

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: May 13, 2025
Maanda Nji: Re: April Operations Report

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

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

Larry B. Romanelli

**Little River Band of Ottawa Indians
Departmental Monthly Reports
April 2025**

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WWTP	Gary Lewis

Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

April 2025 Department Report

I. Department Overview

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

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

c.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2025 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources in reviewing/changing existing department job descriptions.

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

Objectives:

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2021. Tribal Council approved an agreement with Rehmann Robson for them to provide services to complete the 2022-2025 IDC proposals.
6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

7. Upgrade Accounting software to achieve more efficiencies in processing all types of accounting transactions and assisting departments with monitoring their financial information.
8. Bring Accounting Department back to full staffing level of 13 employees.

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2026 budget.
2. Publish standardized quarterly budget reports for the tribal membership.
3. Improve tracking and handling of property tax issues for all tribal owned properties

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT 2024

The last day to submit 2024 invoices was February 28, 2025. On March 1, 2025 we started working on closing 2024. We will be working on required audit schedules and reconciling the general ledger in order to be ready for audit field work which is scheduled to start on July 8, 2025.

STAFF ACCOUNTANTS

CFO and Controller are currently performing tasks of these vacant positions.

Payroll

Duties and Accomplishments –

1. Processed 416 payroll vouchers/checks.
2. Verified 25 PAF's this month which included 5 new employee(s), 2 Job Change/Transfer employee(s), and 3 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 4/4 and 4/18.
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 –

- 4/17 – April Staff meeting
- 4/24 - Payroll/HR bi-weekly meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2025 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in April 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 April 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 April and provided to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processed fourth quarter form 941 and completed reporting of fourth quarter wages to UIA.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Prepare July per cap eligibility and provide to CFO for payment calculation to be completed.
2. Posting Payroll/Finance Clerk position.

ACCOUNTS PAYABLE

In addition to tasks below, Accounts Payable processed 3,388 GWE checks from 7/18-4/30/2025.

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *Have checks signed by two Tribal Council members.*
6. *Check stubs are attached to check request and POs for scanning and stuffed into envelopes for distribution.*
7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
9. *Provide receipts as necessary for rent, utilities, and all other payments.*
10. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
11. *Provide management with Accounts Payable information as requested.*
12. *Maintain court orders for per capita garnishments.*
13. *Do liquidations and voids as needed.*
14. *Scan all payments to appropriate vendor folders.*
15. *File original payments by check date in filing cabinets.*
16. *Pick up mail and distribute to appropriate accounting staff members.*
17. *Process Payroll Garnishment payments*
18. *Pay Cardinal Health pharmacy supply invoices*
19. *Contact vendors and/or departments regarding discrepancies, etc.*
20. *Enter address changes.*
21. *Process payments for per cap withholdings.*

Special Tasks / Activities Performed –

1. Scan prior year documents and filing in appropriate digital folders

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

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

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

Purchasing/Travel Manager

Duties and Accomplishments –

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

14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Credit card administrator
24. Handle invoice discrepancies.
25. Process travel requests.
26. Book flights and lodging accommodations.
27. Register travelers for training.
28. Process travel advance checks.
29. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
30. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
31. Supervise Mail Purchasing Clerk.
32. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 4/8 Participated in MDOT Cleanup for Tribe.
2. 4/8 Solicited for bids for Lift Station Generator and Safety Grate.
3. 4/10 Work session with tribal council on contract with travel agency.
4. 4/10 Created RFP and solicited for bids for bottled water for 310 9th Street.
5. 4/11-14 Revised Chapter 3 Mileage Reimbursement Regulation with suggestions from legislative legal.
6. 4/14 Agenda review on contract with travel agency.
7. 4/16 Agenda on contract with travel agency.
8. 4/21 Installation and training on new meter machine.
9. 4/21 Discuss engagement letter with Wipfli.
10. 4/22 Mileage Reimbursement Regulation work session.
11. 4/29 Updated Overpayment Request Form.
12. 4/29 CFR training via Zoom

Receiving

Duties and Accomplishments –

1. Received in 373 packages.
2. Issued 150 receiving reports.
3. Returned 4 item for credit.
4. Made deliveries.
5. ***23 FedEx for mail clerk***

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

Budget Coordinator

Duties and Accomplishments

- 1) Prepared seven agenda items for Tribal Council Meetings
- 2) Attended four Tribal Council Meetings
- 3) Attended four Agenda Reviews
- 4) Completed fourteen Budget Modifications
- 5) Completed zero Supplemental Appropriations
- 6) Prepared and submitted sixteen draw downs
- 7) Prepared and submitted seventeen financial status reports to agencies
- 8) Prepared and submitted three final reports
- 9) Participated in Tribal Council Work Sessions on April 15, 22 and 24, 2025
- 10) Participated in ZOOM meeting regarding phones with IT on April 3, 2025
- 11) Participated in ZOOM training with Title VI on April 9, 2025
- 12) Participated in ZOOM training with US Treasury on April 15, 2025
- 13) Participated in ZOOM training on 696T's Child Care Grants on April 16, 2025
- 14) Participated in TEAMS Employee Meeting on April 17, 2025

Grants

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ Coordinate and collaborate with Tribal grant writers and department heads.
- ∞ Complete Closeouts on grants that have completed their lifecycle.
- **Grant Management Software:** Amplifund is finished with the implementation of the grant software. Reps from Amplifund continue to check in to ensure that the software is working well for the Tribe.

➤

Expenditures Update

Total year-to-date expenditures for the Finance Division through April 2025 are \$468,280.00 compared to an annual budget of \$1,572,817. Total expenses for the Finance Division for year-to-date April 2025, represent 29.8% of the department's total annual budget.

Education
Yvonne Parsons

Education Department
Yvonne Parsons, Education Programs Coordinator
April 2025 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services: 4 students requested and received school clothing assistance totaling \$2000, and one student requested and received 12th grade computer assistance totaling \$1000.**
- **College Book Stipend: 4 book stipends were awarded during the month of April totaling \$2200, 1 for 4-8 credits, and 3 for 9+ credits.**
- **Higher Education Scholarships: \$14,000 total awards for 4 female students, three enrolled in university, two of whom are graduate students, and one student enrolled in community college**
- **Educational Advancement Fund: one student received \$300 this month**

Miscellaneous: Our monthly family activity night was April 23, attended by 20 participants. Preparing for future events. Also discussing opportunities to work with Family Services on future activities and events as well.

Meetings Attended

April 5, 2025 Membership Meeting at LRRCR

Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2025 fiscal year.**

**Elders Meal Program
Victoria Wells**

Elder April Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
171	752
Hackley Congregate Meals	Take out
16	4

Bingo At Aki	Bingo At Hackley
18	16
Activities At Aki	Activity at Hackley
0	0

PO #	Distribution Code	G/L	Starting	Ending
250241	4558	5202	\$203	\$2.00
250649	1010	5204	\$3719	\$2052
250644	1010	5204	\$4022	\$1363
250726	181	5202	\$962.73	\$632
250819	4583	5202	\$600	\$542

We saw a rather large uptick in grab and go/delivered meals. We are happy more elders are utilizing this service. I am proud of my employee for handling the program while I was away on training, we had been working towards that. We received half of our FY2025 grant from Title VI. The future of this grant is unsure as there is no direction on what will happen to ACL (Agency on Community Living) programs. Senators are now demanding the ACL be reinstated. We are staying abreast of the situation while preparing to serve more. We have an activity schedule for May.

We will soon be using local farms; Lutz is another farm we will most likely be signing on this year! We prefer to keep our program dollars in the community. We have a PO for Field of Dreams greenhouse, and they are excited to provide us all of our elders gardening needs.

With more space at Hackley we are hoping to see more elders attend. Due to some life circumstances, I was unable to go to Muskegon. I will make it up to them in May.

Enrollment
Diane Lonn

Enrollment Department

April Monthly Report

Diane A. Lonn – Enrollment Director

Jessika Moore – Enrollment Assistant

Department Goals

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, new applications, per cap information, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal ID's, Direct Deposit, check cancellations, calling Tribal Members with information missing, working on request lists for the upcoming Elections and performing any other duties that make the department run smoothly.

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.
- Enter new addresses.
- Create new Tribal I.D.s
- Enter new information into Tribal members data bases.
- Enter and update direct deposits and check cancellation information into the data base.
- Processing CDIB's
- Verifying information for Health Clinic, Family Services, Courts, Election Board
- Doing preference status for descendants and spouses
- Sending out information on members to DHS and low-income housing complexes and other entities.

Duties Performed

- Created 38 New or replaced Tribal I.D.s from 04/01/2025 through 04/30/2025.
- 144 Address changes from 04/01/2025 through 01/30/2025.
- Final rejection letters
- Final acceptance letters 5
- Final disenrollment certificates 0
- Provisional Rejection letters 1
- Provisional Postponed
- Provisional acceptance letters 6
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 1
- Notice of relinquishment 0
- Notice of decision on appeal 0
- Appeal hearing notices 0

- Extended appeal hearing notices 0
- Notice of blood quantum increase 0
- Reinstatement notices 0
- Notice of blood quantum determinations 0
- Notice of mistake of fact investigation 0
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 4 Applications received as of 04/30/2025.
- List request of Membership 0
- Label request of Membership 0
- Statistical request – Tax Department; Payroll Department; Tribal Council

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 215
- PRC/EHAP 10
- Members Assistance
- Utilities 0
- Food Distribution 0
- Casino 7
- Family Services 6
- Tribal Council 0
- Natural Resources 0
- Education 4
- Gaming 0
- Work Force Development 5

Ordering/Correspondence

Enrollment verifications to other tribes 9

Sent out Per Cap Earnings information 35

6 Tuition Waiver Verifications

610 phone calls logged.

Total Tribal Members Living in:

9 County Area 1,602

Outside 9 county 2,268

Inside Michigan 2,554

Outside Michigan 1,316

Undeliverable Addresses 11

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

Facilities
Rusty Smith

2025 April Maintenance Department Report
Submitted by De-Ahna Underwood, Maintenance Office Manager

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

I. Department Overview

Goals & Objectives

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

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

II. Department Reporting Section

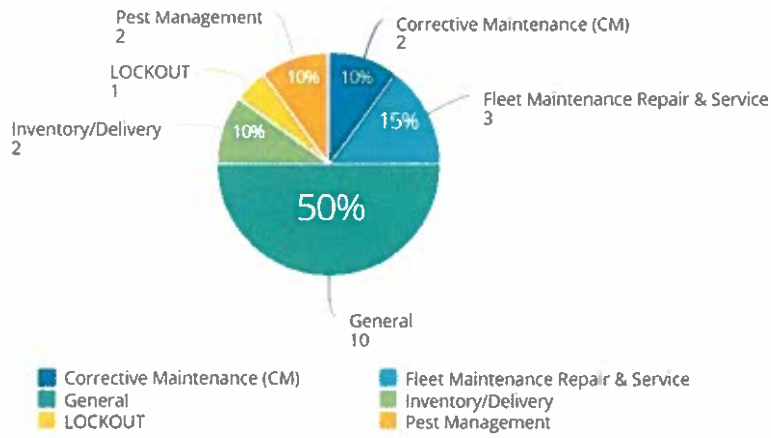
Twenty-four work orders were created in the month of April. The Maintenance Technicians, EVS, and Mechanic complete requests outside of their daily routine, requests made directly to technicians are not always tracked.

The EVS Techs stay continually active in their daily routines. They attended to 15 pre-and post-event cleanups at Aki, excluding the kitchen.

The Automotive Mechanic completed a total of nine service requests ranging from oil changes, brake service, and shock replacement.

Department Reporting Section continued:

PM and Work Requests By Type



On-Site Vendors

- Monthly pest control pm.

III. Budget Expense Justification

- | | |
|-------------------|----------|
| • Phones | \$288.00 |
| • Supplies | \$228.00 |
| • Vehicles & Fuel | \$690.00 |

IV. Travel and Training

Not applicable

End of Report

Family Services
Janeen Codden

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

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	1				1					
I&Rs										
Open Cases	11	1		1	1					1
Monthly Totals	12	1	0	1	2	0	0	0	0	1

Case Management

Total number living in home	36	7		3	4					4
Citizens living in homes	18	1		2	3					1
descendants living in homes	12	1		1						
living in homes served	10	4		1	1					1
where substance abuse is					1					
Child Abuse/Neglect		1		1	1					1
ICWA or ICWP referrals										
Sexual Abuse of a child										
Unsubstantiated by DHS		1								
Case Pending with DHS		1		1	1					
Relative placement				1						
Tribal Foster Home										
Non-Tribal Foster		1								1
Home					1					
Alternative placement										
Court appearances		2								
Home Visits	21	1		1	2					1
Case Reviews	1									
Binojeeuk	2									
Contacts with outside agency	15	39		2	5	1				8
Contacts with LRBOI depart	47									
Tribal Elders	3									
Other referrals										
Monthly Totals	166	59		13	19	1				17

Department Report : Family Services
Case Worker : Rachel Kops
Month : APRIL 2025

		***** Reporting Counties *****							
		Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent
I & R's									
Intakes									
Open Cases						7			1
Monthly Totals						7			1

		Case Management							
Total number living in homes served						20			3
Total number of Tribal Citizens living in homes served						12			2
Total number of descendants living in homes served						3			
Total number of children living in homes served						8			1
Total ICWA or ICWP where substance abuse is involved						2			
Child Abuse/Neglect						1			
ICWA or ICWP referrals						2			
Sexual Abuse of a child						0			
Substantiated or Unsubstantiated by DHS						2			1
Case Pending with DHS						2			1
Relative placement						2			
Tribal Foster Home						0			
Non-Tribal Foster Home						0			
Alternative placement						0			1
Court appearances						1			
Home Visits						18			1
Case Reviews						1			1
Binojeeuk						2			2
Contacts with outside agencies						103			49
Contacts with LRBOI departments						36			4

Tribal Elders

Other referrals

Monthly Totals

				0			0	
				1			0	
				216			66	

Monthly Site Dashboard Report

Date Range of Report: Apr 01, 2025 - Apr 30, 2025

Date Report Generated: May 05, 2025

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
4	11	5	22

Total Unique Clients who received at least 1 visit between Apr 01, 2025 - Apr 30, 2025 by type

Prenatal	Postpartum	Father/Other	Infant/Child
2	4	0	8

Total New Clients enrolled between Apr 01, 2025 - Apr 30, 2025 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	0	0	0

Total Visits between Apr 01, 2025 - Apr 30, 2025 by staff person

Name	Total Visits	Form Type
	4	Prenatal Visit/Encounter Form
	6	Postpartum Visit/Encounter Form
	10	Child Visit/Encounter Form
	3	Fathers and Others Visit/Encounter
Total	23	

Forms (assessment, enrollment, etc.) that do not have a Visit Encounter form for the same date

No data for this section

Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	PostPartum Mother	LR22-0028-20	Oct 09, 2024	family doctor
	PostPartum Mother	LR22-0028-20	Jan 14, 2025	counseling
	Father	LR24-0042-50	Jan 23, 2025	OBGYN
	Father	LR24-0042-50	Jan 13, 2025	Wife/significant other to OBGYN

Forms "in progress"

Client	Client Type	Form Type
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SCRIPT tab modified between Apr 01, 2025 - Apr 30, 2025

Client	Client Type	HSID
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**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
April - 2025**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	15
New Cases	4
Closed Cases	2
Referrals and Contacts Received	4
Client Face to Face Contacts	4
Client-related Phone, Email, and Text Contacts	157
Client-related Direct Service Units Provided by Advocates	398
Client-related Accompaniment Provided by Advocates	0

MEETINGS

Staff Meeting(s)	2
Program Case Reviews	2
Community Collaboration Meetings	4
Other Meetings	3

STAFF DEVELOPMENT/TRAINING

Virtual Training	5
In Person Training and Conferences	2
VSP Sponsored Training Events	0
Other Trainings	0

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	4
Event and Training Planning and Preparation	8
Community Table Events	1
VSP Sponsored Community Awareness Events	2
People Reached by Social Media	430
VSP Presentations	1
Networking Activities	2
VSP Website Updates	3
Other Efforts	1

LRBOI Be Da Bin Behavioral Health Program April 2025 Report

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

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

Angela Schwandt has 42 clients (3 new and 4 discharged). She had 72 individual sessions, 23 follow up calls, and 3.5 hours telepsychiatry. She attended the Membership Meeting (5), Manistee County Suicide Awareness & Prevention coalition meeting/ does the minutes- (9), and staff meeting on April 14, 2025. Attended trainings on Traditional Tobacco Teachings Webinar, Sexual Addiction & Trauma, Overview of the Behavior & Treatment Process webinar, and Perinatal Substance Use Disorder Harm Reduction Training. She also attended and helped with the Safe Talk training we hosted for suicide prevention.

Dottie Batchelder-Streeter currently has (36) 27 clients (1 new/1 discharged) and 9 Recovery Support clients. She had 1 referral to an outpatient agency. Dottie had 39 individual sessions, and 43 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting on April 9, 2025; attended: Membership Meeting (5); Tribal VA Summit Planning committee (14); Michigan Suicide Prevention meeting (17); and numerous meetings on the Native Connections grant for the LAMAR contract on billboards and budget for the GONA in May. Both were approved on April 16, 2025, to proceed (a lot of time this month on these two items).

She continues to work on budget/plan for the State Opioid Settlement monies (putting into egrams). She is working on the Native Connections requirements for year 5-policies. Working on Native Connections projects: GONA for May 2025 and LAMAR Billboards contract.

Angela and Dottie are working with area Community Mental Health agencies and inpatient substance abuse/mental health treatment centers to have better services available for Tribal citizens, as needed. Both of us attended the Staff meeting on April 14. Be D Bin hosted 2 suicide prevention trainings on April 15, 2025: Saft Talk (22 attended) and QPR (14 attended) It was a very busy month.

Respectfully submitted,

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

Dottie Batchelder-Streeter

Food Distribution
Jamie Friedel



Food Distribution Program

April 2025 Monthly Report

Jamie Friedel, Melanie Ceplina, Allen Tyler and Nicole Ward

1 Department Overviews:

Goals and objectives:

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

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

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

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

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

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

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

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

Jamie, Melanie and Nicole conducted interviews with clients.

Jamie, Melanie, Nicole and certified clients.

Jamie and Nicole conducted 36 Deliveries.

We received 3 produce and trucks and 1 USDA food truck.

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

The Food Distribution office is closed on the last day of the month for inventory purposes.

Melanie sent 3 recertifications out.

We Added 3 new Households.

We have a total of 73 households with 117 total participants.

MEETINGS:

Monthly Update Call with USDA/FNS
Midwest Regional Conference call
Midwest Regional and National Planning call

The online applications are going very well in which we have received 3 applications from online participant. I spent 3 days in Muskegon signing clients up and answering questions about the program. I will be going down on a regular basis. We are gearing up for Summertime and have a lot of activities planned. Working with the MSU Extension we are getting ready to do some raised vegetable beds. We plan on having 3 beds in which we will grow some herbs and vegetables for clients and those who come and help. Gardening classes, cooking classes and canning are in the future with the new raised beds. Working together with the MSU Extension, Family Services and Family Spirit has been a great success.

In May we will be bringing back our monthly lunch. This is to show case our facility and food to clients and potential clients. Gives our clients and potential client the opportunity to come and enjoy some new ideas on how to prepare meals made from the items we have in store. Also gives them time to get out and gather and make new friends. It is always a pleasure to see everyone smiling, talking and laughing.

Supervisor
Food and Nutrition Center

Jamie Friedel

Grants
Jessica Steinberg

LRBOI Grants Department

Monthly Report of Activity – April 2025

Grant Department Overview and Function within LRBOI

The Grant Department of the Little River Band of Ottawa Indians (LRBOI) works on behalf of the membership of the Band to find resources to supplant and support the objectives of the Little River Band of Ottawa Indians Strategic Plan, the goals of the Departments providing programs, services, functions, and activities to the members of the Band, and to assist in defining the programmatic requests served by grants.

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

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

Grant applications and grant funded purposes should also align with the adopted LRBOI strategic plan, a document that should reflect Tribal priorities that best serve our members and reinforce the sovereign dominion of the Tribe's lands and governance. The Tribal Strategic Plan, per Ordinance #13-100-04, *Budget and Appropriations Act of 2013 (as amended)*, Article V. Budget Formulation and Transmittal, 5.02. *Strategic Plan Required*, "The Tribal Council shall develop a five year strategic plan...no later than March 15th of each succeeding year."

Projects, Tasks and Activities

Assigned tasks current funding opportunities: progress continues.

- Child Care Development Fund (CCDF):
 - The Grant Writer met with the Family Services Director on April 1, 2025, to further define the CCDF plan and proposed activity; subsidy and quality incentive/quality activity inclusions.
 - The Grant Writer attended the Department of Health and Human Services (DHHS), Administration for Children and Families (ACF), Office of Child Care (OCC) training in Milwaukee, WI, April 8 – 10, 2025. At the training, LRBOI representative staff met with OCC Regional personnel to discuss the implementation of the CCDF funding, and the status of a request to extend the deadline for expenditures from September 30, 2025, to September 30, 2026, for the funding year that remains unspent since the closure of the childcare center. The status of the extension remains pending. LRBOI will continue to budget and seek Council approval of the proposal to transition to subsidy.
 - The plan document draft discussions with Tribal Council continue. At the work session April 15, 2025, Tribal Councilors in attendance requested changes to the Quality Initiative /Quality Assurance activity plan, the position description for the program coordinator, and an updated budget to reflect the changes requested. Council has indicated that next steps are to bring the final proposal forward for adoption. The plan will include child care vouchers, and quality incentive/quality activity programs focused on family centered, and age appropriate cultural and language activities.

- The Grant Writer met with the Family Services Director on April 23, 2025, to assist with finalization of the CCDF program plan.
- Federal Fiscal Budget Year 2026 – United States House/President’s Budget Proposals
 - The Office of Management and Budget after reviewing Departmental budget proposals, per a “leaked document (passback)” April 10, 2025, to the press and tribal leadership, made recommendations for reductions in programs that benefit Indians were indicated for FY 2026. In the budget, necessary programs that directly benefit LRBOI citizens were either reduced or eliminated in whole (the Low-Income Home Energy Assistance Program for example). The proposed reductions included (not a complete list):
 - Elimination of LIHEAP
 - Consolidation of the Substance Abuse Mental Health Services Administration (SAMSHA)
 - Elimination of Head Start
 - Elimination of Community Services Block Grants
 - Indian Health Services: Preventative Health, Tribal Management Grants, Self-Governance, Rescission of \$897 Million in advanced appropriations
 - There are several programs that are included for consolidation into the “Make American Healthy Again” initiative. How this will impact Indian Health Services or related operating divisions is unclear.
- The President’s budget proposal will be released in early May 2025, and any impacts will be more clearly defined for Tribal programs. The Grant Writer has recommended that Tribal Leads, Directors, Managers and Program Coordinators begin to review the “passback” document, and the President’s budget proposal to determine next steps and plan for reductions in federal support funds to the programs LRBOI operates.
- Research: Grants.gov and the Federal Register for applicable grant announcements. Grant announcements under the “forecasted” moniker, remain unfunded, and the applications are not released at this time. Funding is contingent on the adoption of the President’s budget, and Congressional appropriations. Also drafted an initial 105(L) Lease program letter to begin the identification of lease space cost calculations and forwarded to the Tribal Manager for review.
- The Grant Writer met with the Tribal Planner and the Tribal Historic Preservation Officer to discuss potential grant projects that are ‘forecasted’ with applications dates in June, July, and August 2025.
- The Grant Writer attended the LRBOI Spring Membership Meeting on April 5, 2025.
- The Grant Writer had seven (7) days out of the office this month:
 - April 7 – travel to Milwaukee for CCDF Region V Training
 - April 8 – 10 – attend CCDF Region V Training
 - April 16 – 18 – PTO; returned to the office on 4/22.

Respectfully Submitted,

Jessica Steinberg, Grant Writer

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

From: Daryl Weber, DPM, MPH, Health Director/Physician
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Kate Gilbert, Chief Pharmacist

Date: May 9th, 2025

Re: April 2025 Report of Activity – Tribal Health Services

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

CLINIC OPERATIONS: MANISTEE LOCATION

291 patients scheduled

13 patients NO-SHOW to scheduled appointments

13 patients provided SAME DAY appointments for emergent matters**

96 cancelled appointments

195 patients attending CLINIC PHYSICIAN appointments**

36 patients PHONE TRIAGE**

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

81 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN APRIL (Total Patient Volume): 799

Diabetic patients: 76

Flu Vaccines: 0

Injections: 23

Nursing Visits: 4 **

On-site Labs: 197

COVID-19 Tests: 2

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 1,013

DIRECT CALLS TO CLINIC OPERATIONS: 495

SENT FAXES: 169

RECEIVED FAXES: 439

TRANSPORTS - MANISTEE 8

APRIL 2025

TRAVEL HOURS: 14

SERVICE HOURS: 8

NUMBER SERVED: 8

MEDICATION DELIVERIES: 5

TRAVEL HOURS: 1 $\frac{3}{4}$

SERVICE HOURS: $\frac{1}{2}$

NUMBER SERVED: 5

TOTAL TRAVEL HOURS: 15 $\frac{3}{4}$

TOTAL SERVICE HOURS: 8 $\frac{1}{2}$

TOTAL NUMBER SERVED: 13

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

CLINIC OPERATIONS: MUSKEGON LOCATION

154 patients scheduled

4 patients NO-SHOW to scheduled appointment

9 patients provided SAME DAY appointments for emergent matters**

36 cancelled appointments

28 clinic referrals – requiring action by Providers and Staff

123 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 38

Flu Vaccines: 0

Injections: 7

Nursing Visits: 1

On-site Labs: 54

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 240

TRANSPORTS - MUSKEGON: 9

APRIL 2025

TRAVEL HOURS: 14 ¼

SERVICE HOURS: 9 ¾

NUMBER SERVED: 9

MEDICATION DELIVERIES: 2

TRAVEL HOURS: 1 ¼

SERVICE HOURS: ¼

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 15 ½

TOTAL SERVICE HOURS: 10

TOTAL NUMBER SERVED: 11

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$102,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1482

TOTAL PRC PAID IN APRIL: \$46,302.13

PHARMACY/OTHER: \$37,562.91

DENTAL: \$8,526.50

TOTAL PATIENTS: 204 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 515

TOTAL CLAIMS ENTERED: 416

TOTAL PRC PAID 2025: \$195,832.16

TOTAL EHAP PAID IN APRIL: \$55,261.57

TOTAL EHAP PAID 2025: \$153,748.13

TOTAL ENROLLED EHAP/LRBOI: 1278

NEW APPLICATIONS MAILED OR GIVEN: 25

REASSESSMENTS MAILED OR GIVEN: 28

MEDICARE LIKE RATE (MLR) Savings for April 2025

Claims submitted: 0 \$0 (total submitted)

-\$0 (what we paid)

\$0 (total savings)

PHARMACY, MANISTEE:**APRIL 2025**

Active patients: 362

Prescriptions filled: 1766

Receipts:

Insurance payments <u>received:</u>	\$216,289.73
Non-member cash/copays <u>received:</u>	\$1,126.75

Less acquisition cost of medications: \$84,406.61

Net profit: **\$132,979.87**

PRC-equivalent write offs:

<u>LRBOI:</u>	\$21,802.03
Other <u>Tribes:</u>	\$1,171.84
<u>TOTAL:</u>	\$22,973.87

PHARMACY, NORTON SHORES:**APRIL 2025**

Active patients: 181

Prescriptions filled: 883

Receipts:

Insurance payments <u>received:</u>	\$93,767.57
Non-member cash/copays <u>received:</u>	\$92.61

Less acquisition cost of medications: **\$33,261.35**

Net profit: **\$60,598.83**

PRC-equivalent write offs:

<u>LRBOI:</u>	\$11,106.52
Other <u>Tribes:</u>	\$1,155.56
<u>Total:</u>	\$12,262.08

2025 Health Services Department - Manistee Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	261	25	67	3	172	29	579	376	88	71	9	16	2	151	7	962	333	-	164	399
February	253	31	81	5	146	41	742	552	78	53	4	15	3	136	9	953	662	3	163	361
March	291	13	96	13	195	36	799	564	81	76	.	23	4	197	6	1,013	455	2	189	439
April																				
May																				
June																				
July																				
August																				
September																				
October																				
November																				
December																				
Totals	805	69	244	21	513	106	2,120	1,492	247	200	13	54	9	474	22	2,928	1,490	5	456	1,199

** Denotes total included in Total Patient Volume

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

2025 Health Services Department - Harvey Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	126	4	32	3	95	29	500	376	88	28	-	-	-	70	-	186	-	-	-	-
February	133	4	45	7	91	41	684	552	78	23	-	-	-	42	-	240	-	-	-	-
March	154	4	36	9	123	36	724	564	28	38	-	7	1	54	3	240	-	-	-	-
April																				
May																				
June																				
July																				
August																				
September																				
October																				
November																				
December																				
Totals	415	12	113	19	309	106	1,508	1,492	194	89	-	10	1	166	3	666	-	-	-	-

** Denotes total included in Total Patient Volume

NOTE: Telephone & Chart Reviews include both Maristee & 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 April 2025

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

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: 7

Leases renewed: 7

New leases: 0

Annual Inspections: 0

Move-out Inspections: 0

Move outs: 0

Transfers: 1

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

Applications received this month: 0

Total Number of Awards made during the Year: 3

Total Amount of Awards for the Year: 8233

C. The Homeowners Assistance Fund received 1 new application this month, 0 denial. The program has been in assistance since 2022 and a remaining balance of \$9192.

D. Krystal Davis, Housing Specialist has provided 4 different elders with a ride to Meijer for the month of April in 2 separate trips. She provides this service 1 time a week.

E. The Housing Director went to a training titled: Enterprise Community Partners Enhancing and Implementing Homeownership Programs in Native Communities in Green Bay, Wisconsin on April 14-18th. This training was very informative in understanding they how's and whys of what needs to be done for a homeownership project in your community. Plus some good networking occurred with other Tribal Housing entities in the region in seeing what they are doing in their communities.

F. Housing Director met with HUD who has a new Grant Specialist, Tammi Crumble for LRBOI and she went over a couple of items that need to be corrected in our 2023 APR. She also sent a letter stating that they received the results of our 2023 Audit from the ClearingHouse and they will not be doing anything at this time but will be looking at our 2024 audit to see that we made the corrections that need to be made before making a decision on how that could impact our IHBG.

- G. The Housing Department cohosted the first Easter Egg Hunt in the Aki community along with Tribal Council, Behavioral Health and Education. The event was well received and had a good turnout. The Easter Bunny even made an appearance.
- H. The NAIHC Annual Convention is May 26-29 in San Diego, CA and the Housing Director has chosen to not attend this year, instead Housing Chairperson, Teresa Callis will be attending. She will bring back information received during the convention and share with the department.
- I. The house fire we had in February, we have finally received a copy of the MSP fire investigator report and it is listed the cause of the fire to be "undetermined". And then states, "Multiple electrical conductors, a relocatable power tap (power strip), and the possibility of additional candles are all potential causes which cannot be eliminated to the required degree of certainty necessary to identify a single cause".
- J. April 29th several staff from LRBOI including maintenance tech from Housing went to a Acrisure sponsored Safety Day in Traverse City and the Grant Traverse Resort. The event had break out sessions where staff went into different rooms to learn various items to hear about safety related items such as Active Shooter training.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 4
- B. Termination Notice(s) issued: 2
- C. Notice(s) to Vacate or Renew: 2
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Maintenance currently has 1 unit to complete for a move in.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 84 (we have 86 but 2 unit is the fire unit so cant count for a move in) rental units in total of which 82 were rented giving us an occupancy rating of 98%.

- A. Aki has 58 income based rental units of which 56 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 31 low-income family rental units and 30 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Plans for the Future.

- A. Do a RFP for the rebuild of the lost home in AKI.
- B. Complete and put out for bid RFP for Housing Needs Assessment.

End of Report
Tara Bailey, Housing Director
May 8, 2024

Human Resources
Alicia Knapp



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

To: Ogema Romanelli
From: Alicia Goff
Subject: April 2025 HR Department Report
Date: 05/09/2025

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

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

1) HR Operational Plan

- 1) HR is moving forward in the process of preparing for the rest of 2025 after the first four months of the new year are now on the books.
- 2) **Month Summary:** RFP with 7 vendors chosen and reviewing for best deal for the development of and securing vendor for 2024 Audit nearing a decision now by the end of May. Don has done great work here. Also working on obtaining a HRIS so HR may move into the 21 century. Help us to get back to be more efficient, reducing the amount of paper we touch and streamlining all processes from benefits, job descriptions, talent acquisition, performance management-evaluations, training-development and so much more. We have been working on BambooHR implementation since coming back after break and now the time is near. HR is still working on to put final signed Job Descriptions on L: drive and Midpoint was reviewed, and changes are in the process to updated and changes made sure to be complete when new positions are to be posted is ongoing. SOPs are still in the process of being reviewed/updated, as well some policy updates done by the Lead group and Executive Legal. Employee manual updates were released and signed off in an employee meeting and signed acknowledgement is in most employees files.

Talent Acquisition for April-

- (1) Number of Hires During the Month: 1 TS(Temp.) Tribal Council, 1 NP - Reg. FT Prosecutor , 2 - NP Seasonal Fisheries Technicians - NRD. 1 term in TM - Housing.
- (2) Number of Open Positions: April had 12 postings up are currently. Current postings 12 FT position were posted/reposted, 6 are currently in the selection process with interviews were scheduled for 3 positions and 3 positions had interviews that took place. There were 3 offered - 3- accepted, selections for are Seasonal NRD positions - 10 in all. 2 started this month, May holds at least 7 starting and 1 for a June start. Wildlife Technician is drawing much interest selection now at the end of April and interviews probably by mid-May. Some changes for efficiency and results are being considered, like moving most talent acquisition duties to HR Specialist. Continued focus on improving coordination between Hiring Manager, Candidate and HR.

(3) Applications have picked up but with the seasonal positions that is expected, but on-line usage of application has been consistent – averaging now around 16 per month from our on-line application, applicants have been processed from Indeed postings, most of the remaining were not completed submissions according to our requirements. Utilized LinkedIn, Indeed, NNAHRA, MIETS, and other sites. Bad organizational reviews are out there, and thoughts need to be taken to dispel the negative comments and improve our overall picture organizationally. Hopefully changes to selection process to be looked at for improvement to move forward. Bamboo HR will be an asset to this process. HR is looking forward to streamlining the process and making us more open to other projects, expected implementation date is moved to May. Trial runs have to be made to insure success.

3) Talent Development and Relations

a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions on-going, workplace issues and some are still to be scheduled.
- ii) HR offered help to Leads when directed and asked. HR offered some assistance to our required Employee Handbook training.
- iii) Continued assisting leadership with sensitive employee relations issues - like conflict resolution activities.

(4) HR Department Development Initiatives:

- a) HR training has been pretty much put to the wayside except for BambooHR setup, implementation. So many areas of HR to put in place the BambooHR way. Don and Mindi have worked hours to make sure in implementation will move forward to usage. It is a fine dance to make it work for our HR paperwork, processes and procedures.
- b) Regular training has been down a bit, HR has 32 hours of mainly on-line training activities. No other department has submitted any training hours for the month of April.
- c) Further updates are still needed on L: drive - forms and resolutions, policy/procedures, and our HR share drives need to be recreated, updated as well as the HR SharePoint needing to be repopulated. Arctic IT and our in-house are IT are working on issues.

Reported Training and Development hours totaled: 32 hrs.

5) Benefits and HR Administration

- a) Continued working to improve benefit processes. New packet developed for new hires and is found on L:drive for all other employees to access.
- b) 2 currently on FMLA, 2 processed for later date. 3 - IFML continuing one until end of May, one continuing until end of July and one until hours are completed.
- c) 401k Loan activity has went up a bit in April.
- d) Continued processing new hire insurance enrollment on-going with new hires being on-boarded
- e) HR has the 2025 calendar from the advisors, usually last Thursday of the month.
- f) Processed insurance benefit plan check requests as our monthly duties continue.

6) Safety

- a) Continued COVID-19 support and tracking - this has been sunsetted so now employees will use other available leave to replace missing time.
- b) Recordable Injuries: 0
- c) Near Miss/1st Aid:- 0 near misses.

7) Tribal Preference Report

Preference Report for April 2025 –

Employee Count by Preference for April

118 Tribal Members - (- 1)	53% (52.7%) of Tribal Government Workforce
07 Native American - no change	3% (3.1%) of Tribal Government Workforce
12 Tribal Descendants - no change	5% (5.4%) of Tribal Government Workforce
14 Tribal Spouses - (+ 1)	6% (6.3%) of Tribal Government Workforce
No data on Tribal Parent(s) found	0% in Tribal Government Workforce

Preference for April 2025 – -1 (TM), +1 (TS)

Total preference = 151 - no change 67% (67.5%)

Non-preference = 73 – +3 overall 33% (32.5%)

Total of all employees 224 – Overall workforce in April 2025 - 3 overall gain.

Regards,
Alicia Goff
HR Manager

Regards,
Alicia Goff - HR Manager

**Information Technology
Vacant Director**

No report submitted

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: May 6, 2025
Re: April 2025 report of activities

Number of tribal members assisted on new issues	77
Number of referrals received	1
Number of continuing cases:	44

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Undue Influence
Wills	Legal Separation
Trusts	Eviction
Estate Planning	Conservator - Minor
Medical Power of Attorney	Refinance
Alimony	Truancy
Power of Attorney	Motion to Compel
Amend Estate Planning Documents	Trust Administration
Guardian – Adult	Real Estate Purchase
Separate Maintenance	Custody
Amendment of Trust	Amended Complaint
Civil	Harassment
Discrimination	Probate Estate
Estate Planning – Out of State	Small Claims
Criminal	Adoption - Minor

Caregiver Agreement
Name Change – Adult
Adjournment of Hearing
Post Divorce Matters
Conservator Adult
Auto Transfer After Death
Real Estate Description Error
Driver License Restoration
Involuntary Commitment
Lady Bird Deed
Small Estate
Severance Agreement
Child and Family Services
Brownfield Authority
Credit Card Fraud
Service of Civil Documents
Adult Protective Services
Conservator – Adult
Objection to EDRO signed by Tribal Court

Guardian - Minor
Probate Estate - Out of State
Adoption- Adult
Parenting Time
Real Estate
EDRO
PPO Objection
Expungement
PPO
Garnishment
Subpoena
ICWA
Paternity
Death Certificate
Guardian Ad Litem
Land Division
Modify Parenting Time
Supervised Parenting Time

Sample of Work Performed:

Assisted a tribal member prepare a Caregiver Agreement

Assisted a tribal member modify their parenting time

Assisted a tribal member get approval to divide their land into separate parcels

Assisted a tribal member object to a PPO that was granted against them

Assisted a tribal member file a small claims affidavit

Attended

Spring Membership Meeting

Members Assistance
Janeen Codden

Members Assistance Department

April 2025 Report

Phone Calls: 295

Office Visits: 20 (Approximately)

Referrals to Family Services : 14 (13 Catastrophic Disaster Relief Clients)

Applications Requested: 60 (Approximately)

GWE Applications processed to date: 3984

GWE Citizens not applied: 600 (Approximately)

Catastrophic Disaster Applications processed to date: 13

Quarterly LIHEAP Households served: 81 Remaining LIHEAP Funds: \$401.47

LIHEAP Households prevented shut-off: 51

Rental/Mortgage Assistance: 5

Emergency Transportation: 3

Elders Chores: 2

Low Income Energy Assistance: 11

Food Assistance: 32 (Approximate)

We are now including information for local foodbanks with each mailing, also making sure clients are aware of commodities and State Emergency Assistance with DHHS.

Members Assistance has reimplemented the Members Assistance Log, beginning May 1, 2025 in order to capture data daily, thoroughly and accurately. The May report will reflect accurate data, with no approximations.

We look forward to a new hire in the department to accommodate the heavy work load for a positive and consistent flow of processing applications to meet Tribal Citizen needs.

Respectfully Submitted by Gina Crotteau, Members Assistance Program Specialist

Natural Resources
Frank Beaver



Gaá Čhíng Ziibi
Daáwaá
Aníshinaábek

**LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

**310 9th Street
Manistee, MI 49660
(231) 723-1594**

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

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

Department Objectives:

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

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

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

- 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.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Implementation of the Fisheries Division work plans.
- Fisheries Seasonal positions hiring.

Equipment maintenance/Field Work/Lab Work:

Nmé, Lake Sturgeon:

- Adult sturgeon survey in Manistee Lake 15 days
- PIT antenna monitoring entire month - 41 tag detections, 1 - 1 year old detection, 40 adult sturgeon detections

- Adult sturgeon monitoring at Tippy
- Unknown PIT tag detections communication with partners
- Partner communication for Muskegon/Manistee River sturgeon habitat mapping
- Boat trailer maintenance
- SRF food order
- Manistee/Muskegon River sturgeon targeting partner communications
- Freezer alarm system work
- Lake Michigan Technical Committee Sturgeon Working Group co-chair tasks
- 2025 field season sampling preparations and planning

Inland Fisheries:

- Here's a list of activities for the inland group for the April monthly report:
- Installed/maintained remote-site incubators in North Branch Manistee River in anticipation of 2025 Arctic Grayling releases
- Downloaded/maintained water temperature loggers in Upper Manistee River watershed
- Assisted Michigan DNR staff with Arctic Grayling egg-take in Marquette
- Issued specially regulated harvest permits for walleye and steelhead seasons
- Attended planning/coordination meeting to discuss future filming opportunities with Running Wild Media
- Attended Q/A session with University of Michigan student writing an assignment on the Arctic Grayling reintroduction

Great Lakes Fisheries Assessment Program:

- Assessment net tying and gear preparations.
- Commercial fisheries data entry and QA/QC.
- GL truck and equipment maintenance
- Larval coregonine neuston net surveys (Pentwater to Arcadia)
- GPS/Radar set-up on R/V Namaycush.
- Underwater Camera calibrations with GTB (Northport)
- Beach seine demo and neuston net sampling (Platte Bay, Esch Beach)
- LWAP fisheries sampling (Manistee)
- LWAP clean-up and prep for Muskegon sampling
- Camera surveys, LWF diet collections for GLFT Thiaminase project
- Larval whitefish beach neuston sampling

Meetings/Training/Travel/Conference Calls

- Technoscience webinar (GLFT, virtual) (4/3)
- Spring Membership Meeting (4/5/)
- GL Technician captain's license training course (Ludington) (4/5-4/13)
- NRD LEAD's Meeting (4/7)
- Great Lakes Fishery Trust Meeting, Lansing (4/8)
- Lake Michigan larval coregonine beach sampling meeting (virtual) (4/7)
- CSMI Mapping, site prioritization meeting (virtual) (4/8)

- Partner communication for Muskegon/Manistee River sturgeon habitat mapping (Virtual) 4/8
- Tributary whitefish check-in meeting (virtual) (4/14)
- Great Lakes Fisheries Modeling sub-committee meeting (Elk Rapids) (4/15-4/17)
- Michigan Arctic Grayling Steering Team Meeting (virtual) (4/17)
- Underwater Camera calibrations with GTB (Northport) (4/18)
- Sturgeon Education, Manistee and Muskegon Rivers signage meeting MDNR (4/24)
- GLBC Tribal Biologist meeting (virtual) (4/29)
- Technical Fisheries Committee meeting (virtual) (4/29)

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

Wildlife Program

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist

vacant – Wildlife Technician

Alexis DeGabriele– Aquatic Biologist – Wetlands

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment.
- Connected with partner organizations.
- Planned research project.
- Prepared and collected feathers for repository (and distributed as requested by tribal members).
- Planned budget.

- Purchased fieldwork equipment.
- Worked check station for tribal hunters and trappers, including walk-in Mondays.
- Conducted interviews and made offers to seasonal technicians.
- Began onboarding paperwork for seasonal technicians.
- Posted wildlife technician position opening and began reviewing applicants.
- Reviewed and provided comment to Forest Service on the Nighthawk Project.
- Reached out to partners on turtle research.
- Worked on Michigan American marten white paper review.
- Contacted partners to schedule field work, including riparian surveys of wood turtles.
- Provided BIA with GLRI narratives.
- Scheduled physical for wildland firefighter certification.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Monitored vernal pools on Forest Service and tribal land.
- Spread native seed mix on wetland restoration.
- Took LTBB on tour of tribal and Forest Service potential elk reintroduction sites.
- Oiled invasive mute swan eggs at Pentwater State Game Area with DNR.
- Monitored overwintering box turtles for spring emergence.
- Mapped invasive Phragmites on sensitive habitat on tribal land.
- Rescued box turtles trapped due to soil compaction in timber harvest.

Meetings/Training/Travel/Conference Calls

- Box turtle conservation and research planning meeting with Forest Service (4/4)
- Wild rice internal planning meeting (4/4)
- Membership meeting (4/5)
- Leads meeting (4/7)
- Tribal council work session on elk (4/8)
- Forest Service tribal liaison meeting (4/9)
- CORA biologist wolf meeting (4/9)
- Hemlock Woolly Adelgid data collection training (4/10)
- Seasonal interviews (4/14)
- CORA-Forest Service meeting (4/15)
- Wolf management discussion with DNR (4/16)
- Staff meeting (4/17)
- Presentation to Audubon Society (4/17)
- Elk Expansion Committee meeting (4/23)
- DNR compartment review discussion with LTBB (4/29)

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

Vacant –Environmental Division Manager

Alexis DeGabriele– Aquatic Biologist – Wetlands (moved to Wildlife 1/27)

David Karst – Brownfield Specialist

Brooke May - Aquatic Biologist – Water Quality

Jasmine Vaquera – Air Quality Specialist
Alycia Peterson - Great Lakes Policy Specialist

Budgets Managed:

- 4571 – EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Environmental Division Capacity Building (IGAP/ BIA Capacity)
Administration/Budget/Reports/Data Entry

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

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Call

-

Brownfield Program

Administration /Reports/Data Entry

- Ordered HHW brochures for August collection event.
- Worked with Little River Holdings on possible grant application(s) for Bull Corner and Gateway Project.
- Shopped around and coordinated insurance policy for NRD drone and Lidar.
- Began planning for UAV drone training including location, time, and pricing.
- Completed Q1 PPG report
- Completed Q1 CERCLA 128a report

Field Work and Equipment Maintenance

- Inventory of UAV purchases for training beginning in May.
- Informal survey at Blue of chemicals and Brownfield related conditions.
- Policed 9th Street parking lot for solid waste.
- Site visit to Lake Street to document sunken vessel progress.

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

- Informal NRD huddles.
- Meeting with NRD director on April 4.
- NRD PPG meeting on April 8.
- NRD PPG meeting on April 22.
- Adopt a Highway program on April 8.
- 4/14 Remediation and Risk Management webinar
- Regional Tribal Operations Committee (RTOC) with EPA April 30

Water Program (106 and 319)

Administration Reports/Data Entry

- Continued work updating 319 Management Plan
- Completed Eat safe fish packets for membership meeting
- Completed PPG Semi-annual report
- Reviewed ProDSS manual and materials.
- Received comments back on WQ QAPP and started addressing comments and updating QAPP.

Field Work and Equipment Maintenance

- Put together the new YSI Multiprobe

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

- 4/8/2025: Meeting for contractor evaluation
- 4/8/2025: Environmental Division Meeting
- 4/9/2025: Michigan Hydrology and Hydrogeology Enhancement Discussion.
- 4/17/2025: LRBOI Monthly Staff Meeting
- 4/22/2025: Region 5 Tribal Water Division Call
- 4/22/2025: PPG Semi-annual Report meeting
- 4/24/2025: Region 5 Monitoring Webinar – AIS in Rivers and Streams & Monitoring issues
- 4/28/2025 & 4/29/2025: Tribal Environmental Program Management Conference (TEPM)
- 4/30/2025: Region 5 Tribal Operations Committee (RTOC) Meeting

Air Quality Program (Funded by EPA CAA 103)

Administration Reports/Data Entry

- Completed T640 Multipoint Worksheet for monthly check.

Field Work and Equipment Maintenance

- 04/01/25: Ozone Biweekly Multi-check
- 04/16/25: Ozone Biweekly Multi-check
- 04/24/25: T640 and Met Multi-check

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

- 04/01/25: Ratification of 202-2029 MOA Work Session
- 04/03/25: NHSD – Children, Schools and Wildfires in California (virtual)
- 04/05/25: Spring membership meeting
- 04/07/25: Ratification of 202-2029 MOA Agenda Review
- 04/08/25: Environmental Division Meeting
- 04/08/25: Adopt a Highway Cleanup
- 04/09/25: Ratification of 202-2029 MOA TC Meeting
- 04/09/25: LRB Discussion About Audits and MOA meeting with project officer Carter Cranberg (virtual)
- 04/21/25: Acceptance of Funds CAA 103 Agenda Review
- 04/22/25: PPG Semi-Annual Report meeting
- 04/23/25: Acceptance of Funds CAA 103 TC Meeting
- 04/24/25: EPA and Little River Grant Update meeting (virtual)
- 04/28-04/29/25: Region 5 TEPM (virtual)

Wetlands Program (Wild Rice)

Administration Reports/Data Entry.

- Completed resume reviews for Invasive Seasonal Technician positions.
- Maple River project tasks: processed check requests for CMU invoices #6 & 7; drafted Tribal Council work session, agenda request, and draft resolutions for two NOAA grant applications.
- Submitted new requisition for 2025 encumbrance for Science Museum of MN sedDNA contract.
- Began resume reviews for Wildlife Technician position.
- Began creating Survey123 form for floristic inventory.
- Began reviewing Line 5 Threatened Endangered Mitigation Plan.

Field Work and Equipment Maintenance

- 4/3/25: Olga Lake site visit- vernal pool monitoring & scouting potential Manoomin planting location.
- 4/4/25: Griffith parcel- seeding wetland restoration areas.
- 4/8/25: Griffith parcel- seeding wetland restoration areas.
- 4/9/25: Griffith parcel- seeding wetland restoration areas.
- 4/10/25: Griffith parcel- seeding wetland restoration areas.
- 4/17/25: Griffith parcel- seeding wetland restoration areas.
- 4/22/25: Sugar Shack parcel- checked sweetgrass plantings.

- 4/23/25: Griffith parcel- seeding wetland restoration areas, planted Hamlin Lake Manoomin seed in restored pond.
- 4/25/25: Griffith parcel- completed wetland restoration seeding.
- 4/25/25: Pine River bayou- planted Manistee River Manoomin seed.
- 4/29/25: Vitaz parcel- mapped invasive phragmites patch.

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

- 4/1/25: MWRI meeting + extended Tribal-only discussion of contractor issues
- 4/1/25: MWRI Monitoring & Restoration committee meeting
- 4/5/25: LRBOI Spring Membership meeting.
- 4/8/25: NOAA Manoomin Geospatial work group meeting.
- 4/9/25: Meeting at NRD office with Huron-Manistee National Forest Tribal Liaison.
- 4/10/25: LRBOI-MRWA-USACE Maple River planning meeting.
- 4/14/25: 6 interviews for Invasive Species Seasonal Technician positions.
- 4/14/25: Regional Wild Rice work group meeting.
- 4/14/25: Tribal Council Agenda Review for 2 NOAA grant applications for Maple River project.
- 4/15/25: Tribal Council Work Session for 2 NOAA grant applications for Maple River project.
- 4/16/25: Tribal Council approval of 2 NOAA grant applications for Maple River project.
- 4/17/25: presentation to Ludington Audubon Society about LRBOI's Manoomin program (outreach to 20 local community members).
- 4/26/25: ran LRBOI NRD poster booth at AFFEW Earth Day event (outreach to ~100 local community members).
- 4/28/25: TEPM virtual.
- 4/30/25: RTOC virtual.

Water Program (106 and 319)

Administration Reports/Data Entry

- Completed reporting for PPG semi-annual report #1.
- Began working on QAPP edits addressing final round of comments from EPA.

Fieldwork and Equipment Maintenance

-

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

- 4/4/25: PPG work plan meeting with Director & Wildlife Div Mgr.
- 4/8/25: Env Div planning meeting.
- 4/22/25: Env Div meeting to coordinate PPG reporting.
- 4/29/25: PLWf board meeting.

Great Lakes Policy Program

Administration//Reports/Data Entry

- 2022-2026 LH LAMP Implementation Tracking (mid-cycle) file
- Non- Native/ Invasive Spp. Identification Guide

Field Work and Equipment Maintenance

- HWA Surveys with MLCD

Meeting/Training/Travel/Conference Calls (Include Dates

-

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

April 2025

Steve Parsons

Meetings/Conferences/Trainings

- On April 1, 2025, I participated in a site visit to the proposed Tribal Cemetery in Custer, along with staff from Grand Traverse Engineering & Construction. The purpose of the visit was to determine the current condition of the site along with the remaining items that needed to be completed and whether BIA Roads funding or tribal funding would be necessary to pay for those items.
- On April 25, 2025, I participated in a virtual meeting of the Michigan Tribal Planner Network sponsored by the Michigan State University Extension Office. Also participating were tribal planners from the Sault Ste. Marie Tribe of Chippewa Indians, Hannahville Indian Community and Lac Vieww Desert Band of Lake Superior Chippewa Indians.

Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2025: Here is a list of the BIA Roads Construction Projects currently on our 2025 Tribal Transportation Improvement Plan, which we will be working on this year. Please note there was a delay in rolling out these projects due to inclement weather during the months of March and April.
 1. Loon Drive: This project was originally scheduled to include the replacing of existing pavement as needed, and replacing/upgrading the underground storm system where necessary. The section of Loon Drive slated for reconstruction will run from the area near the Roundabout to the four-way-stop intersection that leads to the Government Center and the Gathering Grounds.

After a work session with Tribal Council in 2024 to discuss the details of this project, it was determined that the best course of action was to revisit the plan design to replace/upgrade the underground storm water drainage system to make it more effective and durable.
 2. Extension of Sugar Shack Road: This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.
 3. Tribal Cemetery Road: The plan for 2025 is to use BIA Roads funding to add additional features to the Phase 1 road system in the cemetery. This will include landscaping and irrigation. However, to accomplish this, we need to install a primary electric line that would run from the Custer Township Cemetery to the Tribal Cemetery. At this time, we need additional funding for this to happen, as BIA Roads funding will not cover the entire cost. The estimate from Great Lakes Energy to run the primary line is currently somewhere between \$50,000 to \$60,000, depending on when it is done. I will likely need to meet with Tribal Council to discuss ways to come up with the funding to pay for this cost.
 4. Aki Maadiziwin Connector Road, Frost Road & US-31: This project (now in its third year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2024-2026), with the overall costs for

planning, engineering and construction estimated at somewhere between 2-3 million dollars.

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

5. US-31 Roundabout Project: The construction portion of this project was finished in October 2022. This year's activity will include the repair or reinstallation of irrigation systems (for the Little River Casino Resort and the Little River Trading Post) that were damaged during the initial road construction in 2022. Unfortunately, this did not happen in 2023, 2024, or at any point after the conclusion of the Roundabout Project.

Additional Activities

On April 1, 2025, a final inspection was completed by Mark Niesen (our building inspector) for the food preparation buildout at the Little River Trading Post (later known as Lucky Cluckers). Mark determined that the small amount of work that was necessary for the buildout did not require the tribe to issue a building permit. After the final inspection, Mark sent a final email notifying us that the work was completed and the Lucky Cluckers food deli opened the next day.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report

April-25

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	4
City Assist	2
County Assist	12
Medical Assist	3
MSP Assist	4
Other Calls for Service	1
Property Checks	499
Suspicious Person	
Suspicious Situation	6
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	
Accidents	9
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	3
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	1
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	15
Unsecured Vehicle	
Verbal Warning	9
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	3
PPO Served	1
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	5
Assault	1
B&E	2
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	1
Death	1
Disorderly	
Domestic Disturbance	3
Drive-Off	
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	1
Furnishing Alcohol to Minor	
Harassment	2
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	1
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	2
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	9
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

1

Unwanted Subject

1

Miscellaneous

Administrative Hours

272.5

Alarm

2

Attempt to Locate

1

Boat Dock Checks

Casino Hours

174.5

Civil Standby

Community Policing

1

Court Hours

4

Death Notification

Drug Disposal

Follow-Up Investigations

6

Found Property

3

Lost Property

Meetings Attended

Open Door

1

Open Window

PBT

Special Detail

2

Suicidal Subject

1

Total Complaints

56

Total Reports

56

Training Hours

38.5

Transport

1

Trespassing

Tribal Council Meetings

Vehicle Mileage

4242

Voluntary Missing Adult

Training/Travel

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

Administrative Hours	208.5	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	11	
Assist Hours	16.5	
Citation(s)	2	
Civil	2	
Misdemeanor	3	
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	35	
Contacts	489	
Court	1	
Court Hours	4	
Follow-up(s)	5	
Follow-up Hours	5.5	
Federal Citation(s)		
Hours Worked	394.5	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities	1	
PR Activities Hours	7.5	
Property Checks	180	
Snowmobile Patrol Hours		
Training(s)	4	
Training Hours	18	
Vehicle Mileage	2878	
Vehicle Stops	12	
Verbal Warning(s)	8	
Written Warning(s)		

Training/Travel

April 24, 2025 Officer Johnson-Cook attended Records Retention training at MCSD.

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

Administrative Hours	47.75
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	2
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	150
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	1
PR Activities Hours	3
Snowmobile Patrol Hours	
Training(s)	4
Training Hours	11.5
Vehicle Mileage	1840
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

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

Administrative/Reports		
Hours		
Assist Other		
Hours		
Court Cases		7
Hours		4
Property Checks		11
Hours		5.5
Screenings		123
Hours		20.75
Contraband		
Weapons		
Denials		
Surveillance		147
Hours		144.25
Training		
Hours		
Transports		1
Hours		3.75
Training/Travel		

**Tax Office
Valerie Chandler**

Tax Department April 2025 Monthly Report

Staff: Valerie Chandler, Tax Officer & MACPRA / NAGPRA Representative
Deborah Miller, Tax Department Administrative Assistant

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

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registrations
 - Certificates of Exemptions
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for the Aki Maadiziwin Tribal Community Center
 - Copies of 1099s and per capita related items (direct deposit and/or withholding) – these are forwarded to Accounting and Enrollment respectively
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, Temporary Tribal Business Tax Licenses, and tax returns.
3. Continued to work with Enrollment to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area.
4. Completed and submitted the Tax Department monthly department report for March 2025.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Aki Maadiziwin Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 6 Certificates of Exemption:
 - Purchaser: 6 RTM 0 Tribe/Entity
 - Purchase Type: 5 Vehicle 0 Construction 1 Recreational Vehicle
9. Reviewed 29 Tribal Member address and/or name changes; 6 required updating of the RTM list and database.
10. Processed 6 Proofs of Residency.
11. Processed 2 Tribal W-4 forms.
12. Processed 22 Motor Fuel Registrations.
13. Processed 10 reservations for the Aki Maadiziwin Community Center.

Recurring State of Michigan Department of Treasury Tribal Affairs Interactions:

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

Recurring Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental 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 May 2025 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,879 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Recurring Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed March 2025 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Varied Duties and Accomplishments:**

1. Processed and issued 3 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Provided re-print copies of the Annual Sales Tax Credit form and letter of verification to Resident Tribal Members as they are requested.

3. Assisted in a Tribal Historic Preservation Officer interview due to my previous experience, knowledge and employment in the department.
4. Corresponded with outside tax preparer in regards to Resident Tribal Members' eligibility for the Annual Sales Credit as well as information about the Tax Agreement Area and benefits that they can pass along to their clients.
5. Corresponded with the Ogema's office in regards to tribal citizens licensed to sell merchandise at the Spring Membership meeting.
6. Prepared brochures, printed forms, and ordered giveaway gifts for the Spring Membership meeting.
7. Corresponded with a contractor working for the Tribe on a project. Provided paperwork and copies of the Certificate of Exemption that was issued and answered questions.
8. Corresponded and shared information with Planning Director in regards to a MDOT portal which shows proposed projects on an interactive map. The Director was not aware of the portal previously.
9. Assisted a Resident Tribal Member in requesting a sales tax refund by filing a Form 5633, sending it to Treasury Tribal Affairs and corresponding with them to expedite the process.
10. Received and answered a good amount of questions in regards to tax exemptions during the month. Somewhere it was stated by someone that the tax exemption area was expanded; therefore, including most tribal members living in Michigan. Many calls were received asking about this. It was clarified that it was a rumor and what the person probably referred to is that in a recent amendment to the Agreement, the tribal government is now able to purchase vehicles anywhere in Michigan rather than just within the Tax Agreement Area.

Varied State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Processing a Form 5633 sales tax refund request for an RTM.
 - Submitted 4 venue reports for the first quarter of the year.

Varied Little River Trading Post Interactions:

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

Varied Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video reviews from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.

2. Corresponded with Human Resources to verify employees and ID numbers that were recorded on fuel logs incorrectly.
3. Corresponded with appropriate staff in regards to a food truck being on site.
4. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.

MACPRA / NAGPRA Related Interactions:

1. Attended an online presentation with the Michigan Department of Natural Resources regarding an archaeological exploration permit application. The presentation shared information already found in previous explorations underwater in Lake Huron that indicate Native American camps and hunting grounds. The applicant shared his techniques, theories, pictures, and videos.
2. Corresponded with LRBOI's other appointed interim NAGPRA representative in regards to emails we've received. Provided responses to University of Michigan, MACPRA and NAGPRA representatives, MDNR archaeologists, and the Michigan History Center curator in regards to ancestral remains, moving and storage of remains yet to be repatriated.
3. Attended and provided feedback at the online quarterly MACPRA meeting, representing LRBOI in regards to ancestral remains, artifacts, discoveries reported, proposals, and other related issues.

Meetings / Trainings Attended During the Month:

1. Attended the Spring Membership meeting on April 5, 2025.
2. Assisted with Tribal Historic Preservation Officer interview on April 10, 2025.
3. Attended online meeting with MI DNR on April 11, 2025.
4. Attended online quarterly MACPRA meeting on April 16, 2025.
5. Facilitated monthly virtual staff meeting on April 17, 2024.

Statistics:

Total Registered Resident Tribal Members (RTMs): 262

- Manistee County: 251
- Mason County: 11

Monthly Tax Revenue*:

*March 2025 amounts received in April 2025

- Retail Sales Tax (Gift Shop) \$1,311.49
- Retail Sales Tax (Nectar Spa) \$48.61
- Retail Sales Tax (Trading Post) \$1,974.54
- Service Tax \$1,146.34
- Admissions Tax \$0.00 (There were no ticket sales in March)
- Lodging & Occupancy Tax \$7,009.30
- Food & Beverage Tax \$32,061.78

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

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

- Gasoline: \$0.466/gallon
- Diesel: \$0.492/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price
*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, nicotine products, etc.)

**Tribal Historic Preservation
Vacant director**

Department - Historic Preservation Department

Department head and title - Corey Wells, THPO

April 2025 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 Oanguage} 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:

Tribal Historic Preservation Officer accomplished the following during the month:

1. Responded as appropriate to 12 requests from outside agencies (USDA, USFS, & Indianapolis Museum of Art) 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 a meeting with Michigan State University for artifact repatriation.
3. Attended a meeting with University of Michigan for ancestor repatriation.
4. Attended two meeting with the University of Wisconsin for ancestor and artifact repatriation.
5. Cleaned two offices at THP
6. Set up a map room for 106 research
7. Worked with IT to get access to THP files

8. Replaced and disposed of traditional medicines that were not usable.
9. Advised tribal citizen on funeral fire and preparations.
10. Started photographic catalog of art assigned to THPD
11. Worked on revising department goals and job descriptions

The Language Coordinator accomplished the following during this month:

1. This position is currently vacant.

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
April 2025, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

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

Billing

Water	\$11,926.35
Sewer	\$21,990.25
Irrigation	\$1,956.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$17,211.60
Septage	\$8,200.74
Other	\$123.50
Month Total	\$69,478.70
Yr. to Date Water	\$46,546.56
Yr. to Date Sewer	\$82,053.81
Yr. to Date Irrigation	\$7,389.72
Yr. to Date Fire Suppression	\$32,277.32
Yr. to Date Manistee Township	\$59,942.38
Yr. to Date Septage	\$18,519.96
Other Revenue	\$3,384.79
Credit	
Yr. to Date Total	\$250,114.54

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,797,701**
 - b. Ave Daily Flow Gallons 90,248**
- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,2251,923 Gallons**
 - b. Daily Average Gallons 107,531**
 - Effluent Gallons**
 - a. 3,529,813**
 - b. Daily Average Gallons 117,660**
 - Lagoon**
 - a. Influent 327,123**
 - b. Daily Average Gallons 10,904**
- 3. Septic Sewage**
 - a. 136,679 Gallons**

III. Travel/Trainings/Meetings

What: Limited Treatment

Who: Gary Lewis

Where: Zoom

Sponsored by: MRWA

What: Council Agenda, Gosling Czubak Contract (I.H.S. Funding)

Who: Gary Lewis

Where: Gov Center

What: MTERA Board Meeting

Who: Gary Lewis

Where: Zoom

Sponsored by: MTERA

What: Leads Meeting

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

Where: Ogema Conference room

What: Interviews

Who: Various Hiring Teams, Gary Lewis

Where: H.R. Conference Room

What: PFAS

Who: Gregory Walters, Diane Kerr

Where: Zoom

Sponsored by: EPA