

**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: June 18, 2025
Maanda Nji: Re: May Operations Report

LBR

We respectfully submit the May 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
May 2025

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

May 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.

c.

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. We will be working on required audit schedules and reconciling the general ledger in order to be ready for audit field work which is scheduled to start on July 8, 2025.

STAFF ACCOUNTANTS

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
 - ☐ There are some larger ones that still need to be scanned.
 - ☐ Started Cash Receipts Report – 2025
 - ☐ Feb, March & May are completed (no deposits in January, and haven't had time to do April)
 - ☐ Cash Receipts info for May:
 - ☐ Month of May total: \$444,724.12
- o General Revenue: \$391,914.36
- o Special Revenue: \$52,809.76
- o Total of 362 receipts.
- o Journal Entries:
 - ☐ Reviewed and Posted Journal Entries (have not done Journal Entries yet.)
- 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 runs when Judy processed them.
 - ☐ Temp Duties, while AP short-handed:
 - ☐ Per Cap Court Order Spreadsheet
 - ☐ GWE Check Register
 - ☐ Temp Duties, while Judy on FML:
 - ☐ Entered AP batches (reviewed and approved by Cindy)
 - ☐ Processed Checks (Cindy did Positive Pay when I processed checks)
 - ☐ Cardinal Health Online Bill Paying
 - ☐ Meetings attended:
 - o Met with Cindy, Judy, and Terri before Judy went on FML
 - o Asset conference Call (pre-Asset Training meeting)
 - o Staff Meeting – watched recording of May Staff Meeting

Payroll

Duties and Accomplishments –

1. Processed 621 payroll vouchers/checks.
2. Verified 25 PAF's this month which included 7 new employee(s), 0 Job Change/Transfer employee(s), and 6 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 5/2, 5/16 and 5/30.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.

10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

None

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 May 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 May 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 May and provided to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Prepared July per cap eligibility and provided to CFO for payment calculation.
10. Worked with HR to get vacant Payroll/Finance Clerk position posted.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Processing of July 1st per capita payment and necessary compliance reporting.
2. Hiring for vacant Payroll/Finance Clerk position.
3. Prepare for end of quarter tasks..

ACCOUNTS PAYABLE

In addition to tasks below, Accounts Payable processed 3,407 GWE checks from 7/18-5/31/2025.

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

Receiving

Duties and Accomplishments –

1. Received in 295 packages.
2. Issued 166 receiving reports.
3. Returned 4 item for credit.
4. Made deliveries.
5. 47 FedEx for mail clerk

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – shredding

Budget Coordinator

Duties and Accomplishments

- 1) Prepared thirteen agenda items for Tribal Council Meetings
- 2) Attended three Tribal Council Meetings
- 3) Attended two Agenda Reviews
- 4) Completed nineteen Budget Modifications
- 5) Completed zero Supplemental Appropriations
- 6) Prepared and submitted nineteen draw downs
- 7) Prepared and submitted ten financial status reports to agencies
- 8) Prepared and submitted one final report
- 9) Participated in TEAMS Employee Meeting on May 15, 2025
- 10) Participated in ASAP Training on May 29, 2025
- 11) Prepared draft 2026 budgets and emailed them to Directors on May 19, 2025
- 12) Reviewed, in detail, the Verizon phone bills. Deleted and/or suspended lines and changed fund assignments during the month of May in collaboration with Directors for a savings to the Tribe's monthly phone bill

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 May 2025 are \$616,258.71 compared to an annual budget of \$1,572,817. Total expenses for the Finance Division for year-to-date May 2025, represent 39.2% of the department's total annual budget.

Education
Yvonne Parsons

Education Department
Yvonne Parsons, Education Programs Coordinator
May 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 received \$250 toward driver's training, 2 students received school clothing assistance, 1 student received senior expenses/senior photos totaling \$199.47 2 students received a total of \$280.78, and 2 students received school clothing fund totaling \$1000
- **College Book Stipend:** 5 book stipends were processed in May, totaling \$2200 providing assistance to 4 students attending 4-8 credits, and 1 attending 9+ credits.
- **Educational Advancement Fund:** 1 student received \$300
- **Miscellaneous:** This month we held the third annual Family Jigsaw Puzzle Competition May 17, at Aki Maadiziwin Community Center. There were 20 participants attending the monthly activity event at the Community Center on May 21

Meetings Attended:

May 6 Meeting with MILEap Melissa Kiewswetter, Law Library, also attended Bill Willis, Jessica Steinberg, Tara Bailey, Janceen Coddery with Leads, Ogema, and

Budget Expense Justification

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

Enrollment
Diane Lonn

Enrollment Department

May 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
- 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 05/01/2025 through 05/31/2025.
- 178 Address changes from 05/01/2025 through 05/31/2025.
- Final rejection letters 2
- Final acceptance letters 6
- Final disenrollment certificates 0

- Provisional Rejection letters 4
- Provisional Postponed
- Provisional acceptance letters 5
- 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
- 4 Applications received as of 04/30/2025.
- List request of Membership 0
- Label request of Membership 0
- Statistical request – Tax Department; Payroll Department; Tribal Council

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 285
- PRC/EHAP 10
- Members Assistance 2
- Utilities 0
- Food Distribution 0
- Casino 3
- Family Services 7

- Tribal Council 0
- Natural Resources 0
- Education 0
- Gaming 0
- Work Force Development 4

Ordering/Correspondence

Enrollment verifications to other tribes 7

Sent out Per Cap Earnings information 65

3 Tuition Waiver Verifications

668 phone calls logged.

Total Tribal Members Living in:

9 County Area 1,599

Outside 9 county 2,265

Inside Michigan 2,550

Outside Michigan 1,314

Undeliverable Addresses 10

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

Facilities
Rusty Smith

2025 May 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 Maintenance Department provides custodial, building maintenance, groundskeeping, equipment maintenance, and fleet services.

The Maintenance Department personal positions include the Supervisor, Office Manager, two Maintenance Technicians, four EVS technicians and one Mechanic. The Workforce Development EVS Technician position ended in early May. One EVS Technician has resigned, we anticipate filling the vacant (fifth) EVS position in June.

For the month of May, the EVS Technicians provided cleaning services to six buildings, cleaning seven patient rooms, forty-five restrooms, nine lobbies, ten showers, multiple offices, and public areas on a day-to-day basis. Tasks include but not limited to vacuum carpets, wash windows, and doors, mop floors, clean counters, sinks, toilets, and mirrors. While staying active in their daily routines, EVS addressed one room reset at the Government Center and eleven pre-and post-event cleanups at Aki, excluding the kitchen.

The Automotive Mechanic completed fleet requests ranging from oil changes, brake service, and shock replacement. The Mechanic also works on small equipment, trailers, performs minor tractor repairs and services off road utility vehicles.

The Maintenance Technicians are responsible for the repair and upkeep of facilities and equipment. Their duties include performing routine maintenance, corrective maintenance, troubleshooting, and responding to work request.

Department Reporting Section continued:

PM and Work Request

	Govt. Center	Justice Center	Aki CC	FDC	NR	Gaming	Gathering Grounds	Utilities	Eastlake	Hackley
Routine Maintenance	1				1	1	1			
Predictive Maintenance	1									
Corrective Maintenance	4						1			1
Equipment Repair	1		2	1	2	1				
Inventory/Delivery			2	3		1		1	1	
Lockout/Key Service	2				1					
Event/Room Set Up	1									
General	5		2			1				
Building Repair Maintenance	3	1	3	1	1	1	1		1	
Plumbing			1							
Storage/Move Location	2									
Grounds	1			1	1		1			
First Aid Kit Inspection		2	1		1		NA	2		
Remodel	1			1	1					1
Fleet Service	2	6	1						2	
Special Events Stock/Restock			11							
Total Per Location	24	9	23	7	8	5	4	3	4	2

Resolved	16	8	16	5		3	1	3	4	2
Work In Progress	5	1	6	1	5	2	3			
Outstanding	1		1	1	3					
Pending	2									

On-Site Vendors

- Monthly pest control pm.
- HVAC PM
- Emergency generator service

III. Budget Expense Justification

- Phones \$188.00
- Supplies \$ 75.00
- Vehicles & Fuel \$729.00
- License Fees \$ 26.00

IV. Travel and Training

Not applicable

End of Report

Family Services
Janeen Codden

Department Report : Family Services
Case Worker : Stephanie Persenaire
Month : November 2017

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

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

Case Management

Total number living in homes served	5	4				2				6
Total number of Tribal Citizens living in homes served		3				2				6
Total number of descendants living in homes served		1								
Total number of children living in homes served	1	3				1				4
Total ICWA or ICWP where substance abuse is involved										
Child Abuse/Neglect	1	1				1				4
ICWA or ICWP referrals										
Sexual Abuse of a child	1					1				
Substantiated or Unsubstantiated by DHS		1								
Case Pending with DHS										
Relative placement										
Tribal Foster Home										4
Non-Tribal Foster Home										
Alternative placement										
Court appearances	1									
Home Visits	3	2								1
Case Reviews	3	0								
Binojeeuk										
Contacts with outside agencies	6	5			1					6
Contacts with LRBOI departments	4									
Tribal Elders										
Other referrals										
Monthly Totals	25	20			1	7				31

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

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana
I & R's					0	
Intakes					0	
Open Cases					7	
Monthly Totals					7	

	Case Management				
Total number living in homes served				18	
Total number of Tribal Citizens living in homes served				12	
Total number of descendants living in homes served				3	
Total number of children living in homes served				6	
Total ICWA or ICWP where substance abuse is involved				2	
Child Abuse/Neglect				2	
ICWA or ICWP referrals				2	
Sexual Abuse of a child				0	
Substantiated or Unsubstantiated by DHS				3	
Case Pending with DHS				0	
Relative placement				3	
Tribal Foster Home				0	
Non-Tribal Foster				0	
Home				0	
Alternative placement				0	
Court appearances				1	
Home Visits				15	
Case Reviews				1	
Binojeeuk				2	
Contacts with outside agencies				106	
Contacts with LRBOI departments				13	
Tribal Elders				0	
Other referrals				1	
Monthly Totals				190	

Wexford	Kent	Newaygo	Other
	0		
	0		
	1		
	1		

	3		
	2		
	0		
	1		
	0		
	0		
	1		
	0		
	1		
	1		
	0		
	0		
	0		
	1		
	0		
	0		
	5		
	1		
	2		
	84		
	4		
	0		
	0		
	106		

Monthly Site Dashboard Report

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

Date Report Generated: Jun 03, 2025

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
4	11	5	22

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

Prenatal	Postpartum	Father/Other	Infant/Child
4	5	0	7

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

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

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

Name	Total Visits	Form Type
	4	Prenatal Visit/Encounter Form
	7	Postpartum Visit/Encounter Form
	9	Child Visit/Encounter Form
	2	Fathers and Others Visit/Encounter
Total	22	

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

No data for this section

Open Referrals

Client	Client type	HSID	Referral Date	Referred To
	PostPartum Mother	LR22-0028-20	Oct 09, 2024	family doctor
	PostPartum Mother	LR22-0028-20	Jan 14, 2025	counceling
	PostPartum Mother	LR22-0028-20	May 13, 2025	doctor
	Father	LR24-0042-50	Jan 23, 2025	OBGYN
	Father	LR24-0042-50	Jan 13, 2025	Wife/significant other to OBGYN

Forms "in progress"

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



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
May - 2025**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	12
New Cases	8
Closed Cases	5
Referrals and Contacts Received	9
Client Face to Face Contacts	14
Client-related Phone, Email, and Text Contacts	219
Client-related Direct Service Units Provided by Advocates	612
Client-related Accompaniment Provided by Advocates	4

MEETINGS

Staff Meeting(s)	3
Program Case Reviews	0
Community Collaboration Meetings	3
Other Meetings	11

STAFF DEVELOPMENT/TRAINING

Virtual Training	3
In Person Training and Conferences	6
VSP Sponsored Training Events	2
Other Trainings	3

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	1
Community Table Events	2
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	318
VSP Presentations	0
Networking Activities	4
VSP Website Updates	0
Other Efforts	2

LRBOI Be Da Bin Behavioral Health Program May 2025 Report

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

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

Angela Schwandt has 44 clients (3 new and 1 discharged). She had 59 individual sessions, 22 follow up calls, and 2 hours telepsychiatry. She attended & assisted with the GONA (May 6&7) and had a work session with Tribal Council on the Pine Rest contract. She attended the following virtual trainings: Anishinaabeg Culture, Food as Medicine, 21st Century Ethics in Counseling, Postpartum traditions, and Zentangle.

Dottie Batchelder-Streeter currently has (36) 27 clients and 9 Recovery Support clients. She had 1 referral to an inpatient facility. Dottie had 23 individual sessions, and 52 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting on May 21, 2025; attended: Tribal VA Summit Planning committee (12); GONA (May 6 & 7), and took time off this month.

She continues to work on budget/plan for the State Opioid Settlement monies (putting into egrams). She has finished on the Native Connections requirements for year 5-policies and working on final Native Connections projects: GONA for May 2025 and LAMAR Billboards and adding some Wellness Walk and Michigan Indian Family Olympics planning. She spent a lot of time on the Native Connections Grant and the SOR4 Grant, with a Site Visit for the SOR4 on May 21, 2025, which passed.

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. Both of us attended the Monthly Staff meeting on May 19 for Family Services. Be D Bin hosted 1 suicide prevention training on May 29, 2025: Zentangle (20 attended).

Respectfully submitted,

A handwritten signature in black ink that reads "Dottie Batchelder-Streeter". The script is cursive and fluid, with the first name "Dottie" being the most prominent part of the signature.

Dottie Batchelder-Streeter

Members Assistance Department May 2025 Report

Phone Calls: 203

Office Visits: 15

GWE Applications processed to date: 4016

Catastrophic Disaster Applications processed to date: 14

Food Assistance: 10 Households

Low Income Energy: 11 Households

Elders Chores: 4 Households

Emergency Transportation: 1 Households

Rental/Mortgage Assistance: 6 Households

LIHEAP: 4 Households

Applications: 15 logged in as sent out

Forms previously used by Linda Wissner are still being evaluated and reimplemented into daily functions of Members Assistance that will assist in organizing and presenting accurate daily and monthly data. The Applicant File Check List will again be used in each file to assist employees to keep data in complete compliance.

We are currently working on applications dated May 12, 2025. With the addition of Robin Herr in the Members Assistance Department, we anticipate, after training, that the heavy work load in Members Assistance will be somewhat relieved both for the benefit of the employees and Tribal Citizens, as well.

Respectfully Submitted by Gina Crotteau, Members Assistance Program Specialist

Elder May Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
98	660
Hackley Congregate Meals	Take out
8	12

Bingo At Aki	Bingo At Hackley
0	8
Activities At Aki	Activity at Hackley
3	0

PO #	Distribution Code	G/L	Starting	Ending
250649	1010	5204	\$2052	\$48.00
250644	1010	5204	\$1363	\$42
250726	181	5202	\$632	\$350
250819	4583	5202	\$524	\$94
250923	4583	5204	\$5000	\$4784
250945	4583	5204	\$5000	\$3666

We hosted 2 different activities, and it had a small turn out. We are trying to find a way to entice attendance. The food prices are going up significantly. However, Orchard Market is open, and we are actively utilizing them! They are excited to be able to work with us for a 3rd year in a row! Not much of note is happening. With the high heat and humidity days we are working with maintenance to try and find solutions to the humidity and heat at Aki as it gets overwhelmingly hot and stuffy. The barn fan isn't much of an option as it just circulates hot air and the elders can't hear each other talk. We continue to hope for the Aki public seating area to have cooler air soon. The ice machine is down, and my program cannot spare funds to fix it.

Attendance is holding though dipping here and there as the nice weather means elders are on the move!

Food Distribution
Jamie Friedel



Food Distribution Program

May 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 36 Deliveries.

We received 4 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 5 new Households.

We have a total of 78 households with 124 total participants.

MEETINGS:

- Monthly Update Call with USDA/FNS
- Midwest Regional Conference call
- Midwest Regional and National Planning call

We are building garden boxes this month and with the Nutritionist starting in June we will be planting Garden beds. Planting some fresh herbs and other items to be able to distribute to our clients and to teach those who get involved how to garden and grow their own vegetables. We will hold gardening classes through out the month of June and July. Then, we will be doing some canning classes to show how easy it is to can and the nutritional benefits. In June we will be closing the last week of the month for a regional training for all crew members. The food distribution center has posted this for the last 2 months getting all our clients the opportunity to get their food early.

Supervisor
Food and Nutrition Center

Jamie Friedel

Grants
Jessica Steinberg

LRBOI Grants Department

Monthly Report of Activity – May 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 to find resources to supplant and support the objectives of the Little River Band of Ottawa Indians Strategic Plan, the goals of the Departments providing programs, services, functions, and activities to the members of the Band, and to assist in defining the programmatic requests served by grants.

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 should also align with the adopted LRBOI strategic plan, a document that should reflect Tribal priorities that best serve our members and reinforce the sovereign dominion of the Tribe's lands and governance. 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."

Projects, Tasks and Activities

Assigned tasks current funding opportunities: progress continues.

- Child Care Development Fund (CCDF):
 - The Grant Writer and Family Services Director have developed a proposal plan and continue work on finalizing budgeted activity to utilize previous appropriation under this fund.
 - LRBOI awaits an update on the status of a request to extend the deadline for expenditures from September 30, 2025, to September 30, 2026, for the funding year that remains unspent.
 - The plan document draft for the current appropriations is being amended a third time since the Grant Writer became involved in this funding source; discussions with Tribal Council continue. Working with the Family Services Director, Quality Initiative /Quality Assurance activity plans will focus on expenditures to support cultural activities and family engagement in the same. A draft plan is being created to spend funds on QI/QA activity including day camps, appropriate for the age and ability of the children with an opportunity to engage family members so all persons connect to the child can participate. Council has indicated that next steps are to bring the final proposal forward for adoption. The budget will include child care vouchers, though the focus will be to provide as many culturally based activities as possible before the end of the grant period.
- Research: Grants.gov and the Federal Register for applicable grant announcements. Grant announcements under the "forecasted" moniker, remain unfunded, and the announcements that funds are being

GRANTS DEPARTMENT REPORT – MAY 2025 CONTINUED:

appropriated to have an extremely short window for submission turnaround. The following have been forwarded to departments for consideration to submit for funding:

- DOJ/OVW Transitional Housing Program: this will allow for flexibility of the Victims Services Department to provide services to victims and survivors of domestic violence under a broadened scope of services. This opportunity does not require a tribal funding match, and the award maximum is \$500,000, the grant cycle is three-years.
 - DOJ/COPS Grant: this is an opportunity to apply for funding to support additional officers and training for the Public Safety Department. This opportunity would require a 25% tribal funding match and has a ceiling of \$125,000 for three years.
 - Tribal Historic Preservation: this is an opportunity to apply for funding to support the costs of transportation, and full repatriation of cultural artifacts and remains. This opportunity does not have a tribal funding match, has a funding ceiling of \$25,000 and a one-year cycle.
 - HUD Tribal formula-based Housing: this is being worked on by the Housing Department.
 - CCDF Tribal formula-based grant: this is the new 2026-2028 grant cycle model proposal. This is due July 1, 2025.
 - LIHEAP Model Grant: this is the FY 2026-2028 model grant submission due July 1, 2025. LRBOI will submit a 'cloned application,' that is, the FY 2025 Model plan submission that requested a raised benefit amount for eligible beneficiaries.
 - DOJ/OVW FY 2025 Grants to Improve the Criminal Justice Response Program; this opportunity does not require tribal matching funds and has an award ceiling of \$1 million for a three-year grant period. After review, this proposal will be reviewed for potential submission in FY 2026.
-
- The US House of Representatives has adopted “The One, Big, Beautiful Bill” to fund the federal government. The bill maintains several of the reductions in the President’s budget submission. The Senate will now take up the measure in reconciliation and the final impact of funding reductions will not be known until a final bill is adopted.
 - The Grant Writer participated in the monthly call with CCDF regarding updates to the program and technical assistance on 05/08/2025; the topics for this meeting were reviewing submission deadlines and managing stress in the workplace.
 - The Grant Writer attended the DOJ COPS Grant webinar regarding the COPS Program. This webinar is required for an agency to submit a proposal for these funds.
 - The Grant Writer attended the Department of Interior/Bureau of Indian Affairs Consultation session for the Midwest Region 05/29/2025. Consultation issues included DOI/BIA efficiency measures under Presidential EO 14210 and department reorganization under Secretarial Order 3429, Presidential EO 14156 reducing the comment period and response to NEPA and THPO requests under the energy production emergency, and budget reductions for DOI/BIA. LRBOI should submit written comments regarding these measures. Written comments are due July 7, 2025.

Respectfully Submitted,

Jessica Steinberg, Grant Writer

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: June 6th, 2025

Re: May 2025 Report of Activity – Tribal Health Services

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

CLINIC OPERATIONS: MANISTEE LOCATION

250 patients scheduled

15 patients NO-SHOW to scheduled appointments

7 patients provided SAME DAY appointments for emergent matters**

66 cancelled appointments

176 patients attending CLINIC PHYSICIAN appointments**

40 patients PHONE TRIAGE**

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

55 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MAY (Total Patient Volume): 769

Diabetic patients: 67

Flu Vaccines: 0

Injections: 25

Nursing Visits: 4 **

On-site Labs: 150

COVID-19 Tests: 1

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 872

DIRECT CALLS TO CLINIC OPERATIONS: 480

SENT FAXES: 148

RECEIVED FAXES: 429

TRANSPORTS - MANISTEE 10

MAY 2025

TRAVEL HOURS: 14

SERVICE HOURS: 11

NUMBER SERVED: 10

MEDICATION DELIVERIES: 6

TRAVEL HOURS: 2

SERVICE HOURS: 1

NUMBER SERVED: 6

TOTAL TRAVEL HOURS: 16

TOTAL SERVICE HOURS: 12

TOTAL NUMBER SERVED: 16

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

CLINIC OPERATIONS: MUSKEGON LOCATION

185 patients scheduled

10 patients NO-SHOW to scheduled appointment

19 patients provided SAME DAY appointments for emergent matters**

56 cancelled appointments

33 clinic referrals – requiring action by Providers and Staff

138 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 54

Flu Vaccines: 0

Injections: 20

Nursing Visits: 1

On-site Labs: 71

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 203

TRANSPORTS - MUSKEGON: 6 MAY 2025

TRAVEL HOURS: 11

SERVICE HOURS: 8 ½

NUMBER SERVED: 6

MEDICATION DELIVERIES: 1

TRAVEL HOURS: ¾

SERVICE HOURS: ¼

NUMBER SERVED: 1

TOTAL TRAVEL HOURS: 11 ¾

TOTAL SERVICE HOURS: 8 ¾

TOTAL NUMBER SERVED: 7

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$88,500

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1639

TOTAL PRC PAID IN MAY: \$36,858.28

PHARMACY/OTHER: \$26,417.38

DENTAL: \$9,729.50

TOTAL PATIENTS: 206 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 425

TOTAL CLAIMS ENTERED: 318

TOTAL PRC PAID 2025: \$235,267.00

TOTAL EHAP PAID IN MAY: \$51,631.06

TOTAL EHAP PAID 2025: \$205,379.19

TOTAL ENROLLED EHAP/LRBOI: 1274

NEW APPLICATIONS MAILED OR GIVEN: 11

REASSESSMENTS MAILED OR GIVEN: 53

MEDICARE LIKE RATE (MLR) Savings for May 2025

Claims submitted:	26	\$34,858.61 (total submitted)
		<u>-\$7,299.72 (what we paid)</u>
		\$27,558.89 (total savings)

PHARMACY, MANISTEE:**MAY 2025**

Active patients:	370
Prescriptions filled:	1640
Receipts:	
Insurance payments received:	\$205,452.94
Non-member cash/copays received:	\$781.49
Less acquisition cost of medications:	\$77,132.08
Net profit:	\$129,102.35
PRC-equivalent write offs:	
LRBOI:	\$22,219.45
Other Tribes:	\$1,431.3
TOTAL:	\$23,650.75

PHARMACY, NORTON SHORES:**MAY 2025**

Active patients:	176
Prescriptions filled:	820
Receipts:	
Insurance payments received:	128,617.03
Non-member cash/copays received:	\$77.99
Less acquisition cost of medications:	\$30,646.87
Net profit:	\$98,048.15
PRC-equivalent write offs:	
LRBOI:	\$9,435.54
Other Tribes:	\$346.55
Total:	\$9782.09

2025 Health Services Department - Manistee Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visits**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	261	25	67	3	172	29	579	376	88	71	9	16	2	151	7	962	333	-	164	399
February	253	31	81	5	146	41	742	552	78	53	4	15	3	126	9	953	662	3	163	361
March	291	13	96	13	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																				
June																				
July																				
August																				
September																				
October																				
November																				
December																				
Totals	1,055	84	310	28	689	146	2,889	2,041	302	267	13	79	13	624	22	3,800	1,970	6	644	1,628

** Denotes total included in Total Patient Volume

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

2025 Health Services Department - Harvey Location

Clinic Operations

2025	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone 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	28	-	-	-	-	70	-	186	-	-	-
February	133	4	45	7	91	41	684	552	78	23	-	-	-	-	42	-	240	-	-	-
March	154	4	36	9	123	36	724	564	28	38	-	-	-	-	54	3	240	-	-	-
April	185	10	56	19	138	40	728	549	33	54	-	-	-	-	71	2	203	-	-	-
May																				
June																				
July																				
August																				
September																				
October																				
November																				
December																				
Totals	600	22	169	38	447	146	2,636	2,041	227	143	-	30	2	237	5	203	666	-	-	-

** Denotes total included in Total Patient Volume

NOTE: Telephone & Chart Reviews include both Maristree & 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 May 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

Mike Pannill – Housing Maintenance Technician

Jim Stuck - Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

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

Lease renewals due during the month: 6

Leases renewed: 9

New leases: 1

Annual Inspections: 6

Move-out Inspections: 0

Move outs: 0

Transfers: 0

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

Applications received this month: 1

Total Number of Awards made during the Year: 4

Total Amount of Awards for the Year: \$13,233

C. The Homeowners Assistance Fund received 1 new application this month, 0 denial. The program has been in assistance since 2022 and a remaining balance of \$7183.88.

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

E. May 26-29th was the NAIHC Annual Convention in Los Angeles, CA and this year, the Housing Department sent Housing Commissioner, Teresa Callis to the convention to network, gather information and learn more about housing; instead of a housing staff member going.

F. May 27th was the start of the spring clean up for the AKI community, this year it took three full dumpsters to remove all the extra items that residents threw out.

G. 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.

- H. The IHBG award letter came in May from HUD for our 2025 IHBG in the amount of \$500,444. This is an increase of \$179,342 as we were only expecting \$321,102 for award in 2025. The estimated amount at this time for IHBG 2026 is \$596,887. This is expected to be accepted by TC in the early part of June. The Housing Director will be submitting an amended Indian Housing Plan for 2025 to show activities for this additional amount received.
- I. 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 street lights 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. Steve Parsons thinks we can get it done with BIA funds as the overall project may cost about \$200,000 but we are still waiting on a proposal from C&I electric to do the work.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 11
- B. Termination Notice(s) issued: 7
- C. Notice(s) to Vacate or Renew: 2
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Maintenance currently has 1 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 83 were rented giving us an occupancy rating of 99%.

- A. Aki has 58 income based rental units of which 57 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 30 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 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
June 6, 2024

Human Resources
Alicia Knapp



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

To: Ogema Romanelli
From: Alicia Goff
Subject: May 2025 HR Department Report
Date: 06/06/2025

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 five 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 nearing a decision now by the end of May, Don went before Council but was not approved. Don has done great work here, back to drawing board. Also still working on HRIS so HR may move into the 21 century. Still in the process of but getting closer to rollout. This will help us to get back to be more efficient, reducing the amount of paper we touch and streamlining all processes from benefits, job descriptions, talent acquisition, performance management-evaluations, training-development and so much more. We have been working on BambooHR implementation since coming back after break and now the time is near. HR is still working on to put final signed Job Descriptions on L: drive and Midpoint was reviewed, 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. Employee manual updates were released and signed off in an employee meeting and signed acknowledgement is in most employees files.

Talent Acquisition for May-

- (1) Number of Hires During the Month: 8 NP Seasonal Fisheries Technicians - NRD.
- (2) Number of Open Positions: May had 13 postings up are currently. Current postings 13 FT position were posted/reposted, 4 are currently in the selection process with interviews were scheduled for 3 positions and 4 positions had interviews that took place. There were 3 offered - 3- accepted. NRD FT NP with July start. May held at least 8 starting NRD Seasonals, all were on board by the end of May. 3 positions are scheduled for a June start - 1 TM Family Services - Members Asst. - 1 TM Clinic, 1 NA - Food Distribution. The remaining open posted positions are in review and selection Wildlife Technician is drawing much interest selection now May and interviews probably by mid-May - offer was accepted, see above. Some changes for efficiency and results are being considered, like moving most talent acquisition duties to HR Specialist. Continued focus on improving coordination between Hiring Manager, Candidate and HR. 1 term - IT retirement (NP).

(3) Applications have picked up but with the seasonal positions that is expected, but on-line usage of application has been consistently upticking—LRBOI was down from our on-line application, applicants have been processed from Indeed postings, most of the remaining were not completed submissions according to our requirements. Utilizing at times LinkedIn, Indeed, NNAHRA, MIETS, and other sites. Hopefully changes to selection process to be looked at for improvement to move forward. Bamboo HR will be an asset to this process and has started to be. Allowing applications to come in faster and ability to receive so many more applicants for each posting thus far. HR is looking forward to streamlining the process and making us more open to other projects, expected implementation date is moved to June and trial runs are being made to insure success, combating any hiccups that may result. I believe all hiring managers will be onboard with the change after trying it.

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.

(4) HR Department Development Initiatives:

- a) HR training has been pretty much put to the wayside except for BambooHR setup, implementation. So many areas of HR to put in place the BambooHR way. Don and Mindi have worked hours to make sure in implementation will move forward to usage. It is a fine dance to make it work for our HR paperwork, processes and procedures.
- b) Regular training has been down a bit, HR has 24 hours of mainly on-line training activities. No other department has submitted any training hours for the month of May.
- 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.

Reported Training and Development hours totaled: 30 hrs.

5) Benefits and HR Administration

- a) Continued working to improve benefit processes. New packet developed for new hires and is found on L:drive for all other employees to access.
- b) 2 currently on FMLA, 2 processed for later date. 3 - IFML continuing one until end of May, one continuing until end of July and one may change to FMLA. 2 will return by the end of May.
- c) 401k Loan activity has been consistent up 3-4 at times per month.
- d) Continued processing new hire insurance enrollment on-going with new hires being on-boarded.
- e) HR has the 2025 calendar from the advisors, usually last Thursday of the month.
- f) Processed insurance benefit plan check requests as our monthly duties continue.

6) Safety

- a) Continued COVID-19 support and tracking - this has been sunsetted so now employees will use other available leave to replace missing time.
- b) Recordable Injuries: 0
- c) Near Miss/1st Aid:- 0 near misses.

7) Tribal Preference Report

Preference Report for May 2025 –

Employee Count by Preference for May

118 Tribal Members - no change	51% (51.1%) of Tribal Government Workforce
07 Native American - no change	3% (3.0%) of Tribal Government Workforce
12 Tribal Descendants - no change	5% (5.2%) of Tribal Government Workforce
14 Tribal Spouses - no change	6% (6.1%) of Tribal Government Workforce
No data on Tribal Parent(s) found	0% in Tribal Government Workforce

Preference for May 2025 – no change in total, but with NP increase a change in %.

Total preference = 151 - no change in total 65% (65.4%) down approximately 2% due to Seasonals.
Non-preference = 80 – +7 overall (8 hired, 1 Term) 35% (34.6%)

Total of all employees 231– Overall workforce in May 2025 - 7 overall gain.

Looking forward to June with at least 3 preference starts to bring total up. August will bring a number of Seasonals departing.

Regards,

Alicia Goff

HR Manager

Regards,

Alicia Goff - HR Manager

**Information Technology
Vacant Director**

INFORMATION TECHNOLOGY DEPARTMENT
MONTHLY REPORT
MAY 2025

Duties and Accomplishments:

1. Preparing for 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 for scheduled hearing(s).

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. 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 and preparation
9. Migration to Veem Cloud Connect with Elevate
10. Windows 11 upgrade
11. Evaluation and recommendations for internal IT structure modifications

Help Desk Tickets:

97 tickets opened, 83 have been closed, 7 are assigned and being worked on, 5 are awaiting input from outside IT, 2 are on hold.

Meetings Held/Attended:

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

Trainings Attended:

Kaseya Connect 2025, Las Vegas

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: June 6, 2025
Re: May 2025 report of activities

Number of tribal members assisted on new issues	72
Number of referrals received	1
Number of continuing cases:	39

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Driver's License
Wills	Legal Separation
Trusts	Eviction
Estate Planning	Conservator - Minor
Medical Power of Attorney	Medicaid
Bereavement	Employment Separation Agreement
Power of Attorney	LLC
Amend Estate Planning Documents	Transfer Jurisdiction
Guardian – Adult	Vehicle Warranty
Funeral Representative	Child Support Arrearages
Amendment of Trust	Grandparent Visitation
Civil	QDRO
Unrecorded Deed	Probate Estate
Probate Estate – Out of State	DNA
Criminal	Adoption - Minor

Name Change – Adult
Adjournment of Hearing
Post Divorce Matters
Used Vehicle
Payroll Withholdings Not Submitted
Voluntary Commitment
Lady Bird Deed
Bankruptcy
Telephone Bill
Central Registry Clearance
Medicaid Spend Down
Service of Civil Documents
Objection to EDRO signed by Tribal Court
Show Cause for Contempt
Storage Unit
Maiden Name

Show Cause
Adoption- Adult
Parenting Time
EDRO
PPO Objection
PPO
Garnishment of Tax Returns
Subpoena
ICWA
Paternity
Guardian Ad Litem
Ex-Parte Order
Tax Forfeiture
Prenuptial Agreement
PPO Violation
Birth Certificate

Sample of Work Performed:

Assisted a tribal member file for a PPO when their spouse was arrested for domestic violence

Assisted a tribal member file to reduce their child support arrearages

Assisted a tribal member obtain a legal separation

Assisted a tribal member change their name

Attended

Probate and Estate Planning Conference

Natural Resources
Frank Beaver



**Gaá Čhíng Zíibi
Daáwaá
Aníshinaábek**

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

**May 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
- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Monitored reporting requirements for inland and great lakes fish harvest and permits.
- Completed 2025 walleye permitting season documentation and reporting
- Reported to LRBOI Public Safety Department, Conservation Enforcement on missing harvest reports and unreturned harvest permits.
- Implementation of the Fisheries Division work plans.
-

Equipment maintenance/Field Work/Lab Work:

- Nmé, Lake Sturgeon:
- Assisted with placing Observe Don't Disturb sturgeon signs with USFS on 5/2
- Partner communication with USFWS/GVSU for sturgeon habitat work on Muskegon/Manistee Rivers
- Partner communication with USFWS for coordinated larval drift assistance
- Larval drift prep week of 5/12
- Manistee River adult sturgeon monitoring below Tippy Dam.
- Sturgeon Drift started 5/19 continued through end of May
- SRF setup and operating 5/15
- Operation of SRF with larval fish coming into the facility 5/19
- Sturgeon streamside rearing video on Great Lakes Now PBS show coordination.
- PIT antenna monitoring
- SRF food order received for rearing season
- Inland Fisheries:
- Maintained operation of remote-site incubators in North Branch Manistee River in anticipation of Arctic Grayling egg stocking
- Stocked remote-site incubators with Arctic Grayling eggs on 5/12, 5/20, and 5/27
- Maintained/monitored incubating Arctic Grayling eggs until hatched
- Finished 2025 walleye permitting season documentation and reporting
- Great Lakes Fisheries Assessment Program:
- Assessment net tying and gear preparations.
- Lake whitefish diet collections for GLFT thiaminase project – trawl, ponar, minnow traps (Arcadia/Manistee)
- LWAP fish community assessment (Muskegon) 5/5-5/8
- LWAP fish community assessment (Manistee) 5/13-5/15
- LWAP fish community assessment (Ludington) 5/19-5-21
- Lake whitefish diet collections for GLFT thiaminase project, 5/22-5/23
- Juvenile coregonine beach seining (Bridge MI reporter and photographer) 5/28
- Ottawa area career line tech beach seining demonstration (Muskegon) 5/29
- Juvenile coregonine beach seining
- Stereo-camera set-up and preparation for deployment

Meetings/Training/Travel/Conference Calls

- Arctic Grayling, coordinated stocking evaluation meeting, virtual (5/2)
- Arctic Grayling stocking evaluation meeting with partner agencies Virtually (5/2)
- Grayling celebration preparation meeting (5/6)
- On-site interview with Strong Tower Radio for Arctic Grayling reintroduction outreach (5/7)
- Michigan Arctic Grayling Initiative, Steering Committee meeting, virtual (5/7)
- Great Lakes Fisheries Assessment LWAP (Muskegon) (5/5-8)
- Michigan Arctic Grayling Celebration, egg exchange, Oden State Hatchery, Allanson, MI (5/12)
- Tributary whitefish check-in meeting, virtual (5/12)
- NRD LEADS meeting (5/14)
- LRBOI Staff meeting (5/15)
- Bid review, NRD bottled water, Purchasing, Gov Ctr. (5/15)
- Arctic Grayling egg pickup, Oden State Hatchery (5/20)

- Arctic Grayling egg pickup, Oden State Hatchery (5/27)
- SRF tour, Manistee HS (5/28)
- NRD Lead, Sturgeon SRF tour- On-Call Policy Discussion (5/29)

<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

vacant – 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.
- Conducted interviews and made offer for permanent Wildlife Technician position.
- Brought on and oriented seasonal technicians.
- Reached out to partners on turtle conservation.
- Worked on Michigan American marten white paper review.
- Contacted partners to schedule field work, including surveys of wood turtles, Massasauga rattlesnakes, and box turtles.
- Completed physical for wildland firefighter certification.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Collected sd cards from marten den box camera monitors
- Pulled invasive garlic mustard on tribal properties
- Built and deployed 20 hemlock woolly adelgid (HWA) eDNA monitoring stations on tribal parcels
- Collected and replaced slides on HWA monitoring stations
- Conducted Eastern Massasauga Rattlesnake surveys on Manistee National Forest in conjunction with Forest Service
- Collected sd cards from wetland restoration camera monitors
- Surveyed Pine River for wood turtles and wood turtle nest sites
- Began annual box turtle nest survey and protection efforts, morning and evening

Meetings/Training/Travel/Conference Calls

- Partners for Fish and Wildlife regional FWS meeting, including showcase of Griffith wetland restoration (5/14)
- Seasonal technician registered pesticide applicator training at Sleeping Bear Dunes National Lakeshore (5/20-5/22)
- Site visit for autumn olive removal (5/29)

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

- Ordered training for Drone Activities
- Completed 128a Q1 report for EPA
- Made corrections to BIL 128a workplan and quarterly report.
- Began an SOP for drone operation and maintenance.
- Organized Q1 work and reports

Field Work and Equipment Maintenance

- Went to Ludington to verify and document sunken boat removal
- Informal survey at Blue of chemicals and Brownfield related conditions.
- Policed 9th Street parking lot for solid waste.
- Responded to a complaint from a tribal member and went to Custer for documentation and cleanup activity.
- Light cleaning of EPA Truck

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

- Informal NRD huddles.
- Michigan Tribal Environmental Group meeting on May 1.
- Meeting with Brownfield Project Officer (EPA) on May 14.
- Staff Meeting on May 15.
- Bridge the Gap - Measuring Trends When NAICS Codes Change on May 15.
- Region 5 Land Call on May 21.

Water Program (106 and 319)
Administration Reports/Data Entry

- Continued work updating 319 Management Plan
- Updated and completed WQ QAPP to be signed for approval.
- Got QAPP signed.
- Organized and switched over documents and data from the drive to SharePoint.

Field Work and Equipment Maintenance

- Added sampling sites and coordinates to YSI Multiprobe.
- Calibrated YSI Multiprobe
- Arctic Grayling RSI check on NBMR
- Water quality sampling on stream, river, and lake sites (17 sites)
- Macroinvertebrate sampling on lake and stream sites (9 sites)
- Zooplankton sampling on lakes (6 sites)
- Download, removal, and batter replacement for hobo loggers.
- Bring macro samples to GLEC and send out zooplankton samples.
- PM turtle survey

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

- 5/1/2025: Region 5 Tribal Operations Committee (RTOC) Meeting
- 5/1/2025: Water Quality QAPP meeting with EPA
- 5/6/2025: Michigan Tribal Environmental Group Meeting
- 5/12/2025: Arctic Grayling Transfer Ceremony
- 5/15/2025: LRBOI Monthly Staff meeting
- 5/20/2025: Region 5 tribal water division call
- 5/21/2025: Onsite Septic Systems and replacement loan program webinar
- 5/21/2025: Complying with EPA Grants Webinar
- 5/22/2025: Claybanks creek at pine creek road culvert meeting

Air Quality Program (Funded by EPA CAA 103)
Administration Reports/Data Entry

- Completed T640 Multipoint Worksheet for monthly check.

Field Work and Equipment Maintenance

- 05/01/25: Ozone Biweekly Multi-check
- 05/14/25: Ozone Biweekly Multi-check
- 05/19/25: Ozone, T640 and Met audits
- 05/27/25: Ozone Biweekly Multi-check
- 05/27/25: T640 and met multi-checks

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

- 05/15/25: Monthly Staff Meeting (virtual)
- 05/19/25 – 05/23/25: National Tribal Forum on Air Quality 2025 (virtual)
- 05/28/25: R5 Air Monitoring Monthly Meeting (virtual)
- 05/29/25: Region Monthly Tribal Air Call (virtual)

Wetlands Program (Wild Rice)
Administration Reports/Data Entry.

- Completed resume reviews for Invasive Seasonal Technician positions.
- Maple River project tasks: processed check requests for CMU invoices #6 & 7; drafted Tribal Council work session, agenda request, and draft resolutions for two NOAA grant applications.
- Submitted new requisition for 2025 encumbrance for Science Museum of MN sedDNA contract.
- Began resume reviews for Wildlife Technician position.
- Began creating Survey123 form for floristic inventory.
- Began reviewing Line 5 Threatened Endangered Mitigation Plan.

Field Work and Equipment Maintenance

-

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

-

Water Program (106 and 319)
Administration Reports/Data Entry

- Completed reporting for PPG semi-annual report #1.
- Began working on QAPP edits addressing final round of comments from EPA.

Fieldwork and Equipment Maintenance

-

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

-

Great Lakes Policy Program

Administration//Reports/Data Entry

- CSMI review
 - Lake Huron Cooperative Science and Monitoring Initiative (CSMI) planning guidance ---- Working Version
- Enbridge Line 5 Tunnel draft EIS

Field Work and Equipment Maintenance

- Box Turtle Surveys

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

- Region 5 Tribal Operations Committee (RTOC) Meeting (5/1/25)
- Tribal-EPA Mining Call (5/1/25)
- MCD Meeting w/ Tyler Dula (5/1/25)
- MCD Meeting w/Eric and Katie (5/2/25)
- MTEG 2nd Quarter Meeting (5/6/25)
- Muskegon Lake Watershed Partnership Meeting (5/6/25)
- Enbridge Line 5 Tunnel - Ethnographic Study Meeting (5/7/25)
- Personal Vacation (5/6/25-5/14/25)
- FW: GLWQA Annex 2 Lake Huron Partnership Management Committee Meeting (5/14/25)
- Lake Michigan Partnership WG monthly call (5/14/25)
- LRBOI March staff meeting (5/15/25)
- Tribal mining call (5/15/25)
- MCD meeting w/ Eric (5/19/25)
- Region 5 Tribal Water division call (5/20/25)
- MCD Board Meeting (5/20/25)
- DAR/MCD Personnel Cmte Call (5/21/25)
- Lake Huron Partnership Meeting (5/22/25)
- Lake Huron Habitat/ Species Subcommittee Meeting (5/22/25)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

May 2025

Steve Parsons

Meetings/Conferences/Trainings

- On May 7, 2025, I participated in a virtual meeting with Ken Ockert (GTEC) to discuss the status of our BIA Road Construction projects for 2025. A status update on the projects is contained later in this report.
- On May 20, 2025, I attended a site visit/meeting at the Food Distribution Center (Commodities Building) to discuss an issue involving the electric meter from Consumers Energy that was servicing three separate buildings. A more detailed update of the situation is contained later in this report.
- On May 21, 2025, I attended a meeting with Housing Department staff and Scott Buzzell from C&I Electric to discuss a proposed Light Mapping Project for the street lights at Aki Maadiziwin. A more detailed update of the situation is contained later in this report.

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.
 2. **Extension of Sugar Shack Road:** This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.
 3. **Tribal Cemetery Road:** 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. I will 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.

5. US-31 Roundabout Project: The construction portion of this project was finished in October 2022. This year's activity will include the repair or reinstallation of irrigation systems (for the Little River Casino Resort and the Little River Trading Post) that were damaged during the initial road construction in 2022. Unfortunately, this did not happen in 2023, 2024, or at any point after the conclusion of the Roundabout Project.

Additional Activities

- Consumers Energy Metering Issue: Sometime during the month of May 2025, it was discovered that a Consumers Energy electric usage meter, located near the road that runs behind the LRCR near the entrance to the employee parking lot, was measuring electric power usage for three separate buildings: the LRCR warehouse; the wastewater treatment plant; and the food distribution building. The electric bill being determined by that meter was being sent to the LRCR for payment, when two of the buildings on the bill were owned by the Tribe. I was asked by the Ogema to help get this sorted out.
A meeting was held on May 20, 2025 to discuss the situation and after the meeting a tentative plan was proposed. Shortly after that, I was informed that Michael Burmiester, LRCR Facilities Director, was moving forward with a plan to install two additional electrical meters on the two tribal buildings that would allow for separate measuring of power usage by Consumers for each of the three buildings. The cost to complete this plan will be paid for by the LRCR.
- Housing Department Aki Street Light Mapping Project: Over the past 6-7 years, the street lights at Aki Maadiziwin have been periodically failing. C&I Electric has been repairing the lights as needed on a case-by-case basis. In an attempt to develop a more permanent solution to resolve the issue, Scott Buzzell, CEO of C&I Electric, is proposing a plan to reinstall the underground wiring circuit that connects all the street lights. I was part of that discussion as the possibility exists that we could use BIA Roads maintenance funding to pay for a portion of the costs. I am currently waiting for a response from our BIA Roads Point-of-Contact in regard to the use of BIA Roads maintenance funding.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	8
City Assist	4
County Assist	8
Medical Assist	2
MSP Assist	3
Other Calls for Service	1
Property Checks	501
Suspicious Person	1
Suspicious Situation	5
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	
Accidents	8
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	
Expired License Plate	1
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	1
OUID	1
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	52
Unsecured Vehicle	
Verbal Warning	30
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	3
PPO Served	1
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	1
Arrest	11
Assault	2
B&E	
Bond Revocation	
Child Abuse	1
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	
CSC	1
Death	
Disorderly	2
Domestic Disturbance	7
Drive-Off	1
Drug Violation/VCSA	7
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	2
Fraud	2
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	1
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	2
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	1
Noise Complaint	
Obstructing Justice	2
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	8
Public Peace	
Resisting	1
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

1

Unwanted Subject

3

Miscellaneous

Administrative Hours

228.5

Alarm

1

Attempt to Locate

2

Boat Dock Checks

Casino Hours

181.5

Civil Standby

Community Policing

3

Court Hours

0.5

Death Notification

Drug Disposal

Follow-Up Investigations

11

Found Property

2

Lost Property

Meetings Attended

Open Door

1

Open Window

PBT

Special Detail

2

Suicidal Subject

1

Total Complaints

70

Total Reports

70

Training Hours

33.5

Transport

1

Trespassing

1

Tribal Council Meetings

Vehicle Mileage

4065

Voluntary Missing Adult

Training/Travel

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

Administrative Hours		174.25
Arrest(s)		
Male		
Female		
ATV Patrol Hours		
Assist(s)		10
Assist Hours		12.75
Citation(s)		7
Civil		5
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints		18
Contacts		551
Court		2
Court Hours		1.5
Follow-up(s)		3
Follow-up Hours		4.5
Federal Citation(s)		
Hours Worked		418.25
Joint Patrol(s)		
Marine Time		
Meeting(s)		2
Meeting Hours		2
Paper Service		
Possible Trespass		
PR Activities		4
PR Activities Hours		8.5
Property Checks		141
Snowmobile Patrol Hours		
Training(s)		13
Training Hours		50.5
Vehicle Mileage		2797
Vehicle Stops		8
Verbal Warning(s)		3
Written Warning(s)		

Training/Travel

May 7, 2025 Officers Brown, and Gunderson attended Close Quarters Breaching at Justice Center.
May 14, 2025 Officer Johnson-Cook completed Security Awareness Training online.
May 15, 2025 Officers Bruce and Johnson-Cook completed CPR and AED training at Justice Center.

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

Administrative Hours	39.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	2
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	156
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	1
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	7
Vehicle Mileage	1655
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

May 6-8, 2025 Lt Robles attended Great Lakes Homeland Security Conference in Grand Rapids, MI.
May 7, 2025 Officer Brown attended Close Quarters Breaching at Justice Center.
May 19-22, 2025 Officer Brown attended Decoy/High Stress Scenario training in Marshall, MI.
May 26-30, 2025 Officer Brown attended MTOA in Mt. Pleasant Mi.
May 15, 2025 Lt Robles and Officer Brown attended CPR & AED training at Justice Center.

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

Administrative/Reports		
Hours		
Assist Other	1	
Hours	0.5	
Court Cases	5	
Hours	3.75	
Property Checks	12	
Hours	4.25	
Screenings	104	
Hours	18.25	
Contraband		
Weapons		
Denials		
Surveillance	134	
Hours	122.25	
Training		
Hours		
Transports		
Hours		
Training/Travel		

Tax Office
Valerie Chandler

Tax Department May 2025 Monthly Report

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

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

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registrations
 - Certificates of Exemptions
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for the Aki Maadiziwin Tribal Community Center
 - Copies of 1099s and per capita related items (direct deposit and/or withholding) – these are forwarded to Accounting and Enrollment respectively
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 April 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 3 Certificates of Exemption:
 - Purchaser: 3 RTM 0 Tribe/Entity
 - Purchase Type: 3 Vehicle 0 Construction 0 Recreational Vehicle
9. Reviewed 23 Tribal Member address and/or name changes; 4 required updating of the RTM list and database.
10. Processed 2 Proofs of Residency.
11. Processed 3 Tribal W-4 forms.
12. Processed 7 Motor Fuel Registrations.
13. Processed 4 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 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 June 2025 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,847 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 April 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 3 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Worked with the newly hired Tribal Historic Preservation Officer in reviewing files and knowledge from time working in the department to help build a base of information and in locating particular documents.

3. Submitted a request for the Community Center heating/cooling to be addressed after receiving several concerns of it being too hot in the building. Also requested a replacement cigarette receptacle due to the deterioration of the one on-site and for the ice machine to be inspected and cleaned.
4. Submitted a request to coordinate a supply storage area at the Community Center for a department that frequently hauls supplies there for activities and events.
5. Met the Tribe's IHS Environmental Health Specialist for an on-site food vendor inspection. Exchanged contact information and was made aware of the types of services available.
6. Completed and submitted the Tribe's 1st quarter tax sharing return to the State Treasury.

Varied State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Tax exemption on off-road diesel fuel

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, logging of purchases, set up of new employees in the cigarette computer database, policies and procedures and answering any questions for new employee onboarding.

Varied Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video reviews from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Corresponded with Human Resources to verify employees and ID numbers that were recorded on fuel logs incorrectly.
3. Corresponded with appropriate staff in regards to a food truck being on site and ensuring a health and safety inspection could be performed.
4. Corresponded with audit staff regarding signature requirements on employee and tribal receipts from the Trading Post due to some confusion amongst government employees.
5. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise. This was reviewed with several staff due to a change in staffing at the Resort.

MACPRA / NAGPRA Related Interactions:

1. Corresponded with University of Michigan, MACPRA and NAGPRA representatives in regards to ancestral remains and proposed consultations for repatriation.
2. Shared MACPRA and NAGPRA documents and meeting materials with Tribal Historic Preservation Officer to catch him up on current issues as well as State and Tribal responses / stances on particular items.

3. Attended and provided feedback at the online quarterly MACPRA meeting, representing LRBOI in regards to ancestral remains, artifacts, discoveries reported, proposals, and other related issues.

Meetings / Trainings Attended During the Month:

1. Attended Gathering of Native Americans (GONA) conference at LRRCR on May 6 and 7, 2025.
2. Facilitated monthly virtual staff meeting on May 15, 2024.
3. Attended MACPRA monthly meeting online on May 22, 2025.

Statistics:

Total Registered Resident Tribal Members (RTMs): 262

- Manistee County: 251
- Mason County: 11

Monthly Tax Revenue*:

*April 2025 amounts received in May 2025

- Retail Sales Tax (Gift Shop) \$1,312.38
- Retail Sales Tax (Nectar Spa) \$40.47
- Retail Sales Tax (Trading Post) \$4,288.29
- Service Tax \$684.99
- Admissions Tax \$0.00 (There were no ticket sales in April)
- Lodging & Occupancy Tax \$8,581.30
- Food & Beverage Tax \$29,318.10

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

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

- Gasoline: \$0.471/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
April 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 16 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 6 requests 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 in person meeting with USFS Tribal Liaison
4. Attended a meeting with Michigan State University for artifact repatriation.
5. Attended a meeting with University of Michigan for ancestor repatriation.
6. Attended a meeting with the University of Wisconsin for ancestor and artifact repatriation.
7. Attended monthly MACPRA meeting, representing LRBOI
8. Attended Tribal consultation with the Department of Interior regarding presidential executive orders.
9. Attended a private collection meeting do discuss artifact repatriation.
10. Worked with Family Services and Grants departments to develop a language camp
11. Continued to clean offices and file paperwork in THP

12. Set up a workbench for artifact restoration
13. Worked with IT to get access to THP files
14. Advised a tribal citizen on funeral fire and preparations.
15. Worked on revising department goals
16. Finalized job descriptions for Admin/Archivist, Language Coordinator, and Archivist/Historian Positions.

The Language Coordinator accomplished the following during this month:

1. This position is currently vacant.

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
May 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	\$12,812.04
Sewer	\$26,715.76
Irrigation	\$2,621.89
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$14,116.43
Septage	\$12,039.54
Other	\$25.00
Month Total	\$76,399.99
Yr. to Date Water	\$59,358.60
Yr. to Date Sewer	\$108,769.57
Yr. to Date Irrigation	\$10,011.61
Yr. to Date Fire Suppression	\$40,346.65
Yr. to Date Manistee Township	\$74,058.81
Yr. to Date Septage	\$30,559.50
Other Revenue	\$3,409.79
Credit	
Yr. to Date Total	\$326,514.53

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 3,858,819**
 - b. Ave Daily Flow Gallons 124,478**

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,192,584 Gallons**
 - b. Daily Average Gallons 102,987**

- Effluent Gallons**
 - a. 3,123,580**
 - b. Daily Average Gallons 100,761**

- Lagoon**
 - a. Influent 464,054**
 - b. Daily Average Gallons 14,969**

- 3. Septic Sewage**
 - a. 200,659 Gallons**

III. Travel/Trainings/Meetings

What: Generator Bid Opening
Who: Michelle, Lucas, Cindy Gamelin, Diane Kerr, De-Ahna Underwood, Gary Lewis
Where: Gov Center Lower-Level Conference room

What: Council Agenda, Gosling Czubak Contract (I.H.S. Funding)
Who: Gary Lewis
Where: Gov Center

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

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

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

What: Pre-Construction Meeting – US 31 Sewer Upgrades
Who: All Staff/Contractors
Where: WWTP

What: Pre-Construction Meeting – Headworks Upgrades
Who: All Staff/Contractors
Where: WWTP

What: Pre-Construction Meeting – Water Tower Painting
Who: All Staff/Contractors
Where: WWTP

What: CPRG Meeting
Who: Gary Lewis
Where: Zoom