Commission Annual Meeting to be held at the AKI Community Center. UPDATE: The meeting was attended by 7 residents and prizes of a new LRBOI was given out to individuals who provided a survey sheet beforehand and were present at the meeting.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 10
- 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 6 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 78 were rented giving us an occupancy rating of 92%.

- A. Aki has 59 income based rental units of which 55 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 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 29 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 8 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Build a duplex unit with 2 – 2 bedroom units

End of Report
Tara Bailey, Housing Director
September 4, 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: August 2024 HR Department Report

Date: 9/12/2024

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

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

1) HR Operational Plan

- 1) What in in store for 2024. HR is currently preparing and finalizing plans for the last quarter 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:** 401k Audit has started on the 2023 audit process beginning in January 2024 with gathering of information for the 5500 is complete, waiting for information on what other documents will be needed for completion. Auditing needs for review nearly complete. 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.

Talent Acquisition

a) Talent Acquisition for July -

(1) Number of Hires During the Month: 7 (Public Safety, HR temp. Transfer NRD, Family Services – CMG, Enrollment, WFD, Clinic)– 7 terms (Peacemaking/Courts, Gaming, 4 seasonals, HR).

(2) Number of Open Positions: August had 14 postings up.

(3) Postings 8 FT position were posted/reposted, 5 are currently in the selection process, interviews were scheduled 1st half of August and 6 positions had interviews that took place. There were 5 full time positions selected, interviewed and offered. (Case manager Generalist – FS (NP) started in Mid- August (8/19), Controller – Finance start is delayed until 9/23 (TM), Director of Enrollment start 8/12 transferred to FT, interviews included 4 TM candidates 1 TD, Staff Physician – Muskegon 8/12, Nurse Practitioner interviewed/offered start early September, IT Technician interviewed, offered start mid-September and have been offered (and accepted start in mid-July), 1 Public Safety – Court Security Officer PT – selected/interviewed/offered in late-August start .and Family Services 2 positions Victim Advocate selected/interviews if offered late September starts, 3 applicants processed for Temporary (1 AWE, 2 TM) duties in September and 3 orientation days with 6 screenings processed.

(4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection 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.

(5) Thank you, Hiring Managers, for your help.

(6) Applications have increased, but on-line usage of application has been consistent – averaging now around 12 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. 6 more went on to interviews and out of those 4 have been offered thus far with August/September starts. Still experiencing problems with online submissions but process of updating. Postings going through Arctic are taking 3-5 days to be on our site at times. Changes are on for September to how postings look/submissions.

(8) Department employee outlook – changes slow but set for more in 2024!

i) Applications are coming in and are picking up, averaging more than 2-4 per position posted. Utilized LinkedIn, Indeed, NNAHRA, MIETS, and other sites.

4) Talent Development and Relations

a) Leadership and Team Member Development.

i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions are still to be scheduled and to continue. A slowdown in PIP's for August.

ii) Provided additional HR support to the leadership of various departments when asked.

iii) Mindi Smith HR Specialist providing updates from HR during at the monthly employee meetings for 2024.

iv) Continued assisting leadership with sensitive employee relations issues when asked.

v) Assisted departments with job description update – Moving forward to review job duties and further update of wage grid changes mainly to the mid-range.

vi) HR Answers... More instore for 2024 and new in 2025!

(5) HR Department Development Initiatives:

b) HR Development Events: 6+ – communication, conflict resolution, investigation, employee relations, MIP, HR trainings for July from NNAHRA trainings, SHRM trainings and more. All together 36+ hours of trainings. None came in from other departments.

c) Continued project to improve HR use of MIP data, still on-going. Looking to get an HRIS.

d) Further updates are needed on L:drive – forms and resolutions, policy/procedures, and our HR share drives to be recreated as well as the HR SharePoint mysteriously went away and still has not been addressed.. Arctic is working on continued issues with server and process issues.

Training and Development hours totaled: 42 hrs. in HR reported.

5) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 1 IFML on-going return in mid-July and 2 FMLA/STD being processed for August and 1 possible WC claim.
- 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 enrollments.
- e) HR has the 2024 calendar from the advisors.
- f) Meetings scheduled for getting the ball rolling for possibility of becoming Self-funded for our insurance needs. We have some of the paperwork/reports to start that process. Waiting for more information to make an informed decisions and set up meetings with the vendors.
- g) Processed insurance benefit plan check requests.

6) Safety

- i) Continued COVID-19 support and tracking. 4 reported.- 3 department affected.
- ii) Recordable Injuries: 0
- iii) Near Miss/1st Aid:- 1 near miss.

7) Tribal Preference Report

~~Preference Report for August 2024~~

Employee Count by Preference for August

114 Tribal Members +3 – new hires, -2 loss Overall +1	53% (53.3%) of Tribal Government Workforce
10 Native American	5% (4.7%) of Tribal Government Workforce
12 Tribal Descendants	6% (5.6%) of Tribal Government Workforce
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No data on Tribal Parent – found	0% of Tribal Government Workforce
Loss in preference for August – 2 Gain of +3	
Total preference = 146 gain of +4% point overall +/-	68% (68.2%)

Non-preference 68 - 4 (new hires) – 5 terms Overall loss -1 change (loss of .4% pt) +/- 32% (31.8%)

Total of all employees 214 – to workforce in August 2024 (4 losses Seasonal workers NRD)

Regards,
Alicia Goff
HR Manager



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
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Regards,
Alicia Goff
HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
August 2024

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. TKS proposal has been submitted to tribal council
2. Arctic IT is working on a "Kiosk" setup to better support f1 license end users. Internal IT has finished setting up the machines. Waiting on Arctic IT to finish.
3. **Mandatory IT Projects by order of priority:**
 1. 2024
 - Review and update internal IT policies.
 - Create Training videos and increase documentation/workflow
 - Business Continuation Planning
 - Internal IT Career training path
 4. 168 tickets have been open in Aug of 2024 and 181 IT work orders completed in July 2024. 32 tickets are outstanding in que.
 5. Data for August AIT has had 293 tickets opened and closed 304 with 48 tickets remain open.

Meetings Held / Attended –

1. Held Staff Meetings with Elevate and ArticIT.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

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

Number of tribal members assisted on new issues	71
Number of referrals received	3
Number of continuing cases:	47

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Real Estate
Wills	Stimulus
Trusts	Health Insurance
Estate Planning	Quiet Title
Medical Power of Attorney	Child Custody
Objection to Probate Estate	Birth Certificate
Power of Attorney	Funeral Representative
Amend Estate Planning Documents	Trust Administration
Probate Estate	Parenting Time
Land Contract Forfeiture	SSI
Amendment of Trust	Home Schooling
Stand By Guardian – Adult	Criminal
Power of Attorney – Out of State	Change of Custody
Parental Rights	LLC
Flying With Minor Children	Property Transfer Affidavit

Post Divorce
Adoption – Adult
Limited Guardian – Minor
QDRO
Disabled Veteran Tax Exemption
Sales Tax License
Minor Guardian – Out of State
Paternity
Driver’s License
Threats to Inmate
Data Breach

Evictions
PPO
Name Change – Adult
Adult Guardian – Out of State
Removal of Trustee
Small Claims
MDOT
Spousal Support
HIPAA
EIJN
Trust – Out of State

Sample of Work Performed:

Assisted a tribal member object to an issue in a Probate Estate

Assisted an adult tribal member file to change custody of a minor child

Assisted a tribal member change an adult’s last name

Assisted a tribal member obtain a stand-by guardian for an adult

Assisted a tribal member with a land contract forfeiture

Members Assistance
Jessica Steinberg

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

Members Assistance Department Mission Statement

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

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

Departmental Staff:

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

PROGRAMS ADMINISTERED & FUNDING SOURCE:

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

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

Eligibility for services is determined using an income-based needs formula by assistance type. Level of Need Funded (LNF) is determined using 150% of the federal poverty level (FPL) or 60% of the state median income (SMI), and all household incomes are counted in the LNF. Maximum assistance is determined by assistance type. Eligibility in 2024, 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 change is in effect for fiscal year grant period, October 1, 2023, through September 31, 2024.

LIHEAP – August 2024 Report [continued]

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

**Amounts would be the total available for each program category under the Model Plan-2023/24. ** Spend as of 7/29/24 transactions per MIP R&E report.*

Total Award at time of Report FY 2024	\$189,571	YTD SPEND
○ Heating – 30% of total funds awarded	\$ 56,871*	\$48,465.76**
○ Cooling – 10% of total funds awarded	\$ 18,957*	\$32,700.00**
○ Crisis Assistance – 35% of total funds awarded	\$ 66,349*	\$60,049.79**
○ Weatherization – 15% of total funds awarded	\$ 28,435*	\$10,146.24
○ Administration – 10% of total funds awarded	\$ 18,957*	\$18,719.00
Balance of Available Resources to date:	\$ 38,209	
Percent of Budget Expensed (as of report)		80%* (in total)

The Model Plan benefits proposed for FY 2025 are \$1 minimum assistance to \$1,800 maximum assistance for heating assistance and crisis intervention. LRBOI has proposed to remove cooling, as most of our clients need crisis (shut off/severe arrearage) intervention. Weatherization remains a proposed funding area, at a maximum of \$10,000. The Model Plan proposal for FY 2025 is due September 2, 2024.

LIHEAP ACTIVITY – HOUSEHOLDS SERVED – August 2024
 (*this is an average/median amount)

Assistance Type	HH's Served	YTD	Ave. Benefit/Household*
<i>220 - Heating Assistance</i>	<i>0</i>	<i>56</i>	<i>\$ 865.00</i>
<i>221 - Crisis Assistance</i>	<i>4</i>	<i>62</i>	<i>\$ 969.00</i>
<i>222 - Cooling Assistance</i>	<i>5</i>	<i>31</i>	<i>\$1,055.00</i>
<i>223 - Weatherization Assistance</i>	<i>1</i>	<i>3</i>	<i>\$3,382.00</i>

LRBOI’s eligible households’ number in the 9-county service delivery area remains at 1,624 for the FY 2025 funding cycle. This is based on the total head of household number in Enrollment in those counties. LRBOI updated its ‘delegation letter’ with the State of Michigan for FY 2025. The Coordinator was notified on August 14, 2024, that there was an anticipated reduction (return to the agency) in unexpended funding for awards to the LIHEAP program from previous awards of approximately \$10,074. Those awards included the Model agreement in FY 2022-23, and supplemental appropriations to the program via the infrastructure bill, and the recovery act. Those funds totals will be adjusted once the revenue and expenditure report final account posting occurs.

MA SERVICES DELIVERED FISCAL YEAR – August 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 per year
- *Low Income Energy Assistance* \$300 maximum benefit per year
- *Rental Mortgage Assistance* \$1,000/year max benefit, once every 2 years
- *Food Assistance* \$300 maximum benefit per year
- *Elder Chore Assistance* \$400 maximum benefit per year
- *Emergency Transportation* \$400 maximum benefit per year

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

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

Assistance Type	Households/Individuals Served	Ave. Benefit/*	\$Paid
Rental/Mortgage Assistance	0	\$ 0.00	\$ 0.00
Applications:	5		
Low Income Energy Assistance	0	\$ 0.00	\$ 0.00
Applications:	8		
Food Assistance**	8	\$ 229.00	\$ 1,600.00
Applications:	8		
Total cards issued:	16		
Emergency Transportation	3	\$ 400.00	\$ 1,200.00
Applications:	3		
Elder Chore Service	2	\$ 400.00	\$ 800.00
Applications:	2		
Home Repair Program	0	\$ 0.00	\$ 0.00
Applications:	2		
Bereavement	no info for Aug. 2024	\$ -----	\$ -----

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

Phone contacts and inquiries: 455

The Program Coordinator documented 167 calls for assistance, and the Program Specialist logged 288 calls for assistance: 455 total.

Of that total, there **371** calls specific to the Tribal General Welfare Emergency Stimulus benefit; specifically, citizens wanting to know when their checks were due to arrive. Since the adoption of the program on 6/27/24, through **August 31, 2024**, Members Assistance received a total of **3,550** applications for payment, and as of **August 26, 2024**, **2,908 checks have processed and mailed for payment: \$11,050,371 in GWE Stimulus benefits are in the hands of members.**

The department continues to process the applications as soon as possible, and multiple calls for verification of checks, and when checks were sent out (371 calls in August), slow our work in other areas. The department did experience an overall slowing of applications for other assistance, except for food assistance, since GWE checks have been sent out.

The department does have difficulty with information that is stated to members, which does not originate from this department regarding the GWE Stimulus benefit checks. Social media, and other LRBOI departments have stated erroneous information causing extreme difficulty for the Program Specialist, and the Coordinator regarding application processing, and questions about when the checks are mailed. Communications on GWE continues to be a challenge due to calls and inconsistent routing. In addition, the department manages Members Assistance and LIHEAP benefits, and seems to be the clearinghouse for all information regarding LRBOI programs and departments. The department continues to communicate with ancillary departments that it is best to ask Members Assistance regarding the status of applications and GWE checks, as we are the primary department managing the benefit.

MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:

When programs/initiative are in the implementation phase, it is best to plan the communications related to the program/initiative, and maintain positive messaging regarding departments, the staff/personnel working with the initiative, and how inquiries will be addressed in general to maintain consistent information. This is especially important when conflicting information occurs. The department with the responsibility for the initiative should be the lead in crafting the messages that need to go out and have support from upper management toward that goal. This will reduce the stress on personnel and ensure that all parties can set appropriate expectations and message consistently regarding the program/initiative.

The roll-out of the GWE Stimulus benefit roll out, with the application process and a 'processing deadline of 10 days from the date of submission' per the guidance issued with the benefit application was not realistic. Members Assistance, Finance and support staff were not adequate to achieve that expectation. Further, there were several issues within the first week of the roll out that hindered timely processing:

- the fax number failed,
- the mailing address inbox locked down for several hours,
- emails 'dumped in' without consistent arrival, and attachments were missing,
- copiers failed and prohibited two days of printing,
- the benefit was by check request only, creating a tremendous strain on the finance accounts payable staff member,
- members submitted numerous address change and tribal identification requests when enrollment support staff transitioned and reduced to one person,
- Members Assistance has a staff of two, and were responsible to generate every check request, resulting in several overtime hours to get applications processed, without adequate administrative budget to address the manhours required to perform the task.

The Members Assistance Coordinator *highly* recommends that future initiative like the GWE Stimulus be planned over several months, and any distributions occur utilizing existing per capita distribution and enrollment information for minors, to expedite the benefit without a prolonged application and check request adoption. As the GWE stimulus was a set amount, with an identified need in the resolution, the Assistance Based on Need (ABON) process was not critical to processing the payments.

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**

**August 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
- Vacant - Fisheries Technician, Inland

Administrative/Budget/Reports/Data Entry:

- **Managed budgets**
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Biologist position job descriptions updates
- Monthly Fisheries Division Reports Completed.
- Inland Fisheries Technician applicant reviews
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- Lake Michigan Technical Committee (LMTC) Lake Trout Working Group Report.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Implementation of the Fisheries Division work plans.
- Sturgeon data downloading and data management.
- Sturgeon Rearing Facility “SRF” operation for 2024 field season.
- Nmé Stream Side Rearing Facility (SRF), Staff on-call weekend/weeknights
- Inland Consent decree data sharing

- Great Lakes Fisheries Trust grant reporting, Long Term Monitoring of Lake Sturgeon.
- Sturgeon release ceremony planning.
- Inland Fisheries Arctic Grayling reintroduction habitat and fish community data management and analysis.
- Great Lakes and Inland fisheries data entry and management.
- Fisheries technician applicant reviews and interviews.
-

Equipment maintenance/Field Work/Lab Work:

Nmé, Lake Sturgeon:

- Manistee River Sturgeon PIT tag antenna monitoring, and data collection.
- Nmé Stream Side Rearing Facility operation and live fish rearing.
- Nmé Stream Side Rearing Facility (SRF), Staff on-call weekend/weeknights.
- Preparations for the 21st Annual Nmé release ceremony.
- Nighttime visual surveys for wild Nmé in Manistee River 8/20-22

Inland Fisheries:

- Conducted electrofishing survey in Little Cannon Creek in support of Arctic Grayling reintroduction.
- Assisted MI-DNR with fish community surveys in Bear Creek and Upper Manistee River
- Provided field support for Zac Locklear (University of Wisconsin graduate student) to assist with data collection associated with Arctic Grayling reintroduction.
- Analyzed/summarized/shared data with MI-DNR Tribal Coordination Unit in support of Arctic Grayling reintroduction.

Great Lakes Fisheries Assessment Program:

- Camera pods picked up from fabricator, began outfitting and assembly.
- Data QA/QC
- Data and aging review
- 8/14: Commercial fisheries sampling (Ludington)
- R/V Namaycush to RJK Marine in Ludington to begin re-power work.
- 8/20-8/22: LAS visual surveys on the Manistee River
- Gear maintenance and data entry/ QAQC.
- Great Lakes assessment net and equipment maintenance, net tying.

Meetings/Training/Travel/Conference Calls

- August LRBOI Staff Meeting (8/1)
- GLFT Lake Sturgeon Workshop, Speaker Meeting (8/2)
- Inland fisheries technician interviews (8/2)
- Outreach interview with Strong Tower Radio focused on LRBOI participation in Arctic Grayling reintroduction
- AuSable Institute SRF tour (8/7)
- Black Lake sturgeon management meeting (Charlevoix) (8/8)
- Camera survey meeting with GTB (Manistee) (8/12)
- Great Lakes Fishery Trust SAT/ Board Meeting (Grand Rapids) (8/12-13)
- Great Lakes Fisheries Trust Lake Sturgeon research priorities workshop (8/13-14)
- Consultation with MIDNR & CORA for Manistee & Muskegon River sturgeon spawning closure (8/15)
- NRD Leads Meeting (8/15)

- Modeling Sub-Committee of the Technical Fisheries Committee model review meeting (Charlevoix), (8/15)
- Employee Appreciation Picnic (8/19)
- Armory Youth SRF tour 8/20
- Executive Council Meeting (Grand Traverse Resort, Acme) (8/22)
- WFM03 Model Review (Virtual), (8/29)
- GLFT day-night coregonine meeting (Virtual), (8/29)
- Natural Resources Department NRD LEADS Meeting (8/29)

<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.
- Employees completed pesticide certification exams.
- Planned research project.
- Worked with tribal NRC on bear booklet.
- Presented orientation to elk hunters.
- Prepared and collected feathers for repository (and distributed as requested by tribal members).
- Submitted new org chart and planned budget.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Disposed of unlabeled herbicide containers at Manistee County Household Hazardous Waste event.
- Assembled and reorganized herbicide storage system.
- Treated hemlock trees to prevent spread of hemlock woolly adelgid at Griffith.
- Conducted invasive shrub removal at Griffith and, in conjunction with NCCISMA, at Custer.
- Responded to storage freezer equipment failure at Blue and cleaned site.
- Installed AHDriFT monitoring system at Griffith to monitor for Eastern Massasauga rattlesnakes on tribal property.
- Accompanied Grand Traverse Regional Land Conservancy staff on annual monitoring of Griffith parcel conservation easement.
- Discussed collaborative opportunities with DNR while touring Haymarsh and Martiny State Game Areas.
- Traveled to Gaylord to assist any tribal hunters who were successful in first week of elk hunt.
- Began monitoring box turtle nest protection boxes for emergence of hatchlings.
- Surveyed tribal parcels.

Meetings/Training/Travel/Conference Calls

- Staff meeting (8/1)
- Kirtland's Warbler Conservation Team meeting (8/6-8/7)
- USFWS migratory bird feather regulation (8/7)
- Meeting with Huron-Manistee NF tribal liaison (8/8)
- NRC meeting (8/12)
- Elk hunt orientation (8/20)
- DNR Paris office field visit (8/21)
- Elk hunt orientation (8/23)
- Emerald ash borer riparian restoration partners meeting (8/28)
- Midwest Beaver Summit (8/28)

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

- Corey Wells –Environmental Division Manager
- Jasmine Saringo– Air Quality Specialist
- Brooke May - Aquatic Biologist – Water Quality
- Alexis DeGabriele– Aquatic Biologist – Wetlands
- David Karst – Brownfield Specialist
- Alycia Peterson - Great Lakes Policy Specialist

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- 1 on 1 Staff Meetings X4
- Seasonal Staff Exit Paperwork
- EPA PPG Workplan Revision
- EPA PPG Budget Review

- EPA Air 103 Budget Review
- Air EI QAPP Review
- Budgets Managed:
 - 4512 -- EPA PPG
 - 4530 – EPA Air Quality
 - 4137 – BIA GLRI
 - 4145 – IHS Solid Waste Planning
 - 4538 – EPA CERCLA Funding
- Travel planning and closeout
- PPG Purchases
- AMS Site Check x 1
- Ozone Audit
- Tribal Water Workshop agenda and planning
- PPG FY25-FY26 Workplan
- PPG FY25-26 Budget
- EPA CERCLA Budget Revision
- EPA CERCLA Workplan Revision
- Historical Tribal property environmental research
- Culvert Work (Project Oversight)
- Historic Preservation work (Custer)
- Wild Rice Camp Planning/Setup

Field Work and Equipment Maintenance

- Historic Preservation work (Custer)
- Culvert Work (Site Supervision)
- Sugar Shack Site visit
- AMS Site Visit
- Hamlin Lake Site Visit
- Custer Site Visit

Meeting/Training/Travel/Conference Call

- Wild Rice Initiative Meeting 8/26
- Wild Rice Check-in Meeting 8/29
- Tribal Water Workshop Meeting 8/16
- Org Chart Meeting 8/7
- Wild Rice Camp Planning 8/1-8/8-8/15-8/22-8/29
- R5 Tribal Air Call 8/28
- LRBOI Environmental Meetings 8/5-8/12-8/19
- R5 Water Call 8/20
- Manoomin Meeting with GTB 8/14
- TC meeting 8/7
- TC Agenda Review 8/5
- Team Building 8/9
- CPRG Quarterly Meeting 8/19
- Data Management Meeting 8/12

Brownfield Program

Administration /Reports/Data Entry

- Multiple chain of emails with contractor for Phase I assessments commencement and data management.
- Began preparation for closeout of Lake Street property in Ludington.
- Renewed L and S drive connections and software trial (Terra) for the drone acquisition.
- Prepared documents for legal review regarding the Phase I (BIL) environmental assessments for completion this fall.
- Prepared a letter of support for the tree canopy grant program that the city of Manistee wishes to establish to promote tree health in city limits.

Field Work and Equipment Maintenance

- Gathered solid waste that I observed in the NRD parking lot.
- Fueled the EPA Truck
- Noted and recorded supplies that were used by Tribal Police in a small-scale spill response.
- Noted valve stem problems on passenger side valve stem on the spill response trailer, for September repair and possible spare tire acquisition.
- Rudimentary organization of Spill Response Trailer for fall reorganization.

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

- I had several informal meetings with the Environmental Manager and Natural Resources Director, as needed.
- NRD division meetings were informally conducted as needed.
- Staff meeting August 1.
- Tribal Brownfields Grant Overview for EPA Region 5 webinar on August 6.
- Webinar: Measuring Housing Affordability: Housing Cost Ratios and Burden on August 8.
- Formal 1 on 1 meeting with Environmental Division Manager on August 8.
- Team Building Activity on August 9.
- Data Management meeting with EPA and contractor for Phase I Assessment project on August 12.
- Recycled Department batteries on August 17.
- Employee Picnic on August 19.
- Region 5 EPA call/webinar for Brownfield program updates
- Assisted with wild rice delineation and data collection on August 23.
- Household Hazardous Waste Steering Committee Emergency Meeting on August 30 to discuss unforeseen collection event emergency

Water Program (106 and 319)

Administration Reports/Data Entry

- Worked on updating the 319 Management Plan.
- Worked on and finalized the Annual American Fisheries Society Meeting presentation.

Field Work and Equipment Maintenance

- Water Quality Monitoring on all Lake, River, and Stream sites.
- Custer Culvert Project (was present during the replacement).

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

- 8/1/24: LRBOI Staff Meeting
- 8/6/24: Custer culvert replacement pre-construction meeting.
- 8/8/24: LRBOI Management Plan update meeting.
- 8/13/24: 1 on 1 meeting with Corey Wells
- 8/16/24: Tribal Water Workshop Planning Meeting
- 8/20/24: Region 5 Tribal Water Division Call
- 8/28/24: Met with Conner to discuss/review AFS Presentation.

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Completed travel authorization for September ITEP Travel and closeout for 2024 NAAMC.
- Completed Ozone Multipoint Worksheets for bi-weekly checks.
- Completed T640 Multipoint Worksheet for monthly check.
- Completed monthly report for July 2024.

Field Work and Equipment Maintenance

- 08/07/24: Ozone bi-weekly multipoint check.
- 08/20/24: Ozone bi-weekly multipoint check.
- 08/29/24: T640 monthly multipoint check.

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

- 08/01/24: Virtual August Staff Meeting (all LRBOI staff)
- 08/01/24: Virtual Terms & Conditions meeting with Carter Cranberg (EPA PO)
- 08/05/24: In-Person NRD Environmental Staff Meeting
- 08/05/24: Supervised T640 servicing at the AMS. Servicing done by EGLE.
- 08/05/24: Online ITEP Training – Building Performance: Improving IAQ in Cold Climates

- 08/08/24: Online ITEP Training – Emissions Inventory Fundamentals Course
- 08/11/24 – 08/16/24: 2024 NAAMC in New Orleans, LA
- 08/22/24: Virtual meeting with Mansel Nelson from ITEP about our Indoor Air Quality Project
- 08/27/24: Travel to Lansing for T640 multipoint check refresher, also to pick up loan flow device
- 08/28/24: Virtual Region 5 Air Monitoring monthly call
- 08/28/24: Air Quality Permit Screening Tool Webinar

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Ongoing bi-weekly observations of Wild Rice planting experiment and updates to tracking spreadsheet by Aquatic Bio and/or Seasonal Env Tech.
- Reviewed Line 5 Treaty Rights letter and sent suggestions to Director.
- Maple River project tasks: received CMU invoice #2, processed check request, coordinated with CMU regarding potential temp hire, coordinated with grad student re equipment and fieldwork, etc.
- MRSGA project tasks: communications with ISN re draft contract, sent contract for Legal Review, began drafting TC documents, etc.
- Manoomin camp tasks: created flyer, created online registration form, sent flyer to Spring Membership sign-up list, collected cedar and maple, helped make push poles, submitted requisition to rent Porta-Potties, etc.
- Drafted LOS for ISN grant application, gave to Env & Wildlife Div Managers for signature, and sent to ISN.
- Completed travel close-outs.

Field Work and Equipment Maintenance

- 8/7/24: Houghton Lake- Wild Rice bed area mapping and density monitoring.
- 8/8/24: Maple River- assisted CMU grad student fieldwork.
- 8/12/24: Tubbs Lake- phenology check, density monitoring, and meeting with GLT.
- 8/16/24: Muskegon River- bed area mapping and density monitoring.
- 8/20/24: Deadstream Flooding- phenology check, area mapping, and density monitoring.
- 8/21/24: Martiny & Haymarsh State Game Areas- field tour with Wildlife Div and MDNR to discuss Wild Rice.
- 8/22/24: scouted for push pole materials.
- 8/23/24: Hamlin Lake- bed area mapping.
- 8/29/24: Manistee River near M55- Wild Rice phenology check.

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

- 8/1/24: co-led TWWG wetland plant ID training and travel to/from St. Ignace.
- 8/2/24: call with BMIC.
- 8/5/24: TWWG WI Wetland conference meeting.
- 8/6/24: TWWG-NAWM-EPA monthly check-in.
- 8/9/24: Env/Wildlife Div Team Building.
- 8/14/24: Manoomin collaboration meeting at GTB.
- 8/15/24: call with CMU grad student advisor.
- 8/15/24: Manoomin camp planning meeting.
- 8/19/24: LRBOI employee beach day.
- 8/19/24: Maple River NOAA grant meeting with MRWA, USFWS, and NOAA.
- 8/26/24: meeting with ISN to touch base on MRSGA next steps.
- 8/26/24: Regional Wild Rice work group meeting.
- 8/27/24: meeting with Tribal Elder regarding harvesting cedar.

Water Program (106 and 319)(Wetland)

Administration Reports/Data Entry

- Trained Seasonal Environmental Techs in LRBOI's invasive prevention protocols.
- Tribal Water Workshop planning tasks: communications with potential presenters, scheduled planning meetings, responded to questions, solidified menu, began drafting agenda, etc.

Field Work and Equipment Maintenance

- Followed LRBOI invasive prevention protocols and cleaned boats/kayaks with bleach when transporting between watersheds.

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

- 8/16/24: TWW planning meeting.
- 8/16/24: call with Nick (GTB) to update about TWW.
- 8/20/24: EPA WD Call (gave TWW update).
- 8/26/24: Onekama Township Invasive Species Committee meeting.
- 8/27/24: PLWf board meeting.

Great Lakes Policy Program

Administration//Reports/Data Entry

- Reviewed:
 - AFS LAS presentation
 - Line 5 CA technical form
 - Line 5 comment letters from other agencies

Field Work and Equipment Maintenance

- Eastern box turtle project

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

- LRBOI August Staff meeting (8/1/24)
- Tribal-EPA Mining Call (8/1/24)
- Muskegon Lake Watershed Partnership (8/6/24)
- Enbridge Line 5 Tunnel project presentation (8/8/24)
- NRD staff appreciation cookout (8/8/24)
- Enbridge Line 5 Tunnel EIS - Monthly Cooperating Agency Meeting (8/15/24)
- Tribal mining call (8/15/24)
- Region 5 Tribal Water Division Call (8/20/24)
- MCD Board Meeting (8/20/24)
- Lake Michigan Partnership WG monthly call (8/21/24)
- Lake Huron partnership WG meeting (8/22/24)
- Lake Huron Habitat Committee (8/22/24)
- Tribal Environmental Professionals and R5 Tribal-EPA Mining Call (8/28/24)
- MCD BOD interviews (8/28/24)
- August 2024 IERQC Webinar: Composted Soil Amendments Research in a Post-Contaminant Setting: Moving Forward with Lessons (8/29/24)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

August 2024

Steve Parsons

Meetings/Conferences/Trainings

- On August 1, 2024, I attended the virtual meeting held for LRBOI Government employees via Microsoft Teams.
- On August 1, 2024, I met with Ken Ockert of GTEC via Zoom to discuss the status of the LRBOI roads projects for 2024.

Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2024: Here is an 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 project has been delayed, as the BIA has requested another Environmental Assessment (in order to meet NEPA requirements) due to the proximity of wetlands to the existing road. We are in the process of providing the BIA with the necessary information to meet the NEPA requirements. It is possible this project may be delayed to 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. Efforts are currently underway to make this happen in 2024,
 5. Loon Drive: Our plans to bid out this project in early-mid August 2024 have been delayed. The bid package was sent out instead on August 30, 2024. We believe there is still time for this project to take place by late September/early October 2024. This project will include a "mill and fill" which consists of grinding the top 1.5 inches of asphalt and use that as filler while applying a new coat of asphalt on top. 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. This project will also address the storm-water drainage issues that have occurred with rain water build up coming from the roundabout area.

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 near the entrance to Frost Road. We are currently discussing some type of cost-sharing arrangement for necessary improvements that would be required by MDOT for the Frost Road entrance.

Additional Activities

- At the request of MDOT, I am participating on the recently reestablished “M-22 Pure Michigan Byways Committee.” The committee includes representatives from Manistee, Benzie, and Leelanau Counties.
- Also, at the request of MDOT, I am participating on the newly-formed “Rebuilding US-31 in Manistee Stakeholders Group.” The purpose of this group is to provide input to MDOT regarding the US-31 rebuilding project which will start south of Stronach Road in Filer Township, continue north through the City of Manistee, and end at M-55 in Manistee Township. This stakeholders group will meet periodically throughout the design and planning phase of this project. Construction is tentatively scheduled to take place in 2027.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	12
City Assist	
County Assist	16
Medical Assist	
MSP Assist	2
Other Calls for Service	1
Property Checks	620
Suspicious Person	3
Suspicious Situation	4
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	
Accidents	10
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	1
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	2
Open Intoxicant	
Other Traffic Citation	1
OUID	
OUIL	
OWI	4
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	19
Unsecured Vehicle	
Verbal Warning	13
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	1
Arrest	8
Assault	1
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	2
Death	
Disorderly	1
Domestic Disturbance	4
Drive-Off	2
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	1
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	
Fraud	1
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	
Liquor Violation	
Minor in Possession	3
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	1
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	10
Public Peace	
Resisting	2
Robbery	
Sex Offense	

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	230
Alarm	2
Attempt to Locate	
Boat Dock Checks	
Casino Hours	134.25
Civil Standby	
Community Policing	12
Court Hours	6.75
Death Notification	
Drug Disposal	
Follow-Up Investigations	8
Found Property	2
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	2
Total Complaints	55
Total Reports	55
Training Hours	16.25
Transport	
Trespassing	3
Tribal Council Meetings	
Vehicle Mileage	3289
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	213
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	15
Assist Hours	17.25
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	24
Contacts	564
Court	2
Court Hours	1.75
Follow-up(s)	4
Follow-up Hours	10.5
Federal Citation(s)	
Hours Worked	393
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	1.25
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	80
Snowmobile Patrol Hours	
Training(s)	4
Training Hours	10.75
Vehicle Mileage	3057
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

August 9-10, 2024 Officer Bruce, Gunderson, Brown instructed a hunter safety course at Justice Center.

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

Administrative Hours	34.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	4
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	118
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	3
PR Activities Hours	6.5
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	5
Vehicle Mileage	1535
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

August 21-22, 2024 Lt Robles attended CORA and Executive Council Meeting in Acme, MI.

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

Administrative/Reports		
Hours		
Assist Other		1
Hours		0.75
Court Cases		4
Hours		2
Property Checks		
Hours		
Screenings		63
Hours		11.75
Contraband		
Weapons		
Denials		
Surveillance		97
Hours		81.75
Training		
Hours		
Transports		2
Hours		1
Training/Travel		

Tax Office
Valerie Chandler

Tax Department August 2024 Monthly Report

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

During the month of August 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
 - Copies of 1099s, which were referred to Finance
 - 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, tax returns and payments.
3. Tried 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, but the Tax Department has not received necessary requested reports from Enrollment for July/August and one from June/July.
4. Completed and submitted the Tax Department monthly department report for July 2024.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 9 Certificates of Exemption:
 - Purchaser: 9 RTM 0 Tribe/Entity
 - Purchase Type: 6 Vehicle 2 Construction 1 Recreational Vehicle
9. Reviewed 83 Tribal Member address and/or name changes; 12 required updating of the RTM list and database.
10. Processed 2 Proofs of Residency.
11. Processed 43 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates include, but are not limited to:

- New or re-instated RTMs
- Deceased RTMs
- Address changes for RTMs
- RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for September 2024 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,264 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 July 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 2 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Prepared and submitted agenda request, resolution, and all corresponding paperwork to Tribal Council for a work session and meeting request in regards to the proposed sixth amendment to the Tax Agreement.
3. Prepared PTO certificates to be given away at the Employee Appreciation Picnic.
4. Reviewed every tribal citizen record in the database at the Trading Post to ensure every record was current and accurate. Some name changes, additions and other corrections were noted and all were updated as necessary.

5. Prepared and submitted the Tribe's 2nd quarter tax sharing return to the State Treasury.
6. Researched and inquired with Tribal Manager about the Tribe issuing business licenses such as an LLC. A citizen put in a request to the Tax Department, but it was found that the request would go through the Commerce Department, which is currently vacant. I requested further information from In-House Counsel, but have not received a response.
7. Worked with Historic Preservation Lead in meeting with University of Michigan and state of Michigan personnel in regards to repatriation of ancestral remains since I (Tax Officer) have assisted with this previously. Arrangements are being made to receive the remains, conduct a small ceremony, and inter them into their final resting location.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Tribal Council approval of the sixth amendment to the Tax Agreement. Obtained the Ogema's signature on the amendment and sent it to Treasury Tribal Affairs.

Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices fluctuate.
2. Worked with the c-store Manager to review tribal member tax exemptions, logging of purchases, policies and procedures and answering any questions.
3. Continued to work with the Director of Organizational Development and the selected vendor in regards to the swipe card system for the Trading Post.

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.
3. Worked with Human Resources staff regarding an explanation of the Tax Agreement and how it applied to some questions they had involving a couple of flagged incidents.
4. Worked with Human Resources staff to review the list of Resident Tribal Member employees. This is to ensure that only eligible RTMs are claiming state income tax exemption.
5. Corresponded and worked with resort staff in regards to planning efforts of the Native American Heritage celebration in November as well as the Federal Reaffirmation 30th year Celebration on September 21st.

Meetings / Trainings Attended During the Month:

1. Facilitated the monthly virtual staff meeting on August 1, 2024.

2. Attended a work session with Tribal Council on August 13, 2024 in regards to the proposed sixth amendment to the Tax Agreement.
3. Attended the Tribal Council meeting on August 14, 2024 to represent the Resolution to approve the sixth amendment to the Tax Agreement.
4. Attended the Employee Appreciation Picnic on August 16, 2024.
5. Attended Zoom meeting with University of Michigan and State of Michigan staff on August 28, 2024 in regards to repatriation of ancestral remains.

Statistics:

Total Registered Resident Tribal Members (RTMs): 262

- Manistee County: 251
- Mason County: 11

Monthly Tax Revenue*:

*July 2024 amounts received in August 2024

- Retail Sales Tax (Gift Shop) \$1,963.45
- Retail Sales Tax (Nectar Spa) \$70.56
- Retail Sales Tax (Trading Post) \$5,962.83
- Service Tax \$1,075.61
- Admissions Tax \$810.32
- Lodging & Occupancy Tax \$30,480.90
- Food & Beverage Tax \$37,585.04

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

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

- Gasoline: \$0.489/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
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Kenny Pheasant, Language Coordinator
{August 2024} Department Report

1. Department Overview

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

2. Department reporting section

- Departmental staff completed the following task
-
- **The Language Coordinator** accomplished the following during this month.
- Forward Jay’s emails to Gary Lewis.
- Did my final language camp report.
- Turned my proposal for language classes for next year 2025.
- Finished up language camp and gave the left-over supplies to maintenance dept.
- Contacted LRRCR food & beverage dept about my vacation time.
- They forgot and had to get Rusty to open the shed up for their supplies.
- I had to call Gary from Canada to extend my vacation because of a death in my family. I was gone from August 7 to August 25.
- Posted my face book videos by wifi from Canada.
- I received a national award thru IPR with my teachings and stories.

- I wrote an email to the medical director and pharmacy director about recycling is something we must do; they told the maintenance crew to trash the recycle items.
- So, I am back to recycle.
- Consultant to IPR, GRPM, Delta Dental.
- Answered emails about language camp and culture.

Travel, training and budget expenses

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

WWTP
Gary Lewis

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

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Continued work on Lead and Copper Inventory
- Provided THPO Section 106 Reviews on behalf of THPO
- TTHM HAA5, IOC Sampling completed EPA Compliance
- Semi-Annual Narrative Submitted for TUA Feasibility Study

Billing

Water	\$12,785.08
Sewer	\$26,544.57
Irrigation	\$4,135.27
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$17,155.13
Septage	\$9,617.53
Other	\$65.00
Month Total	\$78,371.91
Yr. to Date Water	\$93,667.07
Yr. to Date Sewer	\$167,311.01
Yr. to Date Irrigation	\$22,021.65
Yr. to Date Fire Suppression	\$64,554.64
Yr. to Date Manistee Township	\$143,165.38
Yr. to Date Septage	\$66,654.36
Other Revenue	\$1,036.67
Credit	\$0.00
Yr. to Date Total	\$558,410.78

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 5,367,121
 - b. Ave Daily Flow Gallons 173,133

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,533,521
 - b. Daily Average Gallons 113,984

 - Effluent Gallons**
 - a. 3,562,920
 - b. Daily Average Gallons 114,932

 - Lagoon**
 - a. Influent 997,408
 - b. Daily Average Gallons 32,175

- 3. Septic Sewage**
 - a. 176,552 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: University of Michigan (Remains Repatriation)

Who: Gary Lewis, Valerie Chandler, Colleen Utter, State SHPPO Officers

Where: Zoom

What: Tribal Trust Evaluation Meeting

Who: Angela Rabb, Frank Beaver, Gary Lewis, Lule Rama

Where: Zoom

**What: Council Work Session/Agenda I.H.S. MOA Safety Grate Back-Up
Generator**

Who: Diane Kerr, Greg Waters, Gary Lewis

Where: Council Chambers