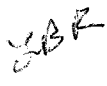


**Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
Manistee MI 49660**

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema 
Naangwa: Date: February 13, 2024
Maanda Nji: Re: January 2024 Operations Report

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

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
January 2024

TABLE OF CONTENTS

Accounting	Angela Rabb
Education	Yvonne Parsons
Elders Meal Program	Victoria Wells
Enrollment	Mary Carpenter
Facilities	Rusty Smith
Family Services	Vacant Director
Food Distribution	Jamie Friedel
Grants	Chuck Fisher/Mark Dougher
Health	Daryl Wever
Housing	Tara Bailey
Human Resources	Alicia Knapp
Information Technologies	Andrew Jeurink (Interim)
Legal Assistance	Mary Witkop
Members Assistance	Jessica Steinberg
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Jay Sam
WWTP	Gary Lewis

Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

January 2024 Department Report

I. Department Overview

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

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

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2024 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources in reviewing/changing existing department job descriptions.
6. RFP for Audit Services – we received bids from 3 audit firms and presented that information to Tribal Council in a work session in November 2023. We have contacted the winning firm, Rehmann Robson, and they will be sending an engagement letter for the 2023 audit. Engagement letter to be reviewed at work session on February 13, 2024 and tentatively on Tribal Council agenda for approval on February 14, 2024.

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

Objectives:

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2021. Kathleen Bowers and I attended

training for Indirect Costs in August 2023. We learned that BIA has authorized submission of IDC proposals using audited financial statements from 3 years prior instead of 2 years prior to year in question. This should make it quicker to submit proposals and get them approved. We will be working on 2022 and 2023 IDC proposals in February 2024.

6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.
7. Upgrade MIP Accounting software to achieve more efficiencies in processing purchase orders and accounts payable.

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2024 budget. The 2024 budget process has started. On May 19, 2023, the Budget Coordinator sent out 2024 budget templates and instructions to the departments with a due date of June 30, 2023. A budget public hearing was held on August 5, 2023. The draft 2024 budget was sent to Tribal Council before the September 1, 2023 deadline. We received feedback from Tribal Council before the September 15, 2023 deadline. We are now incorporating revisions to the 2024 draft budget. Revised budget sent back to Tribal Council. Emergency Tribal Council meeting held on November 30, 2023 and a budget for 2024 was approved and then subsequently vetoed by the Ogema. Tribal Council unable to override veto of Ogema. Court cases have been filed in Tribal Court.
2. Publish standardized quarterly budget reports for the tribal membership – Report for October - December 2023 was due January 31, 2024. January – March 2024 is due April 30, 2024.
3. Improve tracking and handling of property tax issues for all tribal owned properties

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Update all standard operating procedures.
2. Educate staff on operating procedures and regulations.
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expanding electronic requisition system.

5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.

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

II. Department Reporting Section

AUDIT 2023

Rehmann Robson has sent an engagement letter for the audit of the FY 2023 Financial Statements. A work session has been scheduled for February 13, 2024.

SENIOR STAFF ACCOUNTANT

Duties and Accomplishments –

1. **Projects: No Projects have been - assigned to: The Construction Task Force committee for approved purchases and payments January, no activity: at this time.**
 - i.
 - ii.
 - iii.
2. **Cash Receipts: Daily cash receipts totaled for the month of January were \$1,256,920.08 the General & Special Revenue Account had a total of (292) receipts.**
3. **NGLC: Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow-up to who is collecting the Balance.**
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 2023, with the ongoing Inventory there will be several updates as it relates to the assets being no longer in service, several disposals have been identified.**
6. **2023 - Single Audit – Audit Field Work – Audit, Organization financial statements and compliance with Federal awards – Prepping for 2023 Audit.**
7. **1099MISC/1099NEC. – 2023 tax year was sent out in the week of Jan 22nd - 26th of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2023. Continued to send tax documents out to the membership / Vendors. Sent 1099NEC file to CFO to upload to the IRS FIRE System website.**
8. **WEX Card- Monthly Report, removed the terminated employees, scheduled the payment, and reviewed and reconciled the report to the payment.**
9. **Tribal Financial Statement Requirements: Due by the 8th of the month.**
 1. **Cash Deposits – to the Bank Statement.**
 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 - No Meetings

Other Meetings:

January Staff Meeting

Budgeted Revenue-Tribal Support – online meeting. CFO/Budget Coord.

Gift Card Policy – CFO/Purchasing Manager

1099Forms – Meeting CFO

Other Items:

STAFF ACCOUNTANT

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. Run Bank Deposits

Meetings Held / Attended – Staff meeting

Trainings Held / Attended –

Special Tasks / Activities Performed – Review and approve A/P check run, 1099, cardinal health payment

Upcoming Projects / Tasks – Audit prep

Payroll

Duties and Accomplishments –

1. Processed 383 payroll vouchers/checks.
2. Verified 13 PAF's this month which included 2 new employee(s), 0 Job Change/Transfer employee(s), and 2 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 1/12 and 1/26.
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 –

- 1/4 – Monthly Staff Meeting
- 1/4 & 1/18 – Payroll/HR Meeting

Trainings Held / Attended –

- 1/26 – DOL Overtime Rule/salary threshold increase

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 - 2023 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in December 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 December and January as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of January to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Made year end leave adjustments for employees over the 120 hour carryover limit.
10. Prepared the 2023 leave liability and payroll accrual report.
11. Made holiday closure leave adjustments.
12. Completed fourth quarter reporting.
13. Completed required annual reporting for payroll and per cap.
14. Verified 39 Holiday Variance forms received from the Surveillance department.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Annual reporting for local taxes.
2. Per cap calculation for April 1st payment.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *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 POs for scanning and stuffed into envelopes for distribution.*

7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
9. *Provide receipts as necessary for rent, utilities, and all other payments.*
10. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
12. *Provide management with Accounts Payable information as requested.*
13. *Maintain court 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 filing cabinets.*
17. *Pick up mail and sort through it to give to the 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 the report to Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations, and address changes.*
6. *Continued processing of ARPA Members Assistance Checks*

Upcoming Projects / Tasks

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

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.

18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

1. 1/8-1/10 Tribal Contracting and Purchasing Certification Program.
2. 1/15 Tribal Contracting and Purchasing Certification Exam.
3. 1/16 Federal Grant Regulations & Updates to the Uniform Guidance Training.

Special Tasks / Activities Performed –

1. Backup for the Tax Officer

Upcoming Projects / Tasks –

Duties and Accomplishments –

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

22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Credit card administrator
24. Handle invoice discrepancies.
25. Process travel requests.
26. Book flights and lodging accommodations.
27. Register travelers for training.
28. Process travel advance checks.
29. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
30. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
31. Supervise Mail Purchasing Clerk.
32. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 1/2/24 Revised travel forms to reflect updated POV rates.
2. 1/8-1/10 Tribal Contracting and Purchasing Certification Program.
3. 1/12 Tribal Contracting and Purchasing Certification Exam.
4. 1/16 Federal Grant Regulations & Updates to the Uniform Guidance Training.

Receiving

Duties and Accomplishments –

1. Received in 210 packages.
2. Issued 108 receiving reports.
3. Returned 3 item 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) Prepared five agenda items for Tribal Council meetings
- 2) Attended six Tribal Council Meetings.
- 3) Set up three new grants.
- 4) Weekly meetings with Amplifund
- 5) Entered new grants into Amplifund system

Expenditures Update

Total year-to-date expenditures for the Finance Division for January 2024 are \$101,543 compared to an annual budget of \$1,475,869. Total expenses for the Finance Division for year-to-date January 2024, represent 6.8% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

January 2024 Department Report

I. Department Overview

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

II. Department reporting section

- **Higher Education Scholarship:** 19 students received Higher Education Scholarship funds in January totaling \$60,394.50. Awards for 2024 were increased to a cap amount of \$3500. No awards can exceed a student's unmet need as calculated by the college financial aid office. Of the 19 students who received funds, 14 of them received the full \$3500. One received \$3166.50, two of them received \$2750, one received \$2505.50. All of those unmet need amounts exceeded the former \$2500 cap on awards, so this increase has made a great difference in the ability to better meet students' needs. Just one student was awarded under the former cap amount with an unmet need of \$222.50. All but two of the students are female. 9 students attend community colleges and 10 are enrolled in university.
- **College Book Stipend:** 42 book stipend applications were processed in January totaling \$22,300. 29 checks were for students enrolled in 9 or more credits; 10 each for those enrolled in 4-8 credits, and 3 in 1-3 credits. These awards reflect an increase of \$100 per level of funding for students in the 2024 budget, which, anecdotally, is making quite a difference in the ability of students to pay for their books (as the stipend is a subsidy and not intended to cover the entire cost of books and supplies because federal financial aid calculations include the cost of books- but that amount is quite low and this increase has been very helpful. 3 book stipends were awarded for students for fall 2023 semester because of difficulties with applications and paperwork. That was total of \$1200 based on 2023 amounts for two students enrolled in 9+ credits and one enrolled in 1-3 credits for fall 2023
- **LRBOI Student Services-** 20 students applied for and received school clothing funding totaling \$10,000. 3 students received funds for the 12th grade computer program totaling \$3000. 1 student requested and received assistance for a class ring totaling \$100, and 1 student requested and received \$500 for tutoring expenses in January 2024

This month the Education Department assisted students with Michigan Indian Tuition Waiver applications, advising for students seeking programs and applying for financial aid, planning for monthly activities and very early planning for Indian Village Camp for 2024. In addition the department is working on development of information tracking

system for student files which will allow for quicker and easier collection of data and reporting.

The Education Department submitted summary of the Department's Monarch Rearing project in support of a grant and habitat project that is planned through the Natural Resources Department to involve community members in developing increased Monarch habitat

Meetings Attended:

January 4: Staff Meeting Virtual Teams

January 16, 17, 18: GONA sessions

**January 22-23: Confederacy of Michigan Tribal Education Departments
Quarterly Meeting Virtual Zoom meeting**

Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2024 Education Department budget, based on narrative proposals in the 2024 Education Department budget for the month of January**

Elders Meal Program
Victoria Wells

Elder Meals January Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
125	487

Bingo At Aki	Bingo At Hackely
21	

PO #	Distribution Code	G/L	Starting	Ending
240086	4531	5204	\$1500	\$17
240088	4532	5204	\$857	\$58
240087	4532	5204	\$4373	\$2619
240153	4531	5204	\$2142	\$1030
240247	4523	5202	\$2000	\$1828

There were no meals at Muskegon due to my (Victoria) vehicle needing a wheel bearing that was getting close to breaking fully and it was unsafe to drive it that far. Meals resume in February at Hackley along with activities. Activities were on hold for January to give the program time to order, figure out the rest of the fiscal year budget. Activities will resume in February to two times per week for the entire month.

Attendance was down but home deliveries were up. We had 3 more elders enroll in the program. Attendance across the board was lower due to 2 days of closure.

We are actively trying to spend down the extended accounts we have as they are over in March as well as our fiscal year for 2023 Title VI funds. Trainings in DC were attended by me (Victoria) where new grant opportunities were learned about, and the program is actively working with our grant writer to apply for these new funds.

G/L 5204 is our client service funds for food/drinks/containers for program execution. We now have Gordons as a supplier and they deliver, where in the past they didn't deliver to Aki for the program. We are still using Sysco, Van Eerden's and now Gordons. G/L 5202 is our activities budget and that PO is used to buy from Townline.

Account 4523 with G/L of 5202 was used for ordering activities for February in January so that they arrived in time. \$205.79 was used out of this for these activities that are planned.

The program has some exciting new things coming in the 2024 year and is excited it's continued slow, but manageable, growth.

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

January Monthly Report - 2024

MARY CARPENTER, ENROLLMENT COORDINATOR

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 cancelation 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: 3 Applications forms for people seeking membership.
- Sent out: 6 Address change forms.
- Created 34 New and Replacement Tribal ID's from 01/01/2024 through 01/31/2024.
- 27 Addresses changed from 01/01/2024 through 01/31/2024.
- Final Rejection Letters: 1
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 2
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- 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
- 2 Applications received since 01/01/2024.
- Updated 2023 Tribal Directory on the Tribe's website
- List request of Membership: Tax
- Label request of Membership:
- Tribal Members Label/List request:
- Statistical request: Member's Assistance

Department Verifications

1. Prosecutor 52
2. Clinic 0
3. Human Resources 0
4. PRC/EHAP 12
5. Member's Assistance 1
6. Housing 0
7. Utilities 0
8. Food Distribution 2
9. Casino 2
10. Family Services 5
11. Tribal Council 0
12. Natural Resources 2
13. Gaming 0

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

Meetings

- Employee Staff Meeting – January 4th
- Enrollment Commission Meeting – January 16th

Enrollment Statistics

- Total Membership: 3,920
- Total number of Elders: 1,526
- Total number of Adults: (18-54): 2,136
- Total number of Minors: (0-17): 258
- Total Tribal Members living in:
 - 9 County Area: 1,623
 - Outside 9 County Area: 2,281
 - Inside Michigan: 2,560
 - Outside Michigan: 1,344
 - Undeliverable Addresses: 17

Facilities
Rusty Smith

2024 January Maintenance Department Report of Operations and Maintenance Activity

Submitted by De-Ahna Underwood, Maintenance Office Manager

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

I. Department Overview

Goals & Objectives

The Maintenance Department strives to provide quality services to ensure an aesthetically pleasing, 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

Winter Operational Hours Nov 15th-March 15th

Winter Maintenance services are provided to the following locations: Eastlake, Government Center, Justice Center, Food Distribution, Gaming/VSP, Natural Resources, Area 51, Facilities Barn, East Lake.

Periodically: Sugar Shack and Shooting Range

Work Orders

- 41 Work orders submitted, 5 work in progress.
- 10 Vehicle work orders submitted and completed. Mechanic working on department work truck and salter.
- 17 Snowfall events, 58 total hours spent on snow removal.

Vendors (buildings overseen by Maintenance)

- 1/3 Pest control pm 1 location
- 1/12 Pest control pm 1 location

III. Budget Expense Justification

- Maintenance Vehicles \$110.00
- Maintenance Phones \$90.00

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

End of Report

**Family Services
Vacant Director**

Department Report : Family Services
 Case Worker: Stephanie Persenaire
 FS Reporting period January 2024

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent
Intakes	1							
I&Rs								
Open Cases	7				2			
Monthly Total	0	0	0	0	0	0	0	0

Case Management

Total number	16				9			
Total number of Tribal Citizens living in homes served	7				3			
Total number of descendants living in homes served	4				7			
Total number of children living in homes served	4				7			
Total ICWA or ICWP where substance abuse is involved	0				1			
Child Abuse/	0				0			
ICWA or ICV	0				0			
Sexual Abuse	0				0			
Substantiated or Unsubstantiated by DHS	0				0			
Case Pending	0				0			

Relative placed	0				1			
Tribal Foster	0				0			
Non-Tribal F	0				0			
Home	0				0			
Alternative pl	0				0			
Court appeara	1				0			
Home Visits	23				5			
Case Reviews	2				0			
Binojeeuk	2				0			
Contacts with	67				34			
Contacts with	6				0			
Tribal Elders	0				0			
Other referral	0				0			
onthly Tot	126	0	0	0	67	0	0	0



Newaygo

Other

	2
0	0

	9
	7
	0
	7
	0
	0
	0
	0
	0
	0

	0
	0
	1
	0
	0
	0
	3
	0
	0
	7
	0
	0
	0
0	34

LRBOI Be Da Bin Behavioral Health Program January 2024 Report

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

Felice Kelley resigned this month due to other obligations. Her clients were transferred to Dottie.

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

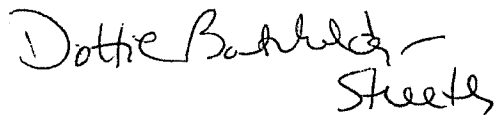
Angela Schwandt currently has 49 clients. Angela had 57 individual sessions, 64 follow up calls, 6 hours of telepsychiatry. She attended the GONA workshop, SAPC (Suicide Awareness and Prevention Coalition) meeting, custody court case, and took the application for Fiscal Years 2025/2026 for the Tribal Behavioral Health Initiative to Tribal Council work session.

Kimberly (Kim) Hinmon attended 4 meetings with SAMHSA/GONA rep Hunter this month. She helped to lead the GONA (Gathering of Native Americans) we had January 16-18, 2024. She attended 1 Native Connections meeting, 2 meetings for the Round Dance, 1 meeting for Snow Snake, and the Kevin's song Conference (3 days, Suicide Prevention conference). She also attended the AMSR training (Assessing and Managing Suicide Risk).

Dottie Batchelder-Streeter currently has 22 clients and 8 Recovery Support clients. Dottie had 3 referrals to detox/inpatient treatment and 4 referrals to other outpatient services. Dottie had 32 individual sessions, 2 crisis interventions, and 67 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meeting was held this month virtually on January 10, 2024. She attended the GONA planning meetings (3) and the event. She attended the Quarterly Tribal Behavioral Health Communication Network Meeting January 3 & 4, in Mt. Pleasant, MI. She hosted the Safe Talk training on January 12 at the Manistee Friendship Society, Tribal/MDHHS Consultation Meeting on Opioid Settlement Funding through State, Tribal Prevention coalition meeting, and the MDHHS/Community Mental Health training initiative meeting.

Staff continue to attend webinars as able for certification and continuing education credits.

Respectfully submitted,

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

Dottie Batchelder-Streeter

Monthly Site Dashboard Report

Date Range of Report: Jan 01, 2024 - Jan 31, 2024

Date Report Generated: Feb 05, 2024

Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	22	5	29

Total Unique Clients who received at least 1 visit between Jan 01, 2024 - Jan 31, 2024 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	6	0	5

Total New Clients enrolled between Jan 01, 2024 - Jan 31, 2024 by type

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

Total Visits between Jan 01, 2024 - Jan 31, 2024 by staff person

Name	Total Visits	Form Type
Holly Lindsey	8	Postpartum Visit/Encounter Form
Holly Lindsey	6	Infant Visit/Encounter Form
Total	14	

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

No data for this section

Open Referrals

No data for this section

Forms "in progress"

Client	Client Type	Form Type
	PostPartum Mother	Postpartum - Visit/Encounter
	PostPartum Mother	Postpartum - Visit/Encounter

SCRIPT tab modified between Jan 01, 2024 - Jan 31, 2024

Client	Client Type	HSID
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**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
January - 2024**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	8
New Cases	3
Closed Cases	2
Referrals and Contacts Received	4
Client Face to Face Contacts	10
Client-related Phone, Email, and Text Contacts	104
Client-related Direct Service Units Provided by Advocates	165
Client-related Accompaniment Provided by Advocates	1

MEETINGS

Staff Meeting(s)	0
Program Case Reviews	0
Community Collaboration Meetings	7
Other Meetings	5

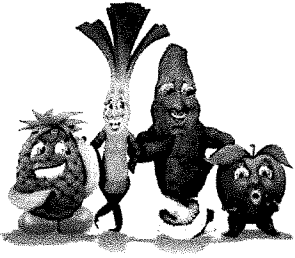
STAFF DEVELOPMENT/TRAINING

Virtual Training	6
In Person Training and Conferences	0
VSP Sponsored Training Events	0
Other Trainings	0

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	2
Event and Training Planning and Preparation	0
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	173
VSP Presentations	0
Networking Activities	2
VSP Website Updates	5
Other Efforts	2

Food Distribution
Jamie Friedel



Food Distribution Program

January 2024 Monthly Report

Jamie Friedel, Melanie Ceplina

1 Department Overviews:

Goals and objectives:

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

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

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

Jamie and Melanie cleaned warehouse / rotated stock/ inventory stock.

Jamie and Melanie rotated frozen food in the freezer.

Jamie and Melanie and filled food orders.

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

Jamie ordered Novembers food for the warehouse.

Jamie and Melanie and cleaned the office.

Jamie and Melanie conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie and Melanie and conducted 43 Deliveries.

We received deliveries on January 4th, 8th, 11th,

The Food Distribution Office is open to the public.

Melanie sent out 4 applications.

Melanie sent 9 recertifications out.

Added 1 new Households.

We have a total of 74 households with 120 total people.

MEETINGS:

- Attended Staff Meeting
- Online Batch scanner training
- Online regional Planning Meeting
- Online MSU meeting
- Participated in a FDPIR call.
- Online Kauffmans and associate meeting

The Department has been working hard to get staffing hired. We have hired 2 new employees this month. We have also switched over to the New Sygnal system. The new system is working very well and is easier to use. Has the Inventory capabilities that we needed as well. We are looking to hire a Nutritionist as well. USDA has approved our budget and are just waiting for Council to accept it to get the position posted. This will be a great add for our program. They will be able to assist the Clinic and the Elders meals as well.

Jamie Friedel Supervisor
Melanie Ceplina Program Assistant

Grants
Chuck Fisher/Mark Dougher

Grants Office Monthly Report

January 2024

After a slow start in the new year, the application process for were both initiated in January – both are due in early March and related work sessions are scheduled in mid-February.

In January 2024, the Grants Office finalized the finalization process for the Tribes' Grant Strategy and provided final Grant Strategy documents in a binder to the primary users. Concluding presentation will follow in the February Directors' Meeting, which will include a Q&A.

Also, at least in part to test the process, the following two funding applications were initiated in January using the forms and format that are represented in the Grant Strategy documentation:

1. The Coordinated Tribal Assistance Solicitation (CTAS) application will involve a funding request for the planning and design for the renovation and expansion of the Tribal Justice Center.
2. The Elders' Meals Program is also seeking funding assistance through AARP (American Association of Retired People) for an outdoor garden and activity area.

Regarding the above:

1. There was a CTAS meeting at the Justice Center was held on Jan. 26. It was determined that a CTAS application would be developed for the planning of expansion and renovation of the Justice Center. This work will make it possible to submit a full application in the next funding cycle. The total anticipated budget for the work will be approximately \$1.5M. This accounts for the large increase in hours in the 2d pay week of the pay period. Work session request submitted to TC.
2. Regarding the Elders' Meal Program indoor/outdoor garden effort and activity area (s), the project will be located at the Community Center and involve the paving of accessible pathways to x12 raised bed planting areas and a gazebo kit, complete with accommodations for elders. The project also involves indoor gardening activities (small greenhouse) and "garden towers" to grow food hydroponically.

Both submissions are works in progress at this time. Both are due in early to mid-March, 2024. Work sessions with the tribal council for both initiatives. Have had a number of meetings with the tribal court, some of which have included Public Safety. Have also discussed the garden project w/Vicki (and others) on a number of occasions and planning for a project presentation at the regularly scheduled February meeting of the Elders Committee.

As a result, my hours will be high in February and early March, that is, until the CTAS and AARP grants have been submitted.

Also had a meeting w/Mark Dougher/Bill Willis regarding Mark's departure (which still isn't clear to me) that included the subject of the upcoming Director's Meeting that will incorporate some time for question/answer period related to handing off the Grant Strategy to the tribe. Mark has given me his computer.

Have had discussions re: Warriors' Society – appears there's a good way forward - anticipate an internal meeting prior to bringing the matter to the Tribal Council for final resolution.

- 6) Completed Management Concept training – Cost Principles for Federal Grants: 2 CFR Part 200 (Subpart E) and FAR 31.2
- 7) Prepared and submitted fourteen draw downs
- 8) Prepared and submitted ten financial status reports to agencies.
- 9) Attended monthly staff meeting.
- 10) Entered 2024 Budgets into the MIP system and sent R & E's to Department Directors
- 11) Completed COLA spreadsheet
- 12) Paid Winter property taxes

Grants

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ Coordinate and collaborate with Tribal grant writers and department heads.
- ∞ Complete and submit monthly, quarterly, annual, and final SF-425 reports for existing grants.
- ∞ Setup new grant award files.
- ∞ Complete Closeouts on grants that have completed their lifecycle.
- ∞ Complete draw down of funds from various portals.
- ∞ **Standing Note until ARPA funds are expended** - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.

IT Department

- ∞ **Assisted with application to the Treasury CAP formula fund grant \$167,504** Update 4/30/23: We received notice that the WIFI portion of the grant is in question and either needs to be revised or changed. Treasury staff have reached out to provide guidance on the application. This staff will work with the CFO, who has sole access to that portal to update the application in early May. Update May 31, 2023: This application was updated per the instructions of Treasury staff and has been resubmitted. Update: August 31, 2023. Just received feedback on May 2023 application updates. Meeting with representative from Department of Treasury on September 13, 2023 to finalize application. Another meeting on October 6, 2023 with the Department of Treasury rep has been scheduled in order to wrap up the application process. November 2023 – grant application was certified and returned to Treasury for final review. Update December 2023 – grant was awarded for \$167,504 plus an additional \$21,820.36.
- **Grant Management Software:** Council approved the purchase of Grant Management software by Amplifund. It is software specifically designed to work with federal grant applications and awards. We are working with Amplifund representatives to implement the new software. We have had numerous meetings with Amplifund staff and are working on providing information on current grants in order for Amplifund to upload into the software. Implementation meetings continue and we are providing needed information for Amplifund to update the software for our use.

Health
Daryl Weaver

7C



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

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: _____, 2024

Re: JANUARY 2024 Report of Activity – Tribal Health Services

Forrest County Pottawatomi Insurance Department filed 336 claims in the amount of \$64,833.62 on behalf of Little River for Third Party Revenue generation.

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

CLINIC OPERATIONS: MANISTEE LOCATION

230 patients scheduled

18 patients NO-SHOW to scheduled appointments

6 patients provided SAME DAY appointments for emergent matters**

77 cancelled appointments

141 patients attending CLINIC PHYSICIAN appointments**

47 patients PHONE TRIAGE**

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

62 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JANUARY (Total Patient Volume): 513

Diabetic patients: 49

Flu Vaccines: 5

Injections: 17

Nursing Visits: 6 **

On-site Labs: 134

COVID-19 Tests: 5

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 1,216

DIRECT CALLS TO CLINIC OPERATIONS: 610

OUTGOING FAXES: 117

TRANSPORTS - MANISTEE 3

JANUARY 2024

TRAVEL HOURS: 2

SERVICE HOURS: 2

NUMBER SERVED: 3

MEDICATION DELIVERIES: 5

TRAVEL HOURS: 1 $\frac{3}{4}$

SERVICE HOURS: 1

NUMBER SERVED: 5

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

TOTAL SERVICE HOURS: 3

TOTAL NUMBER SERVED: 8

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

CLINIC OPERATIONS: MUSKEGON LOCATION

132 patients scheduled

6 patients NO-SHOW to scheduled appointment

0 patients provided SAME DAY appointments for emergent matters**

56 cancelled appointments

62 clinic referrals – requiring action by Providers and Staff (Total both locations)

70 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 23

Flu Vaccines: 0

Injections: 2

Nursing Visits: 0

On-site Labs: 51

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: Calls being answered at Manistee Location

TRANSPORTS - MUSKEGON: 4

JANUARY 2024

TRAVEL HOURS: 6 ½

SERVICE HOURS: 5

NUMBER SERVED: 4

MEDICATION DELIVERIES: 3

TRAVEL HOURS: 1 ¼

SERVICE HOURS: ½

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 7 ¾

TOTAL SERVICE HOURS: 5 ½

TOTAL NUMBER SERVED: 7

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$75,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1914

TOTAL PRC PAID IN JANUARY: \$50,954.48

PHARMACY/OTHER: \$36,606.21

DENTAL: \$13,821.70

TOTAL PATIENTS: 216 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 427

TOTAL CLAIMS ENTERED: 376

TOTAL PRC PAID 2024: \$50,954.48

TOTAL EHAP PAID IN JANUARY: \$23,625.59

TOTAL EHAP PAID 2024: \$23,625.59

TOTAL ENROLLED EHAP/LRBOI: 1308

NEW APPLICATIONS MAILED OR GIVEN: 30

REASSESSMENTS MAILED OR GIVEN: 231

MEDICARE LIKE RATE (MLR) Savings for January 2024

Claims submitted: 27 \$26,724.04 (total submitted)

-\$7,585.87 (what we paid)

\$19,138.17 (total savings)

PHARMACY, MANISTEE:**January 2024**

Active Patients: 354

Prescriptions filled: 1,776

Receipts:

Insurance payments received: \$ 174,995.52

Non-member cash/copays received: \$ 820.18

Less acquisition cost of medications: \$ 63,895.76

Net profit: **\$ 111,919.94**

PRC-equivalent write offs:

LRBOI: \$ 30,333.27

Other Tribes: \$ 5,317.61

TOTAL: **\$ 35,650.88****PHARMACY, NORTON SHORES:****January 2024**

Active Patients: 130

Prescriptions filled: 658

Receipts:

Insurance payments received: \$ 76,593.16

Non-member cash/copays received: \$ 71.80

Less acquisition cost of medications: \$ 27,053.53

Net profit: **\$ 49,611.43**

PRC-equivalent write offs:

LRBOI: \$ 13,738.59

Other Tribes: \$ 1,876.51

TOTAL: **\$ 15,615.10**

2024 Health Services Department - Manistee Location

Clinic Operations

2024	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Outgoing Faxes	
January	230	18	77	6	141	47	513	319	62	49	5	17	6	134	1	1,216	610	5	117	
February																				
March																				
April																				
May																				
June																				
July																				
August																				
September																				
October																				
November																				
December																				
Totals	230	18	77	6	141	47	513	319	62	49	5	17	6	134	1	1,216	610	5	117	

** Denotes total included in Total Patient Volume

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

2024 Health Services Department - Harvey Location

Clinic Operations

2024	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	
January	132	6	56	-	70	47	436	319	62	23	-	2	-	51	-	-	-	-	
February																			
March																			
April																			
May																			
June																			
July																			
August																			
September																			
October																			
November																			
December																			
Totals																			

** Denotes total included in Total Patient Volume

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

Housing
Tara Bailey



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For January 2024

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Mike Pannill – Housing Maintenance Technician

Jim Stuck - Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

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

Lease renewals due during the month: 7

Leases renewed: 9

New leases: 1

Annual Inspections: 7

Move-out Inspections: 0

Move outs: 0

Transfers: 1

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

Applications received this month: 0

Total Number of Awards made during the Year: 0

Total Amount of Awards for the Year: 0

C. The Homeowners Assistance Fund received one (0) new application this month, 0 denial. The program has provided \$151,251.33 in assistance since it began in 2022.

II. Rental Payment Information for the Month.

A. Notice of Delinquency issued: 12

B. Termination Notice(s) issued: 11

C. Notice(s) to Vacate or Renew: 0

D. Court Filing(s): 0

III. Condition of Properties.

- A. On the afternoon of January 26, 2024, there was a house fire at 2640 W. Maw gaw ne quong that resulted in a total loss. Our insurance carrier has been notified, a fire investigator will be on property on February 5th to try and determine a cause as that has not been established as of yet, an adjuster will then be coming to officially rule it a loss and give further details on the next steps for clean up, demolition and rebuild. The resident did get out of the unit unharmed and the housing department was able to move the resident into another unit for occupancy. The residents work and the LRBOI community is working towards bake sales, fund raisers, etc to assist the resident to get the items that are needed as all contents of the home were lost including the vehicle parked in the garage. It is our understanding the resident did NOT have renters insurance.
- B. Maintenance currently has 3 units to complete for a move in.
- C. The Housing Director had a meeting with Tribal Council on January 29th to request approval on a contract with Bath Works for \$9956.99 to demo the bathroom in Unit 108 at the elders complex to fix the drain issue that was a result of the original contractors that did not allow for a slope under the handicap shower. Not having a slope so the water drains properly is a slipping hazard for any resident residing in the unit and allows water to pool within the shower making it difficult to keep clean also.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 86 rental units in total of which 79 were rented giving us an occupancy rating of 92%.

- A. Aki has 60 income based rental units of which 56 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 33 low-income family rental units and 29 are rented.
 - 4. Aki has 6 low income family ADA rental units and 5 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 9 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI

End of Report
Tara Bailey, Housing Director
February 1, 2024

Human Resources
Alicia Knapp



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

To: Ogema Romanelli
From: Alicia Goff
Subject: January 2024 HR Department Report
Date: 2/12/2024

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

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

1) HR Operational Plan

- 1) What is in store for 2024. HR is currently preparing and finalizing for at least the first two quarters of 2024 Department Operational Plan, we are still down a HR team member, but we will work on moving forward in the process.
- 2) **Month Summary:** 401k Audit has started on the 2023 audit process beginning in January 2024 with gathering of information for the 5500 and other information as well. HR is still finalizing Job Descriptions on L: drive and some starting of updating to current wage updates for 2023 a couple of department holdouts still need to submit with signatures, HR is still waiting for a couple departments to submit updated job descriptions in to make this update complete. Preparing for 2024 budget and waiting for acceptance/changes is still looming. Some SOPs still being reviewed/updated.

3) Talent Acquisition

a) Talent Acquisition for January:

- (1) Number of Hires During the Month: 5 – 4– TM, and 1 NP
- (2) Number of Open Positions: 10 postings up (seasonals 8 employees within that numbers); 4 positions in process of selection/interview and offers– more new employees should be onboarded by the end of March 2024. Food Distribution has gained 2 new hires, EVS has added a new hire and Tribal Council has found a new Press secretary. Inew hire/previous employee returned to gaming.
- (3) Postings | Seasonal positions went up, 9 seasonal - new NRD positions and 2 FT positions posted for Wildlife position. | NRD transfer/contract employee change will be coming, hopefully by spring. Clinic has posted some positions for Manistee and Muskegon. We hope to find the right people to fill those position.
- (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection will go back to meeting in person and so far, it is going well.
- (5) Thank you, Hiring Managers, for your help.
- (6) Updated Recruiting Work Priority: Gaming – (1) Surveillance Operator (accepted in screening process January – started mid-January. and Internal Auditor Manager –

(selection – interview set for January and transfer from Finance will come in February)
Clinic– Reposted Staff Physician(s), Medical Assistant (1) and Family Services – (1) Victim Advocate – Muskegon. More Muskegon Clinic postings to be put up in December for 2024 (CAT III, Nurse Practitioner and Clinic Supervisor) onto January selection to be in February.
(7) Website was changed and deleted HR/WFD information. Now updated. Applications have increased by a few, but on-line usage of application has been consistent – averaging now around 6 per month – down a bit this month. Still experiencing problems with online submissions but process of updating. Postings going through Arctic are taking 3-5 days to be on our site – not ideal situation.

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

- i) Approximately 8 positions are now in the selection/interview/offer steps of the process. We expect to see more new hires in early to mid-February. With selections, and interviews being scheduled for the first through mid-February.
- ii) Applications are coming in and are picking up, averaging more than 4 per position posted. Utilized LinkedIn, Indeed, NNAHRA and other sites.
- iii) Conducted 2 orientation/new hire paperwork sessions for 4 new employees. February should bring starts for Gaming.

4) Talent Development and Relations

a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions are still to be scheduled and to continue. An uptick of PIP's grievances and whistleblowers has been noted.
- ii) Provided additional HR support to the leadership of various departments when asked.
- iii) The Employee Recognition Team continues but no employee recognition for the present but are providing information to employees. Mindi Smith HR Specialist providing updates from HR during at the monthly employee meetings for 2024.
- iv) Continued assisting leadership with sensitive employee relations issues when asked.
- v) Assisted departments with job description update – Moving forward to review job duties and further update of wages.
- vi) PAF's for 3% are in the works – increases coming for the last payroll in January or first in February.
- vii) HR Answers... More instore for 2024.

b) HR Department Development Initiatives:

- i) HR Development Events: 5 – communication, conflict resolution, investigation, employee relations, MIP – January 12 hours all in HR, none received from other departments.
- ii) Continued file migration to Office 365 storage solutions continuing. As is lifting to the cloud and SharePoint problems. Looking forward to SABA being renewed for use for training and performance management.

- iii) Continued project to improve HR use of MIP data, still on-going.
- iv) Further updates are needed on L:drive – forms and resolutions, policy/procedures, and our HR share drives to be recreated as well as the HR SharePoint mysteriously went away. Arctic is working on continued issues with server and process issues.

Training and Development hours totaled: 12 hours reported hours in January.

5) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 1 ongoing, 1 New – Assisting Team Members with Benefit and Leave Requests. STD – 2 slated in January and 1 continuing from November - 1 IFML started, 2 requests for FML/STD, 2 to be started in December/January and continue into January 2024, and 1 WC claims – RTW. 5 bereavement leaves taken.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has increased – loan requests and payouts were processed.
- d) Some previous employee (1) either rolling over or cashing out.
- e) Continued processing new hire insurance enrollments and separation disenrollment and some COBRA inquiries.
- f) 401k financial adviser visit was scheduled for late January. HR has the 2024 calendar from the advisors.
- g) Meetings scheduled for getting the ball rolling for possibility of becoming Self-funded for our insurance needs. We have some of the paperwork/reports to start that process.
- h) Benefit year started 1/01/2024.
- i) Processed insurance benefit plan check requests. Waiting for a service contract to be approved – in review.

6) Safety

- i) Continued COVID-19 support and tracking. 2 reported.
- ii) Recordable Injuries: 1 resulted in WC claim - One ongoing from 2/2023 and December saw the RTW.
- iii) Near Miss/1st Aid: 2 near misses.

7) Tribal Preference Report

Preference Report for January 2024 – Preference Hires in December 2023

Employee Count by Preference for December

109 Tribal Members	+4	54% (53.7%) of Tribal Government Workforce
10 Native American		5%+ (4.9%) of Tribal Government Workforce
12 Tribal Descendants		6%+ (5.9%) of Tribal Government Workforce
11 Tribal Spouses		6%+ (6.4%) of Tribal Government Workforce
No data on Tribal Parent – found		0% of Tribal Government Workforce
No loss in preference for January – overall gain = 4		
Total preference = 142		70% (69.95%)
61 non-preference		
	Gain of 1	30% (30.0%)

Total of all employees 203 – Overall gain of 5 to workforce in January 2024.

WFD Program

8) Workforce Development

- i) New Requests for WFD Service: 3 to be processed for December distribution, 3 to be processed for December pending documentation.
- ii) Inquiries for WFD programming 5 for Career Voucher. 1 inquiries (Tr/Dev) and applications for next month, awaiting supporting documentation.
- iii) WFD has moved up to Ogema's office (Tribal Manager) until Commerce Department is operating.

Regards,
Alicia Goff
HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
February 2024

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Drug Screening wireless has been deployed out and has been tested.
We are waiting on the laptops to be ordered.
2. Muskegon Pharmacy computers have been identified and is being corrected in the naming scheme. (Ongoing project)
3. **Mandatory IT Projects by order of priority:**
 1. 2024
 - Evaluate, plan, and implement wireless for DPS police car cameras. (Has been put on project management schedule)
 - Create Training videos and increase documentation/workflow
 - Business Continuation Planning
 - Internal IT Career training path
 - Review and update internal IT policy's
 4. 94 new IT work orders were opened in January 2024 and 82 IT work orders completed in January 2024. Our current outstanding tickets are at 129.
 5. Arctic IT data is not available until February 10th
 6. Departmental data not available until next month due to the Arctic IT data not available until the 10th of this month.

Meetings Held / Attended –

1. Held Staff Meetings with Elevate and ArticIT.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: February 7, 2024
Re: January 2024 report of activities

Number of tribal members assisted on new issues	68
Number of referrals received	5
Number of continuing cases:	34

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Real Estate
Wills	Abuse-Neglect of Minors
Trusts	Workplace Harassment
Estate Planning	Amendment to Power of Attorney
Conservator – Adult	Criminal
Medical Power of Attorney	Expungement
Slander	Civil
Collections	Fees for Late Rental Payments
Power of Attorney	Disability
Amend Estate Planning Documents	Guardian - Adult
Custody	Paternity
Residential Lease	Objection to Probate Estate
Name Change	Parenting Time
Taxes	Inheritance Taxes
Sexual Harassment	Felony
Involuntary Mental Committal	Extension of Summons
Trust Amendment	Probate Estate

Petition and Order for Assignment
Personal Protection Order
Harassment
Human Rights Violation
Funding of Trust
Service of Civil Document
Unlocated Beneficiary
Camera in Nursing Home

Duplicate Title
DHHS
DNA
Beneficiary
Collateral
Employment
Will Contest
Quit Claim Deed

Sample of Work Performed:

Assisted a tribal member amend their Trust

Assisted a tribal member obtain a Second Summons when they could not get the Defendant served

Assisted a tribal member whose landlord was charging illegal late fees on late rental payments

Assisted a tribal member obtain a duplicate vehicle title

Members Assistance
Jessica Steinberg

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

Members Assistance Department Mission Statement

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

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

Departmental Staff:

Jessica Steinberg, Member’s Assistance Coordinator

Gina Crotteau, Program Specialist

PROGRAMS ADMINISTERED & FUNDING SOURCE:

Low Income Home Energy Assistance Program (LIHEAP): funded by a formula grant and supplemental awards throughout the year from the Administration of Children & Families (ACF), Office of Community Services (OCS), Low Income Home Energy Assistance Program (LIHEAP). This grant funds the following service needs, amounts established in the Formula/Model grant:

- *Heating* \$200 minimum benefit, \$1,200 maximum benefit
- *Cooling* \$200 minimum benefit, \$1,200 maximum benefit
- *Crisis Assistance* \$1,200 summer maximum, \$1,200 winter maximum
- *Weatherization* \$10,000 maximum

Eligibility for services is determined using an income-based needs formula by assistance type using either 150% of the federal poverty level (FPL) or 60% of the state median income (SMI), factoring in all income sources of the household. Benefits are per fiscal year with the maximum indicated by assistance type. Eligibility in 2024 is based on 150% federal poverty level, across all program benefit administration, as submitted and approved in the LRBOI LIHEAP Model plan. This change is in effect as of the new grant fiscal year period, October 1, 2023.

[LIHEAP Report Continued]

Of the resources made available to the Tribe under this program, the specific spending for each area is allocated as follows: (the total award changes as funds are added/appropriated)

**Amounts would be the total available for each program category under the Model Plan-2023.*

Total Award at time of Report FY 2024	\$174,556
○ Heating – 30% of total funds awarded	\$ 52,366*
○ Cooling – 10% of total funds awarded	\$ 17,456*
○ Crisis Assistance – 35% of total funds awarded	\$ 61,095*
○ Weatherization – 15% of total funds awarded	\$ 26,183*
Balance of Available Resources to date:	\$135,529
Percent of Budget Expended (as of report)	23%* (in total)

FY 2024 LIHEAP funding begins a new spending cycle for the model plan, and benefit maximum and minimums adjusted to provide the most benefit to our elders and low-income families. The Model Plan submission benefit ceilings were set in the LRBOI submission at \$800 and \$1,000.00 in the heating, cooling, and crisis assistance line items. The agency (Administration for Children and Families) reviewed the plan and adjusted the amounts to the level currently administered.

LIHEAP ACTIVITY – HOUSEHOLDS SERVED – January 2024

(*this is an average/median amount)

Assistance Type	Households Served	Ave. Benefit/Household*
<i>220 - Heating Assistance</i>	<i>14</i>	<i>\$1,200.00</i>
<i>221 - Crisis Assistance</i>	<i>13</i>	<i>\$1,200.00</i>
<i>222 - Cooling Assistance</i>	<i>0</i>	<i>0</i>
<i>223 - Weatherization Assistance</i>	<i>0</i>	<i>0</i>

Members Assistance Program: created by Tribal Ordinance #06-700-04 and funded by LRBOI revenue generated by proceeds from the Band’s Tribal gaming enterprise, unexpended prior year funds from Gross Gaming Tax assessments and the assessments made under the Tax and Revenue Administration Ordinance. These funds support the following service needs:

- *Home Repair Program* \$7,500 maximum benefit per year
- *Low Income Energy Assistance* \$300 maximum benefit per year
- *Rental Mortgage Assistance* \$1,000/year max benefit, **once every 2 years**
- *Food Assistance* \$300 maximum benefit per year
- *Elder Chore Assistance* \$400 maximum benefit per year
- *Emergency Transportation* \$400 maximum benefit per year

Eligibility for services is based on membership status at the time of the application for assistance deadlines, (program year), and income eligibility set forth in program regulations. Benefits are not retroactive based on membership status. Assistance is based on program resources and maximum benefits assigned by assistance type.

SERVICES DELIVERED FISCAL YEAR 2024– January 2024

MEMBERS ASSISTANCE – HOUSEHOLDS SERVED (**this is an average/median amount*)

<u>Assistance Type</u>	<u>Households/Individuals Served</u>	<u>Ave. Benefit/Household*</u>
Rental Mortgage Assistance	4	\$1,200.00
Applications:	6	
Low Income Energy Assistance	6	\$300.00
Applications:	12	
Food Assistance	41	\$300.00
Applications:	49*	
Total cards issued:	65**	
**due to sliding scale assistance, smaller denominations are issued		
Emergency Transportation	4	\$400.00
Applications:	7	
Elder Chore Service	5	\$400.00
Applications:	8	
Home Repair Program	1	\$465.00
Applications:	1	
Bereavement	8	\$7,500.00

INTERDEPARTMENTAL REFERRALS & DEPARTMENT(S)

<u>Date</u>	<u>Service Requested</u>	<u>Department</u>
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The Department made limited referrals to Family Services, Commodities and Clinic Operations this month. Family Services is currently working with Membership Assistance and Human Resources to create a shared Intake Specialist position that would be the initial client contact for Social Service delivery at LRBOI. The Specialist would provide client intake/crisis triage, set up the client file, and provide data capture assistance as well as other intake related services to the departments. The specialist would assist with maintaining necessary data to enable reporting, and referral/follow-up management.

Phone contacts and inquiries: 431

The Program Coordinator logged two hundred twenty-three calls (223) for assistance, and the Program Specialist logged two hundred-eight (208) documented calls for assistance.

***The number of applications for food assistance this month is extremely high. This is due to the December 2023 Per Capita payment, impacting social security benefits (SSI/SSD), Michigan Supplemental Nutrition Assistance Program (SNAP/Bridge Card) benefits, and the need to bridge the gap created by those monetary and assistance losses because of per capita distribution. In five (5) instances, elders, and low-income head of household SSI recipients experienced a ‘zero income’ scenario; per capita distribution ‘zeroed out’ their social security-based assistance. We also know of three (3) elders who are Medicaid eligible, that experienced discontinuation of Medicaid benefits in January. Members Assistance referred those clients to LRBOI’s Purchased and Referred Care (PRC)/Extended Health Assistance Program (EHAP) division.**

MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:

There needs to be an acknowledgment of the negative impacts of per capita distribution on our SSI/SSD recipients, and an effort to survey the citizens to learn how the distribution impacts benefit access between state and federal funded supports. With the Medicaid benefit now impacted, there could be an additional loss of benefits, as it’s required by PL 923-638 Title V that persons who receive PRC benefits ‘seek alternate resources’ to cover medical services costs for direct care provided outside the tribally operated clinic sites. This is at least worth creating a public hearing event to capture the breadth of the issue and provide a data point capture for future planning.

Respectfully submitted,

Jessica Steinberg, Coordinator

Natural Resources
Frank Beaver



Gaá Čhíng Zííbi
Daáwaá
Aníshinaábek

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

January 2024 Monthly Report
Frank Beaver, Director

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

Department Objectives:

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

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - Fisheries Technician, Inland

Administrative/Budget/Reports/Data Entry:

- **Managed budgets**
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- Consent Decree(s) information reporting.
- Implementation of the Fisheries Division work plans.
- Planning and coordination for second PIT antenna installation.
- Adult sampling Manistee Lake preparations.
- Issued Black Lake sturgeon harvest permit.
- Manistee River, sturgeon habitat use study proposal collaboration with USFWS.
- Manistee River and Muskegon River sturgeon closure draft proposal.
- Sturgeon genetic updates from GVSU analysis.

- Sturgeon data downloading and data management.
- Sturgeon Rearing Facility “SRF” planning for 2024 field season.
- Generated and submitted 2023 inland harvest reported as required by the 2007 Inland Consent Decree.
- Processed data and generated report summarizing in-stream habitat survey data for early life stage Arctic Grayling in North Branch Manistee River (Report: Inland-2023-03).
- Planning Arctic Grayling reintroduction outreach activities for Midwest Fly Fishing Expo (3/9-3/10, Warren, MI).
- Inland Fisheries Arctic Grayling reintroduction habitat and fish community data management and analysis.
- Review State Collector permits/Fisheries Orders.
- Inland Consent Decree harvest permitting and reporting management.
- Great Lakes and Inland fisheries data entry and management.

Equipment maintenance/Field Work/Lab Work:

- Manistee River Sturgeon PIT tag antenna monitoring, and data collection throughout the month.
- PIT tag antenna unknown tag determination.
- Great Lakes fishery maxilla/otolith preparation and age assessment.
- Great Lakes assessment net and equipment maintenance, net tying.

Meetings/Training/Travel/Conference Calls

- NRD Leads Team, budget meeting (1/3)
- NRD Leads Team, Great Lakes Restoration Initiative grant application planning meeting (1/3)
- Technical Fisheries Committee, Great Lakes Fisheries, Meeting Petoskey, MI (1/4)
- LRBOI Virtual Staff Meeting (1/4)
- USFS site visit for PIT Tag antenna notice signage (1/9)
- Practice presentation, fisheries video assessment, for LMTC meeting (1/18)
- Technical Fisheries Committee, Great Lakes Fisheries, Virtual meeting (1/19)
- Lake Michigan Technical Committee, Michigan City, IN (1/22-25)
- Lake Michigan Technical Committee, Lake Trout Working Group, Michigan City, IN (1/24)
- LRBOI’s participation in Michigan Arctic Grayling Initiative for stakeholder outreach (podcast, Spooled, Northern Angler Fly Shop, Traverse City) (1/25)
- Great Lakes Fishery Trust, grant collaboration, Larval Coregonine, virtual Meeting (1/30)
- Sturgeon PIT antenna installation meeting (1/31)

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

4227 BIA Great Lakes Restoration Initiative, Native Species
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon

Wildlife Program

Sean Hollowell – Wildlife Division Manager

Vacant – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Please note: there is less activity in the Wildlife Division than normal due to a shortage of staff. NRD is working with HR to fill these vacancies.

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget

- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment
- Began writing Annual Work Plan
- Wrote GLRI grant applications
- Met with Alexis (Wetlands Biologist) and Alycia (Great Lakes Policy Specialist) to discuss invasive species and land management
- Joined wildlife professional networks
- Closed out GLRI rare turtle project
- Connected with partner organizations
- Posted biologist position and completed seasonal technician job description
- Created and disseminated budget tracking spreadsheet for NRD shared budgets

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Visited Griffith site with Alexis to plan restoration and map invasive species
- Surveyed for tracks in marten management sites at Manistee National Forest
- Continued surveying and assessing tribal lands to inform management actions
- Checked cameras at food plots
- Purchased, then modified minnow traps to use in mudpuppy surveys
- Assessed sugar maple tree health with Corey Wells (Environmental Quality) and Alexis

Meetings/Training/Travel/Conference Calls

- NRD Leads Team, budget meeting (1/3)

- NRD Leads Team, Great Lakes Restoration Initiative grant application planning meeting (1/3)
- LRBOI invasive species and land management meeting (1/11)
- Marten data discussion with Bob, Angela, and GVSU (1/22)
- Call with GTRLC to discuss Griffith property (1/26)
- Elk Hunt Regulations meeting (1/29)
- Call with Sleeping Bear Dunes Wildlife Biologist to discuss opportunities for collaboration (1/30)
- Eastern Massasauga Rattlesnake Subcommittee meeting (1/31)

Environmental Division

Vacant –Environmental Division Manager
Corey Wells – Air Quality Specialist
Zach Prause - Aquatic Biologist – Water Quality
Alexis DeGabriele– Aquatic Biologist – Wetlands
David Karst – Brownfield Specialist
Alycia Peterson – Great Lakes Policy Specialist

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

Vacant –Environmental Division Manager
Corey Wells – Air Quality Specialist
Zach Prause - Aquatic Biologist – Water Quality
Alexis DeGabriele– Aquatic Biologist – Wetlands
David Karst – Brownfield Specialist
Alycia Peterson - Great Lakes Policy Specialist

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

-

Meeting/Training/Travel/Conference Call

-

Budgets Managed:

- 4512 -- EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Brownfield Program

Administration /Reports/Data Entry

- Coordinated with Oneida Engineering Services to begin Phase I assessment on Mason County parcel pending final approval, timing, and suitable land cover for site inspection.
- Communicated with LRBOI budget coordinator regarding end of year reports and activities for both 128a and BIL grants.
- Compiled end of the year reports of Brownfield grants for submission to EPA project officer for region 5.
- Reviewed city of Manistee City Charter, Codified Ordinance, and Zoning Ordinance
- Verified current LRBOI parcel inventory for location and accuracy.

Field Work and Equipment Maintenance

- Verified local businesses by NAICS numbers and visually verified downtown businesses including possible brownfield sites.
- Conducted visual inspection of Manistee waterfronts for future use in natural hazard and hazardous material release for updated maps and data.
- Visual inspections of previously completed Brownfield projects in the city of Manistee.

- Organized equipment for field work commencing in April, 2024.

Meeting/Training/Travel/Conference Calls

- Phone conference with region 5 project manager on 1/29.
- Phone conference with Oneida Engineering on January 18
- US Census webinar The Exploration of Income, Poverty and Educational Census Data on January 24.
- Webinar Today: data.census.gov News and Updates on January 23.
- Floodplain substantial damage and new coastal FEMA National Flood Insurance Rate Maps on January 30.
- Esri Modernizing with Cloud Based GIS webinar on January 10.

Water Program (106 and 319)

Administration/Reports/Data Entry

- Sent edited Surface Water QAPP to EPA
- Sent edited Monitoring strategy to EPA
- Renewed AFS dues
- Sent check request for BSA zooplankton work up invoice.
- Received PFAS fish tissue contaminant results (invoice sent to accounts payable)

Field Work and Equipment Maintenance

- Purchased & changed battery in HL4

Meeting/Training/Travel/Conference Calls

- 1/9: AFS Fisheries management sampling webinar
- 1/16: Region 5 water call
- 1/30: PLWF meeting

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Remote Sensor QAPP work
- Grant 00E032161 MBE/WBE Report
- Wild Rice Stewardship Plan review
- Pending and/or Expected Michigan PTI Applications Review
- NRD Environmental Division SOP Review
- Quarterly Report 3 CAA TX00E98707 Submitted
- PM2.5 QA Report for EGLE

Field Work and Equipment Maintenance

- AMS Site Checks x3
- T-640 Site Check

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

- Region 5 Monthly Tribal Air Call, (1/24/24) 11:00AM till 12:00PM
- EPA/Tribal Monthly Air Call, (1/25/24) 11:00AM-12:00PM
- MTEG/TEPM Agenda Meeting (1/11/24 and 1/18/24) 10:00AM-11:00AM
- GONA Meeting, LRRCR (1/16-1/18/24) 8:00AM-5:00PM
- Wild rice Teams Meeting 1/9/24 1:00PM-2:00PM

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Created new bill to hours spreadsheet for 2024.
- Reviewed Onekama Twp Parks&Rec Committee coordination proposal.
- Worked with Wildlife Div Mgr on invasive data collection layer for Field Maps app.
- Reviewed and submitted comments on NOAA's wild rice storymap, discussed with partner Tribes, and submitted additional comments.
- Sent input on MTEG agenda.
- CMU wild rice grad student tasks: reviewed and submitted comments on student's wild rice study prospectus, reviewed cited sources, signed and submitted committee form, and additional communications planning/coordinating fieldwork.
- TWWG leadership tasks: troubleshooting and adding content to Teams site, meeting prep/coordination, prepared ArcGIS Online demo, co-led meeting, etc.
- Submitted travel authorization for WI Wetland Conference.
- Submitted registration for National Tribal Geographic Information Support Center.
- Created and sent out poll for Onekama Invasive Species Committee-DNR discussion of the 2023 Portage Lake Fish Study Report.
- Reviewed Michigan Aquatic Invasive Species State Management Plan in preparation for State-Tribal listening session and responded to DNR follow-up communications.
- Reviewed 2017 wild rice contaminant testing files and sent advice in response to partner Tribe's inquiry to help plan a similar study of their own.
- Created a spreadsheet for tracking the wild rice planting experiment.
- Reviewed USACE 2023 wild rice literature review paper.

Field Work and Equipment Maintenance

- 1/22/24: Submitted registration for National Tribal Geographic Information Support Center.
- 1/25/24: Griffith parcel- site visit with Wildlife Div to evaluate wetland for potential restoration and map autumn-olive for treatment.
- 1/30/24: Sugar Shack parcel- Env-Wildlife Div maple wellness check.
- 1/31/24: began export of ArcGISOnline files (creating & downloading replicas with attachments) in advance of Geoplatform access closure.

Meeting/Training/Travel/Conference Calls

- 1/9/24: MWRI Team Meeting.
- 1/11/24: SCWRS-Tribal meeting to discuss sedaDNA GLRI proposal.
- 1/11/24: meeting with Wildlife Div to discuss and coordinate invasive efforts.
- 1/12/24: call with Onekama ISC chair.
- 1/16/24: Gathering of Native Americans (GONA) training day 1.
- 1/16/24: call with MWRI chair regarding ITC grant application.
- 1/17/24: GONA day 2.
- 1/18/24: GONA day 3.
- 1/18/24: Line 5 Cooperating Agency meeting.
- 1/19/24: call with TWWG co-lead to coordinate.
- 1/19/24: NAWM-TWWG-EPA monthly check-in meeting.
- 1/19/24: CMU grad student committee meeting.
- 1/22/24: Onekama Invasive Species Committee meeting.
- 1/23/24: co-led TWWG meeting and gave demo of ArcGISOnline/Survey123/Field Maps.

- 1/23/24: TWWG Training Subcommittee meeting.
- 1/23/24: call with Onekama Invasive Species Committee chair.
- 1/23/24: MWRI Monitoring & Restoration committee.
- 1/24/24: NAWM webinar on chevron doctrine.
- 1/29/24: State-Tribal Discussion of MI's AIS State Management Plan update (gave input on impacts to wild rice and the inaccessibility of current vegetation data).

Great Lakes Policy Program

Administration//Reports/Data Entry

- 2025 Lake Michigan CSMI project memo draft (multiple agencies)

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Calls

- LRBOI January Staff Meeting (1/4/24)
- Michigan AFS Committee Webinar series (1/5/24)
- Muskegon Lake Watershed (1/9/24)
- Invasive species and land management discussion (1/10/24)
- Lake Michigan Partnership WG monthly call (1/10/24)
- Conference Call to discuss March MTEG agenda items (1/18/24)
- Enbridge Line 5 Tunnel EIS (1/18/24)
- Lake Michigan Tech Committee Meeting (1/23/24- 1/25/24)
- Lake Huron Partnership Working Group Meeting (1/25/24)
- Lake Huron Habitat Committee (1/25/24)
- Lake Michigan LAMP WG Meeting (in-person and virtual) (1/25/24)
- Tribal Discussion Michigan's Aquatic Invasive Species State Management Plan Update (1/29/24)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

January 2024

Steve Parsons

Meetings/Conferences/Trainings

- On January 3, 2024, I attended a Tribal Council work session regarding the Biimadiiziwin Cemetery Ordinance.
- On January 4, 2024, I attended the monthly LRBOI Government staff meeting held via Microsoft Teams.
- On January 18, 2004, I attended a Tribal Council work session to review public comment from Tribal members regarding the draft Biimadiiziwin Cemetery Ordinance that was recently published.

Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2024: We are currently in the process of preparing the schedule for this year's BIA Roads construction projects. These projects are as follows:
 1. Government Center Parking Lot #2 (Clinic parking area). This project involves the removal of the pervious concrete portion of the Government Center Parking Lot that primarily services the clinic. The removed pervious concrete sections will be replaced by solid concrete. This project will be financed by BIA Roads maintenance funding.
 2. Extension of Sugar Shack Road: This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.
 3. Tribal Cemetery Road: This project will begin as soon as possible in the spring. Now that the gravel road for Phase 1 of the cemetery has been completed, we will be using BIA funding to include other features, such as irrigation and landscaping. We will also be adding electric power to the cemetery, through a primary electric line provided by Great Lakes Energy.
 4. US-31 Roundabout Project: The construction portion of this project was finished in October 2022. This year's activity will include the repair or reinstallation of irrigations that were damaged during the initial road construction in 2022.
 5. Loon Drive: This project will include a "mill and fill" which will consists of grinding the top 1.5 inches of asphalt and use that as filler while applying anew coat of asphalt on top.
 6. Aki Maadiziwin Connector Road, Frost Road & US-31: This project (now in its second year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2023-2025), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

- Additional Activities

- At the request of MDOT, I will be participating on the recently reestablished “M-22 Pure Michigan Byways Committee.” The committee includes representatives from Manistee, Benzie, and Leelanau Counties.
- Also, at the request of MDOT, I will be participating on the newly-formed “Rebuilding US-31 in Manistee Stakeholders Group.” The purpose of this group is to provide input to MDOT regarding the US-31 rebuilding project which will start south of Stronach Road in Filer Township, continue north through the City of Manistee, and end at M-55 in Manistee Township. This stakeholders group will meet periodically throughout the design and planning phase of this project.
- I am also involved in the efforts to secure federal grant funding for the renovation and expansion of the LRBOI Justice Center. Also involved in these efforts are: Chuck Fisher (LRBOI Grant Writer), Spring Medacco (Tribal Court Administrator), and Robert Medacco (LRBOI Public Safety Director). Steve Feringa of Stoney Point Studios is providing architectural and planning input as well.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
January 2024

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	4
City Assist	3
County Assist	8
Medical Assist	2
MSP Assist	4
Other Calls for Service	3
Property Checks	537
Suspicious Person	2
Suspicious Situation	
Well-Being Check	3

Traffic/Vehicle

Abandoned Vehicle	
Accidents	4
Disobeying Stop Sign	
Driving License Suspended	1
Expired Drivers License	1
Expired License Plate	1
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	1
Open Intoxicant	
Other Traffic Citation	1
OUID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	1
Towed Vehicle	
Traffic Stop	11
Unsecured Vehicle	
Verbal Warning	4
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	6
PPO Served	
Federal Docket Ticket	

Criminal Offenses

Animal Neglect	
Arrest	10
Assault	1
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	
Disorderly	1
Domestic Disturbance	7
Drive-Off	1
Drug Violation/VCSA	4
Elder Abuse	
Embezzlement	1
Extortion/Conspiracy	
False ID	
Family Problems	1
Felony with a Gun	
Fight in Progress	
Fraud	1
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	4
Intimidation	1
Intoxicated Person	
Juvenile Runaway	
Larceny	1
Liquor Violation	
Minor in Possession	
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	
Property Damage/PIA	4
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	2
Unwanted Subject	1

Miscellaneous

Administrative Hours	321.75
Alarm	1
Attempt to Locate	
Boat Dock Checks	
Casino Hours	99.5
Civil Standby	
Community Policing	5
Court Hours	2.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	11
Found Property	3
Lost Property	
Meetings Attended	
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	59
Total Reports	59
Training Hours	3.5
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	3645
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	53
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	321.25
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	8.5
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	5
Vehicle Mileage	2784
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
January 2024

Administrative Hours	245.75
Arrest(s)	2
Male	
Female	
ATV Patrol Hours	
Assist(s)	10
Assist Hours	7.75
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	9
Contacts	525
Court	
Court Hours	
Follow-up(s)	6
Follow-up Hours	11.25
Federal Citation(s)	
Hours Worked	474.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	3.5
Paper Service	
Possible Trespass	
PR Activities	1
PR Activities Hours	1
Property Checks	111
Snowmobile Patrol Hours	
Training(s)	5
Training Hours	14
Vehicle Mileage	2861
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

January 12, 2024 Officer Gunderson taught a CPR class/Training at Justice Center.
January 23, 2024 Sgt Robles completed a re-cert course on verbal de-escalation on line.
January 26, 2024 Sgt Robles completed a training flight with drone.

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

Administrative/Reports		
Hours		
Assist Other		1
Hours		1
Court Cases		5
Hours		2.5
Property Checks		10
Hours		9.5
Screenings		59
Hours		10.75
Contraband		
Weapons		3
Denials		
Surveillance		126
Hours		129.25
Training		
Hours		
Transports		
Hours		
Training/Travel		

Tax Office
Valerie Chandler

Tax Department January 2024 Monthly Report

Staff: Valerie Chandler, Tax Officer
Deborah Miller, Tax Department Administrative Assistant

During the month of January 2024, 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
 - Copies of 1099s, which were referred to Enrollment
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, 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 2023.
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. Issued 5 Certificates of Exemption:
 - Purchaser: 5 RTMs 0 Tribe/Entity
 - Purchase Type: 5 Vehicles 0 Construction 0 Recreational Vehicle
9. Reviewed 24 Tribal Member address and/or name changes; 5 required updating of the RTM list and database.
10. Processed 2 Proofs of Residency.
11. Processed 15 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 include, but are not limited to:
 - New or re-instated RTMs
 - Deceased RTMs

- Address changes for 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 into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for February 2024 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,804 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, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed December 2023 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Processed and issued 1 Temporary Tribal Business Tax License to a vendor selling merchandise on Tribal/Trust land.
2. Corresponded with a couple of car dealerships regarding Certificates of Exemption for Tribal Members wanting to purchase a vehicle.
3. Continued to work with Finance to ensure that the Tribe's utility accounts are tax-exempt.
4. Corresponded with Blarney Castle billing staff regarding the Tribe's tax-exempt gallons and billing for 2024 to ensure no changes were needed.
5. Worked on proposed revisions to the Community Center Building Use Policy and Rental Agreement.

6. Continued to work with Resort staff and contracted vendor regarding the tax exemption requirements for the new swipe card system that is in the process to be installed at the Trading Post.
7. Prepared and transferred 2023 files into storage.
8. Continued to train the Tax Department's new Administrative Assistant.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - 2024 Tax Exemption Letter of Authorization and 3998 Form corrections
 - Mid-year Tax Summit
 - Tribal Draft Editing selection (Tax Officer was asked by Treasury to assist in proofreading/editing tribal forms prior to release to all Tribes)
 - FAQ Workgroup selection (Tax Officer was asked by Treasury to join workgroup to assist in creating and answering FAQs pertaining to the Tax Agreement, which will be categorized and posted to the Treasury's website)

Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices fluctuate.
2. Worked with the c-store Manager to review tribal member tax exemptions, logging of purchases, policies and procedures and answering any questions.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Corresponded with the Director of Human Resources regarding the verification of an individual's employment relating to an employee discount at the Trading Post.
3. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.

Meetings / Trainings Attended During the Month:

1. Monthly Employee Staff meeting via Teams on January 4, 2024
2. Tax Officer met with department Lead regarding updates on January 11, 2024
3. Tax Officer attended meeting with Leads and staff regarding proposed changes/updates to the rental of the Community Center on January 11, 2024
4. Tax Officer attended Mid-Year Tax Summit via Zoom on January 16, 2024
5. Administrative Assistant attended Gathering of Native Americans (GONA) conference at the Little River Casino Resort on January 16-18, 2024
6. Tax Officer attended a free online informational licensing training via Zoom with the State of Michigan on January 23, 2024

Statistics:

Total Registered Resident Tribal Members (RTMs): 252

- Manistee County: 241
- Mason County: 11

Monthly Tax Revenue*:

*December 2023 amounts received in January 2024

- Retail Sales Tax (Gift Shop) \$2,387.51
- Retail Sales Tax (Nectar Spa) \$44.79
- Service Tax \$562.19
- Admissions Tax \$1,125.22
- Lodging & Occupancy Tax \$7,370.56
- Food & Beverage Tax \$32,859.20

Tribal Member Tax Exemption Rates ("Discounts") for February 2024*:

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

- Gasoline: \$0.455/gallon
- Diesel: \$0.514/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 2024 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 as appropriate to 13 requests from outside agencies (G2, FCC, Geo-Trans, 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. Attended an online MACPRA Executive officer meeting.
3. Attended the CBIKS (Center for Braiding Indigenous Knowledge and Science) Hub with MACPRA in Petoskey.
4. Attended the MACPRA Winter Seasonal Meeting in Petoskey.
5. Spoke with individuals about cultural and historical topics.
6. Attended several Endbridge Line 5 and Tunnel related meetings with USACOE and other Tribes/Agencies.
7. Continued meeting in reference to the Endbridge Line 5 Tunnel at various levels (Sect. 106, NAGPRA, Consulting party).

8. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.
9. Administered, directed, and supervised all departmental activities.
10. Attended the regular monthly staff meeting.
11. Continued work on MSU NAGPRA related files.

The Language Coordinator accomplished the following during this month:

1. Phone meeting with Brickhouse about scheduling a meeting about fixing LRB website.
2. Worked on a budget modification so we can go to the language conference in March.
3. Attended the G.O.N.A. conference at LRCR.
4. Shipped CD ROMs to a LRB member.
5. Coordinated the language conference paperwork for the students.
6. Coordinated this year's language camp.
7. Produced language lessons and taught them to the class.
8. Developed language lessons, recorded them, edited them, and posted on Endaaying.
9. Recycled for Muskegon and Manistee LRB pharmacy.
10. Consultant to IPR, GRPM, Delta Dental.
11. Answered Emails and calls about language, camp, culture.

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 2024, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

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

Billing

Water	\$10,693.70
Sewer	\$15,631.05
Irrigation	\$1,810.94
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$17,405.19
Septage	\$3,697.14
Other	\$426.67
Month Total	\$57,734.02
Yr. to Date Water	\$10,693.70
Yr. to Date Sewer	\$15,631.05
Yr. to Date Irrigation	\$1,810.94
Yr. to Date Fire Suppression	\$8,069.33
Yr. to Date Manistee Township	\$17,405.19
Yr. to Date Septage	\$3,697.14
Other Revenue	\$426.67
Credit	\$0.00
Yr. to Date Total	\$57,734.02

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,236,140
 - b. Ave Daily Flow Gallons 72,133

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,052,757
 - b. Daily Average Gallons 98,476

 - Effluent Gallons**
 - a. 1,638,118
 - b. Daily Average Gallons 147,268

 - Lagoon**
 - a. Influent 69,910
 - b. Daily Average Gallons 2,255

- 3. Septic Sewage**
 - a. 61,619 Gallons

III. Travel/Trainings/Meetings

What: TEDC TUA Study
Who: Woven Energy, Gary Lewis
Where: ZOOM
Sponsored by: Woven Energy

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

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

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

What: Sewer Network, Covid Sampling
Who: Gary Lewis

Where: Zoom
Sponsored by: MSU

What: Community Center Rentals
Who: Valerie Chandler, Tara Bailey, Victoria Wells, Gary Lewis
Where: Zoom
Sponsored by: LRBOI

What: Community Center Rentals
Who: Valerie Chandler, Tara Bailey, Victoria Wells, Gary Lewis
Where: Zoom
Sponsored by: LRBOI

What: Monthly Staff Meeting
Who: Varied Staff
Where: Zoom
Sponsored by: LRBOI