

**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: November 18, 2025  
**Maanda Nji:** Re: October Operations Report



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We respectfully submit the October 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  
October, 2025

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Accounting  
Vacant CFO

# **Finance Division**

## **Cindy Dunham-Tozer, Controller**

### **October 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.

#### **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.
9. Working on all comments on the FY 2024 audit to ensure their narratives of suggestions are being implemented.

## **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. Publish standardized quarterly budget reports for the tribal membership.
2. 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**

Working on all comments on the FY 2024 audit to ensure their narratives of suggestions are being implemented.

## **STAFF ACCOUNTANT I**

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

#### **Processed Cash Receipts (saved on S Drive > Cash Receipts > 2025)**

- a. Receipt Writing in MIP
- b. Processed Deposits using Onsite Deposit for checks and Cash Deposits.
- c. Scanned Backup during processing.
- d. Cash Receipts Report – October 2025  
Month of October total: \$278,876.49  
General Revenue: \$206,314.31  
Special Revenue: \$72,562.18  
Total of 288 receipts.

#### **Journal Entries:**

Entered Journal Entries.

#### **AP**

- a. Reviewed and Approved AP Check batches for processing.
- b. Uploaded Positive Pay for check runs.

#### **Audit Response: assisted with...**

- a. Changing how Rent & Utilities Revenue & Payments are handled (I just do payment side.)
- b. Working on changing revising process for Pharmacy Revenue & Payments.
  1. Added sub accounts for Pharmacy Vendors
  2. Payments now go to 1120 Pharmacy AR

#### **Catchup work**

Printing Posted JV Reports and scanning JVs.

#### **Meetings attended:**

1. Staff Meeting.
2. Meeting downstairs after Angie left.
3. Meeting with Pharmacy.
4. Meeting with Douglas Barcy PNC

#### **Training:**

None

## **STAFF ACCOUNTANT II**

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

1. Reconcile 2 bank statements for July, Reconciled 7 Bank Statements for August, Reconciled 9 Bank Statements for September and made journal entries to finish the rest.
2. Bank, Housing, Utilities, drawdowns and misc. journal entries.
3. Review Accounts Payable Check runs
4. Scanned Bank Reconciliations & Journal Entries into S Drive

#### ***Meetings Held / Attended –***

Meeting with Bill and Cindy, Meeting with Wells Fargo & PNC, Meeting with Pharmacy

### ***Trainings Held / Attended –***

### ***Special Tasks / Activities Performed -***

Went through Housing and Utilities to make sure it matches from their software to MIP, adjusted accordingly.

Figured out why the Audit was off in Utilities of \$12,543 For 2024.

### ***Upcoming Projects / Tasks –***

Working on reconciling MIP per cap to MIP main account for FS purposes.

## **Payroll**

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

1. Processed 624 payroll vouchers/checks.
2. Verified 25 PAF's this month which included 3 new employee(s), 0 Job Change/Transfer employee(s), and 6 termed employee(s)..
3. Processed payroll and completed payroll backup cover sheet for pay dates 10/3, 10/17 and 10/31.
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 –***

10/9 & 10/23 – Payroll/HR bi-weekly meeting  
10/30 – 401K Presentation

### ***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 October 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 October 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 October and provided to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Completed quarterly reporting for 3<sup>rd</sup> quarter.



10. Prepared per cap eligibility spreadsheet for the December 15<sup>th</sup> payment and provided to the Controller for the payment calculation.
11. Completed Final Workers' Compensation Payroll Reporting Form for period 10/1/24-10/1/25.

#### ***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. Hiring for vacant Payroll/Finance Clerk position.
2. Updating life insurance adjustment spreadsheet for use in processing year end life insurance adjustments.

### **ACCOUNTS PAYABLE**

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *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.*

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

1. Send weekly R&E reports to all departments

### **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 the receiving department

***Upcoming Projects / Tasks –***

***Purchasing/Travel Manager***

***Duties and Accomplishments –***

12. Oversee the Purchasing, Travel, and Mail activities and staff.
13. Process purchase requisitions.
14. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
15. Responsible for the supply of products and services essential for the Tribe's Operations.
16. Conduct annual training to all staff on department procedures and policies.
17. Provide technical assistance to program directors.
18. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.

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

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

1. 10/3 Worked on Purchasing & Procurement Regulation draft.
2. 10/3-10/28 Updated contact information on Lowes account to AP.
3. 10/6 Reviewed Purchasing & Procurement Regulation final draft with WIPFLI.
4. 10/6-10/7 Worked on putting together RFP for mat and linen services. RFP solicited on 10/7.
5. 10/20 Agenda review; represent Temperature Control and Custom Sheet contracts.
6. 10/21 Review with Management, Purchasing & Procurement draft.
7. 10/23 Represented addendums to Temperature Control and Custom Sheet contracts to Tribal Council.
8. 10/23-24 Worked on putting work session and agenda packet together, and with vendor to addend contract with Bowen Heating.
9. 10/23 Worked with and on preventative HVAC maintenance agreements for offices located in Muskegon.
10. 10/28 Worked on putting work session and agenda packets together for Continental Linen and C&I Electric.

## **Receiving**

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

1. Received in 496 packages.
2. Issued 199 receiving reports.
3. Returned 10 item for credit.
4. Made deliveries.
5. 55 FedEx for mail clerk

### ***Meetings Held / Attended –***

### ***Trainings Held / Attended –***

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

### ***Help***

### ***Upcoming Projects / Tasks –***

shredding

## **Budget Coordinator**

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

- 1) Prepared 12 agenda items for Tribal Council Meetings
- 2) Attended 3 Tribal Council Meetings
- 3) Attended 3 Agenda Reviews
- 4) Completed 26 Budget Modifications
- 5) Prepared and submitted 29 draw downs
- 6) Prepared and submitted 15 financial status reports to agencies
- 7) Participated in ZOOM meeting with Rehman regarding indirect costs on October 6, 2025
- 8) Participated in Jury Duty on October 14, 2025
- 9) Met with Linda Hook regarding Elders Insurance on October 14, 2025
- 10) Participated in ZOOM training regarding Homeowner Assistance on October 15, 2025
- 11) Reviewed and submitted the Final 2026 Tribal Government Budget to Council on October 15, 2025
- 12) Participated in ZOOM meeting with Rehman regarding indirect costs on October 30, 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.

## **Expenditures Update**

Total year-to-date expenditures for the Finance Division through October 2025 are \$1,199,068 compared to an annual budget of \$1,572,817. Total expenses for the Finance Division for year-to-date October 2025, represent 76% of the department's total annual budget.

Commerce Department  
Jim Wabindato

## **Department of Commerce Monthly Report – October 2025**

### **Commerce Department Overview (Function and Goals)**

The Department of Commerce was established to promote the diversification of the Tribal economy, provide assistance to Tribal members in the areas of business development and job training, as well as to establish a comprehensive recording system for commercial transactions, plus real and personal property.

The goals for 2025 include most importantly to reestablish the Department and staff it in such a way as to meet the needs of the Band, its tribal citizens, and our communities. More specific goals will be included once more clearly defined.

### **Staff**

Jim Wabindato, Director

Melvin Rogers, Workforce Development

### **Commerce Department (General and Administrative)**

#### **Projects, Tasks, and Activities Update**

- Interviewed for Transportation Planning position (10/14), which will return BIA Roads, Census, and Building Permits to Commerce supervision after the retirement of Steve Parsons;
- Need to prepare a policy brief that establishes a policy agenda and calendar for 2026 through which the Band will review, update, add to existing laws and regulations related to economic activity;
- Set goal to identify means to conduct Tribal Census like the Community Well-Being Survey of last decade.

#### **Meetings, Conferences, and Trainings**

- Made brief presentation at Fall Membership Meeting (10/4);
- Discussed rural tribal health opportunities with Powers Law/Bryan Newland (10/8);
- Presented land purchase opportunities to Tribal Council and discussed need for formal land acquisition process, strategy, and investment (10/16);
- Facilitated Executive Infrastructure and Planning conversation (10/20);
  - Discussed existing efforts
  - Evaluated data resources
- Meet with Ogema to update on Commerce activities and confirm direction department and program activities (10/22 & 24);
- Met with Tribal Manager regarding ongoing and future tribal planning (and data collection) efforts (10/27).

### **Challenges and Known Issues**

Data availability and collection is nonexistent; will work to develop strategy for Commerce, Executive Departments, and the Band.

## **Workforce Development (WFD)**

### **Projects, Tasks, and Activities Update**

- Update Program guidance and develop SOPs for WFD program (Q4);
- Reviewing existing policies and procedures (Ongoing);
- Digitizing information from historical physical files to be able to conduct analysis;
  - Task assigned to administrative staff (Cailee Christenson)
- Conducted intake for five (5) clients;
  - Awaiting additional information for four (4) clients
  - Final processing of application for Career Assistance Voucher for three (3) clients
- Dispersed Funds to Tribal Citizens;
  - Career Assistance Voucher - \$600.

### **Meetings, Conferences, and Trainings**

- Attended Fall Membership Meeting (10/4)
- LRBOI and Networks Northwest (Michigan Works) – Lisa Shut (10/6)
- Facilitated 477 Planning Conversation – 477 is a federal process to coordinate family well-being and self-sufficiency programs/funds at a local tribal level (10/21).

### **Challenges and Known Issues**

- Outdated policies and procedures currently in place (solution detailed above);
- No SOPs specific to WFD in place;
  - Develop and create WFD SOPs during October and November
- Overcoming current paradigm (perceived) that tribal members believe that they should only be employed by tribal businesses and enterprises
  - Solution may include education of tribal members on how to view employment opportunities within the greater community and how that type of employment can be of benefit to the tribal community now and into the future
- Little awareness of the WFD program within the tribal community
  - Aggressive educational outreach to tribal members on the purpose, capability, and value of the WFD program to themselves and the tribal community.

## **Tribal Enterprises (including LRH)**

### **Projects, Tasks, and Activities Update**

- The Director continues to keep consistent contact with Tyler Leppanen and Brittney Drake at Little River Holdings;
- Continue to discuss new businesses, increase knowledge and mastery of existing businesses and opportunities, along with sharing more information with Tribal citizenry.



### **Meetings, Conferences, and Trainings**

- Attended Board meeting of LRH (9/15, Online);
  - General and specific conversation of the Gateway Project
  - Evaluate branding and overview of potential Manistee-based business opportunities to provide income and jobs
- Ongoing meetings with LRH staff (10/17);
- Held initial conversation with mortgage company to evaluate business partnership opportunity (10/29); will hold a follow up call between firm and staff from LRH in November.

### **Challenges and Known Issues**

- LRH staff and appointed leadership will continue communicating with tribal citizens

## **Small Business Enterprise (Tribal Citizen Business)**

### **Projects, Tasks, and Activities Update**

- Nothing of note this month.

### **Meetings, Conferences, and Trainings**

No substantial activities to report.

### **Challenges and Known Issues**

A lack of strong corporate laws and coordinated supporting tribal laws needs a deeper policy analysis to present to elected leadership. Based on feedback from leadership and citizens, Commerce will recommend updates to tribal laws and regulations.

## **Tribal Recording System**

### **Projects, Tasks, and Activities Update**

- Discussions continue with Executive Legal, Historic Preservation, BIA Roads, and Natural Resources to determine who had what kind of land records on hand and any GIS work.

### **Meetings, Conferences, and Trainings**

No substantial activities to report.

### **Challenges and Known Issues**

An inconsistent and disparate set of records will make tracking down our records difficult.

Education  
Yvonne Parsons

## ***Education Department***

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

### **October 2025 Department Report**

#### **I. Department Overview**

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

#### **II. Department reporting section**

- **LRBOI Student Services:** 5 students received funding for clothing/activities funds totaling \$2500. 2 students received senior expenses assistance for cap and gown and announcements totaling \$250. 2 students received assistance for Driver's Training totaling \$500, and one student received funding for the 12<sup>th</sup> grade computer program.
- **Higher Education Scholarship:** 8 Higher Education Scholarships were processed for September. Total awards were \$27,430 providing assistance to 3 university students and 5 community college students. Awards went to 6 women and 2 men.
- **College Book Stipend:** 15 book stipends were awarded during the month of September totaling \$8000- 5 for being enrolled in 4-8 credits, and 10 students received stipends for being enrolled in 9 or more credits.
- **Vocational Assistance:** 1 student received \$3200 for a yoga instructor training program
- **Miscellaneous:** Preparations for various activities, including Children's Halloween and Trunk or Treat for October in collaboration with Family Services and Historic Preservation, which departments took the lead, as Education held the Halloween Party for a few years when there was nobody else doing it. We had requested funding for the 2025 budget before the 2024 party happened, so it was already in our budget for 2025. Education purchased prizes for costume contest for 5 age groups, 1<sup>st</sup>-3<sup>rd</sup> prizes for each; gift cards for Elders costume 1<sup>st</sup>-3<sup>rd</sup>, for Adult costume (not elder) 1<sup>st</sup>-3<sup>rd</sup>; and 1<sup>st</sup>-3<sup>rd</sup> for public Trunk or Treat entries. This month's arts and crafts activity was held October 22, with 29 participants making fabric fall pumpkins.

**During the month of October, 2025, the following Meetings/Events were attended:**

**October 5- Fall Membership Meeting**

**October 8- First meeting of Education Department with Roz**

**October 16- Staff Meeting**

**October 21- 477 Planning Meeting in Law Office meeting request from Jim Wabindato to discuss service provision and funding across the tribe.**

**October 23- Director Meeting held at Tribal Justice Center**

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

Enrollment  
Diane Lonn

## **ENROLLMENT DEPARTMENT REPORT**

### **October Monthly Report – 2025**

**Diane A. Lonn, Enrollment Director**

#### **Department Goals**

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, new applications, per cap information, helping the individuals search for documents, directing the to the appropriate departments for help, assisting in creating new Tribal ID's, Direct Deposit, check cancellations and performing any other duties that make the department run smoothly. To continue to update the Per cap database and Tribal Members Data Base.

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

#### **Department Objectives are:**

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner.
- Enter new addresses.
- Create new Tribal I.D.s
- Enter new information into Tribal members data bases.
- Enter and update direct deposits and check cancellation information into the data base.
- Processing CDIB's
- Verifying information for Health Clinic, Family Services, Courts, Election Board, Casino
- Doing preference status for descendants and spouses 7
- Sending out information on members to DHS and low-income housing complexes.
- Inputting files into data base

#### **Duties Performed**

- Created 130 New or replaced Tribal I.D.s from 10/01/2025 through 11/01/2025.
- 157 Address changes from 10/01/2025 through 11/01/2025.
- Final rejection letters 0
- Final acceptance letters 1
- Final disenrollment certificates 0
- Provisional Rejection letters 0
- Provisional acceptance letters 0
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of decision on appeal 0
- Appeal hearing notices 0
- Extended appeal hearing notices 0
- Notice of blood quantum increase 0
- Reinstatement notices 0

- Notice of blood quantum determinations 0
- Notice of mistake of fact investigation 1
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 5 Applications received as of 10/01/2025.
- List request of Membership 0
- Label request of Membership 0
- Statistical request – Tax Department
- Inputting files into new data base

#### **Department Verifications**

- Clinic 0
- Human Resources 3
- Prosecutors Office 252
- PRC/EHAP 0
- Members Assistance 0
- Utilities 0
- Food Distribution 0
- Casino 7
- Family Services 12
- Tribal Council 0
- Natural Resources 0
- Education 2
- Gaming 0
- Work Force Development 4

#### **Ordering/Correspondence**

Enrollment verifications to other tribes 3

Sent out Per Cap Earnings information 21

1 Tuition Waiver Verifications

610 phone calls logged.

#### **Total Tribal Members Living in:**

9 County Area -1,583

Outside 9 county -2,266

Inside Michigan- 2543

Outside Michigan- 1,306

Undeliverable Addresses -9

Elders Meal Program  
Janeen Codden



## Elder October 2025 Report



Homebound and delivered meal attendances are as follows:

<b>Aki Congregate Meals</b>	<b>Homebound</b>
150	566
<b>Hackley Congregate Meals</b>	<b>Take out</b>
14	

<b>Bingo At Aki</b>	<b>Bingo At Hackley</b>
13	14
<b>Activities At Aki</b>	<b>Activity at Hackley</b>

PO #	Distribution Code	G/L	Starting	Ending
251907	4583	5204	\$5000	\$3256
251229	4583	5204	\$3525	\$3035
251905	4583	5204	\$5000	\$4221
252056	4583	5202	\$1638	\$1352

<b>Guide To PO Numbers</b>
251907  Vaneerden
251229  Gordons
251905  Sysco
252056  Townline

I returned to work on 10/20, we had positive feedback on the menu and added input from elders to what they'd like to see in the future. Bingo had a great turn out and they wore costumes for Halloween! Elders had pumpkin pie and access to candy to celebrate the holiday.

**Facilities**  
**Rusty Smith**

## ***2025 October 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**

- 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 support a safe and clean work environment.

### **II. Department Reporting Section**

For October, Maintenance provided daily custodial services, fleet maintenance, grounds maintenance, general and routine maintenance.

All requests for general and routine maintenance services, including electrical, HVAC, grounds, and plumbing send to Maintenance via email at [maintenance@lrboi.gofmx.com](mailto:maintenance@lrboi.gofmx.com). The work order system allows Maintenance to track and respond to services requests.

**Work Requests** (requests made directly to the Technicians, not included)

	Aki	Eastlake	Food Distribution	Gathering Grounds	Gaming Interim Casino	Govt. Center	Justice Center	Hackley	Natural Resources	Utilities	VSP
Equipment Repair & Maintenance	1				7	1					
Inventory/Delivery		1		1							
Key/Lock/Access					2						
General Repair & Maintenance	3		1		6						
General Service	6	1	1	1	2	3	1	2			
Building Repair Maintenance				3		2		1			
Storage/Move Location											
Exterior Services/Grounds											
Pest & Animal Control		1			2						
Fleet Services									1		
Total Per Location	10	1	3	2	6	20	4	0	3	1	0

Resolved	8	2	1	5	13	2		2	1		
In Progress	2				7	1					
Outstanding								1			
Pending		1	1	1		1					
Canceled											

*Maintenance Department Reporting Section continued:*

<b>Projects in Progress:</b>	HR Enclosure and building maintenance repairs at the Justice Center.
<b>Projects Completed:</b>	Update EVS computers.
<b>Upcoming Projects:</b>	Change single-user men's public restroom into multiple-user at the Justice Center.
<b>Future Projects:</b>	2026 Aki exterior refresh & repairs. VSP accessible parking space and signage. Justice Center building repairs Replacement of PCU-1 at the Government Center

**On-Site Vendors**

- Pest Control PM: Aki, Justice Center, Food Distribution, Natural Resources
- PCU-1 (HVAC) repair at the Government Center.

**III. Budget Expense Justification**

- |                    |        |
|--------------------|--------|
| • Phones           | \$252  |
| • Supplies         | \$126  |
| • Small Equip      | \$1870 |
| • Equipment Repair | \$180  |
| • Vehicles & Fuel  | \$716  |

**IV. Travel and Training**

- Not applicable

*End of Report*

**Family Services**  
**Janeen Codden**

## **Family Services Department**

The Family Services Department is slowly progressing forward with forward thinking and new technology. A new software program was approved, and implementation will begin November 14, 2025. This process will take about 12 weeks for all phases to be complete.

Phase 1: Scoping meetings (approx. 2-3 weeks)

Phase 2: Customization (approx. 1-2 weeks)

Phase 3: Training and Validation (approx. 2-3 weeks)

Phase 4: Importing (approx. 1-2 weeks)

Phase 5: Public Forms and Pages (approx. 2-3 weeks)

Phase 6: Additional Reporting (4 weeks)

This new software will be provided to all staff and programs within the Family Services Department, Case Management (Services only, ICWA, CCDF, etc.), Victim Services program, Family Spirit program, Be-Da-Bin (BH), Members Assistance program, and Elder Meals programs.

### **The desired outcome with the implementation of the software:**

1) Eliminate challenges of working with paper-base records/spreadsheets. They consume valuable time, causes barriers to client care/ collaboration with staff/ generating accurate reports/ allows gaps in service. Raw data collected will assist with shaping our strategies in our programs for better informed decisions in care coordination.

2) We should see a decrease in some budget items such paper, ink for printers, and file folders (all will be digital files). This will certainly remove clutter in some of our programs' offices.

October was a month of planning and organization for our Halloween Event with collaboration with Education Department and Historical Preservation. This Halloween event had trunk or treat/contest, a cultural performance put on by Corey and company, great food provided by Melissa Waitner, contest prizes from Education Department for costume contest for all age groups, free t-shirts were provided for participants if they completed an Anishinaabemowin Halloween Word Find, and great community participation. Total number of participants were about 160 people.

Attached are the programs' monthly reports for your review. \*Starting in January 2026 each program will be formatted alike as to add uniformity and ease of reading/review and will be presented to you in one report from the Family Services Department.

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	1							1		
I&Rs										
Open Cases	8	1						1		
Monthly Totals	0	1	0	0	0	0	0	2	0	0

	Case Management									
Total number living in homes served	22	3						7		1
Total number of Tribal Citizens living in homes served	8	3						7		1
Total number of descendants living in homes served	9	0						0		0
Total number of children living in homes served	6	0						6		0
Total ICWA or ICWP where substance abuse is involved	0	0						0		0
Child Abuse/Neglect	0	0						0		0
ICWA or ICWP referrals	0	0						0		0
Sexual Abuse of a child	0	0						0		0
Substantiated or Unsubstantiated by DHS	0	0						0		0
Case Pending with DHS	0	0						0		0
Relative placement	0	0						0		0
Tribal Foster Home	0	0						0		0
Non-Tribal Foster	0	0						0		0
Home	0	0						0		0
Alternative placement	0	0						0		0
Court appearances	0	0						0		0
Home Visits	19	2						1		2
Case Reviews	1	0						0		0
Binocenk	1	0						0		0



Contacts with outside agencies  
 Contacts with LRBOJ departments  
 Tribal Elders  
 Other referrals  
 Monthly Totals

5	0								5			0
8	2								0			0
57	7	0	0	0	0	0	0	0	19	0		3

Department Report : Family Services

Case Worker: Tara Cook

Reporting Period: October 2025

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	2									
I&Rs										
Open Cases	17				1					
<b>Monthly Totals</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Case Management

Total number living in home	39				1					
Citizens living in homes	22				1					
descendants living in homes	13									
living in homes served	12									
where substance abuse is										
Child Abuse/Neglect										
ICWA or ICWP referrals										
Sexual Abuse of a child										
Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement										
Tribal Foster Home										
Non-Tribal Foster										
Home										
Alternative placement										
Court appearances										
Home Visits	30				1					
Case Reviews	1									
Binojeeuk										
Contacts with outside agenci	8	1								4
Contacts with LRBOI depart	24									
Tribal Elders	2									
Other referrals										
<b>Monthly Totals</b>	<b>151</b>	<b>1</b>			<b>3</b>					<b>4</b>

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

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
I & R's	1				1					
Intakes					1					
Open Cases		1		1	12			1		
Monthly Totals	1	1		1	14			1		

Case Management

Total number living in homes served	1	10		4	38			3		
Total number of Tribal Citizens living in homes served	1	2		1	21			2		
Total number of descendants living in homes served	0	1		3	11			0		
Total number of children living in homes served	0	8		3	14			1		
Total ICWA or ICWP where substance abuse is involved	0	0		0	2			1		
Child Abuse/Neglect	0	2		0	1			0		
ICWA or ICWP referrals	0	2		0	0			1		
Sexual Abuse of a child	0	1		0	0			0		
Substantiated or Unsubstantiated by DHS	1	2		0	2			1		
Case Pending with DHS	1	2		0	2			0		
Relative placement	0	0		0	2			0		
Tribal Foster Home	0	0		0	0			0		
Non-Tribal Foster	0	2		0	0			0		
Home	0	0		0	2			0		
Alternative placement	0	0		0	0			0		
Court appearances	0	0		0	1			0		
Home Visits	2	2		2	24			1		
Case Reviews	1	1		1	1			1		
Biometric	2	2		0	2			2		
Contacts with outside agencies	29	129		0	226			0		
Contacts with LRBOI departments	0	19		36	67			0		

Tribal Elders  
 Other referrals  
**Monthly Totals**

0	0		0	2		0		
0	0		0	0		0		
38	185		50	418		13		

### Monthly Site Dashboard Report

Date Range of Report: Oct 01, 2025 - Oct 31, 2025

Date Report Generated: Nov 04, 2025

#### Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	15	8	28

#### Total Unique Clients who received at least 1 visit between Oct 01, 2025 - Oct 31, 2025 by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	7	0	10

#### Total New Clients enrolled between Oct 01, 2025 - Oct 31, 2025 by type

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

#### Total Visits between Oct 01, 2025 - Oct 31, 2025 by staff person

Name	Total Visits	Form Type
Holly Lindsey	2	Prenatal Visit/Encounter Form
Holly Lindsey	11	Postpartum Visit/Encounter Form
Holly Lindsey	15	Child Visit/Encounter Form
Holly Lindsey	7	Fathers and Others Visit/Encounter
<b>Total</b>	<b>35</b>	

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

No data for this section

#### Open Referrals

No data for this section

#### Forms "In progress"

Client	Client Type	Form Type
<b>SCRIPT tab modified between Oct 01, 2025 - Oct 31, 2025</b>		
Client	Client Type	HSID



**LRBOI VICTIM SERVICES PROGRAM  
MONTHLY REPORT  
October - 2025**

**VSP MONTHLY SUMMARY REPORT**

**PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS**

Continued Cases	19
New Cases	3
Closed Cases	1
Referrals and Contacts Received	3
Client Face to Face Contacts	13
Client-related Phone, Email, and Text Contacts	131
Client-related Direct Service Units Provided by Advocates	545
Client-related Accompaniment Provided by Advocates	1

**MEETINGS**

Staff Meeting(s)	4
Program Case Reviews	0
Community Collaboration Meetings	13
Other Meetings	4

**STAFF DEVELOPMENT/TRAINING**

Virtual Training	17
In Person Training and Conferences	4
VSP Sponsored Training Events	0
Other Trainings	0

**OUTREACH & NETWORKING EFFORTS**

Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	2
Community Table Events	1
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	534
VSP Presentations	0
Networking Activities	4
VSP Website Updates	0
Other Efforts	0

## **LRBOI Be Da Bin Behavioral Health Program    October 2025 Report**

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

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

**Autumn Myers is the Prevention Specialist. She continues to help plan events and organize Be Da Bin spaces. She attended the following trainings: She is connecting with the area schools, Youth Armory Project, Staircase, and the library. She is working on plans for Culture in the Community for the youth Armory Project; building a storyteller program; event/class in beading and Winter Solstice. She attended webinars: Adolescent Depression and Suicide: Understanding the Risks, Prevention, and the Role of Technology; Alcoholism: the Facts, Comorbidities, and Treatments; Conflict of Interest: Ethnical Dilemmas and Conversations. She is working her Work Plan for a Certified Prevention Specialist through MCBAP.**

**Angela Schwandt has 43 clients. She had 72 individual sessions, 31 follow up calls, 1 referral, and 4 hours telepsychiatry. She had court for a client that took time. She met with Tribal Council for Acceptance of MDHHS Grant Funds for FY26 of the Tribal Behavioral Health Initiative Grant. She attended the Membership meeting(10/4), (SAPC) Suicide Awareness and Prevention Coalition meeting on October 8, 2025 and the Trunk or Treat Event.**

**Dottie Batchelder-Streeter currently has (51) 41 clients and 10 Recovery Support clients. (to be discharging some soon). She had 4 referrals to an inpatient facility and 3 to other facilities. Dottie had 38 individual sessions, and 74 follow up calls. She had 1 crisis client this month. Dottie co-chairs the Manistee Suicide Prevention Coalition but could not attend this month as she attended the quarterly Tribal Behavioral Health Communication Network meeting in Harbor Springs on October 8-9, 2025. She met with Samaritan Way , new to Manistee Area, but in Muskegon to be a referral source for treatment and MAT services. She attended the Membership meeting (10/4); the Soul Shop, suicide prevention training on October 28, 2025, and Truck or Treat Event. Dottie received her MCBAP certification renewals for the State of Michigan (CADC, CCS-M, CPR).**

**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. Very busy month.**

**Respectfully submitted,**

**Dottie Batchelder-Streeter**



**Food Distribution**  
**Jamie Friedel**





# Food Distribution Program

## October 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 44 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 2 new Households.

We have a total of 93 households with 169 total participants.

We sent out 4 Applications.

Grants  
Jessica Steinberg

## LRBOI Grants Department

### Monthly Report of Activity – October “Biinakwii-giizis” 2025

#### Grant Department Overview and Function within LRBOI: Overview

The Grant Department of the Little River Band of Ottawa Indians (LRBOI) works on behalf of the membership of the Band, finding resources to supplant and support the objectives of the Little River Band of Ottawa Indians Strategic Plan. The 5-Year Strategic Plan adopted May 3, 2023, Vision Statement reads:

*“The Little River Band of Ottawa Indians (LRBOI) Legislative Vision is to strengthen and revitalize our tribal existence by exercising our sovereignty while enhancing the wellbeing of our tribal members. Create sustainable and diverse economic growth for our nation to improve the lives of our tribal members.”*

The Grant Department works to identify grant and funding opportunities that align with this strategic vision, and departmental programs, services, functions, and activities (PFSAs) for the benefit of the members of the Band, and to reduce the amount of enterprise revenues dedicated to support those efforts. The Grant Department reviews potential grant opportunities, and notifies directors, managers, and supervisors of those potentials. In addition, the Grant Department reviews the Federal Register daily, as new opportunities, changes to programs, and policy mandates are published in the content. There are several sources for grant announcements, *grants.gov* is the primary reviewing tool.

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 must align with the adopted LRBOI strategic plan. 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 15<sup>th</sup> of each succeeding year.” The strategic plan defines Tribal priorities that best serve our members and reinforce the sovereign dominion of the Tribe’s lands and governance. A copy can be found on the Band’s website, *lrboi-nsn.gov*., under the Legislative tab, ‘Resolutions,’ May 2023.

#### Projects, Tasks and Activities

Assigned tasks current funding opportunities:

- Tribal 105(l) Lease Agreements: This is ongoing. Limited architectural plans are stored in the lower-level cages, with incomplete information or architectural plans due to on-site changes and retrofits.
  - The Grant Writer will review existing information for the following buildings and will need to secure accurate plans and square footage calculations for the buildings. That list includes:

2608 Government Center Drive, Manistee	4905 Harvey Street, Muskegon
310 9 <sup>th</sup> Street, Manistee	2840 Orchard Hwy, Suite D, Manistee
3031 Domres Rd, Manistee	2967 Dontz Road, Manistee
1101 W Hackley, Muskegon	2953 Shaw Be Quo Ung Road, Manistee
1478 E Ellis Road, Muskegon	

## GRANTS DEPARTMENT REPORT – OCTOBER 2025 CONTINUED:

The Grant Writer is drafting a letter for approval by the Ogema and Tribal Council resolution, to open negotiations in January 2026 with the Bureau of Indian Affairs, Office of Self-Governance, and the Indian Health Service, Office of Tribal Self-Governance, regarding the 105(l) lease. The agreement will be inclusive of all available square footage utilized by the Tribe for the purposes of performing the compacted programs, functions, services, and activities under the multi-year funding agreements. The calculation of anticipated reimbursement can be negotiated as the ‘actual costs’ of operations (utilities, heating/cooling, communication) or a commercial rental fee, whichever is advantageous to the Band. This work is ongoing.

- The Centers for Medicare/Medicaid Services, as part of the U. S. Department of Health and Human Services, “Make American Healthy Again” initiative, held webinars in September regarding the Rural Health Transformation Initiative (RHT), with dedicated funding of \$50 billion in total funding available; \$10 billion per year beginning in 2026. The initiative is only open to States – Tribes are not eligible to submit for the funding directly and must be part of a State’s funded plan. The five initiatives for funding include:
  - “Make rural America healthy again” – support innovations and access to promote preventative health and address root causes of disease.
  - “Sustainable access” – assist rural providers to become long-term access points for care (staff retention) by improving efficiency and sustainability.
  - “Workforce development” – attract and retain highly skilled health care workforce through stronger recruitment and retention of providers in rural communities.
  - “Innovative care” – spark growth of innovative care models to improve health outcomes, coordinate care, and promote flexible care arrangements.
  - “Tech innovation.” – foster innovative technologies that promote efficient care delivery, data security, and access to digital health tools by rural facilities, providers, and patients.

The Michigan Department of Health and Human Services (MDHHS) met with tribal health directors regarding this initiative, and on October 14<sup>th</sup>, the Grant Writer was directed to draft a plan that would fit the state’s initiatives for the funding, with input to be provided by the Health Director. The Grant Writer completed the plan and proposed budget on Friday, October 17, submitting it to the Health Director and Lead Staff for review. The Health Director completed the MDHHS survey indicating the areas of interest for LRBOI regarding the funding application. LRBOI’s plan is ready to submit at any time MDHHS advises they have been awarded funding. It is anticipated that the Tribe’s will be provided a set aside of 10% of the total funding MDHHS receives under this initiative. LRBOI awaits the notification from MDHHS regarding their plan submission.

- Research: Grants.gov and the Federal Register for applicable grant announcements. Fourteen (14) funding opportunities were distributed to Directors for consideration. Department Directors are responsible for notifying the Grant Department regarding the intent to submit for the grants, or other grants, which may support program initiatives and services. The opportunities identified:
  - Historic Preservation – one NOFA; National Park Services; Native American Graves Protection and Repatriation Act (NAGPRA), repatriation cost supports
  - BEDABIN Behavioral Health – two NOFA’s; Centers for Disease Control and Prevention (CDC), Drug Free Community (DFC) Initiative, strengthening collaborations; MDHHS Opioid Settlement funds

## GRANTS DEPARTMENT REPORT – OCTOBER 2025 CONTINUED

- Family Services – two NOFA's; CDC/DFC, case managed care/professionals, Administration for Children and Families (ACF), supporting court ordered foster care placements
  - Utilities – one NOFA; Michigan Department of Agriculture and Rural Development (MDARD), supporting infrastructure development
  - Clinic Services – one NOFA; CMS/MDHHS/Rural Health Transformation, plan/budget drafts
  - Commerce – two NOFA's; MDARD, business development; infrastructure development
  - Housing – two NOFA's; HUD; Community Development Block Grant (CDBG), Indian Housing Block Grant (competitive)
  - Planning – one NOFA; Department of Transportation (DOT) Highway Safety education
  - Tribal Court – one NOFA; ACF, supporting court ordered foster care placements/court costs
  - Family Services, Elder Meal program – one NOFA/PLAN; Title VI Elder Services, plan completed with budget for council approval prior to submission
- Research: Other: the grant writer supports departments with research and information regarding federal programs, federal rules regarding programs currently implemented at LRBOI, and makes available supporting sources from the Federal Register, Self-Governance Communication and Education Tribal Consortium, Indian Health Services, the Bureau of Indian Affairs and legal networks (when appropriate).
    - Tribal 477: The Grant Writer continues to work on this initiative with the Commerce Director. The draft plan is 65% completed. Next steps will be to finish the plan and include current grant funding that meets the criteria for plan inclusion.
    - Manistee Area Racial Justice and Diversity Initiative (MARDJI): The Grant Writer has been invited as a tribal elder to participate in a panel discussion regarding the Oscar nominated movie, "Sugarcane" to be previewed on November 3, 2025, at 7 p.m. The Grant Writer accepted the invitation and researched Michigan Indian enrollment/attendance specific data for the event, along with U.S. legislative history and policy.
    - The Grant Writer researched and wrote Anishinaabemowin language into the play drafted by the Tribal Historic Preservation Department, performed on October 30, 2025, at the Aki-Maadiziwin Community Center's Trunk-or-Treat event. The story was about zigeme's (mosquito's) beginnings. The Grant Writer included the story with the Anishinaabe language narration included in parts, at the event.
  - The Grants Writer presented grant process information to LRBOI Directors at their meeting on 10/23/2025. The process can be found on the "L" drive (internal) and includes a form for submission that must be completed prior to grants being submitted for approval by the Tribal Council. The process has been in place since 2023.

*On October 1, 2025, the United States federal government "shut down" operations due to the lack of adoption of the federal budget, or a continuing resolution to fund the government. The federal budget appropriates funds to granted programs and initiatives, including programs for LRBOI like Commodities, the Low-Income Home Energy Assistance Program (LIHEAP), Title VI Elder Meals, Child Care development Fund, solar energy development, self-governance programs and other programs. Programs were funded in earlier appropriations measures, however, due to staffing furloughs at the federal agencies, funds are not being distributed in a timely manner or remain held-up pending grant submissions and programmatic review. At the end of October, the government remained shut down, primarily due to lack of agreement on tax subsidies for persons participating in the federal health insurance marketplace. While LRBOI enjoys Indian Health Service revenues that support our health care operations, our citizens also participate in programs like Medicare and Medicaid. These are valuable dollars that can be recovered and supplant our health care service costs.*

## **GRANTS DEPARTMENT REPORT – OCTOBER 2025 CONTINUED**

*The full impact of the shutdown, including the stoppage of Supplemental Nutrition Assistance Benefits (SNAP) that support our families outside the service delivery area, remains to be evaluated for our LRBOI population. The Grant Writer is assisting departments upon request with identification of supplanting services to meet the needs of our people, however, most programs are local to Michigan residents. Most federal programs are not fully funded currently, and grants while at forecast status, are not being released for plan submissions, as funding availability is not certain.*

*Hopefully, the government shut down will end soon, and grant availability will begin at full force. (LRBOI may need to hire an additional staff member once grants become available to meet submission deadlines).*

**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 Wever, DPM, MPH, Health Director/Physician  
Janice Grant, Clinic Supervisor  
Gina Dahlke, PRC/EHAP Supervisor  
Kate Gilbert, Chief Pharmacist

**Date:** Nov 5th, 2025

**Re:** October 2025 Report of Activity – Tribal Health Services



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

**CLINIC OPERATIONS: MANISTEE LOCATION**

299 patients scheduled

14 patients NO-SHOW to scheduled appointments

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

93 cancelled appointments

197 patients attending CLINIC PHYSICIAN appointments\*\*

38 patients PHONE TRIAGE\*\*

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

88 Clinic Referrals – requiring action by providers and staff

**TOTAL PATIENTS SEEN IN OCTOBER (Total Patient Volume): 799**

Diabetic patients:	52
Flu Vaccines:	56
Injections:	15
Nursing Visits:	5 **
On-site Labs:	148
COVID-19 Tests:	0

\*\*Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 992

DIRECT CALLS TO CLINIC OPERATIONS: 467

SENT FAXES: 196

RECEIVED FAXES: 574

**TRANSPORTS - MANISTEE 11**

**OCTOBER 2025**

TRAVEL HOURS: 18

SERVICE HOURS: 11

NUMBER SERVED: 13

**MEDICATION DELIVERIES: 4**

TRAVEL HOURS: 1

SERVICE HOURS: ½

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 19

TOTAL SERVICE HOURS: 11 ½

TOTAL NUMBER SERVED: 17

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

**CLINIC OPERATIONS: MUSKEGON LOCATION**

223 patients scheduled

13 patients NO-SHOW to scheduled appointment

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

59 cancelled appointments

35 clinic referrals – requiring action by Providers and Staff

162 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 52

Flu Vaccines: 27

Injections: 10

Nursing Visits: 2

On-site Labs: 79

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 296

**TRANSPORTS - MUSKEGON: 6**

**OCTOBER 2025**

TRAVEL HOURS: 9 ¼

SERVICE HOURS: 7 ¾

NUMBER SERVED: 6

**MEDICATION DELIVERIES: 2**

TRAVEL HOURS: 1

SERVICE HOURS: ¼

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 10 ¼

TOTAL SERVICE HOURS: 8

TOTAL NUMBER SERVED: 8

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$103,000.00**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1554

TOTAL PRC PAID IN OCTOBER: \$60,977.63

PHARMACY/OTHER: \$45,760.77

DENTAL: \$12,036.11

TOTAL PATIENTS: 244 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 477

TOTAL CLAIMS ENTERED: 395

TOTAL PRC PAID 2025: \$491,252.06

TOTAL EHAP PAID IN OCTOBER: \$41,840.58

TOTAL EHAP PAID 2025: \$377,819.96

TOTAL ENROLLED EHAP/LRBOI: 1269

NEW APPLICATIONS MAILED OR GIVEN: 25

REASSESSMENTS MAILED OR GIVEN: 77

**MEDICARE LIKE RATE (MLR) Savings for October 2025**

Claims submitted: 4 \$7,763.05 (total submitted)

-\$1,629.91 (what we paid)

**\$6,133.14 (total savings)**

**PHARMACY, MANISTEE:****OCTOBER 2025**

Active patients:	385	
Prescriptions filled:	1852	
Receipts:		
Insurance payments received:		\$223,728.27
Non-member cash/copays received:		\$1,191.70
Less acquisition cost of medications:		\$75,324.47
Net profit:		\$149,595.50
PRC-equivalent write offs:		
LRBOI:	\$18,789.93	
Other Tribes:	\$1,693.26	
TOTAL:	\$20,483.19	

**PHARMACY, NORTON SHORES:****OCTOBER 2025**

Active patients:	208	
Prescriptions filled:	900	
Receipts:		
Insurance payments received:		\$136,424.22
Non-member cash/copays received:		\$224.21
Less acquisition cost of medications:		\$44,117.73
Net profit:		\$92,530.70
PRC-equivalent write offs:		
LRBOI:	\$9,668.89	
Other Tribes:	\$433.92	
Total:	\$10,102.81	

2025 Health Services Department - Manistee Location

Clinic Operations

2025	Patients Scheduled		No Show	Cancelled Appt	Same-Day Appt	Patients Seen**	Telephone Visits**	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	332	-	164	399
February	253	31	81	5	146	41	742	552	78	53	4		15	3	126	9	953	662	3	163	361
March	291	13	96	13	195	36	799	564	81	76			23	4	197	6	1,013	495	2	169	439
April	250	15	66	7	176	40	769	549	55	67			25	4	150		872	480	1	148	429
May	228	14	54	1	161	30	831	639	62	68			12	1	143	5	744	464		167	432
June	243	21	47	2	177	31	748	538	52	62			22	2	162	3	848	528		124	456
July	256	22	58	9	185	41	721	488	96	57			14	7	138	9	818	425		160	460
August	283	26	63	2	196	36	706	474	80	68	5		28		157	7	848	471		159	505
September	299	14	93	5	197	38	799	559	88	52	56		15	5	148	3	992	467		196	574
October																					
November																					
December																					
Totals	2,364	181	625	47	1,605	322	6,694	4,739	680	574	74		170	28	1,372	49	8,050	4,325	6	1,450	4,055

\*\* 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 Vgits**	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	128	4	32	3	95	29	500	376	88	28	-	-	-	-	70	-	186	-	-	-
February	133	4	45	7	91	41	684	552	78	23	-	-	3	-	42	-	240	-	-	-
March	154	4	36	9	123	36	724	564	28	38	-	-	7	1	54	3	240	-	-	-
April	185	10	56	19	138	40	728	549	33	54	-	-	20	1	71	2	203	-	-	-
May	186	10	46	11	141	30	811	639	36	49	-	-	13	1	52	7	236	-	-	-
June	175	5	52	5	123	31	693	538	24	41	-	-	11	1	53	2	307	-	-	-
July	192	11	49	5	137	41	670	488	44	53	-	-	16	4	70	2	343	-	-	-
August	167	10	56	12	113	36	623	474	23	29	5	-	7	1	51	1	423	-	-	-
September	223	13	59	11	162	38	761	559	35	52	27	-	10	2	79	1	296	-	-	-
October																				
November																				
December																				
Totals	1,543	71	431	82	1,123	322	6,194	4,739	389	367	32	87	11	542	18		2,474			

\*\* Denotes total included in Total Patient Volume

NOTE: Telephone & Chart Reviews include both Mandatree & 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 October 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

Jim Stuck - Housing Maintenance Technician

Mike Pannill – Housing Maintenance Technician (PT)

#### **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: 6

Leases renewed: 7

New leases: 1

Annual Inspections: 6

Move-out Inspections: 0

Move outs: 1

Transfers: 0

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

Applications received this month: 2

Total Number of Awards made during the Year: 7

Total Amount of Awards for the Year: \$29,733

##### **C. For the month of October, the weekly ride to the store for our AKI elders occurred 4 times for 3 different elders.**

##### **D. The new lines for the streetlights in the AKI community was completed on October 13, 2025; we should have no further issues with the streetlights going out whenever there is rain or snow. We also worked with government maintenance to have the fix the light to the sign that sits on Dontz Rd for the Aki community sign. The light to that sign hasn't worked in years but now it will with new electrical lines and new lights. Ya!**

##### **E. Housing Director completed the FY2026 Indian Housing Plan that needs to be submitted by October 20<sup>th</sup> to HUD for acceptance. The estimated amount for FY is \$596,887. UPDATE: Completed and sent to HUD on October 17<sup>th</sup>. Although HUD is currently closed to the federal government shut down, therefore, we have not received any word from them.**

##### **F. The Housing Director attended a Great Lakes Indian Housing Association (GLIHA) meeting October 13-16 in Baraboo, WI at Ho-Chunk Casino and Resort. These meeting are always a wealth of information for networking with other Tribal Housing organizations but also in hearing from the various presenters. Next meeting will be end of February 2026 in Mt. Pleasant, MI.**

- G. The Housing Director attended the TC North Housing Summit in Traverse City, MI on October 27<sup>th</sup>. This provided information on what is going on within the state for other Housing organizations/agencies, presentations included modular home building, MSHDA programs available, and LIHTC information.
- H. Housing Director attended the LRBOI Directors meeting on October 26<sup>th</sup> at the justice center from 8:30 AM until 2:30 PM. Various topics were covered in this meeting pertaining to Directors/supervisors/coordinators from the various depts of LRBOI.
- I. Housing Director attended the State of MI Statewide Partnership as a member of the partnership with the state. The meeting was held via zoom on October 22<sup>nd</sup>. Next years schedule for these meetings were provided and the April 2026 meeting is mandatory in person in Lansing.

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

- A. Notice of Delinquency issued: 8
- B. Termination Notice(s) issued: 3
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

**III. Condition of Properties.**

- A. Maintenance currently has 4 units to complete for a move in.
- B. 28 Work orders were completed in the month of September.

**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 80 were rented giving us an occupancy rating of 95%.

- A. Aki has 58 income based rental units of which 55 were rented during the month as follows:
  - 1. Aki has 9 low income elder designated rental units and 8 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 29 are rented.
  - 4. Aki has 6 low income family ADA rental units and 5 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 26 are rented.

**V. Plans for the Future.**

- A. Do a RFP for the rebuild of the lost home in AKI. – Talked with insurance claim officer and found out we can order a new home for the most recent unit as our insurance covers replacement of the unit.
- B. Complete and put out for bid RFP for Housing Needs Assessment. Completed – just has to go to Purchasing to put out for bid
- C. Complete and put out for bid a RFP for a consultant out of the MSHDA Pre-Development grant not to exceed \$75,000. – Working with Beaux Consulting who will assist on the RFP for this project.
- D. Putting together a RFP to send out to Architect/Project Manager for the bidding process of completing the other projects we need to complete.

**End of Report**  
**Tara Bailey, Housing Director**  
November 10, 2025

**Human Resources**  
**Alicia Goff**

**To:** Ogema Romanelli  
**From:** HR Department  
**Subject:** September 2025 HR Department Report  
**Date:** 11/10/2025

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

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

### **1) HR 2025/2026 Operational Plan**

- a) Continuation of the BambooHR Human Resource Information System integration.
  - i) October Summary: October continued with much recruiting, project work, continued research and planning for benefit plan quality, (accessibility and price) processes, and a conference call with Principal and Wells Fargo regarding possibilities of 401k plan upgrades available through a change of vendors. There was also significant Talent Acquisition work as staffing requirements continued in departments such as Natural Resources and Food Distribution, and the Health Clinic. HR has established a Temporary Employment application in BambooHR. We have a link posted on the LRBOI Employment Portal and it allowed us to create a "Temp Pool" as well as a Tribal Member pool (as required by the Indian Preference Ordinance) for future openings. There are currently 7 Tribal members in the "Temp Pool". An audit was started of employee files. HR has completed two thirds of the review and will have results and recommendations for our November report. I-9 training was completed by two staff members.
  - ii) Additional research has been ongoing into process for background and drug screening. Personal Security Consultants is the firm that runs our fingerprint reports, and we have a handle on that process. We also now have set up drug screenings with USDTC (US Drug Testing Centers) so are up to date with that as well. The background checks are fairly simple process wise and there are no issues there. There was a software issue with the Fingerprint application in Public Safety and as a work around, Gaming has agreed to do the fingerprinting until Public Safety is back on-line.

### **2) Talent Acquisition**

- a) Talent Acquisition Improvement Project
  - i) Action:
    - (1) Number of Hires During the Month: 1
    - (2) Number of Hires Year to Date: 38
    - (3) Number of Applicants for September through BambooHR:
      - 173 New Candidates
      - 4,972 Posting Views

### **3) Talent Development and Relations**

- a) Completed Performance Reviews Returned to HR: 2
- b) Completed PIPs Returned to HR: 0

#### 4) HR Department Development Initiatives

- a) Continued training on BambooHr implementation, processes and procedures. HR is planning to additional training on BambooHR for the remainder of 2025 in order to start taking full advantage of everything the system has to offer.

#### 5) Benefits and HR Administration

- a) Continued working to improve and identify benefit process issues and concerns.
  - (1) Completed 401(k) audit work with minimal findings, none considered major by the auditors. 5500 report and audit documentation were filed in a timely fashion. Audit findings are attached to this report.
  - (2) Continued previous Benefits Work Priority: 1 – Benefits Reconciliation, 2 - – 401(k) Provider initial research on getting competitive proposals from other qualified firms (other than John Hancock) 3-Open Enrollment prep work
- b) Continually adjusting methods for tracking to simplify the data collection process for metrics (including the use of BambooHR for this process).
- c) Leave Cases
  - i) FML: 4
  - ii) IFML: 2
  - iii) Bereavement: 7
  - iv) LOA: 1
  - v) Education: 4

#### 6) Safety

- i) Recordable Injuries: 1

#### 7) Tribal Preference Report

Tribal Members = 111

Native American = 9

Tribal Spouse or Parent = 16

Tribal Descendant = 11

Non-Preference = 83

#### Notes on Tribal Preference:

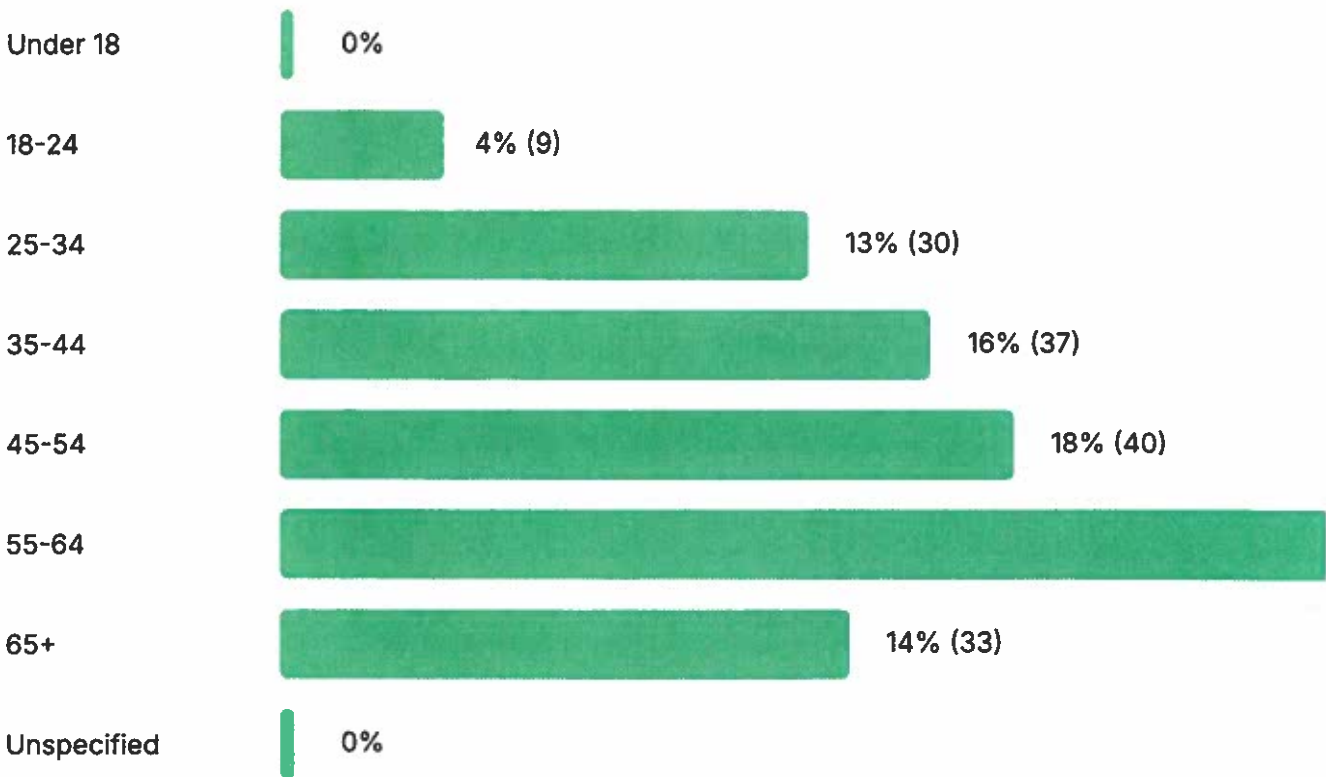
1. This conversation continues: This is an issue vital to the organization. Prior LRBOI Government HR leads proposed forming a Tribal Development Task Team. The team would have brought together partners from Education, Workforce Development, Little River Casino and Resort, and Human Resources. We are currently discussing with Director of Commerce, Jim Wabindato, solutions to the issue of Tribal member development in preparation for employment within the various Tribal entities (LRBOI, LRCR, LRH).
2. **HR would like clarification on the Preference Ordinance, Article IV, 4.01, item c. The way this item is worded has created a conversation in which HR would like to get clarification on how this part of the Preference Ordinance should be applied.**

\*We have attached reports created through BambooHR for LRBOI Age Profile and Employee Satisfaction Survey results to date. HR included a sample survey comment for review, all of the comments are available to review through the system.

11/10/2025  
Age Profile



Breakdown By Age

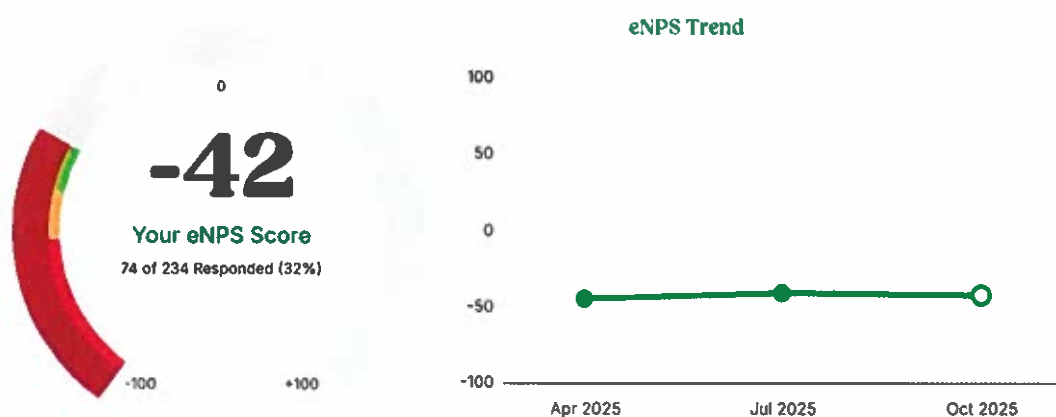


Name ↑	Age	Job Title	Department	Division	Location
<a href="#">Abrielle Briske</a>	23	Victim Advocate - Manistee	Family Services	None	Manistee



11/10/2025

## Employee Satisfaction (eNPS®)




### Scores Across Company

Department Company Score (-42)

Gaming -40 

Family Ser... -60 

Natural Re... -62 

Health Clinic -80 

 23 Department are too small to show

Division Company Score (-42)

None -48 

 1 Division is too small to show



## What People Like

Number of Responses

- > Employee Benefits and...  7
- > Positive Workplace...  6
- > Job Satisfaction and...  6
- > Benefits and Resource...  5
- > Employee Benefits and...  4
- > Friendly and Family-lik...  3



## What People Dislike

Number of Responses

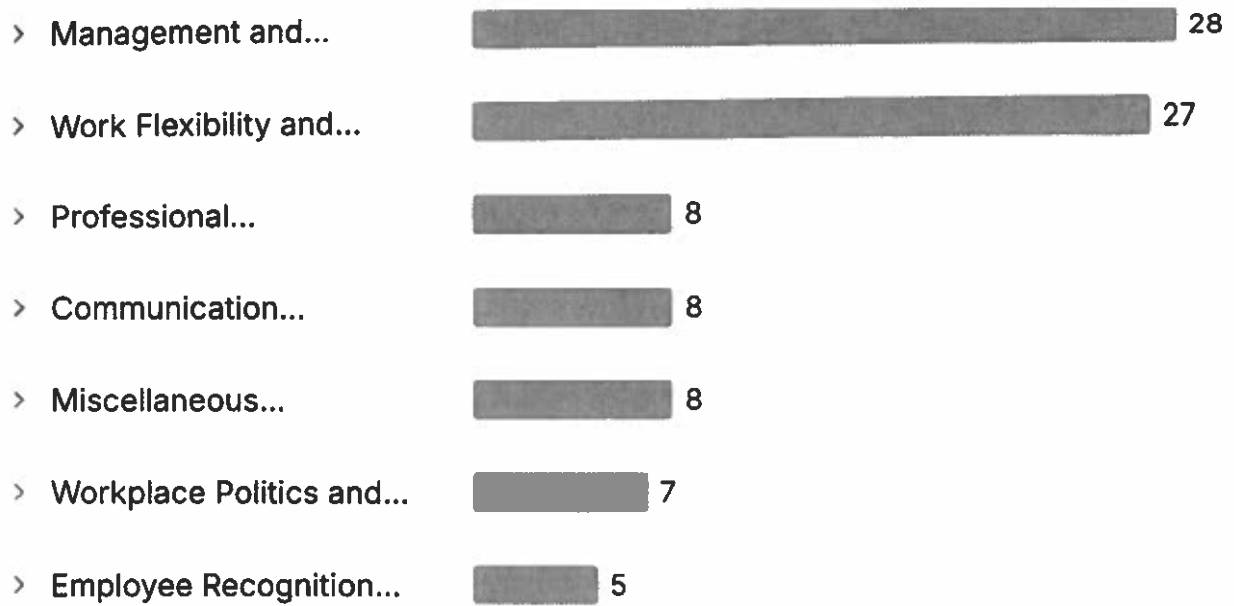
- > Leadership and...  26
- > Salary and Workplace...  23
- > Management and...  21
- > Miscellaneous...  8
- > Career Development...  4



## Employee Suggestions

Number of Responses





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**Information Technology  
Vacant Director**

**INFORMATION TECHNOLOGY DEPARTMENT**  
**MONTHLY REPORT**  
**OCTOBER 2025**

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**Duties and Accomplishments:**

1. Ordering/facilitating set-up of workstation kiosks under capital projects which is part of the Wi-Fi funding project.
2. Set up for Membership Meeting, including offering support to the Election Board.

**On-going IT projects:**

1. SharePoint lift with Arctic IT.
2. Verizon cost reduction/plan changes.
3. Internet contract renewal.
4. Kiosk deployment to Muskegon and Manistee offices with Arctic IT.
5. AD review and cleanup of user accounts.
6. Halo Ticketing System training/configuration.
7. Windows 11 upgrade.
8. HyperVisor evaluation.
9. Planned implementation of Deep Freeze software.
10. SharePoint training program in process.
11. POTS line replacement.
12. Muskegon security camera system. TKS evaluating system restructure.

**Help Desk Tickets:**

95 tickets opened, 90 have been closed, 5 are assigned and being worked on.

**Meetings Held/Attended:**

1. Held ongoing meetings with Elevate and Arctic IT.

**Trainings Attended:**

None

Submitted by Bill Willis, Tribal Manager

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: November 3, 2025  
Re: October 2025 report of activities

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Number of tribal members assisted on new issues	69
Number of referrals received	4
Number of continuing cases:	30

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Appeal
Wills	Parenting Time
Trusts	Cremation
Estate Planning	Felony
Medical Power of Attorney	Personal Protection Order
Limited Power of Attorney - Minor	Real Estate
Power of Attorney	Criminal
Amend Estate Planning Documents	Garnishment
Adult Guardian - Visitation	Conservator – Adult
Lease With Option to Purchase	Land Contract Payoff
Wage Assignment	Evictions
Civil	Name Change - Adult
Collections	Purchase Agreement
Probate Estate	Custody
SSD Denial Appeal	Show Cause

Small Claims  
Probate Estate Accounting  
Medicaid  
Certificate of Trust  
Disability Discrimination  
Garnishment of Income Tax Refund  
Installment Payments  
HUD Housing and Gifts  
Power of Attorney Acceptance  
Adult Guardian – Out of State  
Probate Estate – Out of State

Minor Guardian  
Income Tax Repayment  
SSA  
Survey  
Home Insurance  
Adult Protective Services  
Hospice  
EDRO  
Annulment  
Contract Liability

Sample of Work Performed:

Assisted a tribal member obtain a EDRO from state court when the Michigan Office of Retirement Services would not accept and EDRO signed by the LRBOI tribal court judge

Assisted a tribal member file a small claims action against someone who refused to repay a loan

Assisted a tribal member with a Limited Power of Attorney for their child to allow someone to care for their child for six months

Assisted a tribal member by getting a creditor to accept a lesser amount when their paycheck was garnished

Attended

Membership Meeting

Director's Meeting

**Members Assistance**  
**Janeen Codden**

## Members Assistance Department    October 2025 Report

### **Assistance Programs**

Rental/Mortgage: 5 households

Emergency Transportation: 3 households

Elders Chores: 2 Households

Low Income Energy Assistance: 5 Households

Food Assistance: 8 Households

Home Repair: 3 households

Office Visits: 25

Applications: Available at front desk, in Members Assistance Department office, USPS mail, email, and given out at the Fall Membership Meeting

Phone Calls: Robin- 87 Gina-20 (Gina's phone is finally working and receiving calls)

Catastrophic Disaster Relief: 0

*"It has been a busy month for walk-ins, often with multiple clients arriving per day. Most of the office visits are from citizens dropping off applications, providing additional documentation, needing to use the copier/printer, and needing assistance filling out applications or other paperwork", Robin, Program Specialist*

### **Budget Update**

Director of Family Services submitted to Tribal Council requesting a supplemental appropriation for \$300,000. \$180,000 will be placed into client services and \$120,000 will be placed into elder insurance. This item is on the Tribal Council agenda for 11/12/2025.

Renewal for the elder insurance through Humana for Y2026 has been passed. The renewal application has been sent to Humana and will renew January 1, 2025.

We are still in a holding pattern whether the LIHEAP funding will be available in 2026.



Natural Resources  
Frank Beaver



**Gaá Čhing Ziibi  
Daáwaá  
Aniřhinaábek**

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

**310 9<sup>th</sup> Street  
Manistee, MI 49660  
(231) 723-1594**

**October 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
- Vacant - Fisheries Technician, Inland

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

- Managed budgets
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries
  - 4068 BIA Inland Natural Resources Rights Protection
  - 4018 Great Lakes Fisheries Assessment
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
- 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.
- 2023 Decree information exchange/ reporting.
- Monitored reporting requirements for inland and great lakes fish harvest and permits.
- Implementation of the Fisheries Division work plans.

### **Equipment maintenance/Field Work/Lab Work:**

- Nmé, Lake Sturgeon:
- Sturgeon Habitat collaborative grant communications
- Monitoring of Pit antenna array for detections and operation
- Detected a 10 year old sturgeon from 2015 SRF release detected during Oct.
- SRF winterization
- Drafting annual sturgeon report

- Michigan Fisheries Society awards coordination work
- Stocking database updates
- Inland Fisheries:
- Downloaded water temperature logger data in Upper Manistee watershed for 2025 season
- Assisted GVSU partners with eDNA sampling in North Branch Manistee River in support of Arctic Grayling reintroduction
- Conducted Arctic Grayling electrofishing survey in North Branch Manistee River
- Conducted Arctic Grayling scouting trips in attempt to recapture Arctic Grayling hatched in spring 2025
- Began data analysis/writing reports to summarize 2025 field season
- Great Lakes Fisheries Assessment Program:
- Data QAQC, GL nets, age structure preparation
- Camera surveys (Arcadia) (10/8)
- Commercial sub-sampling (10/9)
- Fall spawning assessments (Arcadia and Ludington) (10/14-16)
- E-fishing NBMR arctic grayling assessment (10/17)
- Fall spawning assessments (Arcadia and Ludington) (10/27-29)
- Camera surveys (Ludington) (10/30)
- Net and equipment maintenance
- Assessment nets and gear preparation for assessments.
- Net repair, Blue clean-up/organization
- Assessment nets repair maintenance

#### Meetings/Training/Travel/Conference Calls

- Inland Fisheries Technician Position Interviews (10/1)
- Environmental Division Manager pre-hiring HR meeting (10/2)
- Great Lakes Fisher Trust, Scientific Advisory Team Meeting, Virtual (10/14)
- Creel survey discussion w/ Texas Parks and Wildlife Coastal Fisheries Division (10/14)
- Inland Fisheries Committee Meeting, Virtual (10/15)
- Attended October 2025 IFC meeting (10/15)
- Creel survey discussion w/ Mississippi Dept. of Marine Resources (10/16)
- Monthly LRBOI Staff Meeting (10/16)
- Interview, Research alternative sea lamprey control methods (10/16)
- Great Lakes Fishery Trust, Ludington barrier net meeting, virtual (10/17)
- NRD Leads meeting (10/20)
- Ludington Audubon Presentation- Nmé program (10/23)
- Presented on Arctic Grayling reintroduction at Sable Dunes Audubon Society meeting (10/23)
- Presentation on Lake Whitefish, Ludington Audubon Society Meeting (Ludington) (10/23)
- Creel survey discussion w/ Louisiana Dept. of Fisheries and Wildlife (10/27)
- Michigan Arctic Grayling Initiative coordinated stocking evaluation meeting, virtual (10/28)
- NRD Staff meeting (10/31)

<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  
4137 BIA Great Lakes Restoration Initiative, Native Species

### **Wildlife Program**

Sean Hollowell – Wildlife Division Manager  
David Heit – Wildlife Biologist  
Maille O'Toole – 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
  - 4580 Autumn Olive Removal
  - 4581 Monarch Habitat Establishment
  - 4595 At Risk Turtle Conservation
- 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.
- Tested field equipment.
- Purchased fieldwork equipment.
- Worked check station for tribal hunters and trappers.
- Reached out to partners on turtle conservation.
- Worked on Michigan American marten white paper review.
- Arranged conference logistics.
- Elk expansion habitat analysis.
- Began heavy equipment training.
- Coordinated invasive species removal on tribal property with restoration firm.
- Completed 90 day performance review of Wildlife Technician.
- Reviewed applicants for Environmental Division Manager position.
- Scheduled elk hunter orientation for November.

- Posted job announcements for Forest Ecologist, Forest Technician, and Wildlife Biologist.
- Conducted Division-wide Job Hazard Analysis regarding barbed wire removal.\
- Accepted funds to expand turtle conservation program.

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

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Collected sd cards from AHDriFT monitors
- Removed autumn olive on tribal property, including wastewater treatment site
- Full release of headstarted box turtle
- Checked turtle nest boxes for hatchling emergence
- Regularly checked released turtle
- Tracked turtles that overwinter on Forest Service timber sale site
- Conducted vernal pool monitoring on both tribal and Forest Service lands
- Removed barbed wire from wetlands on tribal land
- Removed turfgrass from Aki pollinator prairie restoration site
- Spread native prairie seed at Aki restoration site and at Griffith
- Collaborated with Little Traverse Bay Band of Odawa Indians biologists to track box turtles with trained dog

#### Meetings/Training/Travel/Conference Calls

- WTC meeting (10/1)
- Pre-hiring meeting w/ HR re: EDM (10/2)
- Monthly staff meeting (10/16)
- Invasive Species State Management (10/17)
- NRD leads huddle (10/20)
- Tribal FF pay reform (10/21)
- CORA tribal biologists meeting (10/22)
- Directors meeting (10/23)
- Huron-Manistee National Forest Good Neighbor Authority discussion (10/28)
- EDM hiring meeting (10/29)

#### Wetlands Program (Wild Rice)

##### Administration Reports/Data Entry.

- · Created Wetland powerpoint for Newaygo CSP presentation.
- · Drafted 2 letters of support for ISN grant applications.
- · Completed wetland/Wild Rice sections of PPG semi-annual report, worked with Environmental Division to finalize reporting, and submitted report to EPA Teams site on 10/31.
- · Submitted budget mod for fund 4543.
- · Began organizing field season photos & backing up field data.

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

- · 10/4/25: NRD Table at LRBOI Fall Membership Meeting (outreach to ~100 LRBOI members).
- · 10/7/25: led Wetland field trip & gave presentation about wetlands & Wild Rice to Newaygo CSP (education/outreach to 30 adult students).

- · 10/7/25: MWRI meeting.
- · 10/14/25: NOAA Geospatial Manoomin Project work group meeting.
- · 10/17/25: EGLE-Tribal meeting to discuss state invasive species management plan.
- · 10/17/25: Manoomin Gathering planning meeting.
- · 10/22/25: EGLE Microplastics Virtual Summit.
- · 10/27/25: meeting with Wildlife Div Manager and Director re Wild Rice program budget.
- · 10/27/25: travel to Sault Ste Marie for MTEG.
- · 10/28/25: MTEG day 1.
- · 10/29/25: MTEG day 2.
- · 10/30/25: Indigenous-Led Data Management Workshop & travel back from Sault Ste Marie.
- · 10/31/25: NRD staff meeting.

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

- · 10/1/25: Manistee River- completed density monitoring of 7 Manoomin beds (20 plots), harvested seed for restoration, and performed ghost count.
- · 10/2/25: Houghton Lake- completed density monitoring and bed area mapping of Middle Grounds Manoomin bed.
- · 10/6/25: High Bridge parcel- vernal pool monitoring.
- · 10/8/25: Olga Lake- vernal pool monitoring.
- · 10/8/25: Griffith parcel- site visit & Wildlife Div job hazard analysis preparing for barbed wire removal.
- · 10/13/25: Vitaz parcel- mapped phragmites patches with Arrow GNSS receiver.
- · 10/14/25: Area 51- assisted with autumn-olive treatment.
- · 10/23/25: Griffith parcel- removed barbed wire from wetland restoration area

#### **Environmental Division Capacity Building (IGAP/ BIA Capacity)**

##### **Environmental Division**

Vacant –Environmental Division Manager  
 Alexis DeGabriele– Aquatic Biologist – Wetlands  
 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
- 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**

- Prepared updated Excel spreadsheet of program priorities for future publishing
- Created and verified drone hardware in a spreadsheet
- Prepared additional paperwork Phase II assessments
- Closeout for travel to Detroit for Sustainability Conference
- Completed PPG report for EPA submission (Note that EPA is unable to process or confirm receipt due to government shutdown)
- Documented Sugar Shack open dumping for Spring Cleanup

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

- Assisted in partial reorganization and cleanup of storage room in NRD building
- Policed NRD Parking Lot for solid waste.
- Cleaned various unwanted items, solid, from EPA truck
- Organized large items from storage room and Environmental wing on 9th Street building
- Sugar Shack, Area 51, and Bull Corner site visits
- Technology activity with Jay and Andre

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

- ESRI training/webinar on October 1 and 8- Cartography



- October 7 HHW steering committee meeting in Ludington
- Monthly staff meeting on October 16
- MTEG virtual; on October 28 and 29
- Part 107 webinars October 14 and 15

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

- COC forms for chemical water samples.
- COC forms for Zooplankton samples.
- Set up document for PPG report.
- Filled out water quality section for the semi annual Q2 PPG Report for EPA.

**Field Work and Equipment Maintenance**

- Calibrated YSI sampling equipment.
- · Bottle Prep for water and zooplankton sample collection.
- · Water quality sampling on stream, river, and lake sites (17 sites).
- · Chemical water samples collected at stream, river, and lake sites (17 sites).
- · Zooplankton samples collected at stream, river, and lake sites (17 sites).
- · Transported water samples to GLEC Lab.

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

- 10/9/2025: Reared EBT Update Meeting
- 10/16/2025: Claybank Creek Discussion Meeting
- 10/16/2025: LRBOI Monthly Staff Meeting
- 10/22/2025: Great Lakes Microplastics Summit
- 10/22/2025: EPA Grants Competition Process Webinar
- 10/28 – 10/29: Michigan Tribal Environmental Group Meeting

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

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

**Field Work and Equipment Maintenance**

- 10/01/2025: Ozone Biweekly Multi-check
- · 10/17/2025: Ozone Biweekly Multi-check
- · 10/23/2025: T640 and Met Multi-checks
- · 10/27/2025: Ozone Biweekly Multi-check

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

- 10/16/2025: ITEP Outreach hand Education Office Hour (Virtual)

- 10/28-10/29/2025: Michigan Tribal Environmental Group (MTEG) Meeting (Sault Ste. Marie, MI)
- 10/29-10/30/2025: Indigenous-led Monitoring and Data Management Initiatives Workshop (Brimley, MI)

### **Great Lakes Policy Program**

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

- LRBOI NRD Website content

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

- 

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

- Tribal-EPA Mining Call (10/2/25)
- MLWP meeting (10/7/25)
- Captive-reared EBT Update (10/9/25)
- AFS fisheries community check-in (10/14/25)
- LRBOI monthly staff meeting (10/16/25)
- Tribal mining call (10/16/25)
- MCD Board Meeting (10/21/25)
- Lake Huron Partnership Meeting (10/23/25)
- Enbridge Line 5 Tunnel - Section 106 Mitigation Meeting (10/24/25)
- MTEG (10/28/25-10/29/25)
- \*Enbridge Line 5 Tunnel - Monthly Section 106 Meeting (10/31/25)

Planning  
Steve Parsons

## **BIA ROADS/PLANNING DEPARTMENT REPORT**

October 2025

Steve Parsons

### **Meetings/Conferences/Trainings**

- On October 7, 2025, I attended a virtual meeting with members of the MDOT North Region Office to discuss possible Transportation projects of interest to both LRBOI and MDOT. MDOT staff who attended the virtual meeting included: Dan Wagner, Regional Manager; Krista Phillips, Operations Engineer; and Heidi Planeauf, North Region Planner.
- On October 16, 2025, I attended the virtual staff meeting for Tribal Government employees.
- On October 17, 2025, I attended the monthly virtual meeting of the Tribal Planners Network hosted by the Community Outreach staff at Michigan State University. Attendees included planning staff from other Michigan tribes.
- On October 20, 2025, I attended a meeting organized by Jim Wabindato, Commerce Director, to discuss infrastructure planning and public financing. Also attending the meeting were: Gary Lewis and Diane Kerr representing the Utilities Department; Tara McCollum, Housing Director; Jessica Steinberg, Tribal Grant Writer; Rusty Smith, Facilities Supervisor; and Tyler Leppanen and Brittney Drake, representing Little River Holdings.
- On October 23, 2025, I attended the meeting/training for Tribal Government department directors.

### **Activities/Accomplishments/Updates**

- **BIA Roads Construction Projects for 2025:** Here is a rundown of the status of BIA Roads Construction Projects for 2025.
  1. **Loon Drive:** This project was scheduled to include the replacing of existing pavement as needed, and replacing/upgrading the underground stormwater system where necessary. The section of Loon Drive slated for reconstruction runs from the area near the Roundabout to the four-way-stop intersection that leads to the Government Center and the Gathering Grounds. The contract for this project with Walton Contracting was approved by Tribal Council on August 20, 2025.

The project was tentatively scheduled to begin on September 22, 2025, and was scheduled to take 2-3 weeks to complete. By the beginning of October 2025, the project had not yet started—primarily due to the lack of documentation regarding insurance coverage and necessary bonding. The documentation would later be provided, and we were able to issue a written “Notice to Proceed” to the contractor.

The contractor did complete the paving portion of the project on October 14, 2025. And, work on the replacement/upgrade of the underground stormwater system is scheduled for the week of November 10-14, 2025. If all goes well and the weather cooperates, final restoration of the site should be completed by the first week of December 2025.
  2. **Extension of Sugar Shack Road:** This project was intended to 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.

Unfortunately, we did not receive an updated Environmental Assessment (EA) for the project, and as such, no Environmental (NEPA) Clearance was approved by the area BIA office.

Unable to move this project forward, it had to be postponed until 2026 and will appear on the 2026 TTIP that will be submitted to the BIA.

Once we receive that NEPA Clearance next Spring, we can move forward on bidding out the project, getting contract approval from Tribal Council, and scheduling work on the project for next year.

3. Tribal Cemetery Road: The plan for 2025 was to use BIA Roads funding to add additional features to the Phase 1 road system in the cemetery, which would have included landscaping and irrigation. However, to accomplish this, we needed 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. Corey Wells, the new Tribal Historic Preservation Director, will be taking over the Tribal Cemetery project beginning in 2026. Corey will also be responsible for exploring ways to come up with the funding to pay for this cost.
4. Aki Maadiziwin Connector Road, Frost Road & US-31: This project is designed to provide an alternate route to access the Aki Maadiziwin housing complex. In 2025, the focus was on 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. Another potential funding option that will be explored early next year is the Tribe applying for funding through the BIA Roads High Priority Project (HPP) program. HPP funding is additional funding that can be accessed through a competitive application process.

**Public Safety**  
**Robert Medacco**

**Little River Band of Ottawa Indians**  
**Department of Public Safety Monthly Report**  
**October-25**

<b>General Patrol</b>	
Assist Citizen	
Assist Motorist	
Assist Other Agency	12
City Assist	5
County Assist	8
Medical Assist	6
MSP Assist	1
Other Calls for Service	1
Property Checks	751
Suspicious Person	
Suspicious Situation	1
Well-Being Check	7
<b>Traffic/Vehicle</b>	
Abandoned Vehicle	
Accidents	16
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	2
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	18
Unsecured Vehicle	
Verbal Warning	9
Warning Ticket	
<b>Processes</b>	
Bench Warrant Entered	
Civil Process (Paper Service)	4
PPO Served	
Federal Docket Ticket	

**Criminal Offenses**

Animal Neglect	1
Arrest	6
Assault	1
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	1
Disorderly	1
Domestic Disturbance	4
Drive-Off	
Drug Violation/VCSA	8
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	
Fraud	2
Furnishing Alcohol to Minor	
Harassment	2
Health & Safety	2
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	1
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	16
Public Peace	
Resisting	
Robbery	
Sex Offense	



**Criminal Offenses Continued**

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

1

**Miscellaneous**

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

304.75

105.25

4

4.5

6

1

64

64

41

1

1

4184

**Training/Travel**

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

Administrative Hours	198	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	16	
Assist Hours	11.5	
Citation(s)	2	
Civil	4	
Misdemeanor		
City Assist	3	
City Assist Hours	1	
City Original		
City Orgininal Hours		
Complaints	25	
Contacts	461	
Court		
Court Hours		
Follow-up(s)	7	
Follow-up Hours	4	
Federal Citation(s)		
Hours Worked	412.75	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities	6	
PR Activities Hours	20	
Property Checks	150	
Snowmobile Patrol Hours		
Training(s)	10	
Training Hours	29	
Vehicle Mileage	2965	
Vehicle Stops	5	
Verbal Warning(s)	2	
Written Warning(s)		
<b>Training/Travel</b>		

October 1, 2025 Officer Johnson-Cook attended Taser/Nonlethal Training at Justice Center.  
October 6, 2025 Officer Bruce and Gunderson attended Active Shooter Exercise at LRCR.  
October 30, 2025 Officer Johnson-Cook completed low light firearms qualifications.

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

Administrative Hours	38	
Arrest(s)		
Male		
Female		
Assist(s)		
Boardings		
Catch Inspections		
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Original		
Complaints		
Contacts		
Court		
Court Hours		
Dock Checks	4	
Follow-up(s)		
Follow-up Hours		
G/L Marine Patrol(s)		
Hours Worked	136.5	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
PR Activities		
PR Activities Hours		
Snowmobile Patrol Hours		
Training(s)	6	
Training Hours	18	
Vehicle Mileage	1884	
Verbal Warning(s)		
Written Warning(s)		
<b>Training/Travel</b>		

October 8-9, 2025 Lt Robles attended CORA LEC Meeting in Brimley, MI.

**Little River Band of Ottawa Indians**  
**Court Security Activities**  
**October-25**

Administrative/Reports		
Hours		
Assist Other	1	
Hours	0.25	
Court Cases	5	
Hours	3.25	
Property Checks	10	
Hours	2.5	
Screenings	112	
Hours	14.5	
Contraband	1	
Weapons		
Denials		
Surveillance	139	
Hours	139.75	
Training	3	
Hours	6.5	
Transports		
Hours		

### Training/Travel

October 6, 2025 Officer Bush participated in Active Shooter Response Exercise at LRCR.  
 October 29, 2025 Officer Bush completed low light firearms qualifications.  
 October 30, 2025 Officer Hornkohl completed low light firearms qualifications.

**Tax Office**  
**Valerie Chandler**

## **Tax Department October 2025 Monthly Report**

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

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

### **\*Recurring Duties and Accomplishments:**

1. Responded to inquiries and requests 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
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 September 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 4 Certificates of Exemption:
  - Purchaser: 4 RTM    0 Tribe/Entity
  - Purchase Type:    4 Vehicle    0 Construction    0 Recreational Vehicle
9. Reviewed 31 Tribal Member address and/or name changes; 6 required updating of the RTM list and database.
10. Prepared and mailed 9 Proof of Residency request letters.
11. Processed 1 Proof of Residency and documentation.
12. Processed 0 Tribal W-4 forms.
13. Processed 12 Motor Fuel Registrations and/or motor fuel database updates.
14. Processed 11 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 Tax 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 November 2025 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,166 Trading Post Motor Fuel and Tobacco receipts for Tribal Member, Tribe, and Casino 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 September 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 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Continued to correspond with vendor and Resort staff in regards to custom reports and the setup of the swipe cards for the Trading Post. The tobacco portion has been tested and is complete. The vendor is having some difficulty with the fuel portion.

3. Tax Officer met and discussed with interview team and Human Resources staff regarding an offer for a candidate after the first selection declined the position.
4. Corresponded with tribal members requesting a Temporary Tribal Business Tax License in order to sell crafts at the Fall Membership Meeting.
5. Notified the Ogema's Office with a list of vendors for the Fall Membership Meeting so that they were provided with a table.
6. Prepared handout materials and set up informational booth at the Fall Membership Meeting.
7. Corresponded with Blarney Castle Oil account representative regarding adjusting the Tribe's tax exempt fuel deliveries for the remainder of the year for a closer proximity to our year quota usage.
8. Started the process to request a temporary assistant due to the two-week notice received by the current department Administrative Assistant.

*Varied State of Michigan Department of Treasury Tribal Affairs Interactions:*

1. Corresponded with Treasury staff regarding:
  - Information that Treasury requested for their new database

*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, and logging of purchases.

*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 staff to verify tribal employee status.
3. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.
4. Corresponded with the Resort's entertainment buyer regarding a question received by a potential performer in regards to taxes on sales of merchandise sold during a concert at the Resort.

*MACPRA / NAGPRA Related Interactions:*

1. Reviewed NAGPRA notices of ancestral remains discovered and site dispositions.
2. Reviewed MACPRA minutes and information in preparation for the next monthly meeting.
3. Collaborated with University of Michigan NAGPRA office regarding the pre-transfer arrangements of ancestral remains and objects from two different mound sites. The Tribe will repatriate these remains and items in November.

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

1. Attended Fall Membership Meeting on October 4, 2025.



2. Met with Human Resources staff and interview team on October 13, 2025 in regards to candidate offer.
3. Attended monthly MACPRA meeting online on October 15, 2025.
4. Facilitated monthly virtual staff meeting on October 16, 2025.
5. Attended Directors' meeting on October 23, 2025.
6. Attended NAGPRA pre-transfer meeting online on October 27, 2025.

**Statistics:**

Total Registered Resident Tribal Members (RTMs): 255

- Manistee County: 244
- Mason County: 11

**Monthly Tax Revenue\*:**

\*September 2025 amounts received in October 2025

- Retail Sales Tax (Gift Shop) \$1,554.98
- Retail Sales Tax (Nectar Spa) \$67.93
- Retail Sales Tax (Trading Post) \$2,007.68
- Service Tax \$1,255.89
- Admissions Tax \$1,993.49
- Lodging & Occupancy Tax \$17,103.05
- Food & Beverage Tax \$33,371.10

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

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

- Gasoline: \$0.470/gallon
- Diesel: \$0.501/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**  
**Corey Wells**

***Department - Historic Preservation Department***

***Department head and title - Corey Wells, THPO***

***October 2025 Department Report***

**1. Department Overview**

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage and bring that heritage back into living memory 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 responsibilities.
  - ▶ Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
  - ▶ Coordinate cultural, historical and traditional events of Tribal entities.
  - ▶ Hold events that support and preserve the culture and language of the Tribe.
  - ▶ 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.

**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 21 requests from outside agencies (US Dept. of the Army. USFS & MDOT) 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. Artifact return meeting with private collector
3. Planning meeting with Commerce Department
4. Planning meeting with Family Services (x3)
5. Attended a meeting with Michigan State University for collections search to identify collections that need to be returned to LRBOI (ongoing monthly for 1000+ artifacts).
6. Attended pre-transfer meeting regarding ancestor repatriation from University of Michigan (18 ancestors)
7. Consultation with Field Museum of Chicago on ancestor remains.
8. Director Meeting
9. Received shipment of returning artifacts.
10. Ancestor Repatriation meeting with University of Wisconsin.
11. Various meetings for cultural and historical input and advice.
12. Coordination meeting with LTBB THPO.
13. Elder Committee meeting to update on THP and work with them planning Ghost

Supper and the annual Elders event.

- 14.477 Planning meeting with various departments.
15. Waasiigwaagani-Giizhigad planning and coordination.
16. Conducted Waasiingwaagani-Giizhigad event.
17. Continued to clean offices and file paperwork in THP.
18. Worked on revising department goals.
19. WS with Tribal Council on Budget Mod.
20. Conducted ceremonies, and cultural guidance when asked.
21. Worked to update analog audio and video files to digital format.

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

1. This position is currently vacant. (duties fulfilled by THPO)
2. Provided updates to the language website
3. Provided Language guidance for various LRBOI Departments
4. Provided cultural guidance for various LRBOI Departments
5. Provided language learning color book for Waasiigwaagani-Giizhigad event. 120+ filled out language sheets returned.

#### **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.

Utilities  
Gary Lewis

**Utilities Department**  
**Gary M. Lewis, Utility Director**  
**October 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
- Headworks project ongoing
- Safety Grate / Generator Project in progress

**Billing**

Water	\$13,133.49
Sewer	\$28,500.77
Irrigation	\$2,991.02
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$15,271.43
Septage	\$10,097.44
Other	\$120.00
Month Total	\$78,183.48
Yr. to Date Water	\$128,186.87
Yr. to Date Sewer	\$268,199.98
Yr. to Date Irrigation	\$27,575.28
Yr. to Date Fire Suppression	\$80,693.30
Yr. to Date Manistee Township	\$144,112.63
Yr. to Date Septage	\$84,029.40
Other Revenue	\$4,162.29
Credit	
Yr. to Date Total	\$736,959.75

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 4,419,732**
    - b. Ave Daily Flow Gallons 147,324**
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 3,377,779 Gallons**
    - b. Daily Average Gallons 108,960**
  - Effluent Gallons**
    - a. 3,869,958**
    - b. Daily Average Gallons 124,837**
  - Lagoon**
    - a. Influent 252,641**
    - b. Daily Average Gallons 8,421**
- 3. Septic Sewage**
  - a. 180,402 Gallons**

### **III. Travel/Trainings/Meetings**

**What: MTERA Board Meeting**

**Who: Gary Lewis**

**Where: Zoom**

**Sponsored by: MTERA**

**What: Leads Meeting**

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

**Where: Ogema Conference room**

**What: Interviews**

**Who: Various Hiring Teams Gary Lewis**

**Where: H.R. Conference Room**

**What: Online Safety Classes**

**Who: Various WWTP Staff**

**Where: WWTP**

**Sponsored by: I.H.S.**