

Little River Band of Ottawa Indians  
Departmental Monthly Reports  
April 2024

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Accounting  
Angela Rabb

# Finance Division

## Angela Rabb, Chief Financial Officer

### April 2024 Department Report

#### I. Department Overview

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

b. **2024 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2024 will be to continue to improve accounting systems and processes.

#### Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2024 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources in reviewing/changing existing department job descriptions.

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

#### Objectives:

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2021. Kathleen Bowers and I attended training for Indirect Costs in August 2023. We learned that BIA has authorized submission of IDC proposals using audited financial statements from 3 years prior instead of 2 years prior to year in question. This should make it quicker to submit proposals and get them approved. We will be working on 2022 and 2023 IDC proposals in May 2024.

6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.
7. Upgrade MIP Accounting software to achieve more efficiencies in processing purchase orders and accounts payable.

## **Property Management:**

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

**Objectives:**

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

## **Budgeting:**

***Goal: Improve the accuracy and usefulness of budget information.***

**Objective:**

1. Formulation and assembly of 2025 budget.
2. Publish standardized quarterly budget reports for the tribal membership –January – March 2024 is due April 30, 2024.
3. Improve tracking and handling of property tax issues for all tribal owned properties

## **Purchasing/Travel:**

***Goal: Improve efficiency of processes and reduce costs.***

**Objective:**

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

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

## **II. Department Reporting Section**

### **AUDIT 2023**

Rehmann Robson has sent an engagement letter for the audit of the FY 2023 Financial Statements. The letter was approved by Tribal Council, signed by the Ogema and sent back to Rehmann. The field work for audit is scheduled to start April 29, 2024.

## SENIOR STAFF ACCOUNTANT

### *Duties and Accomplishments –*

1. **Projects: No Projects have been - assigned to:** The Construction Task Force committee for approved purchases and payments April, no activity: at this time.
  - i.
  - ii.
  - iii.
2. **Cash Receipts:** Daily cash receipts totaled for the month of April were \$1,386,690.74 the General & Special Revenue Account had a total of (311) receipts.
3. **NGLC:** Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow-up to who is collecting the Balance.
4. **Pharmacy:** Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,
5. **Fixed Assets Account Group:** Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2023, with the ongoing Inventory there will be several updates as it relates to the assets being no longer in service, several disposals have been identified.
6. **2023 - Single Audit – Audit Field Work – Audit, Organization financial statements and compliance with Federal awards – Prepping for 2023 Audit.**
7. **1099MISC/1099NEC.** – 2023 tax year was sent out in the week of Jan 22nd - 26<sup>th</sup> of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2023. Continued to send tax documents out to the membership / Vendors.
8. **WEX Card- Monthly Report,** removed the terminated employees, scheduled the payment, and reviewed and reconciled the report to the payment.
9. **Tribal Financial Statement Requirements:** Due by the 8<sup>th</sup> of the month.
  1. Cash Deposits – to the Bank Statement.
  2. Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.
  3. Utilities report – current payments – monthly report of payments.**Construction Task Force –Weekly Meeting - Thursday – review - No Meetings**  
**Other Meetings: Staff Meeting –**  
**Audit Meeting – April 8th**

### *Other Items:*

## STAFF ACCOUNTANT

### *Duties and Accomplishments –*

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

## 7. Run Bank Deposits

**Meetings Held / Attended** – Staff meeting, Government Center Sign, Audit, Gaming Commission

**Trainings Held / Attended** – Amplifund

**Special Tasks / Activities Performed** – Review and approve A/P check run

**Upcoming Projects / Tasks** – Audit

## Payroll

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

1. Processed 385 payroll vouchers/checks.
2. Verified 24 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 4/5 and 4/19.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

### ***Meetings Held / Attended*** –

- 4/11 – April monthly staff Meeting
- 4/25 – Payroll/HR meeting

### ***Trainings Held / Attended*** –

None

### ***Other Tasks / Activities Performed*** –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2023 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in March and April as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in March and April as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of April to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Prepared and filed necessary quarterly reporting for the 1<sup>st</sup> quarter.
10. Provided requested items needed for annual audit.

### ***Ongoing Projects / Tasks*** –

1. Reissuing outstanding per capita checks that have been uncashed.

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

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

1. Completing the member eligibility count for the July 1<sup>st</sup> per capita distribution.
2. Providing member eligibility to CFO for calculation of July 1<sup>st</sup> per capita distribution.

#### **ACCOUNTS PAYABLE**

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

#### **Meetings Held / Attended**

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

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



## **Upcoming Projects / Tasks**

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

### **PURCHASING/ TRAVEL OFFICE**

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

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

#### ***Meetings Held / Attended –***

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

1. Backup for the Tax Officer

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

### ***Purchasing/Travel Manager***

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

1. Oversee the Purchasing, Travel, and Mail activities and staff.
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.

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

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

1. 4/4 work session on Chapter 1 Purchasing and Procurement Regulation.
2. 4/11 & 12 assisted and solicited RFP for Phase I Environmental Assessment.
3. 4/11 Updated contact and court contract flow charts.
4. 4/15 agenda review, on proposed revisions to Chapter 1.
5. 4/15 updated Small Procurement flow chart.
6. 4/16 participated in MDOT clean-up on behalf of the tribe.
7. 4/17 Tribal Council Meeting, on revisions to Chapter 1.
8. 4/24 Tribal Council Meeting, on revisions to Chapter 1.
9. 4/17-4/30 Updated purchasing policies and procedures 5.1.1 through 5.2.13.
10. Set up Robert's Rules or Order training for Tribal Council, Ogema, and Commission Chairs.

## **Receiving**

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

1. Received in 241 packages.
2. Issued 129 receiving reports.
3. Returned 1 item for credit.
4. Made deliveries.

### ***Meetings Held / Attended –***

### ***Trainings Held / Attended –***

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

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

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

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

## **Budget Coordinator**

### **Duties and Accomplishments:**

- 1) Prepared 8 agenda items for Tribal Council Meetings
- 2) Attended 3 Tribal Council Meetings
- 3) Completed 9 Budget modifications
- 4) Prepared and submitted 11 draw downs
- 5) Prepared and submitted 12 financial status reports to agencies
- 6) Traveled and attended the Self-Governance Conference in Arizona
- 7) Attended 3 ZOOM meetings for Amplifund training with staff

## **Grants**

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

## **Expenditures Update**

Total year-to-date expenditures for the Finance Division for April 2024 are \$495,297 compared to an annual budget of \$1,475,869. Total expenses for the Finance Division for year-to-date April 2024, represent 33.6% of the department's total annual budget.

Education  
Yvonne Parsons

## *Education Department*

*Yvonne Parsons, Education Programs Coordinator*

### **April 2024 Department Report**

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

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

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

- **LRBOI Student Services:** 1 student requested Senior Expenses totaling \$125. School Clothing 12 students requested funding totaling \$6000. One student chose Activities totaling \$500 and used the additional supplemental activities funds of \$200 for attending robotics camp and for participating in state level robotics competition. 2 students received 12<sup>th</sup> grade computers totaling \$2000
- **Higher Education Scholarship:** 1 application processed for April, female community college student received \$3500
- **College Book Stipend:** 1 student received \$300 for 1-3 credits, 5 students received \$400 for 4-8 credits, and 3 received \$600 for 9+ credits totaling \$4100
- **Educational Advancement Fund:** 1 award was made totaling \$279
- **Vocational Assistance:** 1 award was made totaling \$4000

**During the month of April the following occurred:**

**April 11<sup>th</sup> Staff Meeting**

**April 13<sup>th</sup> Pollinator Party, Kim Wood from Muskegon gave a presentation about the importance of honey bees, and raising bees. 8 participants Yvonne Parsons and Debra Davis attended**

**April 17<sup>th</sup> Paper Roll Crafts for Craft Night 13 participants. Yvonne Parsons and Debra Davis attended**

**April 28<sup>th</sup> Drum Making Class, Chuck Mungia instructed – 15 participants. Sponsored by Education Department**

**April 29-30 Spring Quarterly Meeting Confederation of Michigan Tribal Education Departments, Mt Pleasant. Yvonne Parsons attended**

#### **Budget Expense Justification**

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

Elders Meal Program  
Victoria Wells

## Elder Meals April Report



Homebound and delivered meal attendances are as follows:

<b>Aki Congregate Meals</b>	<b>Homebound</b>
168	519
<b>Hackley Congregate Meals</b>	<b>Take out</b>
8	4

<b>Bingo At Aki</b>	<b>Bingo At Hackley</b>
16	8
<b>Activities At Aki</b>	<b>Activity at Hackley</b>
14	0

PO #	Distribution Code	G/L	Starting	Ending
240247	4523	5202	\$433	\$151
240379	4481	5204	\$404	\$404
240553	4531	5204	\$1000	\$492
240691	4558	5204	\$2884	\$24
240793	4558	5204	\$1000	\$608.00
240767	4523	5204	\$201.49	\$48.88
240773	4558	5204	\$5000	\$3615.87

This month we had several new additions to the program. This boosted numbers greatly. We are seeing a steady, but constant growth in the program. This allows the program to be able to grow at a manageable rate. Title VI would like to see us add a 5<sup>th</sup> day which is a requirement that Little River never met. We are addressing this in May. They are impressed with the program. Out of our account, Public Workforce we used \$300 for travel, and \$1200 out of 4558 for trainings in Arizona regarding grant writing and use of our workforce funds. I also was a point of reference for a well ran program. Little River is considered a pilot program as we built around the requirements that just hit Title VI, the first in 30 years.

I encourage elders to be proud of their program. Little River is a point of reference for this grant. We started seeds as well for the tanks we have and will know in May or June about the community improvement grant. This program is one Little River *should* be proud of! We had a rocky moment last month with numbers but projection shows a large number in the next 2-4 months!

Enrollment  
No Director



Vacant Director

Position was filled with a Temp on April 29, 2024

Facilities  
Rusty Smith

## ***2024 April Maintenance Department Report of Operations and Maintenance Activity***

Submitted by De-Ahna Underwood, Maintenance Office Manager

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

### **I. Department Overview**

#### **Goals & Objectives**

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

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

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

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

Periodically: Indian Village, Sugar Shack, and Shooting Range.

The EVS Technicians stay very active in maintaining 6 buildings.

- 14 pre-and post-event cleanups at Aki
- 4/19 Gathering Grounds Bathhouse pre-opening cleaning.

#### Gathering Grounds Project:

- 3/19 Power disconnected and main breaker removed.
- 3/21 Breaker brought to a testing facility.
- 3/25 Breaker picked up from the facility.
- 4/8 Water turned on and water testing scheduled.
- 4/15 Installation of main breaking without GFI.
- 4/18 Consumers restored power.

Megger testing, electrical repairs, and upgrades will begin in May and seven campsites will be upgraded with RV pedestals.

Government Center Sign Project: Sign damaged July 2023.

4/4 Stone base was removed, and stones were saved for rebuilding.

4/25 Sign in production

4/29 Masonry started stone base, estimated completion date 5/10.

**Work Orders**

- 38 Work orders submitted.
- 7 Vehicle work orders submitted and completed. Mechanic working on department vehicles and equipment.

**Vendors** (buildings overseen by Maintenance)

- 4/10 Pest control pm at 4 locations
- 4/25 Building Controls PM at Aki

**III. Budget Expense Justification**

- |                        |            |
|------------------------|------------|
| • Vehicles             | \$1,347.00 |
| • Phones               | \$90.00    |
| • Small Equipment      | \$3,345.00 |
| • Supplies             | \$1,663.00 |
| • Dues & Subscriptions | \$8,533.00 |
| • License Fees         | \$20.00    |

**IV. Travel and Training**

N/A: Written out of budget 2008/2009

End of Report

Family Services  
Vacant Director

Department Report : Family Services  
 Case Worker : Stephanie Persenaire  
 Reporting period: April 2024

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent
Intakes								
I&Rs								
Open Cases	8				1			
<b>Monthly Total</b>	8	0	0	0	1	0	0	0

**Case Management**

Total number	22				6			
Total number of Tribal Citizens living in homes served	9				2			
Total number of descendants living in homes served	7				4			
Total number of children living in homes served	7				5			
Total ICWA or ICWP where substance abuse is involved	0				1			
Child Abuse/ICWA or ICV Sexual Abuse	0				0			
Substantiated or Unsubstantiated by DHS	0				0			
Case Pending	0				0			

Relative placed	0				1			
Tribal Foster	0				0			
Non-Tribal Foster	0				0			
Home	0				0			
Alternative placement	0				0			
Court appearances	0				0			
Home Visits	9				2			
Case Reviews	1				0			
Binojeeuk	2				0			
Contacts with	84				13			
Contacts with	12				3			
Tribal Elders	0				0			
Other referral	0				0			
<b>Monthly Total</b>	<b>153</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>0</b>



Newaygo

Other

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## LRBOI Be Da Bin Behavioral Health Program April 2024 Report

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

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

Angela Schwandt currently has 47 clients and 1 referral. Angela had 60 individual sessions, 46 follow up calls, 6 hours of telepsychiatry. She attended the SAPC (Suicide Awareness and Prevention Coalition) meeting, Youth Safe Talk Training, assisting; the Membership meeting and the Executive Meeting on the 23. Webinars attended: End the Stigma; Mandated Reporting for Mandated Reporters; AmpliFund Training; The Role of Emotional Intelligence Skills in Addressing Trauma and Reducing the Risk of Substance Use disorders.

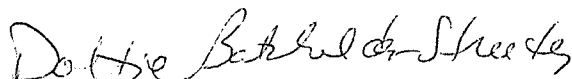
Kimberly (Kim) Hinmon attended meetings: Manistee County Suicide Awareness and Prevention Coalition, Membership meeting; Baby Celebration; Youth Cultural Activity on Membership day; and meetings with the Manistee County Library on collaboration and doing a beading class for April and other events. She planned the Youth Safe Talk Suicide Prevention training for April and had two culture Classes on feather beading. She attended the AmpliFund training and Native Wellness through Traditional Games. She is doing planning for summer activities as Story time, Michigan Indian Family Olympics, and more cultural classes.

Dottie Batchelder-Streeter currently has (36) 28 clients and 8 Recovery Support clients. Dottie had 2 referrals to detox/inpatient treatment and 2 referrals to other outpatient services/other services. Dottie had 49 individual sessions, 3 crisis interventions, and 61 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting. She attended the Suicide Awareness and Prevention Coalition and Muskegon Suicide Prevention Coalition; Membership Meeting; Manistee Community Partnership Meeting (with Centra Wellness); Executive meeting on the 23; Tribal Prevention Coalition; Tribal Health Workforce summit planning meeting; Baby Celebration event; and the MDHHS/Community Mental Health training initiative meeting (virtually). Attended webinars of Amplifund; Mandating Reporting for Mandated Reporters; Society Security for Tribal members; and MCBAP Summit for Supervisors (all Virtual). Still working process on moving my office. Planning started on the Wellness Walk and Overdose Awareness Day event.

All staff is doing planning for the Chalk the Walk-have the Talk event in May.

Respectfully submitted,

Dottie Batchelder-Streeter



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\*\*\*\*\* CONFIDENTIAL PATIENT INFORMATION \*\*\*\*\*

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ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: MAR 01, 2024 TO MAR 31, 2024

# PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

# RECS ACT TIME # PATS # SERVED (hrs)

AREA: BEMIDJI NON-IHS

SERVICE UNIT: EASTERN MICHIGAN

FACILITY: LITTLE RIVER OTTAWA ALC PROG

PROVIDER: BATCHELDER,DOTTIE (ALCOHOLISM/SUB ABUSE COUNSELOR)

Table with 4 columns: Description, # RECS, ACT TIME (hrs), # PATS, # SERVED. Rows include 11-SCREENING-PATIENT PRESENT, 13-INDIVIDUAL TREATMENT/COUNS, 30-FOLLOWUP/FOLLOWTHROUGH-PAT, etc.

PROVIDER TOTAL: 152 162.8 46 233

PROVIDER: GIBSON,JAMES D JR (TRADITIONAL MEDICINE PRACT)

Table with 4 columns: Description, # RECS, ACT TIME (hrs), # PATS, # SERVED. Rows include 34-OTHER SUPPORT SERVICES-PAT, 83-TRIBAL FUNCTIONS.

PROVIDER TOTAL: 7 12.5 6 7

PROVIDER: SCHWANDT,ANGELA (MENTAL HEALTH (MASTER ONLY))

Table with 4 columns: Description, # RECS, ACT TIME (hrs), # PATS, # SERVED. Rows include 11-SCREENING-PATIENT PRESENT, 12-ASSESSMENT/EVALUATION-PATI, 13-INDIVIDUAL TREATMENT/COUNS, etc.

PROVIDER TOTAL: 105 104.8 45 108

FACILITY TOTAL: 264 280.2 97 348

SU TOTAL: 264 280.2 97 348

AREA TOTAL: 264 280.2 97 348

RUN TIME (H.M.S): 0.0.0[H[]

### Monthly Site Dashboard Report

Date Range of Report: Apr 01, 2024 - Apr 30, 2024

Date Report Generated: May 03, 2024

#### Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	23	8	35

#### Total Unique Clients who received at least 1 visit between Apr 01, 2024 - Apr 30, 2024 by type

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

#### Total New Clients enrolled between Apr 01, 2024 - Apr 30, 2024 by type

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

#### Total Visits between Apr 01, 2024 - Apr 30, 2024 by staff person

Name	Total Visits	Form Type
	4	Postpartum Visit/Encounter Form
	4	Infant Visit/Encounter Form
	1	Fathers and Others Visit/Encounter
<b>Total</b>	<b>9</b>	

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

No data for this section

#### Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	Father	LR24-0042-50	May 03, 2024	doctor

#### Forms "in progress"

Client	Client Type	Form Type
--------	-------------	-----------

#### SCRIPT tab modified between Apr 01, 2024 - Apr 30, 2024

Client	Client Type	HSID
--------	-------------	------

Department Report : Family Services

Case Worker : Rachel Kops

Month : April 2024

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

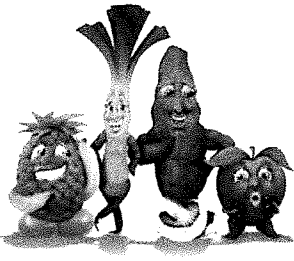
	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					1	
Open Cases					6	
Closed Cases					1	
<b>Monthly Totals</b>					8	

Case Management

Total number living in homes served					28	
Total number of Tribal Citizens living in homes served					15	
Total number of descendants living in homes served					6	
Total number of children living in homes served					8	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					1	
ICWA or ICWP referrals					1	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					1	
Case Pending with DHS					1	
Relative placement					1	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					1	
Home Visits					15	
Case Reviews					1	
Binojeeuk					2	
Contacts with outside agencies					72	
Contacts with LRBOI departments					16	
Tribal Elders					1	
Other referrals					0	
<b>Monthly Totals</b>					170	



Food Distribution  
Jamie Friedel



# Food Distribution Program

## April 2024 Monthly Report

Jamie Friedel, Melanie Ceplina

### 1 Department Overviews:

#### Goals and objectives:

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

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

### 2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

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

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

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

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

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

Jamie ordered Mays food for the warehouse.

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

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

Jamie and Melanie certified clients.

Jamie, Melanie, Chris conducted 46 Deliveries.

We received deliveries on April 4th, 11<sup>th</sup>, 18<sup>th</sup>.

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

Melanie sent out 6 applications.

Melanie sent 8 recertifications out.

Added 2 new Households.

We have a total of 76 households with 114 total people.



MEETINGS:

Membership Meeting.  
Midwest Planning with Regional Board.  
USDA FDPIR meeting.  
Operations call with USDA.  
Midwest Board Meeting.

The Department is working on getting the funds from the USDA to purchase the vehicle needed to start tailgating to the Muskegon area. By doing this we will be able to serve more people in need. We have been searching for a nutritionist for our program to help bring more knowledge to our clients by how and what foods to eat.

The Department is also holding a monthly Lunch for our clients and those who are potential clients monthly. We have had a very good response with 25-35 people every month. Every Month a few more show up to eat a Healthy meal made from the products we carry which are USDA food. We give them a variety of items to show case what different meals you can create.

I am on a variety of working groups. One is the Tribal Leaders Consultation Work Group which meets every quarter to discuss different items pertaining the Food Distribution on Indian Reservations with the Deputy Under Secretary, and Leaders of the USDA. These meetings are to discuss topics that relate to our program on a federal level. Funding, Quality, Trust responsibility are a few topics. The Next upcoming meeting will be in June which will be giving our input on the Farm Bill that is needed to keep our programs running. One of the other Working groups is the FDPIR Characteristics and Self-Determination Project. Where we will be doing interview with FDPIR programs and affiliates to see where the USDA can improve on areas that are lacking.

Jamie Friedel Supervisor  
Melanie Ceplina Program Assistant  
Christopher McClellan Food Distribution Assistant  
Nicole Ward Food Distribution Assistant

Grants  
Chuck Fisher/Mark Dougher

Vacant Director

Health  
Daryl Weaver



**Little River Band of Ottawa Indians  
HEALTH OPERATIONS REPORT**

**To:** Larry Romanelli, Ogema

**CC:** William Willis, Tribal Manager

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

**Date:** May 9th, 2024

**Re:** April 2024 Report of Activity – Tribal Health Services

Forrest County Pottawatomi Insurance Department filed 194 claims on behalf of Little River in the amount of \$38,690.62 for Third Party Revenue.

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

**CLINIC OPERATIONS: MANISTEE LOCATION**

240 patients scheduled

7 patients NO-SHOW to scheduled appointments

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

59 cancelled appointments

175 patients attending CLINIC PHYSICIAN appointments\*\*

41 patients PHONE TRIAGE\*\*

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

94 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN APRIL (Total Patient Volume): 622

Diabetic patients: 67

Flu Vaccines: 0

Injections: 33

Nursing Visits: 6 \*\*

On-site Labs: 165

COVID-19 Tests: 0

\*\*Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews/Referrals & PhoneTriage include both Manistee & Harvey

RECEPTION INCOMING CALLS ROUTED: 1,216

DIRECT CALLS TO CLINIC OPERATIONS: 634

SENT FAXES: 160

RECEIVED FAXES: 606

**TRANSPORTS - MANISTEE 8**

**APRIL 2024**

TRAVEL HOURS: 10

SERVICE HOURS: 8

NUMBER SERVED: 8

**MEDICATION DELIVERIES: 3**

TRAVEL HOURS: 1

SERVICE HOURS: ½

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 11

TOTAL SERVICE HOURS: 8 ½

TOTAL NUMBER SERVED: 12

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

**CLINIC OPERATIONS: MUSKEGON LOCATION**

129 patients scheduled

5 patients NO-SHOW to scheduled appointment

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

38 cancelled appointments

94 clinic referrals – requiring action by Providers and Staff

89 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: ##

Flu Vaccines: ##

Injections: ##

Nursing Visits: ##

On-site Labs: ##

COVID-19 Tests: ##

DIRECT CALLS TO CLINIC OPERATIONS: Muskegon Calls transferred to Manistee

**TRANSPORTS - MUSKEGON: 1**

**APRIL 2024**

TRAVEL HOURS: 1 ½

SERVICE HOURS: 1 ½

NUMBER SERVED: 1

**MEDICATION DELIVERIES: 1**

TRAVEL HOURS: ½

SERVICE HOURS: ¼

NUMBER SERVED: 1

TOTAL TRAVEL HOURS: 2

TOTAL SERVICE HOURS: 1 ¾

TOTAL NUMBER SERVED: 2



**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$74,000.00**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1749

TOTAL PRC PAID IN APRIL: \$41,687.75

PHARMACY/OTHER: \$33,649.80

DENTAL: \$8,037.95

TOTAL PATIENTS: 199 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 442

TOTAL CLAIMS ENTERED: 343

TOTAL PRC PAID 2024: \$167,192.60

TOTAL EHAP PAID IN APRIL: \$32,358.76

TOTAL EHAP PAID 2024: \$117,853.12

TOTAL ENROLLED EHAP/LRBOI: 1305

NEW APPLICATIONS MAILED OR GIVEN: 27

REASSESSMENTS MAILED OR GIVEN: 155

**MEDICARE LIKE RATE (MLR) Savings for April 2024**

Claims submitted: 27 \$109,849.38 (total submitted)

-\$18,206.64 (what we paid)

**\$91,642.74 (total savings)**

**PHARMACY, MANISTEE: April 2024**

Active patients:	372	
Prescriptions filled:	1616	
Receipts:		
Insurance payments received:		\$237,166.38
Non-member cash/copays received:		\$731.87
Less acquisition cost of medications:		\$82,774.90
Net profit:		\$155,123.35
PRC-equivalent write offs:		
LRBOI:	\$24,874.14	
Other Tribes:	\$1733.48	
TOTAL:	\$26,607.62	

**PHARMACY, NORTON SHORES: April 2024**

Active patients:	158	
Prescriptions filled:	720	
Receipts:		
Insurance payments received:		\$100,801.27
Non-member cash/copays received:		\$108.74
Less acquisition cost of medications:		\$30,245.56
Net profit:		\$70,664.45
PRC-equivalent write offs:		
LRBOI:	\$10,942.74	
Other Tribes:	\$413.14	
Total:	\$11,355.88	

2024 Health Services Department - Manistee Location

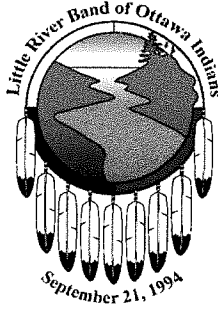
Clinic Operations

2024	Patients Scheduled	No Show	Cancelled /Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	230	18	77	6	141	47	513	319	62	49	5	17	6	134	1	1,216	610	5	117	
February	222	22	59	2	143	45	465	270	87	51	3	19	7	145	4	1,208	643	3	161	642
March	205	14	61	4	134	40	432	254	76	46	-	17	4	132	1	976	554	1	161	572
April	240	7	59	1	175	41	622	400	94	67	.	33	6	165	3	1,216	634	-	160	606
May																				
June																				
July																				
August																				
September																				
October																				
November																				
December																				
Totals	897	61	256	13	593	173	2,032	1,243	319	213	8	86	23	576	9	4,616	2,441	9	599	1,820

\*\* Denotes total included in Total Patient Volume

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

Housing  
Tara Bailey



## Little River Band of Ottawa Indians

### Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

### HOUSING DEPARTMENT

#### Report to the Ogema

For April 2024

#### Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Mike Pannill – Housing Maintenance Technician

Jim Stuck - Housing Maintenance Technician

#### Department Overview

**Goals:** To promote affordable housing opportunities for all Little River Band Tribal Members.

**Objectives:** To provide our goals in a fair and equitable way to all members.

#### I. Housing Activities.

##### A. During the month, the Department performed the following activities.

Lease renewals due during the month: 11

Leases renewed: 5

New leases: 1

Annual Inspections: 5

Move-out Inspections: 3

Move outs: 3

Transfers: 2

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

Applications received this month: 4

Total Number of Awards made during the Year: 2

Total Amount of Awards for the Year: \$10000

##### C. The Homeowners Assistance Fund received one (0) new application this month, 0 denial. The program has provided \$166,832 in assistance since it began in 2022 and a remaining balance of \$60,492.

##### D. On April 4<sup>th</sup>, Chuck Stewart, Asst. Vice President -Risk Control from Tribal First came and met with the Housing Commission including Tribal Council liaisons, Housing Director and housing staff to go over the programs Tribal First could help implement and do a risk analysis. This is to improve our maintenance program overall and find weaknesses that we may need to improve on. Their report also included a working agenda on items that we will work on into the next few months. Risk Control Letter attached.

##### E. April 6<sup>th</sup> was our Spring Membership meeting and the Housing Department brought as a guest of ours from Revolution Mortgage, Irma Carney to attend and provide information to the membership for homeownership mortgage opportunities.

##### F. April 11<sup>th</sup>, the Housing Director along with the Tribal Manager and other Executive leads met with Bill Watson from Youth Works (AmeriCorp) from Child and Family Services out of GT County to

discuss opportunities to engage 4-8 tribal young adults either 14-16 or 17-24 years old. They may be able to assist with projects such as the elder roof project at AKI or updating some existing units for transitional housing. A follow up meeting is scheduled for May 9<sup>th</sup>.

- G. On Wednesday April 10<sup>th</sup> the housing director along with Kathleen Bower met with representative from MSHDA and their consultants from Beaux Simone consulting. They provided information that they are doing to assist tribal housing entities with what they are calling a "tool kit" for getting housing projects off the ground and completed. This will include three 2-day trainings for up to 3 representatives from each participating tribe, the first is June 12-13, 2024 in Sault Ste. Marie, MI. The second and third sessions will be in August in Traverse City and the third in October in Mount Pleasant.
- H. A new Pepsi machine was delivered to the Elders complex on March 27<sup>th</sup> per a request from residents. It has not been filled as of yet as it is on the delivery route to be completed soon. UPDATE: the new pepsi machine is up and running at the elders complex.
- I. Krystal Davis, Housing Specialist received her chauffeurs drivers license endorsement in April. The plan is to assist with elders in the community with once a week ride to the local supermarket to get groceries as many of our elders in the community do not drive nor have family that can assist or have vehicles.

## II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 2
- 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. We had two transfers this month and two move outs. 1 of these units is just a quick clean and will be ready for occupancy.

## IV. Number of Units and Vacancies.

LRBOI Housing Department has 85 (we have 86 but 1 unit is the fire unit so cant count for a move in) rental units in total of which 77 were rented giving us an occupancy rating of 91%.

- A. Aki has 59 income based rental units of which 53 were rented during the month as follows:
  - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
  - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  - 3. Aki has 32 low-income family rental units and 27 are rented.
  - 4. Aki has 6 low income family ADA rental units and 6 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

NOTE: Three waiting list applicants have accepted a unit and are waiting to move in and 3 suitability letters have gone out and waiting on return information to come back so that suitability can be completed and offer letters can be provided. It is our goal to get 7 out of the 9 current units rented by the end of May. Also, we had 2 transfers this month and are expecting 1 more for next month.

## V. Significant Problems and Accomplishments.

## VI. Plans for the Future.

- A. Purchase a new snowplow truck for maintenance
- B. Get approval to add cable and internet to the elders complex community area -COMPLETED
- C. Start the RFP process for new roofs for the 12 original homes in AKI

**End of Report**  
**Tara Bailey, Housing Director**



Risk Control Consulting  
1301 Dove Street, Suite 200  
Newport Beach, CA 92660  
O 800 737 4752  
F 949 809 1466  
[www.TribalFirst.com](http://www.TribalFirst.com)

# **LITTLE RIVER BAND OF OTTAWA INDIANS HOUSING AUTHORITY**

## **RISK SURVEY LETTER**

**APRIL 11, 2024**

Charles Stewart  
Ass't Vice President  
O/C: 231-342-8790  
[chuck.stewart@tribalfirst.com](mailto:chuck.stewart@tribalfirst.com)



Risk Control Consulting  
1301 Dove Street, Suite 200  
Newport Beach, CA 92660  
O 800 737 4752  
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www.TribalFirst.com

<b>Visit Dates</b>	April 4, 2024
<b>Contact/Title</b>	Tara Bailey, Director of Housing
<b>Accompanied By</b>	Jennifer Lemanski, Acrisure Insurance Broker
<b>Location Visited</b>	Little River Band of Ottawa Indians Housing Authority, 2953 Shaw Be Quoung, Manistee, MI 49660

Dear Ms. Bailey:

It was a pleasure visiting with you and the Housing Commission, we appreciate everyone's time and input. This report is a summary from our discussions and observations to the Little River Band of Ottawa Indians Housing Authority to help with your overall risk control efforts. If you have any questions about this report or recommendations, please feel free to contact me at any time.

### SERVICE OBJECTIVES

The main objectives of this visit were to:

- o Meet with administration and commission to learn about current housing trends and risks.
- o Note improvement efforts, see properties, and identify opportunities to improve Housing's risk exposures.
- o Perform a walk-through of operations to assess risk control measures in place and find exposures or gaps in control measures based on OSHA, NiOSH, HUD, and/or industry best practices.

### GENERAL OBSERVATIONS

Property maintenance and safety is important for the overall program and improving property maintenance conditions can supply a safer environment to reduce injuries and liabilities. The Tribal First Resource Library is available for possible program need resources; the hotlink is attached below in the recommendations. I am available to help draft policy templates and programs specific to your needs to filling these administrative controls. Your Kanso housing software allows you to expand on unit management and inspections with maintenance staff able to manage recordkeeping from the field using their smartphone. This may help expedite recordkeeping items for positive administrative controls.

The following recommendations are based on discussions and observations during this visit. During the survey, these deficiencies about risk reduction and regulatory compliance were identified.





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 1301 Dove Street, Suite 200  
 Newport Beach, CA 92660  
 O 800 737 4752  
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 www.TribalFirst.com

Item #	Recommendations	Resources
<b>Little River Band of Ottawa Indians Housing Authority</b>		
2024-04-01	<p><b><u>Administrative:</u></b></p> <ul style="list-style-type: none"> <li>• Implement a written department safety manual.</li> <li>• Implement a written housing maintenance and inspection program.</li> <li>• Develop written maintenance and inspection checklists, and recordkeeping program to maintain records.</li> <li>• Develop employee safety training matrix to identify required annual staff training needs.</li> <li>• Implement a written vacant building inspection program and checklist.</li> <li>• Review current housing program and operations to see if it meets the HUD 2023 NSPIRE program.</li> </ul>	<p><u>Tribal First Resource Library</u></p> <p><u>HUD NSPIRE</u></p>
2024-04-02	<p><b><u>Tenant Unit Fire Safety:</u></b></p> <ul style="list-style-type: none"> <li>• Replace residential unit smoke detectors every 10 years.</li> <li>• Replace residential unit fire extinguishers every 12 years.</li> <li>• Residential units with garages should have two fire extinguishers, one for the garage, one for the unit.</li> <li>• Evaluate if Stovetop Firestop canisters is a good addition to add to your rental unit kitchens with gas stoves. This is a suggestion, while Firestop is not FM rated or UL listed it has been used for almost 50 years aiding in residential kitchen fire protection.</li> <li>• Evaluate if the residential units with electrical cooking appliances should be equipped with kitchen fire blankets as additional fire protection.</li> </ul>	<p><u>Stovetop Firestop</u></p>
2024-04-03	<p><b><u>Electrical Safety:</u></b></p> <ul style="list-style-type: none"> <li>• Conduct Infrared (IR) scans of resident unit electrical systems for potential hot spots, electrical shorts, and potential fire hazards. IR scans should be conducted every three (3) years to assure the electrical systems are not over-loaded protecting the residential unit against electrical shocks and fires.</li> </ul>	



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Item #	Recommendations	Resources
2024-04-04	<p><b>Carbon Monoxide:</b></p> <ul style="list-style-type: none"> <li>Install carbon monoxide detectors in resident units that are connected to natural gas.</li> <li>Carbon monoxide detectors should be replaced at least every seven years.</li> </ul>	

SERVICE PLAN			
ITEM	SERVICES	RESPONSIBILITY	TARGET DATE
2024-01	Supply Housing Authority a list of potential written programs to identify needed written programs.	Chuck Stewart	April 15, 2024
2024-02	Develop written checklist for unit inspections to be implemented by housing staff, i.e., annual unit inspections, vacant unit preparation and onsite inspection/surveys. Help evaluate Kanso Software maintenance management section for inspection programs recordkeeping.	Chuck Stewart Housing Dept	May 1, 2024
2024-03	Supply draft written programs to housing director for review and edits.	Chuck Stewart	May 15, 2024
2024-04	Develop a safety training matrix based on positions to show and plan annual department training schedule.	Chuck Stewart	May 1, 2024
2024-05	<ul style="list-style-type: none"> <li>Work with Housing Department to develop Tenant Service Plan for community safety education and awareness.</li> <li>Name community resources that can assist in community awareness and education trainings.</li> <li>Develop community education and awareness agenda, for housing to target rollout date(s).</li> </ul>	Chuck Stewart Housing Dept	June 30, 2024

Sincerely,  
 Chuck Stewart  
 Ass't. Vice President  
 Risk Control Consulting

This Tribal First Risk Control Consulting safety program and best practices suggested herein should not be regarded as legal advice. Readers should pursue the direction and guidance of the Tribe's General Counsel's office in conjunction with the office of Public Safety were applicable. For more information on this topic, please contact Tribal First Risk Control Consulting at (888) 737-4752 or [riskcontrol@tribalfirst.com](mailto:riskcontrol@tribalfirst.com).

Human Resources  
Alicia Knapp



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

**To:** Ogema Romanelli  
**From:** Alicia Goff  
**Subject:** April 2024 HR Department Report  
**Date:** 5/09/2024

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

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

### 1) HR Operational Plan

- 1) What is in store for 2024. HR is currently preparing and finalizing for at least the first two quarters of 2024 Department Operational Plan, we will work on moving forward in the process.
- 2) **Month Summary:** 401k Audit has started on the 2023 audit process beginning in January 2024 with gathering of information for the 5500 is complete, waiting for information on what other documents will be needed for completion. HR is still finalizing Job Descriptions on L: drive and HR is still waiting for a couple departments to submit updated job descriptions in to make this update complete. All job descriptions for active have been updated to the 3% increase and other changes to them are coming from department supervisors/directors if more updating is needed. PAF's were completed 2023 3% increase and are now a part of the employee's file. Training are completed and more in the works for the HR Team. SOPs are still in the process of being reviewed/updated.

### 3) Talent Acquisition

a) Talent Acquisition for April -

- (1) Number of Hires During the Month: 3
- (2) Number of Open Positions: postings up (seasonals 8 employees within that numbers); 4 + the seasonals positions in process of selection/interview, offers and onboarding— all the seasonals should be onboarded by the end of May 2024. Some NRD seasonals should be in prescreenings will start by the end of May. End of April 13 postings were up and in different stages of the process.
- (3) Postings Seasonal positions went up, 9 seasonal 2 more due to start soon - new NRD positions and selection/interview, 2 FT positions were posted - selection and interviews slated for early May. Clinic has postings going up in early May, some positions for Manistee and Muskegon. Utilities has experienced some losses and were posted and selection and interviews also slated for early May, hopefully bringing on new hires mid-to end of May.
- (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring

Manager, Candidate and HR. It was determined that selection will go back to meeting in person and so far, still going well.

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

(6) 2 terminations of 4 employees 2 Preference and 2 NP.

(7) Updated Recruiting Work Priority: Gaming – Surveillance Operator is down one position and accepting applications current as well as Background Investigator – 2 good applicants selection scheduled for May. Clinic– still looking for professional positions.

(7) Applications have increased by a few, but on-line usage of application has been consistent – averaging now around 8 per month, mainly because of the seasonal positions but slowing down due to summer season. Still experiencing problems with online submissions but process of updating. Postings going through Arctic are taking 3-5 days to be on our site at times..

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

- i) Approximately NRD (9 seasonal, 2 Reg FT positions are now in the selection/interview/offer steps of the process. We expect to see more new hires into the spring and over toward the beginning of May with all starting by end of May. End of April has 14 postings up about half will be resolved in May.
- ii) Utilities we be getting back to a full staff possibly by the end of May.
- iii) Gaming is looking to hire with a few prospects for selection for beginning of May with possible starts by end of May
- iv) Applications are coming in and are picking up, averaging more than 3 per position posted. Utilized LinkedIn, Indeed, NNAHRA and other sites.

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

##### **a) Leadership and Team Member Development.**

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions are still to be scheduled and to continue. An are still PIP's grievances and whistleblowers has been noted and decisions sent..
- ii) Provided additional HR support to the leadership of various departments when asked.
- iii) The Employee Recognition Team continues but no employee recognition for the present but are providing information to employees. Mindi Smith HR Specialist providing updates from HR during at the monthly employee meetings for 2024.
- iv) Continued assisting leadership with sensitive employee relations issues when asked.
- v) Assisted departments with job description update – Moving forward to review job duties and further update of wages.
- vi) PAF's for 3% are being processed, along with pay range updates for all job descriptions, grading changes are also being worked on.
- vii) HR Answers... More instore for 2024.

##### **b) HR Department Development Initiatives:**

- i) HR Development Events: 6 – communication, conflict resolution, investigation, employee relations, MIP, THRP Certifications – April = 36 hours all in HR, none received from other departments.
- ii) Continued file migration to Office 365 storage solutions continuing. As is lifting to the cloud and SharePoint problems.
- iii) Continued project to improve HR use of MIP data, still on-going.
- iv) Further updates are needed on L:drive – forms and resolutions, policy/procedures, and our HR share drives to be recreated as well as the HR SharePoint mysteriously went away. Arctic is working on continued issues with server and process issues.

**Training and Development hours totaled: 12 hours reported hours in January.**

**5) Benefits and HR Administration**

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 1 IFML on-going and 1 FMLA/STD being processed for May.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has increased.
- d) Continued processing new hire insurance enrollments and separation disenrollment and some COBRA inquiries.
- e) 401k financial adviser visit was scheduled for late February. HR has the 2024 calendar from the advisors.
- f) Meetings scheduled for getting the ball rolling for possibility of becoming Self-funded for our insurance needs. We have some of the paperwork/reports to start that process.
- g) Processed insurance benefit plan check requests. Waiting for a service contract to be approved – in review.

**6) Safety**

- i) Continued COVID-19 support and tracking. 2 reported.
- ii) Recordable Injuries: 1
- iii) Near Miss/1<sup>st</sup> Aid: 2 near misses.

**7) Tribal Preference Report**

**Preference Report for April 2024**

**Employee Count by Preference for April**

107 Tribal Members	-1	54% (54.3%) of Tribal Government Workforce
10 Native American		5%+ (5.1%) of Tribal Government Workforce
11 Tribal Descendants		6%+ (5.6%) of Tribal Government Workforce
10 Tribal Spouses	-1	5%+ (5.1%) of Tribal Government Workforce
No data on Tribal Parent – found		0% of Tribal Government Workforce
Loss in preference for February - 2		
<b>Total preference = 138</b>		<b>70% (70.1%)</b>
 59 non-preference		
	-2 change	<b>30% (29.90%)</b>

**Total of all employees 197 – 4 Overall loss to workforce in April 2024.**

**WFD Program**

**8) Workforce Development**

- i) WFD has moved up to Ogema's office (Tribal Manager) until Commerce Department is operating.

Regards,  
Alicia Goff  
HR Manager

Information Technology  
Andrew Jeurink (Interim)



Information Technology Department  
Monthly Report  
May 2024

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

*Duties and Accomplishments –*

1. Drug Screening is ready for operation since final walk through 2/28/24. IT is waiting for the clinic to notify us when ink cartages are replaced so we can add the printer to intune. – No update
2. Muskegon Pharmacy computers have been identified and is being corrected in the naming scheme. (Ongoing project)
3. Spectrum is working on a proposal to take ownership of the network. Sending separate bids for cameras and wireless project. **Missed submission deadline.**
4. TKS is working on proposal to take ownership of the door and camera. First round of negotiating and data exploration completed.
5. Arctic IT has been instructed to halt proposal for taking ownership of the network responsibilities from Elevate due to not wanting to follow Federal Procurement requirements.
6. Internal IT has submitted with HR on posting vacant positions since March 26<sup>th</sup> of 2024. Delay has cost the IT department 44k in professional fees due to extending out a MSA contract.
7. **Mandatory IT Projects by order of priority:**
  1. 2024
    - Review and update internal IT policies.
    - Create Training videos and increase documentation/workflow
    - Business Continuation Planning
    - Internal IT Career training path
    - Prepare for 2025 Budget submission
  8. 501 new IT work orders were opened in the first quarter of 2024. 133 tickets have been open in April of 2024 and 132 IT work orders completed in April 2024. 121 tickets are outstanding in que.
  9. 1,339 new IT work orders were open with Arctic IT in the first quarter of 2024. Data for April is not available until May 10<sup>th</sup>. AIT has had 325 tickets opened in the Month of March and closed 345 with 58 tickets remain open.

*Meetings Held / Attended –*

1. Held Staff Meetings with Elevate and ArcticIT.

Information Technology Department  
Monthly Report  
May 2024

***Trainings Held / Attended –***

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

Membership Meeting was held on April 6<sup>th</sup>. We had communication issues with the podium machine and receiving presentations in a timely manner. LRRCR was short staff once more and had difficulties providing staffing that could prioritize our support needs with there technology. Government IT is looking for other methods to eliminate human error for the event.

TKS vendor was met in person with Karl and Drew to discuss possibilities to outsource the cameras and door controller. Our door controller system is 11 years old and is starting to show failure points that is consuming onsite staff time and resources. This could eliminate one job description in LRBOI Government IT department chart for seven years to accommodate offset costs.

Staff are showing signs of burn-out once more due to the levels of demands of computer deployment cycles and request to take on additional projects without timely notices. Staff has seen an increase in conflicting communication between staff and department supervisors when resistant or refusal to follow internal workflow approved by the Ogema office in November of 2023. This also includes using software and purchasing recommended technology. These conflicts seem to revolve around the same departments.

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: May 6, 2024  
Re: April 2024 report of activities

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Number of tribal members assisted on new issues	72
Number of referrals received	1
Number of continuing cases:	46

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Real Estate
Wills	Adoption - Adult
Trusts	Employment
Estate Planning	Revocation of Power of Attorney
Medical Power of Attorney	Medicaid Recovery
Civil	EIN
Power of Attorney	LLC
Amend Estate Planning Documents	Criminal
Probate Estate	Name Change - Adult
Foreclosure	Court Fees and Costs
SSI Garnishment	Lady Bird Deed
Domestic Violence	Evidence
Revocation of Medical Power of Attorney	Guardian - Minor
Personal Protection Order	Evictions
Service of Civil Documents	Adult Guardian Modification

Adult Conservator Modification  
Post Divorce  
Lady Bird Deed Recission  
Insurance  
Beneficiary  
Residential Lease  
Injured Spouse – Taxes  
Registration of Foreign Order

Limited Guardian – Minor  
Child Custody  
Per Capita  
CPS  
Parenting Time  
Psychological Evaluation  
Creditors

Attended Spring Membership Meeting

Sample of Work Performed:

Assisted a tribal member change who the guardian was when the current guardian passed away

Assisted a tribal member with an adult adoption

Assisted a tribal member change the parenting time schedule

Assisted a tribal member purchase real estate

Members Assistance  
Jessica Steinberg

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

*Members Assistance Department Mission Statement*

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

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

**Departmental Staff:**

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

**PROGRAMS ADMINISTERED & FUNDING SOURCE:**

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

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

Eligibility for services is determined using an income-based needs formula by assistance type. Level of Need Funded (LNF) is determined using 150% of the federal poverty level (FPL) or 60% of the state median income (SMI), and all household income is counted for the LNF. Maximum assistance is determined by assistance type. Eligibility in 2024 is based on 150% FPL and LNF is determined by the percentage calculated in an income matrix, as approved in the LRBOI LIHEAP Model plan. This change is in effect as of the new grant fiscal year period, October 1, 2023.

**LIHEAP – April 2024 Report [continued]**

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

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

<b>Total Award at time of Report FY 2024</b>	<b>\$174,556</b>	<b>YTD SPEND</b>
○ Heating – 30% of total funds awarded	\$ 52,366*	\$47,266
○ Cooling – 10% of total funds awarded	\$ 17,456*	\$0.00
○ Crisis Assistance – 35% of total funds awarded	\$ 61,095*	\$49,650
○ Weatherization – 15% of total funds awarded	\$ 26,183*	\$0.00
<b>Balance of Available Resources to date:</b>	<b>\$ 77,640</b>	
<b>Percent of Budget Expensed (as of report)</b>	<b>61%*</b>	<b>(in total)</b>

The Model Plan benefit ceilings set by the agency (ACF) for FY 2024 are \$200 (minimum assistance) and \$1,200.00 (maximum assistance) in the heating, cooling, and crisis assistance line items. Weatherization funds are available at a maximum of \$10,000 until that area of funding is expended. The heating season is October 1, 2023, through April 30, 2024, and the cooling season is May 1, 2024, through September 31, 2024. The percent of budget expensed includes administrative costs, which are 10% of the award total.

**LIHEAP ACTIVITY – HOUSEHOLDS SERVED – April 2024**

*(\*this is an average/median amount)*

<b>Assistance Type</b>	<b>HH's Served</b>	<b>YTD</b>	<b>Ave. Benefit/Household*</b>
<i>220 - Heating Assistance</i>	<i>8</i>	<i>54</i>	<i>\$ 950.00</i>
<i>221 - Crisis Assistance</i>	<i>6</i>	<i>48</i>	<i>\$ 750.00</i>
<i>222 - Cooling Assistance</i>	<i>0</i>		<i>0</i>
<i>223 - Weatherization Assistance</i>	<i>0</i>		<i>0</i>

LRBOI identifies total households' number in the 9-county service delivery area that could be eligible for LIHEAP: 1,624. This is identified in a formal tribal-state agreement as a sub-recipient of the State of Michigan's overall submission for this assistance. That number is the basis for the formula funding for this grant.

*The heating season is winding down, as weather begins to warm and persons who received benefits earlier in the year may have qualified for maximum benefit amounts, resulting in additional purchasing power for their needs, and credit balances that allowed for any additional costs incurred to be deducted from the credit, alleviating energy cost burdens for those recipients.*



**MA SERVICES DELIVERED FISCAL YEAR 2024 – April 2024**

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

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

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

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

<b>Assistance Type</b>	<b>Households/Individuals Served</b>	<b>Ave. Benefit/*</b>	<b>SPaid</b>
<b>Rental/Mortgage Assistance</b>	<b>7</b>	<b>\$1,200.00</b>	<b>\$8,280.00</b>
Applications:	9		
<b>Low Income Energy Assistance</b>	<b>6</b>	<b>\$300.00</b>	<b>\$1,800.00</b>
Applications:	9		
<b>Food Assistance**</b>	<b>43</b>	<b>\$300.00</b>	<b>\$12,900.00</b>
Applications:	47		
Total cards issued:	86		
<b>Emergency Transportation</b>	<b>9</b>	<b>\$390.00</b>	<b>\$3,511.00</b>
Applications:	9		
<b>Elder Chore Service</b>	<b>6</b>	<b>\$350.00</b>	<b>\$2,096.00</b>
Applications:	6		
<b>Home Repair Program</b>	<b>1</b>	<b>\$4,305.00</b>	<b>\$4,305.00</b>
Applications:	1		
<b>Bereavement*</b>	<b>7</b>	<b>\$3,235.00</b>	<b>\$22,650.00</b>

\*Bereavement benefits include the costs of tribal flags for each citizen’s family. Those are included in the total count.

**INTERDEPARTMENTAL REFERRALS & DEPARTMENT(S) - April 2024**

<u>Date</u>	<u>Service Requested</u>	<u>Department</u>
04/15/2024	Food/Energy; referral to MA	Commodities
04/15/2024	Homelessness/Case Management	Family Services
04/15/2024	Medical Assistance	Health Clinic
04/15/2024	Medical Benefits/Costs Assistance	PRC/EHAP
04/26/2024	Maintenance-Temp Homeless Housing	Maintenance

**Phone contacts and inquiries: 274**

The Program Coordinator logged one hundred nine (109) calls for assistance, and the Program Specialist logged one hundred sixty-five (165) documented calls for assistance.

\*\*Food Assistance continues to be the most sought-after benefit for the organization. In an ‘audit’ of the program use in April, the following information was noted:

- 43 individuals accessed (see report) the benefit.
- 27 from the 9-County area – of which 4 reported to be homeless.
- 16 from the Outlying/At-large areas.
- Meijer (21), Walmart (19) and Aldi (8) are the primary source of grocery purchases.
- Clients were 100% COMPLIANT with the program guidance for utilization.

**MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:**

The LIHEAP Model Plan for FY 2025 will change the LNF slightly, *prioritizing lower income households with increased energy cost*, compared to income and household size determinates in previous funding years. LRBOI will also need to demonstrate effective fiscal policies and submit those with the Model Plan. The FY 2025 submission cannot be a ‘clone’ of previous year plans; each criterion will need to have a policy that matches the area of funding. In addition, per the meeting with the primary funding agency ACF on April 23, 2024, the program ***is required to report ALL material findings in the single audit with the Model Plan submission*** as part of the award review process. Due to this, the Department recommends the following:

- LRBOI clearly identify an over-arching fiscal policy for not only LIHEAP administration, but also for the administration of any program that offers financial benefit as part of its service delivery, with clear client identifiers, expense identifiers, and make these consistent in every financial journal entry.

The Department has been providing coordination of services for homeless clients that may find themselves without a safe place to go and are living in shelters or on the streets. Since October of 2023, LRBOI Members Assistance has provide services to 30 persons through April 30, 2024 (this report). Assistance ranged from emergency food assistance, to finding

## **Members Assistance Program Recommendations [continued]**

temporary housing needs. The rising cost of rent in the 9-County Service Delivery Area has contributed to this significantly, particularly the conversion of rental units to seasonal Airbnb or Verbo units. This continues to be an ongoing unmet need.

The department is working to establish an email address for all application related information, to reduce the potential of misspelling of names within the department, and to ensure there is a central depository for client information. The new email will be [memberssubmit@lrboi-nsn.gov](mailto:memberssubmit@lrboi-nsn.gov). Once this address is viable, persons who are returning applications and their accompanying supporting documentation will be asked to submit that information to the new email address.

The Members Assistance Coordinator was unable to attend the Spring Membership Meeting due to a family emergency. The Program Specialist, Gina Crotteau attended and represented the department. The department distributed a few useful 'goodies' for the membership, and there were several inquiries regarding program services.

The Coordinator would like to take this opportunity to give major accolades and kudos to Gina, who is the key contact, intake specialist extraordinaire and represents this department, and her TRIBE in an exemplary manner.

*Respectfully submitted - Jessica Steinberg, Coordinator*

Natural Resources  
Frank Beaver



**Gaá Čhíng Ziíbi  
Daáwaá  
Aníshinaábek**

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

**April 2024 Monthly Report  
Frank Beaver, Director**

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

Department Objectives:

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

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

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

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

### **Administrative Services**

Theresa Davis

Assisted with biologist's paperwork as needed

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

### **Fisheries Division:**

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

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

- Managed budgets
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109/4227 BIA GLRI funding
  - 4018 Great Lakes Fisheries Assessment
  - 4097 BIA Great Lakes Restoration Initiative, Native Species
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
  - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Implementation of the Fisheries Division work plans.
- Planning and coordination for second PIT antenna installation.
- Adult Nmé sampling Manistee Lake.
- Manistee River, sturgeon habitat-use study grant proposal collaboration with USFWS and GVSU.
- Manistee River and Muskegon River sturgeon closure draft proposal.
- Sturgeon data downloading and data management.
- Sturgeon Rearing Facility "SRF" planning for 2024 field season.

- Inland Fisheries Arctic Grayling reintroduction habitat and fish community data management and analysis.
- Prepared presentation for Michigan Arctic Grayling Initiative partnership meeting
- Review State Collector permits/Fisheries Orders.
- Inland Consent Decree harvest permitting and reporting management.
- Issued spring steelhead and walleye permits.
- Issued 142 permits for walleye harvest in Walleye Lake Systems and Bays de Noc tributaries.
- Great Lakes and Inland fisheries data entry and management.
- Fisheries technician and seasonal applicant reviews and interviews.

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

- Manistee River Sturgeon PIT tag antenna monitoring, and data collection.
- Manistee Lake adult Nmé (sturgeon) assessments.
- Monitoring adult sturgeon below Tippy
- Adult sturgeon sampling within Manistee Lake
- Sturgeon Rearing Facility SRF season prep
- GLFT larval lake whitefish sampling
- Fish processing from the Little Manistee Weir
- Apr 24-26: R/V Namaycush Maintenance
- Great Lakes fisheries spring LWAP nets set Manistee.
- Downloaded data from water temperature loggers in Upper Manistee River Watershed; deployed additional loggers in mainstem and tributaries.
- Great Lakes assessment net and equipment maintenance, net tying.

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

- Quantitative Fisheries Committee Seminar (Virtual) (4/2)
- NRD, CORA HRG Meeting (4/3)
- North America Sturgeon Paddlefish Society webinar (4/3)
- Seasonal Fisheries Tech Applicant review (4/4)
- Experimental Dreissenid mussel control (4/4)
- Spring Membership Meeting (4/6)
- AmpliFund training (4/9)
- Great Lakes Fishery Trust, Scientific Advisory Team Meeting (4/9)
- Great Lakes Fish Commission Film "Relentless" (4/9)
- Seasonal Fisheries Tech interviews (4/11)
- Monthly Staff Meeting (4/11)
- NRD LEADs meeting (4/11)
- AmpliFund training (4/12)
- Two presentations for students at Manistee Middle-High School for Arctic Grayling reintroduction outreach (4/12)
- Sturgeon Tagging Database meeting (4/16)
- Technical Fisheries Committee, Modeling Sub-Committee Meeting (Charlevoix, MI) (4/16-17)
- Fisheries Division Job Descriptions NRD meeting (4/18)
- Technical Fisheries Committee meeting Gaylord (4/23)
- Chippewa Ottawa Resource Authority meeting, Petosky (4/25)
- Presented at Michigan Lakes and Streams Association Conference in Muskegon for Arctic Grayling reintroduction outreach (4/27)

- Tribal Council Work Session GL Assessment boat repower (4/30) Tribal Council Work Session (Approval for budgeting expenditures over 25k);
- CORA Tribal Biologist Meeting (4/30)

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

### **Wildlife Program**

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

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

- **Managed Budgets**
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
  - 4072 NRCS Project Budget
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment
- Completed draft of Griffith Parcel Management Plan
- Connected with partner organizations
- Shifted funds from professional fees to equipment and travel.
- Reviewed job descriptions.
- Reviewed literature on American marten and black bear.
- Prepared and began distributing applications for elk and bear hunts.
- Submitted abridged annual work plan to WTC members.

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

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Continued setting up cameras in Ward Hills area with Baldwin district with Forest Service. Initial surveys are to confirm presence of marten, later efforts will be to determine effectiveness of cavity creation and other silvicultural techniques. Work is ongoing, with multiple field visits to set up cameras.
- Conducted box turtle surveys with Forest Service.



- Delimited hemlock woolly adelgid infestation at Custer with Mason-Lake Conservation District.
- Surveyed for hemlock woolly adelgid at Sugar Shack, Rainbow Bend, and High Bridge properties with ISN.
- Continued surveying and assessing tribal lands to inform management actions
- Field visit to Griffith with GTRLC and FWS Private Lands Biologist to begin planning wetland restoration. Identified several drainage tiles and culverts to remove.
- Set up AHDriFT monitoring system for eastern Massasauga rattlesnakes with Forest Service.
- Conducted site visits of Old House, High Bridge, and Tippy Dam properties with BIA forestry and fire staff to begin process of implementing stand thinning and prescribed fire.
- Exchanged GSA vehicle in Flint.
- Built marten den boxes.

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

- Wildlife Technical Committee meeting (4/3)
- Attended Deer Management Initiative meetings (multiple)
- Forest Management for Marten meeting in Baldwin with Forest Service and DNR staff (4/5)
- Spring membership meeting, brought field day flyers (4/6)
- Eastern Massauga Rattlesnake working group meeting in Hastings (4/8)
- Amplifund training (4/12)
- Nighthawk Project Climate Workbook meeting (4/12)
- TWS conference (4/16 – 4/17)
- Internal meeting about Newaygo County Environmental Coalition (4/23)
- Fish and Wildlife Service updates on changes to Endangered Species Act regulations (4/30)

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

### **Environmental Division**

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

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

- Administration/Budget/Reports/Data Entry
- EWS Staff Management
- EPA PPG Workplan Review
- EPA PPG Budget Review
- Budgets Managed:
  - 4512 -- EPA PPG
  - 4530 – EPA Air Quality
  - 4137 – BIA GLRI
  - 4145 – IHS Solid Waste Planning
  - 4538 – EPA CERCLA Funding
- 1:1 Program Review Prep
- Tribal Water Workshop Planning
- WQ QAPP Review
- Air EI QAPP Review
- Seasonal Tech Job Descriptions approval
- Air Quality Job Description approval
- Water Quality Job Description approval
- Resume Reviews (tech)
- PPG Purchases
- AMS Site Check x 2
- AMS Ozone Audit x2
- Brownfield UTV planning and purchase
- PPG Semi-annual Report
- CAA 103 Report #5
- PPG Water Strategy Document

### **Meeting/Training/Travel/Conference Call**

- Environmental Division Meetings 4/16, 4/23
- LRBOI Staff Meeting 4/11
- GELF Expo 4/20
- ITCM Climate Change Grant Meeting, 4/24
- AWQMS Training/Update, 4/23
- IHS Solid Waste Meeting, 4/18
- AmpliFund Training, 4/9, 4/12
- Tribal Water Workshop Planning Meeting, 4/10, 4/23
- Regional Tribal WR Coordination and Stewardship Planning 4/22
- LRBOI/EPA Meeting 4/1
- R5 EPA Air Call 4/24
- R5 Tribal Air Call 4/25
- TK/IK Meeting 4/4

- QAPP Check In, 4/9
- LRBOI Spring Membership Meeting, 4/6
- MLSA Conference, 4/26

### **Brownfield Program**

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

- Completed LRBOI questionnaire about Ludington property for Phase I assessment.
- Received and reviewed the Phase I Environmental Assessment.
- Began reorganizing Brownfield portion of NRD SharePoint including removing empty folders and uploading new information to appropriate locations.
- Drafted RFP for Phase I assessments for publishing on the tribal website.
- Communicated with contractors about RFP including answering questions and sending relevant information.
- Completed Brownfield portion of PPG grant update for EPA.
- Completed and submitted Brownfield BIL grant quarterly update for EPA.

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

- Visited Ludington property.
- Went to Baldwin and Ludington/Scottville to obtain side by side and other field gear.

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

- Tribal Land call with EPA on April 3.
- GoToWebinar - Maximize Field Efficiency with ArcGIS Field Map on April 3..
- Spring Membership meeting on April 6.
- Resume review for seasonal position on April 16
- Adopt-A-highway program on April 16.
- Tribal Land call with EPA on April 24.

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

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

- Position Vacant all program deliverables listed in the GAP/Wetland Section

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

- Position Vacant

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

- Position Vacant

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

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

- Position Vacant all program deliverables listed in the GAP Section

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

- 

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

## Wetlands Program (Wild Rice)

### Administration Reports/Data Entry

- Spring Membership meeting prep: created interest signup sheet for Wild Rice Camp, purchased Wild Rice and supplies, helped create save-the-date and printed labels, divided rice into bags for outreach.
- Created AGOL webmap with wq/wild rice/ wetland locations and drafted list of potential new wetland/wild rice monitoring sites.
- Worked with Purchasing and CMU to move contract requisition forward.
- TWWG co-lead tasks: reviewed/edited TEPM TWWG meeting minutes.
- Submitted Seasonal Environmental Tech, Water Quality Specialist, and Air Quality Specialist postings to online job boards and directed inquiries to LRBOI website.
- Started drafting ISN MSA scope of work.
- Wrote story about Maple River CMU project for MRWA quarterly newsletter.
- Received list of planned treatment lakes from NCCISMA and sent back comments regarding wild rice impacts and coordinating joint fieldwork on Bar & Lincoln Lakes.
- Worked with ArcticIT to finish laptop setup.
- Organized unsorted 2023 field photos.
- Began creating 2024 workplan for Wetland & Wild Rice programs.
- Began summarizing wild rice phenology by 2023 observation date.
- Began reviewing Line 5 draft EIS chapters 1&2.
- Made bi-weekly observations/measurements of Wild Rice planting experiment and tracked germination and height in spreadsheet.
- Downloaded Maple River data shared by USACE and uploaded to MRWA Teams.
- Read Maple River PAS Agreement.

### Field Work and Equipment Maintenance

- 4/15/24: Griffith parcel- field visit with GTRLC, USFWS, & Wildlife Div to evaluate wetland restoration potential.

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

- 4/2/24: call with MRWA to discuss Maple River project.
- 4/6/24: Spring Membership Meeting (handed out Wild Rice & WQ outreach materials to >100 Tribal members)
- 4/9/24: MNDNR Wild Rice monitoring webinar.
- 4/11/24: LRBOI staff meeting.
- 4/11/24: EGLE Knotweed webinar.
- 4/12/24: Amplifund training webinar.
- 4/15/24: TWWG meeting with WI Wetland Assoc to discuss 2025 conference.
- 4/16/24: EPA WD Call (made announcement about TWW)
- 4/16/24: resume review for Seasonal Environmental Tech position.
- 4/17/24: DASH webinar.
- 4/18/24: Maple River model review with MRWA & USACE.
- 4/18/24: NAWM wetland status & trends webinar.
- 4/19/24: MRWA-LRBOI Maple River debrief meeting.
- 4/19/24: TWWG-NAWM-EPA monthly check-in meeting.

- 4/22/24: Midwest Regional Wild Rice work group meeting.
- 4/23/24: NCEC Planning discussion.
- 4/25/24: call with TWWG co-lead.
- 4/26/24: MLSA annual conference in Muskegon (discussions with lake manager, environmental consultant, & HLIB re Houghton Lake wild rice plantings)
- 4/29/24: TWWG training planning meeting with WDNR.

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

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

- Continued to work on updating WQ Monitoring QAPP.
- Tribal Water Workshop Planning tasks: worked with IT to create Teams site and get access for partners, created planning documents and added to Teams, contacted boat tour company, contacted SMSC with questions.
- Completed PPG Semi-Annual report with ABW and former WQS's activities.
- Contacted WQ Lab contractors regarding sulfate testing options/pricing.

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

- 4/1/24: LRBOI-EPA QAPP & MS Discussion.
- 4/2/24: LRBOI-LTBB-GTB Tribal Water Workshop planning meeting.
- 4/3/24: call with Caroline (LTBB) re Tribal Water Workshop.
- 4/10/24: LRBOI-LTBB-GTB Tribal Water Workshop planning meeting.
- 4/11/24: EPA R4 Lake Monitoring webinar.
- 4/12/24: Onekama Twp Invasive Species committee meeting.
- 4/18/24: Tribal Data Drop-in Session.
- 4/20/24: ran Environmental Division poster booth at Great Lakes Environmental Festival (outreach on WQ, Wild Rice, & Hazardous Waste to ~100 attendees)
- 4/23/24: LRBOI-LTBB-GTB Tribal Water Workshop planning meeting.
- 4/23/24: AWQMS 10.0 release community call.
- 4/30/24: PLWf board meeting.

### **Great Lakes Policy Program**

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

- 2025 Lake Michigan CSMI project memo draft (multiple agencies)
- 2025 Lake Michigan CSMI project memo draft (multiple agencies)
- PPG semi-annual report
- Request for proposals, Phase I Environmental Assessments on Tribal Parcels
- Abstract for AFS presentation

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

- Adult Lake Sturgeon (LAS) Nets
- HWA surveys- Manistee Parcels

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

- Muskegon Lake Watershed Partnership (4/2/24)
- Tribal - EPA Mining Call (4/4/24)
- Spring membership meeting (4/6/24)

- Minnesota State/ Tribal Mining meeting (4/9/24)
- LRBOI March Staff meeting (4/11/24)
- Resume Review for seasonal staff (4/16/24)
- Lake Michigan Partnership WG monthly call (4/17/24)
- Enbridge Line 5 Tunnel, Recurring Staff-Level Tribal Coordination (4/18/24)
- Tribal Mining Call (4/18/24)
- \*GLEF (4/20/24)
- \*NRD Director 1:1 meeting (4/23/24)
- Lake Huron Partnership Working Group Meeting (4/25/24)
- Lake Huron Habitat Committee (4/25/24)

Planning  
Steve Parsons

## BIA ROADS/PLANNING DEPARTMENT REPORT

April 2024

Steve Parsons

### Meetings/Conferences/Trainings

- On April 3, 2024, I attended the “Tribal Quarterly Virtual Meeting,” an informational meeting hosted by the U.S. Census Bureau for tribal nations across the country.
- On April 4, 2024, I attended a meeting with C&I Electric to discuss the electrical issues at the LRBOI Gathering Grounds. Also attending the meeting were staff members from the Maintenance/Facilities and Utilities Departments.
- On April 12, 2024, I attended a virtual training session on AmpliFund, a reporting system through MIP.
- On April 16, 2024, I attended an informational meeting with LRBOI lead staff (Gary Lewis, Tara Bailey, and Angie Stone) to discuss operations within the Planning Department.
- On April 18, I represented LRBOI at the Manistee Intergovernmental Meeting (a bi-monthly meeting of representatives from various jurisdictions within Manistee County—Manistee County, Manistee Township, Filer Township, and the City of Manistee.) I attended this meeting at the request of the Tribal Ogema.

### Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2024: We are currently in the process of preparing the schedule for this year’s BIA Roads construction projects. These projects are as follows:
  1. Government Center Parking Lot #2 (Clinic parking area). This project involves the removal of the pervious concrete portion of the Government Center Parking Lot that primarily services the clinic. The removed pervious concrete sections will be replaced by solid concrete. This project will be financed by BIA Roads maintenance funding.  
The project was advertised for bids on April 8, 2024. We received two qualified bids and will be recommending that Tribal Council approve a contract with the lower bid from Molon Construction. Molon has indicated they can begin work in early June 2024, so the plan is to have a construction contract ready for approval by Tribal Council by mid-May 2024.
  2. Extension of Sugar Shack Road: This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.
  3. Tribal Cemetery Road: This project will begin as soon as possible this year. Now that the gravel road for Phase 1 of the cemetery has been completed, we will be using BIA funding to include other features, such as irrigation and landscaping. We will also be adding electric power to the cemetery, through a primary electric line provided by Great Lakes Energy.
  4. US-31 Roundabout Project: The construction portion of this project was finished in October 2022. This year’s activity will include the repair or reinstallation of irrigation systems that were damaged during the initial road construction in 2022.
  5. Loon Drive: This project will include a “mill and fill” which consists of grinding the top 1.5 inches of asphalt and use that as filler while applying a new coat of asphalt on top.



6. Aki Maadziwin Connector Road, Frost Road & US-31: This project (now in its second year) is designed to provide an alternate route to access the Aki Maadziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2023-2025), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

- **Additional Activities**

- At the request of MDOT, I am participating on the recently reestablished “M-22 Pure Michigan Byways Committee.” The committee includes representatives from Manistee, Benzie, and Leelanau Counties. The next meeting of this group is tentatively scheduled for some time in late May 2024.
- Also, at the request of MDOT, I am participating on the newly-formed “Rebuilding US-31 in Manistee Stakeholders Group.” The purpose of this group is to provide input to MDOT regarding the US-31 rebuilding project which will start south of Stronach Road in Filer Township, continue north through the City of Manistee, and end at M-55 in Manistee Township. This stakeholders group will meet periodically throughout the design and planning phase of this project. Construction is tentatively scheduled to take place in 2027.
- The downed light pole at the US-31/M-22 Roundabout, directly in front of the Little River Trading Post, was repaired by Countyline Power in mid-April 2024. The light was knocked over sometime during the latter part of December 2023. This project was delayed due to logistical problems in obtaining the parts necessary to make the repairs.

Public Safety  
Robert Medacco

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

**General Patrol**

Assist Citizen	
Assist Motorist	
Assist Other Agency	10
City Assist	2
County Assist	7
Medical Assist	1
MSP Assist	
Other Calls for Service	4
Property Checks	823
Suspicious Person	1
Suspicious Situation	2
Well-Being Check	4

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	5
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	1
Fleeing & Eluding	1
Hit and Run	
MDOP	2
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	2
Open Intoxicant	
Other Traffic Citation	1
OUID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	15
Unsecured Vehicle	
Verbal Warning	12
Warning Ticket	

**Processes**

Bench Warrant Entered	
Civil Process (Paper Service)	15
PPO Served	1
Federal Docket Ticket	

**Criminal Offenses**

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

**Criminal Offenses Continued**

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

**Miscellaneous**

Administrative Hours	275
Alarm	2
Attempt to Locate	
Boat Dock Checks	
Casino Hours	145.25
Civil Standby	
Community Policing	2
Court Hours	1
Death Notification	
Drug Disposal	
Follow-Up Investigations	5
Found Property	
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	1
Special Detail	
Suicidal Subject	
Total Complaints	49
Total Reports	49
Training Hours	16.75
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	3900
Voluntary Missing Adult	

**Training/Travel**

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

Administrative Hours	215.5
Arrest(s)	2
Male	
Female	
ATV Patrol Hours	
Assist(s)	4
Assist Hours	3
Citation(s)	10
Civil	7
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	4
Contacts	433
Court	1
Court Hours	3
Follow-up(s)	5
Follow-up Hours	6.5
Federal Citation(s)	
Hours Worked	444
Joint Patrol(s)	
Marine Time	3
Meeting(s)	2
Meeting Hours	3
Paper Service	
Possible Trespass	
PR Activities	1
PR Activities Hours	4
Property Checks	122
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	19.5
Vehicle Mileage	2839
Vehicle Stops	10
Verbal Warning(s)	6
Written Warning(s)	1
<b>Training/Travel</b>	

April 2024 all Officers completed firearms/rifle qualifications.

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

Administrative Hours	40
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	6
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	263
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	2.5
Paper Service	
PR Activities	2
PR Activities Hours	4
Snowmobile Patrol Hours	
Training(s)	3
Training Hours	7.5
Vehicle Mileage	2433
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	

April 2024 all Officers completed firearms/rifle qualifications.

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

Administrative/Reports	
Hours	
Assist Other	
Hours	
Court Cases	5
Hours	3
Property Checks	6
Hours	3.5
Screenings	80
Hours	17
Contraband	
Weapons	1
Denials	
Surveillance	118
Hours	103.5
Training	2
Hours	2
Transports	
Hours	

<b>Training/Travel</b>	
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April 2024 all Officers completed firearms/rifle qualifications.



Tax Office  
Valerie Chandler

## **Tax Department April 2024 Monthly Report**

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

During the month of April 2024, the Tax Department performed the following:

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

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
  - RTM statuses
  - Motor fuel registrations
  - Certificates of Exemptions
  - Proofs of Residency
  - RTM benefits provided by the Tribe/State Tax Agreement
  - Tax Agreement Area boundaries
  - Copies of 1099s, which were referred to Finance
  - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, Temporary Tribal Business Tax Licenses, tax returns and payments.
3. Worked 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 and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for March 2024.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 1 Certificate of Exemption:
  - Purchaser: 1 RTM 0 Tribe/Entity
  - Purchase Type: 1 Vehicle 0 Construction 0 Recreational Vehicle
9. Reviewed 39 Tribal Member address and/or name changes; 9 required updating of the RTM list and database.
10. Processed 2 Proofs of Residency.
11. Processed 38 Motor Fuel Registrations.

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates include, but are not limited to:
  - New or re-instated RTMs

- Deceased RTMs
- Address changes for RTMs
- RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the interim Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for May 2024 and provided it to the Trading Post interim Manager.
8. Reviewed and processed 2,052 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed March 2024 Tribal tax returns which included:
  - Retail Sales Tax
  - Food & Beverage Tax
  - Lodging & Occupancy Tax
  - Admissions Tax
  - Service Tax

**\*Variable Duties and Accomplishments:**

1. Processed and issued 14 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Continued to work with Resort staff and contracted vendor regarding the tax exemption requirements for the new swipe card system that is in the process to be installed at the Trading Post.
3. Continued to train the Tax Department Administrative Assistant with different duties and responsibilities within the department.
4. Prepared materials for distribution at the departmental booth during the Membership Meeting.

5. Submitted maintenance requests to repair the key drop box at the Community Center, to remove the mailboxes at the government center entrance because they are no longer in use but people are putting documents in them and not telling anyone, and to repair a part of the government center entrance roof that fell and the Tax Officer brought in the board.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
  - Resident Tribal Member being charged State sales tax on their utilities when they should be tax exempt.

Little River Trading Post Interactions:

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

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.
3. Worked with staff regarding licensing of vendors for the upcoming 25<sup>th</sup> Anniversary celebration in July.

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

1. Attended the Spring Membership Meeting on April 6, 2024.
2. Facilitated the monthly virtual staff meeting on April 11, 2024.
3. Attended meetings with Gaming Commission staff on April 18 and 29, 2024 regarding questions in preparation of their internal audit.

**Statistics:**

Total Registered Resident Tribal Members (RTMs): 253

- Manistee County: 242
- Mason County: 11

Monthly Tax Revenue\*:

\*March 2024 amounts received in April 2024

- Retail Sales Tax (Gift Shop) \$1,192.96
- Retail Sales Tax (Nectar Spa) \$25.11
- Retail Sales Tax (Trading Post) \$7,236.04
- Service Tax \$522.90
- Admissions Tax \$0.00
- Lodging & Occupancy Tax \$8,039.12
- Food & Beverage Tax \$30,930.39

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

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

- Gasoline: \$0.484/gallon
- Diesel: \$0.511/gallon
- Cigarette Pack: \$2.00/pack (\$0.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products\*): 32% of wholesale price  
\*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation  
Jonnie J. Sam

## **Department - Historic Preservation Department**

**Department head and title – Kenny Pheasant, Language Coordinator**

**{April 2024} Department Report**

*Note – Offices closed for Covid-19 pandemic, most work from home.*

### **1. Department Overview**

- **MISSION: Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.**
  - **GOALS:**
    - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
    - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
    - Management and maintenance of Tribal Archives and collections.
  - **OBJECTIVES**
    - ❖ Respond to NHPA, NAGPRA and related requests and issues.
    - ❖ Inventory historic properties, items or collections and archives for preservation.
    - ❖ Hold events that support and preserve the culture and language of the Tribe.
    - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
    - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through policy, procedure and facilities development and appropriate training.
    - ❖ Seek Grant funding where and when appropriate.
    - ❖ Coordinate cultural, historical and traditional events of Tribal entities
- The Language Coordinator** accomplished the following during this month.
- I reserved 20 extra rooms for our guests that don't wish to camp at LRCCR.
  - I reserved 75 rooms in three other motels in Manistee for language camp this year.
  - There is a bus load of people coming from Manitoulin Island this last year.
  - Filled out travel close out for attending the language conference at Kewadin.
  - Worked on the language camp menu with LRCCR.
  - Worked on other preparations for language camp.
  - Forwarding Jonnie Jay Sams Emails to Gary Lewis and others.
  - Developed language lessons for class and taught them.
  - Produced and recorded video language lesson for Endaaying and posted them.
  - Recycled for Muskegon and Mansitee pharmacy.
  - Consultant to IPR, Delta Dental, GRPM, Mi. nature association.
  - Answered calls about language camp, culture, and language.

### **Travel, training and budget expenses**

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

WWTP  
Gary Lewis



**Utilities Department**  
**Gary M. Lewis, Utility Director**  
**April 2024, Department Report**

**I. Department Overview**

**MISSION STATEMENT**

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

**II. Department reporting section**

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Continued work on Lead and Copper Inventory
- Provided 2 THPO Section 106 Reviews on behalf of THPO

**Billing**

Water	\$10,988.58
Sewer	\$17,103.29
Irrigation	\$2,375.61
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$18,679.86
Septage	\$9,797.16
Other	\$140.00
Month Total	\$67,153.83
<b>Yr. to Date</b>	
Yr. to Date Water	\$43,509.81
Yr. to Date Sewer	\$66,447.61
Yr. to Date Irrigation	\$7,808.43
Yr. to Date Fire Suppression	\$32,277.32
Yr. to Date Manistee Township	\$72,589.49
Yr. to Date Septage	\$28,717.80
Other Revenue	\$756.67
Credit	\$0.00
Yr. to Date Total	\$252,107.13

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 2,571,927
    - b. Ave Daily Flow Gallons 85,731
  
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 2,550,067
    - b. Daily Average Gallons 94,447
  
  - Effluent Gallons**
    - a. 2,929,134
    - b. Daily Average Gallons 104,612
  
  - Lagoon**
    - a. Influent 147,526
    - b. Daily Average Gallons 5,268
  
- 3. Septic Sewage**
  - a. 163,286 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, Gary Lewis**  
**Where: Ogema Conference room**

**What: Council – CPRG Grant Agenda Review**  
**Who: Gary Lewis**  
**Where: Council Chambers**

**What: Met with Dixon Engineering Contract Water Tower Painting**  
**Who: Clatus Clyne**  
**Where: Water Tower**  
**Sponsored by: LRBOI**

**What: Gosling Czubak Sewer Agenda Review/Council Meeting**  
**Who: Gary Lewis, Jonathon Robertson, Diane Kerr**  
**Where: Council Agenda**  
**Sponsored by: LRBOI**

**What: Advanced Wastewater Operations (MRWA)**

**Who: Gary Lewis**

**Where: Online**

**When: April 17, 18**