

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema
Naangwa: Date: August 18, 2025
Maanda Nji: Re: July Operations Report

LB

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

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
July 2025

TABLE OF CONTENTS

Accounting	Angela Rabb
Commerce	Jim Wabindato
Education	Yvonne Parsons
Elder Meal Program	Janine Codden
Enrollment	Diane Lonn
Facilities	Rusty Smith
Family Services	Janeen Codden
Food Distribution	Jamie Friedel
Grants	Jessica Steinberg
Health	Daryl Wever
Housing	Tara Bailey
Human Resources	Alicia Goff
Information Technologies	Vacant Director
Legal Assistance	Mary Witkop
Members Assistance	Janeen Codden
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Corey Wells
WWTP	Gary Lewis

Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

July 2025 Department Report

I. Department Overview

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

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

Finance/Accounting Management:

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

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT 2024

The last day to submit 2024 invoices was February 28, 2025. On March 1, 2025 we started working on closing 2024. Audit field work began on 7/14/2025 and continued through the end of July and into August.

STAFF ACCOUNTANT

Duties and Accomplishments:

o Processed Cash Receipts (saved on S Drive > Cash Receipts > 2025)

- Receipt Writing in MIP
- Processed Deposits using Onsite Deposit for checks and prepared Cash Deposits

which Robert took to bank.

- Scanned Backup during processing
- Discovered my PNC access wasn't set up to transfer the deposits, so all of the deposits from May 14, 2025 through July 18, 2025 hadn't been deposited. The most current were able to be transferred, but a few of the May ones had been deleted and had to be re-deposited. Some others had the check scans deleted, so had to be rescanned before deposit could be transferred.

o Journal Entries:

- Reviewed and Posted Journal Entries.

o 1099s

- Re-Sent or printed 1099s as requested (or as new addresses were sent by Enrollment)

o AP

- Reviewed and Approved AP Check batches for processing.
- Uploaded Positive Pay for check run.

o Audit – things I worked on:

- Health Insurance Reconciliation
- Provided documents to Cindy as requested for audit
- DTF Reconciliation
- #97 Walkthrough V1 & V2 questions
- #110 Employee Reimbursement Check Listing
- #95 Pharmacy A/R Sample
- Meetings attended:

o Staff Meeting

Payroll

Duties and Accomplishments –

1. Processed 421 payroll vouchers/checks.
2. Verified 13 PAF's this month which included 6 new employee(s), 1 Job Change/Transfer employee(s), and 2 termed employee(s).
3. Verified 15 Holiday Variance forms for the July 4th holiday.
4. Processed payroll and completed payroll backup cover sheet for pay dates 7/11 and 7/25.
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 –

7/17 – July Staff meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2025 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in July 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 July 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 July and provided to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processed 2nd quarter form 941 and completed reporting of second quarter wages to UIA.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Hiring for vacant Payroll/Finance Clerk position.
2. Prepare October per cap eligibility and provide to CFO for payment calculation to be completed.

ACCOUNTS PAYABLE

1. Enter and match invoices with purchase orders and receiving reports.
2. Keyed in all information into the system for processing and printing checks.
3. Verify the budgets and have the check request signed for approval.
4. Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.
5. Have checks signed by two Tribal Council members.
6. Check stubs are attached to check request and POs for scanning and stuffed into envelopes for distribution.
7. Print a check register for Positive Pay, Contract Health, Members and Family Services.
8. A spreadsheet is kept for logging in all monies brought in for a cash receipt report.
9. Provide receipts as necessary for rent, utilities, and all other payments.
10. Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.
11. Provide management with Accounts Payable information as requested.

12. Maintain court orders for per capita garnishments.
13. Do liquidations and voids as needed.
14. Scan all payments to appropriate vendor folders.
15. File original payments by check date in filing cabinets.
16. Pick up mail and distribute to appropriate accounting staff members.
17. Process Payroll Garnishment payments
18. Pay Cardinal Health pharmacy supply invoices
19. Contact vendors and/or departments regarding discrepancies, etc.
20. Enter address changes.
21. Process payments for per cap withholdings.

Special Tasks / Activities Performed –

1. Scan prior year documents and filing in appropriate digital folders

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. 7/7 Training on communication; Active Listening & Eliminating Barriers.
2. 7/9 Procurement Virtual Training.
3. 7/1-7/30 Prepared for in person training presentation on the Tribe's Travel Regulation and related forms.
4. 7/14 Regulation review with WIPFLI.
5. 7/29 Regulation review with WIPFLI.

Receiving

Duties and Accomplishments –

1. Received in 221 packages.
2. Issued 109 receiving reports.
3. Returned 0 item for credit.
4. Made deliveries.
5. **45 FedEx for mail clerk**

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

Help

***Upcoming Projects / Tasks –
shredding***

Budget Coordinator

Duties and Accomplishments

- 1) Prepared 17 agenda items for Tribal Council Meeting
- 2) Attended 2 Tribal Council Meetings
- 3) Attended 2 Agenda Reviews
- 4) Completed 35 Budget Modifications
- 5) Prepared and submitted 19 draw downs
- 6) Prepared and submitted 19 financial status reports to agencies
- 7) Participated in Amplifund ZOOM meeting on July 8, 2025
- 8) Participated in TEAMS meeting with AT & T to review phone lines on July 15 and July 29, 2025
- 9) Reviewed draft 2026 budgets with departments and worked on Budget Hearing Summary
- 10) Reviewed, in detail, the AT & T phone bills. Working on potential savings to the Tribe.

Grants

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

Expenditures Update

Total year-to-date expenditures for the Finance Division through July 2025 are \$861,607.67 compared to an annual budget of \$1,572,817. Total expenses for the Finance Division for year-to-date July 2025, represent 54.8% of the department's total annual budget.

Commerce Department
Jim Wabindato

Department of Commerce Monthly Report – July 2025

Commerce Department Overview (Function and Goals)

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

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

Staff

Jim Wabindato, Director

- Mr. Wabindato was hired starting July 7th.

Projects, Tasks, and Activities Update

- Set up the Department office and communication channels, including telephone, email, and notice of arrival;
- Began process to hire a Workforce Development staff member;
- Also began working with Steve Parsons on transition planning for the Transportation Planner role at the Tribe.

Meetings, Conferences, and Trainings

- The Director met with various Band Department Directors to identify workforce needs with internal stakeholders. The two biggest obstacles to developing an effective workforce are the lack of housing, especially affordable housing; and no clear transition plan to address an aging tribal workforce.
- The Director established and continues to keep consistent contact with Tyler Leppanen and Brittney Drake at Little River Holdings.
 - Early meetings revolved around getting to know the businesses and staff.
 - The Director will now attend Board meetings of LRH and dive deeper into their various businesses.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

July 2025 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services 1 student requested and received LRBOI Driver's Education funding of \$250. 2 students received funds for senior photos totaling \$400 34 student received \$500 School Clothing/Activities funding totaling \$17,000
- College Book Stipend: 19 Book Stipends were issued this month; 1 for 1-3 credits, 5 for 4-8 credits, 13 for 9+ credits, totaling \$10,100
- Higher Education Scholarships: 5 scholarship applications were awarded totaling \$16,873. This included 3 university students and 2 community college students. Four students are female, one male
- Monarch Rearing Project- Around 300 caterpillars were provided, including 50 that went to the Muskegon area. As always, more interested participants than available caterpillars.

Meetings Attended:

July 17- Staff Meeting (virtual)

July 23- Meeting with SEEDS at Housing Conference Room, Arts and Crafts activity held at Magoon Creek 12 participants

July 29- Budget Review Ogema's Conference Room

Budget Expense Justification

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

Elders Meal Program
Janeen Codden

Elder July Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
117	563
Hackley Congregate Meals	Take out
12	8

Bingo At Aki	Bingo At Hackley
11	12
Activities At Aki	Activity at Hackley
0	0

PO #	Distribution Code	G/L	Starting	Ending
250923	4583	5204	\$4682	\$4405
250945	4583	5204	\$1488	\$504**
251045	4583	5204	\$2082	\$(37) *overdrawn
251229	4583	5204	\$4757	\$4727
251116	4583	5202	\$1792.35	\$1184
521326	4583	5204	\$5000	\$3883
251325	4583	5204	\$5000	\$4405

**Asking for closeout due to making orders that small are very difficult.

250923 Orchard Market
250945 Vaneerden
251045 Sysco
251229 Gordons
251116 Townline
521326 Sysco
251325 Vaneerden

The first week of July was taken off for employee breaks from the heat and regard to travel and the holiday. Not much else to report.

Enrollment
Diane Lonn

Enrollment Department

July Monthly Report

Diane A. Lonn – Enrollment Director

Jessika Moore – Enrollment Assistant

Department Goals

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, new applications, per cap information, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal ID's, Direct Deposit, check cancellations, calling Tribal Members with information missing, working on request lists for the upcoming Elections and performing any other duties that make the department run smoothly.

To continue to 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 departments 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 and other departments.
- Doing preference status for descendants and spouses
- Sending out information on members to DHS and low-income housing complexes and other entities.

Duties Performed

- Created 45 New or replaced Tribal I.D.s from 07/01/2025 through 07/31/2025.
- 210 Address changes from 07/01/2025 through 07/31/2025.
- Final rejection letters 2
- Final acceptance letters 8

- Final disenrollment certificates 0
- Provisional Rejection letters 0
- Provisional Postponed
- Provisional acceptance letters 1
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of relinquishment 0
- Notice of decision on appeal 0
- Appeal hearing notices 0
- Extended appeal hearing notices 0
- Notice of blood quantum increase 0
- Reinstatement notices 0
- Notice of blood quantum determinations 0
- Notice of mistake of fact investigation 0
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 6 Applications received as of 07/31/2025
- List request of Membership 0
- Label request of Membership 1
- Statistical request – Tax Department; Payroll Department
- Meetings attended – 2
- Went to Muskegon to help members with forms and create ID's for members

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 310
- PRC/EHAP 0
- Members Assistance 2
- Utilities 0

- Food Distribution 0
- Casino 3
- Family Services 10
- Tribal Council 0
- Natural Resources 0
- Education 9
- Gaming 0
- Work Force Development 2

Ordering/Correspondence

Enrollment verifications to other tribes 5

Sent out Per Cap Earnings information 52

3 Tuition Waiver Verifications

610 phone calls logged.

Total Tribal Members Living in:

9 County Area 1,590

Outside 9 county 2,269

Inside Michigan 2,548

Outside Michigan 1,312

Undeliverable Addresses 10

***Please see attached, information generated directly from the database.**

Facilities
Rusty Smith

2025 July Maintenance Department Report

Submitted by De-Ahna Underwood, Maintenance Office Manager

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

I. Department Overview

Goals & Objectives

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 Automotive Mechanic provides maintenance and repair services to more than fifty vehicles. Fleet service tasks include oil changes, brake service, inspections, and shock replacement. The Mechanic also works on small equipment, trailers, performs minor tractor repairs and services off road utility vehicles.

The EVS Technicians provide routine cleaning services to six buildings, cleaning seven patient rooms, forty-five restrooms, nine lobbies, ten showers, multiple offices, and public areas on a day basis.

The Maintenance Technicians provide maintenance and repairs services primarily in Manistee. Their duties include performing routine maintenance, corrective maintenance, troubleshooting, and groundskeeping. The Clinic Maintenance Technician primarily located in Muskegon, provides maintenance, groundskeeping, and custodial services to the Hackley location.

Department Reporting Section continued:
Work Request

	Aki	Eastlake	Food Distribution	Gathering Grounds	Gaming	Govt. Center	Justice Center	Hackley	Natural Resources	Utilities	VSP
Corrective Maintenance	1			1	1	2			2		1
Equipment Repair	1					3			2		
Inventory/Delivery	1		1	1	1	1				1	
Lockout/Key Service						7					
General		2		1		1		1	2		
Building Repair Maintenance	1										
Storage/Move Location						2					
Grounds			1	1		1					
Remodel						1					
Fleet Service					1	1	5		1		
Total Per Location	4	2	2	4	3	19	5	1	7	1	

Resolved	2	2	2	2	3	5	1		6	1	
In Progress	2								1		1
Outstanding											
Pending											
June- In Progress	1					1					
Canceled								1			

Projects in Progress: HR enclosure
Aki 20-ton, 17.5-ton HVAC replacement
VSP accessible parking space and signage

Projects Completed: AP off enclosed, lockset and hardware installed

Upcoming Projects: Aki water heater replacement
NRD AC installation (1 unit)

III. Budget Expense Justification

- Phones \$252.00
- Supplies \$344.00
- Vehicles & Fuel \$430.00

IV. Travel and Training

Not applicable

End of Report

Family Services
Janeen Codden

Department Report : Family Services

Case Worker: Stephanie Persenaire

Reporting period: July 2025

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent
Intakes	5	1				1		
I&Rs								
Open Cases	3	1			1			2
Monthly Total	8	2	0	0	1	1	0	2

Case Management

Total number	12	6			4	2		3
Total number of Tribal Citizens living in homes served	9	5			1	2		2
Total number of descendants living in homes served	0	0			3	0		0
Total number of children living in homes served	1	4			3	0		0
Total ICWA or ICWP where substance abuse is involved	0	0			0	0		0
Child Abuse/	0	0			0	0		0
ICWA or ICV	0	0			0	0		0
Sexual Abuse	0	0			0	0		0

Substantiated or Unsubstantiated by DHS	0	0			0	0		0
Case Pending	0	0			0	0		0
Relative placement	0	0			0	0		0
Tribal Foster	0	0			0	0		0
Non-Tribal Foster	0	0			0	0		0
Home	0	0			0	0		0
Alternative placement	0	0			0	0		0
Court appearances	0	0			0	0		0
Home Visits	2	3			1	0		0
Case Reviews	1	0			0	0		0
Binojceuk	1	0			0	0		0
Contacts with	3	24			0	0		0
Contacts with	3	9			3	0		0
Tribal Elders	0	0			0	0		0
Other referrals								
Monthly Total	20	45	0	0	11	2	0	2

Newaygo	Other
	1
1	
1	1

	1
	1
	0
	0
	0
	0
	0
	0

	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	0
	2
	0
	0
0	3

Department Report : Family Services

Case Worker : Rachel Kops

Month:

Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's					2	
Intakes					3	
Open Cases		1			9	
Monthly Totals		1			14	

Case Management

Total number living in homes served	8			33	
Total number of Tribal Citizens living in homes served	2			17	
Total number of descendants living in homes served	1			9	
Total number of children living in homes served	3			15	
Total ICWA or ICWP where substance abuse is involved	0			3	
Child Abuse/Neglect	2			1	
ICWA or ICWP referrals	2			1	
Sexual Abuse of a child	1			0	
Substantiated or Unsubstantiated by DHS	1			3	
Case Pending with DHS	0			3	
Relative placement	0			2	
Tribal Foster Home	0			0	
Non-Tribal Foster Home	2			0	
Home	0			1	
Alternative placement	0			0	
Court appearances	0			2	
Home Visits	2			23	
Case Reviews	1			1	
Binojeeuk	2			2	
Contacts with outside agencies	69			94	
Contacts with LRBOI departments	8			106	
Tribal Elders	0			1	
Other referrals	0			0	
Monthly Totals	109			317	

Wexford

Kent

Newaygo

Other

	1		
	1		

	3		
	2		
	0		
	1		
	0		
	0		
	1		
	0		
	1		
	1		
	0		
	0		
	0		
	0		
	0		
	0		
	0		
	1		
	2		
	2		
	8		
	27		
	0		
	0		
	49		

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

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	2									
I&Rs										
Open Cases	11				1					
Monthly Totals	13	0	0	0	1	0	0	0	0	0

Case Management

Total number living in home	35				1					
Citizens living in homes	20				1					
descendants living in homes	11									
living in homes served	14									
where substance abuse is										
Child Abuse/Neglect										
ICWA or ICWP referrals										
Sexual Abuse of a child										
Unsubstantiated by DHS										
Case Pending with DHS										
Relative placement										
Tribal Foster Home										
Non-Tribal Foster										
Home										
Alternative placement										
Court appearances										
Home Visits	41				2					1
Case Reviews	1									
Binojeeuk	1									
Contacts with outside agenci	16	2								1
Contacts with LRBOI depart	21									
Tribal Elders	10									
Other referrals										
Monthly Totals	170	2			4					2

Monthly Site Dashboard Report

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

Date Report Generated: Aug 04, 2025

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
4	12	2	25

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

Prenatal	Postpartum	Father/Other	Infant/Child
5	4	4	8

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

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

Total Visits between Jul 01, 2025 - Jul 31, 2025 by staff person

Name	Total Visits	Form Type
	4	Prenatal Visit/Encounter Form
	4	Postpartum Visit/Encounter Form
	7	Child Visit/Encounter Form
	2	Fathers and Others Visit/Encounter
Total	20	

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

No data for this section

Open Referrals

No data for this section

Forms "In progress"

Client	Client Type	Form Type
	Infant/Child	Child - Visit/Encounter

SCRIPT tab modified between Jul 01, 2025 - Jul 31, 2025

Client	Client Type	HSID
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**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
July - 2025**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	12
New Cases	0
Closed Cases	5
Referrals and Contacts Received	3
Client Face to Face Contacts	35
Client-related Phone, Email, and Text Contacts	118
Client-related Direct Service Units Provided by Advocates	440
Client-related Accompaniment Provided by Advocates	1

MEETINGS

Staff Meeting(s)	5
Program Case Reviews	0
Community Collaboration Meetings	9
Other Meetings	4

STAFF DEVELOPMENT/TRAINING

Virtual Training	14
In Person Training and Conferences	2
VSP Sponsored Training Events	0
Other Trainings	0

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	0
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	247
VSP Presentations	0
Networking Activities	4
VSP Website Updates	0
Other Efforts	0

LRBOI Be Da Bin Behavioral Health Program July 2025 Report

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

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

Autumn Myers is the new Prevention Specialist and began employment on July 14, 2025. She is getting oriented to the position and helping to plan events. She is planning the Backpack give away. She is working on trainings for her position.

Angela Schwandt has 42 clients. She had 87 individual sessions, 26 follow up calls, and 3 hours telepsychiatry. She attended the following virtual trainings: Scared Pregnancy, Scared Support Training and Postpartum Healing Lodge Training. She assisted with the Wellness Walk on July 5, 2025 and the (SAPC) Suicide Awareness and Prevention Coalition on July 16, 2025.

Dottie Batchelder-Streeter currently has (43) 36 clients and 7 Recovery Support clients. She had 5 referrals to an inpatient facility. Dottie had 39 individual sessions, and 69 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting on July 16, 2025; attended: Tribal VA Summit Planning committee (14); and Tribal Prevention Coalition meeting. She is planning for workshop on Native foods (grant funded) and the Suicide Prevention Event for September 17, 2025.

She completed the budget/plans for the grant of Native Connections which is now completed. A lot of work on the SOR4 grant this month, with adding 4 new clients and referrals to inpatient treatment. Wellness Walk completed with 148 in attendance. She did interviews for the Peer Recovery coach position. She has planned the Tall Cop presentation (grant funded) and it will be going for approval in August.

Angela and Dottie are working with area Community Mental Health agencies and inpatient substance abuse/mental health treatment centers to have better services available for Tribal citizens, as needed. Three of us attended the Monthly Staff meeting on July 21 for Family Services and the government staff meeting on July 17.

Respectfully submitted,

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

Dottie Batchelder-Streeter

Food Distribution
Jamie Friedel



Food Distribution Program

July 2025 Monthly Report

Jamie Friedel, Melanie Ceplina, Allen Tyler and Nicole Ward

1) Department Overviews:

Goals and objectives:

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

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

2) Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

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

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

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

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

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

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

Jamie, Melanie and Nicole conducted interviews with clients.

Jamie, Melanie, Nicole and certified clients.

Jamie and Nicole conducted 39 Deliveries.

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

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

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

Melanie sent 2 recertifications out.

We Added 2 new Households.

We have a total of 79 households with 134 total participants.

We sent out 2 Applications.

Online Application 4

MEETINGS:

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

The Department closed the last week of July to attend the Midwest/Northeast Regional conference that was held at the Seneca Resort in Niagara Falls, New York. We held online sessions with the USDA representatives, Midwest board, and held great operations trainings. There was a total of 11 Tribes in attendance. We toured the Seneca Nations Food Distribution center and their tribal lands. Meet 6 of their Tribal council and their President at a lunch that was provided by their Tribal members. It was a good week of learning from other programs and sharing information.

We are getting ready to install a new walk-in freezer. The one we have now is in-need of a new compressor which is very expensive, and I have already put it into the 2025 budget to purchase. Also, we are in the process of upgrading the back-up generator. Right now, the current generator only supplies enough power to run the coolers and freezers along with back-up lighting. We are going with one that will supply all the power needed to run at 100% including the heating and air conditioning. Always looking to improve what we do for our people.

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Supervisor
Food and Nutrition Center

Jamie Friedel

Grants
Jessica Steinberg

LRBOI Grants Department

Monthly Report of Activity – July 2025

Grant Department Overview and Function within LRBOI

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

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

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

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

Projects, Tasks and Activities

Assigned tasks current funding opportunities: progress continues.

- Child Care Development Fund (CCDF):
 - The Grant Writer developed fourteen (14) budgets to support Quality Initiative activities for the Child Care Development Fund. These budgets will go to Tribal Council for approval and incorporation into the FY 2025 budget. The purpose of the budgets will be to support culturally based initiatives, improve staffing levels within the Family Services Department, and create an age-appropriate learning and play environment. The funds were earmarked for LRBOI starting in FY 2023, and with the approval and change to the existing grant scope of work, once the budgets are adopted, the funds can be drawn down and the scope of work implemented. The following were submitted back to the Budget Coordinator for further action:
 - Fourteen (14) proposed budgets for each grant award.
 - Updated grant narrative(s) to accompany proposed activity.
 - Budget tables identifying dedicated funds/aggregate objectives.
 - Fourteen (14) proposed budget modifications for each grant award acceptance.

GRANTS DEPARTMENT REPORT – JULY 2025 CONTINUED:

- Low Income Home Energy Assistance Program (LIHEAP):
 - The Office of Assistance to Children and Families (ACF), Low Income Home Energy Assistance Program (LIHEAP) published in the Federal Register Friday, July 25, 2025, a notice of funds for reallocation. LRBOI's unobligated funds were identified for 'preliminary reallocation' in the amount of \$7,586.00. When a tribe has unobligated funds beyond a mandatory 10% carryover of the grant award, the agency has the option to take the funds back, OR, to ask if the fund can be reallocated/reallocated at the local level. The Grant Writer reached out via email to the Budget Coordinator regarding this matter as funds are set to be reallocated in September 2025. The funds have been reallocated to LRBOI.
 - The Grant Writer notes that the State of Michigan's LIHEAP program had \$477,229 in funding that was not allocated during the same program year, and there is a potential all or part of those funds could be reallocated to Tribes operating LIHEAP programs. This is an opportunity to advocate that the funds should be an automatic reallocation to Tribal programs with DHHS/ACF/LIHEAP, and the State of Michigan DHHS.
- Research: Grants.gov and the Federal Register for applicable grant announcements. Eight opportunities were distributed to Directors for consideration.
- The Grant Writer and the Commerce Director are reviewing the requirements for Tribal 477. Tribal 477 is a comprehensive employment, training, supportive services, and economic development opportunity that allows for streamlined reporting on previously grant funded programs, creates an 'co-mingled' federal funding source to support the activities outlined in the 477 plans, and allows Tribal flexibility to design a program specific to their community. Tribal 477 funding flows through Indian Self-Determination and Education Assistance Act (ISDEAA, PL. 93-638) instruments, and reporting requirements consolidate into one financial report housed in the Bureau of Indian Affairs (BIA). This is an opportunity to create an effective work force development, social/supportive services, and Tribal economic development plan, which utilizes consolidated federal funding resources. LRBOI currently operates qualifying programs, (CCDF, LIHEAP, BIA Adult Ed/Scholarships/Social Services), that would allow for the Tribe to request negotiation of a 477 Agreement. The advantage to Tribal 477 is reduction of grant reporting, (becomes a single report on funded programs), and interdepartmental collaboration to create a success, holistic program. Research is ongoing.
- The CCDF proposal for grant year 2026 – 2028 has been submitted. CCDF responded on July 29th, requesting clarification on LRBOI's definition of an Indian Child, and the total child count. LRBOI experienced a drop of 25% in the number of ENROLLED tribal children eligible for the program due to children aging out of eligibility (aged 12 and under) in the Service Delivery Area. The Grant Writer notified the Family Services Director, and an updated definition and amended child count will be submitted, inclusive of first tier descendant children who are also eligible to participate in the program.
- The Grant Writer was out of the office on approved leave July 1 – 3, 2025, and the July 4th Holiday, and July 18th on approved wellness leave. The Grant Writer upgraded to personal version 6.2 on 7/17/2025 (yes, minodiibiskan!).

Respectfully Submitted,

Jessica Steinberg, Grant Writer

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: Aug, 2025

Re: July 2025 Report of Activity – Tribal Health Services

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

CLINIC OPERATIONS: MANISTEE LOCATION

243 patients scheduled

21 patients NO-SHOW to scheduled appointments

2 patients provided SAME DAY appointments for emergent matters**

47 cancelled appointments

177 patients attending CLINIC PHYSICIAN appointments**

31 patients PHONE TRIAGE**

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

52 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JULY (Total Patient Volume): 748

Diabetic patients: 62

Flu Vaccines: 0

Injections: 22

Nursing Visits: 2 **

On-site Labs: 162

COVID-19 Tests: 0

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 848

DIRECT CALLS TO CLINIC OPERATIONS: 528

SENT FAXES: 124

RECEIVED FAXES: 456

TRANSPORTS - MANISTEE 6

JULY 2025

TRAVEL HOURS: 13

SERVICE HOURS: 6

NUMBER SERVED: 6

MEDICATION DELIVERIES: 6

TRAVEL HOURS: 2

SERVICE HOURS: 1

NUMBER SERVED: 6

TOTAL TRAVEL HOURS: 15

TOTAL SERVICE HOURS: 7

TOTAL NUMBER SERVED: 12

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

CLINIC OPERATIONS: MUSKEGON LOCATION

175 patients scheduled

5 patients NO-SHOW to scheduled appointment

5 patients provided SAME DAY appointments for emergent matters**

52 cancelled appointments

24 clinic referrals – requiring action by Providers and Staff

123 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 41

Flu Vaccines: 0

Injections: 11

Nursing Visits: 1

On-site Labs: 53

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 307

TRANSPORTS - MUSKEGON: 7

JULY 2025

TRAVEL HOURS: 14 $\frac{3}{4}$

SERVICE HOURS: 13

NUMBER SERVED: 7

MEDICATION DELIVERIES: 3

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

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

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 17 $\frac{1}{4}$

TOTAL SERVICE HOURS: 13 $\frac{1}{2}$

TOTAL NUMBER SERVED: 10

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$87,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1526

TOTAL PRC PAID IN JULY: \$44,899.82

PHARMACY/OTHER: \$33,520.21

DENTAL: \$10,491.15

TOTAL PATIENTS: 203 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 414

TOTAL CLAIMS ENTERED: 362

TOTAL PRC PAID 2025: \$334,039.90

TOTAL EHAP PAID IN JULY: \$42,026.23

TOTAL EHAP PAID 2025: \$270,620.86

TOTAL ENROLLED EHAP/LRBOI: 1269

NEW APPLICATIONS MAILED OR GIVEN: 22

REASSESSMENTS MAILED OR GIVEN: 151

MEDICARE LIKE RATE (MLR) Savings for July 2025

Claims submitted: 9 \$13,240.22 (total submitted)

-\$2,797.58 (what we paid)

\$10,442.64 (total savings)

PHARMACY, MANISTEE:**JULY 2025**

Active patients:	378
Prescriptions filled:	1722
Receipts:	
Insurance payments received:	\$195,484.77
Non-member cash/copays received:	\$1,035.98
Less acquisition cost of medications:	\$74,661.78
Net profit:	\$121,858.97
PRC-equivalent write offs:	
LRBOI:	\$21,305.63
Other Tribes:	\$944.04
TOTAL:	\$22,249.67

PHARMACY, NORTON SHORES:**JULY 2025**

Active patients:	195
Prescriptions filled:	817
Receipts:	
Insurance payments received:	\$133,370.37
Non-member cash/copays received:	\$80.15
Less acquisition cost of medications:	\$38,623.60
Net profit:	\$94,826.92
PRC-equivalent write offs:	
LRBOI:	\$7,873.97
Other Tribes:	\$763.87
Total:	\$8,637.84

2025 Health Services Department - Harvey Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	128	4	32	3	95	29	500	376	88	78	-	-	-	70	-	186	-	-	-	-
February	133	4	45	7	91	41	684	552	78	23	-	3	-	42	-	240	-	-	-	-
March	154	4	36	9	123	36	774	564	28	38	-	7	-	54	3	240	-	-	-	-
April	185	10	56	19	138	40	778	549	33	54	-	20	1	71	7	203	-	-	-	-
May	180	10	46	11	141	30	811	639	36	49	-	13	1	57	7	236	-	-	-	-
June	175	5	52	5	173	31	693	538	24	41	-	11	1	53	2	307	-	-	-	-
July																				
August																				
September																				
October																				
November																				
December																				
Totals	961	37	267	54	711	207	4,140	3,218	287	733	-	54	4	342	14	1,412	-	-	-	-

** Denotes total included in Total Patient Volume

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

2025 Health Services Department - Manistee Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt	Patients Seen**	Telephone Visits**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	261	25	67	3	172	29	579	376	88	71	9	16	2	151	7	962	333	-	164	399
February	253	31	81	5	146	41	742	552	78	53	4	15	3	176	9	953	662	3	163	367
March	291	13	96	13	195	36	799	564	81	76	-	23	4	197	6	1,013	495	2	169	439
April	250	15	66	7	176	40	769	549	55	67	-	25	4	150	-	872	480	1	148	429
May	228	14	54	1	161	30	831	639	67	68	-	12	1	143	5	744	464	-	167	432
June	243	21	47	2	177	31	748	538	52	62	-	27	2	162	3	848	528	-	124	456
July																				
August																				
September																				
October																				
November																				
December																				
Totals	1,526	119	411	31	1,027	207	4,468	3,218	416	397	13	113	16	929	30	5,392	2,962	6	935	2,516

** 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 July 2025

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Jim Stuck - Housing Maintenance Technician

Mike Pannill – Housing Maintenance Technician (PT)

Department Overview

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

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

I. Housing Activities.

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

Lease renewals due during the month: 5

Leases renewed: 4

New leases: 0

Annual Inspections: 4

Move-out Inspections: 0

Move outs: 1

Transfers: 0

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

Applications received this month: 0

Total Number of Awards made during the Year: 5

Total Amount of Awards for the Year: \$18,233

C. The Homeowners Assistance Fund received 0 new application this month, 0 denial. The program has been in assistance since 2022 and a remaining balance of \$7183.88. We are hoping to have this program closed out by the end of September 2025.

D. Due to the Housing Specialist being out of the office for the month of July the weekly ride to the store for our elders did not occur this month.

E. The Housing Department received news that we were awarded the Pre-Development grant from MSHDA that we applied for in the amount of \$75,000. Still working on the information provided from MSHDA on how the grant works and once we get that info, it will be brought to TC for approval into the annual budget. This grant was to bring in a consultant to start the process of developing a homeownership project for LRBOI. UPDATE: On TC agenda for 8/6/25.

F. On June 21, the Housing Director met with Scott Buzzell from C&I Electric and Steve Parsons to discuss a project to redo all the lighting underground wiring for the AKI community. We have had continual breakdown of the wiring underground for all the streetlights in the community and we are looking to do a project in which all the wiring is redone throughout the community. We have spent

a lot of money on doing emergency fixes and now we want to just redo all of it to stop the emergency fixes. UPDATE: We have gotten an approval from BIA to use the roads maintenance fund to cover this cost of this project and it will be brought to TC during the month of July for approval on the contract. We are hoping to have the project completed in the next 90 days after TC approval. UPDATE: The project was approved by TC on 7/23/25 and will begin in the month of August with a completion date no later than 10/31/25.

- G. The Housing Department hired a part time housing maintenance technician that started July 21st, this will assist other maintenance staff in catching up with grounds work and other daily duties.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 4
- B. Termination Notice(s) issued: 3
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Maintenance currently has 2 unit to complete for a move in.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 84 (we have 86 but 2 unit is the fire unit so cant count for a move in) rental units in total of which 82 were rented giving us an occupancy rating of 98%.

- A. Aki has 58 income based rental units of which 56 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 31 low-income family rental units and 28 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 10 units are rented.
- B. Aki has 26 Fair Market rentals and 26 are rented.

V. Plans for the Future.

- A. Do a RFP for the rebuild of the lost home in AKI.
- B. Complete and put out for bid RFP for Housing Needs Assessment.

End of Report
Tara Bailey, Housing Director
August 7, 2024

Human Resources
Alicia Goff



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: July 2025 HR Department Report
Date: 08/08/2025

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

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

1) HR Operational Plan

- 1) HR is moving forward in the process of preparing for the rest of 2025 after the first six months of the new year are now on the books.
- 2) **Month Summary:** RFP for chosen as the best deal for the development of and securing vendor for 2024 Audit was declared, Don went before Council and finally moving forward in the Audit. Work is going along and the needed reports are being submitted. BambooHR full implementation is still a work in progress with the Hiring process being almost completely done with the use of BambooHR. HR is still working on to put final signed Job Descriptions on L: drive and changes are in the process to 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. MVR updates are almost complete with only employees out on leave need to be processed. All in all reports are reported clear.

Talent Acquisition for July-

(1) Number of Open Positions: July had 10 openings posted postings up are currently, 2 are currently in the selection process, interviews were scheduled for 4 positions and 4 positions had interviews that took place. 1 waiting for start (Food Dist.). The Director of Commerce (TM), EVS Technician (TD), Prevention Work Specialist (TM), I Receptionist PT (TD), Housing Maintenance Technician PT (TM), 1 Wildlife Technician (NP) and 1 new Commissioner (TM). There is continued focus on improving coordination between Hiring Manager, Candidate and HR. There is on-going coordination between HR and Hiring Managers.

(2) Bamboo HR will be an asset to this process and has started to be with a lot more applications for review for each of the posted positions. Allowing applications to come in faster and ability to receive so many more applicants for each posting thus far. Hiring managers seem to be getting the paperwork to them and from them back to HR to allow for quicker interview set up. HR is looking forward to streamlining the process and other processes even more and making us more open to other projects, expected implementation date is moved to August/September for full implementation to take place. Trial runs are in progress with certain departments. Trial runs are being made to insure success, combating any hiccups that may result. I believe after use all will see its value and come onboard.

3) 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 on-going, workplace issues and some are still to be scheduled.
- ii) HR offered help to Leads when directed and asked. HR offered some assistance to our required Employee Handbook training.
- iii) Continued assisting leadership with sensitive employee relations issues - like conflict resolution activities and PIP development.

(4) HR Department Development Initiatives:

- a) HR training has been amping up and getting set for BambooHR setup out to all. So many areas of HR to put in place the BambooHR way. It is a fine dance to make it work for our HR paperwork, processes and procedures. Training will be coming out soon for the whole organization.
- b) HR alone had 50 hours of on-line and in-person training. No other departments sent hours for July.
- c) Further updates are still needed on L: drive - forms and resolutions, policy/procedures, and our HR share drives need to be recreated, updated as well as the HR SharePoint needing to be repopulated. Arctic IT and our in-house are IT are working on issues.

5) Benefit Administration

- a) Continued working to improve benefit processes. New packet developed for new hires and is found on the L:drive to access forms. Human Resources>
- b) 3 employees are currently out on FMLA/IFML, one returned in July (FMLA) and 2 are scheduled for later use (IFML and FMLA).
- c) Continued processing new hire insurance enrollment on-going with new hires being on-boarded
- d) HR has the 2025 calendar from the advisors, usually last Thursday of the month.
- e) Processed insurance benefit plan check requests as our monthly duties continue. Answered daily questions, received paperwork for documentation and to send on to providers, provided the correct forms and provided the best customer expected by HR professionals.
- f) Continue to work on 401k Audit 2024. Work with vendors from KDP getting reports, giving information to produce accurate reporting with things like employee status, wages, other employee documentation, 401k contributions both by employee and by us the employer, loans, loan payments made, etc. for each person employees by us during the year of 2024. All this done to make sure numbers match for all contributions, loan transactions, and all match up. If all reporting is on-track then it should be finalized by mid-September, if findings are found an extension may be asked for then the reporting is to be completed by October.

6) Safety

- a) COVID-19 support and tracking - this has been sunsetted so now employees will use other available leave time to replace missing time.
- b) Recordable Injuries: 2 - resulted one day loss of work.
- c) Near Miss/1st Aid:- 1 near misses.

7) Tribal Preference Report

Preference Report for July 2025 –

Employee Count by Preference for July

123 Tribal Members +3	52% (51.7%) of Tribal Government Workforce
07 Native American - no change	3%(2.9%) of Tribal Government Workforce
14 Tribal Descendants - +2	6% (5.9%)of Tribal Government Workforce
14 Tribal Spouses - no change	6% (5.9%)of Tribal Government Workforce
No data on Tribal Parent(s) found	0% in Tribal Government Workforce

Preference for July 2025 – +5 total, but with NP no change

Total preference =	158 - +5 change in total	66% (66.4%)
Non-preference =	80 – +1, - 1 no change	34% (33.6%)

Total of all employees 238– Overall workforce in July 2025 - 5 overall gain.

Look for a change in NP totals with the leaving of Seasonals starting in July (1), August and September.

Regards,

Alicia Goff

HR Manager

Information Technology
Vacant Director

INFORMATION TECHNOLOGY DEPARTMENT
MONTHLY REPORT
JULY 2025

Duties and Accomplishments:

1. Ordering/facilitating set-up of workstation kiosks under capital projects which is part of the Wi-Fi funding project.
2. Provided support to the Election Board and Tribal Council as requested.

On-going IT projects:

1. SharePoint lift with Arctic IT
2. Firewall updates and support contract renewal (Cisco) with Elevate
3. Evaluation of toolsets to enhance internal IT operations and allow for the integration of outsourced IT functions
4. Continuation of organization phones review with accounting
5. Kiosk deployment to Muskegon and Manistee offices with Arctic IT
6. AD review and cleanup of user accounts
7. Organization wide review of stale or missing endpoints
8. FY2026 Budget discussion/preparation/finalization
9. Migration to Veem Cloud Connect with Elevate
10. Windows 11 upgrade
11. Evaluation and recommendations for internal IT structure modifications

Help Desk Tickets:

120 tickets opened, 108 have been closed, 14 are assigned and being worked on.

Meetings Held/Attended:

1. Held ongoing meetings with Elevate and Arctic IT.
2. FY2026 Budget meeting.

Trainings Attended:

None

Submitted by Bill Willis, Tribal Manager

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: August 4, 2025
Re: July 2025 report of activities

Number of tribal members assisted on new issues	58
Number of referrals received	4
Number of continuing cases:	29

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Easement
Wills	Medical
Trusts	EDRO
Estate Planning	Collections
Medical Power of Attorney	FMLA
Car Transfer Upon Death	Real Estate
Power of Attorney	Collections
Amend Estate Planning Documents	Garnishment
Prenuptial Agreement	Guardian – Adult – Out of State
Business Taxes	CDL License
Amendment of Trust	Foreclosure
Civil	QDRO
Trust Administration	LLC
Probate Estate	Small Estate
Involuntary Psych Hold	Motion

Spousal Support
Post Divorce Matters
Lady Bird Deed
Birth Certificate
Real Estate Taxes
Termination of Minor Guardian
Certificate of Trust Existence and Authority
Facilitative Information Gathering
Statutory Attorney Fees

Adoption- Adult
Grandparent Visitation
Business
Probation
Estate Distribution
Eviction
Probation
Proof of Residency

Sample of Work Performed:

Assisted a tribal member with an adult adoption

Assisted a tribal member determine whether there was an easement over their property

Assisted a tribal member transfer a vehicle after the owner's death

Assisted a tribal member obtain a corrected birth certificate

Assisted a tribal member obtain a business tax license

Attended

Family Law Conference

Members Assistance
Janeen Codden

Members Assistance Department

July 2025 Report

Phone calls: 211

July 11, 2025, both phones in the Members Assistance Department failed to work properly. Robin Herr received no calls until the phones were fixed on August 5, 2025. Gina Crotteau received very few calls during the same timeframe.

Office Visits: 16+

We have implemented a sign-in sheet to keep an accurate number of Office Visits per month.

Catastrophic Disaster Relief Applications: 17

There are 5 applications on hold for the Catastrophic Disaster Relief, 3 which already have the Ogema's signature, until a directive is given to the Members Assistance Department for processing the applications.

LIHEAP: 11+

Shut-Offs Prevented: 5 Past Due Accounts: 3 Restored Power: 1

Report conservative, as our Excel Logs were not working properly.

Rental/Mortgage Assistance: 4 (Excel Log Issues)

Emergency Transportation: 3 (Excel Log Issues)

Food Assistance: 8 Households (Excel Log Issues)

Low Income Energy Assistance: 5 (Excel Log Issues)

Elders Chores: 0

Members Assistance has problem-solved the Excel Logs with IT and anticipate the report for August 2025 to accurately reflect the services provided. The above are logged and reflect a conservative number of the total services actually provided.

Members Assistance phones have been restored to proper working order as of August 5, 2025.

Members Assistance anticipates input into the Model Plan for LIHEAP which is due by September 2, 2025.

Respectfully Submitted by Gina Crotteau, Members Assistance Program Specialist

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi
Daáwaá
Aníshinaábek**

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

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

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

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

Department Objectives:

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

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

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

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries 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 Decree information exchange/ reporting.
- Monitored reporting requirements for inland and great lakes fish harvest and permits.
- Implementation of the Fisheries Division work plans.

Equipment maintenance/Field Work/Lab Work:

- Nmé, Lake Sturgeon:
- SRF operation

- Acoustic receiver tending and data download.
- Muskegon Sea Lamprey/SOS August coordination of sampling
- PIT antenna monitoring
- Inland Fisheries:
- Conducted three Arctic Grayling sampling/scouting trips in North Branch Manistee River
- Conducted macroinvertebrate survey in North Branch Manistee River
- Assisted DNR Fisheries Division with fish community survey in Bear Creek
- Great Lakes Fisheries Assessment Program:
- Assessment nets and gear preparation
- Lake Michigan FIWS fisheries assessment (Manistee)
- Lake Michigan FIWS fisheries assessment FIWS (Muskegon)
- Lake Michigan FIWS fisheries assessment FIWS (Ludington)
- Data entry, net repair, Blue clean-up/organization
- Assessment nets repair maintenance

Meetings/Training/Travel/Conference Calls

- Muskegon River SOS coordination meeting, virtual (7/1)
- USFWS Listening and Learning from Tribal Partners – Great Lakes Focus Session, Anna Bisson (7/8)
- Manistee News Advocate Interview, Lake Whitefish decline (7/10)
- NRD Leads Huddle (7/10)
- Tributary whitefish check-in meeting (virtual) (7/14)
- LRBOI Monthly Staff Meeting (7/17)
- LRBOI/GLFC/IGLN Meet-up meeting (virtual) (7/18)
- Muskegon River Sturgeon Habitat Use & Telemetry meeting, virtual (7/22)
- Lake Michigan Technical Committee, virtual (7/22-24)
- Lake Sturgeon Working Group, virtual (7/22)
- Interview, Strong Tower Radio, Lake Whitefish Decline, Ludington (7/25)
- Inland Fisheries Committee meeting virtual (7/28)
- Lake Superior Technical Committee Meeting (virtual) (7/30-7/31)

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

Wildlife Program

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist
Maille O'Toole – Wildlife Technician
Alexis DeGabriele– Aquatic Biologist – Wetlands

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment.
- Connected with partner organizations.
- Planned research project.
- Prepared and collected feathers for repository (and distributed as requested by tribal members).
- Planned budget.
- Tested field equipment.
- Purchased fieldwork equipment.
- Worked check station for tribal hunters and trappers.
- Reached out to partners on turtle conservation.
- Worked on Michigan American marten white paper review.
- Onboarded new Wildlife Technician.
- Assisted with interview and selection of Environmental Technician.
- Arranged conference logistics.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Collected sd cards from marten den box camera monitors
- Mapped old logging roads on tribal properties
- Collected and replaced slides on HWA monitoring stations
- Removed autumn olive on Griffith property
- Collaborated with Forest Service to remove invasive species at Nordhouse Dunes Wilderness
- Collaborated with Park Service to remove invasive species at Sleeping Bear Dunes National Lakeshore
- Conducted bat mist-netting at Old House property with USGS, FWS, KBIC, MNFI, and BMIC
- Monitored vernal pools on tribal parcels and FS land
- Surveyed natural features on tribal properties
- Surveyed Ducks Unlimited wetland restoration site

Meetings/Training/Travel/Conference Calls

- Bat conservation call with FWS (7/9)
- Muskegon Conservation District White River restoration meeting – Montague (7/10)
- Wildlife Technical Committee meeting – Sault Ste. Marie (7/15)
- Sault Tribe Plants, Pollinators, People workshop – Sault Ste. Marie (7/16)
- Elk Expansion subcommittee in-person planning (7/17)
- NRD meeting (7/23)
- Marten research meeting with LTBB and GVSU (7/24)
- Tribal council session regarding State Wildlife Action Plan (7/29)
- DNR Deer Biologist meeting (7/30)
- White Nose Syndrome grant (7/30)

Wetlands Program (Wild Rice)

Administration Reports/Data Entry.

- · Houghton Lake ANC permit activities: sent information/updates to CORA Wild Rice Biologists, responded to EGLE inquiries, researched Eurasian watermilfoil and herbicide impacts on Wild Rice, education/outreach to HLLA re Manoomin.
- · Reviewed June CORA meeting minutes and sent edits to Bev.
- · Re-organized Wetlands Sharepoint.
- · Reviewed & updated EGLE contact list.
- · Prepared informational handouts for Maple River meeting with DNR.
- · Planning for Hamlin Lake Intertribal Manoomin Camp.
- · Assisted with planning RAM Center Manoomin training for DNR/EGLE staff.
- · Received draft sedDNA report from contractors and began reviewing.
- · Processed check request for first ISN invoice for invasive survey/treatments in Manistee State Game Area.

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

- · 7/3/25: call with GTB Biologist regarding Houghton Lake ANC permit.
- · 7/7/25: Director 1:1.
- · 7/8/25: NOAA Geospatial Manoomin Work Group meeting.
- · 7/9/25: White River Celery Flats Stakeholder Meeting.
- · 7/9/25: phone call with EGLE regarding Houghton Lake ANC permit.
- · 7/11/25: Line 5 staff level coordination meeting.
- · 7/15/25: call with Bill Scullon (DNR) re RAM Center DNR Manoomin training planning.
- · 7/15/25: EGLE-Tribal Line 5 permit application meeting.
- · 7/15/25: RAM Center DNR Manoomin training planning meeting.
- · 7/23/25: meeting with NRD Director to discuss Triennial Review of EGLE Water Quality Standards.
- · 7/24/25: Wildlife Division Communication Training/Exercise.
- · 7/30/25: call with GTB Biologist re Houghton Lake & Manoomin camp planning.
- · 7/31/25: meeting between CORA Wild Rice Biologists & EGLE ANC Program staff to discuss Houghton Lake herbicide permit.
- · 7/31/25: debrief meeting with CORA Bios following meeting with EGLE.
- · 7/31/25: RAM Center DNR Manoomin training planning meeting.
- · 7/31/25: LRBOI Hamlin Lake Manoomin Camp planning meeting.

Field Work and Equipment Maintenance

- 7/2/25: Manistee State Game Area- LRBOI-ISON joint field day (Manoomin ID training vs. lookalikes, manual treatments of invasive cattail, gathered cut cattail for Tribal member use).
- 7/9/25: White River Celery Flats- Wild Rice scouting.
- 7/14/25: worked with Arctic IT to migrate old laptop for Seasonal staff use.
- 7/21/25: Manistee State Game Area- LRBOI-ISON manual treatments of invasive cattail, gathered 5 truckloads of cattail and dried & separated leaves for Tribal Member use.
- 7/22/25: Manistee State Game Area- LRBOI-ISON manual treatments of invasive cattail.
- 7/30/25: Browns Bayou- scouted & mapped Wild Rice.

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

Vacant –Environmental Division Manager

Alexis DeGabriele– Aquatic Biologist – Wetlands

David Karst – Brownfield Specialist

Brooke May - Aquatic Biologist – Water Quality

Jasmine Vaquera – Air Quality Specialist

Alycia Peterson - Great Lakes Policy Specialist

Budgets Managed:

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

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

- Environmental Tech Job Description

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Call

-

Brownfield Program

Administration /Reports/Data Entry

- Reviewed RFP and awarded bid for Phase II environmental assessments at Sugar Shack and Bull Corner
- Reviewed historical and current parcel data to ensure current parcel list is accurate.
- Answered numerous questions about RFPs.
- Communicated with Tribal Manager to address open dumping on Bull Corner, which was resolved.
- Published RFPs for Phase II site assessments
- Completed BIL workplan and Quarterly reports for BIL and CERCLA projects which were submitted to EPA.
- Research on uncapped wells near casino.
- Arranged logistics for site visits from EPA and IHS.

Field Work and Equipment Maintenance

- 4 trips to Bull Corner to address open dumping on parcel
- Light cleaning of EPA truck and Sonata
- Police 9th St parking lot for solid waste.
- Site visits to Sugar Shack to confirm open dumping status
- Custer to verify tire removal from runway perimeter

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

- Meeting with EPA project officer on July 11.
- Conference about RFP with contractors on July 15.
- Monthly Staff meeting on July 17.
- Gov Center for RFP and awarding work on July 24.

Water Program (106 and 319)

Administration Reports/Data Entry

- Completed report for 2007 inland consent decree.
- Completed COC forms for nutrient/chemical samples.
- Completed COC forms for Zooplankton samples.
- Prepped Zooplankton samples for shipment.
- Addressed Comments on water monitoring strategy.
- Started updating fish contaminant QAPP.

Field Work and Equipment Maintenance

- Calibrated YSI Multiprobe
- Prepped and labeled bottles for water quality nutrient/chemical and zooplankton sampling.
- Water quality sampling on stream, river, and lake sites (17 sites)
- Nutrient/Chemical water sample collection on all water quality sites (17 sites)
- Zooplankton Sampling on Lake sites (6 sites)
- Brought water samples to GLEC.
- Pebble counts at Old House Creek.
- Equipment prep for electrofishing
- Electrofishing fish community surveys at Old House Creek.

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

- 7/15/2025: EPA R5 Tribal Water Division Call
- 7/17/2025: LRBOI Monthly Staff Meeting
- 7/23/2025: Meeting with WQX R5 Manager
- 7/29/2025: Michigan Tribal Environmental Group meeting day 1
- 7/30/2025: Michigan Tribal Environmental Group meeting day 2

Air Quality Program (Funded by EPA CAA 103)

Administration Reports/Data Entry

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

Field Work and Equipment Maintenance

- 07/10/25: Ozone Biweekly Multi-check
- 07/24/25: T640 and met multi-checks
- 07/24/25: Ozone Biweekly Multi-check

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

- 07/10/25: Meeting with Frank Beaver
- 07/17/25: Monthly Staff Meeting (virtual)
- 07/21/25: LRBOI QAPP Meeting with Carter Cranberg (virtual)
- 07/23/25: R5 Air Monitoring Monthly Meeting (virtual)
- 07/29-07/30/25: MTEG (virtual)

Great Lakes Policy Program

Administration//Reports/Data Entry

- Enbridge Line 5 Tunnel draft EIS
- Comments on Enbridge Mitigation Proposal from Tribes

Field Work and Equipment Maintenance

•

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

- Muskegon Lake Watershed Partnership Meeting - Public Comment for Delisting (7/1/25)
- Tribal-EPA Mining Call (7/3/25)
- Staff Holiday (7/4/25)
- Lake Michigan Partnership WG monthly meeting (7/9/25)
- DAR/MCD discussion meeting (7/11/25)
- Enbridge Line 5 Tunnel - Section 106 Meeting on Assessment of Effects (7/11/25)
- Region 5 Tribal Water Division call (7/15/25)
- MCD Board Meeting (7/15/25)
- Monthly Enbridge Line 5 Applications Discussion with Tribes/EGLE (7/15/25)
- Enbridge Line 5 Tunnel, Recurring Staff-Level Tribal Coordination (7/15/25)
- MCD follow-up w/ TD & KS (7/16/25)
- LRBOI monthly staff meeting (7/17/25)
- Tribal mining call (7/17/25)
- Building Trust, Rapport, and Partnerships to Best Serve American Indian Populations (7/17/25)
- Enbridge Line 5 Tunnel Tribal Consultation Meeting - TCL Effects and Potential Resolution (7/23/25)
- Lake Huron Partnership Meeting (7/24/25)
- MTEG (7/29/25 - 7/30/25)
- Lake Huron Habitat/Species WG meeting (7/31/25)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

July 2025

Steve Parsons

Meetings/Conferences/Trainings

- On July 7, 2025, I attended the Tribal Council Agenda Review meeting to represent two agenda items: Acceptance of funding for the BIA Roads budget and a Budget modification, moving money from the BIA roads construction budget to the BIA roads maintenance budget.
- On July 9, 2025, I attended the Tribal Council meeting to again to represent two agenda items: Acceptance of funding for the BIA Roads budget and a Budget modification, moving money from the BIA roads construction budget to the BIA roads maintenance budget.
- On July 15, I met with Commerce Department director Jim Wabindato regarding the transition of job duties between the Commerce and Planning departments.
- On July 17, I attended the virtual monthly meeting for tribal government employees.

Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2025: Here is a list of the BIA Roads Construction Projects currently on our 2025 Tribal Transportation Improvement Plan, which we will be working on this year. Please note there was a delay in rolling out these projects due to inclement weather during the months of March and April.
 1. Loon Drive: This project was originally scheduled to include the replacing of existing pavement as needed, and replacing/upgrading 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.

After a work session with Tribal Council in 2024 to discuss the details of this project, it was determined that the best course of action was to revisit the plan design to replace/upgrade the underground storm water drainage system to make it more effective and durable. The tentative plan is to send out a bid proposal on the project in mid July 2025. Once a contractor is selected, a contract will be submitted for approval by Tribal Council at the August 13 meeting. If the contract is approved, the project is scheduled to begin sometime in late August/early September.
 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.

We are still waiting for written confirmation from the area BIA office on NEPA (environmental) Clearance. Once we receive that NEPA Clearance, we can move forward on bidding out the project, getting contract approval from Tribal Council, and scheduling work on the project for sometime in mid-late September.
 3. Tribal Cemetery Road: The plan for 2025 is to use BIA Roads funding to add additional features to the Phase 1 road system in the cemetery. This will include landscaping and irrigation. However, to accomplish this, we need to install a primary electric line that would run from the Custer Township Cemetery to the Tribal Cemetery. At this time, we need additional funding for this to happen, as BIA Roads funding will not cover the entire cost.

The estimate from Great Lakes Energy to run the primary line is currently somewhere between \$50,000 to \$60,000, depending on when it is done. We may need to meet with Tribal Council to discuss ways to come up with the funding to pay for this cost.

4. Aki Maadiziwin Connector Road, Frost Road & US-31: This project (now in its third year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2024-2026), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

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

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report

July-25

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	6
City Assist	5
County Assist	17
Medical Assist	3
MSP Assist	2
Other Calls for Service	2
Property Checks	760
Suspicious Person	
Suspicious Situation	5
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	
Accidents	8
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	21
Unsecured Vehicle	
Verbal Warning	18
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	3
PPO Served	2
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	6
Assault	3
B&E	1
Bond Revocation	
Child Abuse	
Child Custody	1
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	1
Disorderly	1
Domestic Disturbance	5
Drive-Off	4
Drug Violation/VCSA	2
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	2
Felony with a Gun	
Fight in Progress	1
Fraud	1
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	3
Intimidation	
Intoxicated Person	1
Juvenile Runaway	
Larceny	2
Liquor Violation	
Minor in Possession	2
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	2
Noise Complaint	1
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	3
Property Damage/PIA	8
Public Peace	
Resisting	1
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

Unwanted Subject

3

Miscellaneous

Administrative Hours

331.25

Alarm

1

Attempt to Locate

Boat Dock Checks

Casino Hours

127.75

Civil Standby

Community Policing

3

Court Hours

Death Notification

Drug Disposal

Follow-Up Investigations

7

Found Property

1

Lost Property

Meetings Attended

Open Door

Open Window

PBT

Special Detail

2

Suicidal Subject

6

Total Complaints

89

Total Reports

61

Training Hours

8.25

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage

5713

Voluntary Missing Adult

Training/Travel

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

Administrative Hours	165	
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)	15	
Assist Hours	18.5	
Citation(s)	1	
Civil	1	
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	35	
Contacts	688	
Court		
Court Hours		
Follow-up(s)		
Follow-up Hours		
Federal Citation(s)		
Hours Worked	283	
Joint Patrol(s)		
Marine Time		
Meeting(s)	1	
Meeting Hours	1	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	94	
Snowmobile Patrol Hours		
Training(s)	9	
Training Hours	13	
Vehicle Mileage	1101	
Vehicle Stops	4	
Verbal Warning(s)	2	
Written Warning(s)	1	

Training/Travel

July 4, 2025 Officers Brown and Bruce completed renewal certification training for Intoxilyzer on line.

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

Administrative Hours	42.5	
Arrest(s)		
Male		
Female		
Assist(s)		
Boardings		
Catch Inspections		
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Original		
Complaints		
Contacts		
Court		
Court Hours		
Dock Checks	1	
Follow-up(s)		
Follow-up Hours		
G/L Marine Patrol(s)		
Hours Worked	118	
Joint Patrol(s)		
Marine Time		
Meeting(s)		
Meeting Hours		
Paper Service		
PR Activities		
PR Activities Hours		
Snowmobile Patrol Hours		
Training(s)	3	
Training Hours	6.5	
Vehicle Mileage	1520	
Verbal Warning(s)		
Written Warning(s)		
Training/Travel		

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

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

Administrative/Reports		3
Hours		1.25
Assist Other		
Hours		
Court Cases		5
Hours		1.75
Property Checks		13
Hours		3.25
Screenings		89
Hours		16
Contraband		
Weapons		
Denials		
Surveillance		147
Hours		145.75
Training		
Hours		
Transports		
Hours		
Training/Travel		

Tax Office
Valerie Chandler

Tax Department July 2025 Monthly Report

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

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

***Recurring Duties and Accomplishments:**

1. Responded to inquiries and requests from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registrations
 - Certificates of Exemptions
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, Temporary Tribal Business Tax Licenses, and tax returns.
3. Continued to work with Enrollment to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area.
4. Completed and submitted the Tax Department monthly department report for June 2025.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Aki Maadiziwin Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 7 Certificates of Exemption:
 - Purchaser: 6 RTM 1 Tribe/Entity
 - Purchase Type: 5 Vehicle 1 Construction 1 Recreational Vehicle
9. Reviewed 40 Tribal Member address and/or name changes; 4 required updating of the RTM list and database.
10. Processed 0 Proofs of Residency.
11. Processed 1 Tribal W-4 form.
12. Processed 27 Motor Fuel Registrations.
13. Processed 5 reservations for the Aki Maadiziwin Community Center.

Recurring State of Michigan Department of Treasury Tribal Affairs Interactions:

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

Recurring Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Tax Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for August 2025 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,132 Trading Post Motor Fuel and Tobacco receipts for Tribal Member, Tribe, and Casino Resort purchases; flagged and corrected cashier errors as necessary.

Recurring Little River Casino Resort Interactions:

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

***Varied Duties and Accomplishments:**

1. Processed and issued 11 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Created a Temporary Tribal Business Tax License approval checklist and procedure in accordance with our Tribal Tax Ordinance and Regulations.
3. Worked with Family Services staff to provide copies of gift card receipts for transactions by clients at the Trading Post.

Varied State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Status of an RTM's 4013 claims
 - Direct deposit of quarterly tax sharing refunds
 - Verification of RTM data that was flagged in the transfer of Treasury's new electronic system

Varied Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices continue to fluctuate.
2. Worked with the c-store Manager to review tribal tax exemptions, and logging of purchases.
3. Worked with Trading Post staff regarding unlogged cigarette purchases due to the replacement of the computer at the registers and the Resort I.T. having to transfer data.

Varied Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video reviews from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.
3. Created a draft letter to send to tribal members with their new swipe cards explaining the cards and the process. Forwarded the letter to Resort staff for edits and comments.
4. Worked with staff to ensure all food trucks for the Beats & BBQ Fest are licensed to sell on property.

MACPRA / NAGPRA Related Interactions:

1. Continued to work with the Tribal Historic Preservation Officer in reviewing files and knowledge from time working in the department so that he can build a base of information and in locating particular documents.
2. Reviewed prior MACPRA meeting minutes and information in preparation for the monthly meeting.

Meetings / Trainings Attended During the Month:

1. Attended Annual Tribe/State Tax Summit via Zoom on July 10, 2025.
2. Attended monthly MACPRA meeting online on July 16, 2025.
3. Facilitated monthly virtual staff meeting on July 17, 2025.

Statistics:

Total Registered Resident Tribal Members (RTMs): 257

- Manistee County: 246
- Mason County: 11

Monthly Tax Revenue*:

*June 2025 amounts received in July 2025

- Retail Sales Tax (Gift Shop) \$1,685.12
- Retail Sales Tax (Nectar Spa) \$333.25
- Retail Sales Tax (Trading Post) \$2,595.91
- Service Tax \$589.20
- Admissions Tax \$1,910.53
- Lodging & Occupancy Tax \$16,482.34
- Food & Beverage Tax \$31,712.86

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

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

- Gasoline: \$0.474/gallon
- Diesel: \$0.491/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price
*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, nicotine products, etc.)

Tribal Historic Preservation
Corey Wells

Department - Historic Preservation Department

Department head and title - Corey Wells, THPO

June 2025 Department Report

1. Department Overview

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

2. Department reporting section.

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

Tribal Historic Preservation Officer accomplished the following during the month:

1. Responded as appropriate to nine requests from outside agencies (USDA, USFS & USPS) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Responded to one request for Emergency Review for Great Lakes Energy. These reviews stem from the Presidential Executive Order 14156, Declaring a National Energy Emergency, THP responded with an emergency provision response, asking the issuing agency to follow the appropriate 106 provisions for emergency reviews.
3. Attended a meeting with Michigan State University for collections search to identify collections that need to be returned to LRBOI.
4. Attended a meeting with University of Michigan for ancestor repatriation (13 ancestors).
5. Attended a meeting with Washtenaw County Medical Examiner for ancestor repatriation.
6. Responded to six requests for consultation including the Henry Ford Museum, Grand Rapids Public Museum, and the Chicago Field Museum
7. Worked with Family Services and Grants departments to develop a language camp contract.
8. Collaborated with landowner to potentially identify historical artifacts.

9. Continued to clean offices and file paperwork in THP.
10. Worked with IT to get access to THP files.
11. Conducted a 106 review on land in Baldwin that might be donated to LRBOI.
12. Met with landowner and did a land back ceremony and presented the landowner with the history of the property and surrounding land.
13. Worked on revising department goals.
14. Conducted work on the 2026 THP budget.
15. Submitted the language coordinator position to HR for posting.
16. Conducted ceremonies, and cultural guidance when asked.
17. Worked to update analog audio and video files to digital format.

The Language Coordinator accomplished the following during this month:

1. This position is currently vacant. (duties fulfilled by THPO)
2. Provided updates to the language website
3. Worked with brickhouse to formulate a plan to update website coding.
4. Provided questions for Language Coordinator interview in Anishinaabemowin.

Travel, training and budget expenses

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

WWTP
Gary Lewis

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

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater

Billing

Water	\$14,059.91
Sewer	\$33,444.04
Irrigation	\$4,311.13
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$13,795.33
Septage	\$12,165.36
Other	\$135.00
Month Total	\$85,980.10
Yr. to Date Water	\$86,365.20
Yr. to Date Sewer	\$169,761.73
Yr. to Date Irrigation	\$17,252.83
Yr. to Date Fire Suppression	\$56,485.31
Yr. to Date Manistee Township	\$100,734.38
Yr. to Date Septage	\$53,244.48
Other Revenue	\$3,629.79
Credit	
Yr. to Date Total	\$487,473.72

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 6,565,374**
 - b. Ave Daily Flow Gallons 211,786**
- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,795,446 Gallons**
 - b. Daily Average Gallons 122,433**
 - Effluent Gallons**
 - a. 3,718,006**
 - b. Daily Average Gallons 119,935**
 - Lagoon**
 - a. Influent 524,380**
 - b. Daily Average Gallons 16,915**
- 3. Septic Sewage**
 - a. 202,756 Gallons**

III. Travel/Trainings/Meetings

What: MTERA Board Meeting

Who: Gary Lewis

Where: Zoom

Sponsored by: MTERA

What: Leads Meeting

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

Where: Ogema Conference room

What: Interviews

Who: Various Hiring Teams, Diane Kerr, Gary Lewis

Where: H.R. Conference Room

What: Budget Meetings

Who: Diane Kerr, Gary Lewis

Where: Gov Center

What: Solar for All Meeting

Who: MTERA Staff, Woven Energy, Diane Kerr, Gary Lewis

Where: Zoom