

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LB*
Naangwa: Date: October 21, 2025
Maanda Nji: Re: September Operations Report

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

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

Larry B. Romanelli

**Little River Band of Ottawa Indians
Departmental Monthly Reports
September, 2025**

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Accounting
Vacant CFO

Finance Division

Cindy Dunham-Tozer, Controller

September 2025 Department Report

I. Department Overview

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

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

Finance/Accounting Management:

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

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT 2024

The last day to submit 2024 invoices was February 28, 2025. On March 1, 2025 we started working on closing 2024. Audit field work began on 7/14/2025 and has been completed with the Audit being submitted to the clearing house on 9/30/2025.

STAFF ACCOUNTANT I

Duties and Accomplishments:

- o Processed Cash Receipts (saved on S Drive > Cash Receipts > 2025)
 - Receipt Writing in MIP
 - Processed Deposits using Onsite Deposit for checks and prepared Cash Deposits which Robert took to bank.
 - Scanned Backup during processing.
 - Cash Receipts Report – September 2025
 - Month of September total: \$422,881.48
- o General Revenue: \$326,592.91
- o Special Revenue: \$96,288.57
- o Total of 243 receipts.
- o Journal Entries:
 - Entered some Journal Entries.
- o AP
 - Reviewed and Approved AP Check batches for processing.
 - Uploaded Positive Pay for check runs.
- o Audit
 - Continued helping with Audit work – early in Sept.
- o Catchup work
 - Printing Posted JV Reports and scanning JVs.
 - Scanning Cash Receipts Reports and backup documents from previous months.
 - Meetings attended:
- o Staff Meeting
- o Monthly/Quarterly/Annual Closing Schedule Meeting with Angie R, Cindy & Jory.
- o Cindy, Judy, Mamie, Jory and I met – RE: Judy's time off – to make sure everything was covered.
 - Training:
- o GFOA – Government Accounting Intensive Series completed. 14 CTE credits.

STAFF ACCOUNTANT II

Duties and Accomplishments –

1. Reconcile 11 bank statements for July and working on August
2. Bank, Housing, Utilities and misc. journal entries
3. Review Accounts Payable Check runs

Meetings Held / Attended – Meeting with Cindy, Meeting with Angie

Trainings Held / Attended – *MIP training online with Falmouth, Training with Cindy, Training with Kari, Training with Michelle, Training with Kathleen*

Payroll

Duties and Accomplishments –

1. Processed 423 payroll vouchers/checks.
2. Verified 29 PAF's this month which included 7 new employee(s), 1 Job Change/Transfer employee(s), and 5 termed employee(s).
3. Verified 16 Holiday Variance forms for the Labor Day holiday.
4. Verified 16 Holiday Variance forms for the Reaffirmation Day holiday.
5. Processed payroll and completed payroll backup cover sheet for pay dates 9/5 and 9/19.
6. Created 401k contribution file and uploaded to John Hancock online.
7. Prepared direct deposit file and uploaded online for processing.
8. Made federal tax deposits as required for each payroll.
9. Printed and/or saved all reports needed for payroll biweekly.
10. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
11. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
12. Reconciled the amounts withheld for Adlife to what was billed for the month.
13. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

- 9/4 – Payroll/Finance Clerk interview
- 9/18 – September staff meeting
- 9/26 – Payroll/HR bi-weekly meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2025 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in September as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in September as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of September and provided to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processed October 1st per capita distribution and necessary compliance reporting.
10. Prepared bi-annual certifications of personnel costs for period of March 1st – August 31st.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Hiring for vacant Payroll/Finance Clerk position.
2. Quarterly reporting for 3rd quarter.

ACCOUNTS PAYABLE

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

Special Tasks / Activities Performed –

1. Scan prior year documents and filing in appropriate digital folders
2. Researching for expired purchase orders and liquidating them

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 on purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer
2. Backup for the receiving department

Upcoming Projects / Tasks –

Purchasing/Travel Manager

Duties and Accomplishments –

14. Oversee the Purchasing, Travel, and Mail activities and staff.
15. Process purchase requisitions.
16. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
17. Responsible for the supply of products and services essential for the Tribe's Operations.
18. Conduct annual training to all staff on department procedures and policies.
19. Provide technical assistance to program directors.
20. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
21. Lead contact with outside vendors.
22. Prepare credit applications.
23. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
24. Process W-9 information.
25. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
26. Maintain well-organized files.
27. Process and place orders.
28. Verify budget availability.

29. Obtain price quotes.
30. Create, solicit, monitor request for proposals.
31. Negotiate and oversee the Tribe's Master Contracts.
32. Seek and partner with reliable vendors and suppliers.
33. Maintain a vendor file.
34. Maintain that local vendors are aware of Tribal Procurement Policies.
35. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
36. Handle invoice discrepancies.
37. Process travel requests.
38. Book flights and lodging accommodations.
39. Register travelers for training.
40. Put together travel advance checks.
41. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
42. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
43. Supervise Mail/Purchasing Clerk.
44. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 9/8/25 Worked on credits to the PNC card as requested by accounts payable.
2. 8/4 1st Draft Presentation by WIPFLI on Purchasing & Procurement Regulation.
3. 9/11 Purchasing regulation review with WIPFLI.
4. 9/24 Drafted policy on conflict of interests. Forwarded to legal, Leads, and Tribal Manager.
5. 9/24 Participated in M-DOT clean-up.
6. 9/24-25 Updated RFP and adjacent forms for 2026 & 2027 contract for electric services for solicitation.
7. 9/25 Put together addendums to extend master service agreements for HVAC with Custom Sheet and Temperature Control for legal review.
8. 9/25 Solicited for quote for HVAC annual maintenance and service agreement for Muskegon area.
9. 9/29 Put together work session and agenda packets for both Master Service Agreements for HVAC services.

Receiving

Duties and Accomplishments –

1. Received in 529 packages.
2. Issued 212 receiving reports.
3. Returned 2 item for credit.
4. Made deliveries.
5. 28 FedEx for mail clerk

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

Help

Upcoming Projects / Tasks –

shreddingUpcoming Projects / Tasks – shredding

Budget Coordinator

Duties and Accomplishments

- 1) Prepared 14 agenda items for Tribal Council Meetings
- 2) Attended 3 Tribal Council Meetings
- 3) Attended 3 Agenda Reviews
- 4) Completed 22 Budget Modifications
- 5) Prepared and submitted 25 draw downs
- 6) Prepared and submitted 7 financial status reports to agencies
- 7) Participated in ZOOM training regarding LIHEAP on September 11, 2025
- 8) Participated in ZOOM training on program income for HUD on September 15 and 16, 2025
- 9) Participated in TEAMS training regarding 696T training (childcare reporting) on September 23, 2025
- 10) Met with Leads to review memo from Tribal Council on September 23, 2025
- 11) Reviewed and submitted the Final 2026 Tribal Government Budget to Council on September 30, 2025

Grants

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ Coordinate and collaborate with Tribal grant writers and department heads.
- ∞ Complete Closeouts on grants that have completed their lifecycle.

Expenditures Update

Total year-to-date expenditures for the Finance Division through September 2025 are \$1,080,133 compared to an annual budget of \$1,572,817. Total expenses for the Finance Division for year-to-date September 2025, represent 69% of the department's total annual budget.

Commerce Department
Jim Wabindato

Department of Commerce Monthly Report – September 2025

Commerce Department Overview (Function and Goals)

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

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

Staff

Jim Wabindato, Director

Melvin Rogers, Workforce Development

- Started 9/2

Commerce Department (General and Administrative)

Projects, Tasks, and Activities Update

- The Workforce Development staff member joined the team;
- Proposed and scheduled an October meeting with internal stakeholder department heads to evaluate current infrastructure and future needs.

Meetings, Conferences, and Trainings

- Participated in Tribal Council Budget work sessions (9/2)
 - Department #164
 - Workforce Development #180
 - Small Business Development #???
- Attended Manistee Chamber Government Relations meeting (9/12);
- Attended Great Lakes Tribal Economic Summit (9/16);
 - Presentations on varied topics
 - Build staff/tribal network with other economic development professionals
- Lunch with Laura Heintzelman of Manistee County Community Area Foundation (9/19);

Challenges and Known Issues

Nothing specific at this time

Workforce Development (WFD)

Projects, Tasks, and Activities Update

- Developing Standard Operating Procedures for WFD program.
 - Format and storage requirements for client records.
 - Intake process for client applications
 - Offboarding procedures for clients
- Reviewing existing policies and procedures
- Digitizing information from historical physical files to be able to conduct analysis.
 - Halfway through as of month ending
- Conducted intake for eight (8) clients
 - Awaiting additional information for six (6) clients
 - Final processing of application for Career Assistance Voucher for one (1) client
 - Adjudicated application for one (1) client as not currently qualified for WFD program

Meetings, Conferences, and Trainings

- Workforce Development Introduction meeting with “Michigan Works!” staff to establish an ongoing relationship for services and referrals (9/10);
- Workforce Development Road Show with Little River Holdings;
 - 9/3: Online (No attendees)
 - 9/9: Muskegon (32)
 - 9/17: Manistee (2)
 - 9/18: Online (5)
- Coordination meeting on Workforce and Vocational resources with Yvonne Parsons (Education) (9/26).

Challenges and Known Issues

- Outdated policies and procedures currently in place;
 - Review and update as appropriate to meet current programming needs and funding availability
 - Plan to provide for review by elected leadership and tribal citizens by year end
- No SOPs specific to WFD in place;
 - Develop and create WFD SOPs during October and November
- Overcoming current paradigm (perceived) that tribal members believe that they should only be employed by tribal businesses and enterprises
 - Solution may include education of tribal members on how to view employment opportunities within the greater community and how that type of employment can be of benefit to the tribal community now and into the future
- Little awareness of the WFD program within the tribal community
 - Aggressive educational outreach to tribal members on the purpose, capability, and value of the WFD program to themselves and the tribal community.

Tribal Enterprises (including LRH)

Projects, Tasks, and Activities Update

- The Director continues to keep consistent contact with Tyler Leppanen and Brittney Drake at Little River Holdings;
- While no new businesses discussed, mastery knowledge of existing businesses and opportunities dominates most discussions, along with evaluating means of sharing more information with Tribal citizenry.

Meetings, Conferences, and Trainings

- Attended Citizen Advisory Board meeting of LRH (9/8, Online);
- Attended Board meeting of LRH (9/25, Online);
 - General and specific conversation of the Gateway Project
 - Evaluate branding and overview of potential Manistee-based business opportunities to provide income and jobs

Challenges and Known Issues

- LRH staff and appointed leadership need to

Small Business Enterprise (Tribal Citizen Business)

Projects, Tasks, and Activities Update

- Nothing of note this month.

Meetings, Conferences, and Trainings

Met with a tribal member to identify process for using existing tribal law to benefit the member, his business, and the tribal community (9/29).

Challenges and Known Issues

A lack of strong corporate laws and coordinated supporting tribal laws needs a deeper policy analysis to present to elected leadership. Based on feedback from leadership and citizens, Commerce would recommend updating several tribal laws and generating one or two more.

Tribal Recording System

Projects, Tasks, and Activities Update

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

Meetings, Conferences, and Trainings

No substantial activities to report.

Challenges and Known Issues

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

Education
Yvonne Parsons

EDUCATION DEPARTMENT MONTHLY REPORT

SEPTEMBER 2025

Staffing: Yvonne Parsons, Education Programs Coordinator

Debra Davis, Education Office Assistant

LRBOI Student Services: Provided funding for 14 students, including: 12th Grade Computer, 1 student, totaling \$1000; Driver's Training, 1 student totaling \$250; 12 student Services School Clothing, 12 students. Total expenditure: \$7,250

LRBOI College Book Stipend: Provided funding for 15 students, 9 enrolled in 9 or more credits, totaling \$5400; 4 enrolled in 4-8 credits, totaling \$1600; 1 enrolled in 1-3 credits, totaling \$300. Total expenditure: \$7300

LRBOI Higher Education Scholarship: Provided funds for 9 students, including 5 community college students, and 4 university students. Four students were female, 5 were male. Total expenditure: \$27,820

MISCELLANEOUS: This month Yvonne Parsons was out of the office on approved PTO from September 3 until September 23. On September 24 we held our monthly education family activity at Aki, with 15 participants.

MEETINGS:

September 23, 2025- ZOOM meeting regarding LRBOI Halloween Party with Tara Cook from Family Services, and Cory Wells from Historic Preservation.

September 24, 2025- In person meeting with Jim Wabindato, Commerce Director, and Melvin Rogers, Work Force Development Specialist to discuss programs' shared services and redundancies; also an introduction. Meeting was briefly joined by Jessica Steinberg

All activities and expenditures fell within the program guidelines and 2025 budget

Elders Meal Program
Janeen Codden

Elder September Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
120	543
Ellis Building Congregate Meals	Take out
15	5

Bingo At Aki	Bingo At Ellis
12	15
Activities At Aki	Activity at Ellis
0	0

PO #	Distribution Code	G/L	Starting	Ending
251045	4583	5204	\$5000	\$1277.29
251905	4583	5204	\$5000	\$5000
251326	4583	5204	\$5000	\$178.84
250438	4583	5204	\$779.15	\$41.97
251325	4583	5202	\$5000	\$2840.60
251907	4583	5204	\$5000	\$5000
251616	4583	5204	\$150	\$150
250923	4583	5204	\$5000	\$4467.36
250726	4583	5204	\$962.73	\$128.26
250116	4583	5204	\$2000	\$725.83

251045 / 251905 /251326 Sysco
250438 / 251325 / 251907 Vaneerden
251616 Family Fare
250923 Orchard Market
250726 / 250116 Townline Unlimited

Muskegon Elders are now enjoying their meals and Bingo at the Ellis Building 2nd Floor. This building area has plenty of space for Bingo and activities. Three of the Elder Meals in Muskegon were served by staff from the Family Services Department. During those meals, Family Services, offered information and ask

questions Elders had about the Department and programs. Staff that assisted, Robin, Members Assistance, Autumn, Prevention, Tara, Case Manager, and Janeen, Director. All three times the staff was well received and appreciative of the interaction.

Vicki has been out of the office however Grace has been amazing in holding up the program in Vicki's absence. Michelle, Housing Department, assisted with the deliveries of emails and food truck drop offs. Two of the Elder Meals were prepared and served by Jamie and Katlyn from the Nutritional Center. They took their own personal time to step-up and assist, and we are very appreciative of their commitment to the Elders.

Anticipate Vicki to be back to work October 20, 2025

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

September; Monthly Report – 2025

Diane A. Lonn, Enrollment Director

Department Goals

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

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

Department Objectives are:

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

Duties Performed

- Created 170 New or replaced Tribal I.D.s from 09/01/2025 through 10/01/2025.
- 172 Address changes from 09/01/2025 through 10/01/2025.
- Final rejection letters 3
- Final acceptance letters 7
- Final disenrollment certificates 2
- Provisional Rejection letters 3
- Provisional acceptance letters 0
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of decision on appeal 0
- Appeal hearing notices 0
- Extended appeal hearing notices 0
- Notice of blood quantum increase 0
- Reinstatement notices 0

- Notice of blood quantum determinations 0
- Notice of mistake of fact investigation 1
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 4 Applications received as of 09/01/2025.
- List request of Membership
- Label request of Membership 1
- Statistical request – Tax Department, Ogema Office
- Inputting files into new data base

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 212
- PRC/EHAP 0
- Members Assistance 0
- Utilities 0
- Food Distribution 0
- Casino 1
- Family Services 9
- Tribal Council 0
- Natural Resources 0
- Education 3
- Gaming 0
- Work Force Development 3

Ordering/Correspondence

Enrollment verifications to other tribes 1

Sent out Per Cap Earnings information 42

3Tuition Waiver Verifications

753 phone calls logged.

Went to Muskegon to service and take care of our Tribal Citizens, with new ID.

Total Tribal Members Living in:

9 County Area -1,584

Outside 9 county -2,267

Inside Michigan- 2542

Outside Michigan- 1,309

Undeliverable Addresses -10

Facilities
Rusty Smith

2025 September Maintenance Department Report

Submitted by De-Ahna Underwood, Maintenance Office Manager

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

I. Department Overview

Goals & Objectives

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

II. Department Reporting Section

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

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

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

	Aki	Eastlake	Food Distribution	Gathering Grounds	Gaming-Interim Casino	Govt. Center	Justice Center	Hackley	Natural Resources	Utilities	VSP
Corrective Maintenance	2										
Preventative Maintenance											
Equipment Repair					2						
Inventory/Delivery	1	1		1				3	2		
Key/Lock/Access	1				15						
General Repair & Maintenance	1				5	4					
General Service				1	4	2					
Building Repair Maintenance											
Storage/Move Location											
Exterior Services/Grounds											
Remodel											
Pest & Animal Control	1	1			1						
Fleet Services					2	6			1		
Temperature											
Total Per Location	6	0	2	0	2	29	12	0	3	3	0

Maintenance Department Reporting Section continued:

Resolved	6		2		2	24	6		3	2	
In Progress						3	3			1	
Outstanding	1	1			1	1	2		1		1
Pending						1	2				
August In Progress											
Canceled						2					

Projects in Progress: HR enclosure, majority of this project has is complete. October: hang doors install locksets, issue keys and final touchups. Project competition date estimated 10/16. Install new lockset hardware to secure a mechanic room and janitor closet.

Projects Completed: NRD AC installation and furnace upgrade. Aki water heater replacement.

Upcoming Projects: Justice Center, caulk & paint window frames and trim, windows & doors winterization. More requests added to the 2024 Courts remodeling project. Install clerestory window on shared office wall, new placement of office door.

Future Projects: 2026 Aki exterior refresh & repairs. VSP accessible parking space and signage.

On-Site Vendors

- Pest Control PM: Aki, Government Center, Interim Casino, Hackley, Food Distribution.
- Fire & Safety PM: Government Center. Aki, Gaming, Justice, Natural Resources.
- RO repair at Government Center.
- HP4 repair at the Gov Center.

III. Budget Expense Justification

- Phones \$396
- Supplies \$182
- Small Equip \$100
- Equipment Repair \$75
- Vehicles & Fuel \$720

IV. Travel and Training

- Not applicable

End of Report

Family Services
Janeen Codden

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

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	1									
I&Rs										
Open Cases	17				1					
Monthly Totals	18	0	0	0	1	0	0	0	0	0

Case Management

Total number living in home	39				1					
Citizens living in homes	27				1					
descendants living in homes	11									
living in homes served	14									
where substance abuse is										
Child Abuse/Neglect										
ICWA or ICWP referrals										
Sexual Abuse of a child										
Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement										
Tribal Foster Home										
Non-Tribal Foster										
Home										
Alternative placement										
Court appearances										
Home Visits	29				1					
Case Reviews	1									
Binojeeuk	1									
Contacts with outside agency	4	8								2
Contacts with LRBOI depart	34									
Tribal Elders										
Other referrals										
Monthly Totals	159	8			3					2

Members Assistance Department September 2025 Report

Assistance Programs

Rental/Mortgage: 6 Households

Emergency Transportation: 8 Households

Elders Chores: 3 Households

Low Income Energy Assistance: 5 Households

LIHEAP: (9 County) 3 Households

Food Assistance: 26 Households

Home Repair: 6 Households (3 Households waiting for completion of repair)

Weatherization and LIHEAP funds are still waiting in Congress for approval/disbursement

Office Visits: 14

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

Phone Calls: Robin- 82 Gina-unknown (Her phone continues to have issues). Director still working on getting this issue resolved.

Catastrophic Disaster Relief: 4 applications submitted/processed.

Budget Update

Director of Family Services will be submitting a supplemental appropriation in the amount of \$300,000. This \$300,000 will support a shortfall in the 2025 budget through December 31, 2025, in the line items for Client Services and Elder Insurance.

Elder Insurance	\$139,368.22	\$120,000	\$259,368.22
Client Services	\$54,166.70	<u>\$180,000</u>	\$234,166.70
		\$300,000	

Department Report : Family Services

Case Worker: Stephanie Persenaire

Reporting period: September 2025

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent
Intakes	1				1			1
I&Rs								
Open Cases	7	1			1			1
Monthly Totals	8	1	0	0	2	0	0	2

Case Management

Total number	16	3			1			7
Total number of Tribal Citizens living in homes served	6	3			1			1
Total number of descendants living in homes served	8	0			0			5
Total number of children living in homes served	7	2			0			5
Total ICWA or ICWP where substance abuse is involved	0	0			0			0
Child Abuse/	0	0			0			0
ICWA or ICV	0	0			0			0
Sexual Abuse	0	0			0			0

Substantiated or Unsubstantiated by DHS	0	0			0		0
Case Pending	0	0			0		0
Relative placement	0	0			0		0
Tribal Foster	0	0			0		0
Non-Tribal Foster	0	0			0		0
Home	0	0			0		0
Alternative placement	0	0			0		0
Court appearances	0	0			0		0
Home Visits	15	2			1		2
Case Reviews	1						
Binojecuk	2						
Contacts with	12	2			2		6
Contacts with	25	0			2		6
Tribal Elders							
Other referrals							
Monthly Total	76	9	0	0	6	0	25

Newaygo

Other

	1
0	1

	1
	1
	0
	0
	0
	0
	0
	0

	0
	0
	0
	0
	0
	0
	0
	0
	2
	1
	0
0	4

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

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					1	
Open Cases	1	1		1	11	
Monthly Totals	1	1		1	12	

	Case Management				
Total number living in homes served	3	8		4	31
Total number of Tribal Citizens living in homes served	3	2		1	17
Total number of descendants living in homes served	0	0		3	8
Total number of children living in homes served	0	4		3	8
Total ICWA or ICWP where substance abuse is involved	1	0		0	1
Child Abuse/Neglect	1	2		0	1
ICWA or ICWP referrals	1	2		0	3
Sexual Abuse of a child	0	1		0	0
Substantiated or Unsubstantiated by DHS	1	1		0	2
Case Pending with DHS	1	2		0	2
Relative placement	1	0		0	0
Tribal Foster Home	0	0		0	0
Non-Tribal Foster Home	0	2		0	0
Alternative placement	0	0		0	0
Court appearances	1	0		0	2
Home Visits	2	1		2	4
Case Reviews	1	1		1	1
Binojeeuk	2	2		0	0
Contacts with outside agencies	51	29		0	93
Contacts with LRBOI departments	26	26		16	60
Tribal Elders	0	0		0	3
Other referrals	0	0		1	1
Monthly Totals	95	83		31	240

Wexford Kent Newaygo Other

	1		
	1		

	3		
	2		
	0		
	1		
	1		
	0		
	1		
	0		
	1		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	2		
	1		
	2		
	0		
	0		
	0		
	0		
	14		

LRBOI Be Da Bin Behavioral Health Program September 2025 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 3 clients, due to health concerns this month the amount is lower.

Autumn Myers is the Prevention Specialist. She is helping to plan events and organize Be Da Bin spaces. She attended the following trainings: She is connecting with the area schools, Youth Armory Project, Staircase, and the library. She attended 9 webinars this month including Treating concurrent Substance Use Among Adults, Cultural competency, Prevention core Competencies, and Creating Family Wellness Plans for American Indians and Alaska Native Pregnant & Parenting People Experiencing Suds.

Angela Schwandt has 41 clients. She had 48 individual sessions, 30 follow up calls, and 4 hours telepsychiatry. She had court for a client that took time. She attended the following virtual training: Suicide Prevention & Clinical Management (2 day) Training. She attended the (SAPC) Suicide Awareness and Prevention Coalition on September 10, 2025 and the Event on September 17, 2025.

Dottie Batchelder-Streeter currently has (48) 38 clients and 10 Recovery Support clients. She had 6 referrals to an inpatient facility. Dottie had 49 individual sessions, and 79 follow up calls. She had 3 crisis clients this month. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting on September 10, 2025; attended the With One Voice Board meeting on September 25, 2025. She is hosted the Suicide Prevention Event for September 17, 2025 (around 68 in attendance). She attended virtual trainings: Beyond the Brusing: child Abuse vs medical mimics. She completed the budget/plans for the grant of SOR4 which ended September 29, 2025. A lot of work on the SOR4 grant this month, with adding a new client and referrals to detox/ inpatient treatment. Dottie also completed her MCBAP certification renewals for the State of Michigan (3 of them).

Angela and Dottie are working with area Community Mental Health agencies and inpatient substance abuse/mental health treatment centers to have better services available for Tribal citizens, as needed.

Respectfully submitted,



Dottie Batchelder-Streeter

Food Distribution
Jamie Friedel



Food Distribution Program

SEPTEMBER 2025 Monthly Report

Jamie Friedel, Melanie Ceplina, Allen Tyler and Nicole Ward

1) Department Overviews:

Goals and objectives:

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

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

2) Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

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

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

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

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

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

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

Jamie, Melanie and Nicole conducted interviews with clients.

Jamie, Melanie, Nicole and certified clients.

Jamie and Nicole conducted 45 Deliveries.

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

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

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

Melanie sent 3 recertifications out.

We Added 8 new Households.

We have a total of 96 households with 169 total participants.

We sent out 5 Applications.

MEETINGS:

Monthly Update Call with USDA/FNS
Midwest Regional Conference call
Midwest Regional and National Planning call
Midwest Calander Planning
State SNAP-ED Consultation with MDHHS
National FDPIR conference

The Department has been extremely busy this month. With the SNAP State aid being redefined we are seeing the numbers rise. We currently are our highest numbers since this program has started. I believe we will keep seeing the numbers go up.

I attended the National Conference this month for the NAFDIPR where I was able to talk with leaders from the USDA and other Tribal ITOs. There was a Nutrition symposium during the conference that I also took part in.

Our 2026 USDA budget was completed and presented and passed through council. I have summited it to the USDA for their approval.

We are excited to announce that a Nutritionist has been hired. Caitlin Lorenc will be starting on October 1st. She brings many years of serving people in nutritional healthy eating. She has previously worked with our community as the MSU Extension. She has a lot of ideas and ways to get everyone involved with our program.

Supervisor
Food and Nutrition Center

Jamie Friedel

Grants
Jessica Steinberg

LRBOI Grants Department

Monthly Report of Activity – September 2025

Grant Department Overview and Function within LRBOI: Overview

The Grant Department of the Little River Band of Ottawa Indians (LRBOI) works on behalf of the membership of the Band, finding resources to supplant and support the objectives of the Little River Band of Ottawa Indians Strategic Plan. Grant proposals should align with Departments providing programs, services, functions, and activities (PFSAs) for the benefit of the members of the Band and reduce the amount of enterprise revenues dedicated to support those efforts. The Grant Department reviews potential grant opportunities, aligned with current PFSA's, and notifies directors, managers, and supervisors of those potentials. In addition, the Grant Department reviews the Federal Register daily, as new opportunities, and changes to programs are published in the content. Directors and program staff are sent notices as they become available. There are several sources for grant announcements, grants.gov is the primary reviewing tool.

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

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

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

Projects, Tasks and Activities

Assigned tasks current funding opportunities:

- Tribal 105(l) Lease Agreements: Under Section 105(l) of the Indian Self-Determination and Education Assistance Act (ISDEAA, PL. 93-638), Tribes may be compensated for costs incurred conducting programs, services, functions, and activities (PFSA's) under self-government agreements. Currently, LRBOI receives compensation in an annual rent payment for 15,000 square feet of space from Indian Health Service. LRBOI does not receive lease payments for the any Bureau of Indian Affairs programs, or medical service/administrative space in Muskegon.
 - The Grant Writer met with the BIA Roads/Planner regarding access to architectural drawings for the following buildings occupied by programs, functions, services, and activities:
 - 2608 Government Center Drive, Manistee
 - 310 9th Street, Manistee
 - 3031 Domres Rd, Manistee
 - 1101 W Hackley, Muskegon
 - 1478 E Ellis Road, Muskegon
 - 4905 Harvey Street, Muskegon
 - 2840 Orchard Hwy, Suite D, Manistee
 - 2967 Dontz Road, Manistee
 - 2953 Shaw Be Quo Ung Road, Manistee

GRANTS DEPARTMENT REPORT – SEPTEMBER 2025 CONTINUED:

The BIA Roads/Planner advised that “as-built” drawings may be available for some of the properties, and it would be necessary to reach out to the architectural engineering, construction management and building contractors for additional information. The Grant Writer will work with the BIA Roads/Planner, the Tribal Historic Preservation Office, and the Commerce Director to secure necessary architectural prints, and identify the space occupied by Indian Health Service and Bureau of Indian Affairs PFSA’s. Once the space is identified, the Grant Writer will work with finance to identify if a commercial rental agreement per square foot cost, or actual cost reimbursement is best for LRBOI under new negotiated 105(l) lease agreements. It is anticipated this work may not be completed until November 2025.

- The Office of Assistance to Children and Families (ACF), Low Income Home Energy Assistance Program (LIHEAP) model plan was approved on September 9, 2025. LRBOI awaits the funding announcement under a threatened government shutdown on October 1, 2025. More information is pending at the time of this report.
- Research: Grants.gov and the Federal Register for applicable grant announcements. Ten funding opportunities were distributed to Directors for consideration.
 - Historic Preservation – two notice of funding announcements (NOFA’s); Native American Graves Protection and Repatriation Act (NAGPRA), program development, repatriation
 - Behavioral Health – one NOFA; DHHS, Drug Free Community Initiative, increasing professionals
 - Family Services – one NOFA; DHHS, Drug Free Community Initiative, case managed care
 - Utilities – one NOFA; ACF/OCS, Rural Water Program
 - Natural Resources – one NOFA; EPA, Coastal Habitat Preservation/Protection
 - Clinic Services – one NOFA; IHS, Community Health Aide Program (CHAP) planning grant
 - Commerce – one NOFA; American Community Development commerce/small business
 - Housing – one NOFA; HUD; Community Development Continuum of Care, homelessness
 - Victims Services – one NOFA; DOJ/OVW; capacity building
- Research: Other: the grant writer supports departments with research and information regarding federal programs, federal rules regarding programs currently implemented at LRBOI, and makes available supporting sources from the Federal Register, Self-Governance Communication and Education Tribal Consortium, Indian Health Services, the Bureau of Indian Affairs and legal networks (when appropriate).
 - Tribal 477: The Grant Writer continues to work on this initiative with the Commerce Director.
 - Marketplace Sponsorship: LRBOI can sponsor uninsured patients who access their health care delivery system into the federal Marketplace coverage, leveraging IHS PRC, third party recovery, or human resources benefit funds to meet those costs. Sponsorship can save tribal self-funded employee benefit health plans dollars by directing high-cost medical matters (catastrophic cases) to premium based plans, reducing overall cost burden to the self-funded plan. Sponsorship is also an option to provide access to third party recovery for the direct services currently administered under the IHS compact (clinic/physician services, pharmacy services, behavioral health services). Marketplace sponsorships can be financed with third party revenue from clinic (physician/other care), pharmacy, behavioral health and social services, and/or online gaming revenue, to improve access for uninsured and underinsured IHS eligible tribal members.

GRANTS DEPARTMENT REPORT – SEPTEMBER 2025 CONTINUED

- MSHDA: The Grant Writer is working with the Commerce Director and the LRH, LLC, in planning a housing project to increase available affordable housing. These are ongoing discussions.
 - Section 184 Skilled Worker Demonstration Program: ongoing. This is a rolling proposal/submission opportunity, with Commerce and Housing taking the lead in planning, the Grant Writer is providing research on this project.
 - Helping Expedite and Advance Responsible Tribal Home Ownership Act (HEARTH Act) research; the Grant Writer participated in a webinar that provided updated information on this program. Under this act, tribes may develop their own leasing regulations regarding land use and establish land-leasing processes on tribal trust lands. Information regarding updates to the act were forwarded to the Housing and Commerce Directors. HEARTH Act applies to land use; the Commerce Department would be an administrative point for this implementation.
- The CCDF proposal; grant year 2026 – 2028: The proposal has been reviewed and approved by the agency for FY 2026-2028 as of 9/30/2025. LRBOI received notice of the approval on that date. Funding pending federal appropriation, dependent upon government shutdown projected October 1, 2025
- The Grants Writer will engage with the BIA and IHS Offices of Tribal Self-Governance regarding intention to negotiate new funding agreements after January 1, 2026, due to departmental changes at BIA and IHS. At the time of this report, the status of the Office of Self-Governance at BIA remains uncertain, and there is a projected government shut down if a budget and appropriations measure is not adopted by Congress before October 1, 2025.

Respectfully Submitted,

Jessica Steinberg, Grant Writer

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: _____, 2025

Re: September 2025 Report of Activity – Tribal Health Services

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

CLINIC OPERATIONS: MANISTEE LOCATION

283 patients scheduled

26 patients NO-SHOW to scheduled appointments

2 patients provided SAME DAY appointments for emergent matters**

63 cancelled appointments

196 patients attending CLINIC PHYSICIAN appointments**

36 patients PHONE TRIAGE**

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

80 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN SEPTEMBER (Total Patient Volume): 706

Diabetic patients: 68

Flu Vaccines: 5

Injections: 28

Nursing Visits: 0 **

On-site Labs: 157

COVID-19 Tests: 0

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 848

DIRECT CALLS TO CLINIC OPERATIONS: 471

SENT FAXES: 159

RECEIVED FAXES: 505

TRANSPORTS - MANISTEE 7

SEPTEMBER 2025

TRAVEL HOURS: 20

SERVICE HOURS: 9

NUMBER SERVED: 9

MEDICATION DELIVERIES: 4

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

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

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 21 $\frac{1}{4}$

TOTAL SERVICE HOURS: 9 $\frac{1}{2}$

TOTAL NUMBER SERVED: 11

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

CLINIC OPERATIONS: MUSKEGON LOCATION

167 patients scheduled

10 patients NO-SHOW to scheduled appointment

12 patients provided SAME DAY appointments for emergent matters**

56 cancelled appointments

23 clinic referrals – requiring action by Providers and Staff

113 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 29

Flu Vaccines: 5

Injections: 7

Nursing Visits: 1

On-site Labs: 51

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 423

TRANSPORTS - MUSKEGON: 9

SEPTEMBER 2025

TRAVEL HOURS: 9 ½

SERVICE HOURS: 7 ¼

NUMBER SERVED: 9

MEDICATION DELIVERIES: 3

TRAVEL HOURS: 1 ¾

SERVICE HOURS: ¼

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 11 ¼

TOTAL SERVICE HOURS: 9

TOTAL NUMBER SERVED: 12

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$69,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1427

TOTAL PRC PAID IN SEPTEMBER: \$35,438.30

PHARMACY/OTHER: \$24,353.00

DENTAL: \$10,180.25

TOTAL PATIENTS: 169 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 423

TOTAL CLAIMS ENTERED: 256

TOTAL PRC PAID 2025: \$421,807.72

TOTAL EHAP PAID IN SEPTEMBER: \$33,335.67

TOTAL EHAP PAID 2025: \$335,979.38

TOTAL ENROLLED EHAP/LRBOI: 1269

NEW APPLICATIONS MAILED OR GIVEN: 34

REASSESSMENTS MAILED OR GIVEN: 87

MEDICARE LIKE RATE (MLR) Savings for September 2025

Claims submitted:	9	\$27,084.58 (total submitted)
		<u>-\$ 4,114.89 (what we paid)</u>
		\$22,969.69 (total savings)

PHARMACY, MANISTEE:**SEPTEMBER 2025**

Active patients:	360	
Prescriptions filled:	1593	
Receipts:		
Insurance payments received:		\$184,398.47
Non-member cash/copays received:		\$1,111.18
Less acquisition cost of medications:		\$70,617.44
Net profit:		\$114,892.21
PRC-equivalent write offs:		
LRBOI:	\$18,627.76	
Other Tribes:	\$484.11	
TOTAL:	\$19,111.87	

PHARMACY, NORTON SHORES:**SEPTEMBER 2025**

Active patients:	197	
Prescriptions filled:	873	
Receipts:		
Insurance payments received:		\$123,338.01
Non-member cash/copays received:		\$121.21
Less acquisition cost of medications:		\$40,051.89
Net profit:		\$83,407.33
PRC-equivalent write offs:		
LRBOI:	\$9,624.24	
Other Tribes:	\$460.03	
Total:	\$10,084.24	

2025 Health Services Department - Manistee Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt	Patients Seen**	Telephone Visits**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	261	25	67	3	172	29	579	376	88	71	9	16	2	151	7	962	333	-	164	399
February	253	31	81	5	146	41	742	552	78	53	4	15	3	126	9	953	662	3	163	361
March	291	13	96	13	155	36	799	584	81	76	-	23	4	197	6	1,013	495	2	169	439
April	250	15	66	7	176	40	769	549	55	67	-	25	4	150	-	872	480	1	148	429
May	228	14	54	1	161	30	831	639	62	68	-	12	1	143	5	744	464	-	167	432
June	243	21	47	2	177	31	748	538	52	62	-	22	2	162	3	848	528	-	124	456
July	256	22	58	9	185	41	721	488	96	57	-	14	7	138	9	818	425	-	160	460
August	283	26	63	2	196	36	706	474	80	68	5	28	7	157	7	848	471	-	159	505
September																				
October																				
November																				
December																				
Totals	2,065	167	532	42	1,408	284	5,895	4,180	592	522	18	155	23	1,224	46	7,058	3,858	6	1,254	3,481

** Denotes total included in Total Patient Volume

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

2025 Health Services Department - Harvey Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visits**	Total Patient Volume	Chart Reviews **	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	128	4	32	3	95	29	500	376	88	28	-	-	-	70	-	-	186	-	-	-
February	133	4	45	7	91	41	684	552	78	23	-	3	-	42	-	-	240	-	-	-
March	154	4	36	9	123	36	724	564	28	38	-	7	1	54	3	-	240	-	-	-
April	185	10	56	19	138	40	728	549	33	54	-	20	1	71	2	-	203	-	-	-
May	186	10	46	11	141	30	811	639	36	49	-	13	1	52	7	-	236	-	-	-
June	175	5	52	5	123	31	693	538	24	41	-	11	1	53	2	-	307	-	-	-
July	192	11	49	5	137	41	670	488	44	53	-	16	4	70	2	-	343	-	-	-
August	167	10	56	12	113	36	623	474	23	29	5	7	1	51	1	-	423	-	-	-
September																				
October																				
November																				
December																				
Totals	1,320	58	372	71	961	284	5,433	4,180	354	315	5	77	9	463	17	-	2,178	-	-	-

** Denotes total included in Total Patient Volume

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

Housing

Tara Bailey



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For September 2025

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Jim Stuck - Housing Maintenance Technician

Mike Pannill – Housing Maintenance Technician (PT)

Department Overview

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

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

I. Housing Activities.

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

Lease renewals due during the month: 4

Leases renewed: 3

New leases: 0

Annual Inspections: 4

Move-out Inspections: 2

Move outs: 0

Transfers: 0

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

Applications received this month: 1

Total Number of Awards made during the Year:

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

C. The Homeowners Assistance Fund received 1 new application this month, 0 denial. The program has been in assistance since 2022 and a remaining balance of \$0. The final report for this grant is due in November and we will be closing out this grant. This is the final COVID type grant that housing has.

D. For the month of August, the weekly ride to the store for our AKI elders occurred 4 times for 3 different elders.

E. The new lines for the streetlights in the AKI community is almost complete, the completion date is slated for the first full week of October. On Monday, Sept 29th the contractor did hit a major electrical line and Consumers had to come out to fix, residents were without power for several hours.

F. Housing Director completed the FY2026 Indian Housing Plan that needs to be submitted by October 20th to HUD for acceptance. The estimated amount for FY is \$596,887. The plan will be taken to TC beginning of October for approval to sent to HUD.

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 10

B. Termination Notice(s) issued: 6

- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Maintenance currently has 3 units to complete for a move in.
- B. 28 Work orders were completed in the month of September.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 84 (we have 86 but 2 unit is the fire unit so cant count for a move in) rental units in total of which 80 were rented giving us an occupancy rating of 95%.

- A. Aki has 58 income based rental units of which 54 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 8 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 31 low-income family rental units and 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 26 are rented.

V. Plans for the Future.

- A. Do a RFP for the rebuild of the lost home in AKI.
- B. Complete and put out for bid RFP for Housing Needs Assessment.
- C. Complete and put out for bid a RFP for a consultant out of the MSHDA Pre-Development grant not to exceed \$75,000.

End of Report
Tara Bailey, Housing Director
October 2, 2025

Human Resources
Alicia Goff

To: Ogema Romanelli
From: HR Department
Subject: September 2025 HR Department Report
Date: 10/09/2025

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

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

1) HR 2025/2026 Operational Plan

- a) Continuation of the BambooHR Human Resource Information System integration.
 - i) September Summary: September continued with much recruiting, project work, continued research and planning for benefit plan quality, (accessibility and price) processes, and discussion of launching a 401k team who would meet from time to time to review and recommend plan details. There was also significant Talent Acquisition work as staffing requirements continued in departments such as Natural Resources and Food Distribution, and Commerce. HR has established a Temporary Employment application in BambooHR. We have a link posted on the LRBOI Employment Portal and it allowed us to create a "Temp Pool" as well as a Tribal Member pool (as required by the Indian Preference Ordinance) for future openings.
 - ii) Research has been ongoing into process for background and drug screening. Personal Security Consultants is the firm that runs our fingerprint reports, and we have a handle on that process. We also now have set up drug screenings with USDTC (US Drug Testing Centers) so are up to date with that as well. The background checks are fairly simple process wise and there are no issues there. We have found several fingerprint cards which we are not sure of the status and will be compiling a report to send to PSC to get their input if the cards were ever run. The majority of these are older, and the applicants are no longer here.

2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Number of Hires During the Month: 2
 - (2) Number of Hires Year to Date: 37
 - (3) Number of Applicants for September through BambooHR:
 - 37 New Candidates
 - 1,030 Posting Views

3) Talent Development and Relations

- a) Completed Performance Reviews Returned to HR: 0
- b) Completed PIPs Returned to HR: 1

4) HR Department Development Initiatives

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

5) Benefits and HR Administration

- a) Continued working to improve and identify benefit process issues and concerns.
 - (1) Continued 401(k) audit preparatory work and this is almost complete and will meet deadlines.
 - (2) Continued previous Benefits Work Priority: 1 – Benefits Reconciliation, 2 - 401(k) Audit Support, 3 – 401(k) Provider initial research on getting competitive proposals from other qualified firms (other than John Hancock)
- b) Continually adjusting methods for tracking to simplify the data collection process for metrics (including the use of BambooHR for this process).
- c) Leave Cases
 - i) FML: 5
 - ii) IFML: 2
 - iii) Bereavement: 4
 - iv) LOA: 1
 - v) Education: 8

6) Safety

- i) Recordable Injuries: 1

7) Tribal Preference Report

Tribal Members = 111

Native American = 9

Tribal Spouse or Parent = 15

Tribal Descendant = 15

Non-Preference = 81

Notes on Tribal Preference:

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

*We have attached reports created through BambooHR for **Additions and Terminations** and **Employee Turnover**. As we move forward, we will be able to create additional reports using the BambooHR platform. Both of these reports reflect year to date information.



10/10/2025

Additions & Terminations

Dates

2025-09-01 - 2025-09-30

Growth Rate

Total for the period

+0%

0.9%

0%

-0.9%

Sep

Additions (2)



10/10/2025

Additions & Terminations

Name	Employment Status	Department	Division	Location	Job Title	Hire Date ↓
Johnston, Roz	Full-Time	Ogema's Office		Manistee	Executive Assistant-Ogema's Office	09/23/2025
Rogers, Melvin	Full-Time	Commerce		Manistee	Work Force Development Specialist	09/02/2025

Terminations (4)

Name	Employment Status	Department	Division	Location	Job Title	Hire Date	Termination Date
Jones, Amani	Seasonal	Natural Resources		Manistee	Seasonal Invasive Species Technician	05/19/2025	09/22/2025
Kelly, Brett	Seasonal	Natural Resources		Manistee	Seasonal Fish Tech	06/10/2024	09/19/2025
Dull, Anjole	Seasonal	Natural Resources		Manistee	Seasonal NRD Technician	05/19/2025	09/06/2025
Emch, Dennis	Seasonal	Natural Resources	Fisheries	Manistee	Seasonal Fish Tech	05/13/2025	09/06/2025

10/10/2025

Employee Turnover

Dates
2024-10-01 - 2025-10-31



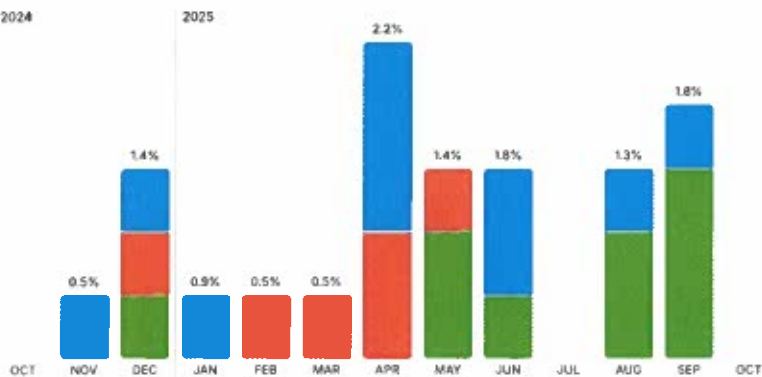
12.1% 27
Total Turnover Oct 2024 - Oct 2025



0.9% 2.1
Average Monthly Turnover



0.
Tot



Employee Turnover

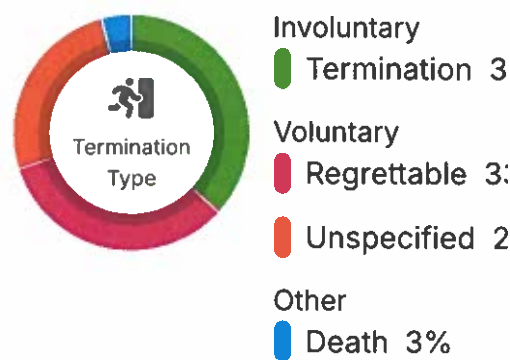
10/10/2025
Employee Turnover

10/10/2025

Employee Turnover

Termination Type

[View Details](#)



10/10/2025

Employee Turnover

Termination Reason



[View Details](#)



Temp EE End of Season	29%
Retirement	14%
Other employment	11%
Health	7%
Not Reelected	7%
Did not return after Leave	7%
Relocation	3%
WFD Experience Eligibility Expired	3%
Attendance	3%
Grant Funded Position - Grant Expired	3%
Cause	3%

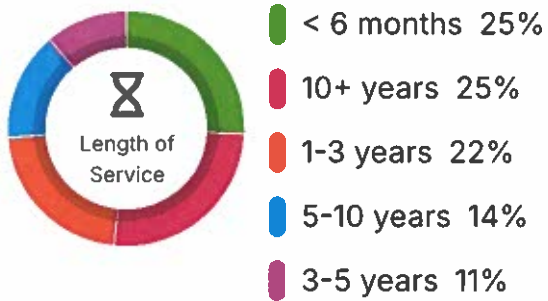
10/10/2025

Employee Turnover

 Not renominated for Commission 3%

Length of Service 

[View Details](#)



10/10/2025

Employee Turnover

Name	Termination Date	Termination Reason	Termination Type	Regrettable vs Non-regrettable
Amani Jones	09/22/2025	Temp EE End of Season	Resignation (Voluntary)	Regrettable
Brett Kelly	09/19/2025	Temp EE End of Season	Termination (Involuntary)	
Anjole Dull	09/06/2025	Temp EE End of Season	Resignation (Voluntary)	Regrettable
Dennis Emch	09/06/2025	Temp EE End of Season	Resignation (Voluntary)	Regrettable
Debra Najdowski	08/29/2025	Retirement	Resignation (Voluntary)	Regrettable
Jack Ducote	08/24/2025	Temp EE End of Season	Termination (Involuntary)	
Jeffrey Huber	08/04/2025	Temp EE End of Season	Resignation (Voluntary)	Regrettable
Grace Hendler	06/28/2025	Health	Death	
Pamela Johnson	06/11/2025	Not Reelected	Termination (Involuntary)	

Employee Turnover

10/10/2025

Employee Turnover

Name	Termination Date	Termination Reason	Termination Type	Regrettable vs Non-regrettable
Shirley Weaver	06/11/2025	Not Reelected	Termination (Involuntary)	
Christopher McClellan	06/08/2025	Did not return after Leave	Resignation (Voluntary)	Regrettable
Robert Smallwood	05/22/2025	Retirement	Resignation (Voluntary)	Regrettable
Sydnie Thomas	05/08/2025	Did not return after Leave	Resignation (Voluntary)	
Anne Perry	05/02/2025	Other employment	Resignation (Voluntary)	Regrettable
Polar Bear	04/30/2025	Relocation	Termination (Involuntary)	
Jaren Smith	04/30/2025	WFD Experience Eligibility Expired	Termination (Involuntary)	
Michael Pannill	04/29/2025	Attendance	Termination (Involuntary)	
Keith Jacque	04/11/2025	Retirement	Resignation (Voluntary)	
Andrew Kaiser	04/01/2025	Other employment	Resignation (Voluntary)	

Employee Turnover

10/10/2025

Employee Turnover

Name	Termination Date	Termination Reason	Termination Type	Regrettable vs Non-regrettable
Sonia Dunn	03/25/2025	Grant Funded Position - Grant Expired	Resignation (Voluntary)	
Shanaviah Canales	02/21/2025	Other employment	Resignation (Voluntary)	
Corey Wells	01/31/2025	Cause	Termination (Involuntary)	
Kenny Pheasant	01/15/2025	Retirement		
Jonnie Sam	12/20/2024	Health	Termination (Involuntary)	
Connie Waitner	12/20/2024	Temp EE End of Season	Resignation (Voluntary)	Regrettable
Sandra Lempke-Mezeske	12/20/2024	Temp EE End of Season	Resignation (Voluntary)	
Marcella Leusby	11/10/2024	Not renominated for Commission	Termination (Involuntary)	

Employee Turnover

Information Technology
Vacant Director

INFORMATION TECHNOLOGY DEPARTMENT
MONTHLY REPORT
SEPTEMBER 2025

Duties and Accomplishments:

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

On-going IT projects:

1. SharePoint lift with Arctic IT
2. Continued evaluation of toolsets to enhance internal IT operations and allow for the integration of outsourced IT functions
3. Continuation of organization phones review with accounting, including Verizon
4. Kiosk deployment to Muskegon and Manistee offices with Arctic IT
5. AD review and cleanup of user accounts
6. FY2026 Budget finalized
7. Windows 11 upgrade
8. Evaluation and recommendations for internal IT structure modifications
9. Planned implementation of Deep Freeze software.
10. Development of SharePoint training program in process.

Help Desk Tickets:

101 tickets opened, 93 have been closed, 8 are assigned and being worked on.

Meetings Held/Attended:

1. Held ongoing meetings with Elevate and Arctic IT.
2. Worksession discussions/contract proposals for Spectrum, Cisco and Dell.

Trainings Attended:

None

Submitted by Bill Willis, Tribal Manager

Legal Assistance
Mary Witkop

Little River Band of Ottawa Indians
Members Legal Assistance Attorney
Mary K. Witkop
3031 Domres Road
Manistee, MI 49660
231-398-2234

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: October 9, 2025
Re: September 2025 report of activities

Number of tribal members assisted on new issues	62
Number of referrals received	2
Number of continuing cases:	234

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Conservator Accounting
Wills	Parenting Time
Trusts	Civil Rights Violation
Estate Planning	Guardian Minor - Temporary
Medical Power of Attorney	Bankruptcy
Limited Power of Attorney - Minor	Real Estate
Power of Attorney	Per Capita
Amend Estate Planning Documents	Garnishment
Adult Guardian - Visitation	Guardian – Adult
Penson	Land Contract
Amendment of Trust	Evictions
Civil	Credit Report Objection
Collections	Purchase Agreement
Probate Estate	Small Estate
Substance Abuse Treatment	Beneficiary

Small Claims
Lady Bird Deed
Council on Aging
Driver's License
Medicaid Hardship Waiver
Grandparent Visitation
Michigan Tax Lien

Adoption- Adult
Minor Guardian Report
Claim and Delivery
Probate Estate Accounting
Warrant
Codicil – Out of State
CPS

Sample of Work Performed:

Assisted a tribal member prepare for a hearing for a restricted driver's license

Assisted a tribal member evict tenants from their rental home

Assisted a tribal member prepare an Accounting as a conservator for an adult

Assisted a tribal member object to an error on a credit report

Attended

Elder Law and Disability Rights conference

Members Assistance
Janeen Codden

Members Assistance Department September 2025 Report

Assistance Programs

Rental/Mortgage: 6 Households

Emergency Transportation: 8 Households

Elders Chores: 3 Households

Low Income Energy Assistance: 5 Households

LIHEAP: (9 County) 3 Households

Food Assistance: 26 Households

Home Repair: 6 Households (3 Households waiting for completion of repair)

Weatherization and LIHEAP funds are still waiting in Congress for approval/disbursement

Office Visits: 14

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

Phone Calls: Robin- 82 Gina-unknown (Her phone continues to have issues). Director still working on getting this issue resolved.

Catastrophic Disaster Relief: 4 applications submitted/processed.

Budget Update

Director of Family Services will be submitting a supplemental appropriation in the amount of \$300,000. This \$300,000 will support a shortfall in the 2025 budget through December 31, 2025, in the line items for Client Services and Elder Insurance.

Elder Insurance	\$139,368.22	\$120,000	\$259,368.22
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Client Services	\$54,166.70	<u>\$180,000</u>	\$234,166.70
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		\$300,000	
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Currently LIHEAP funds are exhausted except for \$170 that still needs to be accepted by Tribal Council, which is on the agenda for 10/15/25. However, with the funds being depleted we adjusted to using other programs within members' assistance, so those still needing assistance were helped.

We are in a holding pattern whether or not the LIHEAP funding will be available in 2026, but we do have our model plan for 2026 submitted and awaiting funds if they become available.

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi
Daáwaá
Aníshinaábek**

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

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

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

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

Department Objectives:

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

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

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

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries
 - 4068 BIA Inland Natural Resources Rights Protection
 - 4018 Great Lakes Fisheries Assessment
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2023 Decree information exchange/ reporting.
- Monitored reporting requirements for inland and great lakes fish harvest and permits.
- Implementation of the Fisheries Division work plans.

Equipment maintenance/Field Work/Lab Work:

- Nmé, Lake Sturgeon:
- Operation of Streamside rearing facility (SRF)
- Sturgeon release preparations
- Sturgeon Release sept 6
- Streamside season shutdown off season prep
- Acoustic receiver deployment

- Acoustic data submittal and started summarizing
- Sturgeon Habitat grant/project communication
- PIT antenna monitoring
- Partner communication on recaptured/detected PIT tagged sturgeon
- Inland Fisheries:
- Conducted fish community survey in North Branch Manistee River in support of Arctic Grayling reintroduction
- Conducted Arctic Grayling scouting trips in attempt to recapture Arctic Grayling hatched in spring 2025
- Conducted fish community/Arctic Grayling monitoring surveys at seven sites in the North Branch Manistee River
- Identified representative/ID fish samples brought back to lab for analysis
- Entered field data into Access database and began 2025 field season analysis
- Entered, summarized, and analyzed fish community data collected in August 2025
- Great Lakes Fisheries Assessment Program:
- Juvenile/sub-adult Lake Sturgeon sampling (Manistee) (9/10-11)
- Commercial sub sampling (Ludington) (9/11)
- NBMR electro fishing (9/12)
- NBMR electro fishing (9/15)
- NBMR electro fishing (9/19)
- NBMR electro fishing (9/23)
- Juvenile/sub-adult Lake Sturgeon sampling (Manistee) (9/24-25)
- Data QA/QC, nets (9/26)
- Camera surveys (Arcadia) (9/29)
- NBMR electro fishing; Data QA/QC; Video processing (9/30)
- Assessment nets and gear preparation for assessments.
- Net repair, Blue clean-up/organization
- Assessment nets repair maintenance

Meetings/Training/Travel/Conference Calls

- Tributary Whitefish Meeting (St. Ignace) (9/3)
- Creel harvest reporting workgroup updates (virtual) (9/4)
- MAGI, arctic grayling steering committee meeting, virtual (9/4)
- Coregonine science webinar (virtual) (9/5)
- Sturgeon Release Ceremony (9/6)
- Inland fisheries technician applicant evaluation/ review (9/9)
- GLFT LWF Thiaminase meeting (virtual) (9/9)
- Tribal Council budget review (9/9)
- Lake Michigan Technical Committee, lake sturgeon working group meeting, priority tasks meeting virtual (15)
- Modeling Sub-Committee Meeting (Charlevoix) (9/16-18)
- Maritime Museum sturgeon program presentation (9/17)
- LRBOI Website content editor meeting (virtual) (9/19)
- NRD Leads meeting (9/23)
- Arctic Grayling monitoring and eDNA study planning meeting with partner agencies (9/24)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/	Habitat Restoration Program	

4068 BIA Inland Natural Resources
4086-760/4097/4109 BIA GLRI funding
4031 Natural Resources Department
4018 Great Lakes Fisheries Assessment
4137 BIA Great Lakes Restoration Initiative, Native Species

Wildlife Program

Sean Hollowell – Wildlife Division Manager
David Heit – Wildlife Biologist
Maille O'Toole – Wildlife Technician
Alexis DeGabriele– Aquatic Biologist – Wetlands

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment.
- Connected with partner organizations.
- Planned research project.
- Prepared and collected feathers for repository (and distributed as requested by tribal members).
- Planned budget.
- Tested field equipment.
- Purchased fieldwork equipment.
- Worked check station for tribal hunters and trappers.
- Reached out to partners on turtle conservation.
- Worked on Michigan American marten white paper review.
- Arranged conference logistics.
- Elk expansion habitat analysis.
- Began heavy equipment training.
- Reviewed State Wildlife Action Plan.
- Coordinated invasive species removal on tribal property with restoration firm.
- Coordinated Intertribal Manoomin Camp with external and internal partners.
- Planned Intertribal Manoomin Camp.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Collected sd cards from AHDriFT monitors
- Removed autumn olive on tribal property
- Full release of headstarted box turtle
- Checked turtle nest boxes for hatchling emergence
- Regularly checked released turtle
- Prepared food plots on tribal lands for tribal hunters
- Monitored and harvested wild rice throughout Ceded Territory
- Assisted DNR with HWA treatments at Pentwater State Game Area
- Assisted NPS with native plantings at Sleeping Bear Dunes dune climb
- Constructed knockers, push-pulls, and other materials for Intertribal Manoomin Camp
- Set up and took down infrastructure for Intertribal Manoomin Camp
- Hosted Intertribal Manoomin Camp

Meetings/Training/Travel/Conference Calls

- Pre-MOU meeting with Forest Service tribal liaison (9/3)
- Elk expansion subcommittee meeting – Manistee (9/4)
- Web content editor training (9/5)
- Forest Service discussion about LRBOI Forest Ecologist position (9/5)
- Muskegon River scouting for wild rice and turtles with DNR – Muskegon (9/11)
- ISN meeting (9/15)
- ISN invasive species field work at Manistee River State Game Area (9/18)
- Intertribal Manoomin Camp – Hamlin Lake (9/21)
- NRD meeting (9/23)
- Spirit of the Woods Conservation Club discussion on elk (9/25)

Wetlands Program (Wild Rice)

Administration Reports/Data Entry.

- Planning/prep for Hamlin Lake Intertribal Manoomin Camp (distributed flyers, finalized honorariums, got W9s from all teachers/ceremony leaders, purchased equipment, coordinated scheduling, NRD staff constructed 15 push poles and 15 pairs of knockers, finalized Google Map of camp area, created MSA for camp teacher & got legal review & processed, finalized driving directions pdf, emailed directions & updates to all registrants, responded to registrants' questions, purchased equipment, created informational cards to put inside waterproof phone bag giveaway items, created agenda of roles for NRD staff, coordinated canoe rental, loaded & unloaded equipment, maintained spreadsheet with tasks & budget, etc.).
- Maple River project work: communications with CMU regarding graduate project, imported 2024 transects to LRBOI FieldMaps, etc.

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

- 9/15/25: ISN-LRBOI check-in meeting.
- 9/19/25: EGLE-Tribal meeting to discuss WQS Triennial review.
- 9/21/25: held Hamlin Lake Intertribal Manoomin Camp (education/outreach to >75 attendees regarding Manoomin protection, harvest, and processing).
- 9/25/25: meeting with Jim Wabindato re GIS.

- · 9/26-28/25: assisted at SagChip Manoomin Camp.
- · 9/29/25: call with Erick Elgin re Newaygo CSP presentation.
- · 9/30/25: met with MRSGA DNR staff

Field Work and Equipment Maintenance

- · 9/1/25: push pole material gathering.
- · 9/2/25: Griffith parcel- Manoomin density monitoring, harvest, ghost seed count, and re-scattering of gathered seed to expand beds.
- · 9/3/25: push pole construction, purchased tools at Gill-Roy's.
- · 9/4/25: Hamlin Lake- completed density monitoring of plots 71-90, harvested navigating between plots, and performed ghost count.
- · 9/4/25: trailer brake light repair.
- · 9/8/25: Hamlin Lake- completed density monitoring of plots 53-70, harvested navigating between plots, performed ghost count, and repaired push pole.
- · 9/9/25: Deadstream Flooding- Manoomin harvest for restoration seed, 1 density plot, ghost check.
- · 9/10/25: Tubbs Lake- density monitoring and harvest for restoration seed.
- · 9/11/25: Muskegon State Game Area- field day with DNR to collect drone imagery scouting Manoomin & discuss turtle studies with MNFI researcher.
- · 9/15/25: Hamlin Lake- completed density monitoring of plots 36-53, harvested navigating between plots, and performed ghost count.
- · 9/16/25: Deadstream Flooding- Manoomin harvest for restoration seed.
- · 9/17/25: Tubbs Lake- Manoomin harvest for restoration seed.
- · 9/22/25: Deadstream Flooding- Manoomin harvest for restoration seed.
- · 9/24/25: Hamlin Lake- completed density monitoring of plots 1-35, harvested navigating between plots, and performed ghost count.
- · 9/29/25: Pine River- mapping & density monitoring of Manoomin restoration planting site.
- · 9/30/25: Maple River- Manoomin density monitoring/harvest.

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

Vacant –Environmental Division Manager

Alexis DeGabriele– Aquatic Biologist – Wetlands

David Karst – Brownfield Specialist

Brooke May - Aquatic Biologist – Water Quality

Jasmine Vaquera – Air Quality Specialist

Alycia Peterson - Great Lakes Policy Specialist

Budgets Managed:

- 4571 -- EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4380 – BIA GLRI Capacity Building

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

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

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Call

-

Brownfield Program

Administration /Reports/Data Entry

- Prepared paperwork to get Phase II assessments before tribal council
- Prepared paperwork regarding QAPPs for Phase II assessments at Sugar Shack and Bull Corner
- Prepared preliminary updates for EPA on the 2 Phase II assessments
- Verified drone equipment numbers and status for insurance carrier as well as verified my credentials and basic operating guidelines
- Resolutions for tribal council.
- Check requests for Phase II BIL projects

Field Work and Equipment Maintenance

- Prepared paperwork to get Phase II assessments before tribal council
- Prepared paperwork regarding QAPPs for Phase II assessments at Sugar Shack and Bull Corner
- Prepared preliminary updates for EPA on the 2 Phase II assessments
- Verified drone equipment numbers and status for insurance carrier as well as verified my credentials and basic operating guidelines
- Resolutions for tribal council.
- Check requests for Phase II BIL projects

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

- ESRI training/webinar on September 3, 17, and 24
- EPA site visit on September 15
- Staff meeting on September 18
- Sugar Shack and Bull Corner site visits on September 10
- Detroit Environmental Justice conference and travel to Detroit from September 28-30

Water Program (106 and 319)

Administration Reports/Data Entry

- Addressed Comments on water monitoring strategy.
- COC forms for macroinvertebrate samples.
- Uploaded data from YSI to computer from September sampling
- Put YSI data into format to be added into master summary files.
- Put data from May-September into master summary files for each month and put into format to be uploaded to AWQMS and WQX.
- Submitted data to WQX/EPA.

Field Work and Equipment Maintenance

- Calibrated YSI sampling equipment.
- Water quality sampling on stream, river, and lake sites (17 sites).
- Macroinvertebrate sampling on lakes and streams (9 Sites).
- Transported macroinvertebrate samples to GLEC Lab.
- Re-deployed Hobo Logger at Sickie Creek after maintenance.
- Turtle box checks and tracking of head started turtle
- Annual Stream cleanup, took place at Suicide Bend water quality site

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

- 9/15/2025: Tribal Liaison Site Visit
- 9/16/2025: R5 EPA Tribal water division call
- 9/17/2025: Stormwater Webinar
- 9/18/2025: LRBOI Monthly Staff Meeting
- 9/19/2025: Head started turtle discussion
- 9/19/2025: Water Quality Standards Discussion with Tribes.

Air Quality Program (Funded by EPA CAA 103)

Administration Reports/Data Entry

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

Field Work and Equipment Maintenance

- Ozone Biweekly Multi-checks
- T640 and met multi-checks

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

- Region 5 Monthly Tribal Air Call (Virtual)

Great Lakes Policy Program

Administration//Reports/Data Entry

- Stories for Lake Huron Annual Report 2025
- Comments on Enbridge's revised mitigation plan

Field Work and Equipment Maintenance

-

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

- Meeting/Training/Travel/Conference Calls (Include Dates)
- Enbridge Line 5 Tunnel, Recurring Staff-Level Tribal Coordination (9/2/25)
- Huron Habitat/Species committee meeting (9/4/25)
- Tribal-EPA Mining Call (9/4/25)
- Content editor training/discussion for LRBOI NRD site (9/5/25)
- MCD PC Meeting w/ Erik, Tyler, and Kendra (9/5/25)
- Sturgeon release (9/6/25)
- Tribal EPA Water Division Call (9/16/25)
- MCD Board Meeting (9/16/25)
- MCD Special board meeting (9/17/25)
- LRBOI monthly staff meeting (9/18/25)
- Tribal mining call (9/18/25)
- Enbridge Line 5 Tunnel Tribal Consultation Meeting - TCL Effect Resolution (9/19/25)
- Head started turtle tracking discussion (9/19/25)
- Website content editor meeting LRBOI NRD (9/19/25)
- Tribal Holiday (9/22/25)
- Personal leave (9/23/25-9/25/26)
- Lake Huron Partnership Meeting (9/25/25)
- Lake Huron Habitat/Species Workgroup meeting (9/25/25)

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

September 2025

Steve Parsons

Meetings/Conferences/Trainings

- On September 2, 2025, I attended a work session with Tribal Council to review the Planning Department budget for 2026.
- On September 16, 2025, I met with Corey Wells (Tribal Historic Preservation Director) at the Sugar Shack Road to review suggestions and recommendations he had regarding the road project.
- On September 18, 2025, I attended the virtual staff meeting for Tribal Government employees.

Activities/Accomplishments/Updates

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

The project was tentatively scheduled to begin on September 22, 2025, and was scheduled to take 2-3 weeks to complete. By the beginning of October 2025, the project had not yet started—primarily due to the lack of documentation regarding insurance coverage and necessary bonding. We are continuing to work to get the project under way sometime during the month of October.
 2. **Extension of Sugar Shack Road:** This project was intended to extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.

We were waiting for written confirmation from the area BIA office on NEPA (environmental) Clearance. Once we receive that NEPA Clearance, we can move forward on bidding out the project, getting contract approval from Tribal Council, and scheduling work on the project for some time in mid-late September.
 3. **Tribal Cemetery Road:** The plan for 2025 is to use BIA Roads funding to add additional features to the Phase 1 road system in the cemetery. This will include landscaping and irrigation. However, to accomplish this, we need to install a primary electric line that would run from the Custer Township Cemetery to the Tribal Cemetery. At this time, we need additional funding for this to happen, as BIA Roads funding will not cover the entire cost. The estimate from Great Lakes Energy to run the primary line is currently somewhere between \$50,000 to \$60,000, depending on when it is done. We may need to meet with Tribal Council to discuss ways to come up with the funding to pay for this cost.
 4. **Aki Maadiziwin Connector Road, Frost Road & US-31:** This project (now in its third year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is

anticipated that this will be a three-year project (2024-2026), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

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

Public Safety
Robert Medacco

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

General Patrol	
Assist Citizen	1
Assist Motorist	
Assist Other Agency	5
City Assist	8
County Assist	8
Medical Assist	3
MSP Assist	1
Other Calls for Service	1
Property Checks	546
Suspicious Person	2
Suspicious Situation	4
Well-Being Check	3
Traffic/Vehicle	
Abandoned Vehicle	
Accidents	9
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	1
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	13
Unsecured Vehicle	
Verbal Warning	11
Warning Ticket	
Processes	
Bench Warrant Entered	
Civil Process (Paper Service)	2
PPO Served	1
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	1
Arrest	9
Assault	1
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	
Disorderly	
Domestic Disturbance	4
Drive-Off	1
Drug Violation/VCSA	4
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	1
Fraud	1
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	3
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	1
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	9
Public Peace	
Resisting	1
Robbery	
Sex Offense	

Criminal Offenses Continued

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

3

Miscellaneous

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

270

3

98.75

1

0.5

20

2

1

1

2

59

59

36

3275

Training/Travel

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

Administrative Hours	212.25	
Arrest(s)	1	
Male	1	
Female		
ATV Patrol Hours		
Assist(s)	5	
Assist Hours	3.5	
Citation(s)	6	
Civil	4	
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Orgininal Hours		
Complaints	20	
Contacts	310	
Court	1	
Court Hours	2	
Follow-up(s)	1	
Follow-up Hours	0.5	
Federal Citation(s)		
Hours Worked	341.75	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
Possible Trespass		
PR Activities	1	
PR Actvities Hours	4	
Property Checks	96	
Snowmobile Patrol Hours		
Training(s)	11	
Training Hours	66	
Vehicle Mileage	2236	
Vehicle Stops	18	
Verbal Warning(s)	14	
Written Warning(s)		

Training/Travel

September 21-26,2025 Officer Gunderson and Bruce attended Great Lakes NAFWS Regional Conference in Green Bay, WI

Spetember 27-October 2, 2025 Officer Brown attended NAPCH National Workshop in Alpena, MI.

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

Administrative Hours	37.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	4
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	195
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	8
Training Hours	41.5
Vehicle Mileage	2113
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Septmeber 21-26, 2025 Lt Robles attended Great Lake NAFWS Regional Conference at Green Bay, WI.

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

Administrative/Reports		1
Hours		0.25
Assist Other		1
Hours		0.25
Court Cases		4
Hours		2.75
Property Checks		8
Hours		2.25
Screenings		72
Hours		12.25
Contraband		
Weapons		
Denials		
Surveillance		126
Hours		126.25
Training		1
Hours		8
Transports		2
Hours		1
Training/Travel		

September 30, 2025 Officer Bush attended Taser and Non Lethal Training at Justice Center.

Tax Office
Valerie Chandler

Tax Department September 2025 Monthly Report

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

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

***Recurring Duties and Accomplishments:**

1. Responded to inquiries and requests from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registrations
 - Certificates of Exemptions
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, Temporary Tribal Business Tax Licenses, and tax returns.
3. Continued to work with Enrollment to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area.
4. Completed and submitted the Tax Department monthly department report for August 2025.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Aki Maadiziwin Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 5 Certificates of Exemption:
 - Purchaser: 5 RTM 0 Tribe/Entity
 - Purchase Type: 5 Vehicle 0 Construction 0 Recreational Vehicle
9. Reviewed 32 Tribal Member address and/or name changes; 4 required updating of the RTM list and database.
10. Processed 1 Proof of Residency.
11. Prepared and mailed 3 Proof of Residency request letters.
12. Processed 0 Tribal W-4 forms.
13. Processed 15 Motor Fuel Registrations.
14. Processed 5 reservations for the Aki Maadiziwin Community Center.

Recurring State of Michigan Department of Treasury Tribal Affairs Interactions:

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

Recurring Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Tax Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for October 2025 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,858 Trading Post Motor Fuel and Tobacco receipts for Tribal Member, Tribe, and Casino Resort purchases; flagged and corrected cashier errors as necessary.

Recurring Little River Casino Resort Interactions:

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

***Varied Duties and Accomplishments:**

1. Processed and issued 8 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Continued to correspond with vendor and Resort staff in testing new swipe card system for the Trading Post and providing requirements for reports as the company customizes them.

3. Reviewed and noted candidate resumes, applications and attachments for scheduled interviews in which the Tax Officer was part of the interview team.
4. Corresponded with tribal members requesting a Temporary Tribal Business Tax License in order to sell crafts at the Fall Membership Meeting.

Varied State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - RTM that received a tax due letter in error

Varied Little River Trading Post Interactions:

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

Varied Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video reviews from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Corresponded with Human Resources staff to verify tribal employee status.
3. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.

MACPRA / NAGPRA Related Interactions:

1. Reviewed NAGPRA notices of ancestral remains discovered and site dispositions.
2. Reviewed MACPRA minutes and information in preparation for the next monthly meeting.

Meetings / Trainings Attended During the Month:

1. Attended Tribal Council work session on September 2, 2025 regarding 2026 draft department budget.
2. Met with Human Resources staff on September 10, 2025 to review list of employees that are state income tax qualified exempt per the Tribe/State Tax Agreement. Also reviewed the current form used for claiming the exemption and how this can/will be incorporated into the new Bamboo system.
3. Attended monthly MACPRA meeting online on September 17, 2025.
4. Facilitated monthly virtual staff meeting on September 18, 2025.
5. Participated as part of the interview team on September 24 and 25, 2025.

Statistics:

Total Registered Resident Tribal Members (RTMs): 256

- Manistee County: 245
- Mason County: 11

Monthly Tax Revenue:*

*August 2025 amounts received in September 2025

- Retail Sales Tax (Gift Shop) \$1,844.71
- Retail Sales Tax (Nectar Spa) \$89.96
- Retail Sales Tax (Trading Post) \$2,007.68
- Service Tax \$1,432.11
- Admissions Tax \$1,681.64
- Lodging & Occupancy Tax \$22,447.27
- Food & Beverage Tax \$42,036.50

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

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

- Gasoline: \$0.475/gallon
- Diesel: \$0.504/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

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

Tribal Historic Preservation
Corey Wells

Department - Historic Preservation Department
Department head and title - Corey Wells, THPO
September 2025 Department Report

1. Department Overview

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
- **GOALS:**
 - ▶ Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
 - ▶ Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin Oanguage} are continued for the Little River Band of Ottawa Indians and other entities
 - ▶ Management and maintenance of Tribal Archives and collections.
- **OBJECTIVES**
 - ❖ Respond to NHPA, NAGPRA and related requests and issues.
 - ❖ Inventory historic properties, items or collections and archives for preservation.
 - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
 - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through policy, procedure and facilities development and appropriate training.
 - ❖ Seek Grant funding where and when appropriate.
 - ❖ Coordinate cultural, historical and traditional events of Tribal entities.

2. Department reporting section.

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

Tribal Historic Preservation Officer accomplished the following during the month:

1. Responded as appropriate to 17 requests from outside agencies (US Dept. of the Army. USFS & USPS) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. 2025 Budget Review with Tribal Council
3. Planning meeting with Commerce Department
4. Planning meeting with Family Services (x3)
5. Attended a meeting with Michigan State University for collections search to identify collections that need to be returned to LRBOI.
6. Sent Request for release of ancestor remains from University of Michigan (11 ancestors)
7. Attended a conference call with lower Michigan MACPRA Tribes about the Washtenaw County ancestor repatriation.
8. Conducted 3 interviews for Language Coordinator
9. Conducted two lectures as a guest instructor for Michigan State University
10. Various meetings for cultural and historical input and advice.
11. Conducted ceremonies and teaching for various tribal wild rice camps.
12. Conducted a tree planting and dedication for Orange Shit Day
13. Continued to clean offices and file paperwork in THP.

14. Worked with IT to get access to Voice mail
15. Conducted a 106 review on land in Baldwin that might be donated to LRBOI.
16. Worked on revising department goals.
17. Conducted work on the 2026 THP budget.
18. Conducted ceremonies, and cultural guidance when asked.
19. Worked to update analog audio and video files to digital format.

The Language Coordinator accomplished the following during this month:

1. This position is currently vacant. (duties fulfilled by THPO)
2. Provided updates to the language website
3. Provided Language guidance for various LRBOI Departments
4. Provided cultural guidance for various LRBOI Departments

Travel, training and budget expenses

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

Utilities

Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
September 2025, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Solar for All funding was taken back by Federal Gov no funding for the Housing Solar Microgrid project currently

Billing

Water	\$14,263.46
Sewer	\$34,541.60
Irrigation	\$3,479.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,230.91
Septage	\$10,455.24
Other	\$322.50
Month Total	\$85,362.97
Yr. to Date Water	\$115,053.38
Yr. to Date Sewer	\$239,699.21
Yr. to Date Irrigation	\$24,584.26
Yr. to Date Fire Suppression	\$72,623.97
Yr. to Date Manistee Township	\$128,841.20
Yr. to Date Septage	\$73,931.96
Other Revenue	\$4,042.29
Credit	
Yr. to Date Total	\$658,776.27

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 5,320,820**
 - b. Ave Daily Flow Gallons 177,360**
- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,476,633 Gallons**
 - b. Daily Average Gallons 115,877**
 - Effluent Gallons**
 - a. 3,689,552**
 - b. Daily Average Gallons 122,985**
 - Lagoon**
 - a. Influent 546,601**
 - b. Daily Average Gallons 18,220**
- 3. Septic Sewage**
 - a. 174,254 Gallons**

III. Travel/Trainings/Meetings

What: MTERA Board Meeting
Who: Gary Lewis
Where: Zoom
Sponsored by: MTERA

What: Leads Meeting
Who: Larry Romanelli, Mary Thomas, William Willis, Tara Bailey, Diane Kerr, Gary Lewis
Where: Ogema Conference room

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

What: Budget Meetings
Who: Diane Kerr, Gary Lewis
Where: Gov Center