

**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: October 17, 2023
Maanda Nji: Re: September 2023 Operations Report

LBR

We respectfully submit the September 2023 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
September 2023

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

September 2023 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. **2023 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2023 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 2023 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.
6. RFP for Audit Services – we received bids from 3 audit firms and will be bringing the chosen audit firm to Tribal Council for approval in October.

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. We learned that BIA has authorized submission of IDC proposals using audited financial statements from 3 years prior instead of 2 years prior to year in question. This should make it quicker to submit proposals and

get them approved. We will be working on 2022 and 2023 IDC proposals and want to have approved IDC rates for these years before the end of 2023.

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

Property Management:

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

Objectives:

1. 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, including completing the inventory for the Public Safety department.

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2024 budget. The 2024 budget process has started. On May 19, 2023, the Budget Coordinator sent out 2024 budget templates and instructions to the departments with a due date of June 30, 2023. A budget public hearing was held on August 5, 2023. The draft 2024 budget was sent to Tribal Council before the September 1, 2023 deadline. We received feedback from Tribal Council before the September 15, 2023 deadline. We are now incorporating revisions to the 2024 draft budget.
2. Publish standardized quarterly budget reports for the tribal membership – first report will be for July 1 – September 30, 2023 and will be available October 6, 2023.
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 2022

We had a preliminary meeting with DGN in January 2023. Shortly after, we provided DGN with accounts payable, payroll, and cash receipts information. The auditors chose samples for which we provided backup documentation. The auditors tested these samples to determine that all of the transactions have been processed properly – this work took place in March 2023. The auditors base their field work on this testing. Field work was conducted May 1-5, 2023. Our goal was to have draft and final financial statements available in July, however DGN was not ready for this deadline. Financial statements will be presented to Tribal Council sometime in October 2023. The final audited financial statements was filed with the Federal Clearinghouse on the deadline of September 30, 2023.

SENIOR STAFF ACCOUNTANT

Duties and Accomplishments –

1. **Projects: No Projects have been - assigned to: The Construction Task Force committee for approved purchases and payments September, no activity: at this time.**
 - i.
 - ii.
 - iii.
2. **Cash Receipts: Daily cash receipts totaled for the month of September were \$1,457,020.98 the General & Special Revenue Account had a total of (245) receipts.**
3. **NGLC: Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow-up to who is collecting the Balance.**
4. **Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,**
5. **Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2023, with the ongoing Inventory there will be several updates as it relates to the assets being no longer in service, several disposals have been identified.**
6. **2022 - Single Audit – Audit Field Work – Audit, Organization financial statements and compliance with Federal awards – Ongoing reconciliation of accounts, working with the Audit team of DGN, final stages of the field work. No change, no update with the Status.**
7. **1099MISC/1099NEC. – 2022 tax year was sent out in the week of Jan 23rd - 27th of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2022. Continued to send tax documents out to the membership / Vendors. On going, no change.**
8. **WEX Card- Monthly Report, removed the terminated employees, scheduled the payment, received replacement cards as the current ones were expiring at the end of the month of October, switch out with departments, and reviewed and reconciled the report to the payment.**
9. **Tribal Financial Statement Requirements: Due by the 8th of the month.**
 1. **Cash Deposits – to the Bank Statement.**

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

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

***Other Meetings: September 6th – Webinar – What’s new in Sage Fixes Assets 2024.0
September 13th Best Practice for Reporting***

Inventory – Big Blue, NRD – September 25th

Accounting – Finance Month End Closing Reporting meeting-Sept

Staff – Teams Meeting – Overview and Discussion-

Other Items:

Department – Inventory – working with the departments, reconciliation. Ongoing, have completed 98% of the inventory just have a few follow ups.

STAFF ACCOUNTANT

Duties and Accomplishments –

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

Meetings Held / Attended – Month End/Closing

Trainings Held / Attended –

Special Tasks / Activities Performed – Grant Entries, Print R&E’s, Inventory-Big Blue

Upcoming Projects / Tasks –

Payroll

Duties and Accomplishments –

1. Processed 381 payroll vouchers/checks.
2. Verified 23 PAF’s this month which included 3 new employee(s), 1 Job Change/Transfer employee(s), and 3 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 9/8 and 9/22.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.

7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

9/6 - Employee Recognition Team meeting
9/14 – 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 - 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in September 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 September 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 September to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Prepared per cap eligibility for the October 1st payment and provided to Controller and CFO
10. Prepared the biannual payroll certifications for period of 3/1/23 – 8/31/23.
11. Processed October 1st per capita payment and necessary compliance reporting.
12. Provided requested information for the 401k audit.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Quarterly reporting for 3rd quarter.
- Issuing checks for returned direct deposits for the October per capita

ACCOUNTS PAYABLE

1. Enter and match invoices with purchase orders and receiving reports.
2. Keyed in all information into the system for processing and printing checks.
3. Verify the budgets and have the check request signed for approval.
4. Generated checks on Tuesday and Thursday for bills, stipends, travel advances,

mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.

5. *After checks are printed put them with the right documentation and have them signed by Council.*
6. *Check stubs are attached to check request and POs for scanning and stuffed into envelopes for distribution.*
7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
9. *Provide receipts as necessary for rent, utilities, and all other payments.*
10. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
12. *Provide management with Accounts Payable information as requested.*
13. *Maintain court ordered per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folder*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and sort through it to give to the right person in the accounting department.*

Meetings Held / Attended

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.
14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.

20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Handle invoice discrepancies.
24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. Solicited bids for mail machine and meter rental for Muskegon Office.
2. 9/27/23 updated 2018 Office Supply RFP to 2023 for October solicitation.

Receiving

Duties and Accomplishments –

1. Received in 267 packages.
2. Issued 107 receiving reports.
3. Returned item for credit.
4. Made deliveries.

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

Grants

- ∞ **Research:** Continue to utilize both YouTube and 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 and submit monthly, quarterly, annual, and final SF-425 reports for existing grants.**
- ∞ **Setup new grant award files.**
- ∞ **Complete Closeouts on grants that have completed their lifecycle.**

- ∞ **Complete draw down of funds from various portals.**
- ∞ **Standing Note until ARPA funds are expended** - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.

IT Department

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504:** During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. Update 4/30/23; We received notice that the WIFI portion of the grant is in question and either needs to be revised or changed. Treasury staff have reached out to provide guidance on the application. This staff will work with the CFO, who has sole access to that portal to update the application in early May. Update May 31, 2023: This application was updated per the instructions of Treasury staff and has been resubmitted. Update: August 31, 2023. Just received feedback on May 2023 application updates. Meeting with representative from Department of Treasury on September 13, 2023 to finalize application. Another meeting on October 6, 2023 with the Department of Treasury rep has been scheduled in order to wrap up the application process.
- **Grant Management Software:** Council approved the purchase of Grant Management software by Amplifund. It is software specifically designed to work with federal grant applications and awards. 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.

Expenditures Update

Total year-to-date expenditures for the Finance Division for September 2023 are \$950,147 compared to an annual budget of \$1,357,018. Total expenses for the Finance Division for year-to-date September 2023, represent 70 % of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

September 2023 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services: 15 student received LRBOI school clothing/activities funds totaling \$7500.**
- **Higher Education Scholarship: 17 Higher Education Scholarships were processed for September. Total awards were \$34,528 providing assistance to 11 university students and 6 community college students. Awards went to 13 women and 4 men.**
- **College Book Stipend: 18 book stipends were awarded during the month of September totaling \$7800 6 for being enrolled in 4-8 credits, and 12 students received stipends for being enrolled in 9 or more credits.**
- **Miscellaneous: Preparations for various activities, including Children's Halloween and Trunk or Treat for October. Last hoop dancing class was completed on September 20, 6 students attended. Arts and Craft project happened same night, 10 attending, at Aki Community Center.**

During the month of September the following meetings were attended:

Sept 5, Budget Review with Tribal Council via ZOOM

Sept 7, Staff Mtg via TEAMS

Sept 20, hoop dance class and art/craft night

Sept 27, Director's Meeting in TC Lodge

- **Activities performed and services rendered fall within budgeted items for the 2023 fiscal year.**

Elders Meal Program
Victoria Wells

Elder Meals September Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
187	424

For Muskegon we had:

Dine in at Hackley	Take Out
8	16

Bingo At Aki	Bingo At Hackely
9	8

PO #	Distribution Code	G/L	Starting	Ending
230905	4510	5202	\$900	\$270.48
2311235	4532	5204	\$533	\$38
231376	4531	5204	\$3561	\$3561
231536	4510	5204	\$1535	\$36
231634	4531	5204	\$5000	\$2161
231586	4531	5204	\$5000	\$4062.29

The program has successfully spent down 2 food budgets on grants that had extensions. These have been priority accounts to use as I would like to not have to ask for an extension on our new grant. The new grant for 2023 is 4531. We now are able to purchase through VanEerdans again and they provide wild game meats that are always in stock and do not take 3 weeks to get. Sysco special orders things like elk, venison, rabbit that takes quite a while to arrive.

Our 2 new employees are doing excellent. I cannot express my gratitude to them enough. We are actively planning many more activities and events.

Unfortunately, the right stove is going out as well. With that being the case and talking with maintenance, the program purchased a new stove that is the same length as the other two put together. It has six burners and a built in griddle. Unfortunately, it arrived unusable as it was damaged extensively during shipping. A claim was filed and I just received news it will be replaced and shipped in full for free from the company. It took almost the entire month for the company to finish it's paperwork but hopefully on my next report it will have arrived and been put to good use.

Attendance is on a steady incline. We are seeing as many as 11 on some days.

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

September Monthly Report - 2023

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

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

Duties Performed

- Mailed out: 2 Applications forms for people seeking membership
- Sent out: 11 Address change forms
- Created 48 New and Replacement Tribal ID's from 09/01/2023 through 09/30/2023
- 39 Addresses changed from 09/01/2023 through 09/30/2023
- Final Rejection Letters: 0
- Final Acceptance Letters: 2
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 3
- Provisional Acceptance Letter: 2
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 09/01/2023
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Election Board
- Label request of Membership:
- Tribal Members Label/List request: Ogema, Elders Committee
- Statistical request:

Department Verifications

1. Prosecutor 32
2. Clinic 0
3. Human Resources 0
4. PRC/EHAP 35
5. Member's Assistance 0
6. Housing 0
7. Utilities 2
8. Food Distribution 2
9. Casino 4
10. Family Services 1
11. Tribal Council 0
12. Natural Resources 1
13. Gaming 0

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 2 Members passed away for the Bereavement Benefit
- Sent out 2 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 1 Tuition Waiver Verifications
- 238 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – September 7th
- Enrollment Commission Meeting – September 13th

Enrollment Statistics

- Total Membership: 3,941
- Total number of Elders: 1,521
- Total number of Adults (18-54): 2,159
- Total number of Minors (0-17): 261
- Total Tribal Members living in:
 - 9 County Area: 1,615
 - Outside 9 County Area: 2,265
 - Inside Michigan: 2,587
 - Outside Michigan: 1,343
 - Undeliverable Addresses: 12

Facilities
Rusty Smith

***2023 September 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 the resources we have available.

I. Department Overview

Maintenance Technician Hours of Service: Monday-Friday 6:00 AM-2:30 PM

Clinic EVS Technician Hours of Service: Monday-Friday 6:00 AM-2:30 PM

Office Hours: Monday-Friday 8:00 AM-4:30 PM (no remote work)

Main EVS Location: Government Center

Main Office: Government Center

Maintenance Technician Locations: Facilities Barn, East Lake, and Area 51

Auto Mechanic Location: "Big Blue" East Lake

Goals & Objectives

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

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

II. Department Reporting Section

During the month of September, two EVS technicians resigned, leaving the department with only two full-time EVS techs. Interviews are expected to start after October 5th to fill the two vacancies.

While the department is understaffed, one of the Housing Maintenance technicians are assisting Maintenance by providing EVS services to the Aki Community Center. We greatly appreciate the helping hand!

Maintenance Technicians & Supervisor perform their daily maintenance tasks, completing work orders and have begun their fall routine and winter prep. In addition to their daily tasks, they will assist the two working EVS technicians to provide EVS services to the Government Center, Gathering Grounds Bathhouse, Justice Center, Natural Resources, Food Distribution, and Gaming/VSP.

The department thanks everyone for their patience and support.

Vendors (buildings overseen by Maintenance)

- September 1st. Pest Control Hackley
- September 6th Pest control. Aki, NGLC, Justice, NRD, Food Dist.
- Mat service: 4 on-site visits, 5 locations
- Dumpster service, 10 locations
- 9-1 HVAC Service, reported loud knocking, replacement of duct soc during Fall PM in Oct/Nov
- 9-12 Fire Safety Sprinkler PM, Gov
- 9-13 Building Automation PM, Gov
- 9-14 Service call for equipment at Gov
- 9-18 Salt delivery for equipment at Gov
- 9-21 Building Automation PM, Aki

III. Budget Expense Justification

- | | |
|------------------------|----------|
| • Maintenance Vehicles | \$480.00 |
| • Maintenance Phones | \$160.00 |
| • Maintenance Supplies | \$ 13.00 |

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

End of Report
De-Ahna Underwood
Maintenance Office Manager

Family Services
Vacant Director

Department Report : Family Services
 Case Worker : Rachel Kops
 Month :September 2023

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					3	
Open Cases					11	
Monthly Totals					14	

Case Management

Total number living in homes served					25	
Total number of Tribal Citizens living in homes served					14	
Total number of descendants living in homes served					3	
Total number of children living in homes served					3	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					1	
ICWA or ICWP referrals					1	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					0	
Case Pending with DHS					1	
Relative placement					2	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					1	
Home Visits					19	
Case Reviews					0	
Binojeeuk					2	
Contacts with outside agencies					29	
Contacts with LRBOI departments					18	
Tribal Elders					2	
Other referrals					2	
Monthly Totals					123	

Department Report : Family Services
 Case Worker: Stephanie Persenaire
 FS reporting period: Sept. 2023

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent
Intakes								
I&Rs								
Open Cases	7				4			
Monthly Total	7	0	0	0	4	0	0	0

Case Management

Total number	13				16			
Total number of Tribal Citizens living in homes served	7				5			
Total number of descendants living in homes served	3				10			
Total number of children living in homes served	4				11			
Total ICWA or ICWP where substance abuse is involved	0				1			
Child Abuse/	0				0			
ICWA or ICV	0				0			
Sexual Abuse	0				0			
Substantiated or Unsubstantiated by DHS	0				0			
Case Pending	0				0			

Relative placed in	0				1			
Tribal Foster Home								
Non-Tribal Foster Home								
Alternative placement	0				0			
Court appearances	0				0			
Court appearances	1				1			
Home Visits	15				3			
Case Reviews	2							
Binojeeuk	2							
Contacts with Tribal Elders	46	2			7			6
Contacts with Tribal Elders	22							
Other referrals								
Monthly Total	115	2	0	0	55	0	0	6



Newaygo
Other

	2
0	2



	8
	6
	0
	5
	0
	1
	0
	0
	0
	0

	0
	0
	1
	0
	0
	1
	3
	56
0	78



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
SEPTEMBER - 2023**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	5
Partial Intakes	5
New Cases	3
Closed Cases	7
Client Face to Face Meetings in Office	4
Client Home or Out of Office Visits	0
Client-related Telephone and Email Contacts	109
Client-related Resource Research and Referrals	8
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	3

MEETINGS

Victim Service Program Staff Meetings	3
Victim Service Program Supervision/Case Reviews	3
Family Services Department Meetings	0
Community Collaboration Meetings	2
Other Meetings	6

STAFF DEVELOPMENT/TRAINING

Virtual Training	33
In Person Training and Conferences	9
Self-Paced Training Modules	0
Other Training	0

OUTREACH, NETWORKING, AND EDUCATION EFFORTS

Creation of Program and Outreach Materials	9
Event and Training Planning and Preparation	3
Community Table Events	1
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	24
Networking Activities	5
VSP Presentations	0
Other Activities	2

RESEARCH AND RESOURCE EFFORTS

VSP Website Updates	5
VSP Resource File Efforts	29

LRBOI Be Da Bin Behavioral Health Program September 2023 Report

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

Felice Kelley is a part time Mental Health Counselor for us. She is continuing to set up her office. She has 5 clients currently and 6 pending clients. She attended 2 trainings: Annual Substance Use Disorder Conference (2 days) and the ASIST training (suicide prevention, 2 days).

The Traditional Healer did have sessions this month and talked/had sessions with 6 clients.

Angela Schwandt currently has 42 clients. Angela had 49 individual sessions, 44 follow up calls, 6 hours of telepsychiatry. She attended the Suicide Awareness and Prevention Coalition Event for Manistee County on September 12.

Kimberly (Kim) Hinmon attended 3 GONA planning meetings. Kim is working the process/planning for SAMHSA regarding the GONA TTA request and planning the event to happen in October 2023, but was postponed to a later date. She attended the WOV (With One Voice) Board of Directors Meeting, and had 2 cultural programming events on moccasin making, Manistee class had 15 attend and Muskegon class had 12 attend. She is working with the Manistee County Library on a reading initiative and attended & presented at the Manistee County Suicide Prevention Coalition Event on September 12. Kim and Dottie did a presentation at the Senior Center on September 15 on suicide prevention.

Dottie Batchelder currently has 18 clients and 9 Recovery Support clients. Dottie had 1 referral to detox/inpatient treatment and 3 referrals to other outpatient services/halfway houses. Dottie had 29 individual sessions, and 39 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. She planned with the co-chair our annual Suicide Prevention Event held on September 12, 2023 at the Lion's pavilion with 90 attending this year. She attended 2 GONA Planning meetings, the Muskegon County Suicide Prevention Coalition; and the Northern Michigan United Suicide Prevention Coalition meeting, and met with Saginaw Chippewa Residential Treatment Center Director for possible referral services for treatment. She is working with the Michigan Indian Legal Services (MILS) on a grant they have, to bring services to Tribal Members and descendants for medical/legal partnership grant. She also had to take time off for a family emergency this month.

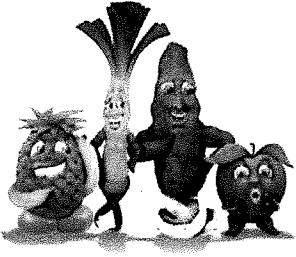
This month 6 naloxone kits were given out. Staff continue to attend webinars as able for certification and continuing education credits. Staff is continuing to plan a GONA in the fall/winter (Kim is the lead).

Respectfully submitted,

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

Dottie Batchelder-Streeter

Food Distribution
Jamie Friedel



Food Distribution Program

September 2023 Monthly Report

Jamie Friedel, Melanie Ceplina, Thomas Riley

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 inventory reports to USDA in the.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie submitted the department report.

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

Jamie, Melanie, and Thomas cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, and Thomas rotated frozen food in the freezer.

Jamie, Melanie, and Thomas and filled food orders.

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

Jamie ordered Octobers food for the warehouse.

Jamie, Melanie, and Thomas cleaned the office.

Jamie and Melanie conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie, Melanie, and Thomas conducted 42 Deliveries.

We received deliveries on September 6th, 7th, 14th.

The Food Distribution Office is open to the public.

Melanie sent out 3 applications.

Melanie sent 4 recertifications out.

Added 2 new Households.

We have a total of 66 households with 98 total people.

MEETINGS:

- Attended Agenda review on the 11th.
- Submitted ME report to USDA on the 12th.
- Submitted Budget to USDA on the 15th.
- Attended Tribal council meeting on the 13th.
- Attended Agenda Review on the 18th.
- Took Delivery of New Food Trailer on the 18th.
- Had Delivery Van Serviced on the 19th.
- Attended Tribal Council on the 20th.
- New computer Program meeting on the 25th.
- IFMS user Group Meeting on the 26th along with attended the Adopt a Highway.

The Department worked on finishing up our ME report and submitted it back to the USDA. We have also work hard on getting our 2024 budget and our food and nutrition budget to the USDA. We have purchased a New 7 ½ x 14-foot trailer to be able to start tailgating to Muskegon. The Trailer was purchased with the final 2021 budget money. We put into our Food and Nutrition budget the extra money to buy a Vehicle to pull the trailer to and from and usage for our nutrition outreach. As soon as we hear back about the Nutrition budget we can move forward with the project. We have also added a new warehouse/client service position to our USDA budget. This will help with the extra work needed to provide Muskegon with the tailgating service. As well as the new employee we also added to the Nutrition budget a Nutritionist. This would be a full-time employee to work with our client and other Tribal programs to provide nutritional services to our community. This person will be able to make videos, have a Facebook page, YouTube channel to help reach those not in the 9-county area. They will also be able to go to our clients that are not able to drive and bring the information whether is pamphlets or a short cooking demonstration to be able to teach them the healthy way to cook and live healthily. We are very excited for the new year to come, and what our new outreach program will have to offer.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Thomas Riley Warehouse specialist

Grants
Chuck Fisher/Mark Dougher

Grants Office Monthly Report

September 2023

In terms of the Grant Strategy, the Grants Office met with the Tribal Council. The work in progress was reviewed in some detail and included the findings of the previous Grant Strategy (from 2002). The basic structure of the current effort followed the Four Directions structure the first grant strategy created, i.e., 1) Environmental, 2) Infrastructure, 3) Services and 4) Tribal Survival. Generally speaking, the meeting was largely limited to the major findings of the involved data collection efforts and process-issues such as ranking, weighting, realignments, prioritization iterations, and finalized results. The tribal council was given a finalized copy of the Grant Strategy along with fact that it had been approved by the Tribal Ogema. The listing of participants (included in the document) was also discussed and highlighted in the overall course of the meeting which served to validate the reported findings. It was clarified that the Grant Strategy was not written in stone but rather a guide for the future occupants of the Grant Office. The Council had a number of questions throughout the presentation that were satisfactorily addressed. There is also limited discussion of the overall future of the tribe as well as the Tribal Strategic Plan that was recently approved by the Tribal Council, and the need to try to bring these two documents together.

There are a number of associated documents in the process of completion that are related to the Grant Strategy, i.e.,

- Project Director's Handbook (Guide for Grant Management)
- Grant Approval Form
- Grant Development and Administration Procedure

Chuck, as one of LRBOI's elected delegates to the Michigan Indian Elders Association (MIEA), processed travel arrangements for the Fall Conference and assisted the other delegate (Al Hardenburgh) with same. The last MIEA meeting was in the Spring (April). The summer conference was cancelled. Chuck also reviewed the Enrollment Commission draft, as edited. However, this was done independently and not as a group (members of the Enrollment Commission).

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: Oct 6th, 2023

Re: SEPTEMBER Report of Activity – Tribal Health Services

Forest County Pottawatomi Insurance Department filed 229 claims on behalf of Little River in the amount of \$38,786.85 for third party reimbursement.

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

CLINIC OPERATIONS: MANISTEE LOCATION

249 patients scheduled

24 patients NO-SHOW to scheduled appointments

4 patients provided SAME DAY appointments for emergent matters**

96 cancelled appointments

133 patients attending CLINIC PHYSICIAN appointments**

26 patients PHONE TRIAGE**

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

54 Clinic Referrals – requiring action by providers and staff (Both locations)

TOTAL PATIENTS SEEN IN SEPTEMBER (Total Patient Volume): 284

Diabetic patients: 53

Flu Vaccines: 1

Injections: 16

Nursing Visits: 2 **

On-site Labs: 106

COVID-19 Tests: 0

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 1,082

DIRECT CALLS TO CLINIC OPERATIONS: 537

OUTGOING FAXES: 94

TRANSPORTS - MANISTEE 3

SEPTEMBER 2023

TRAVEL HOURS: 2

SERVICE HOURS: 4

NUMBER SERVED: 3

MEDICATION DELIVERIES: 3

TRAVEL HOURS: 1 ½

SERVICE HOURS: 1

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 3 ½

TOTAL SERVICE HOURS: 5

TOTAL NUMBER SERVED: 6

Please note: Our transporter was out of the office for two weeks

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

CLINIC OPERATIONS: MUSKEGON LOCATION

93 patients scheduled

3 patients NO-SHOW to scheduled appointment

0 patients provided SAME DAY appointments for emergent matters**

28 cancelled appointments

54 clinic referrals – requiring action by Providers and Staff (both locations)

62 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: ##

Flu Vaccines: 1

Injections: ##

Nursing Visits: ##

On-site Labs: ##

COVID-19 Tests: ##

DIRECT CALLS TO CLINIC OPERATIONS: 126

TRANSPORTS - MUSKEGON: 1

SEPTEMBER 2023

TRAVEL HOURS: 1 ½

SERVICE HOURS: ½

NUMBER SERVED: 1

MEDICATION DELIVERIES: 2

TRAVEL HOURS: 1

SERVICE HOURS: ½

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 2 ½

TOTAL SERVICE HOURS: 1

TOTAL NUMBER SERVED: 3

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$56,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1599

TOTAL PRC PAID IN SEPTEMBER: \$32,084.46

PHARMACY/OTHER: \$20,722.13

DENTAL: \$4,213.70

TOTAL PATIENTS: 152 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 312

TOTAL CLAIMS ENTERED: 274

TOTAL PRC PAID 2023: \$407,569.75

TOTAL EHAP PAID IN SEPTEMBER: \$23,772.51

TOTAL EHAP PAID 2023: \$351,860.92

TOTAL ENROLLED EHAP/LRBOI: 1315

NEW APPLICATIONS MAILED OR GIVEN: 23

REASSESSMENTS MAILED OR GIVEN: 15

MEDICARE LIKE RATE (MLR) Savings for September 2023

Claims submitted:	0	\$0 (total submitted)
		<u>-\$0 (what we paid)</u>
		\$0 (total savings)

PHARMACY, MANISTEE: SEPTEMBER 2023

Active Patients: 340

Prescriptions filled: 1,360

Receipts:

 Insurance payments received: \$ 232,936.77

 Non-member cash/copays received: \$ 701.92

Less acquisition cost of medications: \$ 48,200.48

Net profit: **\$ 185,438.21**

PRC-equivalent write offs:

 LRBOI: \$ 21,862.55

 Other Tribes: \$ 1,044.09

 TOTAL: **\$ 22,906.64**

PHARMACY, NORTON SHORES: SEPTEMBER 2023

Active Patients: 113

Prescriptions filled: 570

Receipts:

 Insurance payments received: \$ 90,483.38

 Non-member cash/copays received: \$ 110.17

Less acquisition cost of medications: \$ 18,158.25

Net profit: **\$ 72,435.30**

PRC-equivalent write offs:

 LRBOI: \$ 9,008.63

 Other Tribes: \$ 0.00

 TOTAL: **\$ 9,008.63**

2023 Health Services Department - Manistee Location

Clinic Operations

2023	Total																			
	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt	Patients Seen**	Telephone Visit**	Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Outgoing Faxes	
January	291	27	74	9	199	28	615	386	63	79	6	14	2	166	3	1,257	509	-	-	
February	243	11	67	10	175	35	624	412	54	59	5	23	2	114	4	992	573	-	1	
March	286	36	67	8	191	45	638	399	47	60	-	14	3	154	6	1,152	642	15	-	
April	229	26	62	2	143	53	663	407	30	65	-	16	5	140	1	1,004	464	1	-	
May	252	33	61	4	162	30	579	383	37	71	-	10	4	131	2	1,072	602	-	122	
June	307	29	94	8	192	34	707	475	40	59	-	15	6	142	4	996	518	-	112	
July	247	15	77	3	158	12	528	355	59	49	-	17	3	123	3	816	500	-	133	
August	306	19	104	6	189	36	639	410	74	66	-	31	4	179	-	880	552	-	148	
September	249	24	96	4	133	26	445	284	54	53	1	16	4	2	106	1	1,082	537	94	
October																				
November																				
December																				
Totals	2,410	220	702	54	1,542	299	5,438	3,511	458	561	12	140	45	1,151	179	8,170	5,442	555	609	

** Denotes total included in Total Patient Volume

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

2023 Health Services Department - Harvey Location

Clinic Operations

2023	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST
January	110	7	25	1	79	28	497	386	63	27	3	2	4	41	-	243	-	
February	38	-	10	-	28	35	477	412	54	7	-	2	2	13	-	240	-	
March	148	12	49	6	93	45	540	399	35	31	-	2	3	50	-	230	-	
April	139	8	74	3	60	53	521	407	14	20	-	4	-	28	-	256	-	
May	156	5	62	2	91	30	504	383	33	22	-	2	-	35	1	309	-	
June	106	4	26	-	76	34	585	475	33	28	-	-	-	20	-	232	-	
July	89	6	25	-	58	12	425	355	20	18	-	-	-	19	-	242	-	
August	105	7	18	3	83	36	529	410	15	15	-	1	-	27	1	214	-	
September	93	3	28	-	62	26	372	284	15	1	1	-	-	-	126	-	-	
October																		
November																		
December																		
Totals	984	52	317	15	630	299	4,450	3,511	267	168	4	13	10	233	2	126	1,964	-

** Denotes total included in Total Patient Volume

NOTE: Telephone, Chart R 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 September 2023

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: 5
Leases renewed: 6
New leases: 3
Annual Inspections: 6
Move-out Inspections: 1
Move outs: 1
Transfers: 0
- B.** Down Payment and Closing Cost assistance grant (HI 100).
Applications received this month: 1
Total Number of Awards made during the Year: 5
Total Amount of Awards for the Year: \$22127
- C.** The Homeowners Assistance Fund received one (3) new application this month, 0 denial. The program has provided \$124,238 in assistance since it began in 2022.
- D.** The Housing Director attended the quarterly GLIHA meeting in Baraboo, WI on September 5-8th. GLIHA meetings provide insight in what is occurring in native housing, what HUD is up to and provides training generally on different housing topics and presentations by vendors regarding different housing products they offer.
- E.** The Housing Director attended an online Zoom course through HUD titled Structured Rents on September 20-22nd. The course went over proper ways of calculating rents for different programs that your housing entity may have available.
- F.** HUD is to implement a new online portal system on September 25th - whose acronym is GEMS, this online reporting portal is to replace their old system called EPIC. Housing Director attended online training on new portal on September 13th.
- G.** September 27-28th, the Housing Department had onsite Technical Assistance regarding Environmental Reviews that was provided by HUD. This training was to ensure we follow ER requirements of our IHBG funding.

- H. Information notice was sent out to residents on 8/28 for the resealing of the AKI community roads and AKI community building. The work was to begin on August 30th and be completed by Sept. 2nd. UPDATE: The contractor(s) performing this project did not get the project completed until September 13th due to various delays including the weather.
 - I. Fall Clean up for the AKI community will be held October 2-3rd and a notice was sent out to residents on September 11th. The notice also was to provide them with information that we will begin our fall maintenance of all units beginning the first part of October and will be done through Custom Sheet Metal.
 - J. The Housing Director/Executive Lead has spent most of the month of August working with the Members Assistance department due to turnover in staff and issues within the department.
- II. Rental Payment Information for the Month.**
- A. Notice of Delinquency issued: 8
 - B. Termination Notice(s) issued: 4
 - C. Notice(s) to Vacate or Renew: 2
 - D. Court Filing(s): There is 2 pending as the information has been sent to the legal department. We do have a court date of October 5th for an eviction hearing due to nonpayment of rent.
- III. Condition of Properties.**
- A. Nothing major has occurred this month regarding our units.
 - B. Maintenance currently has 5 units to complete for a move in. We have 4 units that will need to be completely repainted, flooring redone and minor damage repaired then final cleaning.
- IV. Number of Units and Vacancies.**
- LRBOI Housing Department has 86 rental units in total of which 80 were rented giving us an occupancy rating of 93%.
- A. Aki has 60 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 33 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 9 units are rented.
 - B. Aki has 26 Fair Market rentals and 25 are rented.
- V. Significant Problems and Accomplishments.**
- VI. Plans for the Future.**
- A. Purchase a new snowplow truck for maintenance
 - B. Start the RFP process for new roofs for the 12 original homes in AKI
 - C. Look at the updates needed for the elders complex including providing activities for elders
 - D. Start preparing the FY2024 Indian Housing Plan for submission by October 15th to HUD.

End of Report
Tara Bailey, Housing Director
October 5, 2023

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**

To: Ogema Romanelli
From: Alicia Goff
Subject: September 2023 HR Department Report
Date: 10/10/23

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 2023 Operational Plan

- 1) The 2023 Operational Plan is partially in revision state and currently still working on moving forward and currently preparing for 2024 Department Operational Plan.
- 2) **Month Summary:** September continued with talent acquisition – different ways of posting – posting on the NNAHRA website and use of a temporary online application, work force development, project work, 401k Audit, finalizing Job Descriptions on L: drive and some starting of updating to current wage updates for 2023. Preparing for 2024 budget and budget was sent to Budget Coordinator – Work session in September went well, only questioning had to do with WFD and its' move to EDC. I had no information except what the 2023 budget was under HR and its usage.

3) Talent Acquisition

a) Talent Acquisition for September:

- (1) Number of Hires During the Month: 2– 1- RFT TM and 1 – Temp. TD
- (2) Number of Open Positions: 8 positions (9 employees needed). 4 in process of offers/screening for October starts (Social Worker, Members Assistance Coordinator, Surveillance Operator and HR Specialist) – 4 w/selection-interviewing and offers being made/accepted.
- (3) Terminations – 4 for September – 1 RFT (1 – TM), 1 WFD TM, 2 Temp. (2- TM) and 1 Seasonal NP
- (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.
- (5) Thank you, Hiring Managers, for your help and your continued patience!
- (6) Updated Recruiting Work Priority: Gaming – (1) Surveillance Operator and Internal Auditor Manager, Clinic– Reposted Staff Physician(s), Clinic Nurse (1), Medical Assistant (1) and Family Services – (1) Victim Advocate - Muskegon, NRD – Wildlife – due to start in October and Environmental Division Managers (selection – possible interviews)

(7) Website was changed and deleted HR/WFD information. Now updated. Applications have increased by a few but on-line usage of application has been consistent – averaging now around 6+ per month. Still experiencing problems with online submissions.

(8) Look for some departments losing employees and some gaining employees in October.

- i) Approximately 4 positions are now in the selection/interview/offer steps of the process. We expect to see more new hires in October and early November. With selections, selections, and interviews being scheduled for the early half of October, there is a possibility for 3 other departments to be adding new hires by the end of October.
- ii) Applications are coming in and are picking up, averaging more than 3 per position posted. Utilized LinkedIn, Indeed, NNAHRA and other sites.
- iii) Conducted 2 orientation/new hire paperwork sessions for 3 new employees. October sees starts in HR, Members Assistance and Surveillance.

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 are still to be scheduled and to continue.
- ii) Provided additional HR support to the leadership of various departments.
- iii) The Employee Recognition Team continued their monthly report on employee of the month. Don Reinhard HR Generalist providing updates from HR during at the monthly employee meetings
- iv) Continued assisting leadership with sensitive employee relations issues.
- v) Assisted departments with job description update – Moving forward to review job duties and further update of wages.
- vi) HR Answers... More in September.

b) HR Department Development Initiatives:

- i) HR Development Events: 3 – attendance at NNAHRA in September lead to important trainings in succession planning, talent acquisition tips. Leadership, communication, emotional intelligence, benefits, and chances with great networking opportunities with other tribes from across the nation, Canada, and Australia.
- ii) Continued file migration to O365 storage solutions continuing.
- iii) Continued project to improve HR use of MIP data, still on-going.
- iv) Further updates are needed on L:drive – forms and our HR shared drives.
- v) Autumn - Receptionist is continually getting updates to our organizational system and directing calls more streamline. Working on Directory information update is ongoing with departments but can be found on the L:drive. Monthly additions are ongoing with new hires being added.

Training and Development hours totaled: 6 hours reported hours in July.

5) Benefits and HR Administration

- a) Continued working to improve benefit processes.

- b) Benefits Work Priority: 2 ongoing, 1 New, 3 – Assisting Team Members with Benefit and Leave Requests. STD, FMLA and IFML issues have been addressed and completed for redetermination, 1 returned in September. requests for FML still on going, 2 requests for FML/STD to be started in September and continue into October, 1 LOA approved, and 1 WC claims – still continuing since 2/2023. 3 bereavement leaves taken. IFML submitted for review – October start.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has been ramping up – loan requests processed.
- d) Some previous employees (2) either rolling over or cashing out.
- e) Continued processing new hire insurance enrollments and separation disenrollment and some COBRA inquiries.
- f) 401k financial adviser visit was scheduled for the last week of September. October being planned.
- g) Meetings scheduled as needed with BCBS team for addressing employee questions and concerns and asked them for usage numbers for the first year plus under them. Report for increases should be here in October. Changes have to be discussed and determined because of such increases. Gallagher has also set up a meeting to discuss benefit increases and different offerings.
- h) Open enrollment planning continues for 2024 offerings.
- i) Processed insurance benefit plan check requests. Waiting for a service contract to be approved – in review and then onto work session.

6) Safety

- i) Continued COVID-19 support and tracking. 2 reported
- ii) Recordable Injuries: 1 resulted in WC claim- One ongoing from 2/2023
- iii) Near Miss/1st Aid: 0 near misses.

7) Tribal Preference Report

Preference Report for August 2023 – Preference Hires in August 2023

Employee Count by Preference for July

103 Tribal Members	+01 and 3 loss	53% (52.6%) of Tribal Government Workforce
10 Native American		5%+ (5.1%) of Tribal Government Workforce
12 Tribal Descendants	+1	6%+ (6.1%) of Tribal Government Workforce
10 Tribal Spouses		5%+ (5.1%) of Tribal Government Workforce
No data on Tribal Parent – found		0% of Tribal Government Workforce
1 loss in preference for September – overall gain = 0		
Total preference = 135		69% (68.9%)

61 non-preference

1 overall loss 31% (31.3%)

Total of all employees 196

WFD Program

8) Workforce Development

- i) New Requests for WFD Service: 3 to be processed for September/October distribution.
- ii) Inquiries for WFD programming 2 for Career Voucher. 3 inquiries (Tr/Dev and applications for next month, awaiting supporting documentation
- iii) No AWE in to start in September 2023.

Regards,

Alicia Goff
HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
September 2023

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Next-IT Contract has been rectified, coordinating with legal.
2. Prepared NGLC Suites for Clinic and Victim Services.

Mandatory IT Projects by order of priority:

2023

1. Finalize CJIS framework and documentation.
2. Evaluate, plan, and implement wireless for DPS police car cameras.
3. Create Training videos and increase documentation/workflow

Monthly Operation Status –

- 151 new LRBOI IT work orders were opened in September 2023 and 111 LRBOI IT work orders completed in September 2023. We are showing 91 tickets in que. Arctic IT had 208 tickets opened with 181 tickets closed with 44 tickets remaining in que.

Meetings Held / Attended –

Held Staff Meetings with Elevate.

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: October 3, 2023
Re: September 2023 report of activities

Number of tribal members assisted on new issues	57
Number of referrals received	3
Number of continuing cases:	43

Types of legal issues:

Child support	Emergency Guardian - Minor
Probate Estate	Trademark
Divorce	Real Estate
Wills	Limited Guardian - Minor
Land Contract	Personal Injury
Trusts	Harassment
Judgment of Divorce	Landlord – Tenant Issues
Lifetime Tether	Codicil to Will
Estate Planning	Amendment to Power of Attorney
Spousal Support	Elder Abuse
Medical Power of Attorney	Automobile Title
Post-Divorce Matters	HIPAA
Parenting Time	Civil
Traffic Accident	Hunting Regulations
Power of Attorney	Per Capita
Home Business	Pistol Permit
Amend Estate Planning Documents	Trust Administration
Estate Taxes	Modification of Power of Attorney

Trust Amendment
Custody
Warrant
Guardian – Adult
EIN
Agreement
Driver’s License
SSA Survivor’s Benefits
Modify Personal Protection Order
Remove Agent in Power of Attorney

Small Claims
Lady Bird Deed
Guardian - Minor
Termination of Personal Protection Order
Conservator Account
Loan
Civil Ticket
Change of Custody
Real Estate Taxes
Property Division in Divorce

Attended Budget Meeting with Tribal Council

Attended work session on acquiring gifted property

Sample of Work Performed:

Assisted a tribal member sell their home on land contact

Assisted a tribal member prepare an Annual Account for a conservatorship

Assisted a tribal member terminate a PPO they obtained

Assisted a tribal member put their divorce action on hold so they could try to reconcile

Assisted a tribal member trademark their logo

Assisted a tribal member obtain a guardianship over a minor whose parent died

Members Assistance
No Director

No report submitted

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi
Daáwaá
Aniřhinaábek**

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

**September 2023 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 National Dunes park, harvest fishing report forms, Tribal trespass permits, camping permits, Commercial and Subsistence Great Lakes fishing licenses and permits, other special Ceremonial Use permits and information on current Tribal Regulations governing the use of the natural resources within the 1836 Ceded Territory.

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received 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
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland
- Megan Baird – Seasonal Fisheries Technician

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
- 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.
- Consent Decree(s) information reporting
- Implementation of the 2023 LRBOI inland work plans and collaboration with MDNR and tribal partners in fulfillment of 2007 Consent Decree requirements.
- Review State Collector permits/Fisheries Orders.
- Monthly Fisheries Division Reports Completed
- Sturgeon Data entry and database management
- Chinook salmon harvest permitting for the Little Manistee River.
- 20th Annual Sturgeon release ceremony preparations.

Equipment maintenance/Field Work/Lab Work:

- Sturgeon Streamside Rearing Facility SRF daily operation
- Sturgeon PIT tag antenna monitoring and data collection throughout the month..
- Sturgeon Release preparations tagged and monitored fish for tag retention/ loss.
- Manistee Lake Sturgeon Assessment/Acoustic tagging receiver monitoring.
- Sturgeon LAS assessment, Lake Michigan, Manistee, MI.
- Conducted electrofishing surveys at two sites in the North Branch Manistee River to assess fish community in support of Arctic Grayling reintroduction.
- Collected discharge measurements in Goose Creek for Arctic Grayling reintroduction collaborator (Zac Locklear, University of Wisconsin)
- Constructed electrofishing and fish community database in Access in support of continued fixed site sampling and long-term monitoring of fish communities in Upper Manistee watershed.
- Great Lakes assessment net and equipment maintenance

Meetings/Training/Travel/Conference Calls

- 20th Annual Nmé - Sturgeon Release Ceremony (9/9)
- NRD Artic Grayling status update meeting (9/14)
- Great Lakes Native American Conference (Sault Ste. Marie, MI (9/11-14)
- CORA Electronic Reporting system meeting (9/12)
- Coded Wire Tag CWT Lake Trout heads delivered to Michigan City, IN (9/15)
- Technical Fisheries Committee Meeting (virtual) (9/21)
- GVSU sturgeon genetics contract update call (9/22)
- Sturgeon Program Presentation, LRRCR Leadership Meeting (9/26)
- Modeling Sub-Committee, MSC, of the Technical Fisheries Committee meeting (Gaylord, MI) (9/26-28)
- Chippewa Ottawa Resource Authority meeting, Petosky, MI (9/28)

<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

Vacant – Wildlife Division Manager
Vacant – Wildlife Biologist
Andrew Kaiser – Wildlife Technician

Please note: there is less activity in the Wildlife Division than normal due to a shortage of staff. NRD is working with HR to fill these vacancies.

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 Tribal membership – through email and phone calls regarding 2023 hunting season, permits, regulations, etc.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Habitat work on tribal properties
- Treat invasive plant species on Tribal property

Meetings/Training/Travel/Conference Calls

-

Environmental Division

Vacant –Environmental Division Manager
Corey Wells – Air Quality Specialist
Zach Prause - 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)

Environmental Division

Vacant –Environmental Division Manager
Corey Wells – Air Quality Specialist
Zach Prause - 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

-

Meeting/Training/Travel/Conference Call

-

Budgets Managed:

- 4512 -- EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Brownfield Program

Administration /Reports/Data Entry

- Prepared Master Service Agreement for department head review as well as legal review. Forwarded agreement to Tribel legal representative and Onedia Engineering Services.
- Prepared Master Service Agreement for BIL Funding (this was only for site-specific work). This agreement calls for using cleanup funds for the Sugar Shack and Mason County property acquisition. This was forwarded for legal review and follow up conversation in October.
- Discussed and arranged for October meetings for BIL modifications to include Mason County parcel(s) to begin Q4 2023.

Field Work and Equipment Maintenance

- One trip to Old House Road to verify previously discovered open dumping and cleanup efforts from last year.
- Old House Road East parcel to document recent open dumping and arrange for cleanup in October because of a recent open dumping report.
- Organized old tires for recycling, at Blue, for recycling at Manistee Tire in October.
- Filled tires in EPA Jeep to manufactures specification at Wesco

Meeting/Training/Travel/Conference Calls

- Informal NRD huddles.
- September staff meeting on September 7..
- Census Bureau to Host Webinar on New Data for 2022 American Community Survey 1-year Estimates on September 7.
- National Tribal Caucus & EPA Climate Change Town Hall Event webinar on September 7.
- The Emergence of Environmental Justice in General Plans: on September 7.
- Local Government Law webinar on September 14.
- GoToWebinar - Inclusive Transportation -- Rethinking Transportation Planning and Engineering on September 19.
- OES Contract Discussion for Legal with NRD director on September 26.
- 1 on 1 with NRD Director on September 8 and 27.
- Improving Response Coordination and Situational Overview with GIS and UAV on September 27.

Water Program (106 and 319)

Administration/Reports/Data Entry

- Entered Eureka data into AWQMS and WQX
- Received a bid for construction of Custer culvert
- Ordered Nutrient bottles for October sampling
- Uploaded water quality report card to website
- Updated links on LRBOI website
- Received quote for fish tissue contaminant testing
- Printed water quality report card
- Completed master service agreement for Custer Culvert and sent to legal for review

Field Work and Equipment Maintenance

- Completed September WQ sampling
- Egg take with MDNR

Meeting/Training/Travel/Conference Calls

- 9/5- Pine River Restoration Committee meeting
- 9/19- Culvert visits with Trout Unlimited
- 9/20- MTEG Quarterly meeting
- 9/26- PLWF meeting

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Submitted CAA 103 TX00E98707 First Quarter Report
- Submitted ARP Direct Award Final Report
- EGLE Quality Control Worksheets Submitted
- Request for supplemental funding submitted to EPA per their request

Field Work and Equipment Maintenance

- AMS Site Checks x4
- Ozone Audits X4

- T-640 Site Check
- Wild Rice Restoration Collection
- Hamlin Lake Wild Rice Camp
- Sturgeon Release
- Tawas Lake Wild Rice Camp
- T-640 Underground Network Cable installation
- Eagle Feathers were collected and cleaned.
- Eagle Staff reconstructed and updated.

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

- SLT March Meeting, (9-26-23) 11:00AM-12:00 PM
- Region 5 Monthly Tribal Air Call, (9-28-23) 11:00AM till 12:00PM
- FY 2024 Tribal Funding Proposal Q&A Meeting 9/13/23 11:00AM-12:00PM
- Wild Rice Initiative Team Meeting 9/5/23 1:00PM-2:00PM
- Air Grant Report Discussion 9/26/23 1:30PM-2:30PM

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Sent draft MSA to CMU for wild rice grad student contract.
- SedaDNA project prep: selected proposed sample sites, created spreadsheet of GPS/notes, shared with contractors, directed Seasonal Tech in researching history of the proposed waterbodies to aid in the core dating analysis.
- Designed wild rice educational activity for Discover Maple River event & printed handouts for students.
- Set up SPO for Gil-Roy's Hardware for wild rice projects.

Field Work and Equipment Maintenance

- 9/1/23: wild rice camp prep (coordinated printing sign, organized gear, picked up cooking equipment from Education, grocery store purchase, sent updates/directions, staged equipment at Hamlin, harvested seed for restoration).
- 9/2/23: wild rice camp day 1 (inc grocery store runs).
- 9/3/23: wild rice camp day 2 & tear down, secured seed in Manistee Lake for later planting.
- 9/5/23: Custer parcel- completed final 3 releve plots.
- 9/6/23: clean-up/unloading from rice camp.
- 9/8/23: Manistee River- wild rice scouting/mapping from Tippy Dam to Blacksmith Bayou.
- 9/12/23: purchased PVC from Gil-Roy's, assembled new 3-arm quadrats.
- 9/14/23: Hamlin Lake- wild rice area mapping & density bed monitoring.
- 9/15/23: Hamlin Lake- wild rice density monitoring.
- 9/16/23: traveled to and assisted at Tawas Lake Intertribal Wild Rice camp.
- 9/17/23: assisted at Tawas Lake Intertribal Wild Rice camp and travel back.
- 9/18/23: Hamlin Lake- wild rice density monitoring.
- 9/19/23: Manistee River- wild rice mapping & density monitoring from Blacksmith Bayou to Bear Creek launch.
- 9/20/23: Hamlin Lake- completed wild rice density monitoring.
- 9/21/23: dealt with Durango back windshield issue & dropped at Blue.
- 9/22/23: Maple River- wild rice bed area mapping with CMU grad student, scouting for sedaDNA collection.
- 9/25/23: prepped boats & gear for sedaDNA fieldwork.

- 9/25/23: Manistee Marsh- wild rice scouting along dikes.
- 9/26/23: Manistee Lake- sedaDNA core collection & sectioning with SCWRS contractors.
- 9/27/23: Maple River & Muskegon River- sedaDNA core collection with SCWRS contractors.
- 9/28/23: Maple River & Muskegon River- sedaDNA core sectioning with SCWRS contractors.
- 9/28/23: put trolling motor on jon boat.
- 9/29/23: Hamlin Lake- sedaDNA core collection & sectioning with SCWRS contractors.

Meeting/Training/Travel/Conference Calls

- 9/5/23: MWRI Team meeting.
- 9/5/23: Env Div huddle.
- 9/6/23: EAB Restoration Project meeting.
- 9/7/23: ITCMI/USFS Seed Collection Workshop.
- 9/9/23: met with NOAA staff (Brandon & Lara) to discuss future wild rice project.
- 9/11/23: meeting with SCWRS contractors to plan sedaDNA field collection.
- 9/13/23: instructor at Discover Maple River educational event (taught 100 7th and 8th grade students about wild rice).
- 9/21/23: Line 5 Cooperating Agency meeting.
- 9/25/23: met DNR wildlife manager in MRSGA to discuss project and get gate key.
- 9/26/23: MWRI Monitoring & Restoration Committee meeting.

Great Lakes Policy Program

Administration//Reports/Data Entry

- LRBOI invasive Spp. identification guide
- Maple River educational event preparation

Field Work and Equipment Maintenance

- Assisted with Wildlife Dept. checking box turtle nests.

Meeting/Training/Travel/Conference Calls

- Enbridge Line 5 Tunnel, Recurring Staff-level Tribal Consultation (9/5/23)
- Muskegon watershed meeting (9/6/23)
- LRBOI September Staff Meeting (9/7/23)
- 20th Annual Sturgeon Release (9/9/23)
- Great Lakes Region Conference (9/12/23- 9/15/23)
- Maple River Educational Event (9/13/23)
- Lake Michigan Partnership WG monthly call (9/13/23)
- Tribal MI Healthy Climate Quarterly meetings (9/14/23)
- MTEG 3rd Quarter meeting LTBB (9/20/23)
- Enbridge Line 5 Tunnel EIS (9/21/23)
- Tribes Mining Call (9/21/23)
- Let's Talk Lake Erie! Aquatic Invasive Species (9/28/23)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

September 2023

Steve Parsons

Meetings/Conferences/Trainings

- On September 5, 2023, I attended a Tribal Council work session to discuss the 2024 Planning Department budget.
- On September 7, 2023, I attended the monthly Tribal Government employee staff meeting via Microsoft Teams.
- On September 15, 2023, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, the Little Traverse Bay Band of Odawa Indians, and the Hannaville Indian Community also participated in the meeting.
- On September 26, 2023, I attended a Tribal Council work session regarding the creation of an ordinance to address the process by which the Tribe addresses land acquisitions.
- On September 26, 2023, I attended a Tribal Council work session to discuss the use of Project Representation funding available through the BIA Roads program. Ken Ockert from GTEC also attended the meeting.

Activities/Accomplishments/Updates

- 2023 BIA Roads Projects: Here is a brief review of BIA Roads Projects that are scheduled to take place this year. Please note that due to unpredictable weather patterns during the months of March and April, most of our road construction projects had been delayed or rescheduled to begin later in the construction season.
 - Aki Madiiziiwin Roads: The reconstruction of the entry road and the repair work on the remaining roads in the circle/residential area were completed in August 2023.
 - Aki Madiiziiwin Sealcoating Project: This project was completed during the first week of September 2023.
 - Public Safety Parking Lot: The remaining item for this project was the construction of a small (20 spaces) parking lot on the north side of the Justice Center Building. However, given the need for occupants of the Tribal Justice Center building (primarily Tribal Court and Public Safety) to expand their work area and services, this project will not be continued this year and will be closed out with the BIA and FHWA offices. Any additional work to the parking lot can be added to a future Tribal Transportation Improvement Plan (TTIP) and scheduled for a future year.
 - Tribal Cemetery Road: The road network for Phase I was completed in 2022. The remaining components were scheduled to be completed in 2023. However, due to a lack of funding, many of the remaining components will not happen this year. These include: a fresh/drinkable water source (water well), septic system, facilities/maintenance building, and landscaping (including laying out burial plots). We did make progress on one component this summer—Great Lakes Energy did approve our application to run a primary electrical line from the existing Custer Cemetery to our

cemetery. An easement was granted by the Custer Township Board to make this connection happen.

We believe that we have found a viable means to fund the existing project components through our BIA Road funding (called Project Representation). The plan is to work on the remaining project components in 2024 once the project representation is in place.

- US31/M-22 Roundabout (Sidewalk Extension): One of the remaining items left over from the roundabout construction was the completion of a sidewalk from the roundabout to the main entrance of the Little River Casino Resort. Tribal Council approved a contract with Elmer's Crane & Dozer to construct the sidewalk. The sidewalk installation has been completed.
However, another component of the project has yet to be completed. This is the repair and reinstallation of the underground irrigation system that was damaged during the original roundabout construction. Elmer's will bring on a subcontractor (Shoreline Lawn Irrigation) sometime in October to perform this component of the project. We are currently waiting for a change order—detailing the work and cost involved—so that the construction contract with Elmer's can be amended to include the additional work needed and the costs involved.
- Government Center Parking Lot #2 (Primarily used by the LRBOI Clinic): This project involves the replacement of the porous concrete sections of the parking lot by solid concrete sections—much like what was done with the Government Center front parking lot. This project is being postponed until early next spring (2024) so that there is sufficient time to complete the work. This project will appear on our 2024 TTIP, which will be submitted to Tribal Council for approval in late October.
- Loon Drive Resurfacing/Reconstruction: This project will involve the resurfacing and/or reconstruction of Loon Drive from the general area where it connects with the roundabout to the area just beyond the existing Gathering Grounds parking lot. The goal of this project is to remedy road defects and drainage issues. This project is being postponed until early next year (2024) to allow sufficient time to complete the work. This project will appear on our 2024 TTIP, which will be submitted to Tribal Council for approval in late October.
- Aki Madziwiin Connector Road: This project was put back on the TTIP for 2023 as a planning/development project. This is a proposed road that will extend from the southwest corner of the Aki Madiiwiin Housing Development (near the pump house) along an existing railroad grade and will terminate at Frost Road just north of US-31 (across from the Marathon Gas Station). This proposed road will serve as an alternate route to enter and exit Aki Madiiwiin (particularly in an emergency situation when the main entry road is not accessible). GTEC is developing a plan for design and construction of the road and will provide a cost estimate sometime in October 2023—which will be reviewed in a work session with Tribal Council. Depending on the cost involved and anticipated scheduling, we may add this to our list of TTIP construction projects for 2024.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
September-23

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	8
City Assist	5
County Assist	12
Medical Assist	
MSP Assist	4
Other Calls for Service	3
Property Checks	662
Suspicious Person	1
Suspicious Situation	1
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	14
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	1
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	12
Unsecured Vehicle	
Verbal Warning	7
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	11
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	1
Arrest	9
Assault	3
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	
Domestic Disturbance	2
Drive-Off	2
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	2
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	14
Public Peace	
Resisting	2
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	
Unwanted Subject	2

Miscellaneous

Administrative Hours	244.25
Alarm	2
Attempt to Locate	
Boat Dock Checks	
Casino Hours	122
Civil Standby	
Community Policing	2
Court Hours	1.75
Death Notification	
Drug Disposal	
Follow-Up Investigations	20
Found Property	1
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	
Special Detail	1
Suicidal Subject	
Total Complaints	60
Total Reports	60
Training Hours	2.25
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	4267
Voluntary Missing Adult	

Training/Travel

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
September-23**

Administrative Hours	14
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	224.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	3
Paper Service	
PR Activities	2
PR Activities Hours	5
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2329
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

September 10-15, 2023 Officer Brown attended NAFWS Great Lakes Conference in Sault Ste Marie, MI.

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
September-23**

Administrative Hours	159
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	15
Assist Hours	17
Citation(s)	3
Civil	3
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	8
Contacts	316
Court	
Court Hours	
Follow-up(s)	1
Follow-up Hours	1
Federal Citation(s)	
Hours Worked	287
Joint Patrol(s)	1
Marine Time	
Meeting(s)	1
Meeting Hours	1.5
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	31
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	6.5
Vehicle Mileage	1452
Vehicle Stops	4
Verbal Warning(s)	4
Written Warning(s)	

Training/Travel

September 11, 2023 Sgt Robles attended Hunter Safety Instructor Update at Fin and Feather in Ludington, MI.

September 2023 Officers completed Security Awareness Training online.

**Little River Band of Ottawa Indians
Court Security Activities
3rd Quarter**

	July	August	Sept	Total
Administrative/Reports				
Hours				0
Asist Other				
Hours		2		2
Court Cases				
Hours	2	3	3	8
Property Checks				
Hours	15	13	8	36
Screenings				
Hours	11.5	14	8.75	34.25
Screenings				
Hours	44	49	93	186
Contraband				
Hours				0
Weapons				
Hours		2		2
Denials				
Hours				0
Surveillance				
Hours	128	135	122	385
Surveillance				
Hours	119	138.25	126.75	384
Training				
Hours				0
Transports				
Hours				0
Training/Travel				

Tax Office
Valerie Chandler

Tax Department September 2023 Monthly Report

Staff: Valerie Chandler, Tax Officer
Nathan Burkhart, Tax Department Administrative Assistant (Temp)

During the month of September 2023, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for August 2023.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 4 Certificates of Exemption:
 - Purchaser: 4 RTMs 0 Tribe/Entity
 - Purchase Type: 4 Vehicles 0 Construction 0 Recreational Vehicle
9. Reviewed 32 Tribal Member address and/or name changes; 8 required updating of the RTM list and database.
10. Processed 2 Proofs of Residency.
11. Processed 1 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 October 2023 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,916 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 August 2023 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Prepared the announcement of the August Employees of the Month which included printing and displaying the certificates in the lobby.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition for the government employees including, but not limited to facilitating the monthly virtual staff meeting and seeking agenda items.
3. Corresponded with staff to try to stay updated on the progress of the Community Center remodeling so that it has little to no interruption or inconvenience to current reservations.
4. Processed, issued and mailed 2 Temporary Tribal Business Tax Licenses to vendors and/or performers selling merchandise on Tribal/Trust land.
5. Corresponded with a few car dealerships regarding Certificates of Exemption for Tribal Members wanting to purchase a vehicle.

6. Continued shredding department files that have already been successfully audited and scanned for electronic storage.
7. Began a complete review and update of tribal member information in the motor fuel database.
8. Prepared and mailed 10 Proof of Residency letters requesting the members to submit documentation of the residency within the Tax Agreement Area.
9. Continued to work with Finance to ensure that the Tribe's utility accounts are tax-exempt.
10. Reviewed applications for the department's part-time position and completed the initial screening for Human Resources.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Exemptions for treaty and commercial fishing
 - Allowable exemptions for registered commercial fishermen

Little River Trading Post Interactions:

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

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Worked staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.
3. Worked with audit staff to obtain copies of receipts from the Trading Post necessary for motor fuel processing.

Meetings / Trainings Attended During the Month:

1. Attended 2024 Budget review with Tribal Council on September 5, 2023
2. Attended Employee Recognition meeting on September 6, 2023
3. Monthly Employee Staff meeting via Teams on September 7, 2023
4. Attended Tribal Council work session on September 26, 2023 regarding gifted land parcels
5. Attended work session with Tribal Council on September 28, 2023 regarding a summary of the completed Tax Agreement audit

Statistics:

Total Registered Resident Tribal Members (RTMs): 250

- Manistee County: 239
- Mason County: 11

Monthly Tax Revenue*:

*August 2023 amounts received in September 2023

- Retail Sales Tax (Gift Shop) \$2,161.27
- Retail Sales Tax (Nectar Spa) \$42.91
- Retail Sales Tax (Trading Post) \$4,334.17
- Service Tax \$677.40
- Admissions Tax \$1,421.55
- Lodging & Occupancy Tax \$26,327.31
- Food & Beverage Tax \$36,553.07

Tribal Member Tax Exemption Rates ("Discounts") for October 2023*:

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

- Gasoline: \$0.485/gallon
- Diesel: \$0.514/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

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

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
September 2023 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.
 - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
 - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through policy, procedure and facilities development and appropriate training.
 - ❖ Seek Grant funding where and when appropriate.
 - ❖ Coordinate cultural, historical and traditional events of Tribal entities.

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded as appropriate to 71 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Assisted with the annual Sturgeon release.
3. Met with members of the Elders' Committee to discuss the Elders' Conference.
4. Received the repatriation of remains from GVSU.
5. Met to discuss collaboration with the Manistee County Library.
6. Met with the Native American liaison from the Eiteljorg Museum in Indianapolis and future collaboration.
7. Continues the MACPRA related meetings with MSU and UoM.
8. Continued meeting in reference to the Endbridge Line 5 Tunnel at various levels (Sect. 106, NAGPRA, Consulting party).

9. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
10. Administered, directed, and supervised all departmental activities.
11. Attended remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE, on differing topics/focus.
12. Attended the regular monthly staff meeting.
13. Continued meetings with MACPRA. Continued work on MSU NAGPRA related files.
14. Met to discuss GVSU return of remains in September.
15. Attended the DIA-MACPRA planning meeting (online).

The Language Coordinator accomplished the following during this month

1. Wrote up a document to share how Michigan got its name for the GRPM.
2. Preparing sessions with Interlochen Public radio.
3. Prepared a word list for the Muskegon Public Museum.
4. Made sure that the upright cooler was taken back by LRRCR maintenance.
5. Had a zoom session with Interlochen Arts academy.
6. Developed language lessons and taught them to the class.
7. Produced face book lessons, recorded them, and posted them.
8. Recycled for Manistee and Muskegon pharmacy.
9. Consultant to IPR, Delta Dental, GRPM, Mi nature association.
10. Answered Emails, calls, and language 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
September 2023, 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
- Raymer Well Drilling Cleaned # 2 Well Pump

Billing

Water	\$13,914.12
Sewer	\$26,450.93
Irrigation	\$3,644.90
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$16,812.82
Septage	\$10,445.89
Other	\$5,223.77
Month Total	\$84,561.76
Yr. to Date Water	\$118,202.28
Yr. to Date Sewer	\$200,792.79
Yr. to Date Irrigation	\$24,986.36
Yr. to Date Fire Suppression	\$72,623.97
Yr. to Date Manistee Township	\$146,608.71
Yr. to Date Septage	\$72,505.78
Other Revenue	\$6,505.74
Credit	\$0.00
Yr. to Date Total	\$642,225.63

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 5,386,065
 - b. Ave Daily Flow Gallons 179,5.36

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 2,484,656
 - b. Daily Average Gallons 82,822

- Effluent Gallons**
 - a. 2,608,153
 - b. Daily Average Gallons 86,938

- Lagoon**
 - a. Influent 600,749
 - b. Daily Average Gallons 20,025

- 3. Septic Sewage**
 - a. 217,743 Gallons
 - b. Daily Average Gallons 7,258

III. Travel/Trainings/Meetings

What: MTERA Board Meeting
Who: MTERA
Where: Online

What: Various interviews
Who: Gary Lewis, Hiring Teams
Where: H.R. Conference Room

What: Directors Meeting
Who: Gary Lewis
Where: Government Center
Sponsored by: Ogema / Tribal Manager

What: Leads Meetings
Who: Gary Lewis
Where: Ogema office

What: Northwest Wastewater Operators Conference
Who: Gary Lewis
Where: Otsego Resort

What: RCAP 2 Day Workshop
Who: Serinda Locklear, Diane Kerr
Where: Bay Mills Casino Resort