

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: February 10, 2026
Maanda Nji: Re: January Operations Report

We respectfully submit the January 2026 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
January, 2026**

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**Accounting
Vacant CFO**

Finance Division

Cindy Dunham-Tozer, Controller

January 2026 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. 2026 Objectives: The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2026 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 2026 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

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

Objectives:

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

7. Upgrade Accounting software to achieve more efficiencies in processing all types of accounting transactions and assisting departments with monitoring their financial information.
8. Bring Accounting Department back to full staffing level of 13 employees.
9. Working on all comments on the FY 2024 audit to ensure their narratives of suggestions are being implemented.

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT 2024

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

STAFF ACCOUNTANT I

Duties and Accomplishments –

1. Processed Cash Receipts. January Cash Receipts Totaled \$210,728.19 from 256 receipts. Breakdown of Total: General Fund \$198,809.47, Special Fund \$11,918.72.
2. Entered Monthly Journal Entries: Cardinal Health Expenses, Record Pharmacy Revenue Earned (in 2025 only), Record Pharmacy ACH Received. Record Utility Rev from Govt Buildings, Elder Complex, & Elder Housing. Also entered other Journal Entries as needed (corrections and adjustments, etc.)
3. Approved and Posted Journal Entries entered by Cindy or Jory.
4. Reviewed and Approved AP Check batches for processing.
5. Uploaded Positive Pay for check runs.
6. Prepared year end 1099s: 3,662 Per Cap 1099-MISC, 134 LRBOI A/P 1099-MISC, 124 LRBOI A/P 1099-NEC

Catchup work

1. Continued with catchup work.

Meetings attended:

1. Staff Meeting Online.
2. Pharmacy/Accounting/Leads meeting.

Training:

None

STAFF ACCOUNTANT II

Duties and Accomplishments –

1. Reconcile bank statements for December and clear uncleared items.
2. Bank, Housing, Utilities, drawdowns and misc. journal entries.
3. Review Accounts Payable Check runs
4. Scanned Bank Reconciliations
5. Several miscellaneous projects for Pharmacy, Clinic, Utilities, & the main bank account.

Meetings Held / Attended –

Meeting with Cindy, Roz, Tara, Kari, Gary, Diane about pharmacy and Clinic

Trainings Held / Attended –

Special Tasks / Activities Performed –

Did Pharmacy vs. Clinic comparison revised, went through outstanding checks – still on going, worked on Main bank account being off for reconciliation purposes, I went through per cap checks that need to be cleared that haven't been cleared for two years. Cleaning up suspended items in the Main bank account and the Per Cap bank account to reflect actual numbers in MIP

Upcoming Projects / Tasks – Outstanding bank account checks, reconciling utility accounts, Accruals for end of year, Reconciling the 4996 Fund with the SLFRF compliance Report total

Payroll

Duties and Accomplishments –

1. Processed 403 payroll vouchers/checks.
2. Verified 45 holiday Variance forms provided by Surveillance for Christmas and New Year holiday closure.
3. Verified 235 PAF's this month which included 0 new employee(s), 0 Job Change/Transfer employee(s), and 5 termed employee(s).
4. Processed payroll and completed payroll backup cover sheet for pay dates 1/9 and 1/23.
5. Created 401k contribution file and uploaded to John Hancock online.
6. Prepared direct deposit file and uploaded online for processing.
7. Made federal tax deposits as required for each payroll.
8. Printed and/or saved all reports needed for payroll biweekly.
9. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
10. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
11. Reconciled the amounts withheld for Adlife to what was billed for the month.
12. 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 –

1/16 – 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 January 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 January 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 December and provided to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processing of 2025 W-2's and annual compliance reporting.
10. Processing of 2025 W-2's and annual compliance reporting for states of CO and NM.
11. Processed fourth quarter reporting.
12. Completed year end leave adjustments for employees over the 120 hour carryover limit.
13. Prepared year end carryover liability and payroll accrual.

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. Preparation and filing of annual per cap and local tax reporting.
3. Prepare payment eligibility for April 1st per capita distribution.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *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 of invoices and void checks written as needed.*
14. *Scan all payments to appropriate vendor folders.*
15. *File original payments by check date in filing cabinets.*
16. *Pick up mail and distribute to appropriate accounting staff members.*
17. *Process Payroll Garnishment payments*
18. *Pay Cardinal Health pharmacy supply invoices*
19. *Contact vendors and/or departments regarding discrepancies, etc.*
20. *Enter address changes.*

Special Tasks / Activities Performed –

1. Send weekly R&E reports to all departments

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention

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

Meetings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

Purchasing/Travel Manager

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities and staff.
2. Process purchase requisitions.
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 1/14 revised travel forms to reflect 2026 per diem rates for use of POV.
2. 1/27 work session with tribal council on purchasing regulation.

Receiving

Duties and Accomplishments –

1. Received in 255 packages.
2. Issued 114 receiving reports.
3. Returned 3 item for credit.
4. Made deliveries.
5. ***60 FedEx for mail clerk***

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

Help

Upcoming Projects / Tasks – shredding

Budget Coordinator

Duties and Accomplishments –

- 1) Prepared 3 agenda items for Tribal Council Meetings
- 2) Attended 1 Tribal Council Meeting
- 3) Completed 9 Budget modifications
- 4) Prepared and submitted 20 draw downs
- 5) Prepared and submitted 13 financial status reports to agencies
- 6) Input 2026 budgets into MIP – 2 days
- 7) Prepared and submitted to payroll the COLA worksheet
- 8) Prepared and submitted grant overview report for Leads – to be done quarterly
- 9) Participated in meeting with Rehmann – Indirect Costs on January 8, 2026 via Teams
- 10) Participated in meeting regarding TOSF 2026 grant on January 13, 2026 via Teams
- 11) Participated in meeting with HHS – Child Care Grants Reporting on January 28, 2026 via Teams

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 January 2026 are \$124,071.38 but there is no comparison to an annual budget as Tribal Council has not approved the FY 2026 budget.

Commerce Department
Jim Wabindato

Department of Commerce Monthly Report – January 2026

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. Planning and Roads were part of the Commerce Department before and return in 2026.

The goals for 2026 include most importantly to continue the evolution of 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 and the 2026 budget is firmly established.

Staff

Jim Wabindato, Director

Melvin Rogers, Workforce Development

Madison Rogers, BIA Roads/Transportation Planning

(BIA Road/Transportation Planning Report attached)

Commerce Department (General and Administrative)

Projects, Tasks, and Activities Update

- Continuing to prepare a policy brief that establishes a policy agenda and calendar for 2026 through which the Band will review, update, add to existing laws and regulations related to economic activity; research on topics related to tribal and state systems consumed significant Director time in January;
- Set goal for Q1 of 2026 to collaborate with executive and department directors to identify data and data management needs for program administration and policy development;
- Centralizing data collaboration will consume much of 2026.

Meetings, Conferences, and Trainings

- Conversation's with Commerce Meeting (1/20): The first of regular monthly live online town halls with Band members providing an update on economic activities of the Band (non-casino updates);
- Meeting with Family Services (1/29) and their contractor to stay informed on the implementation of their new client management software, especially in regard to case management;
- Met with Human Resources (1/27) to address the job description for a GIS Specialist; met with DPS (1/30) to learn how their staffing system is set up.

Challenges and Known Issues

Data availability and collection is disjointed; will continue to work on facilitating a strategy for Commerce, Executive Departments, and the Band.

Workforce Development (WFD)

Projects, Tasks, and Activities Update

- Update of Program guidance and develop SOPs for WFD program
 - Final Draft Guidelines forwarded to Leadership for review and decision.
 - Revising the Workforce Development Program application.
 - Creating online, fillable forms.
 - Each component program (ex. Career Assistance Voucher) will have its own application, matched to a simpler and universal tribal intake application.
- Conducted intake for Two (2) clients
- No funds dispersed in January

Meetings, Conferences, and Trainings

- Staff joined the Director for Family Service's client management software meeting (1/29).

Challenges and Known Issues

- Tribal members applying for WFD programs primarily seek Career Assistance Voucher, but clients providing necessary information is inconsistent.
 - Staff maintains regular client contact; also working with Family Services to identify best practices and policies for addressing incomplete cases.
- Program guidelines, policies, and procedures are more than a decade old;
 - WFD Guidelines submitted for review.
- Low awareness of the WFD program within the tribal community (as measured by survey)
 - Educational outreach to tribal members on the purpose, capability, and value of the WFD program to themselves and the tribal community.
- Current perception by tribal members is that Program participants are only employed by tribal businesses and enterprises; and that the WFD Program's purpose is to offer employment on demand
 - Will offer educational resources advising tribal members about employment opportunities within their community and how all employment opportunities can benefit our tribal community both now and into the future.

Program Activity (at a glance)

Current Month (January)

Program	New Apps	App Amount	Cases Closed	Amount Sent	BIA Svc Area (4-County)	Rest 9-County Svc Area (other 5)	Outlying Service Area
Childcare Voucher	N/A						
Career Assistance	2	\$400	0	\$0	1	1	0
Adult Work Experience	N/A						
Vocational Training	N/A						
Development and Training	N/A						
Youth Work Experience	N/A						
Academic Internship	N/A						
Professional Internship	N/A						
Employee Development	N/A						

Year to Date (2026)

Program	Apps	App Amount	Cases Closed	Amount Sent	BIA Svc Area (4-County)	Rest 9-County Svc Area (other 5)	Outlying Service Area
Childcare Voucher	N/A						
Career Assistance	2	\$400	0	\$0	1	1	0
Adult Work Experience	N/A						
Vocational Training	N/A						
Development and Training	N/A						
Youth Work Experience	N/A						
Academic Internship	N/A						
Professional Internship	N/A						
Employee Development	N/A						
Total	2	\$400	0	\$0	1	1	0

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; met and set up conversations with new staff, including Israel Stone and Brandi Czarneke;
- Coordinating discussions between LRH and the Band for access to capital for business development and expansion;
- LRH submitted a sponsorship application and was awarded four University of Michigan (UM) MBA students who will consult on an economic analysis project for the band; Commerce is a lead partner in establishing the scope of work for the students; the project will occur between mid-March and the end of April.

Meetings, Conferences, and Trainings

- Ongoing meetings with LRH staff, Board, and Citizens Advisory Board (CAB) (1/19);
- Intro webinar (1/28) for a UM MBA student team to assist with data analysis; Discussion (1/28) with authors of 2019 and 2024 Tribal Economic Impact Study, of tribes in Michigan.

Challenges and Known Issues

- None at this time

Small Business Enterprise (Tribal Citizen Business)

Projects, Tasks, and Activities Update

- Began reviewing and drafting policy brief and also laying out strategy for comprehensive legislative updates addressing community and economic development.
- Implementation plan has been set to accomplish development responsibilities by the end of 2026 Q1; developing and adopting the laws will take most of 2026.

Meetings, Conferences, and Trainings

No substantial activities to report.

Challenges and Known Issues

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

Tribal Recording System

Projects, Tasks, and Activities Update

- Discussions are paused with Executive Legal, Historic Preservation, BIA Roads, and Natural Resources to begin to coordinate record keeping for the Band.

Meetings, Conferences, and Trainings

No substantial activities to report.

Challenges and Known Issues

An inconsistent and disparate set of records management and storage policies makes tracking down Band records difficult.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

January 2026 Department Report

I. Department Overview

- **Yvonne Parsons, Education Programs Coordinator-** out on FML didn't return until January 26, 2026
- **Debra Davis, Education Department Office Assistant**
-

II. Department reporting section

- **College Book Stipend** This month Debra Davis was able to process book stipends, half of which she was able to have signed by the Tribal Manager so they could be processed. The remainder I was able to sign upon my return. 35 stipends were processed; 2 for students attending 1-3 credits; 10 for students attending 4-8 credits; 23 for students attending 9 or more credits. Total: \$18,400

Expenditures for this month are within budgeted funds for 2026

Elders Meal Program
Janeen Codden

Elders January 2026 Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Delivery/Grab and Go
50	659
Hackley Congregate Meals	Take out
12	8

Bingo At Aki	Bingo At Hackley
10	12
Activities At Aki	Activity at Hackley

PO #	Distribution Code	G/L	Starting	Ending
260157	4583	5202	\$413.06	\$1
260043	4583	5204	\$5000	\$4256
260044	4583	5204	\$5000	\$2854
260047	4583	5204	\$5000	\$3283

Guide To PO Numbers
260157 Townline
260043 Gordons
260044 VanEerden
260047 Sysco

Out of account 4583 we spent \$289.82 on ink for our office printer and \$149.94 for to go containers we can only buy on Amazon. From account 4587 we spent \$287.36 from Ramona's American Indians Foods (a tribal enterprise in Arizona) for different types of beans. From 4587 we purchased \$356.67 in canned rice, wild rice and blueberry jam from Nawapo which sources from tribal businesses. We are working on spending down old accounts. Due to the weather our in-person numbers have dropped but our delivery numbers have jumped significantly. As of January, we will surpass the meals we served in total in 2024 during this FY25 cycle according to our workbook. We currently have 107 people signed up for the program even if they do not always attend. We remain hopeful to see higher numbers in the spring when it warms up.

(Report prepared by Vicki Sam)

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

January Monthly Report – 2026

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 them to the appropriate departments for help, assisting in creating new Tribal ID's, Direct Deposit, check cancellations, calling Tribal Members with information missing, working on request lists for the upcoming Elections and performing any other duties that make the department run smoothly. To continue to 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.
- Complete new applications in a timely manner.
- Enter new addresses.
- Create new Tribal I.D.s
- Enter new information into Tribal members data bases.
- Enter and update direct deposits and check cancellation information into the data base.
- Processing CDIB's
- Verifying information for Health Clinic, Family Services, Courts, Election Board
- Doing preference status for descendants and spouses
- Sending out information on members to DHS and low-income housing complexes.

Duties Performed

- Created 65 New or replaced Tribal I.D.s from 01/01/2026 through 01/31/2026
- 98 Address changes from 01/01/2026 through 01/31/2026.
- Final rejection letters 3
- Final acceptance letters 2
- Final disenrollment certificates 0
- Provisional Rejection letters 0
- Provisional Post phoned 2
- Provisional acceptance letters 1
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of relinquishment 0
- Notice of decision on appeal 0
- Appeal hearing notices 0
- Extended appeal hearing notices 0

- Notice of blood quantum increase 0
- Reinstatement notices 0
- Notice of blood quantum determinations 0
- Notice of mistake of fact investigation 0
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 3 Applications received as of 01/31/2026.
- List request of Election Board
- Label request 0
- Statistical request

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 198
- PRC/EHAP
- Members Assistance 4
- Utilities 0
- Food Distribution 0
- Casino 2
- Family Services 8
- Tribal Council 0
- Natural Resources 0
- Education 0
- Gaming 0
- Work Force Development 0

Ordering/Correspondence

Enrollment verifications to other tribes 2

Sent out Per Cap Earnings information 67

2 Tuition Waiver Verifications

788 phone calls logged.

Total Tribal Members Living in:

9 County Area 1,579

Outside 9 county 2,264

Inside Michigan 2,543

Outside Michigan 1,300

Undeliverable Addresses 10

Facilities
Rusty Smith

2025 December 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 December, Maintenance provided daily custodial services, fleet maintenance, grounds maintenance, general maintenance, routine maintenance, and snow removal services.

- 85.93 hours were spent performing snow removal services.
- 37 work order were generated

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.

On-Site Vendors

- Pest Control PM: Aki, Government Center, Interim Casino, Hackley, Food Distribution.
- RO service call Government Center.

III. Budget Expense Justification

- | | |
|--------------------|----------|
| • Phones | \$396 |
| • Supplies | \$75 |
| • Vehicles & Fuel | \$495 |
| • Small Equipment | \$273.38 |
| • Equipment Repair | \$46.79 |

IV. Travel and Training

- Not applicable

End of Report

Family Services
Janeen Codden

Family Services Department

- The Family Services Department continues to progress forward with the implementation of the new software program. We are currently in phase 1 (Scoping) out of the 6 phases. Our scoping for our Family Services Intake process and Case Management is complete and have now started scoping for Behavioral Health. The scoping meetings with NewOrg are scheduled once a week on Thursdays, from 9am-11:00am.
 - The order of program scoping is as planned: Family Services Program (Intake/Case Management), Be-Da-Bin (Behavioral Health), Members Assistance, Family Spirit, Elder Meals, and Victim Services Program
- On January 7, 2026, Family Services Department received approval from Tribal Council to submit for a Senior Medicare Patrol Program through the Health and Aging Services Administration and the Michigan Department of Health and Human Services. This grant is only for a 6-month period, so the implementation will be done in phases:
 - Phase 1 – Implementation Phase: Months 1 and 2
 - Establish key partnerships by formalizing agreements with intra-agency, local health systems, the County Council on Aging, the Medicaid Medicare Assistance Program (MMAP), and the elder insurance provider.
 - Develop materials for outreach and education, ensuring compliance and cultural appropriateness, ease of understanding, and utility for direct mailing and social media applications.
 - Establish internal staff training schedule, to ensure all dedicated staff understand the program objectives, the outreach and education materials, and engagement strategies. Identify a point of contact for external partners and publish the point of contact for program information.
 - Phase 2 – Execution and Optimization: Months 3 and 4

- Outreach and Education campaigns. This will happen through individual and group meetings, published information on the LRBOI website and mail of the Outreach and Education materials to the Elder Population by end of Month 4. Follow-up with additional Outreach and Education during the Medicare Annual Enrollment Period each fall and during the LRBOI membership meetings and Elder monthly meetings at least quarterly.

➤ **Phase 3 – Evaluation and Sustainability**

- Data capturing contacts regarding outreach and education activity, including individual counseling efforts, group/event attendees, and calls to the point of contact. After outreach and education direct mailings are concluded, staff will conduct follow-up regarding receipt of information and solicit any questions/concerns the population may have.
 - Maintain a consistent schedule of monthly group presentations and daily one-on-one counseling availability.
- Sustainability beyond the grant plan is to maintain the outreach and education capabilities by diversifying funding sources, applying for subsequent grants, and integrating outreach and education activities into our existing organizational mission and budget, ensuring continued support for our Medicare beneficiaries.
- The grant population will target the 9-county beneficiaries, however, by sharing the information at membership meetings, social media, and other deliverables beneficiaries in the outlying areas will benefit also
- Quality Initiatives planning continues with the use of Child Care Development Funding (CCDF). The 2nd annual Kids summer camp, tentative date is June 2026 before the Pow Wow.
 - Family Services Department will be working diligently on getting our Family Services page up and running on the LRBOI website in the next two months. This will help citizens who do check out the Tribe's website to have only one place to look for

information. The Department's page will have links to the other programs within Family Services to make navigating and finding the help needed more effective.

- Family Services Department have completed all staff Annual Evaluations. Monthly supervisions will continue for 2026. The monthly supervisions offer the staff and supervisors valuable time to have open lines of communication with each other and trust building opportunities.
- Monthly staff meeting was canceled this month due to the weather however the monthly staff meetings have been changed to every other month with the next staff meeting scheduled for March 16, 2026, at 10:00am – 11:00am.
- Supervisor meetings will be held every other month with the first meeting scheduled for February 6, 2026, at 1:00pm – 2:30pm. This will bridge the gap between staff meetings for better overall communication, so no one is left uninformed.
- Supervisors in the Family Services Department attended a virtual Clinical Supervision seminar on January 22, 2026, and January 23, 2026. This seminar was a professional development webinar to equip supervisors with the knowledge and skills to guide, support, and develop staff they supervise in ethical and effective clinical practice. 5 staff members attended the seminar.

Attached are the programs' monthly reports for your review

Department Report : Family Services

Case Worker: Tara Cook

Reporting Period: January 2026

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes										
I&Rs										
Open Cases	13		2		1					
Monthly Totals	13	0	2	0	1	0	0	0	0	0

Case Management

Total number living in home	33		7		1					
Citizens living in homes	19		2		1					
descendants living in homes	6		3		0					
living in homes served	9		3		0					
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	38		2		1					
Case Reviews	1									
Binojeeuk										
Contacts with outside agency	28									8
Contacts with LRBOI depart	25									
Tribal Elders	2									
Other referrals										
Monthly Totals	161		17		3					8

Department Report : Family Services
Case Worker: Stephanie Persenaire
Reporting period: January 2026

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
I & R's										
Intakes	1				2					1
Open Cases	3	2			1			2		
Monthly Totals	4	2	0		3	0		2	0	1

Case Management

Total number living in homes served	8	7			6			9		1
Total number of Tribal Citizens living in homes served	5	4			3			10		1
Total number of descendants living in homes served	1	2			5			0		0
Total number of children living in homes served	1	5			3			7		0
Total ICWA or ICWP where substance abuse is involved	0	0			0			0		0
Child Abuse/Neglect	0	0			0			0		0
ICWA or ICWP referrals	0	0			0			0		0
Sexual Abuse of a child	0	0			0			0		0
Substantiated or Unsubstantiated by DHS	0	0			0			0		0
Case Pending with DHS	0	0			0			0		0
Relative placement	0	0			0			0		0
Tribal Foster Home	0	0			0			0		0
Non-Tribal Foster Home	0	0			0			0		0
Alternative placement	0	0			0			0		0
Court appearances	0	0			0			0		0
Home Visits	12	5			3			2		0
Case Reviews	1	0			0			0		0
Binojeeuk	0	0			0			0		0
Contacts with outside agencies	22	14			9			7		0
Contacts with LRBOI departments	4	3			0			0		0
Tribal Elders	0	0			0			0		0
Other referrals										
Monthly Totals	54	35		0	29			35		2

Department Report : Family Services
Case Worker : Rachel Kops
Month: January 2026

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
I & R's								1		
Intakes										
Open Cases	1	2		1	9					
Monthly Totals	1	2		1	9			1		

Case Management

Total number living in homes served	6	10		4	20					
Total number of Tribal Citizens living in homes served	3	2		1	12					
Total number of descendants living in homes served	2	1		3	4					
Total number of children living in homes served	1	8		3	6					
Total ICWA or ICWP where substance abuse is involved	2	0		0	3					
Child Abuse/Neglect	2	2		1	3					
ICWA or ICWP referrals	2	2		0	3					
Sexual Abuse of a child	0	1		0	0					
Substantiated or Unsubstantiated by DHS	2	2		1	3					
Case Pending with DHS	2	2		1	3					
Relative placement	0	0		0	3					
Tribal Foster Home	0	0		0	0					
Non-Tribal Foster Home	0	2		0	0					
Alternative placement	0	0		0	0					
Court appearances	1	1		0	2					
Home Visits	0	3		2	18					
Case Reviews	1	1		0	1					
Binojeeuk	2	2		0	2					
Contacts with outside agencies	50	96		0	95					
Contacts with LRBOI departments	35	33		0	41					
Tribal Elders	0	0		0	1					
Other referrals	0	0		0	0					
Monthly Totals	111	168		16	211					



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
January - 2026**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	19
New Cases	2
Closed Cases	2
Referrals and Contacts Received	2
Client Face to Face Contacts	29
Client-related Phone, Email, and Text Contacts	185
Client-related Direct Service Units Provided by Advocates	670
Client-related Accompaniment Provided by Advocates	7

MEETINGS

Staff Meeting(s)	3
Program Case Reviews	0
Supervision	1
Community Collaboration Meetings	9
Other Meetings	3

STAFF DEVELOPMENT/TRAINING

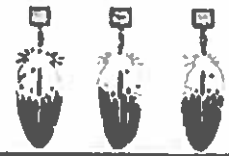
Virtual Training	12
In Person Training and Conferences	2
VSP Sponsored Training Events	1
Other Trainings	0

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	1
Event and Training Planning and Preparation	1
Community Table Events	1
VSP Sponsored Community Awareness Events	0
VSP Presentations	0
Networking Activities	2
VSP Website Updates	1
Other Efforts	0



Maaajtaag Mnobmaadzid Healthy Start Data Collection System "A Start of a Healthy Life"



Monthly Site Dashboard Report

Filters

Date Range of Report: Jan 1, 2026 - Jan 31, 2026

Date Report Generated: Feb 6, 2026

Current # of Clients whose enrolled status is "Active" as of the "Date Report Generated" - Feb 6, 2026

Prenatal	Postpartum	Father/Male Caregiver	Other Female Caregiver	Unknown/Missing	Child	Total # in System
3	17	9	1	0	33	63

Number of "Newly Enrolled" Clients between Jan 1, 2026 - Jan 31, 2026

Prenatal	Postpartum	Father/Male Caregiver	Other Female Caregiver	Unknown/Missing	Child	Total New
2	0	2	0	0	0	4

Number of Clients who were "Exited" between Jan 1, 2026 - Jan 31, 2026

Prenatal	Postpartum	Father/Male Caregiver	Other Female Caregiver	Unknown/Missing	Child	Total Exited
0	0	0	0	0	0	0

Client reason for exiting program: "Status of Exit" marked between Jan 1, 2026 - Jan 31, 2026

Completed Program	New Pregnancy	Decline Service/Withdrawal	Moved	Lost to Follow Up	Infant/Child Death	Other	Total
0	0	0	0	0	0	0	0

Total Unique Clients who received at least 1 visit between Jan 1, 2026 - Jan 31, 2026 by type

Prenatal	Postpartum	Father/Male Caregiver	Other Female Caregiver	Unknown/Missing	Child	Total Unique Clients
3	5	6	1	0	8	23

Total Visits between Jan 1, 2026 - Jan 31, 2026 by Staff Person

Name	Total Visits	Form Type
	6	Prenatal Visit/Encounter Form
	5	Postpartum Visit/Encounter Form
	8	Child Visit/Encounter Form
	10	Fathers and Others Visit/Encounter
Grand Total	29	

Number of Visits "By Location of Visit" between Jan 1, 2026 - Jan 31, 2026

Home	Office	Clinic	Hospital	Telephone	Video/Tele-health	Other	Total
21	2	0	0	5	1	0	29

of Visits with a Family Spirit Lesson delivered Jan 1, 2026 - Jan 31, 2026 Total 8 / 29

How many visits have used the Social Support Visit Structure between Jan 1, 2026 - Jan 31, 2026 Total 0 / 29

Forms (Assessments, Enrollment, ect) that do not have a Visit Encounter form for the same date

Client Type	HS Number	Form Screening Date	Form Type	Staff Name
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Forms (In-Progress) that need to be completed

Client Type	HS ID Number	Form Screening Date	Form Type	Staff
-------------	--------------	---------------------	-----------	-------

of Referrals Made between Jan 1, 2026 - Jan 31, 2026 Total 0

"OPEN" Referrals - missing whether client received service
 * Located on homepage "Your Outstanding Referrals Tickler"

Total 0

Client Type	HS ID Number	Referral Date	Purpose	Referred To	45 Day Progress Due Date	Date Referral Progress was checked on:	Staff who Created Referral
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of REFERRALS marked "Serviced" on visit encounters with screening dates that occurred between Jan 1, 2026 - Jan 31, 2026

# of Referrals Marked Serviced "Yes"	# of Referrals Marked Serviced "NO"	# of Referrals Marked Serviced "Refused"	# of Referrals Marked Serviced "Don't Know"	# of Referrals "Open"
0	0	0	0	0

Number of "Active" Children by Age in the system during Jan 1, 2026 - Jan 31, 2026

Number of (Birth to 6 month)	Number of (7 months to 11 months)	Number of (12 months to 36 months)	Number of (37 months to 60 months)	Number of 61 + Months	Number of Children (Age Unknown)	Total Number of Children
4	4	9	10	6	0	33

Your Clients in Progress- Home screen table "Missing Enter/Edit Data"

Client Type	HSID	ENTER/EDIT STAFF NAME	FORM INITIATED DATE	LAST Date Modified
Infant/Child	LR25-0052-01	Holly Lindsey	06/24/2025	06/24/2025

Households with a status of Active who did not have any visits documented during Jan 1, 2026 - Jan 31, 2026

Primary HSID	Associated Client HSID	Client Type	Date of Last Visit
LR22-0004-00		PostPartum Mother	12/22/2025
LR22-0004-00	LR20-0004-02	Infant/Child	10/04/2023
LR22-0004-00	LR23-0004-03	Infant/Child	11/10/2025
LR22-0029-00		PostPartum Mother	08/11/2025
LR22-0029-00	LR22-0029-01	Infant/Child	08/11/2025
LR22-0029-00	LR22-0029-02	Infant/Child	06/23/2025
LR24-0039-00		PostPartum Mother	11/12/2025

LR24-0039-00	LR23-0039-01	Infant/Child	07/18/2025
LR24-0039-00	LR24-0039-02	Infant/Child	10/28/2025
LR24-0042-50		Father	06/20/2025
LR24-0042-50	LR24-0042-00	PostPartum Mother	01/24/2025
LR24-0042-50	LR24-0042-01	Infant/Child	07/12/2024
LR24-0042-50	LR24-0042-02	Infant/Child	
LR24-0042-50	LR24-0042-03	Infant/Child	07/12/2024
LR24-0042-50	LR25-0042-00	PostPartum Mother	07/16/2025
LR24-0044-00		PostPartum Mother	05/12/2025
LR24-0044-00	LR24-0044-01	Infant/Child	09/02/2024
LR24-0044-00	LR24-0044-02	Infant/Child	05/12/2025
LR24-0045-00		PostPartum Mother	05/09/2025
LR24-0045-00	LR24-0045-01	Infant/Child	05/09/2025
LR24-0049-00		PostPartum Mother	12/18/2025
LR24-0049-00	LR25-0049-01	Infant/Child	12/18/2025
LR24-0049-00	LR25-0049-50	Father	12/18/2025
LR25-0022-00		PostPartum Mother	09/12/2025
LR25-0022-00	LR25-0022-01	Infant/Child	09/12/2025
LR25-0022-00	LR25-0022-02	Infant/Child	09/12/2025
LR25-0022-00	LR25-0022-03	Infant/Child	09/12/2025
LR25-0043-00		PostPartum Mother	12/10/2025
LR25-0043-00	LR24-0043-01	Infant/Child	12/10/2025
LR25-0043-00	LR25-0043-02	Infant/Child	11/07/2025
LR25-0051-00		PostPartum Mother	10/31/2025
LR25-0051-00	LR25-0051-01	Infant/Child	10/31/2025
LR25-0053-00		PostPartum Mother	12/11/2025
LR25-0053-00	LR25-0053-01	Infant/Child	12/11/2025
LR25-0053-00	LR25-0053-02	Infant/Child	11/13/2025
LR25-0053-00	LR25-0053-50	Father	12/11/2025
LR25-0056-00		PostPartum Mother	12/18/2025
LR25-0056-00	LR25-0056-01	Infant/Child	12/17/2025

EVENT

NARATIVE

Month

COMMUNITY INTERACTION	Emailed with a case manager from (Muskegon) regarding a case that was a referral, however client will no longer need services. / Received an email from the Muskegon Hackley Public Library about (historical preservation) I forwarded that Email to Corey and followed up with Jessica Larson from the Library with Corey's information. / Spoke to a worker from Positive Options about a potential client she called to inform me that the client had lost her baby and would not be needing services. We exchanged information and will be making plans to network. / Met with Caitlin Laurence from LRBOI's FNC twice about a summer camp proposal. Emailed a fellow worker about a referral from NHBP. / E -mailed Jessica S. with grant objectives looking for a new grant in case Health Starts is no longer awarded. / Reached out to a Tribal member to acquire if they could assist with Turtle shakers. / Asked around and found someone who can do woven belts, someone who can do earrings and someone who makes baskets to assist with tribal activities. / Submitted a summer camp proposal to Janeen then spoke to her about the proposal and the grant objectives I sent to Jessica. / Sent Janeen a possible new grant opportunity. / Emailed with Valarie about reserving AKI for community events, /
DISTRIBUTION OF SUPPLIES	2 women's shampoo, 2 men's shampoo, 1 women's body wash, 3 men's body was, 11 rolls toilet paper, 25 razors, 5 laundry soaps, 20 travel Clorox wipes, 1 dish soap, 1 box tampons, 1 box feminine pads, 2 women's deodorant, 2 men's deodorant, 2 women's shave cream 2 men's shave cream, 2 baby lotion, 13 packages of diapers, 11 baby wipes, 3 paper towel, 2 women's lotion, 4 packages of pullups, 3 postpartum pads, 3 packages depends

EVENT**NARATIVE****Month**

	(postpartum), 3 boxes ice pads (postpartum), 15 large pads (postpartum), 3 water wipes, 4 postpartum panties, 3 perinatal foam, 3 perinatal wipes, 4 XL pull ups, 2 breast pump, 2 haaka, 1 nursing bra, 1 sleep sac, 2 boxes of tissue , 2 baby hand wipes, 2 hand wipes
WEBINARS/TRAININGS	Healthy Start/Family Spirit Webinar, Miss Poppins Doula Fair Webinar, Doula and Birth Worker Care with IPV Survivors Webinar, Birth Is Ceremony Reclaiming Birthwort Webinar, Breastfeeding with Trama: Navigating the Journey After Sexual Assault Webinar,
CULTURAL/COMMUNITY EVENTS	Shadow boxes,
CLIENT INTERACTION WITHOUT A FORMAL VISIT	60 text conversations 5 phone calls
INTEROFFICE REFERALLS	1 referral from family Services Case Management
COMMUNITY EVENT SUPPLIES	Shadow boxes, glue, pins, ribbon, jewels foam pieces,

LRBOI Be Da Bin Behavioral Health Program January 2026 Report

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

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

Autumn is working on the Elder's Winter Programming, springtime programming, and networking with multiple agencies on summer events. She completed courses for her prevention certifications: Cultural Protection from Polysubstance Use among Native American Adolescents and Young Adults, Mindfulness-based Relapse prevention, Advances in Substance Abuse Prevention & Treatment Interventions, and Group therapy for SUD. She attended webinars: Healing from Addictions: Connecting to the Land, Ancestral Teachings, and our own spirit; The State of Mental Health in Native Country; and Native Approaches to Special Education: Centering Culture, community, & relationships.

Angela Schwandt has 40 clients. She had 64 individual sessions, 24 follow-up calls, and 4 hours telepsychiatry. She attended the (SAPC) Suicide Awareness and Prevention Coalition monthly meeting and the NewOrg Software weekly meetings. She attended Webinars Inter-Tribal Council Cultural Teaching, EMDR Therapy Crash Course, and 2-Day Clinical Supervisory Summit.

Dottie Batchelder-Streeter currently has (42) 34 clients and 8 Recovery Support clients. She had 5 referrals to an inpatient facility, and 2 referrals for outpatient. Dottie had 39 individual sessions, and 54 follow-up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition on January 14, 2026. She received the updated information from the State of Michigan on State Settlement monies for LRBOI Behavioral Health Services and developed to get approval. She attended the HSCB meeting, Inter-Tribal Council Cultural Teaching Webinar, and 2 different Rural Health meetings. She was on bereavement at the end of month.

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. Autumn and Dottie are working on the planning for Tall Cop presentation for April.

Respectfully submitted,

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

Dottie Batchelder-Streeter

Food Distribution
Vacant

Food Distribution Program

January 2026 monthly report

Nicole Ward, Melanie Ceplina, Alan Tyler, and Caitlin Lorenc

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 and 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.

Provide notification 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 the Ogema, Tribal manager, USDA, and State of Michigan Snap Program.

2) Department Report Section:

Submitted 152 reports to the USDA

Submitted the FNS-101 report

Submitted the department report

Verified, submitted, and stored incoming inventory

Cleaned warehouse, rotated stock, did monthly inventory counts

Completed issuances for the month

Set new delivery schedules to lower costs and better serve clients

Fixed codes and updated for signal system, now are updated and set

We currently have 88 households with 146 total clients

We made 25 deliveries (Muskegon/Benzie/Local)

Recertified 8 clients for the month

0 new households and 0 applications sent out

Pick and pack 8 clients

Shopper in store 55 HH and 113 people

Sygnal training for online shopping for clients
Had operations zoom meeting for with new produce company issues
FDPIR Yukon vehicle recall issue taken care of
Set teams FDPIR meetings for the year
Got drop site for our northern clients every third Thursday of the month at the
satellite office in Benzie/worked with the tribal manager from GTB Kimberly
McClellan

Caitlin Lorenc (Nutrition Coordinator)

Sent out monthly newsletters to feature Food of the Month, nutrition information,
food safety tips, physical activity, and a highlighted recipe

Met with Family Services and to go over setting up a summer youth program

Assisted clients with gluten free and diabetic friendly recipes

Held a class on 1-21-26 for reading labels

Held a class on 1-23-26 canceled due to weather (still had two clients show/did
class)

Assisted with deliveries and getting information to clients for the nutrition program

Meetings:

FFAVORS webinar

MI Tribal Food Distribution

Midwest conference call

Sygnal meeting/training for setup

Midwest president Joe VanAlstine

USDA rules and guideline training/meeting

Nicole Ward

Little River Band of Ottawa Indians

Food Distribution Department

Grants
Jessica Steinberg

LRBOI Grants Department

Monthly Report of Activity – January “Gitchi-Manidoo Giizis” (Spirit Moon) 2026

Grant Department Overview and Function within LRBOI:

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

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

The Grant Department per *Grants Strategy 2023: Setting Directions and Goals*, serves LRBOI by:

- 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.

The Grant Department assists directors, managers, and supervisors to identify grant and funding opportunities that support departmental goals and objectives for the benefit of the members of the Band. Funding opportunities are sent to directors, managers, and supervisors, who notify the Grant Writer of the interest to pursue. The Grant Writer assists with drafting scopes of work, budgets, and submissions as appropriate. The following sources are reviewed to find supporting funds: *Federal Register*, *eGrants (State of MI)*, *grants.gov*, *GrantWatch* and other internet sources.

Grant applications and grant funding must align with the adopted LRBOI 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:

- Michigan Department of Health and Human Services (MDHHS) Rural Health Transformation (RHT): The State of Michigan RHT Program proposal to CMS includes a 5% Tribal set-aside. Plan states Tribal RHT plans must align with the state’s RHT plan goals. State of Michigan awarded \$173 million; the set aside (5%) per tribe will be approximately \$665,887.
 - 01/05/26 Meeting with MDHHS regarding Tribal set aside and State Plan document submitted to Centers for Medicare/Medicaid Services (CMS). The state has adopted 4 Strategic Goals out of the 5 CMS/RHT Goals.
 - 01/05/26 LRBOI plan draft and budget sent to Lead Staff for review includes focus on workforce for wellness and program/service delivery improvements, including information technology enhancements.
 - 01/08/26 Meeting to review RHT plan: Family Services, Bedabin Behavioral Health, Clinic staff in attendance with Executive Assistant to the Tribal Manager, and Lead Staff.
 - 01/14/26: Questions due to State of Michigan related to RHT plan implementation; completed by Grant Writer. Four questions related to grant cycle, carry-over, fund obligation deadlines, and capacity submitted.

- 01/27/26: RHT Presentation/Overview and Purpose: Ogema, Leads, Executive Assistant to the Tribal Manager present. Plan goals/objectives, evaluation measures and staffing reviewed.
- MDHHS Consultation – Behavioral Health Risk Factor Surveillance System (BRFSS): The State is working with Great Lakes Inter-Tribal Epidemiology Center (GLITEC) on a shared data project. The data concerns that need to be addressed are how the data will be used, who will own the data and how tribes can access the data. The state is seeking a data sovereignty agreement between the tribes and GLITEC, the collection intermediary.
 - 01/15/26 Consultation Meeting via Teams (did not attend in person in Lansing due to travel weather): Grant Writer attended and listened to the presentation of the plan to secure behavioral health risk factor data, including the state's request that tribes approve a data sharing agreement with GLITEC, that will also include the state's access to the data. Family Services Director and Bedabin supervisor were also in attendance via teams.
 - MDHHS forwarded the presentation and consultation to the attendees.
- MDHHS Medicare Pilot Grant: The proposal will support the creation of a toolkit for use to inform the Medicare-aged population regarding the risks of Medicare fraud, how to identify 'scams,' protect personal private information and report instances of fraud, or concerns to appropriate agencies.
 - 01/06/26 Work session with Tribal Council: The Grant Writer and Family Services Director attended the work session to provide an overview of the plan, budget and to answer questions of attendees.
 - 01/07/26 Tribal Council Meeting: Seeking approval of submission of Medicare Pilot Grant. Approval of grant request secured.
 - 01/09/26 Grant proposal and budget submitted via State of Michigan eGrams system.
- Negotiations: Self Governance Funding Agreements with the Bureau of Indian Affairs (BIA) and Indian Health Service (IHS): LRBOI's Tribal Self-Governance multi-year funding agreements (MYFA) are due to be updated. The passage of the PROGRESS Act has created areas that need to be reviewed and included in the programs, functions, services, and activities (PFSAs) performed under the agreements, and modifications to update the compact proper will need to be negotiated.
 - 01/04/26 Correspondence with Mr. Jason Douglas, Bemidji Area Statistician requesting LRBOI Tribal Health Services User Population data (active patient population over a three-year period). Mr. Douglas set up a meeting with Bemidji Area Office staff for January 13, 2026, via Teams.
 - 01/13/26 Teams Meeting with Bemidji Area Office, IHS: Tammy King, Area Lead Negotiator, Nicole Waukazo, ISDEAA Specialist, Jason Douglas, Area Statistician, Lucinda Charleston, MPH Health Promotion & Disease Prevention in attendance with the Grant Writer. Discussions included 105(l) Lease agreement, LRBOI User Population (UPOP), Purchase/Referred Care Delivery Areas (PRCDAs) and tribal expansion, third party collection and contract support costs calculations based on those funds, need for LRBOI to update "designated official" form, and RPMS ICD 10 conversion. Information included:
 - Current user population numbers influence Shares Distribution to Self-Governance MYFA and 105(l) Lease funding. Per Area Office LRBOI is at maximum supportable space under 105(l) Lease, and our base funding is secure due to self-governance agreement. The 105(l) Lease distribution reflects the impact of beneficiary (federally recognized IHS eligible Indians) versus non-beneficiary (descendants/social/economically tied persons accessing services) service utilization numbers – non-beneficiary numbers are exceeding beneficiary numbers in total space available. Grant Writer advised that 105(l) lease calculation needed to be revisited in 2026.
 - Current LRBOI UPOP is 580 active patients in the PRCDAs. Area Statistician advised the UPOP for Muskegon clinic is 115 active users, with a total eligible IHS beneficiary (all tribes) of 1,102 Indians in the county (census data). UPOP for Manistee is 465. Data shared from RPMS has "not

been exported since 2021” per Area Statistician and remains flat. Grant Writer will assist Area personnel to meet with LRBOI information technology staff to problem solve the data exports impacting the UPOP numbers.

- LRBOI PRCDA has remained unchanged since the administrative decision to expand the area in 1999. Other tribes have expanded their PRCDA, including LTTB who now has Wexford County in its PRCDA, and Pokagon band who now has part of Kent County, and Gun Lake who has Ottawa county. Area Statistician also advised that Manistee county’s PRCDA percentage split was 100% LRBOI, and since 2021, 10% has been identified back to Grand Traverse Band of eligible UPOP per census. Grant Writer advised that they would like the information sent to them regarding negotiated UPOP County splits. Area Statistician advised all were published in the Federal Register. Grant Writer is researching for the information to establish when the amendments were concluded.
- LRBOI can collect additional contract support cost (CSC) funding based on our third-party collections. LRBOI has not reported additional third-party revenue collection totals. Grant Writer will review with LRBOI finance regarding third party to establish a CSC reimbursement for those totals.
- The Area Lead Negotiator advised, “IHS cannot pay Indirect Costs (IDC) under the agreement as LRBOI has not established an IDC rate.” The De Minimis IDC rate in lieu of an established IDC is 15%. Grant Writer advised this will need to be a discussion with finance and that LRBOI requests an opportunity to discuss IDC rate with Area Office.
- 01/13/26 Correspondence from Area Statistician: Received Draft Bemidji Area User Population Count for years 2021-2025 and found the tables for years 2012-2015 in the IHS Report to Headquarters online. The Statistician indicated they would be reaching out to the LRBOI Tribal Manager regarding, “getting exports straightened out (to reflect UPOP accurately), track down the history on Wexford County (LTTB PRCDA expansion) and dig up that old PRCDA split memo.” Grant Writer advised they look forward to seeing the memo.

- Child Care Development Fund (CCDF): Regional DHHS Office does check-ins with LRBOI regarding funding use monthly. This fund supports Quality Initiatives through the Family Services Department, targeted at LRBOI children and families in the Service Delivery Area.
 - 01/20/26 Teams meeting with Dana Garner, CCDF: Check in between agency and LRBOI regarding spending down of CCDF funds, issues, and concerns. Due to potential changes in CCDF objectives and staffing at regional offices, including the consolidation of regional personnel, CCDF will be looking to ensure all funds are obligated by their respective grant cycles. Grant Writer advised Family Services Director of the same after the call.
- Collaboration with Commerce/Workforce Development/Tribal 477: The Grant Writer met with the Commerce Director on five occasions to discuss potentials for LRBOI, focused on workforce development and the role it would perform under Tribal 477. Other topics: economic development and grant support, sovereignty and staff training on related concepts, and the Commerce town hall meeting and survey. Collaboration is necessary to gather data and ideas for planning and grant research.
- Notice of Funding Announcements (NOFAs) were sent to five (5) departments regarding opportunities and one department reached out to the Grant Writer regarding an opportunity they found and would like to pursue; that proposal is due in March 2026. Meetings will take place in February 2026 to establish plans and budgets.

The Grant Writer attended the Staff meeting on January 15, 2026.

Tribal Government Offices were closed due to inclement weather at noon January 19th, late open at 10:00 a.m. on January 20, and early closure on January 23, 2026.

Respectfully Submitted,

Jessica Steinberg, Grant Writer

**Health
Vacant Director**



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager
Gary Lewis, Executive Lead

From: Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Kate Gilbert, Chief Pharmacist

Date: February 04, 2026

Re: January 2026 Report of Activity – Tribal Health Services

Tribal Health Services locations in Manistee and Muskegon were extremely short staffed. The only employee in Muskegon to assist with clinic operations was our transporter for the majority of the month. There is some data missing for our Muskegon location.

Kathryn McLaughlin, BSN in our Manistee location resigned on January 9, 2026 effective immediately.

Sierra Wright, RN began service at Little River Health Center in Manistee on January 19, 2026. Welcome aboard Sierra!

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

CLINIC OPERATIONS: MANISTEE LOCATION

267 patients scheduled

19 patients NO-SHOW to scheduled appointments

4 patients provided SAME DAY appointments for emergent matters**

116 cancelled appointments

136 patients attending CLINIC PHYSICIAN appointments**

25 patients PHONE TRIAGE**

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

63 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JANUARY (Total Patient Volume): 437

Diabetic patients: 47

Flu Vaccines: 5

Injections: 20

Nursing Visits: 3 **

On-site Labs: 137

COVID-19 Tests: 2

****Denotes total included in Total Patients Seen**

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

RECEPTION INCOMING CALLS ROUTED: 982

DIRECT CALLS TO CLINIC OPERATIONS: 536

SENT FAXES: 118

RECEIVED FAXES: 337

TRANSPORTS - MANISTEE 6

JANUARY 2026

TRAVEL HOURS: 10

SERVICE HOURS: 6

NUMBER SERVED: 8

MEDICATION DELIVERIES: 6

TRAVEL HOURS: 1 ½

SERVICE HOURS: 1

NUMBER SERVED: 6

TOTAL TRAVEL HOURS: 11 ½

TOTAL SERVICE HOURS: 7

TOTAL NUMBER SERVED: 14

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

CLINIC OPERATIONS: MUSKEGON LOCATION

206 patients scheduled

11 patients NO-SHOW to scheduled appointment

6 patients provided SAME DAY appointments for emergent matters**

125 cancelled appointments

33 clinic referrals – requiring action by Providers and Staff

76 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: ##

Flu Vaccines: ##

Injections: ##

Nursing Visits: ##

On-site Labs: ##

COVID-19 Tests: ##

DIRECT CALLS TO CLINIC OPERATIONS: 187

TRANSPORTS - MUSKEGON: 2 JANUARY 2026

TRAVEL HOURS: 1

SERVICE HOURS: 1 ½

NUMBER SERVED: 2

MEDICATION DELIVERIES: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

TOTAL TRAVEL HOURS: 1

TOTAL SERVICE HOURS: 1 ½

TOTAL NUMBER SERVED: 2

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$88,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1550

TOTAL PRC PAID IN JANUARY: \$51,164.31

PHARMACY/OTHER: \$36,868.40

DENTAL: \$13,153.90

TOTAL PATIENTS: 219 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 448

TOTAL CLAIMS ENTERED: 369

TOTAL PRC PAID 2026: \$51,164.31

TOTAL EHAP PAID IN JANUARY: \$37,119.25

TOTAL EHAP PAID 2026: \$37,119.25

TOTAL ENROLLED EHAP/LRBOI: 1269

NEW APPLICATIONS MAILED OR GIVEN: 27

REASSESSMENTS MAILED OR GIVEN: 63

MEDICARE LIKE RATE (MLR) Savings for January 2026

Claims submitted:	0	\$ (total submitted)
		<u>-\$ (what we paid)</u>
		\$ (total savings)

PHARMACY, MANISTEE:**JANUARY 2026**

Active patients:	366	
Prescriptions filled:	1634	
Receipts:		
Insurance payments received:		\$155,216.50
Non-member cash/copays received:		\$1,531.11
Less acquisition cost of medications:		\$87,676.69
Net profit:		\$69,070.92
PRC-equivalent write offs:		
LRBOI:	\$24,647.85	
Other Tribes:	\$3,324.84	
TOTAL:	\$27,972.69	

PHARMACY, NORTON SHORES:**JANUARY 2026**

Active patients:	188	
Prescriptions filled:	838	
Receipts:		
Insurance payments received:		\$81,509.38
Non-member cash/copays received:		\$221.86
Less acquisition cost of medications:		\$45,212.62
Net profit:		\$36,518.62
PRC-equivalent write offs:		
LRBOI:	\$14,557.28	
Other Tribes:	\$941.21	
Total:	\$15,498.49	

2026 Health Services Department - Manistee Location

Clinic Operations

2026	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews **	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site Labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	267	19	116	4	136	25	437	276	63	47	5	20	3	137	2	982	536	2	118	337
February																				
March																				
April																				
May																				
June																				
July																				
August																				
September																				
October																				
November																				
December																				
Totals	267	19	116	4	136	25	437	276	63	47	5	20	3	137	2	982	536	2	118	337

** Denotes total included in Total Patient Volume

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

2026 Health Services Department - Harvey Location

Clinic Operations

2026	Patients Scheduled	No Show	Cancelled Appt.	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews **	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	206	11	125	6	76	25	377	276	33								187			
February																				
March																				
April																				
May																				
June																				
July																				
August																				
September																				
October																				
November																				
December																				
Totals	206	11	125	6	76	25	377	276	33								187			

** Denotes total included in Total Patient Volume

NOTE: Telephone & Chart Reviews include both Mariette & 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 January 2026

Staff

Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Krystal Davis – Housing Specialist
Stephen (Jake) Shepard - Housing Maintenance Technician
Matthew Alexander – Housing Maintenance Technician
Jim Stuck - Housing Maintenance Technician
Mike Pannill – Housing Maintenance Technician (PT)

Department Overview

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

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

I. Housing Activities.

- A.** During the month, the Department performed the following activities.
 - Lease renewals due during the month: 6
 - Leases renewed: 6
 - New leases: 0
 - Annual Inspections: 6
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 0
- B.** Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 0
 - Total Number of Awards made during the Year: 0
 - Total Amount of Awards for the Year: \$0
- C.** For the month of December, the weekly ride to the store for our AKI elders occurred 4 times for 2 different elders.
- D.** We did have 23 new work orders put into the system and 12 of them were completed in the system.
- E.** The Housing Director has reached out to HUD for assistance in getting someone to assist with the proper way to do a RFP per HUD regulations. We have been trying to get an RFP done to get an outside vendor to assist with painting of AKI units. But are finding it difficult due to the regulations and the back and forth with the purchasing department. So to assist in making these RFP process smoother, we have asked to get assistance to ensure we are in compliance with HUD regulations. This person will then assist to review the RFP for compliance before submitting the proposals and putting them out to bid.
- F.** The Housing Director will be taking the contract for the house fire demolition to TC on February 4th for approval. The contract is with Swidorski Bros. Excavating, LLC in the amount of \$11,500 and will be paid out of the insurance claim proceeds.

- G. The Housing Director attended the Statewide Housing Partnership meeting, of which she is a delegated member of, on January 21st. The next meeting is scheduled for April 22 in Lansing. Once a year there is a meeting that is mandatory in person and this is the date for this meeting.
- H. The Housing Department has sent out to TC and the Housing Commission some upcoming trainings pertaining to Housing related topics such as Housing Laws and NAHASDA. The first meeting is in person in Oklahoma on February 18-19th. Housing Commissioner, Linda Andre will be attending with the Housing Director. This will assist in becoming familiar with NAHASDA and tribal housing laws while reviewing and updating Housing policies/regulations.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 5
- B. Termination Notice(s) issued: 2
- C. Notice(s) to Vacate or Renew: 1
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Maintenance currently has 4 units to complete for a move in.
- B. 12 Work orders were completed in the month of January.
- C. The maintenance crew has been busy with snow removal, plowing of driveways during the month of January.

IV. Number of Units and Vacancies.

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

- A. Aki has 58 income based rental units of which 55 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 8 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 31 low-income family rental units and 29 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 26 are rented.

V. Plans for the Future.

- A. Complete and put out for bid a RFP for a consultant out of the MSHDA Pre-Development grant not to exceed \$75,000. – Working with Beaux Consulting who will assist on the RFP for this project.
- B. Putting together a RFP to send out to Architect/Project Manager for the bidding process of completing the other projects we need to complete.

End of Report
Tara Bailey, Housing Director
February 10, 2026

Human Resources Vacant

To: Ogema Romanelli
From: HR Department
Subject: 2026 January HR Department Report
Date: 02/06/2026

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 endless potential.

1) HR 2026 Operational Plan

- a) Continuation of the BambooHR Human Resource Information System integration.
 - i) January Summary: January continued with additional recruiting and project work. As always, there was also significant Talent Acquisition work as staffing requirements continued in departments such as Natural Resources and Food Distribution, Tax Department, and the Health Clinic as well as with the Chief Financial Officer position.
 - ii) Final drafts of Policy and Procedures for Hiring, Job Descriptions, and Preemployment Screenings in coordination with the Executive Assistant, Tribal Manager, and the Executive Leads have been completed. Final drafts will be presented for review before the directors' meeting. Moving forward to the next phase of policy updates.

2) Talent Acquisition

- a) Talent Acquisition Improvement Project
 - i) Action:
 - (1) Number of Hires During the Month: 1
 - (2) Number of Hires Year to Date: 1
 - (3) Number of Applicants for January through BambooHR: 92

3) Talent Development and Relations

- a) Completed Performance Reviews Returned to HR: 8 (Dept. Monthly Reviews)
- 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 2026 to start taking full advantage of everything the system has to offer, including evaluations, and specific pieces of time keeping such as FMLA and LOA.. HR is rolling out annual training opportunities including Harassment, HIPPA, and IT training with the first onboarding group in February.
- b) Internal HR Policy development continued with Hiring, Job Descriptions, and Pre-employment policies and procedures being drafted for review of the leads.

5) Benefits and HR Administration

a) Continued working to improve and identify benefit process issues and concerns.

(1) Open Enrollment period started on November 17, 2025 and was scheduled to run through December 8, 2025.

(2) Continued previous Benefits Work Priority: 1 – Benefits Reconciliation, 2 - – Open Enrollment

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:	0
iii) Bereavement:	8
iv) LOA:	0
v) Education:	3

6) Safety

i) Recordable Injuries:	2
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7) Tribal Preference Report

Tribal Members = 107

Native American = 8

Tribal Spouse or Parent = 14

Tribal Descendant = 12

Non-Preference = 83

Notes on Tribal Preference:

1. HR suggests succession planning/Promotion be a focus for leadership. Especially in key departments and positions. This is a delicate process that will take time and effort for many individuals, but it is necessary.
2. HR would like to explore more ways to get younger preference candidates interested in temporary positions. This would be in coordination with the WFD Specialist and department heads. The intent is to get young tribal members interested in different aspects of the Tribal government by working or doing a mentor program. There has been a increasing interest from a younger demographic.

Information Technology
Vacant Director

**INFORMATION TECHNOLOGY DEPARTMENT
MONTHLY REPORT
JANUARY 2026**

Duties and Accomplishments:

1. Finalizing set-up of workstation kiosks under capital projects which is part of the Wi-Fi funding project.
2. Finalized Windows 11 upgrades

On-going IT projects:

1. SharePoint lift with Arctic IT.
2. Kiosk deployment to Muskegon and Manistee offices with Arctic IT.
3. Halo Ticketing System implementation. Scheduled to go live 2/9/26.
4. SharePoint training program in process.
5. Pots line replacement. To be completed 2/6/26.

Help Desk Tickets:

74 tickets opened, 68 have been closed, 6 are assigned and being worked on.

Meetings Held/Attended:

1. Held ongoing meetings with Elevate and Arctic IT.

Trainings Attended:

None

Submitted by Bill Willis, Tribal Manager

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: February 5, 2026
Re: January 2026 report of activities

Number of tribal members assisted on new issues	66
Number of referrals received	6
Number of continuing cases:	28

Types of legal issues:

Child Protective Services	Michigan Tax Lien
Divorce	Time Share
Wills	Felony Probation
Trusts	Quiet Title Action
Estate Planning	SSD
Medical Power of Attorney	Bereavement
QDRO	Real Estate
Power of Attorney	Trust Ownership
Amend Estate Planning Documents	Homeless Act
Supervised Probate Estate	Guardian Adult
Parenting Time	Administer Trust
Foster Care License	Juvenile Criminal
Felony Child Support	Post Divorce
Employment	Double Jeopardy
Adult Conservator Accounting	Bankruptcy Claim
Small Probate Estate	Landlord – Tenant Issues

Contracts
Revoke Trust
Marriage License
Child Support Arrears
ICE
Collections
Arrest Warrant
Lady Bird Deed
Terminate Minor Guardian
LLC Annual Report
Change of Custody
Order of Filiation
Civil Infraction
Auto Parts Warranty
Guardian Minor – Out of State

Parole
Paternity
Publication Fees
Medical
Conservator – Adult
Evictions
ICWA
Friend of the Court
Civil Citation
Representative Payee
Transfer Jurisdiction
Incorrect W-2
Probation Release
Alternate Service

Sample of Work Performed:

Assisted a tribal member with a Foster Care License

Assisted a tribal member transfer their civil case to another county

Assisted a tribal member obtain an Order of Filiation stating that they were the father of their child

Assisted a tribal member with a Quiet Title action to gain legal ownership of real estate

Assisted a tribal member probate a small estate

Members Assistance
Janeen Codden

Members Assistance Department January 2026 Report

Assistance Programs

Rental/Mortgage: 4 households Emergency	\$4,600
Transportation: 3 households Elders Chores:	\$849.46
3 households	\$1,200
Low Income Energy Assistance: 10	\$2,497.73
households Food Assistance: 7 households	\$2,700
Home Repair: 2 households	\$10,899
LIHEAP Heating/Crisis: 13 households	\$5,264.72
LIHEAP Weatherization: 2 households	\$12,759.92
Catastrophic Disaster Relief: 1 household	\$3,000
Elder Insurance (Humana)	<u>\$95,327.44</u>
January total expenditures:	\$139,098.27

Office Visits: 12

Family Services Referrals: 3

Phone Calls: Robin - 178

Robin, Program Specialist and Janeen, Director continue to work diligently on updating Members Assistance Regulations, Ordinances, Program Matrix, and applications for accuracy and compliance. We have completed checklists for most of the programs for the use of both the applicant and the Program Specialist to make sure all documents are received that are required per the current regulations.

Current Applications: Available at front desk, in Members Assistance Department office, USPS mail, email.

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**

**January 2026 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
- Steven King - 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 NRD Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management and report submission.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 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:
- Lake sturgeon Habitat grant calls - Updates to progress on lake sturgeon habitat and tracking collaborative grant
- Lake Huron Lake sturgeon working group, similar objectives and issues to Lake Michigan sturgeon working group
- Updates to GLRI grant documents

- Internal GLRI proposal discussions
- Assistance on wild rice fish community data and reporting
- Discussions with Gun Lake Tribe about sturgeon rearing, PIT tag arrays, acoustic tracking
- IFC meeting discussion on Black lake sturgeon harvest allocations and changes to process.
- Michigan AFS EXCOM meeting - Leadership meeting and annual meeting planning
- MIAFS awards committee oversight
- Black Lake sturgeon harvest permitting - 2 permits were issued for the month and no harvest occurred on the permits
- Collaborative grants comments provided for submittal to Great Lakes Fish Commission
- Sturgeon PIT tag database management
- Monitoring of Pit antenna array for detections and operation
- Inland Fisheries:
- GLRI application to fund Arctic Grayling project (FY2026)
- Submitted 2025 LRBOI inland harvest reporting to IFC
- Arctic Grayling monitoring meeting with partner agencies
- Interviewed about LRBOI Arctic Grayling reintroduction effort for Michigan Trout Unlimited magazine article
- Internal GLRI proposal discussions
- Great Lakes Fisheries Assessment Program:
- Fish aging, data QAQC
-

Meetings/Training/Travel/Conference Calls

- Lake Superior Technical Committee Meeting (Marquette, MI) (1/5-8)
- Lake sturgeon Habitat grant calls (1/6,13,27)
- Michigan AFS EXCOM Meeting (1/8)
- GLFT Proposal Reviews (1/9)
- Tributary Whitefish Check-in Meeting (Virtual), Technical Fisheries Committee Meeting (Virtual) (1/12)
- Technical Fisheries Committee (TFC) Meeting, virtual (1/12)
- Arctic Grayling stocking coordination meeting, virtual (1/13)
- Inland Fisheries Committee (IFC) meeting, virtual (1/14)
- LRBOI All Staff meeting, virtual (1/15)
- Tribal Council work session, FY2026 Chippewa Ottawa Resource Authority Sub-contract with LRBOI (1/15)
- NRD Fisheries Division meeting GLRI grant proposals 2026 (1/16)
- Lake Michigan Technical Committee (LMTC) Meeting (Benton Harbor, MI) (1/19-22)
- Telemetry Working Group and Lake Trout Working Group Meetings (Benton Harbor, MI) (1/20)
- Lake Michigan Lake Sturgeon work group meeting, Benton Harbor (1/20)
- NRD Team meeting (12/1)
- Tribal Council Agenda Review meeting, CORA contract (1/26)
- NRD GSA vehicle budget meeting (1/27)
- HR meeting seasonal staffing NRD Fisheries (1/27)
- Lake Huron Lake Sturgeon Working Group Conference Call (1/28)
- BIA GLRI call with Tribes for FY2026 (1/28)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4031 Natural Resources Department		
4018 Great Lakes Fisheries Assessment		
4137 BIA Great Lakes Restoration Initiative, Native Species		

Wildlife Program

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist

Maille O'Toole – Wildlife Technician

Alexis DeGabriele– Aquatic Biologist – Wetlands

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
 - 4580 Autumn Olive Removal
 - 4581 Monarch Habitat Establishment
 - 4595 At Risk Turtle Conservation
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment.
- Connected with partner organizations.
- Planned research project.
- Prepared and collected feathers for repository (and distributed as requested by tribal members).
- Planned budget.
- Tested field equipment.
- Purchased fieldwork equipment.
- Worked check station for tribal hunters and trappers.
- Reached out to partners on turtle conservation.
- Worked on Michigan American marten white paper review.
- Elk expansion habitat analysis.
- Interview with local paper regarding American marten and wild rice programs.

- Received migratory bird parts from DNR and Skegemog Raptor Center.
- Elk hunt administration.
- Reviewed job applications for Forest Ecologist, Forest Technician, and Wildlife Biologist, and provided list of candidates for interview.
- Joined Pere Marquette Watershed Collaborative.
- Planned office arrangement with new positions.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Reorganized Blue storage facility

Meetings/Training/Travel/Conference Calls

- Fish and Wildlife Service regulations discussion
- Leads huddle
- Good Neighbor Authority meeting with Forest Service
- Staff meeting
- Baldwin District forest management meeting
- Pere Marquette Watershed Collaborative meeting

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Completed annual narrative and EAGL spreadsheet reporting for 5 GLRI grants.
- CMU graduate student Wild Rice project: completed reviewing draft journal article and sent edits to student/professor.
- Set up new spreadsheet for hour/project tracking.
- Wildlife Hiring Team tasks: completed resume review of Wildlife Biologist candidates in Bamboo, scored writing samples for Wildlife Bio & Forest Ecologist, finalized scores, etc.
- MWRI work group tasks: took meeting notes at 3 subcommittee meetings and sent to chairs for approval.
- Submitted travel authorizations for TSN conference and MTEG.
- Began to work with A/P on contract fund liquidation/re-encumbrance for new fiscal year.
- UofM graduate student Manoomin project: received draft data agreement began to review, communications with other Tribes regarding possible collaboration.
- Line 5 tasks: reviewed Enbridge T&E permit application in preparation for meeting.
- Reviewed Wild Rice Fish Community project files looking for missing GIS files/data.

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

- 1/6/26: Wildlife Division annual workplan meeting.
- 1/7/26: Wildlife Biologist interviews.
- 1/8/26: Wildlife Biologist interviews.
- 1/9/26: hiring team meeting to discuss Wildlife Biologist candidate final scores.

- 1/13/26: MWRI Monitoring & Restoration Subcommittee meeting (nominated/approved new chair).
- 1/13/26: 4137 budget discussion with Fish Div Manager.
- 1/13/26: NOAA Manoomin Geospatial Work Group meeting.
- 1/14/26: Env Div PPG report meeting.
- 1/15/26: Forest Ecologist/Tech interviews.
- 1/19/26: Forest Tech interview.
- 1/20/26: Director 1:1.
- 1/21/26: travel to East Lansing.
- 1/22-1/23/26: The Stewardship Network (TSN) annual conference.
- 1/23/26: travel back from East Lansing.
- 1/23/26: Line 5 Tribal Treaty Rights meeting with USACE.
- 1/26/26: MWRI Policy & Protection Subcommittee meeting.
- 1/27/26: MWRI Education & Outreach Subcommittee meeting.
- 1/27/26: EPA CWA 401 Proposed Rule Tribal Informational Meeting.
- 1/28/26: DNR-Tribal meeting re Line 5 State T&E Permit.
- 1/29/26: meeting with Fish Div to discuss Wild Rice Fish Community Study report.

Field Work and Equipment Maintenance

- 1/14/26: Removed carpeting from 2 offices in preparation for new staff.
-

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

- Signed up for Part 107 drone test.
- Published new public record for Brownfield program to fulfill one of the 4 elements of the program.
- Communicated with EPA project officer and vendor about Phase II assessment progress
- FY26 Funding Request from EPA
- Submitted draft QAPP (2nd time) for EPA approval.
- Began paperwork for carryover Phase II work (2025-2026).
- Submit semi-annual PPG report to EPA.

Field Work and Equipment Maintenance

- Air in tires of EPA Sonata. Oil change as well.
- Took EPA Truck in for oil change and service on different days

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

- The Past and Future of Planning in Michigan on January 8 and January 16
- Traverse City for Part 107 test on January 15.
- 1 on 1 with NRD director on January 21.
- EPA Tribal Lands call on January 28.
- Gove Center on January 30.
- Informal NRD meetings as necessary.

- Gosling Czubak/EPA project officer correspondence on multiple days about Phase II work at Sugar Shack and Bull Corner including QAPP and future drilling/soil boring

Water Program (106 and 319)

Administration Reports/Data Entry

- Travel Closeout for adaptation 101 workshop.
- Contacted labs for updated quotes for sampling.
- Worked on addressing Fish Tissue Sampling QAPP comments for EPA
- Updated EPA PPG Workplan

Field Work and Equipment Maintenance

- Organized WQ equipment room and checked on monitoring equipment.

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

- 1/6/2026-1/8/2026: Adaptation 101 workshop
- 1/14/2026: PPG Report Comments meeting
- 1/15/2026: LRBOI Monthly Staff Meeting
- 1/15/2026: EPA R5 WQ Monitoring webinar
- 1/20/2026: R5 Tribal Water Division Call
- 1/20/2026: 1:1 With NRD Director
- 1/27/2026: LRBOI EPA Fish Tissue QAPP Discussion

Air Quality Program (Funded by EPA CAA 103)

Administration Reports/Data Entry

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

Field Work and Equipment Maintenance

- 01/28/2026: T640 monthly multipoint check.
- 01/28/2026: Meteorology multipoint check

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

- 01/05/2026 – 01/09/2026: Climate Adaptation 101 Workshop (In-Person)
- 01/14/2026 – PPG Report Comments (In-Person)
- 01/15/2026: LRBOI Monthly Staff Meeting (Virtual)
- 01/20/2026: NRD Director 1:1 Meeting (In-Person)
- 01/28/2026: EPA Region 5 Air Monitoring Meeting (Virtual)
- 01/29/2026: Drone Test (In-Person)
- 01/29/2026: Region 5 Monthly Tribal Air Call (Virtual)

Great Lakes Policy Program

Administration//Reports/Data Entry

- LRBOI NRD Website Edits
- GLRI Category 2 application

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Calls (Include Dates

- Tribal-EPA Mining Call (1/1/26)
- MLWP meeting (1/6/26)
- MIAFS January Webinar: Do's and Don'ts of Scientific Writing (1/9/26)
- Enbridge Line 5 Tunnel - Section 106 Mitigation Discussion (1/13/26)
- GLWQA Annex 2- Lake Huron Partnership Management Committee Meeting (1/13/26)
- Lake Michigan Partnership Work Group Monthly Meeting (1/14/26)
- NRD staff meeting (1/15/26)
- Tribal mining call (1/15/26)
- RTOC Meeting (1/20/26 - 1/22/26)
- Tribal EPA Water Division Call (1/20/26)
- MCD Board Meeting (1/20/26)
- NRD director 1:1 meeting (1/21/26)
- Lake Huron Partnership Working Group Meeting (1/22/26)
- Huron Habitat/Species working group meeting (1/22/26)
- Enbridge Line 5 Tunnel - Tribal Treaty Rights Meeting (1/23/26)
- Updating Clean Water Act Section 401 Regulations: Proposed Rule" - Tribal Meeting (1/27/26)
- Tribal Meeting to Discuss Line 5 Tunnel Project DNR T&E Permit Application (1/28/26)

Planning
Madison Richards

January 2026 Monthly Report

Department: Planning / BIA Roads / Transportation

Prepared by: Madison Richards

Reporting Period: January 1–31, 2026

Activities / Accomplishments / Updates

Leadership Transition & Continuity

- January marked the **final month of service for Steve Parsons**, who officially retired on **January 30, 2026**.
- Throughout the month, I focused on ensuring a **smooth transition of responsibilities**, maintaining continuity across Planning, Transportation, and BIA Roads–related efforts.
- This month represented a formal transition period, with me fully stepping into the role and assuming responsibility for ongoing and future projects.

Introductions & Relationship Building

- I scheduled and attended multiple meetings to formally introduce myself to key internal departments and external partners essential to my role.
- These introductions helped establish clear communication and working relationships with LRCR, MDOT, GTEC, and other stakeholders who will be involved in 2026 planning and transportation projects.

MDOT Annual Permit

- I received the Tribe's **Annual MDOT Permit** for 2026, allowing continued coordination and compliance for roadway-related activities that require MDOT approval.

Coordination With GTEC

- I continued working with **GTEC** to begin transitioning 2026 TTIP projects into active planning and implementation phases.
- January discussions focused on project readiness, timelines, and early planning considerations for both current and future projects.

LRCR Employee Parking Lot Planning

- I scheduled a meeting with the **LRCR team** to address the employee parking lot situation, including safety concerns, planning options, and next steps.
- January work included reviewing past discussions and preparing planning considerations to support a collaborative approach moving forward.

2026 TTIP Projects – Status & Continuity

All projects included in the **2026 Tribal Transportation Improvement Program (TTIP)** remain active and are being carried forward into this year. January efforts focused on understanding project history, current status, and next steps to ensure continuity and forward progress.

- **Loon Drive**
 - This project remains a priority TTIP project following 2025 construction activities, including pavement replacement and underground stormwater system upgrades.
 - Final stages of this project are anticipated to occur in **Spring 2026** and will consist of **minor, non-invasive finish work**, primarily limited to **landscaping-style restoration and surface repairs** to finalize the project area.
 - January work focused on reviewing final timelines, documentation, and lessons learned to support coordination and reporting.
- **Sugar Shack Road Extension**
 - This project remains included on the 2026 TTIP after being postponed in 2025 due to NEPA-related conflicts.

- Planning efforts continue with the expectation of receiving the necessary NEPA clearance in Spring 2026, allowing the project to move forward with bidding, Tribal Council approval, and scheduling.
- **Tribal Cemetery Road**
 - This project remains on the TTIP, with continued discussion around the need for additional funding to support required electric infrastructure prior to roadway improvements.
 - January efforts focused on reviewing cost estimates and understanding funding gaps to inform future decision-making.
- **US-31 / Frost Road Area Improvements (Long-Range Planning)**
 - Coordination and communication related to this multi-year project continue as part of long-range transportation planning.
 - Discussions remain ongoing with MDOT and external partners regarding cost-sharing, access improvements, and future funding opportunities.

Focus Moving Forward

- January served as a foundational month focused on leadership transition, relationship building, and project continuity.
- Moving into February, my focus will shift toward advancing TTIP projects from planning into actionable next steps, particularly for safety-related and priority transportation initiatives.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
January-26

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	3
City Assist	2
County Assist	7
Medical Assist	1
MSP Assist	2
Other Calls for Service	2
Property Checks	483
Suspicious Person	2
Suspicious Situation	3
Well-Being Check	4

Traffic/Vehicle

Abandoned Vehicle	
Accidents	13
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	4
Unsecured Vehicle	
Verbal Warning	4
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	5
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	2
Assault	2
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	1
Death	
Disorderly	1
Domestic Disturbance	5
Drive-Off	
Drug Violation/VCSA	6
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	1
Larceny	
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	13
Public Peace	
Resisting	
Robbery	1
Sex Offense	

Criminal Offenses Continued

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

2

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

286

113

1

1

4

1

1

1

44

39

2.25

2687

Training/Travel

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
January-26**

Administrative Hours	208.25	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	13	
Assist Hours	16	
Citation(s)	2	
Civil	3	
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	27	
Contacts	725	
Court	1	
Court Hours	0.5	
Follow-up(s)	4	
Follow-up Hours	5.5	
Federal Citation(s)		
Hours Worked	423.25	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	1	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	104	
Snowmobile Patrol Hours		
Training(s)	10	
Training Hours	24.75	
Vehicle Mileage	3197	
Vehicle Stops	1	
Verbal Warning(s)		
Written Warning(s)	1	

Training/Travel

January 6, 2026 Officer Gunderson attended domestic violence training at Justice Center.

January 29, 2026 Officer Gunderson attended EMS Conference at LRCR.

January 14, 2026 Officer Gunderson completed Speed Measurement Operator Recertification

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
January-26**

Administrative Hours	52
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	115
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	6
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	5
Vehicle Mileage	1315
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

January 21, 2026 Officer Brown completed CJIS Security and Privacy Training on line.

Little River Band of Ottawa Indians
Court Security Activities
January-26

Administrative/Reports	
Hours	
Assist Other	2
Hours	1.25
Court Cases	4
Hours	4.25
Property Checks	6
Hours	1.5
Screenings	71
Hours	11.25
Contraband	
Weapons	
Denials	
Surveillance	135
Hours	129.5
Training	
Hours	
Transports	
Hours	
Training/Travel	

Department of Public Safety Monthly Report

2025

General Patrol													
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assist Citizen			1						1		2	2	7
Assist Motorist													0
Assist Other Agency	5	4	6	4	8	7	6	7	5	12	8	1	73
City Assist	3	1	3	2	4	3	5	1	8	5	1		36
County Assist	8	8	3	12	8	15	17	12	8	8	6	9	114
Medical Assist				3	2	1	3		3	6			18
MSP Assist	2	3	5	4	3	1	2	2	1	1	3		27
Other Calls for Service	1		1	1	1		2	2	1	1		3	13
Property Checks	592	552	572	499	501	718	760	474	546	751	620	583	7168
Suspicious Person	1	1			1	1			2		1		7
Suspicious Situation	3	3	4	6	5		5	1	4	1		2	34
Well-Being Check	3	1	5		2	5	2	3	3	7	2	3	36
Traffic													
Abandoned Vehicle											2		2
Accidents	7	5	7	9	8	5	8	6	9	16	14	11	105
Disobeying Stop Sign													0
Driving License Suspended			3	1	1	1			1	1			8
Expired Drivers License										1	1		2
Expired license Plate					1								1
Fleeing & Eluding													0
Hit and Run											1		1
MDOP			1	3		1	1		1	2			9
Minor in Car													0
Motor Vehicle Theft													0
No Proof of Insurance				1	1	2	1	1			2	1	9
Open Intoxicant													0
Other Traffic Citation				1	1			1					3
OUID					1								1
OUIL												1	1
OWI		2	2		1	3	1	3			1		13
Parking Ticket	1												1
Reckless Driver			1		1	1		1			1		4

Speeding Ticket						3			8									11
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total					
Traffic Continued																		
Stolen Vehicle																		0
Suspicious Vehicle																		0
Towed Vehicle																		0
Traffic Stop	3	11	16	15	52	27	21	31	13	18	25	5	237					
Unsecured Vehicle																		0
Verbal Warning		9	11	9	30	19	18	21	11	9	8	2	147					
Warning Ticket																		0
Processes																		
Warrant Entered																		0
Civil Process-Paper Service	3	8	6	3	3	2	3	4	2	4	8		46					
PPO Served		1		1	1		2		1				6					
Federal Docket Ticket																		0
Criminal Offenses																		
Animal Neglect	1				1				1	1			4					
Arrest	5	3	5	5	11	5	6	5	9	6	14	5	79					
Assault	4	4	3	1	2		3	1	1	1	1	1	22					
B&E		1		2			1	1	1				6					
Bond Revocation																		0
Child Abuse					1			1					2					
Child Custody							1				1		2					
Child Neglect																		0
Contempt of Court																		0
Counterfeiting	2		1			2	1	2	1	1			10					
CSC	2	1		1	1								5					
Death	1			1		1	1			1	1		6					
Disorderly	2				2	1	1			1		2	9					
Domestic Disturbance	2	2	2	3	7	4	5	5	4	4	2	2	42					
Drive-Off		1			1	1	4	2	1				10					
Drug Violation/VCSA			2	1	7	4	2	4	4	8	7	1	40					
Elder Abuse																		0
Embezzlement																		0
Extortion/Conspiracy																		0
False ID																		0
Family Problems	2					2	2		1	1	1		9					

	1												1
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Criminal Offenses Continued													
Fight in Progress					2	1	1		1			1	6
Fraud		1	1	1	2	1	1		1	2		6	16
Furnishing Alcohol to Minors													0
Harassment		3	1	2				1	1	2	1		11
Health & Safety	1	2	3		1	3	3	2		2	1		18
Intimidation													0
Intoxicated Person							1						1
Juvenile Runaway													0
Larceny	1	2	1	1	2	1	2	1	3		3	1	18
Liquor Violation													0
Minor in Possession			1	1			2	3			2		9
Missing Person				1									1
Money Laundering													0
Motor Vehicle Theft						2			1		1		4
Murder													0
Neighbor Dispute					1		2			1			4
Noise Complaint							1	3					4
Obstructing Justice					2			1			2		5
Possession Stolen Property													0
PPO Violation											1		1
Probation Violation							3	3					6
Property Damage/PIA	7	5	7	9	8	5	8	6	9	16	14	11	105
Public Peace													0
Resisting		1	1		1		1		1				5
Robbery													0
Sexual Harassment													0
Shoplifting													0
Solicitation													0
SOR Violation													0
Stabbing													0
Stalking		1				1						1	3
Stolen Property								1					1
Threats			1	1	1	1				1			5
Unwanted Subject	2	1		1	3	1	3		3			1	15

Miscellaneous	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Administrative Hours	379	486.5	316	272.5	228.5	330.25	331.25	477.25	270	304.75	323.5	295.25	4014.75
Alarm	1	3	3	2	1	3	1	1	3		2	1	21
Attempt to Locate	1			1	2								4
Boat Dock Checks													0
Casino Hours	119.75	68.75	180.5	174.5	181.5	165.75	127.375	138.75	98.75	105.25	90	88	1538.875
Civil Standby													0
Community Policing		4	8	1	3	5	3	9	1	4	1	3	42
Court Hours	1.5	0.25	8.25	4	0.5	2.5		4	0.5	4.5	5	2	33
Death Notification													0
Drug Disposal													0
Follow-Up Investigations	17	23	11	6	11	6	7	12	20	6	7	10	136
Found Property	3	2	1	3	2		1	4	2			1	19
Lost Property			1										1
Meetings Attended													0
Open Door			1	1	1				1	1	2		7
Open Window													0
PBT	1	1									1		3
Special Detail		1	1	2	2		2		1			1	10
Suicidal Subject	1		1	1	1	1	6		2		2	1	16
Total Complaints	44	53	46	56	70	67	89	50	59	64	71	50	719
Total Reports	43	40	35	56	70	46	61	50	59	64	54	44	622
Training Hours	16		92.5	38.5	33.5	10	8.25	34	36	41	5.25	6	321
Transport			2	1	1						1		5
Trespassing					1	1				1	2	1	6
Tribal Council Meetings													0
Vehicle Mileage	4019	4185	4362	4242	4065	5285	5713	5567	3275	4184	4784	4309	53990
Voluntary Missing Adult													0
Dispatched call Totals													2329
Training/Travel													

Jaunary 6-7, 2025 Sgts Umlauf and Rodriguez attended Shield Staff and Command training in Mt. Pleasant, MI.

February 2-4, 2025 Sgt Umlauf and Rodriguez attended Shield Command Level 1 training in Mt. Pleasant, MI.

February 4-7, 2025 Director Medacco and Lt/Det Pefley attended MACP conference in Grand Rapids, MI.

February 20, 2025 Officers attended Stragulation training at Justice Center.

March 2-4, 2025 Sgt Rodriguez and Umlauf attended Shield's Command Level 1 Training in Mt. Pleasant, MI.
March 11-12, 2025 Officers completed Active Shooter Training at Next Gen Center.
March 30-April 1, 2025 Sgt Umlauf attended Shield's Command Level 1 Training in Mt. Pleasant, MI.
April 2025 Officers completed CJIS Training online.
April 8-10, 2025 Sgt Rodriguez attended NMMA ERT Bi-Annual training in Auburn Hills, MI.

Training/Travel

April 13-15, 2025 Sgt Rodriguez attended Shield Command Level 1 Training in Livonia, MI.
April 15, 2025 Officers attended Human trafficking training at Justice Center.
April 27-29, 2025 Sgt Rodriguez and Umlauf attended Shield Command Level 1 Training in Mt. Pleasant, MI.
May 7, 2025 Officer Aksamitowski attended Close Quarters Breaching training at Justice Center.
May 15, 2025 Director Medacco, Sgt Rodrigues and Officers Coppola, Snow, and Gilles attended CPR & AED training at Justice Center.
May 16, 2025 Sgt Umlauf and Officers Trisch, Aksamitowski and Szpliet attended CPR & AED training at Justice Center.
May 22, 2025 Director Medacco, Sgt Umlauf and Officer Aksamitowski completed DV and Stragulation training at Justice Center.
May 26-30, 2025 Sgt Rodriguez attended MTOA in Mt. Pleasant, MI.
May 27-28, 2025 Officers Aksamitowski and Trisch attended Train the Trainer Taser training at Justice Center.
June 1-6, 2025 Officer Trisch attended FTO basic training in Mt. Pleasant, MI.
June 10-12, 2025 Director Medacco attended Asset Management at LRRC.
June 18, 2025 Sgt Umlauf and Officer Aksamitowski attended intoxilyzer training at MCSD.
June 22-25, 2025 Director Medacco attended MACP Summer Conference in Bellaire, MI.
June 2025 Officers completed Police One training on line.
August 3-8, 2025 Sgt Umlauf attended Crimes against children conference in Dallas, TX.
August 2025 Officers completed firearms and rifle qualifications.
September 30, 2025 Officers attended Taser and Non Lethal Training at Justice Center.
September 2025 Officers completed Police One Training.
September 2025 Officer Szpliet attended Intoxilyzer 9000 Renewal.
October 7-9, 2025 Sgt Rodriguez attended Bi-Annual NMMA ERT Training in Oakland.
October 2025 Officer Szpliet completed taser/nonlethal training at Justice Center.
October 2025 Officer Snow completed Intoxilyzer 9000 Renewal training through MI-Train.
October 2025 Officer Snow and Coppola completed Police One online training.
October 30, 2025 Lt/Det Pefley completed low light firearms qualifications.
November 14, 2025 Officers Aksamitowski and Szpliet completed lowlight firearms qualifications.

Training Continued

2025

[illegible]

Training/Travel

February 20, 2025 Officers attended Strangulation training at Justice Center.

March 11-12, 2025 Officers completed Active Shooter Training at Next Gen Center.

May 6-8, 2025 Lt Robles attended Great Lakes Homeland Security Conference in Grand Rapids, MI.

May 7, 2025 Officer Brown attended Close Quarters Breaching at Justice Center.

May 19-22, 2025 Officer Brown attended Decoy/High Stress Scenario training in Marshall, MI.

May 26-30, 2025 Officer Brown attended MTOA in Mt. Pleasant MI.

May 15, 2025 Lt Robles and Officer Brown attended CPR & AED training at Justice Center.

July 8-9, 2025 Lt Robles attended CORA Law Enforcement Committee meeting in Sault Ste Marie, MI.

August 20-21, 2025 Lt Robles attended CORA and Executives Council meeting in Acme, MI.

August 2025 Officers completed firearm and rifle qualifications.

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

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

November 14, 2025 Lt Robles completed low light firearms qualifications.

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities**

2025

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Administrative Hours	248	189.5	184.5	208.5	174.25	176.25	165	214.25	212.25	198	178.25	184.25	2333
Arrest(s)		1	2						1		2		6
Male									1				1
Female													0
ATV Patrol Hours													0
Assist(s)	1	6	15	11	10	13	15	7	5	16	10	20	129
Assist Hours	0.5	10	12.5	16.5	12.75	18.5	18.5	9	3.5	11.5	15.5	25.75	154.5
Citation(s)			3	2	7	1	1	5	6	2	1		28
Civil			3	2	5	1	1	5	4	4	1		26
Misdemeanor				3									3
City Assist						1				3			4
City Assist Hours						1				1			2
City Original													0
City Original Hours													0
Complaints	18	17	36	35	18	30	35	16	20	25	34	43	327
Contacts	405	544	530	489	551	692	688	852	310	461	428	608	6558
Court			2	1	2	1	1	1	1		2	4	14
Court Hours			1.75	4	1.5	1		0.5	2		2	12	24.75
Follow-up(s)	5	4	4	5	3	1		1	1	7	2	3	36
Follow-up Hours	18	4.5	1	5.5	4.5	2.5		1	0.5	4	2.5	2.25	46.25
Federal Citation(s)													0
Hours Worked	461.5	411.5	345	394.5	418.25	420.25	283	412.25	341.75	412.75	367	474.5	4742.25
Joint Patrol(s)	1	1											2
Marine Time													0
Meeting(s)	3	2			2	1	1	6			2	2	19
Meeting Hours	5	8			2	0.25	1	7.5			2.25	2.5	28.5
Paper Service			3										3
Possible Trespass												1	1
PR Activities			2	1	4		3	1	6	2	3		8
PR Activities Hours			2.25	7.5	8.5		4	4	4	20	2.25	5.5	54
Property Checks	108	80	124	180	141	110	94	117	96	150	105	128	1433

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Snowmobile Patrol Hours	5	3											8
Training(s)	3	7	3	4	13	24	9	8	11	10	4	3	99
Training Hours	9	21.5	12	18	50.5	55.5	13	12.5	66	29	10	6	303
Vehicle Mileage	3146	2186	1641	2878	2797	2388	1101	1416	2236	2965	2433	4893	30080
Vehicle Stops		1	8	12	8	16	4	13	18	5	3	3	91
Verbal Warning(s)	12	1	4	8	3	15	2	9	14	2	2		72
Written Warning(s)							1						1
Training/Travel													

February 11, 2025 Officer Johnson-Cook attended TAC training online.

February 20, 2025 Officers attended Strangulation training at Justice Center.

March 11-12, 2025 Officers completed Active Shooter Training at the Next Gen Center.

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

May 7, 2025 Officers Brown, and Gunderson attended Close Quarters Breaching at Justice Center.

May 14, 2025 Officer Johnson-Cook completed Security Awareness Training online.

May 15, 2025 Officers Bruce and Johnson-Cook completed CPR and AED training at Justice Center.

Little River Band of Ottawa
Court Security Activities
2025

Administrative/Reports	Jan	Feb	March	April	May	June
Hours	1	2.5	1	2.25		
Assist Other	1				1	
Hours	0.25				0.5	
Court Cases	7	3	8	7	5	3
Hours	6.5	3.25	3.75	4	3.75	3.5
Property Checks	9	10	11	11	12	15
Hours	3	2.5	3.25	5.5	4.25	5
Screening	46	46	72	123	104	85
Hours	6.5	7.5	13	20.75	18.25	16
Contraband		1				
Weapons						
Denials						
Surveillance	115	99	97	147	134	127
Hours	141.25	104.25	101.75	144.25	122.25	118.5
Training						4
Hours						6
Transports						1
Hours						3.75
Training/Travel						

June 2025 Officers completed Police One training on line.

August 2025 Officers completed firearms and rifle qualifications.

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

October 6, 2025 Officer Bush participated in Active Shooter Response Exercise at LRCR.

October 29, 2025 Officer Bush completed low light firearms qualifications.

October 30, 2025 Officer Hornkohl completed low light firearms qualifications.

July	Aug	Sept	Oct	Nov	Dec	Total
3	1	1				9
1.25	0.5	0.25				6.8
		1	1	1	1	6
		0.25	0.25	0.5	1	2.75
5	3	4	5	6	6	62
1.75	5	2.75	3.25	7.25	5	49.75
13	13	8	10	8	7	127
3.25	3.75	2.25	2.5	2	2	39.25
89	75	72	112	41	43	908
16	20.75	12.25	14.5	7.75	6.75	160
			1			2
						0
						0
147	109	126	139	66	103	1409
145.75	175.5	126.25	139.75	80	112.75	1512.25
2	1	3				10
3	8	6.5				23.5
2	2			1	2	8
1	1	1		1	0.5	7.25

Tax Office
Valerie Chandler

Tax Department January 2026 Monthly Report

Staff: Valerie Chandler, Tax Officer & MACPRA / NAGPRA Representative
Tax Department Administrative Assistant – Vacant

During the month of January 2026, 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 December 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 1 Certificate of Exemption:
 - Purchaser: 1 RTM 0 Tribe/Entity
 - Purchase Type: 1 Vehicle 0 Construction 0 Recreational Vehicle
9. Reviewed 49 Tribal Member address and/or name changes; 4 required updating of the RTM list and database.
10. Prepared and mailed 0 Proof of Residency request letters.
11. Processed 0 Proofs of Residency and documentation.
12. Processed 0 Tribal W-4 forms.
13. Processed 19 Motor Fuel Registrations and/or motor fuel database updates.
14. Processed 7 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 February 2026 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,691 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. Received, reconciled, recorded, and filed December 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 1 Temporary Tribal Business Tax License to a vendor selling merchandise on Tribal/Trust land.
2. Reviewed Tax Department Administrative Assistant job applications and provided comments on each for Human Resources in order to schedule interviews.
3. Assisted as part of the interview team for the Tax Department Administrative Assistant job position.
4. Provided a redline draft of Community Center building policy changes to the department Lead as requested.

5. Prepared 3 check requests to refund Community Center deposits to individuals.
6. Prepared and mailed 251 Resident Tribal Member Annual Sales Tax Credit 4013 forms and Letters of Verification.

Varied State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - RTM updates
 - Motor fuel tax / sales tax change

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. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.
3. Located and provided copies of tribal fuel receipts that were requested by different departments at the Resort.

MACPRA / NAGPRA Related Interactions:

1. Reviewed NAGPRA notices of ancestral remains discovered and site dispositions.
2. Reviewed MACPRA minutes and information in preparation for the next monthly meeting.
3. Continued to correspond and coordinate with Tribal Historic Preservation Officer, U of M NAGPRA staff, and family of identified remains in care at U of M regarding the plans and process for returning their loved one home.

Meetings / Trainings Attended During the Month:

1. Attended as part of the hiring team for the Tax Department Administrative Assistant interviews on January 14, 2026.
2. Facilitated monthly virtual Staff meeting on January 15, 2026.
3. Attended monthly MACPRA meeting online on January 21, 2026.

Statistics:

Total Registered Resident Tribal Members (RTMs): 252

- Manistee County: 241
- Mason County: 11

Monthly Tax Revenue*:

*December 2025 amounts received in January 2026

- Retail Sales Tax (Gift Shop) \$2,347.77
- Retail Sales Tax (The Spa) \$97.38
- Service Tax \$1,101.75
- Admissions Tax \$719.44
- Lodging & Occupancy Tax \$6,496.15
- Food & Beverage Tax \$27,995.33

Tribal Member Tax Exemption Rates ("Discounts") for February 2026:*

*Gasoline and Diesel tax exemption rates will be equal due to state legislation that eliminated the sales tax on fuel and increased the motor fuel tax, effective January 1, 2026.

- Gasoline: \$0.524/gallon
- Diesel: \$0.524/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 – Tribal Historic Preservation
Department Head and Title - Corey Wells, THPO
January 2026 Department Report

1. Department Overview

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

2. Department reporting section.

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

Tribal Historic Preservation Officer accomplished the following during the month:

1. Responded as appropriate to requests from outside agencies (US Dept. of the Army. USFS & MDOT) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Responded as appropriate to requests from outside firms (Huron Engineering, Holland Engineering, Trileaf Engineering, ect) 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.
3. Planning meeting with Commerce Department
4. Attended a meeting with Michigan State University for collections search to identify collections that need to be returned to LRBOI (ongoing monthly for 1000+ artifacts).
5. Meeting with University of Michigan for ancestor repatriation.
6. Consultation with Field Museum of Chicago on ancestor remains. (Ongoing)
7. Meeting with Wisconsin State University on ancestor repatriation.
8. Ancestor Repatriation meeting with University of Wisconsin. (Ongoing)
9. Various meetings for cultural and historical input and advice with departments.
10. Enbridge Line 5 meeting prep on sociocultural issues caused by Line 5

11. Enbridge Line 5 Corp or Engineers meeting.
12. THP Mission and Goals Planning meeting
13. Schuyler County Consultation Meeting.
14. Meeting with LTBB (THPO) on Line 5 updates
15. GIS and Food Sovereignty planning and coordination.
16. MACPRA monthly Meeting (Ongoing)
17. Petobego Dam removal consultation with MDNR.
18. Continued to clean offices and file paperwork in THP.
19. Worked on revising department goals.
20. Meeting with Princeton University on ancestor return. (Ongoing)
21. Conducted ceremonies, and cultural guidance when asked.
22. Worked to update analog audio and video files to digital format.
23. Consulted tribal families on funeral arrangements and practices.

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
January 2026, 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
- Revision to end of year billing (Dec-2025) Other revenue (Snowplowing) revised to \$600.28 Total Revenue \$921,706.59

Billing

Water	\$11,972.55
Sewer	\$22,299.70
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$15,769.13
Septage	\$4,187.94
Other	\$1,923.33
Month Total	\$66,032.91
Yr. to Date Water	\$11,972.55
Yr. to Date Sewer	\$22,299.70
Yr. to Date Irrigation	\$1,810.93
Yr. to Date Fire Suppression	\$8,069.33
Yr. to Date Manistee Township	\$15,769.13
Yr. to Date Septage	\$4,187.94
Other Revenue	\$1,923.33
Credit	\$0.00
Yr. to Date Total	\$66,032.91

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,710,520**
 - b. Ave Daily Flow Gallons 90,351**
- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,361,501**
 - b. Daily Average Gallons 108,436**
 - Effluent Gallons**
 - a. 3,744,133**
 - b. Daily Average Gallons 120,778**
 - Lagoon**
 - a. Influent 136,137**
 - b. Daily Average Gallons 4,392**
- 3. Septic Sewage**
 - a. 69,799 Gallons**

III. Travel/Trainings/Meetings

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

What: Leads Meeting
Who: Larry Romanelli, Mary Thomas, William Willis, Tara Bailey, Gary Lewis
Where: Law Library Conference room

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