

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

**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema *LBR*  
**Naangwa:** Date: December 11, 2023  
**Maanda Nji:** Re: November 2023 Operations Report

---

We respectfully submit the November 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  
November 2023

## TABLE OF CONTENTS

Accounting	Angela Rabb
Education	Yvonne Parsons
Enrollment	Mary Carpenter
Elders Meal Program	Victoria Wells
Facilities	Rusty Smith
Family Services	Vacant Director
Food Distribution	Jamie Friedel
Grants	Chuck Fisher/Mark Dougher
Health	Daryl Wever
Housing	Tara Bailey
Human Resources	Alicia Knapp
Information Technologies	Andrew Jeurink (Interim)
Legal Assistance	Mary Witkop
Members Assistance	Jessica Steinberg
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting  
Angela Rabb

# Finance Division

## Angela Rabb, Chief Financial Officer

### November 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 presented that information to Tribal Council in a work session in November 2023. We have contacted the winning firm, Rehmann Robson, and they will be sending an engagement letter for the 2023 audit.

**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.

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. Revised budget sent back to Tribal Council. Emergency Tribal Council meeting held on November 30, 2023 and a budget for 2024 was approved and then subsequently vetoed by the Ogema.
2. Publish standardized quarterly budget reports for the tribal membership – first report was for July 1 – September 30, 2023 and was made available November 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 2023**

Rehmann Robson will be sending an engagement letter for the audit of the FY 2023 Financial Statements. After that letter is received, we will schedule a work session with Tribal Council to discuss.

### **SENIOR STAFF ACCOUNTANT**

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

- 1. *Projects: No Projects have been - assigned to: The Construction Task Force committee for approved purchases and payments November, no activity: at this time.***
  - i.***
  - ii.***
  - iii.***
- 2. *Cash Receipts: Daily cash receipts totaled for the month of November were \$1,253,035.65 the General & Special Revenue Account had a total of (215) 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. *1099MISC/1099NEC. – 2022 tax year was sent out in the week of Jan 23<sup>rd</sup> - 27<sup>th</sup> 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, Uploaded the Software for Tax Year 2023 all forms / envelopes are ordered and received.***
- 7. *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.***
- 8. *Tribal Financial Statement Requirements: Due by the 8<sup>th</sup> of the month.***
  - 1. Cash Deposits – to the Bank Statement.***
  - 2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.***
  - 3. Utilities report – current payments – monthly report of payments.***

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

***Other Meetings:***

***Gift Card Policy***

***Capital Assets YE entries- Prior Years***

*Other Items:*  
*Training – Deposit on Site – Online - PNC*

## **STAFF ACCOUNTANT**

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

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

***Meetings Held / Attended –*** Staff meeting, Agenda review, Council meeting

***Trainings Held / Attended –***

***Special Tasks / Activities Performed –*** Grant Entries, Print R&E's, Review and approve A/P check run, calculate grant entries based on instructions

***Upcoming Projects / Tasks –***

## **Payroll**

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

1. Processed 381 payroll vouchers/checks.
2. Verified 12 PAF's this month which included 2 new employee(s), 1 Job Change/Transfer employee(s), and 2 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 11/3 and 11/17.
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 –***

11/2 – Monthly Staff Meeting  
11/7, 11/16 & 11/30 – Employee Recognition Meeting  
11/9 – Payroll/HR Meeting  
11/22 – Members, Gen Asst & Per Cap Issues meeting with Controller, Members Assistance, Enrollment, Payroll, and Accounts Payable.

### ***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 November 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 November 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 November to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Completed Per Cap eligibility worksheet and provided to the Controller for the December 15<sup>th</sup> per capita payment calculation.
10. Reviewed updated life insurance spreadsheet provided by the Controller for Year End life insurance adjustments.
11. Verified 29 Holiday Variance forms received from the Surveillance department.

### ***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. Processing of Per Cap payment for December 15<sup>th</sup> and required compliance reporting.
2. Year-end life insurance adjustments.

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

32. Create monthly department reports.

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

1. 11/6 agenda review on chapter 3.
2. 11/7 Meeting with Amazon and Legal on 2024 & 2025 Office Supply Agreement.
3. Revised gift card policy draft.
4. 11/20 agenda review on amendment to C&I contract.
5. 11/20 HVAC bid opening.
- 6.

### **Receiving**

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

1. Received in 375 packages.
2. Issued 190 receiving reports.
3. Returned 8 item for credit.
4. Made deliveries.

#### ***Meetings Held / Attended –***

#### ***Trainings Held / Attended –***

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

#### ***GSA billing***

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

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

### **Budget Coordinator**

#### **Duties and Accomplishments**

- 1) Completed sixteen budget modifications.
- 2) Prepared eleven agenda items for the Tribal Council meetings
- 3) Attended three Tribal Council Meetings for grant budget modifications.
- 4) Set up thirteen new grants.
- 5) Weekly meetings with Amplifund
- 6) Completed Management Concept training – Managing Federal Grants and Cooperative Agreements
- 7) Completed Indian Housing Plan/Annual Performance Report training
- 8) Attended GEM training
- 9) Prepared and submitted sixteen draw downs
- 10) Prepared and submitted nine financial status reports to agencies.
- 11) Attended monthly staff meeting.

### **Grants**

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ **Coordinate and collaborate with Tribal grant writers and department heads.**
- ∞ **Complete 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** 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. November 2023 – grant application was certified and returned to Treasury for final review.
- **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 November 2023 are \$1,145,933 compared to an annual budget of \$1,357,018. Total expenses for the Finance Division for year-to-date November 2023, represent 84.4% of the department's total annual budget.

Elders Meal Program  
Victoria Wells

## Elder Meals October Report



Homebound and delivered meal attendances are as follows:

<b>Aki Congregate Meals</b>	<b>Homebound</b>
159	483

For Muskegon we had:

<b>Dine in at Hackley</b>	<b>Take Out</b>
17	3

<b>Bingo At Aki</b>	<b>Bingo At Hackely</b>
13	7

PO #	Distribution Code	G/L	Starting	Ending
231376	4531	5204	\$3561	\$2789
231586	4531	5204	\$3287	\$158
231831	4531	5204	\$4541	\$342
231916	4523	5601	\$3917	\$2313

Grant Fund #4523 GL 5202 (Activities) \$223.26 was used for Christmas decorations and activities we are planning to do in December. Fund #4510 GL 5202 was used to the sum of \$142.92 for traditional activities planned for December such as medicine wheel craft and gift feather craft. #4523 GL 5204 was used for Nawapo which is where we purchase wild rice, wild rice flour and wild rice pancake mix. Fund #4523 GL 5601 was used in the sum of \$2695 was used to purchase a harvest right freeze dryer. This was proposed before council when funds were being moved. A freeze dryer allows the program to save food and program dollars as well as space.

Attendance is hit or miss but is on the rise albeit slowly deliveries are down a little as some elders have returned to in person dining. This month we had the biggest bingo turn out since bingo began again at Aki. We hosted successfully, 3 different events. A turkey craft, a medicine pouch and rock painting plus bingo. Next month we have 2 activities planned per week. It's taken 2 months to onboard the new workers but now that they successfully know how the program runs, we are beginning to add many more activities.

Covid is going around with the elders which is hard. They get constant exposure at the casino as many of them spend time there. The casino has a no mask, no covid leave policy and this is problematic for those who have compromised immune systems as they are exposed. The program workers test weekly to ensure we keep the elders safe.

Education  
Yvonne Parsons



***Education Department***

***Yvonne Parsons, Education Programs Coordinator***

**November 2023 Department Report**

**I. Department Overview**

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

**II. Department reporting section**

- LRBOI Student Services: 13 students received LRBOI/JOM school clothing/activities funding totaling \$4000. 1 student received assistance for tutoring totaling \$500, 3 students received senior expenses totaling %775
- College Book Stipend: 1 awards for 9+ credits totaling \$500
- Higher Education Scholarship: 2 awards totaling \$40230, both female university students

During the month of November the following meetings/events were attended:

November 9<sup>th</sup>- Staff Meeting

November 15<sup>th</sup>- Victorian Christmas ornament craft class, held at Aki, 20 participants

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

Enrollment  
Mary Carpenter

## ENROLLMENT DEPARTMENT REPORT

October 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: 5 Applications forms for people seeking membership
- Sent out: 15 Address change forms
- Created 89 New and Replacement Tribal ID's from 10/01/2023 through 10/31/2023
- 52 Addresses changed from 10/01/2023 through 10/31/2023
- Final Rejection Letters: 3
- Final Acceptance Letters: 2
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 1
- Provisional Acceptance Letter: 4
- 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
- 0 Applications received since 10/01/2023
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax, Members Assistance, Elders Committee
- Label request of Membership:
- Tribal Members Label/List request: E.D.C
- Statistical request: Member's Assistance

### **Department Verifications**

1. Prosecutor 48
  2. Clinic 0
  3. Human Resources 0
  4. PRC/EHAP 15
  5. Member's Assistance 0
  6. Housing 0
  7. Utilities 2
  8. Food Distribution 0
  9. Casino 2
  10. Family Services 5
  11. Tribal Council 0
  12. Natural Resources 0
  13. Gaming 0
- 
- Ordering/ Correspondence
  - Enrollment verifications to other tribes
  - Certifications of Blood Degrees
  - Certification for Spouses and Descendants for Tribal Preference
  - 5 Members passed away for the Bereavement Benefit
  - Sent out 5 Tribal Flags
  - Sent out PerCap Earnings reports
  - Updated Citizen Validation folder
  - 0 Tuition Waiver Verifications
  - 305 Phone calls logged
  - Eagle Feather Permit Verifications
  - Requests for copy of Digital Copies

### **Meetings**

- Employee Staff Meeting – October 5<sup>th</sup>
- Enrollment Commission Meeting – October 31<sup>st</sup>

### **Enrollment Statistics**

- Total Membership: 3,935
- Total number of Elders: 1,520
- Total number of Adults (18-54): 2,156
- Total number of Minors (0-17): 259
- Total Tribal Members living in:
  - 9 County Area: 1,598
  - Outside 9 County Area: 2,242
  - Inside Michigan: 2,579
  - Outside Michigan: 1,341
  - Undeliverable Addresses: 16

Facilities  
Rusty Smith

***2023 November 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

Mobile EVS Technician Hours of Service: Monday-Friday 8:00 AM-4:30 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 November, one EVS technician was hired and started training and familiarizing themselves with the daily routine. The three EVS technicians have been working together to provide services to the Manistee Tribal buildings.

Maintenance Technicians & Supervisor perform their daily maintenance tasks, completing work orders.

- 33 work orders were submitted to Maintenance and 8 of those were vehicle service related.
- 4 Snow removal services completed by Maintenance for the Manistee locations.

**Vendors** (buildings overseen by Maintenance)

- Mat service: 4 on-site visits, 5 locations
- Dumpster service, 10 locations
- 11-3 Lower-level HVAC service
- 11-8 Pest control. Aki, Gaming, Government Center, NRD, & Food Dist.
- 11-17 HVAC Fall PM, Government Center Drive
- 11-29 Pest control, Hackley

**III. Budget Expense Justification**

- |                                  |            |
|----------------------------------|------------|
| • Maintenance Vehicles           | \$1,183.00 |
| • Maintenance Phones             | \$160.00   |
| • Maintenance Supplies           | \$153.00   |
| • Maintenance Repair/Maintenance | \$54.00    |

**IV. Travel and Trainings**

N/A: Written out of budget 2008/2009

End of Report



Family Services  
Vacant Director



Relative placement				1			
Tribal Foster Home							
Non-Tribal Foster Home							
Alternative placement							
Court appearances	1			1			
Home Visits	20	2		2			1
Case Reviews	1						
Binojeeuk	2						
Contacts with Tribal Elders	25	5	1	10			13
Contacts with Other referrals	10						
Monthly Total	86	7	1	0	39	0	0
							14



Newaygo

Other

	2
0	2



	9
	7
	0
	6
	1
	1

	1
	2
	50
0	77

Department Report : Family Services  
 Case Worker : Rachel Kops  
 Month : NOV 23

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					0	
Open Cases					16	
<b>Monthly Totals</b>					16	

Case Management

Total number living in homes served					42	
Total number of Tribal Citizens living in homes served					22	
Total number of descendants living in homes served					9	
Total number of children living in homes served					11	
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					1	
Case Pending with DHS					1	
Relative placement					2	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					2	
Court appearances					0	
Home Visits					2	
Case Reviews					27	
Binojeeuk					1	
Contacts with outside agencies					2	
Contacts with LRBOI departments					65	
Tribal Elders					35	
Other referrals					4	
<b>Monthly Totals</b>					0	226





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

**VSP MONTHLY SUMMARY REPORT**

**PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS**

Continued Cases	9
Partial Intakes	1
New Cases	1
Closed Cases	3
Client Face to Face Meetings in Office	7
Client Home or Out of Office Visits	5
Client-related Telephone and Email Contacts	69
Client-related Resource Research and Referrals	4
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	2

**MEETINGS**

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

**STAFF DEVELOPMENT/TRAINING**

Virtual Training	2
In Person Training and Conferences	1
Self-Paced Training Modules	0
Other Training	1

**OUTREACH, NETWORKING, AND EDUCATION EFFORTS**

Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	0
Community Table Events	0
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	12
Networking Activities	1
VSP Presentations	0
Other Activities	0

**RESEARCH AND RESOURCE EFFORTS**

VSP Website Updates	2
VSP Resource File Efforts	8



## LRBOI Be Da Bin Behavioral Health Program November 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 has 8 clients currently and has more referrals. She attended one staff meeting. She had 10 individual sessions and 40 follow ups. She was on vacation for a week this month.

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

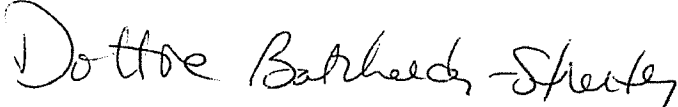
Angela Schwandt currently has 44 clients. Angela had 58 individual sessions, 49 follow up calls, 8 hours of telepsychiatry. She attended trainings online EMDR & Parts Work for Treating Complex Trauma; 2 day Intensive ACT training: Acceptance & Commitment Therapy; and Understanding Historical Trauma and Intergenerational Trauma to Create Culturally Safe Care. She attended meetings: Manistee County Suicide awareness & Prevention Coalition and custody court case for a client.

Kimberly (Kim) Hinmon attended 1 Native Connection meeting with ITC and 2 meetings on planning the GONA with Hunter Genia, our lead worker on this, She attended the cultural outreach at the LRCR for Native American Awareness Day/Native American Promotion month) with 30 people in attendance. Kim is working on the process/planning for SAMHSA regarding the GONA TTA request and planning. And attended 1 Regional learning community webinar with Native Connections.

Dottie Batchelder-Streeter currently has 17 clients and 8 Recovery Support clients. Dottie had 2 referrals to detox/inpatient treatment and 2 referrals to other outpatient services/halfway houses. Dottie had 29 individual sessions, one crisis intervention, and 54 follow up calls. Dottie has been working on data collection for the RPMS system through Indian Health Services to catch up on staff's numbers. Dottie co-chairs the Suicide Prevention Coalition meeting held on November 8, 2023. She attended the HSCB virtual meeting, the Northern Michigan United Suicide Prevention Coalition meeting, Muskegon Suicide Prevention Coalition, Tribal Prevention Coalition, Director's Meeting, and GONA planning meetings (2). She also attended Grant Writing Boot Camp virtually (12 hours), Changing the Culture around Substance Abuse Disorders, and Novel Psychoactive Substances of 2023.

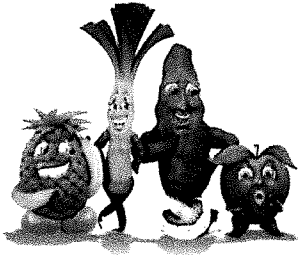
This month 12 naloxone kits were given out. Staff continue to attend webinars as able for certification and continuing education credits.

Respectfully submitted,

A handwritten signature in black ink that reads "Dottie Batchelder-Streeter". The signature is written in a cursive style with a large, prominent initial "D".

Dottie Batchelder-Streeter

Food Distribution  
Jamie Friedel



# Food Distribution Program

## November 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 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie submitted the department report.

Jamie, Melanie, 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 Novembers 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 November 2<sup>nd</sup>, 6<sup>th</sup>, 9<sup>th</sup>, 30<sup>th</sup>.

The Food Distribution Office is open to the public.

Melanie sent out 3 applications.

Melanie sent 2 recertifications out.

Added 5 new Households.

We have a total of 74 households with 114 total people.

MEETINGS:

- Employee Staff Meeting
- FDPIR operations call.
- IT meeting
- Directors Meeting
- Artic IT meeting
- Manistee Pantry Meeting
- Christmas Tree Give away.

The Department received notification that the USDA approved our 2024 budget. We will be in the process of hiring a new Employee. We have been waiting on IT to get our Wi-Fi system up and running properly to be able to Launch our new computer system. This system has all the capabilities we need to move the program forward. It also includes inventory scanners to better record all products. We took in some Christmas trees from the Manistee Pantry to give out to our clients, employees, and people in need. In 3 days, we were able to give out 8 of the 12 trees. I will be working with the Manistee Friendship society with Feeding America food trucks.

Jamie Friedel Supervisor  
Melanie Ceplina Program Assistant  
Thomas Riley Warehouse specialist

Grants  
Chuck Fisher/Mark Dougher

## LRBOI GRANTS OFFICE

### MONTHLY REPORT - NOVEMBER 2023

In the month of November, I believe it's safe to say that the number of work hours was down overall. At least in part, this was due to the fact that the Grant Strategy supplemental documents were completed relatively early on in the month. There does remain a pending further review and comment period from other tribal stakeholders that remains to be done before the LRBOI Grant Strategy can be completely finalized and operationalized. This has not yet been initialized but we are closing in on it, although we likely looking at the first part of 2024 to bring this full circle.

Speaking for myself (Chuck), I attended the Directors' Meeting held at the end of the month (Nov. 30<sup>th</sup>). I also participated in the planning of the Elders Christmas Party held on Sat., Dec 2<sup>nd</sup> and attended the brief Elders Committee meeting that same day. I also attended a tribal council work session (11/21) related to the new Enrollment Commission Ordinance that is being readied to be sent out for public comment (which is expected to be sent out before the end of the year). In this meeting, an attempt was made to finalize the Ordinance under discussion; however, this was not accomplished. An Enrollment Commission meeting was also held during that the month, which I also attended. I also met with a number of different staff members over the course of the month, including but not necessarily limited to Bill Willis, Jay Sam, Steve Parsons, Kenny Pheasant, and Jessica Steinberg.

As I indicated at the outset of this report, things seemed to move pretty slowly for almost the entire month of November. With the upcoming holiday season and the involved time-off between Christmas and New Years, this pace will likely continue on through the remainder of the year.

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:** \_\_\_\_\_, 2023

**Re:** **NOVEMBER Report of Activity – Tribal Health Services**

Forrest County Pottawatomi Insurance Department filed 170 claims in the amount of \$29,812.08 for third party revenue generation.

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

**CLINIC OPERATIONS: MANISTEE LOCATION**

200 patients scheduled

17 patients NO-SHOW to scheduled appointments

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

83 cancelled appointments

102 patients attending CLINIC PHYSICIAN appointments\*\*

52 patients PHONE TRIAGE\*\*

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

72 Clinic Referrals – requiring action by providers and staff

**TOTAL PATIENTS SEEN IN NOVEMBER (Total Patient Volume): 483**

Diabetic patients: 41

Flu Vaccines: 32

Injections: 14

Nursing Visits: 2 \*\*

On-site Labs: 108

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: 1,184

DIRECT CALLS TO CLINIC OPERATIONS: 586

**TRANSPORTS - MANISTEE 8**

**NOVEMBER 2023**

TRAVEL HOURS: 9

SERVICE HOURS: 7

NUMBER SERVED: 8

**MEDICATION DELIVERIES: 2**

TRAVEL HOURS: 1

SERVICE HOURS: ½

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 10

TOTAL SERVICE HOURS: 7 ½

TOTAL NUMBER SERVED: 10

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

**CLINIC OPERATIONS: MUSKEGON LOCATION**

125 patients scheduled

8 patients NO-SHOW to scheduled appointment

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

39 cancelled appointments

72 clinic referrals – requiring action by Providers and Staff (included Manistee Total)

78 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: ##

Flu Vaccines: ##

Injections: ##

Nursing Visits: ##

On-site Labs: ##

COVID-19 Tests: ##

DIRECT CALLS TO CLINIC OPERATIONS: ###

**TRANSPORTS - MUSKEGON: 4**

**NOVEMBER 2023**

TRAVEL HOURS: 9

SERVICE HOURS: 2 1/2

NUMBER SERVED: 4

**MEDICATION DELIVERIES: 4**

TRAVEL HOURS: 2 ½

SERVICE HOURS: 1

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 11 ½

TOTAL SERVICE HOURS: 3 ½

TOTAL NUMBER SERVED: 8

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$90,000.00**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1858

TOTAL PRC PAID IN NOVEMBER: \$46,433.82

PHARMACY/OTHER: \$28,894.59

DENTAL: \$7,793.26

TOTAL PATIENTS: 193 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 379

TOTAL CLAIMS ENTERED: 442

TOTAL PRC PAID 2023: \$505,978.02

TOTAL EHAP PAID IN NOVEMBER: \$45,003.98

TOTAL EHAP PAID 2023: \$418,250.44

TOTAL ENROLLED EHAP/LRBOI: 1310

NEW APPLICATIONS MAILED OR GIVEN: 22

REASSESSMENTS MAILED OR GIVEN: 58

**MEDICARE LIKE RATE (MLR) Savings for November 2023**

Claims submitted: 272 \$53,610.99 (total submitted)

-\$15,402.86 (what we paid)

**\$38,208.13 (total savings)**

**PHARMACY, MANISTEE: November 2023**

Active Patients: 328  
Prescriptions filled: 1,414  
Receipts:  
    Insurance payments received: \$ 259,166.50  
    Non-member cash/copays received: \$ 758.54  
Less acquisition cost of medications: \$ 57,755.71  
Net profit: **\$ 202,169.33**  
PRC-equivalent write offs:  
    LRBOI: \$ 22,471.21  
    Other Tribes: \$ 2,536.31  
    TOTAL: **\$ 25,007.52**

**PHARMACY, NORTON SHORES: November 2023**

Active Patients: 125  
Prescriptions filled: 681  
Receipts:  
    Insurance payments received: \$ 73,083.32  
    Non-member cash/copays received: \$ 39.17  
Less acquisition cost of medications: \$ 24,223.07  
Net profit: **\$ 48,899.42**  
PRC-equivalent write offs:  
    LRBOI: \$ 13,028.52  
    Other Tribes: \$ 111.06  
    TOTAL: **\$ 13,139.58**

2023 Health Services Department - Manistee 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	Outgoing Faxes
January	291	27	74	9	199	28	615	386	63	79	6	14	14	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	2	106	1	1,082	537	-	94
October	301	31	117	4	157	54	530	314	61	68	40	18	5	149	2	1,260	745	-	188
November	200	17	83	2	102	52	483	377	72	41	32	14	2	108	1	1,184	586	-	
December																			
<b>Totals</b>	<b>2,911</b>	<b>288</b>	<b>902</b>	<b>60</b>	<b>1,801</b>	<b>405</b>	<b>6,451</b>	<b>4,152</b>	<b>591</b>	<b>670</b>	<b>84</b>	<b>188</b>	<b>38</b>	<b>1,512</b>	<b>27</b>	<b>11,695</b>	<b>6,228</b>	<b>20</b>	<b>797</b>

\*\* 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	-	241	-	-	
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	1	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	-	-	1	-	-	-	-	126	-	-	
October	102	3	27	1	73	54	387	314	-	-	-	-	-	-	-	-	-	-	
November	125	8	39	-	78	52	483	327	-	-	-	-	-	-	-	-	-	-	
December																			
Totals	1,211	63	383	16	781	405	5,320	4,152	267	168	4	13	10	233	2	2,090	-	-	

\*\* Denotes total included in Total Patient Volume

NOTE: Telephone, Chart & Reviews include both Mainstee & 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 November 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: 4

New leases: 0

Annual Inspections: 5

Move-out Inspections: 2

Move outs: 1

Transfers: 0

##### B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 2

Total Number of Awards made during the Year: 6

Total Amount of Awards for the Year: \$32,127

##### C. The Homeowners Assistance Fund received two (2) new application this month, 0 denial. The program has provided \$137,875 in assistance since it began in 2022.

##### D. The Housing Specialist, Krystal Davis attended the next course needed in her certificates needed for Occupancy Specialist through NAIHC, the course was Low Income Housing Tax Credits held in Arizona, November 6-10<sup>th</sup>. She passed her course and is one step closer to her certification.

##### E. Custom Sheet Metal has begun the fall maintenance project of each unit in the AKI community. This included new furnace filters, cleaning of HVAC systems and checking for any items that need follow up or repair. This is projected to be completed by mid-November. UPDATE: have not received reports back from Custom Sheet Metal on any improvements or repairs needed on any of the HVAC systems.

##### F. Housing Staff has begun the changes within the elders complex to prepare it to become more of a social hub within the community area of the elders complex. A pool table, dart board and furniture has been ordered. Rooms have been changed around so there is a new gym area, a new crafting area that will soon have shelving available in the closet area and a game/tv area. Cable will be installed for TV viewing, additional tables ordered for seating in common area and additional cameras have

been installed for security purposes. We are hoping to have the changes complete by the end of December and to start activities in the month of January.

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

- A. Notice of Delinquency issued: 11
- B. Termination Notice(s) issued: 5
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

**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 had 1 new move out this month.

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

LRBOI Housing Department has 86 rental units in total of which 78 were rented giving us an occupancy rating of 91%.

- 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 5 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 8 units are rented.
- B. Aki has 26 Fair Market rentals and 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

**End of Report**  
**Tara Bailey, Housing Director**  
December 7, 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  
Fax: (231) 331-1233

**To:** Ogema Romanelli  
**From:** Alicia Goff  
**Subject:** November 2023 HR Department Report  
**Date:** 12/12/23

**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 and finalizing for at least the first two quarters of 2024 Department Operational Plan, still in process.
- 2) **Month Summary:** November 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 has been completed and submitted, finalizing Job Descriptions on L: drive and some starting of updating to current wage updates for 2023, which projected date of new updates on the L:drive by winter break. Preparing for 2024 budget and waiting for acceptance/changes. SOPs being reviewed/updated.

### 3) Talent Acquisition

a) Talent Acquisition for November:

- (1) Number of Hires During the Month: 1 – NP onboarded in November.
- (2) Number of Open Positions: 7 positions; 3 in process of offers – (Clinic Nurse accepted for December start, EVS Technician – accepted November only start, An EVS technician selection /interview to be completed early December, along with IT Helpdesk Technician and Environmental Div. Manager is in process.
- (3) Terminations – 1 for November – TM. Postings will be going up for 2024 additions.
- (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection will go back to meeting in-person (COVID).
- (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), Medical Assistant (1) and Family Services – (1) Victim Advocate – Muskegon. More Muskegon Clinic postings to be put up in December for 2024.
- (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 3 per month – down a bit this month. Still experiencing problems with online submissions but process of updating.

- (8) Look for some departments losing employees and some gaining employees in October.
- i) Approximately 3 positions are now in the selection/interview/offer steps of the process. We expect to see more new hires in early to mid-December.. With selections , selections, and interviews being scheduled for the first half of December.
  - 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 1 orientation/new hire paperwork sessions for 1 new employees. November saw starts in EVS and December should bring starts for IT and Clinic.

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

- a) Leadership and Team Member Development.
  - i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions are still to be scheduled and to continue.
  - 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. Mindi Smith HR Specialist 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 instore for 2024.
- b) HR Department Development Initiatives:
  - i) HR Development Events: 3 – communication, investigation, employee relations. With Melinda Smith coming back I am sure the trainings for HR department will be up.
  - ii) Continued file migration to Office 365 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 resolutions, policy/procedures, and our HR share drives.

**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: 1 ongoing, 1 New – Assisting Team Members with Benefit and Leave Requests. STD, 1 IFML started, 2 requests for FML/STD, 2 to be started in November and continue into January 2024, and 1 WC claims – due back in early December. 4 bereavement leaves taken.
- 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 early December. Next year is in the process of 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+ are here and were accepted for 2024. Gallagher has also set up a meeting to discuss benefit increases and different offerings changes for MetLife +cost and none for Dental (Delta) or vision (VSP).
- h) Open enrollment first full week in November – BCBS and AFLAC. Gallagher November 21, 2023, for dental, vision, MetLife. This was completed and forms with changes have been submitted to HR and are on their way to be processed.
- 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, 2 +
- ii) Recordable Injuries: 1 resulted in WC claim - One ongoing from 2/2023
- iii) Near Miss/1<sup>st</sup> Aid: 1 near misses.

**7) Tribal Preference Report**

**Preference Report for November 2023 – Preference Hires in October 2023**

**Employee Count by Preference for November**

104 Tribal Members	-1	53% (53.3%) of Tribal Government Workforce
10 Native American		5%+ (5.1%) of Tribal Government Workforce
12 Tribal Descendants		6%+ (6.2%) 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
No loss in preference for September – overall gain = 2		
Total preference = 136		70% (69.8%)
59 non-preference		
	Gain of 1	30% (30.2%)

**Total of all employees 195 – stayed the same as October totals.**

**WFD Program**

**8) Workforce Development**

- i) New Requests for WFD Service: 4 to be processed for November distribution, 4 to be processed for December pending documentation.
- ii) Inquiries for WFD programming 6 for Career Voucher. 2 inquiries (Tr/Dev) and applications for next month, awaiting supporting documentation
- iii) No AWE in to start in November.

Regards,

Alicia Goff – HR Manager

Information Technology  
Andrew Jeurink (Interim)



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

*Duties and Accomplishments –*

1. Next-IT Contract has been canceled.
2. NGLC Suite Victim Services is 95% completed. We just need to implement a guest network for clients. Setup a Enterprise printer.
3. Preparing for Penetration test for IT at the end of the forth quarter. This has been scheduled with Defendify.
4. New software strategy was purchased to correct issue with android devices from connecting to the wifi. Organization is still not ready for all sites to have wireless until all bugs and security has been completed and tested.
5. Internal IT has moved to one contact support. We have moved help line to a automate receptionist and allows staff to contact both support lines that follow support workflow. Help desk email now goes straight to Arctic Support and a new email has been created for onsite support to use for internal tickets.

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

**2023**

1. Finalize CJIS framework and documentation.

**2024**

1. Evaluate, plan, and implement wireless for DPS police car cameras. (Has been put on project management schedule)
2. Create Training videos and increase documentation/workflow

*Monthly Operation Status –*

- 127 new LRBOI IT work orders were opened in November 2023 and 86 LRBOI IT work orders completed in November 2023. We are showing 97 tickets in que. **The reporting is inaccurate due to a technician not allocating time to input the data.** This is a decrease in ticket of about 40 since last month. Arctic IT monthly reports for October is 146 tickets open and 106 closed. They have 451 tickets for reporting that are closed after review that is not counted in the first report.

Information Technology Department  
Monthly Report  
November 2023

***Meetings Held / Attended –***

Held Staff Meetings with Elevate and Arctic IT

***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: December 7, 2023  
Re: November 2023 report of activities

---

Number of tribal members assisted on new issues	53
Number of referrals received	7
Number of continuing cases:	39

Types of legal issues:

Child support	ICWA
Probate Estate	Unpaid Wages
Divorce	Real Estate
Wills	Stalking
Land Contract	Per Capita
Trusts	TERO
Claims Against Estate	Landlord – Tenant Issues
Paternity	Codicil to Will
Estate Planning	Amendment to Power of Attorney
Conservator – Adult	Criminal
Medical Power of Attorney	Expungement
Post-Divorce Matters	Jury Duty
Certificate of Trust Existence and Authority	Civil
Collections	Conservator Accounting
Power of Attorney	Lady Bird Deed
Spousal Support	Mechanics Law
Amend Estate Planning Documents	Trust Administration
Loss Prevention	Change of Custody

Sale of Real Estate  
Custody  
Ex Spouse's Pension  
QDRO  
Real Estate – Out of State  
Affidavit of Parentage

Medical Insurance  
Guardian – Adult  
Birth Certificate from England  
Creditors  
Stipend

Sample of Work Performed:

Assisted a tribal member file a claim against a probate estate

Assisted a tribal member obtain spousal support

Assisted a tribal member obtain a settlement and payment plan in a civil suit

Assisted a tribal member file a complaint against their employer for unpaid wages

Assisted a tribal member prepare an Account of Fiduciary in a conservatorship

Attended Family Law Conference

Attended Director's Meeting

Members Assistance  
Jessica Steinberg

**Members Assistance Department**  
**November 2023 Monthly Report**  
*Submitted by Jessica Steinberg, Coordinator*

*Members Assistance Department Mission Statement*

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

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

**Departmental Staff:**

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

**PROGRAMS ADMINISTERED & FUNDING SOURCE:**

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

- *Heating*                      \$800 minimum benefit, \$1,000 maximum benefit
- *Cooling*                      \$800 minimum benefit, \$1,000 maximum benefit
- *Crisis Assistance*        \$500 Summer maximum, \$1,000 winter maximum
- *Weatherization*         \$10,000 maximum

Eligibility for services is determined using an income-based needs formula by assistance type using either 150% of the federal poverty level (FPL) or 60% of the state median income (SMI), factoring in all income sources of the household. Benefits are per fiscal year with the maximum indicated by assistance type.

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

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

<b>Total Award at time of Report:</b>	<b>\$292,870</b>
○ <i>Heating – 30% of total funds awarded</i>	<i>\$ 87,860*</i>
○ <i>Cooling – 15% of total funds awarded</i>	<i>\$ 43,930*</i>
○ <i>Crisis Assistance – 30% of total funds awarded</i>	<i>\$ 87,860*</i>
○ <i>Weatherization – 15% of total funds awarded</i>	<i>\$ 43,930*</i>
<b>Balance of Available Resources to date:</b>	<b>\$ (13,087.48) overspent</b>

**[LIHEAP Report, continued]**

**Percent of Budget Expended (as of report)**

**104% (overspent)**

*The FY 2023 LIHEAP funding has been overspent, requiring review of every expenditure from February 2, 20223. The over expenditures occurred prior to 10/09/2023. The Model Plan percentages must be examined, and adjustments made to the existing expenditures to bring the spending back into compliance with the grant.*

**Low-Income Household Water Assistance Program (LIHWAP):** funded by a temporary emergency program with funds from the Consolidated Appropriations Act (CAA) of 2021, and the American Rescue Plan Act (ARPA) of 2021, through the Administration for Children and Families (ACF). This grant funds the following service needs:

- *Restoration of Water/Wastewater Services*
- *Prevention of Disconnect of Water/Wastewater Services*
- *Rate Reduction of Water/Wastewater Services to Support Affordability*

Eligibility for services is determined using an income-based needs determination using either 150% of the federal poverty level (FPL) or 60% of the state median income (SMI).

The assistance period ended September 30, 2023. This was a one-time assistance program and all funds have been exhausted, final reports have been filed. ***This will not continue in the fiscal year 2024. THIS PROGRAM IS DISCONTINUED AS OF 09/30/2023.***

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

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

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

Of the resources made available for clients under this program, the specific spending for each area is allocated as follows for the fiscal year: (ADJUSTED WITH SUPPLEMENTAL APPROPRIATION 11/15/2023.)



**General Welfare Assistance Program 2022 Covid-19 Pandemic Assistance Program:** created by Tribal Council resolutions #20-0909-242, #21-1208-305, #22-1026-195, and #22-1109-204, the Covid-19 Pandemic Assistance Program is funded through Coronavirus Aid, Relief and Economic Security (CARES) Act funds signed into law on March 27, 2020, and American Rescue Plan Act (ARPA) funds signed into law on March 11, 2021. The program payments were structured by Ordinances adopted by Tribal Council Resolution in the following payment structures:

- Covid-19 Pandemic Assistance Program, RES#20-0909-242 \$1,000 benefit
- Continued Covid-19 Pandemic Assistance Program, RES#21-1208-305 \$1,000 benefit
- 2022 Covid-19 Pandemic Assistance Program, RES#22-1026-195 \$2,800 benefit

Eligibility for assistance is based on membership status before the application deadline of December 4, 2023. This program ends on December 30, 2023.

*To date, only three applications that were received by the department were unable to be processed due to the Band members not updating their address. Several attempts were made to ensure that the members updated their address. As of 11/30/2023, the addresses were not updated. The application deadline is December 4, 2023.*

**SERVICES DELIVERED FISCAL YEAR 2023 – NOVEMBER**

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

<b>Assistance Type</b>	<b>Households Served</b>	<b>Ave. Benefit/Household*</b>
<b>Heating Assistance</b>	<b>6</b>	<b>\$1,000.00</b>
<b>Cooling Assistance</b>	<b>0</b>	<b>0</b>
<b>Crisis Assistance</b>	<b>5</b>	<b>\$1,000.00</b>
<b>Weatherization Assistance</b>	<b>0</b>	<b>0</b>

*The Model Plan has been updated as of 11/28/2023; there are increased thresholds for Heating, Cooling and Crisis assistance under this federally funded program. The ceilings are meant to be an annually eligibility, with benefits made available throughout the year up to the adjusted new ceilings. Once a beneficiary has reached the ceiling, they are no longer eligible to receive assistance in that program category. There will be additional reporting requirements in 2024, including demographic information; ethnicity, race, gender, home ownership status and number of persons in the 'economic household' which must be reported every quarter beginning 10/01/2023.*

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

<b>Assistance Type</b>	<b>Households/Individuals Served</b>	<b>Ave. Benefit/Household*</b>
<b>Home Repair Program</b>	<b>0</b>	<b>0</b>
Applications:	2	
<b>Low Income Energy Assistance</b>	<b>1</b>	<b>\$267.00</b>
Applications:	34	
<b>Rental Mortgage Assistance</b>	<b>4</b>	<b>\$1,000.00</b>
Applications:	26	
<b>Food Assistance</b>	<b>6</b>	<b>\$250.00</b>
Applications:	23	
Total cards issued:	<b>11</b>	
<b>Elder Chore Service</b>	<b>2</b>	<b>\$400.00</b>
Applications:	10	
<b>Emergency Transportation</b>	<b>4</b>	<b>\$400.00</b>
Applications:	4	

**INTERDEPARTMENTAL REFERRALS & DEPARTMENT(S)**

<b>Date</b>	<b>Service Requested</b>	<b>Department</b>
11/07/2023	Food Assistance	LRBOI Commodities
11/15/2023	Emergency Assistance	LRBOI Family Services
11/17/2023	Emergency Assistance	MI DHHS
11/17/2023	LRBOI Well & Septic	Utilities/Well & Septic
11/27/2023	Case Management	LRBOI Family Services
11/28/2023	Case Management	LRBOI Family Services
11/29/2023	Case Management	LRBOI Family Services

**RECOMMENDATIONS:**

The Members Assistance Coordinator has drafted new legislation to govern Membership Assistance Programs. The draft legislation has been forwarded to the Lead Staff oversight for the Department, Tara Bailey, the Tribal Manager, William Willis, and Legislators Juie Wolfe and Al Metzger for review. As it is draft legislation, it will require Tribal Council work sessions, edits and review before the legislation can be posted for comment and adoption. It is hoped that this new legislation would be adopted in early 2024.

The service lines in the general ledger accounting have been established by sub account number, which should reduce any potential of overspending in the LIHEAP Model Plan in FY 2024, or in the Members Assistance Program lines. This has been an ongoing concern and issue since the Member Assistance Coordinator hire date of 10/09/2023. Prior to that time, there were no sub account activities established in finance to track LIHEAP model plan spending.

The Coordinator is reviewing the expenditures withing the department for the entire fiscal year for compliance. It has been requested by Finance that the journal activity be identified for those expenditures that did not have previous sub account assigned expense identifiers. Most of those entries occurred under previous program administration and were not established for each sub account/program area. This activity is essentially a program compliance audit, and each correction the result of a corrective action plan. This is ongoing.

As reported in October, it is necessary to facilitate applications via online access. This will require that supporting documentation can be attached to the application, and a single repository email address be assigned so documents can be retrieved daily. This will take some coding to accomplish, which is not available at this time from our IT set up; it may go to Arctic or Elevate for consideration soon.

*Respectfully submitted,*

*Jessica Steinberg, Coordinator*

Natural Resources  
Frank Beaver



**Gaá Čhíng Ziíbi**  
**Daáwaá**  
**Aníshinaábek**

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

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

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

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

### **Administrative Services**

Theresa Davis

Assisted with biologist's paperwork as needed

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

### **Fisheries Division:**

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland

### **Administrative/Budget/Reports/Data Entry:**

- Managed budgets
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109/4227 BIA GLRI funding
  - 4018 Great Lakes Fisheries Assessment
  - 4097 BIA Great Lakes Restoration Initiative, Native Species
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
  - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Monthly Fisheries Division Reports Completed
- BIA Great Lakes Restoration Initiative grant management.
- 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 Fisheries Division work plans.
- US Fish & Wildlife Service partner project planning / request for assistance.
- Sturgeon data downloading and data management.
- Manistee River/Sturgeon habitat use study proposal with USFWS.
- 2023 sturgeon annual report drafting.
- Sturgeon rearing supplies ordering.
- Sturgeon Rearing Facility “SRF” planning for 2024 field season.

- Inland Fisheries Artic Grayling (Technical Report: Inland Fisheries-2023-01) to summarize temperature data collected in 2023 field season.
- Inland Fisheries Program data analysis and report writing to summarize fish community surveys from 2023 field season (Technical Report: Inland Fisheries-2023-02)
- Review State Collector permits/Fisheries Orders.
- Inland Consent Decree harvest permitting and reporting management.
- Great Lakes and Inland fisheries data entry and management.

Equipment maintenance/Field Work/Lab Work:

- Manistee River Sturgeon PIT tag antenna monitoring, troubleshooting and data collection throughout the month.
- Sturgeon Rearing Facility “SRF” backup generator maintenance.
- Downloaded summer 2023 data from temperature loggers throughout the Upper Manistee watershed
- Assisted with Arctic Grayling broodstock release at Pine Lake (Manistee County).
- Conducted UAV habitat surveys in Little Cannon Creek and Big Devil Creek.
- Great Lakes Fisheries Program Lake Michigan Camera surveys (Arcadia, MI).
- Great Lakes Fall Spawning Assessment (Arcadia, MI)
- Great Lakes fishery maxilla/otolith preparation for age assessment.
- Great Lakes assessment net and equipment maintenance, net tying

Meetings/Training/Travel/Conference Calls

- Environmental Division Manager applicant review (11/1)
- LRBOI Staff Meeting (11/2)
- Sturgeon documentary interview (11/9)
- LRBOI Nmégos (Artic Grayling) Interview (11/13)
- Great Lakes Technical Fisheries Committee, Modeling Subcommittee meeting (virtual) (11/13)
- Lake trout coded wire tag CWT sample heads delivery (Charlevoix, MI) (11/14)
- Great Lakes Fishery Trust Grant Project, Larval Coregonine Meeting (Virtual) (11/17)
- Great Lakes Fishery Program, stomach samples delivery (East Lansing, MI) (11/21)

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

### **Wildlife Program**

Sean Hollowell (as of 10/16) – 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.
- Set up ArcGIS data collection maps
- Connected with partner organizations

### **Equipment Maintenance/Field Work/Lab Work**

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Habitat work on tribal properties
- Began surveying and assessing tribal lands to inform management actions
- Collected box turtle nest protection boxes

### **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 draft service agreements for Mason County parcel and Manistee County parcels for Phase I assessments.
- Organized 20 years of previous reports to be utilized for Spring 24 projects including planting native vegetation and trees.
- Compiled a list of items for spill response and preparation.
- Reviewed 2023 LRBOI Natural Hazards Mitigation Plan
- Organized 2023 fieldwork data for submission to EPA via ACRES as required by EPA for the tribal Brownfield program.
- Reviewed City of Ludington 2020 Master Plan, Waterfront Master Plan, and city Zoning Ordinances.

#### **Field Work and Equipment Maintenance**

- Organized old electronic equipment including GPS data and devices for eventual donations or distribution to tribal members.
- Contacted IT for updates on office computer including PDF editing software.
- Updated shapefiles on GPS systems to reflect current parcel inventory.

#### **Meeting/Training/Travel/Conference Calls**

- November Staff Meeting on November 2.
- Phone calls and informal meetings with Kansas State University Tribal Brownfield Assistance Program Team November 1-3.
- ACRES/PALS training with EPA on November 2
- 128a training with EPA on November 7 for end of year reporting.
- 1 on 1 with NRD Director on November 8.
- SEMCOG 2050 Regional forecast webinar on November 29.
- ARCGIS Storymap training on November 15.
- DJI Zenmuse L1 & P1 - WORKFLOW WEBINAR on November 20.

### **Water Program (106 and 319)**

#### **Administration/Reports/Data Entry**

- Sent requisition and supporting documentation to purchasing for Custer culvert
- Edited Surface Water QAPP
- Received Self-Governance water resource program award
- Sent check to Cole Ecological for sample processing
- Budget mod to 4072 for Custer culvert project
- Received and reviewed fish tissue contaminant data and invoice.

#### **Field Work and Equipment Maintenance**

- Mailed Fish tissue PFAS samples
- Mailed zooplankton samples for processing
- WQ Boat and E fishing boat in for winterization

#### **Meeting/Training/Travel/Conference Calls**

- 11/2- Tribal/EGLE district meeting
- 11/7- AWQMS configuration meeting
- 11/7- PLWF WQEM committee meeting
- 11/20- Agenda review
- 11/21- Work Session Custer culvert
- 11/22- Tribal Council meeting

### **Air Quality Program (Funded by EPA CAA 103)**

#### **Administration /Reports/Data Entry**

- Remote Sensor QAPP work
- Annual Air Quality Report
- Emissions Inventory 1836 work

#### **Field Work and Equipment Maintenance**

- AMS Site Checks x4
- T-640 Site Check
- Remote Sensor Calibration
- Cedar Collection at Wolf River
- Wild Rice Soil Gathering and Planting

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

- Region 5 Monthly Tribal Air Call, (11-8-23) 11:00AM till 12:00PM
- Tribal/EGLE District Meeting, Cadillac MI, (11/2/23) 10:30AM-2:30PM
- Wild Rice Initiative Team Meeting 11/07/23 1:00PM-2:00PM

- CAA 103 Second Quarter Meeting (11/15/23) 10:30AM-11:30AM

### **Wetlands Program (Wild Rice)**

#### **Administration Reports/Data Entry**

- Drafted letter of support for Pentwater Sandy Bend restoration project, sent to Frank for signature, and submitted to project leads.
- Worked up 2021 Hamlin Lake depth data in Hoboware Pro.
- Sent GPS spreadsheet to SCWRS contractors.
- Sent photos for USFWS Maple River story.
- Coordinated with CMU grad student on project planning.
- Submitted travel closeouts for EPA State & Tribal Wetland meeting & wild rice symposium.

#### **Field Work and Equipment Maintenance**

- 11/1/23: picked up cedar from golf course for future wild rice equipment.
- 11/3/23: Maple River wild rice bed mapping with CMU grad student.
- 11/9/23: collected Hamlin & Manistee Lake sediment, set up Hamlin growing experiment at NRD.

#### **Meeting/Training/Travel/Conference Calls**

- 11/1/23: Tribal Council vote on CMU contract.
- 11/2/23: Tribal-EGLE Cadillac-Gaylord District Meeting.
- 11/5/23: MWRI Team meeting.
- 11/12/23: travel to MN for wild rice symposium.
- 11/13-11/14/23: Wild Rice Symposium hosted by Fond du Lac.
- 11/15/23: met with SCWRS contractors to view lab, organize cores, and discuss sedaDNA project plans.
- 11/16/23: travel back from MN.
- 11/16/23: Line 5 Cooperating Agency call.
- 11/17/23: R5 TWWG Leadership-NAWM monthly check-in meeting.
- 11/21/23: NRD meeting with Sean, Andrew, and Alycia to discuss invasive management and wetland restoration ideas for Tribal parcels.
- 11/21/23: interview with Gigi and Allison (USFWS) for story on Maple River culvert replacement & restoration project.
- 11/28/23: MRWI Monitoring & Restoration Committee meeting.
- 11/29/23: sedaDNA GLRI project proposal discussion with SMM-SCWRS and MN Tribes.
- 11/30/23: MRWA Steering Committee meeting (gave update on LRBOI research projects).

### **Great Lakes Policy Program**

#### **Administration//Reports/Data Entry**

- LHWG Agency Report Out

#### **Field Work and Equipment Maintenance**

- 

#### **Meeting/Training/Travel/Conference Calls**

- LRBOI November Staff Meeting (11/2/23)
- Interjurisdictional Watercraft Data-sharing Workshop Part 2 (11/2/23)

- Enbridge Line 5 Tunnel, Recurring Staff-level Tribal Consultation (11/7/23)
- 1:1 with NRD director (11/8/23)
- Lake Michigan Partnership WG Monthly Call (11/9/23)
- Muskegon watershed meeting (11/14/23)
- FW: GLWQA Annex 2 Lake Huron Partnership Management Committee Meeting (11/15/23)
- Huron Habitat-- special presentation landscape map (11/16/23)
- Enbridge Line 5 Tunnel EIS (11/16/23)
- Tribes Mining Call (11/16/23)
- Invasive Species & Habitat Management Meeting w/ Alexis, Sean, and Andrew (11/21/23)
- LHPWG - Native Species/Habitat Committee Meeting (11/23/23)
- Lake Huron Partnership Working Group Meeting (11/30/23)

Planning  
Steve Parsons

## BIA ROADS/PLANNING DEPARTMENT REPORT

November 2023

Steve Parsons

### Meetings/Conferences/Trainings

- On November 1, 2023, I attended the Tribal Council meeting to represent a request for Tribal Council to approve our Tribal Transportation Improvement Plan for FY 2024-2027. The plan was approved and submitted to the BIA Roads program.
- On November 2, 7, & 14, 2023, I attended three Tribal Council work sessions regarding the Biimadiiziiwin Cemetery Ordinance.
- On November 9, 2023, I met with Jim Henderson, Risk Officer at LRCR, to discuss a request for a BIA Roads project involving the employee parking lot behind the LRCR.
- On November 17, 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 and the Nottawaseppi Huron Band of Potawatomi also participated in this meeting.
- On November 30, 2023, I attended the LRBOI Government Director's Meeting, held at the Tribal Justice Center Conference Room

### Activities/Accomplishments/Updates

- 2023 BIA Roads Projects: The BIA Roads projects for 2023 have concluded. Here is a brief review of BIA Roads Projects that happened this year.
  - 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 was not 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) irrigation installation in the burial plot area. 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 thorough our BIA Roads 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 Litte River Casino Resort. Tribal Council approved a contract with Elmer's Crane & Dozer to construct the sidewalk. The sidewalk installation has been completed.
- 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 was include on our 2024 TTIP, which was approved by Tribal Council on November 1, 2023.
- Loon Drive Resurfacing/Reconstruction: This project involves 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 was included on our 2024 TTIP, which has been approved by Tribal Council.
- Aki Madziwiin Connector Road: This project was included 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 has developed a plan for design and construction of the road along with a cost estimate, which was reviewed in a work session with Tribal Council on October 19, 2023. This project will be included in our 2024 Tribal Transportation Improvement Plan. Due to the projected cost involved, the project will likely be spread out over the next three years (2024-2027).

Public Safety  
Robert Medacco



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

**General Patrol**

Assist Citizen	
Assist Motorist	
Assist Other Agency	4
City Assist	6
County Assist	7
Medical Assist	
MSP Assist	3
Other Calls for Service	3
Property Checks	531
Suspicious Person	
Suspicious Situation	1
Well-Being Check	3

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	13
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	6
Unsecured Vehicle	
Verbal Warning	5
Warning Ticket	

**Processes**

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

**Criminal Offenses**

Animal Neglect	
Arrest	4
Assault	1
B&E	2
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	
Death	
Disorderly	
Domestic Disturbance	3
Drive-Off	1
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	4
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	13
Public Peace	
Resisting	
Robbery	
Sex Offense	

**Criminal Offenses Continued**

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

**Miscellaneous**

Administrative Hours	271.5
Alarm	2
Attempt to Locate	
Boat Dock Checks	
Casino Hours	93
Civil Standby	
Community Policing	4
Court Hours	
Death Notification	
Drug Disposal	
Follow-Up Investigations	
Found Property	2
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	1
Suicidal Subject	5
Total Complaints	53
Total Reports	53
Training Hours	31.5
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	3765
Voluntary Missing Adult	

**Training/Travel**

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

Administrative Hours	39.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	3
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	228
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	4
Training Hours	11.5
Vehicle Mileage	2274
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	

November 2023 All Officers completed low light firearm qualifications.  
November 2023 Officers completed Distracted Driving online through PoliceOne.



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

Administrative Hours	187.25
Arrest(s)	2
Male	2
Female	
ATV Patrol Hours	
Assist(s)	2
Assist Hours	1.5
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	7
Contacts	504
Court	1
Court Hours	1
Follow-up(s)	9
Follow-up Hours	9
Federal Citation(s)	
Hours Worked	389
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	112
Snowmobile Patrol Hours	
Training(s)	13
Training Hours	24
Vehicle Mileage	3152
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	

**Training/Travel**

November 8, 2023 Officer Brown and Bruce attended MW Gang Training in Big Rapids, MI.

November 2023 All Officers completed low light firearms qualifications.

November 2023 Officers completed Distracted Driving online through PoliceOne.

Tax Office  
Valerie Chandler

## **Tax Department November 2023 Monthly Report**

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

During the month of November 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
  - Copies of 1099s, which were referred to Enrollment
  - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for October 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 2 Certificates of Exemption:
  - Purchaser: 2 RTMs 0 Tribe/Entity
  - Purchase Type: 2 Vehicles 0 Construction 0 Recreational Vehicle
9. Reviewed 57 Tribal Member address and/or name changes; 2 required updating of the RTM list and database.
10. Processed 7 Proofs of Residency.
11. Processed 3 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 December 2023 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,860 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 October 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 October 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 4 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. Completed shredding department files that have already been successfully audited and scanned for electronic storage.
7. Prepared and mailed 9 Proof of Residency letters requesting the members to submit documentation of the residency within the Tax Agreement Area.
8. Continued to work with Finance to ensure that the Tribe's utility accounts are tax-exempt.
9. Began and continue to train the Tax Department's new Administrative Assistant.
10. Issued 17 Annual Tax License renewal forms.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
  - 2024 Tax Exemption Letter of Authorization and 3998 Form

Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices fluctuate.
2. Worked with the c-store Manager to review tribal member tax exemptions, logging of purchases, policies and procedures and answering any questions.
3. Worked with Resort staff regarding the tax exemption requirements for the new swipe card system that is in the process to be installed.

Little River Casino Resort Interactions:

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

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

1. Monthly Employee Staff meeting via Teams on November 2, 2023
2. Attended Employee Recognition Team meeting on November 7, 16 and 30, 2023
3. Attended meeting regarding Community Center reservations and proposed changes to the Building Policy and Rental Agreement on November 20, 2023
4. Attended Directors' Meeting on November 30, 2023

**Statistics:**

Total Registered Resident Tribal Members (RTMs): 251

- Manistee County: 240
- Mason County: 11

Monthly Tax Revenue\*:

\*October 2023 amounts received in November 2023

- Retail Sales Tax (Gift Shop) \$1,646.93
- Retail Sales Tax (Nectar Spa) \$16.73
- Service Tax \$738.60
- Admissions Tax \$212.98
- Lodging & Occupancy Tax \$14,243.30
- Food & Beverage Tax \$32,887.90

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

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

- Gasoline: \$0.467/gallon
- Diesel: \$0.521/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***  
***November 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 21 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. Attended an online MACPRA Executive officer meeting.
3. Spoke with individuals about cultural and historic topics.
4. Attended in several Endbridge Line 5 and Tunnel related meetings with USACOE and other Tribes/Agencies.
5. Attended the Directors’ Meeting.
6. Continued meeting in reference to the Endbridge Line 5 Tunnel at various levels (Sect. 106, NAGPRA, Consulting party).
7. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.

8. Administered, directed, and supervised all departmental activities.
9. Attended the regular monthly staff meeting.
10. Continued work on MSU NAGPRA related files.

**The Language Coordinator** accomplished the following during this month

1. Processed a contract with Brickhouse Interactive for website updates.
2. Working on next year's schedules for Endaaying and language camp.
3. Working on going to part time on my work schedule.
4. Working on finding out why the food invoice has not been paid yet for language camp.
5. I plan on working with LRRCR for next year's language camp.
6. Attended the cultural awareness day presentation at LRRCR.
7. Developed language lessons and taught them to the students.
8. Recorded face book lessons for Endaaying, edited them and posted them.
9. Recycled for Manistee and Muskegon pharmacy.
10. Consultant to IPR, Delta Dental, GRPM.
11. Answered calls and Emails about language, culture, language camp, history.

#### **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**  
**November 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
- Routine Maintenance / Wolverine Power Back-up Generator Maintenance Wolverine completed generator maintenance.

**Billing**

Water	\$10,952.76
Sewer	\$17,146.11
Irrigation	\$1,811.10
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$18,845.40
Septage	\$7,492.06
Other	\$251.08
Month Total	\$64,567.84
Yr. to Date Water	\$142,801.07
Yr. to Date Sewer	\$242,922.63
Yr. to Date Irrigation	\$29,446.75
Yr. to Date Fire Suppression	\$88,762.63
Yr. to Date Manistee Township	\$181,192.36
Yr. to Date Septage	\$90,407.06
Other Revenue	\$99,536.82
Credit	\$0.00
Yr. to Date Total	\$875,069.32



- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 1,917,789**
    - b. Ave Daily Flow Gallons 63,926**
  
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 2,082,756**
    - b. Daily Average Gallons 69,425**
  
  - Effluent Gallons**
    - a. 2,437,821**
    - b. Daily Average Gallons 81,260**
  
  - Lagoon**
    - a. Influent 525,585**
    - b. Daily Average Gallons 17,519**
  
- 3. Septic Sewage**
  - a. 167,379 Gallons**
  - b. Daily Average Gallons 57,579**

### **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: Mastering the Sanitary Survey**  
**Who: Gary Lewis**  
**Where: Online**

**What: HVAC Bid Opening**  
**Who: Gary Lewis**  
**Where: Online, Government**

**What: Silversmith Asset Management Software Demo, Council Work Session**  
**Who: Council Work, Diane Kerr, Jonathon Robertson, Gary Lewis**  
**Where: Council Chambers/Zoom**

**What: Agenda Review/Council Meeting, Engineering Contract Hydraulic Capacity Analysis, Goszling Czubak Engineering**  
**Who: Council, Diane Kerr, Jonathon Robertson, Gary Lewis**  
**Where: Council Chambers/Zoom, Lodge Room**