

**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 *LBR*  
**Naangwa:** Date: October 25, 2024  
**Maanda Nji:** Re: September 2024 Operations Report



We respectfully submit the September 2024 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians  
Departmental Monthly Reports  
September 2024

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Accounting  
Angela Rabb

# Finance Division

## Angela Rabb, Chief Financial Officer

### September 2024 Department Report

#### I. Department Overview

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

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

#### Finance/Accounting Management:

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

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

#### Objectives:

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

6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.
7. Upgrade MIP Accounting software to achieve more efficiencies in processing all types of accounting transactions and assisting departments with monitoring their financial information.
8. Bring Accounting Department back to full staffing level of 13 employees.

## **Property Management:**

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

**Objectives:**

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

## **Budgeting:**

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

**Objective:**

1. Formulation and assembly of 2025 budget.
2. Publish standardized quarterly budget reports for the tribal membership.
3. Improve tracking and handling of property tax issues for all tribal owned properties

## **Purchasing/Travel:**

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

**Objective:**

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

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

## **II. Department Reporting Section**

### **AUDIT 2023**

Rehmann Robson has sent an engagement letter for the audit of the FY 2023 Financial Statements. The letter was approved by Tribal Council, signed by the Ogema and sent back to Rehmann. Field work for audit started April 29, 2024. Due to shortage of staff, field work has continued into September 2024.

## **SENIOR STAFF ACCOUNTANT**

**CFO is currently performing tasks of this vacant position.**

## **STAFF ACCOUNTANT**

**CFO is currently performing tasks of this vacant position.**

### **Payroll**

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

1. Processed 413 payroll vouchers/checks.
2. Verified 33 Holiday Variance forms provided by Surveillance for September holidays.
3. Verified 10 PAF's this month which included 1 new employee(s), 0 Job Change/Transfer employee(s), and 3 termed employee(s).
4. Processed payroll and completed payroll backup cover sheet for pay dates 9/6 and 9/20.
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 –***

9/5 – Monthly staff Meeting

#### ***Trainings Held / Attended –***

9/5 – FLSA webinar

#### ***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 - 2024 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in September as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in September as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of September to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processed October per capita distribution and necessary compliance reporting.
10. Prepared the biannual payroll certifications for period of 3/1/24-8/31/24.
11. Provided 401k audit information as necessary.

#### ***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. Processing of third quarter form 941 and reporting of third quarter wages to UIA.
2. Updating spreadsheet for year end life insurance adjustments.

### **ACCOUNTS PAYABLE**

**In addition to tasks below, Accounts Payable processed 3,101 GWE checks from 7/18-9/30/2024.**

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. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
12. *Provide management with Accounts Payable information as requested.*
13. *Maintain court orders for per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folders.*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and distribute to appropriate accounting staff members.*

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

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give the report to Staff Accountant for posting.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Enter address changes.*
6. *Process checks for per cap withholdings, per court ordered. Send out garnishee disclosures.*



## **PURCHASING/ TRAVEL OFFICE**

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

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

### ***Meetings Held / Attended –***

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

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

### ***Upcoming Projects / Tasks –***

## **Purchasing/Travel Manager**

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

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

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

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

1. Solicited demolition bid request.
2. Solicited new mail vehicle bid request.
3. Updated travel forms to reflect 2025 conus rates.

## **Receiving**

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

1. Received in 330 packages.
2. Issued 179 receiving reports.
3. Returned 3 item for credit.
4. Made deliveries.
5. *25 FedEx for mail clerk*

### ***Meetings Held / Attended –***

### ***Trainings Held / Attended –***

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

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

#### ***Help stuff checks***

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

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

## **Budget Coordinator**

- 1) Prepared 9 agenda items for Tribal Council Meetings
- 2) Attended 2 Tribal Council Meetings
- 3) Attended 3 Agenda Reviews
- 4) Completed 24 Budget modifications
- 5) Worked on preparing response to budget memo from Tribal Council
- 6) Prepared and submitted 17 draw downs
- 7) Prepared and submitted 8 financial status reports to agencies
- 8) Prepared and submitted 2 final report to agencies
- 9) Attended Staff Meeting by ZOOM – September 5
- 10) Attended document review meeting with EPA on September 10
- 11) Attended work sessions with Tribal Council regarding budgets
- 12) Attended Active Shooter Training on September 16
- 13) Attended 3 day on-line training for Federal Assistance Law for Grants Management Training with Management Concepts – September 17, 18 and 19
- 14) Attended HUD virtual training September 24 and 25

## **Grants**

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

## **Expenditures Update**

Total year-to-date expenditures for the Finance Division for September 2024 are \$887,241 compared to an annual budget of \$1,475,869. Total expenses for the Finance Division for year-to-date September 2024, represent 60.1% of the department's total annual budget.

Education  
Yvonne Parsons

*Education Department*

*Yvonne Parsons, Education Programs Coordinator*

**September 2024 Department Report**

**I. Department Overview**

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

**II. Department reporting section**

- **LRBOI Student Services:** 6 students received LRBOI school clothing/activities funds totaling \$3000.
- **Higher Education Scholarship:** 4 Higher Education Scholarships were processed for September. Total awards were \$132507 providing assistance to 1 university student and 3 community college students. Awards went to 4 women.
- **College Book Stipend:** 8 book stipends were awarded during the month of September totaling \$4800 all for being enrolled in 9 or more credits
- **Miscellaneous:** Preparations for various activities, processing MITW applications. Held one arts and crafts class on September 25, 12 people attended. This month we began planning the Halloween Trunk or Treat when we learned that Family Services was planning to hold the event. We are working with Amber Peterson on planning and implementation and are sharing some expenses. It is good to see the party back where it had started. We held it for several years when that department had stopped, and it is such a well attended community event we didn't want it to stop, but appreciate its going back to the department where it originated.

During the month of September the following meetings were attended:

9-5-24 Staff Meeting, Yvonne and Deb watched meeting later in day it was recorded

9-16-25 Meeting with Melissa Isaac from MDE Indigenous Education Initiative regarding getting a meeting established between the Ogema and Tribal Council to discuss tribal affiliation in connection with data collection from Michigan Schools, Mt Pleasant MI, Yvonne attending

9-19-24 Directors Meeting Justice Center, Yvonne attending

9-26-24 Interviews for Enrollment Department position, Yvonne attending

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

Elders Meal Program  
Victoria Wells

## Elder Meals September Report



Homebound and delivered meal attendances are as follows:

<b>Aki Congregate Meals</b>	<b>Homebound</b>
222	618
<b>Hackley Congregate Meals</b>	<b>Take out</b>
18	3

<b>Bingo At Aki</b>	<b>Bingo At Hackley</b>
11	18
<b>Activities At Aki</b>	<b>Activity at Hackley</b>

PO #	Distribution Code	G/L	Starting	Ending
241208	4523	5202	\$1136.80	\$73
241566	4558	5204	\$1327	\$395
241698	4558	5204	\$2837	\$1033
241663	4558	5204	\$2506.10	\$2069
241814	4564	5204	\$2089	\$724

We saw our numbers jump back up this month and even welcomed several new people to the program. We were able to close out and liquidate several accounts which gives us more money to use for food. With case minimums at 15 it is hard to utilize ending amounts of less then \$500 no matter how hard we try thus the liquidation. We saved a lot of money this year by going to Orchard Market. The quality of their produce is spot on, and they love that we source local and have built a good relationship with them.

We are actively trying to find new ways to make our funding dollars go farther as the winter months approach most of our supplier's case minimums go up. Our representatives are pushing hard to keep our minimums where they are at.

Our attendance at Hackley was up this month and we are hopeful it stays up! As always it is our pleasure to serve this wonderful group of elders and we hope that the program continues to grow!



Enrollment  
Diane Lonn

## **ENROLLMENT DEPARTMENT REPORT**

**September Monthly Report – 2024**

**Diane A. Lonn, Enrollment Director**

### **Department Goals**

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

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

### **Department Objectives are:**

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

### **Duties Performed**

- Created 220 New or replaced Tribal I.D.s from 09/01/20214 through 10/01/2024.
- 158 Address changes from 08/01/2024 through 10/01/2024
- Final rejection letters 0
- Final acceptance letters 0
- Final disenrollment certificates 0
- Provisional Rejection letters 0
- Provisional acceptance letters 0
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of decision on appeal 0

- Appeal hearing notices 0
- Extended appeal hearing notices 0
- Notice of blood quantum increase 0
- Reinstatement notices 0
- Notice of blood quantum determinations 0
- Notice of mistake of fact investigation 0
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 8 Applications received as of 10/01/2024.
- List request of Membership 0
- Label request of Membership 0
- Statistical request – Tax Department

**Department Verifications**

- Clinic 0
- Human Resources 0
- Prosecutors Office 230
- PRC/EHAP 97
- Members Assistance 2
- Utilities 0
- Food Distribution 0
- Casino 2
- Family Services 1
- Tribal Council 0
- Natural Resources 0
- Education 3
- Gaming 0
- Work Force Development 2

Ordering/Correspondence

Enrollment verifications to other tribes 2

Sent out Per Cap Earnings information.

2 Tuition Waiver Verifications

753 phone calls logged.

**Total Tribal Members Living in:**

9 County Area 1,610

Outside 9 county 2,240

Inside Michigan 2563

Outside Michigan 1,348

Undeliverable Addresses 16

Facilities  
Rusty Smith

***2024 September Maintenance Department Report of Operations and  
Maintenance Activity***

Submitted by De-Ahna Underwood, Maintenance Office Manager

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

## **I. Department Overview**

### **Goals & Objectives**

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

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

## **II. Department Reporting Section**

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

Bi-monthly: Sugar Shack and Shooting Range.

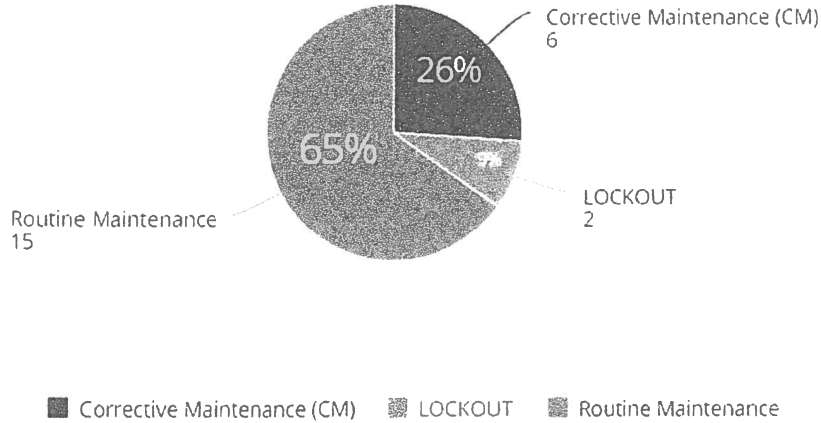
The five EVS Technicians maintain 6 buildings in Manistee.

- 14 pre-and post-event cleanups at Aki, excluding the kitchen.

### **Work Orders**

- 23 work orders were generated.

- Maintenance Technicians and EVS Technicians complete requests outside of their daily routine, requests made directly to technicians are not always tracked.



**Vendors** (buildings overseen by Maintenance)

- 9/11 Pest control pm, 3 locations.
- Justice Center: generator, replaced the leaking upper block heater hose.

**III. Budget Expense Justification**

- Vehicles (Fuel) \$499.00
- Phones \$300.00
- Supplies \$ 22.00
- Small Equip. \$190.00

**IV. Travel and Training**

N/A:

End of Report

**Family Services  
Vacant Director**



Department Report : Family Services

Case Worker: Tara Cook

Reporting Period: September 2024

\*\*\*\*\* Reporting

	Manistee	Mason	Lake	Ottawa	Muskegon
Intakes					
I&Rs					
Open Cases	7				1
<b>Monthly Total</b>	0	0	0	0	0

Case Management

Total number	19				6
Total number of Tribal Citizens living in homes served	11				2
Total number of descendants living in homes served	5				4
Total number of children living in homes served	4				5
Total ICWA or ICWP where substance abuse is involved	0				1
Child Abuse/	0				0
ICWA or ICV	0				0
Sexual Abuse	0				0
Substantiated or Unsubstantiated by DHS	0				0
Case Pending	0				0

Relative placement	0				1
Tribal Foster	0				0
Non-Tribal Foster	0				0
Home	0				0
Alternative placement	0				0
Court appearances	0				0
Home Visits	22				2
Case Reviews	1				0
Binojeeuk	2				
Contacts with	54				2
Contacts with	9				2
Tribal Elders	0				0
Other referral	0				0
<b>Monthly Total</b>	<b>127</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23</b>

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5 Counties \*\*\*\*\*

Wagon	Oceana	Wexford	Kent	Newaygo	Other
					1
	0	0	0	0	0

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Management

					3
					1
					0
					1
					0
					1
					0
					0
					0
					0

				0
				0
				1
				0
				0
				0
				1
				0
	1	10		16
				0
				0
				0
0	1	10	0	24

Department Report : Family Services

Case Worker : Rachel Kops

Month : September 2024

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's					1	
Intakes						
Open Cases					5	
<b>Monthly Totals</b>					6	

	Case Management					
Total number living in homes served						31
Total number of Tribal Citizens living in homes served						9
Total number of descendants living in homes served						6
Total number of children living in homes served						6
Total ICWA or ICWP where substance abuse is involved						1
Child Abuse/Neglect						1
ICWA or ICWP referrals						1
Sexual Abuse of a child						0
Substantiated or Unsubstantiated by DHS						1
Case Pending with DHS						1
Relative placement						2
Tribal Foster Home						0
Non-Tribal Foster Home						0
Alternative placement						0
Court appearances						2
Home Visits						20
Case Reviews						1
Binojeeuk						3
Contacts with outside agencies						77
Contacts with LRBOI departments						8
Tribal Elders						0
Other referrals						1
<b>Monthly Totals</b>						171



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

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

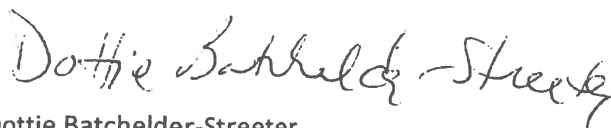
The Traditional Healer did have sessions this month and talked/had sessions with 9 clients.

Angela Schwandt currently has 43 clients. Angela had 61 individual sessions, 41 follow up calls, 2 referrals, and 5 hours of telepsychiatry. She attended the Suicide Awareness & Prevention Coalition meeting and the Event on September 6, 2024. . Webinar attended was Culture as Prevention Training and CBT for Anxiety and OCD. She went before Tribal Council for acceptance of the grant funds for the TBHI grant through MDHHS. She is also working on a contract for mental health therapist to help when she is on maternity leave. Both of these have taken extra time to work through.

Dottie Batchelder-Streeter currently has (33) 23 clients and 10 Recovery Support clients. She had 2 referrals to other outpatient services/other services and 4 referrals to detox/inpatient treatment centers. Dottie had 39 individual sessions, and 42 follow up calls. Some clients pending discharge. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting (9/11) and planned with co-chair the September 6, Suicide Awareness & Prevention Event (which 91 in attendance). She is working on budgets for BeDa Bin, Native Connections Grant (working on needed administration on it), and the SOR4 grant budget ( proposal). She attended the following meetings: VA Summit Planning Meeting( with Tribal Behavioral Health agencies), Director's Meeting, and State Opioid Settlement Money Consultation Meeting. She attended the Human Trafficking and Complex Interplay Between Trauma, Substance Use, and Avoidance Behaviors Webinars.

Angela and Dottie attended the CRAZE training, and are working with area Community Mental Health agencies to have better services available for Tribal citizens, as needed. 18 Narcan kits given out.

Respectfully submitted,



Dottie Batchelder-Streeter



**LRBOI VICTIM SERVICES PROGRAM  
MONTHLY REPORT  
September - 2024**

**VSP MONTHLY SUMMARY REPORT**

**PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS**

Continued Cases	6
New Cases	4
Closed Cases	0
Referrals and Contacts Received	3
Client Face to Face Contacts	8
Client-related Phone, Email, and Text Contacts	89
Client-related Direct Service Units Provided by Advocates	205
Client-related Accompaniment Provided by Advocates	0

**MEETINGS**

Staff Meeting(s)	4
Program Case Reviews	0
Community Collaboration Meetings	6
Other Meetings	7

**STAFF DEVELOPMENT/TRAINING**

Virtual Training	21
In Person Training and Conferences	1
VSP Sponsored Training Events	0
Other Trainings	0

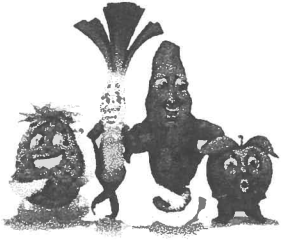
**OUTREACH & NETWORKING EFFORTS**

Creation of Program and Outreach Materials	7
Event and Training Planning and Preparation	4
Community Table Events	1
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	209



VSP Presentations	0
Networking Activities	1
VSP Website Updates	10
Other Efforts	1

Food Distribution  
Jamie Friedel



# Food Distribution Program

## Septmebr 2024 Monthly Report

Jamie Friedel, Melanie Ceplina, Christopher McClellan and Nicole Ward

### 1 Department Overviews:

#### Goals and objectives:

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

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

### 2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

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

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

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

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

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

Jamie ordered August's food for the warehouse.

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

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

Jamie and Melanie certified clients.

Jamie, Melanie, Chris and Nicole conducted 38 Deliveries.

We received 3 produce and 1 USDA food truck..

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

Melanie, Nicole and Jamie sent out a total of 6 applications.

Melanie sent 4 recertifications out.

Added 3 new Households.

We have a total of 83 households with 144 total participants.

**MEETINGS:**

Meeting with MSU extension  
Met with Family services, Family spirit for upcoming classes.  
Online call with Kauffman Associates for board meeting  
Monthly call with USDA  
Bi-Monthly call with USDA  
Midwest Conference call

The Department is engaged with the Family Service, Family Spirit and MSU Extension to help bring back Tribal activities. We have met and went over some new and old upcoming events that we will be sharing responsibilities in co-hosting. Orange shirt day was followed up with fresh cider and donuts. We are excited to help where we can. In October we will be having cooking class for all ages on the 24<sup>th</sup> and will be baking cookies, decorating cookies Halloween style. Then we will be cooking up some Goolish food for the Trunk er Treating on the 25<sup>th</sup>.

The Department has received our grant for a new vehicle. We have taken possession of our new 2024 GMC Yukon. This will be used to begin our new tailgating venture to our Muskegon area. We will be down and start signing new clients up for our program. Then we can pack our vehicles up and bring the food to them. I am hoping this will help our people that are in need of food to be able to take advantage of the program.

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

Health  
Daryl Weaver



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

**To:** Larry Romanelli, Ogema

**CC:** William Willis, Tribal Manager

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

**Date:** Oct 11<sup>th</sup>, 2024

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

Forest County Pottawatomini Insurance Department filed 38 claims on behalf of Little River in the amount of \$6,253.32 for third party revenue generation.

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

**CLINIC OPERATIONS: MANISTEE LOCATION**

259 patients scheduled

32patients NO-SHOW to scheduled appointments

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

55 cancelled appointments

173 patients attending CLINIC PHYSICIAN appointments\*\*

38 patients PHONE TRIAGE\*\*

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

87 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN SEPTEMBER (Total Patient Volume): 678

Diabetic patients: 66

Flu Vaccines: 0

Injections: 27

Nursing Visits: 1 \*\*

On-site Labs: 146

COVID-19 Tests: 0

\*\*Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 960

DIRECT CALLS TO CLINIC OPERATIONS: 589

SENT FAXES: 163

RECEIVED FAXES: 577

**TRANSPORTS - MANISTEE 5**

**SEPTEMBER 2024**

TRAVEL HOURS: 14

SERVICE HOURS: 5

NUMBER SERVED: 5

**MEDICATION DELIVERIES: 4**

TRAVEL HOURS: 1

SERVICE HOURS: ½

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 15

TOTAL SERVICE HOURS: 5 ½

TOTAL NUMBER SERVED: 9



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

**CLINIC OPERATIONS: MUSKEGON LOCATION**

87 patients scheduled

6 patients NO-SHOW to scheduled appointment

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

14 cancelled appointments

87 clinic referrals – requiring action by Providers and Staff

70 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 27

Flu Vaccines: 0

Injections: 6

Nursing Visits: 0

On-site Labs: 47

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: Muskegon Calls transferred to Manistee

**TRANSPORTS - MUSKEGON: 4**

**SEPTEMBER 2024**

TRAVEL HOURS: 8 ½

SERVICE HOURS: 7 ½

NUMBER SERVED: 4

**MEDICATION DELIVERIES: 4**

TRAVEL HOURS: 1

SERVICE HOURS: ½

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 9 ½

TOTAL SERVICE HOURS: 8

TOTAL NUMBER SERVED: 8

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$60,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1257

TOTAL PRC PAID IN SEPTEMBER: \$34,282.45

PHARMACY/OTHER: \$26,268.65

DENTAL: \$3,716.20

TOTAL PATIENTS: 152 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 510

TOTAL CLAIMS ENTERED: 293

TOTAL PRC PAID 2024: \$422,014.46

TOTAL EHAP PAID IN SEPTEMBER: \$25,672.84

TOTAL EHAP PAID 2024: \$274,821.03

TOTAL ENROLLED EHAP/LRBOI: 1298

NEW APPLICATIONS MAILED OR GIVEN: 39

REASSESSMENTS MAILED OR GIVEN: 43

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

Claims submitted:	10	\$17,366.67 (total submitted)
		<u>-\$3,372.18 (what we paid)</u>
		<b>\$13,994.49 (total savings)</b>

**PHARMACY, MANISTEE: September 2024**

Active Patients: 361

Prescriptions filled: 1558

Receipts:  
Insurance payments received: \$ 228,122.70  
Non-member cash/copays received: \$ 894.38

Less acquisition cost of medications: \$ 58,900.79

Net profit: **\$ 170,116.29**

PRC-equivalent write offs:  
LRBOI: \$ 20,893.66  
Other Tribes: \$ 686.90  
TOTAL: **\$ 22,267.46**

**PHARMACY, NORTON SHORES: September 2024**

Active Patients: 164

Prescriptions filled: 697

Receipts:  
Insurance payments received: \$ 117,400.63  
Non-member cash/copays received: \$ 37.96

Less acquisition cost of medications: \$ 26,354.76

Net profit: **\$ 91,083.83**

PRC-equivalent write offs:  
LRBOI: \$ 12,334.13  
Other Tribes: \$ 672.85  
TOTAL: **\$ 13,006.98**

2024 Health Services Department - Manistee Location

Clinic Operations

2024	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Vists**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	230	18	77	6	141	47	513	319	62	49	5	17	6	134	1	1,216	610	5	117	642
February	222	22	59	2	143	45	465	270	87	51	3	19	7	145	4	1,208	643	3	161	572
March	205	14	61	4	134	40	432	254	76	46	-	17	4	132	1	976	554	1	161	606
April	240	7	59	1	175	41	622	400	94	67	-	33	6	165	3	1,216	634	-	160	606
May	263	21	73	5	174	33	675	459	73	56	-	41	9	189	3	1,152	520	1	153	719
June	254	31	66	2	159	30	748	555	106	48	-	35	4	155	5	1,024	643	-	160	638
July	253	21	65	1	168	37	684	472	94	62	-	49	7	144	1	1,056	654	4	150	659
August	281	47	67	4	171	44	609	382	73	70	-	41	12	197	2	1,045	562	6	190	619
September	259	32	55	1	173	38	678	466	87	66	-	27	1	146	4	960	589	-	163	577
October																				
November																				
December																				
Totals	2,207	213	582	26	1,438	355	5,426	3,577	752	515	8	279	56	1,407	24	9,853	5,409	20	1,415	5,032

\*\* Denotes total included in Total Patient Volume

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

Housing  
Tara Bailey



**Little River Band of Ottawa Indians**  
**Housing Department**  
Mailing Address: 2608 Government Center Drive  
Physical Address: 2953 Shaw Be Quo ung  
Manistee, Michigan 49660  
231-723-8288

**HOUSING DEPARTMENT**  
**Report to the Ogema**  
**For September 2024**

**Staff**

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

**Department Overview**

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

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

**I. Housing Activities.**

- A.** During the month, the Department performed the following activities.
  - Lease renewals due during the month: 4
  - Leases renewed: 4
  - New leases: 3
  - Annual Inspections: 4
  - Move-out Inspections: 2
  - Move outs: 1
  - Transfers: 1
- B.** Down Payment and Closing Cost assistance grant (HI 100).
  - Applications received this month: 0
  - Total Number of Awards made during the Year: 6
  - Total Amount of Awards for the Year: \$31,637
- C.** The Homeowners Assistance Fund received no new application this month, 0 denial. The program has provided \$209,967 in assistance since it began in 2022 and a remaining balance of \$5720.
- D.** The Housing Department Director attended Tribal Adjudication training in Auburn, WA; August 5-9<sup>th</sup> on behalf of her role as an Executive Lead. The test for the class was taken in September and was passed.
- E.** September 23-27<sup>th</sup>, Krystal Davis attended Pathways – Train the Trainer training in Albuquerque, NM; and she passed the course. This will allow us to offer Homebuyers training within the department as we move forward.
- F.** Krystal Davis, Housing Specialist has provided 4 elders with a ride to Meijer and Walmart for the month of September in two separate trips. She provides this service 1 time a week.
- G.** The Housing Department quarterly newsletter was sent out in September for all residents (attached).
- H.** On August 22, the Housing Director met with TC in a work session to go over the change in Housing Policy, Chapter 4 and the need to cap income-based rents. This has yet to moved to Tribal Council agenda for 30-day comment period.

- I. September 16<sup>th</sup> several staff members from the Housing Department attended the C.R.A.S.E. training offered by the LRRCR and found it to be very informative.
- J. Michelle Pepera assisted with Adopt-A-Highway on September 24<sup>th</sup> along with 9 others from the organization to assist in keeping our highways looking good.
- K. In September the Housing Director drafted the Indian Housing Plan for Fiscal year 2025. This will be presented to TC and submitted to HUD by October 18, 2024.
- L. The Housing Department moved in 3 new residents in the month of September and what was so great about these individuals is that they all self-reported as being homeless, either by having to couch on a relative's couch or at the campground so we now have them in a safe, clean home! In October we will be moving in 1 additional individual from the campground.
- M. The request for bids for the demolition portion of the house fire was completed in September and we received only one bid back. This contract will be coming to Tribal Council for approval the first part of October and to be finished before the end of the year.

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

- A. Notice of Delinquency issued: 10
- B. Termination Notice(s) issued: 2
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

**III. Condition of Properties.**

- A. Maintenance currently has 5 units to complete for a move in. (Two of the units are just finishing touches for completion)

**IV. Number of Units and Vacancies.**

LRBOI Housing Department has 85 (we have 86 but 1 unit is the fire unit so cant count for a move in) rental units in total of which 80 were rented giving us an occupancy rating of 94%.

- A. Aki has 59 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 9 units are rented.
  - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  - 3. Aki has 32 low-income family rental units and 30 are rented.
  - 4. Aki has 6 low income family ADA rental units and 6 are rented.
  - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Build a duplex unit with 2 – 2 bedroom units

**End of Report**  
**Tara Bailey, Housing Director**  
October 10, 2024



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

**To:** Ogema Romanelli

**From:** Alicia Goff

**Subject:** September 2024 HR Department Report

**Date:** 10/14/2024 – (Late due to being out on IFML)

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

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

### 1) HR Operational Plan

- 1) What is in store for 2024. HR is currently preparing and finalizing plans for the last quarter of 2024 Department Operational Plan, we will work on moving forward in the process of preparing for 2025 while finishing up what is needed to get us there.
- 2) **Month Summary:** 401k Audit has started on the 2023 audit process beginning in January 2024 with gathering of information for the 5500 is complete, waiting for information on what other documents will be needed for completion. Auditing needs for review nearly complete. Continued with acquiring Audit with RFP to be accepted to move forward. Receipt of the audit due extended until 10/15/2024. HR is still finalizing Job Descriptions on L: drive and Midpoint was reviewed, and changes are in the process to be updated and changes made sure to be complete when new positions are to be posted is ongoing. SOPs are still in the process of being reviewed/updated, as well some policy updates done by the Lead group and Executive Legal.

### Talent Acquisition

#### a) Talent Acquisition for September -

(1) Number of Hires During the Month: 7 (1 - Finance, 2 - Temp., 2 Family Services – VA, 1- Clinic, 1- IT– 2 terms (Gaming, NRD - Seasonal).

(2) Number of Open Positions: September had 14 postings up.

(3) Postings 8 FT position were posted/reposted, 5 are currently in the selection process, interviews were scheduled 1<sup>st</sup> half of September and 6 positions had interviews that took place. There were 5 full time positions selected, interviewed and offered. Controller – Finance start is delayed until 9/23 (TM), Nurse Practitioner interviewed/offered start early September, IT Technician offered started mid-September and have been offered (and accepted start in mid-July), Family Services 2 positions Victim Advocate selected/interviews offered late September (9/23) ( start, 3 applicants processed for Temporary duties in September and 2 orientation days with 7 screenings processed.



(4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection taking place as we are getting them scheduled – in-person and sent out for return within time period.

Directives have come to change some things up.

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

(6) Applications have increased, but on-line usage of application has been consistent – averaging now around 10 per month from our on-line application, applicants have been processed from Indeed postings, most of the remaining were not completed submissions according to our requirements. At least some moved on to the selection process. 4 more went on to interviews – Prosecutor is on the horizon along with Compliance Officer and Clinic positions. and hopeful for with October starts. Still experiencing problems with online submissions but process of updating, with the new website being in place updates are a process and training is needed. Postings going through Arctic are taking 3-5 days to be on our site at times. Changes are on for September to how postings look/submissions.

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

i) Applications are coming in and are picking up, averaging more than 2-4 per position posted. Utilized LinkedIn, Indeed, NNAHRA, MIETS, and other sites.

#### 4) Talent Development and Relations

a) Leadership and Team Member Development.

i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions are still to be scheduled and to continue. A slowdown in PIP's for September.

ii) Provided additional HR support to the leadership of various departments when asked.

iii) Mindi Smith HR Specialist providing updates from HR during at the monthly employee meetings for 2024.

iv) Continued assisting leadership with sensitive employee relations issues when asked.

v) Assisted departments with job description update – Moving forward to review job duties and further update of wage grid changes mainly to the mid-rang for NE and E status position. Supervisors asked to ready job descriptions for changes in status set for January 2025.

vi) HR Answers... More instore for 2024 and new in 2025!

(5) HR Department Development Initiatives:

b) HR Development Events: 6+ – all on-line -communication, conflict resolution, investigation, employee relations, compliance, leadership and FMLA. MIP, All together 24+ hours of trainings. None came in from other departments.

c) Continued project to improve HR use of MIP data, still on-going. Looking to get an HRIS.

d) Further updates are needed on L:drive – forms and resolutions, policy/procedures, and our HR share drives to be recreated as well as the HR SharePoint mysteriously went away and still has not been addressed.. Arctic is working on continued issues with server and process issues.

**Training and Development hours totaled: 30 hrs. in HR reported.**

**5) Benefits and HR Administration**

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 2 FMLA/STD – IFML (on-going) being processed for 9 / 2 0 2 4 and 1 possible WC claim.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has been consistent..
- d) Continued processing new hire insurance enrollments.
- e) HR has the 2024 calendar from the advisors, usually last Thursday of the month.
- f) Meetings scheduled for getting the ball rolling for possibility of becoming Self-funded for our insurance needs. We have some of the paperwork/reports to start that process. Waiting for more information to make an informed decisions and set up meetings with the vendors. Information set for first week October.
- g) Processed insurance benefit plan check requests.

**6) Safety**

- i) Continued COVID-19 support and tracking. 2 reported.- 2 department affected.
- ii) Recordable Injuries: 0
- iii) Near Miss/1<sup>st</sup> Aid:- 1 near miss.

**7) Tribal Preference Report**

**Preference Report for  
September 2024**

**Employee Count by Preference for**

**September**

116 Tribal Members +2 – new hires, 0 loss	53% (52,9%) of Tribal Government Workforce
10 Native American	5% (4.6%) of Tribal Government Workforce
12 Tribal Descendants	5% (5.4%) of Tribal Government Workforce
11 Tribal Spouses – +1 – new hire	5% (5.0%) of Tribal Government Workforce
No data on Tribal Parent – found	0% of Tribal Government Workforce
Preference for September – Gain of +3	
Total preference = 149 gain of 3. (1-Finance, 2 – Temporary 1- TM, 1 -TS)	68% (68.0%)

**Non-preference 70 - 4 (new hires 2- FS, 1- IT , 1 - Clinic) – 2 terms Overall gain +2 change**

**Total of all employees 219 – to workforce in September 2024 (1 loss Seasonal worker NRD, 1-Gaming)**

Regards,  
Alicia Goff  
HR Manager

Information Technology  
Andrew Jeurink (Interim)

Information Technology Department  
Monthly Report  
September 2024

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

*Duties and Accomplishments –*

1. Arctic IT is working on a “Kiosk” setup to better support f1 license end users. Internal IT has finished setting up the machines. Waiting on Arctic IT to finish.
2. **Mandatory IT Projects by order of priority:**
  1. 2024
    - Review and update internal IT policies.
    - Create Training videos and increase documentation/workflow
    - Business Continuation Planning
    - Internal IT Career training path
  3. 161 tickets have been open in September of 2024 and 101 IT work orders completed in September 2024.
  4. Data for September AIT has had 318 tickets opened and closed 344 with 44 tickets remain open.

*Meetings Held / Attended –*

1. Held Staff Meetings with Elevate and ArcticIT.

*Trainings Held / Attended –*

*Special Tasks / Activities Performed –*

Legal Assistance  
Mary Witkop

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: October 3, 2024  
Re: September 2024 report of activities

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Number of tribal members assisted on new issues	58
Number of referrals received	3
Number of continuing cases:	42

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Real Estate
Wills	Garnishment
Trusts	Family Trust
Estate Planning	OUI
Medical Power of Attorney	Resignation of Trustee
Objection to Probate Estate	Pension
Power of Attorney	Mortgage
Amend Estate Planning Documents	Trust Administration
Probate Estate	Parenting Time
Mortgage Foreclosure	Automobile Insurance
Amendment of Trust	Property Taxes
Protection Plan	Criminal
Utility Medical Non-Disconnect	Expungement
Lead Based Pain in Rental Unit	LLC
Operating Agreement	Boat License Renewal

Post Divorce  
Adoption – Adult  
Minor Guardian Termination  
QDRO  
Criminal Lien  
Minor Guardian  
Abandoned Vehicle  
Commercial Fishing Vessel  
Nursing Home Complaint  
Transfer of Vehicle After Death

Unseal Adoption Records  
PPO Violation  
Name Change – Adult  
Dual Membership  
Business Contract  
Trust Accounting  
Venue Transfer  
Exhumation  
Civil Action Hold  
Adult Conservator Accounting

Sample of Work Performed:

Assisted a tribal member prepare a QDRO to obtain a portion of their ex-spouse's pension

Assisted an adult tribal member terminate a guardianship over their minor child

Assisted a tribal member change prepare a contract for their business

Assisted a tribal member create an LLC

Members Assistance  
Jessica Steinberg



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

*Members Assistance Department Mission Statement*

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

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

**Departmental Staff:**

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

For this month, the Coordinator will report on one aspect of the department’s work for this month: the General Welfare Economic Hardship Stimulus benefit.

**GWE STIMULUS UPDATE**

As of 9/30/2024, Members Assistance has received and processed 3,733 General Welfare Economic Hardship Stimulus applications. This work has been the bulk of the activity occurring in the department since the program was approved on 06/26/2024.

**GWE Stimulus Processing highlights:**

- 14,932 sheets of paper have either been received or printed through the department as each application is 4 pages.
- 509 applications are either; duplicates, descendant or spouses that submitted. Descendants and spouses are not eligible to receive the benefit.
- 6 applications were persons from other tribes.
- As of 9/26/24, 3,146 benefit checks have been processed. That number includes re-issued with stop payment requests/voided checks.
  - 4 checks were reissued after stop payment requests. Stop payment requests are accessed a \$32 fee for the stop payment and re-issued at \$3,767.99 to the member.
  - 41 checks were voided due to deceased members and/or other issues.
- Total checks issued to members as of 9/26/2024: 3,101
- Total Stimulus Dollars paid to members as of 9/26/24: \$11,783,640.99

**MA Monthly Report, continued.**

**MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:**

The GWE Stimulus benefit roll out did not anticipate the number of manhours that would be necessary to ensure timely processing of applications, and how that would impact the operation of the department. As of 9/26/2024, 143 hours of overtime was utilized on GWE Stimulus application processing in Members Assistance.

The amount of the benefit, \$3,799.99, also impacted our members receiving Supplemental Security Income (SSI) dollar-for-dollar. In the calculation of SSI benefits, at a maximum amount of \$934 per month, the amount is calculated as follows:

- \$3,799.99 less the first \$25.00 = \$3,774.99 in countable income
- \$3,774.99 is then applied against the maximum benefit amount of \$934.00 as follows:
  - $\$934.00 - \$3,774.99 = -\$2840.99$  (Exceeds the monthly amount)
  - In other words, the amount distributed for SSI is zeroed out for that month, and no benefit is issued to the recipient.

Additional impacts included loss of food assistance (Bridge Cards/Food Stamps) and loss of Medicaid coverage. These negative impacts were reported via applications to the department for the other assistance programs we administer.

As stated in the August 2024 Monthly Report:

The Members Assistance Coordinator *highly* recommends that future initiative like the GWE Stimulus be planned over several months, and any distributions occur utilizing existing per capita distribution and enrollment information for minors, to expedite the benefit without a prolonged application and check request adoption.

This would reduce the manhours required to process the benefits.

In addition, any General Welfare Exclusion Act type benefit should be vetted with the Social Security Administration as their rules require, to ensure there are no negative impacts to our citizens on SSI and other federally and state funded benefits.

*Respectfully submitted - Jessica Steinberg, Coordinator*

Natural Resources  
Frank Beaver



**Gaá Čhíng Ziibi  
Daáwaá  
Anířhinaábek**

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

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

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

Department Objectives:

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

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

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

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

### **Administrative Services**

Theresa Davis

Assisted with biologist's paperwork as needed

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

### **Fisheries Division:**

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

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

- Managed budgets
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109/4227 BIA GLRI funding
  - 4018 Great Lakes Fisheries Assessment
  - 4097 BIA Great Lakes Restoration Initiative, Native Species
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
  - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Implementation of the Fisheries Division work plans.
- Sturgeon data downloading and data management.
- Sturgeon Rearing Facility "SRF" operation for 2024 field season.
- Nmé Stream Side Rearing Facility (SRF), Staff on-call weekend/weeknights
- Great Lakes Fisheries Trust grant reporting, Long Term Monitoring of Lake Sturgeon.
- 21<sup>st</sup> Annual Nmé (Sturgeon) release and ceremony planning.
- Inland Fisheries Artic Grayling reintroduction habitat and fish community data management and analysis.

- Great Lakes and Inland fisheries data entry and management.

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

- Nmé, Lake Sturgeon:
- Juvenile/sub-adult LAS sampling Lake Michigan (Manistee, MI)
- Manistee River Sturgeon PIT tag antenna monitoring, and data collection.
- Nmé Stream Side Rearing Facility operation and live fish rearing.
- Nmé Stream Side Rearing Facility (SRF), Staff on-call weekend/weeknights.
- Preparations for the 21<sup>st</sup> Annual Nmé release ceremony.
- 21<sup>st</sup> Annual Nmé release ceremony
- Sturgeon Rearing Facility (SRF) seasonal closure.
- Inland Fisheries:
- Downloaded/maintained water temperature loggers in Upper Manistee River watershed.
- Processed and analyzed water temperature data for summer 2024 season.
- Conducted fish community surveys in North Branch Manistee River in support of Arctic Grayling reintroduction.
- Prepared presentation regarding LRBOI participation in Michigan Arctic Grayling Initiative for October Trout Unlimited Meeting.
- Great Lakes Fisheries Assessment Program:
- Preparations for camera calibrations
- Camera calibrations (Northport, MI)
- Calibration file creation and
- Data prep for the Modeling Sub-committee (MSC) meeting
- Commercial fisher sampling (Ludington, MI)
- Great Lakes Fisheries data QAQC
- Equipment maintenance
- 9/25-9/27: Juvenile/sub-adult LAS sampling (Manistee, MI)
- Great Lakes assessment net and equipment maintenance, net tying.

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

- SeaGIS site visit and camera training workshop, GTB Natural Resources Department, Peshawbestown MI (9/3)
- LRBOI Staff Meeting (9/5)
- Meeting with BIA Staff, program funding collaboration opportunities (9/6)
- 21<sup>st</sup> Annual LRBOI Nmé (Sturgeon) Release and Ceremony (9/7)
- Meeting with Natasha Myhal, OSU, Dissertation, and research (9/9)
- NRD Lead Staff meeting (9/12)
- Discussion with University of Wisconsin-Milwaukee about potentially sturgeon program projects and priorities (9/12)
- Michigan Arctic Grayling Initiative (MAGI) Steering Committee Meeting (9/13)
- Meeting with Trout Unlimited, Michigan DNR, and supporting partners regarding N. Branch Manistee River, Flowing Wells habitat restoration project. (9/16)
- Modeling Sub-Committee (MSC) of the Technical Fisheries Committee (TFC) Meeting (Charlevoix, MI) (9/17-19)
- NRD Lead Staff Meeting, budgets, and huddle (9/24)
- NRD LEAD meeting, Staff wages (9/25)
- Test drive and pick-up R/V Namaycush from RJK Marine, Ludington, MI (9/25)
- National AFS meeting, Workshop on PIT Antenna data management, Presented on Nmé stewardship plan and program, Hawaii (9/14 -20)

- NRD Team Building exercise & Little Manistee River cleanup (9/30).

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

### **Wildlife Program**

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

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

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

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

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Led tour of tribal parcels for Forest Service staff.
- Surveyed for invasive species on tribal parcels.
- Monitored for oak wilt at Indian Village.
- Conducted invasive shrub removal at Griffith.
- Delineated pine plantations at Tippy Dam.
- Installed signs.

- Collected black oak twigs for tribal member use.
- Ground-truthed emerald ash borer riparian restoration model with Conservation Resource Alliance.
- Conducted loon surveys at Sleeping Bear Dunes.
- Visited Wolf River Golf Course and discussed native habitat restoration opportunities.
- Worked on river cleanup with rest of NRD for Water Quality program on Little Manistee River.
- Traveled to Gaylord to assist any tribal elk hunters.
- Monitoring box turtle and spotted turtle nest protection boxes for emergence of hatchlings.
- Surveyed tribal parcels.

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

- Tribal Biologists meeting on State Forest Management Plan (9/3)
- Planning meeting for 1836 MOU Forest Service meeting (9/4)
- Elk hunter orientation (9/5)
- Forest Service NEPA ID team meeting for Cadillac-Manistee District (9/5)
- Manoomin discussion with Forest Service (9/9)
- Budget modification meeting (9/12)
- Old Growth Forest Tribal Forum (9/18)
- Pre-WTC Tribal Biologist meeting (9/19)
- Budget modification meeting (9/24)
- WTC meeting (9/25)
- Wolf River Golf Course habitat evaluation (9/26)
- NRD team building and river cleanup event (9/30)

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

##### **Environmental Division**

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

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

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

- EWS Staff Management
- 1 on 1 Staff Meetings X4
- Seasonal Staff Exit Paperwork
- EPA PPG Workplan Revision
- EPA PPG Budget Review
- EPA Air 103 Budget review
- EPA Air 103 Audit
- Air EI QAPP Review
- Budgets Managed:



- ⌚ 4512 -- EPA PPG
- ⌚ 4530 – EPA Air Quality
- ⌚ 4137 – BIA GLRI
- ⌚ 4145 – IHS Solid Waste Planning
- ⌚ 4538 – EPA CERCLA Funding
- Travel planning and closeout for staff
- PPG Purchases
- AMS Site Check x 1
- Ozone Audit
- Tribal Water Workshop agenda and planning
- PPG FY25-FY26 Workplan
- PPG FY25-26 Budget
- EPA CERCLA Budget Revision
- EPA CERCLA Workplan Revision
- TWW Food Purchase
- TWW Hotel Purchase
- TWW Conference planning
- Wild Rice Camp Planning/Setup

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

- LRBOI Rice Camp, Hamlin
- LRBOI Rice camp, Gun Lake
- Culvert Work End of Project Site Visit
- Sugar Shack Site visit
- AMS Site Visit with EPA
- Hamlin Lake Site Visit
- Custer Site Visit
- Sturgeon release
- MSU Class Presentation

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

- Wild Rice Initiative Meeting 9/3
- Wild Rice Check-in Meeting 9/24
- Tribal Water Workshop Meeting 9/20
- Tribal Consultation with State on Water 9/17
- R5 Tribal Air Call 8/28
- LRBOI Environmental Meetings 9/5-9/12-9/19
- Air Site Visit 9/10
- Manoomin Meeting with U.S. Forest Service 9/9
- CPRG Quarterly Meeting 9/18
- Tribal Water Workshop EPA Meeting 9/17

#### **Brownfield Program**

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

- Communicated with Tribal Attorney and NRD director on Phase I project for 9 environmental assessments.
- Delivered documents to complete the Phase II assessment in Ludington.

- Prepared a new contract for the Phase I assessments for the contractor and provided a signed copy for legal review.
- Acquired new credentials to view new LRBOI website for access to council agendas and future publishing of public record on tribal website, fulfilling grant requirements.
- Research trailers for Brownfield side by side, completed related paperwork for the purchase.
- Communicated with NRD director about maps of tribal properties (that are no longer published on the tribal website). I provided a copy of the older maps that were published and began the process of gathering new maps for future publishing, upon approval.
- Sent work session requests in for the Drone and the 9 Phase I assessments.
- Ordered books for the Tribal Water Workshop.

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

- Gathered solid waste that I observed in the NRD parking lot.
- Fueled the Blue F150
- Picked up side by side trailer in St Johns. It overlaps field work and administrative work, but I also did everything necessary to get the title and license plates when they are available.

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

- There were informal department meetings as needed, mostly revolving around the water workshop.
- Staff meeting on September 5.
- Sturgeon release ceremony on September 7.
- EPA Competitive grants webinar on September 12
- Materials Management webinar on September 24
- An Overview for applying ArcGIS Story Maps to Facilitate Collaboration and Knowledge sharing webinar on September 10.
- Adopt-a-highway program September 24.

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

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

- Tribal Water Workshop prep.
- Prep for October water quality sampling.

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

- Water Quality Monitoring on all Lake, River, and Stream sites.
- 9/30/24: Adopt a stream kayak clean up on the little Manistee.

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

- 9/5/24: LRBOI Staff Meeting
- 9/7/24: Sturgeon Release event

- 9/8/24: Wild Rice Camp
- 9/13/24 – 9/21/24: On travel for American Fisheries Society Meeting/Conference.

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

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

- Completed Ozone Multipoint Worksheets for bi-weekly checks.
- Completed T640 Multipoint Worksheet for monthly check.
- Completed monthly report for Aug 2024.

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

- 09/03/24: Ozone bi-weekly multipoint check.
- 09/17/24: Ozone bi-weekly multipoint check.
- 09/30/24: T640 monthly multipoint check.

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

- 09/04/24: Outreach at Elders' Lunch
- 09/05/24: Monthly staff meeting (virtual)
- 09/05/24: Region 5 Monthly Tribal Air Call (virtual)
- 09/10/24: EPA Visit for air program
- 09/16/24 – 09/20/24: ITEP Indoor AQ in Tribal Communities Course – Albuquerque, NM
- 09/25/24: Monthly Region 5 Air Monitoring Call (virtual)

### **Wetlands Program (Wild Rice)**

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

- Manoomin camp prep (made push poles, cut knocker blanks, sent driving directions to everyone who registered and responded to questions, picked up cooking equipment & firewood, grocery shopping for meals/snacks, packing gear, dropped off canoes and UTV at Hamlin, printed sign, rented porta-potty & coordinated dropoff, communications with USFS, sent driving directions to new registrants, sent presenter invitations, made spreadsheet of tasks for next year, etc.).
- TWWG co-lead tasks: reviewed TWWG newsletter, website, and 1-pager and sent edits to NAWM, communications with NAWM & TWWG co-lead.
- Drafted letter of support for NCCISMA phragmites grant application, got signature from Environmental Division Manager, and sent to NCCISMA.
- Maple River project tasks: received invoice #3, drafted check request & sent for signature, communications with grad student.
- Sent presentation title & bio for league of women voters presentation re Wild Rice restoration & protection.
- Wild Rice planting experiment: oversaw Seasonal Env Tech in ongoing bi-weekly observations of Wild Rice planting experiment and updates to tracking spreadsheet and gathering of seed & beginning to count ghost rice %.

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

- 9/3/24: MWRI Team meeting.
- 9/10/24: cleaned up/returned gear from Manoomin camp.
- 9/11/24: Hamlin Lake- began density surveys and harvested 1/8<sup>th</sup> bag of seed for restoration.
- 9/12/24: Hamlin Lake- density surveys.
- 9/13/24: Hamlin Lake- density surveys.
- 9/17/25: purchased new trailer pins and hand broom.
- 9/18/24: Hamlin Lake- completed density surveys.
- 9/19/24: Manistee River M55 site- phenology check, harvested 1/8<sup>th</sup> bag for restoration.
- 9/26/24: Manistee River Blacksmith Bayou to Bear Creek Launch- completed density monitoring (7 beds x 3 plots) and harvested ¼ bag seed for restoration.

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

- 9/7-9/8/24: Hamlin Lake- assisted running Intertribal Manoomin Camp.
- 9/9/24: HMNF-LRBOI Manoomin discussion.
- 9/9/24: meeting with CMU grad student re Maple River project status.
- 9/14-9/15/24: Au Sable River- attended and supported Gun Lake Tribe's Manoomin camp, harvested ½ bag of seed for Tribal Water Workshop processing camp.
- 9/16/24: Onekama Twp Invasive Species Committee meeting.
- 9/17/24: Maple River: harvested seed for restoration.
- 9/19/24: call with Caroline re TWW planning.
- 9/22/24: attended SCIT Manoomin processing camp.
- 9/24/24: MWRI Monitoring & Restoration committee.
- 9/25/24: BIA Fish, Wildlife, & Parks fall meeting.
- 9/25/24: NOAA OCM Collaborative Wild Rice project meeting.

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

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

- Tribal Water Workshop planning/organization: made draft agenda, finalized Eventbrite registration page, sent out info & presenter requests to TWWG & MWRI & individuals, got quotes from bus companies, sent out MTEG call for presenters/topics, emails to presenters, updated agenda, responded to inquiries, ordering field trip supplies, communications with bus companies, drafted MTEG agenda, developed field trip agenda, etc.
- Updated all NRD vehicle log spreadsheets with Invasive Prevention SOP check.

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

- 9/6/24: call with Roger LaBine re Tribal Water Workshop.
- 9/30/24: RTOC logistics meeting with EPA Tribal Liaison.

### **Fish Program**

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

- 9/7/24: assisted with Sturgeon release.

### **Great Lakes Policy Program**

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

- Reviewed:
  - Great Lakes Tunnel Project – Enbridge Presentation
  - Fall BIA Midwest Tribal Meeting notes

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

- Assisted with Water Quality stream sampling.
- Assisted with Wildlife checking box turtle nests.

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

- Director 1:1 meeting (9/4/24)
- LRBOI monthly staff meeting (9/5/24)
- LAS release (9/7/24)
- MCD regional meeting (9/10/24)
- Lake Michigan Partnership Management Committee Meeting (9/13/24)
- Annual AFS meeting (9/13/24- 9/21/24)
- Confidential] Next steps: Line 5 Tribal Nations--Cooperating Agency Status (9/18/24)
- Lake Michigan Partnership WG monthly call (9/18/24)
- Enbridge Line 5 Tunnel EIS - Monthly Cooperating Agency Meeting (9/19/24)
- Tribal mining call (9/19/24)
- MCD Board Meeting (9/24/24)
- Fish, Wildlife, and Parks Fall Meeting (9/25/24)
- Lake Huron partnership WG meeting (9/26/24)
- Lake Huron Habitat Committee (9/26/24)

Planning  
Steve Parsons

## BIA ROADS/PLANNING DEPARTMENT REPORT

September 2024

Steve Parsons

### Meetings/Conferences/Trainings

- On September 5, 2024, I attended the virtual meeting held for LRBOI Government employees via Microsoft Teams.
- On September 16, 2024, I attended Tribal Council's Agenda Review where I represented an agenda item scheduled for the September 18 Tribal Council Meeting: "Approving a Contract with GTEC for Demolition of Jockey Quarters on Tribal Parcel in Fruitport Township." Later, that same day, I attended a work session with Tribal Council representing and answering questions on that same agenda item.
- On September 18, 2024, I attended the Tribal Council Meeting to represent the agenda item, "Approving a Contract with GTEC for Demolition of Jockey Quarters on Tribal Parcel in Fruitport Township."
- On September 19, 2024, I attended a portion of the Director's Meeting for Tribal government program directors.
- On September 25, 2024, I attended a webinar sponsored by the Federal Highways Administration (FHWA) regarding the new procedure and forms for our annual reports to FHWA.
- On September 30, 2024, I participated in a Zoom conference call with Ken Ockert (GTEC) to discuss projected costs and the work involved with installing the electric primary line and the installation of plots in Phase I of the Tribal Cemetery in Custer.

### Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2024: Here is an update on our BIA Road Construction Projects for 2024:
  1. Government Center Parking Lot #2 (Clinic parking area): This project involved the removal of the pervious concrete portions of the Government Center Parking Lot that primarily services the clinic. The removed pervious concrete sections were replaced by solid concrete, and the project concluded on July 17, 2024. This project was financed by BIA Roads maintenance funding.
  2. Extension of Sugar Shack Road: This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.  
However, this road project has been delayed for two reasons: The first being that the BIA has requested another Environmental Assessment (in order to meet NEPA requirements) due to the proximity of wetlands to the existing road. The second reason is the result of defects appearing in the road because of rainwater erosion. It has been decided that we delay construction until 2025 until the two issues mentioned above have been addressed. As a result, this project will appear on our Tribal Transportation Improvement Plan for 2026.
  3. Tribal Cemetery Road: The plan for 2024 was to use BIA funding to add additional features to the Phase 1 road system in the cemetery. This was to include landscaping and irrigation. However, to accomplish this, we need to install a primary electric line that would run from

the Custer Township Cemetery to the Tribal Cemetery. At this time, we need additional funding for this to happen, as BIA Roads funding will not cover the cost. The estimate from Great Lakes Energy to run the primary line is currently somewhere between \$50,000 to \$60,000, depending on when it is done. I will likely need to meet with Tribal Council to discuss ways to come up with the funding to pay for this cost.

4. US-31 Roundabout Project: The construction portion of this project was finished in October 2022. This year's activity will include the repair or reinstallation of irrigation systems (for the Little River Casino Resort and the Little River Trading Post) that were damaged during the initial road construction in 2022. Efforts are currently underway to make this happen in 2024,
5. Loon Drive: Our plans to bid out this project in early-mid August 2024 have been delayed. The bid package was sent out instead on September 16, 2024, with the deadline for submitting bids on September 27, 2024. We believe there is still time for this project to take place in October 2024. This project will include replacing existing pavement as needed, removal of all underground storm systems, and replacing the underground storm system where necessary.  
The section of Loon Drive slated for reconstruction will run from the area near the Roundabout to the Four-way-stop intersection that leads to the Government Center and the Gathering Grounds.
6. Aki Maadiziwin Connector Road, Frost Road & US-31: This project (now in its second year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2024-2026), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.  
In addition, we are also in communication with the Spicer Group who is currently working on an adjacent apartment complex on US-31 just south of the entrance to Frost Road. We are discussing some type of cost-sharing arrangement for necessary improvements that would be required by MDOT for the Frost Road entrance.

### Additional Activities

- During this summer (2024), I have been serving as the point person, at the request of the Ogema, for a project to demolish the jockey quarters on tribal property in Fruitport Township. The jockey quarters were part of the Great Lakes Downs racing complex that was purchased by the tribe some time ago. Unfortunately, the jockey quarters have been occupied by the indigent/homeless population in the area. In order to reduce any potential liability to the Tribe, it was decided that the jockey quarters should be demolished.  
As noted earlier in this report, Tribal Council approved a contract with GTEC (on September 18) to oversee the demolition project on behalf of the Tribe.
- At the request of MDOT, I am participating on the recently reestablished "M-22 Pure Michigan Byways Committee." The committee includes representatives from Manistee, Benzie, and Leelanau Counties.
- Also, at the request of MDOT, I am participating on the newly-formed "Rebuilding US-31 in Manistee Stakeholders Group." The purpose of this group is to provide input to MDOT regarding the US-31 rebuilding project which will start south of Stronach Road in Filer Township, continue north through the City of Manistee, and end at M-55 in Manistee Township. This



stakeholders group is meeting periodically throughout the design and planning phase of this project. Construction is tentatively scheduled to take place in 2027.

Public Safety  
Robert Medacco

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

**General Patrol**

Assist Citizen	
Assist Motorist	
Assist Other Agency	2
City Assist	3
County Assist	8
Medical Assist	1
MSP Assist	1
Other Calls for Service	2
Property Checks	367
Suspicious Person	2
Suspicious Situation	3
Well-Being Check	1

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	2
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	1
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	7
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

**Processes**

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

**Criminal Offenses**

Animal Neglect	
Arrest	6
Assault	2
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	1
Death	1
Disorderly	1
Domestic Disturbance	8
Drive-Off	
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	2
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	2
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	2
Public Peace	
Resisting	
Robbery	
Sex Offense	

**Criminal Offenses Continued**

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	1
Unwanted Subject	

**Miscellaneous**

Administrative Hours	274.75
Alarm	
Attempt to Locate	
Boat Dock Checks	
Casino Hours	137.75
Civil Standby	
Community Policing	4
Court Hours	2.75
Death Notification	
Drug Disposal	
Follow-Up Investigations	14
Found Property	5
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	1
Special Detail	2
Suicidal Subject	2
Total Complaints	59
Total Reports	48
Training Hours	19.5
Transport	
Trespassing	4
Tribal Council Meetings	
Vehicle Mileage	2818
Voluntary Missing Adult	

**Training/Travel**

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

Administrative Hours	202.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	12
Assist Hours	36
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	26
Contacts	315
Court	
Court Hours	
Follow-up(s)	6
Follow-up Hours	6.25
Federal Citation(s)	
Hours Worked	415.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	6
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	116
Snowmobile Patrol Hours	
Training(s)	9
Training Hours	22.5
Vehicle Mileage	3201
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	

**Training/Travel**

September 6, 2024 Officer Gunderson instructed USCG in Nolaxone use.  
September 28-October 3, 2024 Officer Brown attended NAPCH in Alpena at CRTC.  
September 2024 Officers completed Police One on line training.

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

Administrative Hours	37
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	4
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	169
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	1
PR Activities Hours	4
Snowmobile Patrol Hours	
Training(s)	4
Training Hours	13
Vehicle Mileage	1734
Verbal Warning(s)	
Written Warning(s)	

**Training/Travel**

September 28-October 3, 2024 Officer Brown attended NAPCH in Alpena at CRTC.  
September 2024 Officers completed Police One training on line.

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

<b>Administrative/Reports</b>	
Hours	1
<b>Assist Other</b>	
Hours	
<b>Court Cases</b>	
Hours	1
<b>Property Checks</b>	
Hours	12
<b>Screenings</b>	
Hours	80
<b>Contraband</b>	
<b>Weapons</b>	
<b>Denials</b>	
<b>Surveillance</b>	
Hours	116
<b>Training</b>	
Hours	3
<b>Transports</b>	
Hours	4.75
<b>Transports</b>	
Hours	2
<b>Transports</b>	
Hours	0.5

**Training/Travel**

September 16, 2024 Officer Bush completed Taser recert at Justice Center.  
 September 2024 Officers completed Police One training on line.  
 September 2024 Officer Bush completed CJIS training on line.



Tax Office  
Valerie Chandler

**er 2024 Monthly Report**

PCL XL error

Subsystem: KERNEL

Error: InsufficientMemory

Operator: ReadImage

Position: 8568

