

IV D

RECEIVED
TRIBAL COUNCIL

Office of the Ogema 2022 FEB 23 PM 1:40
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: February 24, 2022
Maanda Nji: Re: January 2022 Operations Report

We respectfully submit the January 2022 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
January, 2022

TABLE OF CONTENTS

Accounting	Steve Wheeler
Education	Yvonne Parsons
Enrollment	Jessica Wissner
Facilities	Rusty Smith (Interim)
Family Services	Kimberly Crampton
Food Distribution	Ken LaHaye
Grants	Lyle Dorr
Health	Daryl Wever
Housing	Tara Bailey
Human Resources	Vacant Director
Information Technologies	Andrew Jeurink (Interim)
Legal Assistance	Mary Witkop
Members Assistance	Kimberly Crampton
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

January, 2022 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. **2022 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improve accounting systems and processes. Also, continued transition planning and training for Controller related to upcoming CFO planned departure.

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 2022 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

1. Completion of the 2020 audit and filing with the appropriate agencies.
2. Increase 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.
3. 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.
4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
6. 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 2018. The 2019 proposal has been submitted and work on the 2020 proposal is in process.

7. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

Property Management:

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

Objectives:

1. Complete and implement asset maintenance procedures including creating and implementing the procedures, creating and organizing physical asset files, create departmental asset books and distribute, and completing training for the organization.
2. Complete the set-up of a warehouse storage facility.
3. Create a catalog for internal use in property distribution of excess inventory.
4. Improve tracking and handling of property tax issues for all tribal owned properties.
5. Improve tracking and management of all tribally owned vehicles.
6. Implement a Construction in Progress system for all tribal and grant funded projects related to fixed assets.
7. Complete regular inventories of Program and Grant assets, including completing the inventory for the Public Safety department.

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2023 budget. This process will begin and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Update all standard operating procedures
2. Educate staff on operating procedures and regulation
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expand 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

Audit field work for the 2019 audit took place May 11&12, and May18 - 22, 2020. The firm Rehmann performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continued to provide information for the auditors to complete the audit. The final audit report was issued August 5, 2020, and submitted to the Federal Clearinghouse before the due date of September 30. The auditors issued an Unmodified Opinion on the Tribal Government financial statements, as well as its enterprise financial statements, which is a clean opinion.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects: AKI 5 -2021 homes, Commodities Bldg., and Muskegon Health Center the Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on projects in the month of January**
 - i. **AKI 5 – 2021 Homes – N/A**
 - ii. **Muskegon Health Center – \$370,014.69**
 - iii. **Commodities Building Project – \$ 57,654.00**
2. **Cash Receipts: Daily cash receipts totaled for the month of January, were, \$1,213,006.72 the General & Special Revenue Account had a total of (282) receipts.**
3. **NGLC: Monthly report from Bright wheel the software that is used to track the payments for day care, reconcile to the bank statement, ongoing working through the closeout as the business has been closed, still ongoing.**
4. **Pharmacy: Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,**
5. **Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2021.**
6. **1099MISC. – 2021 continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2021. Sent all the tax documents out to the membership, along with the Vendors 1099MISC. Having issue with IRS FIRE web site, can not get into the portal site to upload the file that was due on the 31st of January. Working through a work around to get the file to the IRS.**
7. **WEX Card- Monthly Report, ordered new fleet card for the new vehicles, removed the terminated employees, schedule the payment and reviewed and reconciled the report to the payment.**
8. **Tribal Financial Statement Requirements: Due by the 8th of the month.**
 1. **Cash Deposits**

2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
3. *Utilities report – current payments – monthly report of payments.*

Construction Task Force – Weekly Meeting - Thursday – review - AKI 5 – 2021 Homes, Commodities and Muskegon Health Center.

Other Meetings:

*Jan 7 – Progress Meeting- Food Distribution
Misc., meetings with CFO, Controller*

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay
7. Warriors Society Banking

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, DHS Tribal Nations, COVID Webinar, OSHA update, Council work session

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Hazard Mitigation, Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

- *I sent out February report notices to Program Administrators to let them know when the need to submit their grant report(s) to me so that I can prepare the cover letter that was signed by the Ogema and attached to the report that will be submitted to the funding agency.*
- *I sent out notices to Program Administrators to let them know of grants that have ended.*
- *I prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
- *I reviewed all grant Revenue & Expenditure reports to see if a monthly draw request needed to be prepared. If a draw needed to be prepared, I prepared that request and went through the steps to draw those funds electronically to reimburse the Tribe for those expenses on the grants.*
- *I recorded the amount of each draw down and draw down date of the requests on the Grant Cash Receipt Journal spreadsheet and monthly spreadsheet that list all the grants.*
- *Monthly the Staff Accountant gives me a copy of the special revenue bank statement showing the deposits to the Tribe bank account. I identify on the bank statement by writing those fund numbers assigned and grant name. This identifies where the grant revenue should go.*
- *I prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
- *I prepared monthly indirect cost calculations on grants allowed to charge for indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
- *I prepared the grant statistical financial and draw down sheet reports that are part of the monthly Accounting Financials that are submitted to Tribal Council.*
- *I prepared the cover letters attached to the grant reports. Had the Tribal Ogema sign these. Once the Ogema signs the cover letter and financial (if required), the grant reports documentation is scanned and placed in the electronic grant report folders and a hard copy placed in the Grant Program Booklet. All originals are then forwarded to the federal funding agencies electronically (if allowed) or sent through the mail.*
- *I sent Ken LaHaye a notice reminding him that I need monthly food invoices showing the cost of the food purchased for the Food Distribution program.*
- *There were no grant modifications received in January.*
- *There were no new grants awarded in January.*
- *The process for new grants awarded. Grant Program Booklets and electronic folders are set up. Scan the grant documents to the electronic folders and place the original documents in the grant files. Entered the new grant awards on the monthly tracking spreadsheet and the Federal Programs Administered by the Tribe spreadsheet. Send the new grant information to the Staff Accountant so that she can set these programs up in the Accounting System. Forwarded to the Budget Coordinator copies of the new award documents so that he can take to Tribal Council to have accepted into the operating budget by resolution. Once the grant has been accepted into the operating budget, the Budget Coordinator enters the budget into the Accounting System. A copy of the budget entered and executed resolution is given to me. I scan all the award documents, budget and resolution were saved in the electronic folders. Original documents are placed in the Grant Program Booklet. Notice of these grant awards are sent to the Purchasing dept., Ogema office, Accounts Payable and Controller letting them know the new grant information. I*

create a Grant Program Booklet for the person administering the grant. I schedule all program federal & narrative reports due for the life of the grant on the reporting calendar.

- *There were no billing invoices in January for any of the grants.*
- *I submitted numerous journal entries to the Staff Accountant of corrections to move expenses to correct grants for the month of January.*
- *I worked with the Grant Program Administrators on any questions they have as it pertains to the grants they are administering.*
- *I met regularly with the Grant Writer to go over projects/grants he is working on.*
- *inquired by email to a few Federal agencies on questions that I had.*
- *Filed numerous financial reports this month and only completed the draws on those grants that I filed reports for. Working under limited hours didn't allow to complete any other tasks.*
- *I tried drawing funds in ASAP for the Department of Justice grants and ran into so many troubles that I thought I had cleared up in December when I worked with the ASAP help desk. I will have to work on this again in February to remedy this.*

Trainings Held/Attendance

Specials Tasks/Activities Performed

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 344 payroll vouchers/checks.
2. Verified 24 PAF's this month which included 2 new employee(s), and 4 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 1/14 and 1/28.
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 –

- 1/6, 1/13 and 1/27 – Employee Recognition Team meeting.
- 1/6 – Monthly Staff Meeting.
- 1/13 – Leadership Roundtable.
- 1/25 – Meeting regarding HR/Payroll communication and workflow without Director.

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 2020 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in January as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in January as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the months of January to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Continued Training of Payroll/Finance Clerk.
10. Processing of 2021 W-2's and required annual reporting.
11. Processing of 4th quarter reporting.
12. Processing of annual 945 reporting for Per Cap.
13. Year end leave adjustments for those over 120 hours.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Revising quick reference guide for payroll processing and procedures, as necessary.
3. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Keeping MIP payroll procedures updated to include processing payroll using the HR and EWS modules.
6. Working through processes with MIP Cloud transition.

Upcoming Projects / Tasks –

1. Changing setup of Worker's Comp codes to include amount paid by the Tribe on pay statements.
2. Processing of annual MW-3 for Muskegon local tax.

ACCOUNTS PAYABLE

- 1. Enter and match invoices with purchase orders and receiving reports.*
- 2. Keyed in all information in to 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. After checks are printed put them with the right documentation and have them signed by Council.*
- 6. Check stubs are attached to check request and PO's for scanning and stuffed into envelopes for distribution.*
- 7. Print a check register for Positive Pay, Contract Health, Members and Family Services.*
- 8. A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
- 9. Provide receipts as necessary for rent, utilities and all other payments.*
- 10. Scan in all Housing and Utility payments to the right departments.*
- 11. Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
- 12. Provide management with Accounts Payable information as requested.*
- 13. Maintain court ordered per capita garnishments.*
- 14. Do liquidations and voids as needed.*
- 15. Scan all payments to appropriate vendor folder*
- 16. File original payments by check date in filling cabinets.*
- 17. Pick up mail and sort through it to give to right person in the Accounting department.*

Meetings Held / Attended -

Special Tasks / Activities Performed –

- 1. Worked on binding monthly financial reports.*
- 2. Worked on payroll garnishments every other week.*
- 3. Pay Pharmacy Invoices every Monday and give report to Brandy.*
- 4. Contact vendors/departments with discrepancies on invoices.*
- 5. Continue to do voids, liquidations and address changes.*

Upcoming Projects / Tasks

- 1. Process checks for per cap withholdings, per court ordered. Send out garnishee disclosures.*

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

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

Upcoming Projects / Tasks –

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.
14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.

23. Handle invoice discrepancies.
24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 1/6 Monthly Staff Communication Meeting.
2. 1/6 Employee Recognition Meeting.
3. 1/12 GSA SmartPay Travel (A/OPC) training and quiz.
4. 1/12 GSA SmartPay Purchasing (A/OPC) training and quiz.
5. 1/12 GSA Smartpay Travel (Account Holder) training and quiz.
6. 1/13 GSA Smartpay Purchasing cardholder training and quiz.
7. 1/13 Employee Recognition Meeting.
8. 1/13 Leadership Roundtable.
9. 1/27 Employee Recognition Meeting.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 160 packages.
2. Issued 71 receiving reports.
3. Returned 0 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued to work on finalizing FY2020 Indirect Cost Proposal.
- 4) Worked on completing Final Draft of the FY2022 Operations Budget to Tribal Council

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) *Special Tasks / Activities Performed –*

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Completion/Submission of FY2020 Indirect Cost Proposal.
- 4) Begin work on FY2021 Indirect Cost Proposal
- 5) Adoption of FY2022 Operations Budget

Expenditures Update

Total year to date expenditures for the Finance Division for January, 2022, are \$76,990 compared to an annual budget of --not yet approved--. Total expenses for the Finance Division for year to date January, 2022, represent --% of the total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

January 2022 Department Report

I. Department Overview

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

II. Department reporting section

- **Higher Education Scholarship:** In misunderstanding the continuing resolution allowing us to use a portion of our individual program budgets, I did not write check requests for the first part of January. Because of the delay, I was concentrating on book stipends because of concern that I knew students needed that funding as soon as possible, so when I was made aware that I could use funds I focused only on book stipend check requests, which delayed scholarship funding to February. Scholarship checks go to the college before the student receives funding in a refund from the college, so I held off on them to catch students up with the book stipend which comes directly to them. So no higher education to report in January 2022
- **College Book Stipend:** 37 book stipend applications were processed in January totaling \$15000. 23 checks were for students enrolled in 9 or more credits; 7 each for those enrolled in 4-8 credits, and 1-3 credits. An interesting thing from this semester is the large number of students who are enrolled in 12 credits or more, which is the majority, this semester, of those receiving funding for 9+ credits.
- **LRBOI Student Services-** No funding submitted in January

This month the Education Department began researching information for establishing and running a farmer's market, in accordance with the current Tribal Council efforts to develop a program. We are examining resources with the idea to provide educational workshops to prepare potential vendors, with training in areas such as food safety, and understanding Michigan Cottage laws for selling home-produced food items, and the Native American Arts and Crafts Act, with plans to also provide information to help potential vendors market their stalls, how to prepare them and make them attractive, and information on entrepreneurship and other information. We are also looking at how we may be able to provide educational activities once a month through the farmer's market.

Meetings Attended:

January 6: Zoom Staff Meeting

January 13: Leadership Roundtable

January 18: TC Work Session: Farmer's Market

**January 25-26: Confederation of Michigan Tribal Education Departments
winter quarterly meeting (Zoom)**

Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2022 Education Department budget, based on narrative proposals in the 2021 Education Department budget for the month of January**

Enrollment
Jessica Wissner

ENROLLMENT DEPARTMENT REPORT

January Monthly Report - 2022

MARY CARPENTER, ENROLLMENT ADMINISTRATIVE ASSISTANT

Department Goals

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, Bereavement Benefit, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal ID's, PerCap information, direct deposits, check cancellations and performing any other duties that make the department run smoothly. To continue to update the PerCap database.

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
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check cancellation information into the PerCap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

Duties Performed

- Mailed out: 10 Applications forms for people seeking membership
- Sent out: 17 Address change forms
- Created 35 New and Replacement Tribal ID's from 01/01/2022 through 01/31/2022
- 132 Addresses changed from 01/01/2022 through 01/31/2022
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 2
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 0 Applications received since 01/01/2022
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Family Services, Tax
- Label request of Membership: 0
- Tribal Members Label/List request: 0
- Statistical request: TERT

Department Verifications

1. Prosecutor 46
2. Clinic 1
3. Human Resources 4
4. PRC/EHAP 38
5. Member's Assistance 19
6. Housing 1
7. Food Distribution 1
8. Casino 1

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 4 Members passed away for the Bereavement Benefit
- Sent out 4 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 6 Tuition Waiver Verifications
- 331 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – January 6th

Enrollment Statistics

- Total Membership: 4,051
- Total number of Elders: 1,472
- Total number of Adults (18-54): 2,280
- Total number of Minors (0-17): 299

- Total Tribal Members living in:
 - 9 County Area: 1,668
 - Outside 9 County Area: 2,344
 - Michigan: 2,649
 - Outside Michigan: 1,363
 - Undeliverable Addresses: 39

Facilities
Rusty Smith

Facilities Management Department Report (Maintenance)

January 2022

Submitted by De-Ahna Underwood, Administrative Assistant

I. Department Overview

Winter Maintenance Operations: Nov 15th-March 15th
Technician Hours of Service: Monday-Friday 6am-2:30pm
Office Hours of Service: Monday-Friday 8am-4:30pm

Winter Maintenance services provided to the following locations: Government Center, Justice Center, Food Distribution, Natural Resources, Area 51, Facilities Barn, East Lake. Periodically: Sugar Shack

This year the department is providing snow removal services with 1 experienced driver and 1 in training.

Locations: One office Government Center, EVS Room
Storage Locations: Facilities Barn, East Lake, and Area 51.
Auto Mechanic Location: East Lake

Current Employees

- 3. EVS Technicians
- 1. Automotive Mechanic
- 1. Maintenance Technician
- 1. Maintenance Technician- Lead
- 1. Administrative Assistant

Vacant Positions

- 2. Vacant. Maintenance Technician
- 1. Vacant. EVS Technician

Not Budgeted/written out

- EVS Supervisor (vacant 12 years)**
- Maintenance Building Supervisor (vacant 6 years)**
- Director (vacant 17 years)**

Goals & Objectives

The Facilities Management Department strives to provide quality services to ensure an attractive, 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

EVS 3 Technicians perform janitorial services to over 250,000 square feet of building space and 100,000 square feet of common area space such as lobbies, bathrooms, hallways, conference rooms, closets, furnace rooms, etc. that need to be serviced. 37 bathrooms and 8 showers that need to be cleaned daily.

Maintenance crew of two Technicians work efficiently as possible on snow and ice control. Our main priority is open entrances and roads drivable through the changing conditions of Michigan Winters. The crew responds to special requests from the Leads, Ogema, and Department of Public Safety.

January highlights:

20 working days for the month of January

Received and managed 42 work orders and service requests

6 Automotive requests submitted, and corrective maintenance completed.

- Closed 40 work orders
- 19 Snow events
- 90 hours spent snow plowing
- 3 days in Muskegon Hackley and Ellis Location
- Shut down of areas in NGLC, Child Advocate, and NMHS due to the buildings tenant's relocation and shut down

Performed snow plowing services to the following locations:

- Government Center (3 lots)
- Justice Center (2 lots)
- Training Center (1 lot)
- Food Distribution (1 lot)
- Sugar Shack (1 lot)
- Natural Resource Building (2 lots)
- East Lake (2 lots)

Vendors

- Pest Control (2 visits 5 locations)
- HVAC Inspection Muskegon Hackley (1 visit)
- Fire Safety Inspection Muskegon Hackley (1 visit)
- Mat services (4 visits, 5 locations)

The Facilities Management Maintenance Technicians also continue to disinfect with the electrostatic machine to help prevent the spread of Covid-19. One of our Techs is scheduled to spray every Tuesday and Thursday. The EVS Technicians have continued their daily disinfecting at Aki, Justice Center, East Lake, Government Center and Natural Resource Building.

Suggestions and requirements

This department needs job descriptions that reflect the work of its employees and organizational chart in compliance with the Tribes' policies.

III. Budget Expense Justification

January Expenses

Facilities Management	
5299 Vehicles	\$173.00
5602 Supplies	\$141.00
Shared Buildings	
5301 Building Repair	\$968.00
5602 Supplies	\$3246.00
Muskegon- Hackley	
5301 Building Repair	\$1120.00

IV. Travel and Trainings

N/A: Written out of budget 2008/2009.

Thank you to the hard working and dedicated EVS Technicians, Maintenance Technicians, & Auto Mechanic on the Facilities Management Team

End of Report
De-Ahna Underwood
Administrative Assistant

Family Services
Kimberly Crampton

LRBOI Be Da Bin Behavioral Health Program January 2022 Report

Staff for Be Da Bin includes: Dottie Batchelder, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; Kimberly Hinmon, Native Connections Coordinator; and James Gibson "JD", contractual Traditional Healer.

This was another extremely busy month. The Traditional Healer did have sessions this month and talked/had sessions with 9 clients.

Angela Schwandt currently has 36 clients. Angela had 73 individual sessions, 25 follow up calls, 3 referrals to other outpatient services, 6 hours of telepsychiatry and 6 hours of trainings towards her certification. Dottie Batchelder currently has 20 clients and 9 Recovery Support clients. Dottie had 45 individual sessions, 3 referrals for detox/treatment, 2 referrals for other outpatient services and 56 follow up calls.

Kimberly (Kim) Hinmon set up the Community Readiness Model training for staff. Kim attended 2 Tribal Prevention Coalition meetings, 6 webinars, 2 Statewide Coalition meetings, 4 local coalition meetings, and 2 Native Connections meetings.

Dottie and Angela attended the Manistee County Suicide Prevention Coalition on January 12, 2022 online. Dottie co-chairs the Suicide Prevention Coalition meetings. Dottie attended the Quarterly Behavioral Health Communication Network Meeting on January 12, virtually; attended the HSCB (Human Services Collaborative Body for Manistee) on January 4, 2022; the SEA meeting on January 27; and the planning meeting for the next "Opioid Symposium". Attended 4 webinars this month. This month 12 naloxone kits given out.

All staff attended the Community Readiness Model Training on January 28, 2022, including our Director Kim Crampton. Staff continues working on continued educational credits for certification needs with webinars, as able.

Respectfully submitted,

Dottie Batchelder

Department Report : Family Services
Case Worker : Stephanie Persenaire
Jan-22

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

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes		1			1					1
I&Rs										
Open Cases	4	2		1	5			2		2
Monthly Totals	4	3	0	1	6	0	0	2	0	3

Case Management

Total number living in homes served	7	4		1	13			4		10
Total number of Tribal Citizens living in homes served	5	3		1	11			4		8
Total number of descendants living in homes served					4					
Total number of children living in homes served	0	1		0	12			0		4
Total ICWA or ICWP where substance abuse is involved					3					1
Child Abuse/Neglect					1					1
ICWA or ICWP referrals										
Sexual Abuse of a child Substantiated or Unsubstantiated by DHS										1
Case Pending with DHS										
Relative placement					2					2
Tribal Foster Home										
Non-Tribal Foster Home										
Alternative placement										
Court appearances	1									
Home Visits	10	2			6					3
Case Reviews	2									
Binojecuk	2									
Contacts with outside agencies	17	9			29					32
Contacts with LRBOI departments	19									
Tribal Elders										
Other referrals										
Monthly Totals	63	19	0	2	81	0	0	8	0	62



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
JANUARY - 2022**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	3
Partial Intakes	4
New Cases	1
Closed Cases	3
Client Face to Face Meetings in Office	4
Client Home or Out of Office Visits	2
Client-related Telephone and Email Contacts	89
Client-related Resource Research and Referrals	0
Court Attendance	0
Advocacy/Referral Assistance (Non-case related)	0

MEETINGS

Victim Service Program Staff Meetings	3
Victim Service Program Supervision/Case Reviews	8
Family Services Department Meetings	0
Community Collaboration Meetings	22
Other Meetings	11

STAFF DEVELOPMENT/TRAINING

Virtual Training	19
In Person Training and Conferences	10
Self-Paced Training Modules	2
Other Training	1

OUTREACH, NETWORKING, AND EDUCATION EFFORTS

Creation of Program and Outreach Materials	3
Event and Training Planning and Preparation	2
Community Table Events	0
VSP Sponsored Community Awareness Events	0
VSP Sponsored Community Training Events	0
Social Media	1
Networking Activities	6
VSP Presentations	0

Monthly Site Dashboard Report

Date Range of Report: Jan 01, 2022 - Jan 31, 2022

Date Report Generated: Feb 02, 2022

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	12	4	25

Total Unique Clients who received at least 1 visit between Jan 01, 2022 - Jan 31, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
1	9	0	10

Total New Clients enrolled between Jan 01, 2022 - Jan 31, 2022 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	0	0	1

Total Visits between Jan 01, 2022 - Jan 31, 2022 by staff person

Name	Total Visits	Form Type
	2	Prenatal Visit/Encounter Form
	15	Postpartum Visit/Encounter Form
	10	Infant Visit/Encounter Form
	3	Fathers and Others Visit/Encounter
Total	30	

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	Referrad To
	Infant/Child	LR20-0011-03	Nov 30, 2021	counseling
	Infant/Child	LR20-0011-02	Nov 30, 2021	counseling

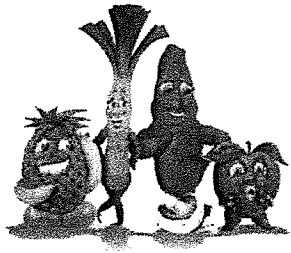
Forms "In progress"

Client	Client Type	Form Type
	Infant/Child	Infant - Enrollment

SCRIPT tab modified between Jan 01, 2022 - Jan 31, 2022

Client	Client Type	HSID
--------	-------------	------

Food Distribution
Ken LaHaye



Food Distribution Program

January 2022 Monthly Report

Ken LaHaye, Meanie Ceplina, and Jamie Friedel

1 Department Overviews:

Goals and objectives:

The goal of 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 the 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:

Ken LaHaye submitted 152 inventory reports to USDA on warehouse.

Ken LaHaye submitted Snap checklist to State of Michigan.

Ken LaHaye submitted department report.

Ken, Jamie, and Melanie accepted in, verified, and stored incoming inventory.

Ken, Jamie, and Melanie Ceplina cleaned warehouse / rotated stock/ inventory stock.

Ken LaHaye, Jamie, and Melanie Ceplina rotated frozen food in freezer.

Ken LaHaye, Jamie, and Melanie filled food orders.

Ken LaHaye, Jamie, and Melanie waited on clients & loaded food in their vehicles.

Ken LaHaye ordered food for warehouse for November.

Ken, Jamie, and Melanie cleaned office.

Ken LaHaye and Melanie conducted interviews with clients.

Ken LaHaye and Melanie certified clients.

Jamie conducted deliveries 1/11,1/12,1/13 and 1/22.

We conducted 35 deliveries.

We received deliveries on 1/6 and 1/13.

Food Distribution Office is open to the public by appointment.

Ken, Jamie, and Melanie mailed numerous applications out to potential clients.

Jamie took donation to Echo His Love 1/24.

3 Meetings

Jamie attended IFMS training 1/19.

Ken attended Leadership meeting 1/13.

Ken attended Progress meeting 1/7 & 1/21.

Ken attended construction Task Force meetings.

Ken attended work session with council on 1/11.

Ken attended Agenda review 1/17.

Ken attended Council meetings 1/19.

Ken, Melanie, and Jamie attended the FDPIR operations call 1/20.

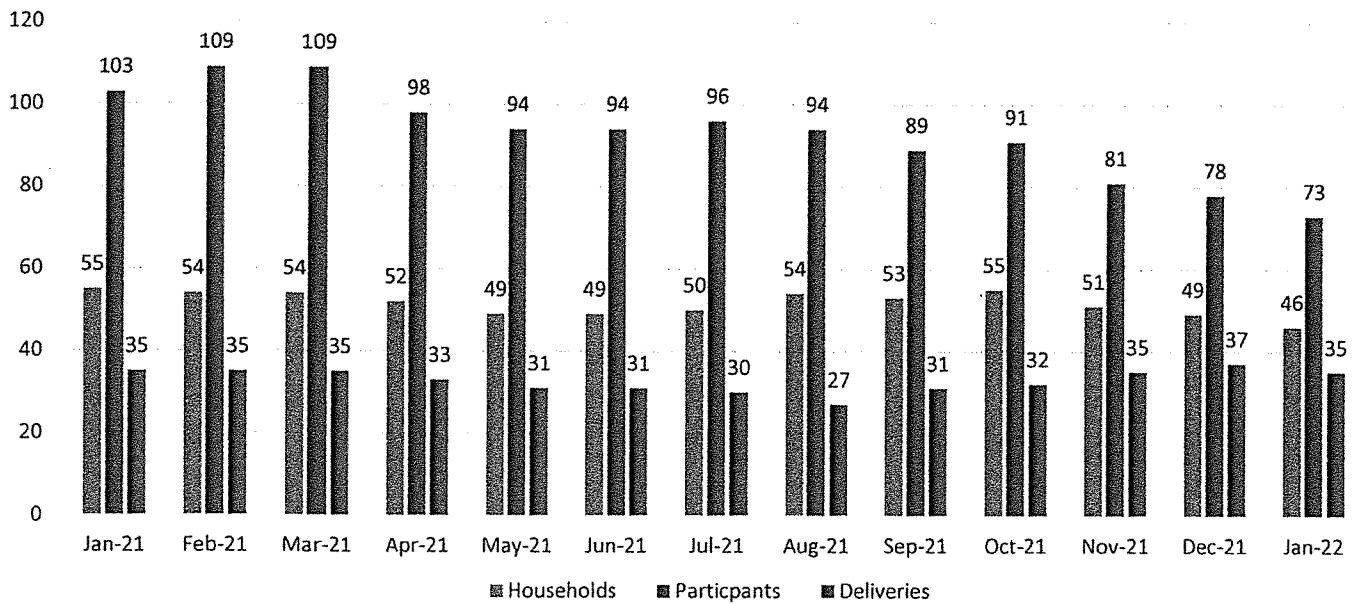
Ken attended FDPIR monthly call 1/20.

Ken and Melanie attended the FNS Nutrition Advisory Committee Meeting on 1/31.

4 Department Participation and Delivery Chart

This is the monthly participation chart for Food Distribution Program.

Food Distribution Program



Grants
Lyle Dorr

Grants Department Monthly Report

January 2022

Lyle Dorr, Grant Writer

Key:

- New report Item
- ∞ Updated item status from previous report(s)
- ∅ No projects or no updates - a continuation from previous report(s) with no change

Note: Updates to ongoing projects are usually underlined

Grant Department:

- ∞ **Research:** Continue to utilize both YouTube and webinars to learn Federal grant application procedures and funding sources within the government, as well as information on projects that are a fit for Little River.
- ∞ **Participate in Treasury and other CARES/ARP related Consults & Webinars: Update:** Monitoring communications through GPA as to federal changes for funding guidelines and timelines. On 12/15/21 the federal government passed legislation extending use of CARES funds through September 30, 2022. Consultations in IHS, HUD, the Treasury continue to take place as ARPA funding continues to be pushed out through various federal departments. Attended the SLFRF Final Rule Tribal Recipients Briefing, which is becomes final on April 1, 2022.
- ∞ **Standing Note until ARPA funds are expended 12/23/21 - It should be noted that per FAQs, ARPA funds will not expire or need to be returned, they just need to be used as specified by policy.**
 - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
 - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
 - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
 - 55. Q: When do tribes have to spend ARP Act money by?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.
- ∞ **Update 1/31/22 - Working with Departments to determine CARE/ARP fund eligible projects to present to Leadership and eventually Council. Assisting Utilities and Food Distribution with Work Session and Agenda Requests on ARPA and other grant related expenditures. Council is not reviewing any of these items until the Tribal Annual Budget is approved, which is currently on its way to Tribal Court to be settled.**

Aki Maadziwin

∅ No projects or no updates - a continuation from previous report(s) with no change

Clinic:

- ∞ **Received notice of noncompetitive Treasury funding (\$167,504):** It fits Clinic operations best, so in October I will work with Dr. Alves & Dr. Wever to formulate a budget for submission to take before Council in a WS. **Update 1/31/22:** Notified Dr. Wever (1/16/22) again with the information to access these funds for the Muskegon project (this is the only department that meets the 3 required criteria set forth in the RFP. We have until June 1, 2022, to apply and it is noncompetitive.
- **Use of CARES/ARPA funding for several Clinic Projects:** Brought forward several items requesting the use of CARES/ARP funding to use CARES funding before the end of the year on eligible projects. Assisting Dr. Wever, Dr. Alves and Purchasing with compliance to respective purchase with CARES and/or ARPA funding. **Update 1/31/22:** With the extension of CARES spending to September 30, 2022, there will not be violations with federal guidelines on the use of the funds in a timely manner. There have been and will be more Tribal Relief Assistance checks that will be uncashed that will need to be accounted for spend down likely to the tune of \$20-30,000. We will not know the full amount until June of 2022. We have several qualified expenses that these funds could be applied toward.

Court:

- ∞ **Reviewed CARES fund projects HVAC and Camera/media needs for court room to better work with Zoom.** These were brought forward to Council in a WS to seek permission to use CARES/ARP funding on them. **No Update 1/31/22 –** Have decided to move these projects to ARP funding since neither can be completed before the end of 2021. Assisting the Court Administrator with preparing the agenda request packet and resolution to access ARPA funds for their video software. Right now, Council is not reviewing any ARPA fund requests until the Tribal Annual Budget is approved.

Family Services/ Be-Da-Bin:

- ∞ **Update 1/31/22 - Assisting Kim Crampton with SolidCircle eForms project.** SolidCircle has the last forms need for conversion and will be ready to present the program in January 2022 (did not occur due to other items taking precedence in the Family Services Department. This program could be up and running by the end of March.
- **Reviewed a couple of funding opportunities through ITC and the State, which do not fit us at this time:**
- **Assisted Kim Crampton and Angela S. with Mental Health Services grant for 2023 & 2024:** The funding originally through ITC is now directly through the State of Michigan (MDHHS). We only had 10 days to rewrite the program and get Council's approval (which they

provided). Tammy says we will probably here in July of 2022 whether we are getting it or not.

Food Distribution Center

- **Assisted Ken LaHaye & Construction Task Force with reconciling funding for the Food Distribution Construction Project.** The CARES funds were allocated to pay for the last mile construction of the project but needed to be reallocated from CARES to ARPA (or some other fund source) as the project will not be completed by the end of the year. Council is not hearing this item until the Tribal Annual Budget is approved – now going through Court. Note: There is enough funding to pay the bills for the next 6-8 weeks at which time we will probably run out of money to pay the vendors.
- **Update 1/31/22 - Prepared application to USDA FDPIR COVID19 supplemental funding for an additional \$114,525.** There were two change orders that may be paid for through this funding. We have not heard back from USDA as to whether it has been approved yet or not.

Historic Preservation & Language:

- ∅ **No current projects.**
- ∞ **Kenny Pheasant is fully engaged in the redesign/updating of the on-line language program to a fully interactive web-based program. It will be completed by October of 2022.** The funding for this comes from CARES supplemental funding for language preservation. We were one of 220 tribes that qualified to receive funding.

Maintenance:

- ∅ **No current projects.**

Natural Resources:

- ∅ **No current projects.** NR does most of their own grant writing work. I do speak with Frank Beaver monthly.

Public Safety:

- ∞ **Update 1/31/22: Worked with Director Medacco to determine potential ARPA fund eligible projects/items:** He has a software upgrade to their camera interview system they purchased that is eligible for retro pay (\$1,900). He also had to drop a project last year for Lexus policy making program due to COVID19 financial pressure. It would qualify for purchase (\$20,000). Council is not hearing this item until the Tribal Annual Budget is approved – now going through Court.

Water/Waste/Renewable Energy:

- ∞ **No Update 1/31/22 – Two different energy audits are underway, one that is an actual usage that will provide recommendations to cut energy costs, which the saving can be used to justify improvement to energy systems through grants. The other is a renewable energy planning grant that will help LRBOI understand which renewable energy options are viable and allow us to submit for grant funding based on the developed plan. The audits are underway headed up by Gary Lewis. Without these audits, we would not be eligible for funding. Participated in the NORESCO energy audit review**

and recommended changes. These recommendations will need to be brought forward by Gary in a work session(s) as a part of a renewable energy investment/saving plan. LRBOI should be able to apply for renewable energy grants in 2022 once the audits are complete.

- **Working with Gary & consultant Jake Glavin on Economic Development Agency (EDA) funding for renewable energy project.** After contacting the regional EDA consultant, it does not appear that the funding fits any of our uses as economic development is their target and they cannot fund Casinos.
- ∞ **Update 1/31/22 – Working with Gary to identify ARP fund eligible water-waste projects:** Essentially anything related to water-waste is an eligible expense as COVID19 is known to travel through water systems. Once the newly approved redesign of water flow to pounds is complete, projects will be taken to Council for ARP funding approval, which covers any water-waste project. Assisted Gary & Diane in preparing Work Session & Agenda Request packets for several items using ARP funding. Council is not hearing this item until the Tribal Annual Budget is approved – now going through Court.

Special Projects:

- ∞ **Update 1/31/22 - CARES/ARP Expenditure Plan:** I am assisting all departments with CARES/ARP resolution language for audit purposes. Council is not hearing this item until the Tribal Annual Budget is approved – now going through Court. There have been and will be more Tribal Relief Assistance checks that will be uncashed that will need to be accounted for spend down likely to the tune of \$20-30,000. We will not know the full amount until June of 2022. We have several qualified expenses that these funds could be applied toward.

Health
Daryl Weaver



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

To: Larry Romanelli, Ogema

CC: William Willis, Health Services Lead

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

Date: _____, 2022

Re: JANUARY 2022 Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of January 2022. This report will reflect aggregate supplemental information from lead staff members Daryl Wever, DPM, MPH, Health Director/Physician, Gina Dahlke, PRC/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Keith Jacque, Chief Pharmacist.

Forrest County Pottawatomi Insurance Department filed 86 claims on behalf of Little River in the amount of \$15,280.67 for third party revenue generation.

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

CLINIC OPERATIONS:

404 patients scheduled

37 patients NO-SHOW to scheduled appointments

15 patients provided SAME DAY appointments for emergent matters**

148 cancelled appointments

234 patients attending CLINIC PHYSICIAN appointments**

230 - Clinic Physician Appointments

4 - FNP Home Visit

44 patients PHONE TRIAGE**

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

58 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JANUARY (Total Patient Volume): 673

Diabetic patients: 80

Flu Vaccines: 5

Injections: 10

Moderna Vaccines: 0

Pfizer Vaccines: 0

Nursing Visits: 5 **

On-site Labs: 164

COVID-19 Tests: 66

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,395

DIRECT CALLS TO CLINIC OPERATIONS: 674

COMMUNITY HEALTH SERVICES/CHR'S/TRANSPORTS:

JANUARY 2022

TRANSPORTS (INCLUDES CHR TRANSPORTS): 9

TRAVEL HOURS: 13

SERVICE HOURS: 15

NUMBER SERVED: 9

CHR ACTIVITY

LOCATIONS:

CHR OFFICE – Administrative/Management Activity Time: 160 hours

COMMUNITY VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

HOME VISITS: 0

TRAVEL HOURS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

GOV'T BUILDING VISITS: 0

SERVICE HOURS: 0

NUMBER SERVED: 0

PHONE CALLS: 0

CALLS – UNABLE TO CONTACT: 0

HOME VISITS SCHEDULED: 0

HOME VISITS REFUSED: 0

HOME VISITS CANCELLED BY PATIENT: 0

HOME VISITS RESCHEDULED: 0

HOME VISITS CANCELLED BY CHR: 0

DUE TO TRANSPORT: 0

DUE TO ILLNESS: 0

HOME VISITS RESCHEDULED: 0

MEDICATION PICK-UP/DELIVERIES: 4 (included in number served & clients served)

TRAVEL HOURS: 1

SERVICE HOURS: 1

NUMBER SERVED: 4

TOTAL TRAVEL HOURS: 14

TOTAL SERVICE HOURS: 16

TOTAL CLIENTS SERVED: 13

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$96,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1782

TOTAL PRC PAID IN JANUARY: \$52,264.23

PHARMACY/OTHER: \$23,244.20

DENTAL: \$21,994.40

TOTAL PATIENTS: 205 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 475

TOTAL CLAIMS ENTERED: 408

TOTAL PRC PAID 2022: \$52,264.23

TOTAL EHAP PAID IN JANUARY: \$43,480.70

TOTAL EHAP PAID 2022: \$43,480.70

TOTAL ENROLLED EHAP/LRBOI: 1348

NEW APPLICATIONS MAILED OR GIVEN: 23

REASSESSMENTS MAILED OR GIVEN: 18

MEDICARE LIKE RATE (MLR) Savings for January 2022

Claims submitted:	37	\$29,311.60 (total submitted)
		<u>-\$ 6,441.78 (what we paid)</u>
		\$22,869.82 (total savings)

PHARMACY: JANUARY 2022

Active patients: 386
Prescriptions filled: 1753

Receipts

Insurance payments received: \$191,569.87
Non-member cash/copays received: \$1,114.52

Less acquisition cost of medications: \$39,274.51

Net profit: \$153,409.88

PRC-equivalent write offs:

LRBOI: \$24,625.47
Other Tribes: \$4,096.76
COVID \$101.39
TOTAL: \$28,823.62

Housing
Tara Bailey



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

HOUSING DEPARTMENT
Report to the Ogema
For January 2022

Staff

Tara Bailey – Housing Director
Michelle Pepera – Administrative Assistant
Jim Stuck – Housing Maintenance Technician
Stephen (Jake) Shepard - Housing Maintenance Technician
Matthew Alexander – 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: 6
 - New leases: 0
 - Annual Inspections: 0 (Annual inspections on hold still due to COVID)
 - Move-out Inspections: 0
 - Move outs: 0
 - Transfers: 2
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 1
 - Total Number of Awards made during the Year: 0
 - Total Amount of Awards for the Year: 0
- C. The vacant maintenance position has not been filled; the position has been reposted.
- D. The vacant Housing Specialist position has been posted and is due to come down on 2/9 for tribal membership.
- E. Housing Director has requested for technical assistance from National American Indian Housing Council (NAIHC) for assistance on self-monitoring of housing programs to include assistance with policy changes, admissions and occupancy for new staff member, NAHASDA policy assurance for housing programs.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 7
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.
- B. Maintenance currently has 1 unit to complete for a move in at this time.
- C. Maintenance has been busy with snow removal over the past month in an attempt to keep the roads clear and safe for residents.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 81 rental units in total of which 79 were rented giving us an occupancy rating of 98%.

- A. Aki has 55 income based rental units of which 54 were rented during the month as follows:

- 1. Aki has 9 low income elder designated rental units and 9 units are rented. February
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 28 low-income family rental units and 28 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

- A. A total of \$76,489.98 has been spent out of the Emergency Rental Assistance program leaving a balance of \$305,749 still available in the program.

VI. Plans for the Future.

- A. Housing Director is working on program policy to start a new Home Improvement Program from funds received from the BIA. This program was once available years ago but was not utilized, we will attempt to assist tribal members again with the program that is directed to very low income participants.
- B. Housing Director will be working on program policy to start a new program that will need to be approved by TC to hopefully use ARP funds to do a down payment program that offers tribal members a larger down payment assistance.

VII. Other Information.

- A. Housing Director will be busy in February with annual reports due to HUD for open grants as the Annual Performance Reports are due for 3 grants and the quarterly report is due to the ERA program through the Treasury department.

End of Report
Tara Bailey, Housing Director
February 11, 2022

Human Resources
Vacant Director



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: A. Knapp

Subject: January 2022 HR Department Report

Date: 02/24/22

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 2022 Operational Plan

1) The 2022 Operational Plan is currently on hold to revise.

2) Talent Acquisition

a) Talent Acquisition

- i) Month Number of Gains: 2
- ii) Month Number of Tribal Preference Hires: 0
- iii) Number of Requisitions Filled Year to Date: 1 (2 employees)
- iv) Number of Gains Year to Date: 2
- v) Number of Open Positions: 12
- vi) Turnover Year to Date: 3
- vii) January included continued prioritization of the talent acquisition process. At the month's end there were 11 open full-time job requisitions.
- viii) Continued the adjusted HR work assignments to permit Alicia Knapp to focus on Talent Acquisition tasks. Thank you to Alicia Knapp and hiring managers!
- ix) January position yielded 2 employees for NRD. Position open since Mid-year 2021.
- x) Approximately 8 positions are now in either the selection or interview step of the process. We expect to see more new hires beginning in January 2022. At present 2 new team members are scheduled to start on 1/10/22.
- xi) Continued assisting Tribal Council and with new hire/posting support.
- xii) Conducted 2 orientation sessions in January.
- xiii) Turnover increased in January. The organization experienced 3 losses during the month, 2 of which were Tribal preference employees. This continues to drive significant back-office work as previously mentioned.

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.
 - ii) The Leadership Roundtable continued in January with 13 participants.
 - iii) Provided additional HR support to the leadership of various departments.
 - iv) Assisted individuals and leaders through our updated SOP and other protocols in response to COVID-19 situations.
 - v) Continued working the 2020 HR Department review cycle in the SABA system. One 2020 performance review remains in-process.
 - vi) "The River Resource" publication to help team members stay informed and connected, will be on hiatus until sometime in March.
 - vii) The Compensation Plan Team continues to await feedback on the draft plan submitted in March.
 - viii) Assisted Leadership Roundtable participants in operating the Employee Recognition Team. Thanks to Michelle Lucas, Valerie Chandler, Angie Stone, and Bob Sanders for volunteering to help make a difference!
 - ix) Continued assisting leadership with two sensitive employee relations issues.
 - x) Continued participating in the Operations Department Head meeting.
 - xi) Assisted departments with job description update and wage analysis support.
- b) HR Department Development Initiatives:
 - i) HR Development Events: YTD 2
 - ii) Continued file migration to O365 storage solutions.
 - iii) Continued project to improve HR use of MIP data.
 - iv) Marcella continued the HR filing system project and cleaning the HR storage room. Thanks Marcella!
 - v) The team printed its first new badge during the month following last month's training. We appreciate IT's help with the badge printing process! Training is still needed for HR Generalist.
 - vi) Marcella continued assisting callers who were unfamiliar with the LRBOI organization. Thanks for the good customer service, Marcella!
 - vii) Completed the second PAF Form update in 2021. Publication is expected in February 2022.

Training and Development hours totaled: 62 hours reported hours in January.

4) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 4 New Hire/Separation Process, 3 – Assisting Team Members with Benefit and Leave Requests
- c) Continued processing 401(k) loans and distributions with our third-party administrator, KDP.
- d) Continued processing new hire insurance enrollments and separation disenrollment.
- e) Completed the first 401k financial adviser visit of 2022.
- f) Processed insurance benefit plan check requests.

No current tracking table available for January 2022.

5) Safety

- i) Continued COVID-19 support and tracking. Assisted the organization with 9 events during the month. One event included the highest level of contact tracing in the pandemic to-date.
- ii) Continued supporting preparation for the OSHA Vaccination and Testing Emergency Temporary Standard. This included a weekly review of process status.
- iii) Assisted a department with an after-hours post-accident drug screen at Munson Medical Center. Also, thanks to Public Safety for their great support!
- iv) Recordable Injuries: 0
- v) Near Miss/1st Aid: 2

6) Tribal Preference Report – Remains the same due to no preference hiring in January 2022.

**LRBOI TRIBAL GOVERNMENT
EMPLOYMENT SUMMARY
INDIAN PREFERENCE IN EMPLOYMENT
ORDINANCE #15-600-02**

CURRENTLY EMPLOYED						
December 2021						
	TM	NA	D	S	NP	TOTAL
EXECUTIVE	55	9	11	6	44	125
GAMING	9	0	1	3	16	29
LEGISLATIVE	11	1	0	0	0	12
JUDICIAL	5	2	0	1	0	8
TOTAL	80	12	12	10	60	174
Prior Month						
EXECUTIVE	57	9	11	6	45	128
GAMING	9	0	1	3	15	28
LEGISLATIVE	11	1	0	0	0	12
JUDICIAL	5	2	0	1	0	8
TOTAL	82	12	12	10	60	176

Notes on Tribal Preference:

1. January had provided our organization with a chance to bump up the preference hires. Two position interviews had had a total of 5 preference candidates 4 TM and 1 NA apply and all selected for interview. Though at this time one was offered, and others are to be decided when the 2022 budget is approved.
2. Data from December 2019 shows the following:
 - a. The organization continues receiving limited applications from people with a Tribal preference affiliation (Tribal Member, Tribal Descendent, Tribal Spouse, Members of Other Tribes). Below is the percentage of tribal preference applicants compared to all applicants for the past few years.
 - i. 2021 Tribal Preference Applications: 26.4%
 - ii. 2020 Tribal Preference Applications: 15.8%
 - iii. 2019 Tribal Preference Applications: 14.1%

- b. Tribal Preference applicants are experiencing higher rates of selection than their application rate, which indicates appropriate focus on tribal preference by hiring managers. Below are the percentage of tribal preference selections compared to all selections for the past few years.
 - i. 2021 Tribal Preference Hires: 53.5% (Great job hiring managers!)
 - ii. 2020 Tribal Preference Hires: 33.3%
 - iii. 2019 Tribal Preference Hires: 26.7%
- c. Bottom line, when preference applications increase, preference selection increases. Seems there may be a change in numbers in February

7) Workforce Development

- i) The Tribal Development Team continued operations in January. The team conducted its first strategic planning session in December and is still in the planning stages to allow better programming options.
- ii) The team continued working on social media space. This is stalled and now being taken on in the Tribal Development Team meetings.
- iii) The electronic application and database project continued software development. The team completed their work, and the system is ready for demonstration and Go-Live! Hopefully this will Go Live! Late February, early March. Thanks again to HR staff and our software partners at SolidCircle for their work on this key project!
- iv) Yvonne Parsons continued work on a Tribal Student Survey to learn more about the reasons Tribal Students do not apply for work at LRBOI. This survey is scheduled for mailing in the early months of 2022.
- v) New Requests for WFD Service: 5 to be processed for February distribution.
- vi) Inquiries for WFD programming 6 for Career Voucher and 3 for Development and Training programming.
- vii) 2022 Total Number in Adult Work Experience: 0

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
January 2022

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Configuration of the switches for the Muskegon buildings. We are currently punching down the network ports in both buildings.
2. We are currently setting up new servers to increase productivity and delays in IT. We are still in Phase 0 with Elevate due to some server issues. I am hoping by March we have moved forward to Phase 1 in our project management.
3. IT Director position is currently still open. We have not gotten any updates about applications or if any have been submitted.
4. We need to prioritize posting open IT department positions for 2022 budget.
5. IT Remains severely understaffed and is working diligently to keep up with daily operational demands. We currently have only one staff managing all administrative duties. We need to prioritize posting positions and recruitment.
6. **Mandatory IT Projects by order of priority:**
 1. 2023
 - i. Government EXSI Host needs a plan in place for replacement
 - ii. Intrusion detection software needs to be added to our tool list.
7. 280 new IT work orders were opened in January 2022 and 225 IT work orders completed in January 2021. Our current outstanding tickets are at 55.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Held Planning sessions with contractors to bring our network and tools current or pre-disaster timeframe.
3. Held weekly Professional Development Staff Trainings

Trainings Held / Attended –

Special Tasks / Activities Performed –Explore options to complete maintenance duties with limited staff.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: February 11, 2022
Re: January 2022 report of activities

Number of tribal members assisted on new issues 88
Number of referrals received 4
Number of continuing cases: 93

Types of legal issues:

Child support	Notary
Probate Estate	Residential Lease
Divorce	Real Estate
Wills	Estate Planning
Personal Representative	Conservator - Adult
Trusts	Supervised Parenting Time
Tax Foreclosure	Medicare
Custody	Civil Discovery
Trust Distribution	Minor Guardian
Ex-Parte Order	Expungement of Criminal Record
Medical Power of Attorney	Per Capita
Post-Divorce Matters	Conservator Adult – Closing File
Hospital Discharge Against Medical Advice	Custody – Out of State
Trust Land	Change of Custody
Power of Attorney	Guardian - Adult
Criminal	Employment
Medical Power of Attorney	Small Estate
Estate Planning – Amendments	Funeral Representative
SSI an Per Capita	Personal Protection Order

Civil	Lady Bird Deed
Adult Conservator – Terminate	Show Cause Hearing
Criminal – Out of State	Substance Abuse Treatment
Civil Default	Child Support – Out of State
Name Change – Adult	Legal Separation
Employer Identification Number	Minor Guardian Accounting
Trust Administration	Transfer of Title
Small Claims	Garnishment
MI Rehabilitation Services	Money Judgments
Food Stamps	Real Estate – Out of State
Lost Title	Banking
Land Division	Driver’s License
Al Anon	Oil Wells
Concealed Weapons Permit	Workplace Harassment
Minor Guardian Amend – Out of State	Letters of Authority
Access to Rental After Death	Collections
Pensions	Recalculate Child Support
Objection to Personal Protection Order	Uncapping of Real Estate Taxes

Sample of Work Performed:

Assisted a tribal member administer a Trust after the Settlor had died

Assisted a tribal member expunge their criminal record

Assisted a tribal member Probate their parent’s estate after the parent died

Assisted a tribal member decline to act as an agent under a Power of Attorney

Assisted a tribal member divide their real estate into separate parcels

Members Assistance
Kimberly Crampton

Members Assistance Department

January 2022 Departmental Report

Kimberly Crampton Director
Linda Wissner – Members Assistance Program Specialist
Noelle Cross – Elder Meal Program Administrator
Jennifer Black – Cafeteria Worker

Department Overview:

Goals

Meet the needs of the individual and/or family by providing programs for health and safety, continued utility service, and other services requested by tribal members that are identified as a need or crisis. Maintain a quality relationship with the members of the Tribal community. Utilize a centralized intake process for the Tribal community to contact for program information and to receive prompt services and/or referrals.

Objectives

- Promote health, safety, self-sufficiency, and personal growth in individuals and family members by providing confidential, consistent, effective, and timely services.
- Respond to all requests for family support and referral services to ensure the most assistance is provided to the eligible member and/or family.
- Advocate and/or provide funding for Indian specific programs to fill the needs of the local and at-large communities based on membership requests.
- Inform membership of existing local and Tribal resources and coordinate service assistance.
- Network with Tribal service departments and/or agencies to maximize utilization of services and information available to the members of the Tribal community.

Current Assistance Programs

- Food Assistance Program – Available throughout continental U.S.
- Low Income Energy Assistance Program - Available throughout continental U.S.
- Rental and Mortgage Assistance Program - Available throughout continental U.S.
- Elder Chore Assistance Program - Available throughout continental U.S.
- LIHEAP Assistance Program – Available to nine county service area.
- I.H.S. Well and Septic Program - Available to nine county service area.
- Title IV Elder Meal Program – Available to Elders age 55 and older.

7. Emergency Transportation

- h. Total Budget \$22,000
- i. Total expensed YTD \$0.00
- j. 100% Remaining
- k. 1 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
0	0	0	0	0	0	0	0	0	1

8. LRBOI Home Repair Program 2022

- l. Total budget \$100,000
- m. Total expensed YTD \$0.00
- n. 100% Remaining
- o. 6 members are in process with this program to date. (Rolled over from 2021)

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
0	1	0	1	4	0	0	0	0	0

9. Bereavement Program

- p. Total Budget \$453,000
- q. Total expensed YTD \$0.00
- r. 100% Remaining (0 COVID Expensed)
- s. 0 members accessing this program to present (several pending).
- t. Average age at passing is ?.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
0	0	0	0	0	0	0	0	0	0

10. Elders Insurance

- u. Cost per Elder \$109.39 Medical and \$114.00 prescription benefit per month.
- v. 313 Elders enrolled in program.
- w. January invoice \$70,585.24

11. Department Ongoing Activities

- x. Mailing, receipt, follow up, and processing of program applications.
- y. Staff assisting with case management in collaboration with other departments.
- z. Maintaining program logs and expenditures.
- aa. MMAP – Linda Wissner maintaining service delivery.

12. Applications to date

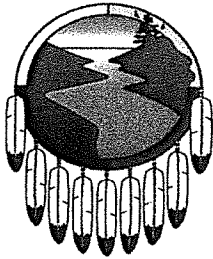
Mailed	Picked up	Emailed	Faxed
19	0	7	0

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	Commodities
7	6	3	0	4	2	4	0	0	0

13. Office Visits

- bb. 0 visits for the month

Natural Resources
Frank Beaver



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

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

**January 2022 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;
 - Participate 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 National Dunes park, 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 CF 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
- Vacant – Fisheries Biologist, Sturgeon
- Vacant – Great Lakes Fisheries Biologist
- Vacant – Aquatic/Fisheries Biologist, Inland
- Mike Snyder – Great Lakes Fisheries Technician
- Alycia Peterson – Great Lakes Fisheries Technician
- Vacant - Fisheries Technician, Inland
- Vacant - Fisheries Technician, Inland

- Administrative/Budget/Reports/Data Entry:
- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Grant Management
- Member services; USFS Passes, licenses, permits and information
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Commercial fishing licensing
- Data entry/ management, Great Lakes fisheries
- Catch Report data entry
- 2021 fishery assessments data management and fish aging
- Grant Management, Resolution and contract development

Equipment maintenance/Field Work/Lab Work:

- Great Lakes equipment maintenance

- Fish aging
- Boat / equipment winterization

Meetings/Training/Travel/Conference Calls

•

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

Wildlife Program

Bob Sanders – Wildlife Division Manager
 Angela Kujawa – Wildlife Biologist
 Vacant – Wildlife Technician
 Vacant – Seasonal Wildlife Technician

Administration/Budget/Reports/Data Entry

- Managed Budgets
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Completed monthly report – December
- EWS Staff management
- Manage budget and review R&E's
- Membership assistance – Issued Permits, applications, regulations
- 2021 hunting permit planning – Ongoing
- Elk expansion coordination between Tribes, MDNR, and USFS -Monthly occurrence
- Tribal Citizen service - Answered questions/requests from Tribal membership – through email and phone calls regarding 2021 hunting season, permits, regulations, etc.
- Ordered wildlife equipment needed for 2021-2022 surveys and research projects - monthly occurrence
- Reviewed scientific literature relating to wildlife issues - monthly occurrence
- Northern Lower Peninsula American marten occupancy project – ongoing
- GVSU and UMD collaboration and communication: phone calls and emails – monthly occurrence

- Tribal membership service form – Data entry monthly occurrence
- Marten project data entry - on going
- SABA reporting – monthly occurrence
- Marten survey photo ID and cataloging
- Elk hunt correspondence (December Hunt Period)
- Eagle repository reporting

Equipment Maintenance/Field Work/Lab Work

- Vehicle maintenance – Dakota, Ram, Jeep
- Cleaned and service wildlife vehicles - monthly occurrence
- Wildlife Check station - CWD deer head collection
- Wildlife camera deployment and removal

Meetings/Training/Travel/Conference Calls

-

Environmental Division

Allison Smart –Environmental Division Manager

Corey Wells – Air Quality Specialist

Zach Prause - Aquatic Biologist – Water Quality

Alexis DeGabriele– Aquatic Biologist – Wetlands

Vacant – Great Lakes Policy Specialist

Vacant – Brownfield Specialist

Environmental Division Capacity Building (IGAP)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- Microsoft Office work for 1:1s
- Staff Task List Management
- Team Leadership
- Budget review for PPG, GLRI Capacity Building and CAA 103 Grants
- Budget Tracking Sheets for the whole department
- Program work plan reviews
- Complied Environmental Monthly report for Environmental Programs
- GAP Guidance Review
- Division SOPs
- Line 5 review in collaboration with CORA Tribes
- RTOC Deliverables
- ISWMP Updates and project tasks
- Develop Lead education and outreach materials
- Interviews for GLPS and Brownfield Specialist Position
- Hiring process for Brownfield Specialist position

Meeting/Training/Travel/Conference Call

- Environmental Division Huddle: 1/3, 1/10
- 1:1 with Staff: 1/10(x2), 1/11(x1), 1/24 (x2), 1/25 (x1)
- 1:1 with Supervisor: 1/6, 1/10, 1/19
- NRD Leadership Huddle: 1/5, 1/12, 1/19, 1/28
- Leadership Round Table: 1/13
- Lake Michigan Geospatial Manoomin Call 1/3
- Enbridge Line 5 ACOE Recurring Staff Level Consultation: 1/4
- NEJACV public meeting: 1/5
- Interviews: 1/5, 1/6
- Tribal Mining Call 1/6
- RTC Climate Change Call II 1/11
- ARP Plan Air Quality Call 1/11
- TEPM Steering Committee Call 1/12, 1/26
- Lands Call for TEPM 1/12
- Lake Michigan LAMP Call 1/12
- Maple River Restoration Call – 1/12, 1/21
- CORA / GLIFWC Collaboration Re: Line 5 1/13
- WOTUS public Hearing 1/13, 1/20
- National PFAS RoadMap Call 1/18
- Call with EPA Region 5 Administrator 1/21
- CAA 103 Grant Call – EPA Region 5 – 1/24
- Regional Tribal Caucus Call 1/25

- Lake Huron LAMP Call 1/27
- Lake Huron LAMP Subcommittee Call 1/27
- ISWMP Call with Contractors 1/27
- EGLE/LRBOI Houghton Lake Discussion 1/27
- Consultation with Department of State 1/28

Budgets Managed:

- 4291- EPA PPG
- 4148 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Brownfield Program

Administration /Reports/Data Entry

- Position is vacant any deliverables will be recorded under the GAP section

Field Work and Equipment Maintenance

-

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

Water Program (106 and 319)

Administration/Reports/Data Entry

- Completed graphs and tables for WQAR report.
- Started Intro to lakes online course
- Input assessments into ATTAINS
- Received GLEC quotes
- Drafted and sent letter of support for watershed activities on the Little Manistee River with Manistee Conservation District and Mason-Lake Conservation District
- Scheduled call with EPA to discuss ATTAINS and assessment methodology.

Field Work and Equipment Maintenance

- Received turbidity calibration solution
- Ordered Nutrient bottles
- Received Nutrient bottles for February sampling

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

- 1/6- LRBOI staff meeting
- 1/11- PLWF WQ meeting
- 1/25- TEPM planning call
- 1/25- PLWF meeting

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- MET Data analysis Started for 2013
- Met Instrumentation Replacement Report
- EPA 4th Quarter Report Submitted
- EGLE 4th Quarter DATA (PM2.5) Submitted
- EGLE 4th Quarter Quality Report Submitted
- IAQ SOP started

- IAQ QAPP started

Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x1 (Allison X1)
- FRM cable was manufactured and installed
- Wynd Monitors setup in IT Government Office

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

- SLT January Meeting, 1-26-22
- Region 5 Monthly Tribal Air Call, 1-27-22
- EGLE Trip, PM2.5 data download FRM Analysis 1-11-21
- Work Plan Negotiations with EPA 1-24-22

Additional Notes:

Ongoing Issues with FRM have been eliminated with the manufacture of a new FRM cable. Communication with PM2.5 and shelter/EGEL is once again possible., January has been another shortened month but do to Covid. IAQ QAPP and SOP have been started and first draft nearing completion. All required Reports for the 4th quarter, have been completed and submitted. Continued the director shadowing and meeting once a week, building on the food sovereignty program, Including a workplan and budgets.

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Send data request to MNFI for sensitive species reports in 1836 CT.
- Submitted QA/QC report for NOAA Geospatial project products.
- Worked with NOAA contractors going through field photos to correct plant identifications.
- Reviewed draft materials regarding MWRI Stewardship Plan Development.
- Compiled 2021 wild rice data & began analysis.
- Drafted CY 2022 Wetland/Wild Rice work plan & scheduled prospective fieldwork dates.
- Researched sedaDNA technique, drafted inquiry email to Dr. Myrbo, and began drafting project proposal.
- Volunteered and provided input on Wetland Advisory Group program summary survey/materials.
- Compiled invasive data and sent to ISN for phragmites treatment contract.
- Researched Esri wetland identification model.
- Began drafting CY 2022 education and outreach goals.
- Began researching Houghton Lake herbicide/wild rice.

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

- 1/3/22: NOAA Geospatial Committee call.
- 1/4/22: MWRI Team meeting.
- 1/11/22: 2nd EPA R5 Wetland Advisory Group meeting.
- 1/12/22: MWRI Education and Outreach Subcommittee meeting.
- 1/20/22: EPA Environmental Justice webinar "Climate Crisis: Effects on Manoomin and Indigenous Communities."
- 1/21/22: watched recording of ASWM webinar on Esri Wetland Identification

Model.

- 1/26/22: ASWM Members' webinar on How's My Waterway.
- 1/27/22: LRBOI-EGLE virtual meeting discussing Houghton Lake.
- 1/31/22: NOAA Geospatial Committee call.

Great Lakes Policy Program

Administration//Reports/Data Entry

- Program is Delayed due to 2020 Hiring Freeze all deliverables listed in the GAP section.

Field Work and Equipment Maintenance

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

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

January 2022

Steve Parsons

Meetings/Conferences/Trainings

- On January 6, 2022, I participated in the monthly meeting for Tribal Government employees via Microsoft Teams.
- On January 7 & 21, 2022, I participated in the bi-weekly progress meeting on the Food Distribution Center building project. The meeting was hosted via Microsoft Teams by Mercer, Inc., the construction contractor for the project.
- On January 11, 2022, I participated in a Tribal Council work session regarding the request for using ARPA funding to help fund the construction of the Food Distribution Center building.
- On January 14, 2022, I participated in a webinar sponsored by the U.S. Census Bureau for Tribal Governments located in the Chicago region. The webinar featured follow-up items from the 2020 Census and updates from Census Bureau staff.
- On January 18, 2021, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. Representatives from the Sault Ste. Marie Tribe of Chippewa Indians, The Nottawaseppi Band of Potawatomi, and the Hannahville Indian Community also participated in the meeting.
- On January 20, 2022, I participated in the Executive Committee meeting of the Manistee County Community Foundation via Zoom.
- On January 25, 2022, I participated in a Tribal Council work session regarding the creation of a tribal ordinance for the proposed Biimadiiziwin Cemetery.

Activities/Accomplishments/Updates

- In January, we applied for and received our Annual Construction Permit for 2022 from the Michigan Department of Transportation (MDOT). The permit allows us to perform certain operations within the state highway right-of-way (primarily US-31 and M-22) during the calendar year. This permit allows us to service certain utility lines that the Tribe is responsible for (water, sewer, fiber optic, etc.) within the state highway right-of-way, as needed, without applying for an individual permit each time.
- We received the annual request from the U.S. Census Bureau for its Tribal Boundary and Annexation Survey (BAS), which consists of providing the Census Bureau with information on any recent trust parcels that were put into trust prior to January 1, 2022. This information currently resides with the Legal Department. The deadline for submitting this information is May 31, 2022. I fully anticipate being able to meet this deadline.
- BIA Roads – 2021 Projects: Work on two of our 2021 road projects had been suspended in 2021 (due to weather) and will extend into 2022. Here is the latest update on those projects.
 - Cemetery Parcel Road Project: Schultz Excavating was working on the construction of the road system on the cemetery parcel through most of November 2021. During November, they finished grading the road and began to install the road base. Work on the project was stopped in late November due to the arrival of inclement weather (snow) and the inability to continue work. Final work on installing the gravel road will

commence in the Spring of 2022 when weather allows. Once the road system has been completed, we will work on the remaining landscaping and infrastructure features during the early part of 2022.

- Commodities Drive Road Project: Schultz Excavating currently has the footprint for the road established and has completed initial grading and some paving. (The road project is on the same timeline as the Food Distribution Center building project. Due to a delay in the delivery of some of the building materials needed for the Food Distribution Center, this project will not be completed until spring 2022.) A second addendum of the contract with Schultz Excavating was approved by Tribal Council which extends the substantial completion date of the project through June 30, 2022. Any remaining work to pave the road will be scheduled ASAP in the Spring 2022.
- Roundabout Project: Here is the latest information on the US-31 & M-22 Roundabout Project.
 - Planning and design of the roundabout was finished in November 2021
 - The project was bid out by MDOT in January 2022, with all bid proposals due to MDOT by February 3, 2022.
 - The construction project will begin sometime in mid-July 2022. MDOT will make every effort to expedite the project and complete construction as soon as possible.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
 Department of Public Safety Monthly Report
 January 2022

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	5
City Assist	8
County Assist	10
Medical Assist	2
MSP Assist	
Other Calls for Service	
Property Checks	636
Suspicious Person	1
Suspicious Situation	3
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	1
Accidents	6
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	2
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	12
Unsecured Vehicle	
Verbal Warning	7
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	17
PPO Served	
Federal Docket Ticket	

Criminal Offenses

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

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	1
Unwanted Subject	4

Miscellaneous

Administrative Hours	348
Alarm	1
Attempt to Locate	3
Boat Dock Checks	
Casino Hours	176.25
Civil Standby	2
Community Policing	4
Court Hours	
Death Notification	
Drug Disposal	
Follow-Up Investigations	11
Found Property	2
Lost Property	
Meetings Attended	
Open Door	2
Open Window	
PBT	1
Special Detail	
Suicidal Subject	1
Total Complaints	69
Total Reports	69
Training Hours	17.25
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	4386
Voluntary Missing Adult	

Training/Travel

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
January-22**

Administrative Hours	278.75
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	9
Assist Hours	7
Citation(s)	
Civil	
Misdemeanor	
City Assist	2
City Assist Hours	1.25
City Original	
City Original Hours	
Complaints	6
Contacts	316
Court	1
Court Hours	1
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	467.25
Joint Patrol(s)	1
Marine Time	
Meeting(s)	1
Meeting Hours	3.5
Paper Service	
Possible Trespass	
PR Activities	4
PR Activities Hours	3.25
Property Checks	167
Snowmobile Patrol Hours	1
Training(s)	7
Training Hours	12.25
Vehicle Mileage	3760
Vehicle Stops	2
Verbal Warning(s)	1
Written Warning(s)	
Training/Travel	

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
January-22

Administrative Hours	54
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	3
Court	
Court Hours	
Dock Checks	18
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	279.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	3
Training Hours	7.5
Vehicle Mileage	2487
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Tax Office
Valerie Chandler

Tax Department January 2022 Monthly Report

Staff: Valerie Chandler, Tax Officer
Tax Department Administrative Assistant - Vacant

During the month of January 2022, 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 registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
 - Tax preparation questions which were referred to the member's nearest VITA/TCE site for assistance
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for December 2021.
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 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. Provided weekly updates to ULD that require legal assistance.
9. Issued 10 Certificates of Exemption:
 - Purchaser: 4 RTMs 6 Tribe/Entity
 - Purchase Type: 1 Vehicle 1 Standing/Renew Certificate 8 Construction
10. Reviewed 51 Tribal Member address and/or name changes; 5 required updating of the RTM list and database.
11. Processed 1 Proof of Residency.
12. Processed 4 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates included:
 - New and re-instated RTMs
 - Deceased RTMs
 - Address changes of RTMs
 - RTMs no longer eligible for RTM status

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 in to 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 February 2022 and provided it to the interim Trading Post Manager.
8. Reviewed and processed 1,779 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports for December, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed December 2021 Tribal tax returns which included:
 - Retail Sales Tax (Little River Trading Post, Little River Casino Resort, and Nectar Spa)
 - Food & Beverage Tax (Little River Casino Resort, Sparks BBQ, and Da J Wok)
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

*Variable Duties and Accomplishments:

1. Corresponded with the owner and manager of the new restaurant that will be going into the food court area at the Resort in February. Provided the food and beverage tax return form for their accountant, issued their Tribal Business Tax License, explained the Tribe's tax laws, and answered questions.

2. Continued to work with the Employee Recognition Team in planning and facilitating recognition and teamwork activities for the government employees, including facilitating the monthly virtual staff meeting.
3. Prepared the announcement of the December Employees of the Month which included designing a banner to be displayed in the lobby to recognize all nominated employees.
4. Collaborated with I.T. staff to obtain quotes, install software, and update department computer.
5. Corresponded with Natural Resources staff member working on a solid waste management project. Provided information regarding the Tribe's businesses located within Manistee County.
6. Provided the CFO with tax revenue and tax sharing information from 2020 for audit purposes.
7. Issued 8 new Certificates of Exemption for construction projects continuing into the 2022 calendar year.
8. Issued 4 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal property.
9. Prepared and mailed out 254 Letters of Verification and Form 4013 Resident Tribal Member Annual Sales Tax Credit for tax purposes.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding the filing and processing of refunds for sales tax paid by Resident Tribal Members on vehicle purchases when they were qualified and should not have paid the tax.

Little River Trading Post Interactions:

1. None out of the ordinary.

Little River Casino Resort Interactions:

1. Corresponded with Resort I.T. staff to update the January tribal tax exemption rates for fuel due to the absence of staff that would normally update the rate.
2. Corresponded with Resort Security Director regarding the status of a banned member from the Trading Post.
3. Corresponded with Resort Surveillance Director regarding video reviews of transactions at the Trading Post.
4. Corresponded with Resort Finance staff regarding an error discovered in the December 2021 Tribal Tax payment. The check was returned to the Resort, reissued and received by the department.

Meetings / Trainings Attended During the Month:

1. Employee Staff meeting via Teams on January 6, 2022.
2. Employee Recognition Team meetings via Teams on January 6, 13, 20, and 27, 2022.
3. Tribal Council meetings via Zoom on January 5, 12, and 19, 2022.
4. Leadership Roundtable meeting via Teams on January 13, 2022.

Statistics:

Total Registered Resident Tribal Members (RTMs): 262

- Manistee County: 251
- Mason County: 11

Monthly Tax Revenue*:

*December 2021 amounts received in January 2022

- Retail Sales Tax (Gift Shop) \$2,475.49
- Retail Sales Tax (Nectar Spa) \$28.47
- Retail Sales Tax (Trading Post) (\$180.06)
- Service Tax \$393.08
- Admissions Tax \$896.22
- Lodging & Occupancy Tax \$5,203.26
- Food & Beverage Tax (Little River Casino Resort) \$17,576.24
- Food & Beverage Tax (Sparks BBQ) \$1,025.52
- Food & Beverage Tax (Da J Wok) \$1,927.52

Tax Exempt Savings to Tribal Members (unless noted otherwise):

- Gasoline (includes eligible Government & Resort vehicles): \$5,297.60
- Diesel (includes eligible Government & Resort vehicles): \$245.32
- Cigarettes: \$7,633.12
- Employee (Government & Resort) Discount on Fuel: \$376.10

Tribal Member Tax Exemption Rates ("Discounts") for February 2022*:

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

- Gasoline: \$0.436/gallon
- Diesel: \$0.454/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, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
January 2022 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 {language} 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:

The Director accomplished the following during the month:

1. Responded 27 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) 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. Participated in meetings with the Ogema and other Leads.
3. Communicated with staff from departments about various items.
4. Responded to, read, and forwarded emails and other information from Federal, State and Tribal sources as appropriate.
5. Administered, directed, and supervised all departmental activities.
6. Approved timecards and PTO requests as lead for the departments for which I am the Lead, as needed.
7. Continued to communicate with G. Zaring regarding Manistee Historical Society project and Tribal involvement.

8. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month

1. Working with Brickhouse on web/app with one video shoot so far.
2. Working with NMC on chat line on zoom.
3. Worked on memorial tribute for our elder Terri'ba with photo's, record in Feb.
4. Working with re-runs on Endaaying.
5. Worked on this years schedule for shoots and posting for Endaaying.
6. Produced Face book lessons to record in February.
7. Produced zoom lessons for students and taught them.
8. Consultant to Interlochen Public Radio, Delta Dental, Sleeping Bear Tours.
9. Answered Emails and calls about language, culture and history.
10. Recycled for LRB Pharmacy.

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
January 2022, 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.
- Installed Disc Filter Tank, start-up scheduled Feb 8th.
- Continuing to sample for Covid-19 in wastewater
- Submitted Grant Narrative Report to DEMD

Billing

Water	\$11,499.60
Sewer	\$14,058.00
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$15,486.53
Septage	\$8,100.54
Other	\$391.29
Month Total	\$59,416.22
Yr. to Date Water	\$11,499.60
Yr. to Date Sewer	\$14,058.00
Yr. to Date Irrigation	\$1,810.93
Yr. to Date Fire Suppression	\$8,069.33
Yr. to Date Manistee Township	\$15,486.53
Yr. to Date Septage	\$8,100.54
Other Revenue	\$391.29
Credit	\$0.00
Yr. to Date Total	\$59,416.22

1. Well House Pumping in Gallons
Total Flow Gallons
a. 1,755,290
b. Ave Daily Flow Gallons 56,622

2. Gallons of Treated Wastewater SBR
Influent Gallons
a. 2,560,932
b. Daily Average Gallons 82,610

Effluent Gallons
a. 2,355,889
b. Daily Average Gallons 75,996

Lagoon
a. Influent 2,444,558
b. Daily Average Gallons 78,856

3. Septic Sewage
a. Gallons 135,009

III. Travel and Trainings

What: MTERA Board Meeting
Who: Gary Lewis
Where: Phone Conference
Sponsored by: MTERA

What: Contaminants of Concern: Manganese and PFA's
Who: Gary Lewis
Where: Webinar
Sponsored by: RCAP

What: DEMD Grant Phone Conference
Who: Gary Lewis
Where: Teams Meeting
Sponsored by: DEMD/Woven Energy