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Little River Band of Ottawa Indians
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Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema 
Naangwa: Date: March 1, 2016
Maanda Nji: Re: January, 2016 Operations Report

We respectfully submit the January, 2016 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, 2016

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

January, 2016 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. **2016 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2016 will revolve around continuing 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 2016 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

- 1. Completion of the 2015 audit and filing with the appropriate agencies.
- 2. Increase financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
- 3. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
- 4. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
- 5. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
- 6. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2014. Work is in process on the 2015 Indirect Cost Proposal.

7. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.
8. Develop fraud prevention program and review system of internal controls.

Property Management:

Goal: Complete the establishment of the Property Management function for the organization.

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2016 budget. This process has begun and will require constant monitoring to review compliance with Revenue Allocation Plan.
2. Define and develop a specific performance based budgeting model.
3. Develop timeline for implementation of a performance based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2014 audit took place June 1 - 9, 2015. The firm Dennis, Gartland & Niergarth, performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for the year ended December 31, 2014, has been issued to the Tribe with an Audit opinion date of September 9, 2015. The Audit presentation took place Friday, September 11, at 2:00pm, in the Lodge Room, with the Ogema and Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report was filed with all appropriate federal agencies before the September 30, 2015, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; Lagoon, US 31 Sewer Extension, Commodities Renovation and AKI Restroom/Pavilion Shelter - The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these project's in the month of January***
 - i. ***US 31 Sewer Extension Project: \$37,193.50***
 - ii. ***2014 Restroom/Pavilion Shelter- \$6,111.32 -working on redesign and RFP***
2. ***Cash Receipts; Daily cash receipts totaled for the month of were, \$458,462.22 the General Fund Operating Account had a total of (194) receipts, in the amount of \$442,282.76 the Grant Funded Programs had a total of (24) receipts in the amount of \$16,179.46***
3. ***Lead Facilitator – Health and Human Services Division: Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale.***
4. ***Judgment Trust Account: Ongoing process, updates for renewal notice to the minors as Huntington Bank sends all bank statements related to the Tribal Children Judgment Trust Accounts to the attention of Tribal Accounting to open and verify that the member is a current member and has a updated address to forward the information on to the tribal member, there were several Pre-Renewal Notice(s) that went out to the members notifying them that the (CD) Certificate of Deposit was schedule to mature. Continue to send out the 1099-interest tax information.***
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. Make adjustments to move into the 6100-capital outlay group. Make G/L additions and deletions to the FAAG as needed.***
6. ***Payroll: The New roll out has been replaced by ADP system, currently review and approve at director level ongoing training.***

7. **1099-MISC.** – *These were send out to the tribal citizens – January 22nd and vendors on January 29th for tax reporting year - 2015- continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates.*
8. **Trading Post - Monthly reconciliation** – *Bank statement, on a monthly basis reconcile payroll and A/P checks.*
9. **Tribal Financial Statement Requirements:** *Due by the 8th of the month.*
 1. *Cash Deposits*
 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
 3. *Utilities report – current payments – monthly report of payments.*

Construction Task Force – *January 14th, 28th - Meeting weekly - Thursday - review the Lagoon Road, Aki Restroom/Pavilion Shelter Project, US 31 Sewer Extension.*

Other Meetings

- *Health & Wellness - Advisory meeting's- 11th*
- *Finance Department Meeting- 26th*
- *Lead Facilitator Meeting – Several throughout the month*
- *Family Service – Department – 2 meetings*
- *Clinic Meeting – Director – 2 meetings*
- *Pharmacy Meeting- 29th*
- *Mandatory Meeting- Leads/Directors – 25th*

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. Weekly payroll for Trading Post
6. AP including tax payments for Trading Post
7. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
8. Void Stale dated checks
9. Positive Pay

Meetings Held / Attended – Staff Meeting, Wellness, Trading Post, Work session

Trainings Held / Attended –

Special Tasks / Activities Performed – 1099 and W-2

Upcoming Projects / Tasks –

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of February.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *Changed the password in the GMS system that needs to be done every 60 days.*
12. *Changed the password in the OLDC system that needs to be done every 60 days.*
13. *Changed the password in the SAM system that needs to be done every 90 days.*
14. *Changed the password in the TEAMS system that needs to be done every 90 days.*
15. *Changed the password for Duns & Bradshaw that needs to be done every 90 days.*
16. *Updated the registration in the SAM system that needs to be done annually.*
17. *After being off for the holidays had numerous emails that needed to be gone through and taken care of.*
18. *Requested from the BIA an extension on the 2012 BIA AFA Law Enforcement and 2012 BIA AFA so that we could continue spending the available amounts left to spend on those contracts. Once we received had Ogema Romanelli sign modification and sent back to BIA. Also calendared the reports that would be due in 2016 in the reporting system.*
19. *Prepared all the paperwork for Frank Figgels of what he needed to work on the 2015 APR that is due in March 2016 on the IHBG grants. Made copies of all my draw down sheets, R/E's & detailed general ledgers that tie to the draw downs made on the IHBG grants from 2011-2015. Created a spreadsheet to record all the line item expenses that ties to the draw downs and sent to Frank.*
20. *Prepared a list of funds that were carried forward from the BIA & IHS Self Governance programs and gave that list to Purchasing and Ogema's office so they will know which programs*

those are. I went into our Accounting system and changed the end dates for all those programs to reflect 12/31/16.

21. The Tribe received two new grant awards for the following grants: DHS Tribal Community Services Block grant in the amount of \$44,500 for the time period of 3/1/16-2/28/17 and WMM GSC Collaborative grant in the amount of \$8,000 for the time period of 1/1/16-12/31/17. All of the documents were read over, grant program booklets were created for the main grant files and the Program Administrator. All reports were scheduled on the calendar, electronic grant folders were created and all documents were scanned into those folders. All the grants were entered on the monthly racking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The documents necessary were prepared and given to the Budget Coordinator so he could take to Tribal Council to have funds accepted into the operating budget

22. The Tribe received two modifications on the following grants: 2012 BIA AFA and 2012 BIA AFA Law Enforcement to extend these contracts until 12/31/16. These modifications were scanned into the electronic modification folders, originals were mailed to the BIA and copies were placed in the program booklets. The reports that will be due in 2016 were all calendared.

23. Prepared the monthly billing statement on the ITC Honoring Our Children Grant and sent to the Federal Agency.

24. Worked with September Ward at DHS on reporting that is due on the new funding that the Tribe received on the DHS Tribal Community Services Block grant. In the new funding there was some discrepancies on the type of reports due compared to what we've been doing that needed to be cleared up.

Meetings Held/Attended

1. Met with Steve Wheeler on numerous occasions to discuss grant issues.
2. Met with Bill Willis on numerous occasions to discuss grant issues.
3. Attended Accounting Department bi-weekly meetings on 1/12/16 & 1/26/16.
4. Attended Lead meetings on 1/7/16, 1/14/16, 1/22/16 and 1/28/16.
5. Attended meeting with Ogema Romanelli, Mary Thomas, the Leads and Steve Wheeler on 1/5/16.
5. Attended meeting with Jessica Wissner on 1/5/16.
6. Attended meeting with Ogema Romanelli, Mary Thomas, the Leads and Amy Sedelmaier on 1/19/16.
7. Attended mandatory Directors meeting on 1/25/16.
8. Attended meeting with Ogema Romanelli, Mary Thomas, the Leads and George LeVasseur on 1/26/16.
9. Attended meeting with Mary Witkop on 1/27/16.
10. Attended meeting with Frank Beaver, Allison Smart and Bill Willis on 1/29/16.
11. Attended meeting with Don MacDonald and Dale Magoon on 1/29/16.

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

Create the SEFA schedule for 2015.

PAYROLL

Duties and Accomplishments –

1. Processed 364 payroll checks through ADP.
2. Verified 11 PAF's this month which included 3 new employee(s), and 0 terminated employee(s).
3. Reviewed deduction entries made by HR for Unum premiums and Flex Spending elections.
4. Completed payroll for pay dates 1/8 and 1/22.
5. Verified 401k contribution file totals, uploaded to John Hancock online.
6. Printed and/or saved all reports needed for payroll biweekly.
7. Entered all Adlife deductions onto spreadsheet biweekly.
8. Canceled remaining employee coverages with Teledoc for CADR+ per HR.
9. Reconciled the amounts withheld for Adlife to what was billed for the month.
10. Reconciled billed amounts to accrued amounts for the month and/or previous month for life insurance and provided Jason with adjustments that needed to be made. Reviewed all changes and adjustments on the invoice.
11. Requested/received the following month's invoice for Mutual of Omaha from HR for review.

Meetings Held / Attended –

1. 1/8 – Payroll Opportunity Meeting with HR.
2. 1/11 – Voluntary benefits open enrollment.
3. 1/27 – Meeting with HR regarding needed information for an investigation.
4. 1/12 & 1/26 – Finance biweekly team meeting
5. 1/28 – ADP conference call regarding local withholding coding.

Trainings Held / Attended –

NONE

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Put per cap checks in the mail to members who updated their address.
3. Fulfilled employee requests for leave balance calculations.
4. Assisting employees and supervisors who request help with utilizing the ADP system.
5. Prepared April 1st per capita payment eligibility and verified with Enrollment.
6. Trying to establish a good process for preparing Payroll through the ADP system.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.

2. ADP implementation/training.
3. Rewrite Payroll procedures.

Upcoming Projects / Tasks –

1. Preparing to write new Payroll procedures for processing through ADP system.

ACCOUNTS PAYABLE

- Generated checks twice weekly for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, and purchase orders
- A check register was printed and forwarded to Contract Health and Members Assistance
- Keyed in all information into the system for processing and printing checks.
- Ensured checks were then signed off and stuffed into envelopes for distribution.
- Check requests were organized with check stubs and given to the clerk to be filed away.
- Printed a check register after each check run so that the Staff Accountant can submit a report to the bank for Positive Pay immediately after checks are cut.
- Recorded payments received throughout the month for the cash receipt report.
- Voided stale dated checks.

Duties and Accomplishments –

1. *Keyed in all information into the system for processing and printing checks. Generated checks request for Cintas, AT&T, Pure water Works, and Utility bills. Generated checks for bills, stipends, travel advances, court orders, bereavements, Contract Health, purchase orders, etc. Printed a check register for Contract Health, Education and for Membership Assistance Department. Had checks signed and stuffed into envelopes for distribution. Afterwards, check request are organized with check stubs to be filed away. Check registers and their transactions are printed out and filed away. Recorded payments received for cash receipts reports.*

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

1. Continued to work with receiving on getting packing slips in order to pay off invoices that were unpaid. E-mailed the departments that have outstanding purchase orders.

Upcoming Projects / Tasks –

1. Still working on outstanding PO's to get them updated.
2. Keeping withholding from Per cap updated.

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

1. Maintain purchase orders, certified, bulk and fed-ex files
2. Distribute Tribal interdepartmental mail
3. Distribute incoming U.S. Postal Mail
4. Date and distribute invoices & checks
5. Track expenses charged on mail machine
6. Process Fed-ex packages
7. Track and process out going packages
8. Make copies of all opened mail
9. Process and track certified mail
10. Interoffice delivery travel to deliver mail and packages
11. Data entry of purchase orders
12. Maintain and track contract files
13. Create and maintain monthly departments reports
14. Research purchasing bids and quotes
15. Assist the Purchasing Office where needed

Meetings Held / Attended –

Bi-Weekly Department Meetings

Special Tasks / Activities Performed –

1. Cross-training in travel
2. Setting up Travel folders into shared drive
3. Merging vendors in MIP system
4. Manage and order mail supplies
5. Date stamp and log incoming checks & distribute to AP
6. Process bulk mail
7. Scan and distribute purchase orders and contracts
8. Distribute Tribal certificate of Exemption for sales and use tax certificates
9. Track copier meter readings and process payment requests
10. Enter W-9's into MIP
11. Entering new vendor ID's into MIP
12. Verifying and tracking travel closeouts throughout the month
13. Enter Purchase order item Cancellations
14. Consolidating RFP Packets
15. Backup for the tax officer

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

PURCHASING SUPERVISOR

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an staff
2. Process purchase requisitions
3. Verify funding availability
4. Place orders
5. Process contracts
6. Assist Directors in submission of request to Tribal Council when approval is necessary by resolution
7. Process tax exemption forms
8. Credit applications
9. Process Request for Vendor Identifications request
10. Process W-9 information
11. Process maintenance agreement payments
12. Process subscription and due payments
13. Submit request for liquidation of purchase orders
14. Obtain flight options/quotes.
15. Make travel arrangements; book room reservations and flights, make registration arrangements.
16. Process Travel Advances and Advance Checks.
17. Fill in other duties were necessary
18. Maintain Travel, Purchasing, and Mail SOP's, Regulations, and forms

19. Staff Reports

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 1/7 meeting with legal regarding resolution 15-0415-116 Setting Compensation for Tribal Court Judge.
2. 1/7 forwarded agenda packet to revise travel regulation to CFO for approval.
3. 1/11 Peacemaking meeting with Tribal Council.
4. 1/11 Health and Wellness Meeting.
5. 1/12 Finance Staff Meeting.
6. 1/18 Agenda review on contract with PNC and Travel Regulation.
7. 1/20 Attended Tribal Council Meeting to represent revision to Travel Regulation.
8. 1/20 attended closed session meeting regarding allowable travel for Judges.
9. 1/26 Finance Meeting.
10. 1/26 work session with Tribal Council on proposal of issuing credit cards for travelers.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 125 packages.
2. Issued 93 receiving reports.
3. Returned 3 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Working on FY2015 Indirect Cost Proposal
- 4) Finalized & submitted FY2016 Operations Budget – Draft #1

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Working on finalize FY2015 Indirect Cost Proposal.
- 4) Submission of FY2016 Operations Budget

Expenditures Update

Total year to date expenditures for the Finance Division for December, 2015, are \$890,520, compared to an annual budget of \$1,134,244. Total expenses for the Finance Division for year to date December, 2015, represent 79% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ January 2016

1 Department Overviews:

Goals and objectives:

The goal of commodity department is to serve low income Native American households living on and off the reservation.

Providing families with nutritional commodity 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.

Provide notifications of bonus items for our clients from the USDA.

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

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

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

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

2 Department Report Section:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

Y. Theodore & L. Jackson warehouse / rotated stock/ inventory stock

Y. Theodore AIS food orders for clients

Y. Theodore & L. Jackson filled food orders

L. Jackson made recipes and handout for clients

Fresh produce will be in 1-29-16 for clients Cost \$ 456.15

Warehouse food order placed for clients 1-19-16 amount \$ 4,779.59 will receive in February 17th 2016

Y. Theodore FDPIR Phone conference

Y. Theodore attend phone conference with the President of Midwest region on NAFDPIR fro 2016

Y. Theodore & L. Jackson attend meeting in TC in 2016 FDPIR

Y. Theodore attend mandatory meeting Ogema 1-25-16

Commodity Dept. will attend meeting with Tammy Bowen 2-1-16

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

January 2016 Department Report

I. Department Overview

- **Yvonne Parsons, Education Programs Coordinator**
- **Santana Aker, Education Youth Assistant**
- **Debra Davis, Education Department Office Assistant**

II. Department reporting section

- **Higher Education Scholarship: 47 Higher Education Scholarships were processed for January, 2016. Total awards were \$99,073 providing assistance to 19 university students and 28 community college students. 34 students are women and 13 are men.**
- **College Book Stipend: 88 book stipends were awarded during the month of January totaling \$37,300. 7 for being enrolled in 1-3 credits, 23 for being enrolled in 4-8 credits, and 58 students received stipends for being enrolled in 9 or more credits.**
- **LRBOI Student Services- registrations are delayed until February, but 6 students received assistance with activities totaling \$530, and driver's training for \$250 and \$58.30 for senior expenses in the month of January.**
- **Educational Advancement Fund- 2 awards totaling \$600**
- **Vocational Education- 2 awards totaling \$8000**

Meeting Attended:

January 25- Mandatory Director Meeting, Bungalow, Manistee MI

Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2016 fiscal year's first quarter.**

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT
January, 2016

DIANE A. LONN, ENROLLMENT OFFICER

Department Goals are:

To assist all tribal members, as needed in terms of address changes, bereavement forms, new applications, helping the individuals search for documents, directing them to the appropriate departments for help, assisting in creating new Tribal I.D.s, Per Cap Information, Direct Deposits, Cancellations and performing any other duties that make the department run smoothly.

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

To complete new applications in a timely manner.

To continue to update the Per Cap data base.

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 Per Cap Data Base
- Enter and update Direct Deposit and Cancellation Information into the Per Cap Data Base.
- Constantly updating the Tribal Members Files
- Continuously verifying Tuition Waivers, Certifications of Indian Blood
- Set up Regular meetings and Audit meetings with Enrollment Commission

Duties Performed

- Mailed out: 18 Applications forms for people seeking membership
- Mailed out: 41 Address change forms
- Created 29 New and Replacement Ids from 12/01/2015 through 11/31/2015
- 1 Members eligible for Judgment Money
- 232 Addresses changed from 01/01/2016 through 01/31/2016
- Final Rejection Letters: 6

- Final Acceptance Letters: 4
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 26
- Provisional Acceptance Letter: 9
- 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: 1
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 9 Applications received since 01/01/2016
- List Request of membership: Tax Officer-2; Tribal Council, 44 North
- Label Request of membership: Public Information, Members Assistance
- Tribal Members Label/List or Statistical Requests: 2
- Department Verifications:
 1. Family Services 5
 2. Prosecutor 42
 3. Natural Resource 5
 4. Members Assistance 37
 5. Casino-Human Resources 6
 6. Human Resources 13
 7. Contract Health 32
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 2 Members passed away for the Burial Fund Money
- Sent out 1 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 4 Tuition Waiver Verifications
- 451 Phone calls logged

- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies
- Encoding Tribal Ids for new system at Trading Post

Meetings

Enrollment Meeting

- Total Membership: 4,226
- Total number of Elders: 1,200
- Total number of Adults (18-54): 2,620
- Total number of Minors (0-17): 406
- Total Tribal Members living in:
 - 9 County Area: 1,795
 - Outside 9 County Area: 2,351
 - Michigan: 2,808
 - Outside Michigan: 1,338
 - Undeliverable Addresses: 80

Facilities
Brian Gibson

Facilities Management Department (Maintenance)
Brian Gibson, Maintenance Supervisor
January, 2016 Department Report

I. Department Overview

**LITTLE RIVER BAND OF OTTAWA INDIANS
FACILITIES DEPARTMENT**

Goals & Objectives

Training for Facilities personal
Keep all mechanical aspects of our facilities in proper working condition through preventative maintenance practices
Maintain budget within LRBOI guidelines
Maintain current & future buildings & structures

Objective;

To reduce work related injuries
To maintain the life expectancy of our facilities

II. Department Reporting Section

Winter plowing has started. We've been salting, plowing and shoveling parking lots, roads and driveways. Closed out numerous work orders for the month of January. Refilled salt bins at the Tribal Building, weekly.

The two EVS Staff, continued as best they could with their normal daily cleaning of the Government Building, Justice Center, Aki, NRD, and delivered supplies to various buildings and Gaming. Took recycling to the MCC School trailer.

Changed out all the stop signs with new bi-lingual stop signs, historical preservation project.

Aki

Inspection of ice machine, ordered filters. A Facilities Tech helped Temperature Control service and unclog the calcium build up that prevented the ice machine from working properly. When the filter came in, we changed out the old for the new.

Installed bi-lingual restroom signs

Commerce

375 River St- Inspect vents, vents open, heating issue addressed by custom sheet metal. Replaced commercial toilet roll dispensers in 4 of the restrooms with residential ones, mudded area that needed it around the dispenser. Then re-mudded because the tenants touched the drying mud. Once the mud was dried, the walls were sanded and painted. The bathroom sink on the 3rd floor was not draining. After inspection, and a Tech recalling that the company that installed the carpet poured carpet glue down the drain. This caused a massive plug in the pipe. We had to replace some of the pipe and was able to unclog the rest. The bathroom vanity was replaced at

this time as well. A ladder was brought over ladder to fix the pull-string on the light in the mechanical room.

3091 Orchard- Reattached mailbox again. It was knocked down yet again, installed new post and now reinforced and should stay up if hit again when the county snow plows the highway.

Food Ankle Clinic- Fixed a door knob

Bull House- Repair ceiling and walls for painting and various demo throughout the entire house.

East Lake

Cleaned and organized the department's work areas in Big Blue.

Government Center

Install spectrum lighting for office #239, uninstalled and reinstalled lighting in office #024

Cleared snow in Receiving/ Council drive way area for truck deliveries

Installed window foam to seal door in Purchasing to help with draft.

Helped out the Utilities with wiring in the basement

Moved files for Tribal Council to their storage room in the basement

Installed bi-lingual restroom signs

Installed privacy window in the Health Clinic

Justice Center

Cleared roof of snow and ice buildup.

NR

Follow up on automatic door, previous complaint of it not closing properly or being stuck open, still seems to be working fine

Vehicles

DPS-06 Magnum changed wiper blades- Rusty other vehicle repairs

DPS-Tahoe- screw new piece of flooring down, partial passenger floor missing.

Facilities Gray Chevy- changed oil, rotate tires, replaced front wheel bearing

Facilities Toyota- vehicle inspection

Facilities-cleaned out Tahoe for the EVS personal to use

Facilities L800 Dump Truck- Battery box cover

Facilities Blue Dump Truck- serviced vehicle

III. Budget Expense Justification

Standing purchase orders are open until June 30th

IV. Travel and Trainings

Nothing to report at this time.

Utilities Department
Gary M. Lewis, Utility Supervisor
January, 2016, Department Report

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS

UTILITIES DEPARTMENT

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.**
- **Routine Maintenance**
- **Replaced post equalization basin pumps**

Billing

Water	\$12,960.82
Sewer	\$13,415.25
Irrigation	\$1,276.34
Fire Suppression	\$7,344.00
Septage	\$2,602.92
Month Total	\$37,599.33
Yr. to Date Water	\$12,960.82
Yr. to Date Sewer	\$13,415.25
Fire Suppression	\$7,344.00
Yr. to Date Irrigation	\$1,276.34
Yr. to Date Septage	\$2,602.92
Yr. to Date Total	\$37,599.33

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,537,800**
 - a. Peak Flow 100,800**
 - b. Low Flow Gallons 52,800**
 - c. Ave Daily Flow Gallons 81,864**
- 2. Gallons of Treated Waste**
 - 1. Influent Gallons 1,965,760**
 - a. Peak Flow Gallons 61,784**
 - b. Low Flow Gallons 50,362**
 - c. Daily Average Gallons 63,412**
 - 2. Effluent Gallons 2,001,641**
 - a. Peak Flow 70,236**
 - b. Low Flow Gallons 58,492**
 - c. Daily Average Gallons 64,569**
 - e. Waste Sludge Gallons 185,000**
 - 3. Lagoon**
 - a. Influent 110,408**
 - b. Peak Flow 31,279**
 - c. Low Flow 0**
 - b. Daily Average Gallons 3,562**
- 3. Septic Sewage**
 - a. Gallons 32,772**

III. Travel and Trainings

Who: Clatus Clyne, Jonathon Robertson, Gary Lewis

Where: Ludington

When: 7th

Why: Excavation and Trenching Safety & Qualified Competent Person

Cost: I.H.S. Paid

Cost to LRB: Wages, Vehicle

Family Services
Jason Cross

Family Services Department

January 2016 Departmental Report

I. Department Overview:

To provide an accessible, effective and diversified Social Services Program that will enhance and maximize individual tribal member's capabilities for greater self-sufficiency and wellbeing. In addition, it is our focus to maintain the preservation and reunification of Indian families by providing direct service, referral and case management of services for Indian children and families in compliance with the Indian Child Welfare Act.

II. Department reporting section:

Information and Referral Contacts:

Intakes:

These contacts represent that a formal initial intake was completed and the case was processed as information and/or a referral. It was determined during the case review the information and referral process met the stated needs of the client.

Intakes:

Muskegon.....3
Manistee.....3
Out of State.....4
Out of area.....3
Total.....13

Open Cases.....64

Total number of Tribal members served in open cases: 110

Total number of descendants served in open cases: 24

Total number of individuals served in open cases: 180

Cases Management:

These cases represent all open cases within the Family Services Department including Indian Child Welfare Cases, Child Protective Services, Elders Services, Adult Services including, Domestic Violence and/or Juvenile Justice. These cases are maintained by a required monthly face to face contact, contact and coordination with service providers and/or agency advocacy within the nine county service areas.

Jason Cross, MSW – Director Total: 8
Zoongaadiziwin (SO) 8

Total number living in homes served	25
Total number of Tribal Members living in homes served	14
Total number of descendants living in homes served	6
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	5
Case reviews this month	4
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Sujean Drake, LMSW- Family Services Social Worker Total: 26

SO: 26

Total number living in homes served	87
Total number of Tribal Members living in homes served	47
Total number of descendants living in homes served	14
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	0
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Amanda McQueen, BA – Family Services Case Manager **Total: 14**
Indian Child Welfare: 14

Total number living in homes served	44
Total number of Tribal Members living in homes served	29
Total number of descendants living in homes served	0
Total number of children living in homes served	1
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	19
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	151
Contacts with LTBOI departments	38
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 4
Domestic Violence: 4

Total number living in homes served	12
Total number of Tribal Members living in homes served	8
Total number of descendants living in homes served	4
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	2
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	3
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

LRBOI DV Program January 2016

- Monthly client assistance/contact:
 - Total of 5 Face to Face visits
 - New intake on 1/27
 - Closed one case on 1/4
 - Provided: assistance with utilities, rent, food, fuel, referrals, and DV ed.
- Meet w/Tracy Moody from COVE to talk about the SANE program on 1/13.
- Meet w/YWCA DV/SA agency and shelter in Grand Rapids on 1/15, working on an MOU with them.
- Meet w/West MI Legal Aid for Oceana, Mason, Lake, Muskegon, Newaygo, and Ottawa to see about setting up an MOU for when Legal Assistance Program on 1/27.
- DV Task Force meetings I attended: Lake, Oceana, Mason Co. 1/8, Ottawa Co. 1/19, Newaygo Co. 1/26, Muskegon Co. 1/27, Kent Co. 1/28.
- Attended the LRBOI DV TF meeting on 1/14.
- Submitted CTAS OVW grant semi-annual on 1/21.
- Applied for NIWRC On-Site Technical Assistance Opportunity on 1/22, I will be notified on or before 2/15.
- Completed the FY2016 FVPSA Funding Application on 1/28.
- GAN activity
 - Submitted grant modified budget on 12/7/15 (STILL WAITING for approval/denial)
 - Submitted Legal Assistance Program Policy & Letter of Intent 11/23/15 (STILL WAITING for approval/denial)

Melissa Sharlow, BS- Family Services Intake Specialist Total: 12
I&R 12

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	0	
<i>Binojeeuk Commission</i>	2	
<i>Court Hearings</i>	2	Benzie, Calhoun
<i>Office Visits</i>	32	
<i>Phone Conferences</i>	5	
Meetings	Staff meeting	
Training	Parents as Teachers training	
	Neurobiology of sexual assault	
	Introduction to Human Services	
	Cyberstalking	

Muskegon Office Services: This section includes contacts made on behalf of the following departments. This may include assistance with accessing applications online, completing applications and/or making copies, faxing and general program information. This does not include the intake and referral process. This assistance is primarily done by the Family Services Intake worker.

Accounting.....	0
Commerce Department/Workforce Development.....	0
Commodities.....	0
Education.....	0
Election Board	0
Muskegon Office.....	8
Enrollment.....	9
Family Services/Bedabin.....	7
Health Services.....	1
Historic Preservation.....	0
Housing.....	3
Human Resources.....	0
Legal Assistance.....	0
LRCR.....	0
Members Assistance.....	12
MRS.....	0
Natural Resources.....	0
Public Information.....	0
Public Safety.....	0
Tribal Court, Peacemaking.....	0
Faxing.....	1
Copies:.....	20
Email	32
Mail.....	0
Notary Services	1
Assistance with forms.....	21
Warriors Society.....	0
Other	14
Total Tribal Citizens Assisted.....	89

Meetings:

Services Only Case Review Meetings - 0

Binojeeuk Meetings – 2

DV Task Force - 1

Travel and Trainings :

Parents as Teachers

Identified unmet needs:

1. Transportation for clients
2. Substance Abuse and Mental Health Services
3. Child care for clients
4. Sub-standard and unaffordable housing

Respectfully submitted,

Jason Cross, MSW
Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: January 2016

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

1. Secure grant funding that will employ Ogema & Tribal Council approved strategies in order to:
 - ♦ Advance the Tribe's efforts to build community;
 - ♦ Address the socioeconomic needs of Tribal members and families;
 - ♦ Strengthen the Tribe's governmental infrastructure;
 - ♦ Enhance Tribe's capacity to protect/preserve its cultural/natural/financial resources.
2. Promote effective and efficient systems, including staffing and training for the development and administration of grant-funded projects/programs.

II. Department Reporting Section

- The only grant submission made in the month of January was to the Kellogg Foundation. This was actually a letter of interest related to developing the Tribal Child and Family Development Center in the original LRCCR building, near the existing casino/resort. This followed numerous meetings with J. Cross and the project consultant. Architectural planning is well-underway and actually nearing completion. The Kellogg effort was important in that it provides a format or template for other applications to other foundations for similar requests.
- We also met with the Tribal Council regarding the matter of moving forward: we had already met with the USDA (in December) regarding the possibility of securing a loan to get everything moving. They agreed to finance the costs of the project internally – but wanted to see about half of the overall dollar commitment secured by grants. Total project cost estimate is \$1.2M – this dollar figure is limited to construction costs and FF&E to ready the property for its intended use. It does not account for any of the operating costs. One of the important outcomes of this meeting involved securing contact information for a number of other possible resources. One of the councilor's made a series (3) introductions. It seems the attorney's office through whom we are currently doing most of our business has a small foundation. We will be following up on this funding possibility in February.
- We have also targeted several foundations and will be generating letters of interest to ascertain whether or not these foundations would have an interest in our proposed project. There was an original list of eight (8) foundations targeted for contact. This needs to be revised. Insofar as federal funding goes, the 2016 HUD ICDBG appears to be promising. The Administration for Native Americans (ANA) SEDS and SEEDS funding opportunities may also provide a means to move this forward. It should also be noted that federal funding does not fit well with original plans to open the Center this fall.

- Also over the past few months, the Grants Department has also worked closely with the Historic Preservation Department and other tribal programs to develop a tribal response to the “Cultural Resource Fund” funding opportunity through the MICA Group. If funded, this 2/15/16 submission will establish a “Moon Lodge” (Woman’s Lodge), repair the roof of the Fire Lodge, bring language instruction to the Muskegon area; provide language tutoring and instructor assistance services; procure audio/visual equipment to enhance the language website; secure additional language curricula/cultural resources; and also work to leverage benefits of several other construction projects scheduled for 2016.
- A grant submission is also scheduled for February 18, 2016. If funded, this effort will assist the Be-Da-Bin Behavioral Health Program and several other existing (Indian & non-Indian programs) build coalition and networking strategies to better address (tribal and non-tribal) Suicide Awareness and Suicide Prevention.

IV. Other Duties and Activities performed during the month of January 2016:

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared grant submission approval packages for the tribal leaderships for those grant considerations expected to be addressed with a (grant) funding application.
- Worked variably with different tribal departments/representatives to develop grant applications that work to the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any and all mandatory meetings or meetings that I was invited to attend.
- As available, attended Language Classes (Educational Leave) - Friday schedule.
- Worked on straightening out subscription to the Native American Report from CD Publications.
- Continued to pursue self-education efforts related to grants development as well as personal/professional development.

V. Budget Expense Justification – N/A.

VI. Travel and Training: No job related travel and/or training occurred in January; however, the Administration for Native Americans (ANA) is sponsoring a training in February that I plan to attend.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

From: Don MacDonald, Director of Health Services
Janice Grant, Clinic Supervisor
Gina Dahlke, CHS/EHAP Supervisor
Dottie Batchelder, BEDABIN Substance Abuse Counselor
Raven Lewis, Maajiidaa Fitness Center

Date: February 23, 2016

Re: January Report of Activity – Tribal Health Services

We are pleased to present this report of activity for Tribal Health Services Operations for the month of January, 2016. This report will reflect aggregate supplemental information from lead staff members Gina Dahlke, CHS/EHAP Supervisor, Janice Grant, Clinic Supervisor, Dottie Batchelder, BeDaBin Behavioral Health Chemical Dependency Counselor and Raven Lewis, Maajiidaa Fitness Center.

On January 5, 2016, Don MacDonald, Tribal Health Director, and Dottie Batchelder, Chemical Dependency Counselor, attended a meeting with the Tribal Council and other departments to discuss the needs of the Tribal Community about substance abuse/use.

On January 8, 2016, Don MacDonald, Tribal Health Director, Dottie Batchelder, Chemical Dependency Counselor and Jason Cross met with Karen Goodman of Pine Rest Outpatient Services (Traverse City) to discuss possible service networking opportunities in Manistee County.

On January 8, 2016, Don MacDonald, Tribal Health Director took part in a conference call with Randi Terri of Munson Healthcare who was seeking support for a telehealth grant.

On January 11, 2016, Don MacDonald, Tribal Health Director met with the Tribal Health Commission. The Commission was updated on patient access issues and progress related to the pharmacy project.

The Tribal Behavioral Health Communication Network meeting scheduled January 12-14, 2016 was cancelled due to the weather. Dottie Batchelder, Chemical Dependency Counselor, attended the Human Services Collaborative Body Meeting for health/Live Well on January 7, 2016. At this meeting a "subcommittee" was formed: substance abuse/use task force that held their first meeting on January 28, 2016, that Dottie and Julie Wolfe, Youth

Prevention Counselor, attended. This was formed as we have an epidemic of drugs in the Manistee community. This will meet monthly at this time.

January 13th, 2016, Gina Dahlke, CHS Supervisor participated in a CHS Bemidji Area conference call with Josie Begay from the Area Office and other tribes.

January 18, 2015, Be DA Bin hosted the Suicide Awareness/Prevention Collation Meeting. Staff is looking for participates and grants to help develop this.

January 19, 2016, Don MacDonald, Tribal Health Director participated in a quarterly conference call with the Michigan Tribal Health Directors to give and receive updates on Tribal Health Services needs.

January 25, 2016 Don MacDonald, Tribal Health Director met with Unified Legal Services representative (Rebecca Liebing) to evaluate Buy Back Agreement with Indian Health Services – Bemidji Area Office and prepare for presentation and approval (on behalf of the Ogema) to Tribal Council.

January 27, 2016 Don MacDonald, Tribal Health Director met with pharmacy candidate selection committee to determine potential candidates for interviews.

January 28-29, 2016 Don MacDonald, Tribal Health Director met with representative of Indian Health Services – Bemidji Area Office, contracted Pharmacy Consultant, Architect, Project Manager, Little River Band of Ottawa Indians clinical, financial and IT staff to discuss progress, needs and next steps for pharmacy buildout project.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, attended meetings for the Steering Committee for the StonesHouse Inc,(soon to be Northern Michigan Recovery Residences); Indian Health Services Bemidji Area Office, Centra Wellness, and ATR IV (Access To Recovery IV). She networked with Northern Michigan Regional Entity (NMRE) and Grand Traverse Band Behavioral Health Program. Julie Wolfe, Youth Prevention Counselor, attended meetings with Tribal Historic Preservation to plan the Winter Love Round Dance for February 2016; Kevin Lockett Field Trip with Tribal Education on January 22.2016; and Anishinaabe Kwezenhsak WaaKaasewin (girl culture group). Staff continues to plan other upcoming events.

Fitness Attendants Raven Lewis and Sandy Smith have been hosting the 2016 Healthy Weight Loss Challenge.

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

CLINIC OPERATIONS:

160 patients scheduled

19 patients NO-SHOW to scheduled appointments

2 patients provided SAME DAY appointments for emergent matters

79 cancelled appointments

64 patients attending CLINIC PHYSICIAN appointments**

25 patients PHONE TRIAGE**

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

TOTAL PATIENTS SEEN IN JANUARY (Total Patient Volume): 204

Diabetic patients: 26

Flu Vaccines: 12

Immunizations: 2

Nursing Visits: 2 **

On-site Lab draws: 58

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,875

DIRECT CALLS TO CLINIC OPERATIONS: 376

FAXES SENT BY CLINIC OPERATIONS: 126

BEDABIN BEHAVIORAL HEALTH:

CLINICAL DEPENDENCY COUNSELING:

45 INDIVIDUAL CLIENTS/RECOVERY SUPPORT

183 CLIENT CONTACTS FOR SERVICES

180 COUNSELING/ADMINISTRATION HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 300

PREVENTION SERVICES:

78 CLIENT CONTACTS FOR SERVICES/PREVENTION ACTIVITY

119 PREVENTION/INTERVENTION HOURS

TOTAL CLIENT SERVICE DELIVERY: 99

TRADITIONAL HEALING: ## INDIVIDUAL CLIENT CONTACTS

Had 4 requests for Healer

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 9

TRAVEL HOURS: 47

HOME VISITS: 6

TOTAL CLIENTS SERVED: 18

CHS/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$132,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2557

TOTAL CHS PAID IN JANUARY: \$106,000

PHARMACY/OTHER: \$42,000

DENTAL: \$34,000

TOTAL PATIENTS: 263 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 568

TOTAL CLAIMS ENTERED: 380

TOTAL CHS PAID 2016: \$106,000

TOTAL EHAP PAID IN JANUARY 2016: \$26,000

TOTAL EHAP PAID 2016: \$26,000

TOTAL ENROLLED EHAP/LRBOI: 1127

MEDICARE LIKE RATE (MLR) Savings for January 2016

Claims submitted:	20	\$67,000 (total submitted)
		<u>-\$21,000 (what we paid)</u>
		\$46,000 (total savings)

MAAJIIDAA FITNESS CENTER: 318 MEMBERS REGISTERED

248 MEMBERS ACCESSED SERVICES

Housing
Frank Figgels

SECTION 10: SELF-MONITORING

NAHASDA § 403(b), 24 CFR §§ 1000.26, 85.37, 85.40

(1) Do you have a procedure and/or policy for self-monitoring?

Yes ☒ No ☐

(2) Pursuant to 24 CFR § 1000.502(b) where the recipient is a TDHE, did the TDHE provide periodic progress reports including the self-monitoring report, Annual Performance Report, and audit reports to the Tribe?

Yes ☐ No ☐ Not Applicable ☒

(3) Did you conduct self-monitoring, including monitoring sub-recipients?

Yes ☒ No ☐

(4) Self-Monitoring Results. *(Describe the results of the monitoring activities, including inspections for this program year.):*

- Development of Model Activities and Construction activities are overseen by the Tribe's Construction Task Force comprised of the Ogema and members of Tribal Council. Progress updates are reported to the Housing Commission monthly.
- Waiting lists are maintained by the Housing Department by Housing Regulations.
- Housing inspections are performed at least once a year and more often if an inspection determines follow-up inspections are required. Inspection reports are issued to the Head of Household and household file.
- Housing activities are reported to the Housing Commission, Tribal Council by the Housing Commission and the Ogema monthly and include:
 1. Housing Activities,
 2. Rental Payment information for the Month,
 3. Condition of Properties,
 4. Number of Units and Vacancies,
 5. Significant Problems and Accomplishments,
 6. Plans for the Future,
 7. Other Information.
- Payments to vendors for construction activities are prepared by the Accounting Department and approved by the Construction Task Force.
- Payments to vendors for equipment and materials used by the Housing Department are submitted to the Procurement Department for approval and issuance of a Purchase Order.

SECTION 5: BUDGETS

NAHASDA §§ 102(b)(2)(C), 404(b)

(1) Sources of Funding (NAHASDA § 102(b)(2)(C)(i), (404(b)) (Complete the non-shaded portions of the chart below to describe your estimated or anticipated sources of funding for the 12-month program year. APR Actual Sources of Funding -- Please complete the shaded portions of the chart below to describe your actual funds received. Only report on funds actually received and under a grant agreement or other binding commitment during the 12-month program year.)

SOURCE	IHP					APR					
	(A) Estimated amount on hand at beginning of program year	(B) Estimated amount to be received during 12-month program year	(C) Estimated total sources of funds (A+B)	(D) Estimated funds to be expended during 12-month program year	(E) Estimated unexpended funds remaining at end of program year (C-D)	(F) Actual amount on hand at beginning of program year	(G) Actual amount received during 12-month program year	(H) Actual total sources of funding (F+G)	(I) Actual funds expended during 12-month program year	(J) Actual unexpended funds remaining at end of 12-month program year (H - I)	(K) Actual unexpended funds obligated but not expended at end of 12-month program year
1. IHBG Funds	\$450,000	\$284,393	\$734,393	\$716,879	\$17,514	\$580,949	\$273,197	\$854,146	\$199,020	\$655,126	
2. IHBG Program Income			\$0		\$0			\$0		\$0	
3. Title VI			\$0		\$0			\$0		\$0	
4. Title VI Program Income			\$0		\$0			\$0		\$0	
5. 1937 Act Operating Reserves			\$0		\$0			\$0		\$0	
6. Carry Over 1937 Act Funds			\$0		\$0			\$0		\$0	
LEVERAGED FUNDS											
7. ICDBG Funds			\$0		\$0			\$0		\$0	
8. Other Federal Funds			\$0		\$0			\$0		\$0	
9. LIHTC			\$0		\$0			\$0		\$0	
10. Non-Federal Funds			\$0		\$0			\$0		\$0	
TOTAL	\$450,000	\$284,393	\$734,393	\$716,879	\$17,514	\$580,949	\$273,197	\$854,146	\$199,020	\$655,126	\$0

Notes:

- For the IHP, fill in columns A, B, C, D, and E (non-shaded columns). For the APR, fill in columns F, G, H, I, J, and K (shaded columns).
- Total of Column D should match the total of Column N from the Uses of Funding table below.
- Total of Column I should match the Total of Column Q from the Uses of Funding table below.
- For the IHP, describe any estimated leverage in Line 3 below (Estimated Sources or Uses of Funding). For the APR, describe actual leverage in Line 4 below.

(2) Uses of Funding (NAHASDA § 102(b)(2)(C)(ii)) (Note that the budget should not exceed the total funds on hand (Column C) and insert as many rows as needed to include all the programs identified in Section 3. **Actual expenditures in the APR section are for the 12-month program year.**)

PROGRAM NAME	IHP			APR		
	(L) Prior and current year IHBG (only) funds to be expended in 12- month program year	(M) Total all other funds to be expended in 12- month program year	(N) Total funds to be expended in 12-month program year (L+M)	(O) Total IHBG (only) funds expended in 12-month program year	(P) Total all other funds expended in 12-month program year	(Q) Total funds expended in 12- month program year (O+P)
2015-1: Restrooms and Pavillion Development	\$400,000		\$400,000	\$15,678		\$15,678
2015-2: Maintenance Technician for NAHASDA housing	\$65,000		\$65,000	\$47,003		\$47,003
2015-3: Housing Maintenance for NAHASDA housing.	\$45,000		\$45,000	\$69,518		\$69,518

2015-4: Safety and Security Enhancement for Aki maadiziwin Residential Community.	\$150,000		\$150,000	\$0		\$0
Planning and Administration	\$56,879		\$56,879	\$66,822		\$66,822
Loan repayment - describe in 3 & 4 below			\$0			\$0
TOTAL	\$716,879	\$0	\$716,879	\$199,020	\$0	\$199,020

Notes:

- Total of Column L cannot exceed the IHBG funds from Column C, Row 1 from the Sources of Funding table in Line 1 above.
- Total of Column M cannot exceed the total from Column C, Rows 2-10 from the Sources of Funding table in Line 1 above.
- Total of Column O cannot exceed total IHBG funds received in Column H, Row 1 from the Sources of Funding table in Line 1 above.
- Total of Column P cannot exceed total of Column H, Rows 2-10 of the Sources of Funding table in Line 1 above.
- Total of Column Q should equal total of Column I of the Sources of Funding table in Line 1 above.

(3) Estimated Sources or Uses of Funding (NAHASDA § 102(b)(2)(C)). *(Provide any additional information about the estimated sources or uses of funding, including leverage (if any). You must provide the relevant information for any planned loan repayment listed in the Uses of Funding table on the previous page. This planned loan repayment can be associated with Title VI or with private or tribal funding that is used for an eligible activity described in an IHP that has been determined to be in compliance by HUD. The text must describe which specific loan is planned to be repaid and the NAHASDA-eligible activity and program associated with this loan):*

Add Bullet

(4) APR (NAHASDA § 404(b)). (Enter any additional information about the actual sources or uses of funding, including leverage (if any). You must provide the relevant information for any actual loan repayment listed in the Uses of Funding table on the previous page. The text must describe which loan was repaid and the NAHASDA-eligible activity and program associated with this loan.):

Add Bullet

Cell: C2

Comment: The purpose of this section is to describe the sources and uses of the recipient's funds for eligible housing activities. In the IHP portion of this section, the recipient identifies the anticipated or planned sources and uses of the funds. In the APR portion of this section, the recipient describes the actual sources and uses of the funds.

Cell: A5

Comment: Planned Grant-Based Budget for Eligible Programs. The table in this section lists the seven statutory areas of eligible IHBG activities, and the purpose of the table is to show how the recipient plans to spend its IHBG funding for the upcoming 12-month program year. Enter the amount of IHBG funds from the estimated formula or final formula allocation for each eligible activity in the IHP. This table should include planned IHBG funds only and none from IHBG program income, Title VI, or other sources. HUD will submit the information in this table to the U.S. Congress to document how the current NAHASDA appropriation was planned to be used.

Cell: A16

Comment: For the IHP, the tables at Line 1 (Sources of Funding) and Line 2 (Uses of Funding) show the estimated sources of funding and then the planned uses of funding. The recipient must fill out these two tables to show the amount of IHBG, IHBG program income, and Title VI funds that are expected, and how these funds are planned to be spent. The recipient is also required to report on other sources of funds if those funds will be used in combination with IHBG, IHBG program income, and Title VI for a project or program. If other sources of funds are not combined with IHBG, IHBG program income, and Title VI funds, reporting on them is optional.

Cell: D18

Comment: For the IHP, this table identifies the estimated or anticipated sources of funding for the upcoming 12-month program year. The table is intended to cover all of the funds to be expended on IHBG-assisted activities during the One-Year Plan period. As noted above, the recipient is not required to list other sources of funds (beyond IHBG, IHBG program income, and Title VI) unless those funds will be combined with IHBG in a project.

The Estimated Sources of Funding table must include the amounts of private loans or tribal loans that will be used for NAHASDA-eligible activities, which will later be reimbursed with IHBG funds. For example, assume that a tribe lends \$100,000 for the acquisition of land that will be used to develop affordable housing for low-income Native American families. At a later time, the recipient will use its IHBG grant to repay this loan. The \$100,000 of assistance must be listed as a source of funds in the chart as "non-federal funds." The recipient is cautioned that all such transactions must follow all applicable NAHASDA and other federal rules, such as environmental review, labor standards, relocation/acquisition, etc.

For the IHP, fill Columns A, B, C, D, and E.

Human Resources
Amy Sedelmaier

Human Resources – Monthly Recap for January, 2016

Meetings

Week of January 4-10th

- Department Meeting
- ADP Meeting
- Employee Issues
- 2 new hires
- ACA process
- Selection Benefit Administrator
- Meeting with Maintenance Employee
- Payroll Opportunity Meeting
- Significant Payroll items

Week of January 11th-17th

- Generalist – Education Leave
- Wellness Meeting
- Interview – Systems Security
- Office Closure – Weather 1/12
- New Hire - Attorney
- Benefit Administrator Interviews
- Legal Issues and pulling documents
- Personnel Matter
- Interview Systems Administrator

Week of January 18th – 24th

- Janine Education Leave
- Leads Meeting
- Selection for EVS Position
- 401K Advisors
- Investigation Meetings
- Complaint meetings

Week of January 25th – 31st

- Data Entry
- Directors Meeting
- Work session – Travel
- Investigation Meetings
- Significant Payroll entry for benefits

HR

1. Projects:

- Significant Employee Issues
- Application and new hire process
- Employee Files
- Processes and procedures within the HR department
- Government Personnel Manual
- Job Descriptions – Scheduled calls with Valliant
- AFLAC/Unum – Discovery
- ADP – benefits and hiring

2. Recruiting/HRIS

- MIP processing of 3 new employees and 2 transfers (Includes TP)
- MIP processing of 1 terminations

3. Training:

4. HR Administration

- Completed all monthly Verifications of Employment
- Verified and processed all Educational and Bereavement requests
- Reported information for unemployment claims.
- 401K loans and distributions
- Health Insurance Entry
- Employee Meetings
- Significant work in ADP
- Significant work with AFLAC/Optional Benefit Offering
- Open Enrollment
- Employee Issues

Information Technology Department
Monthly Report
January 2016

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Migration of all servers to Windows Server 2012 continues.
2. Network segmentation project continues.
3. Switch reconfiguration project is in progress and will continue through January and February.
4. 193 new IT work orders were opened in January 2016 and 224 IT work orders were completed in January 2016.
5. Policy and Procedure review began and will continue with some major policy changes occurring in January 2016.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Attended Cabinet Meetings.

Trainings Held / Attended –

Special Tasks / Activities Performed –

1. January 2016 cellular telephone usage reports sent to accounting.

Information Technology
George LeVasseur

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 8, 2016
Re: January 2016 report of activities

Number of tribal members assisted on new issues 94

Number of referrals received 2

Number of continuing cases: 67

Types of legal issues:

Child support
Probate Estate
Divorce
Unemployment Appeal
Department of Human Services
Guardianship – Adult
Wills
Estate Planning
Insurance
Power of Attorney
Custody
Medical Power of Attorney
Homestead Exemption
Trusts
Juvenile Criminal
Adult Conservator - Terminate
Evictions
Garnishment
Qualified Domestic Relations Order
Criminal
Landlord –Tenant Issues

Power of Attorney – Out of State
Amendments to Trust
Real Estate
Change of Custody
Child Support Arrearages
Object to Probate Estate
Settlement Agreement and Release
Creditors
Social Security Disability
Post Divorce Matters
Guardian – Minor - Amend
Amend Estate Planning Documents
Parenting Time
General Civil
Criminal – Out of State
Civil Litigation
SSI and Per Cap
Property Tax Foreclosure
Prisoner Questions
Mental Health
Emancipation

Income Taxes
Birth Certificate
Guardian – Minor
Transfer Child Support Case
Personal Injury
Beneficiary
Ex Parte Order
Transfer Jurisdiction
Employment Separation Agreement
Land Contract
Rehabilitation
LLC
Contesting Validity of Will
Gun Permits
Friend of the Court
Tribal Enrollment
Denial of Parenting Time
Civil Discovery
Conservator – Adult
Mortgage
Guardian – Minor – Modify
Restraining Order
Medicaid

Employment
Expunge Criminal Record
Unemployment
Legal Separation
Paternity
Burial
Incorporation
Enforcement of Court Order
Cobbell Settlement
Mortgage
Taxes on Civil Judgment
Abuse – Neglect of Minors
Confidentiality Agreement
Medical Malpractice
Collection of Civil Judgment
Guardian – Minor – Amend
Foreign LLC
Tax Foreclosure
Co-Sign for Student Loans
Social Security Administration
Life Insurance
Per Capita

Attended mandatory director meeting

Prepared article for Currents

Met with members services lead

Sample of Work Performed:

Assisted a tribal member prepare for a change of custody hearing

Assisted a tribal member appeal their unemployment denial

Assisted a tribal member prepare a Qualified Domestic Relations Order so they could obtain their portion of the ex-spouse's retirement in their divorce

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Assisted a tribal member under the tax foreclosure laws when their real property taxes were unpaid and the property was foreclosed upon by the county

Assisted a tribal member negotiate with a debtor to take less than the amount that could be taken when their paycheck was garnished

Assisted a tribal member get the amount taken from their paycheck for child support arrearages significantly reduced

Legal Assistance
Mary Witkop

Members Assistance Department

January 2016 Departmental Report

Jason Cross – Interim Supervisor
Linda Wissner – Members Assistance Program Specialist
Krystyne Medawis – Members Assistance Program Specialist
Noelle Cross – Elder Meal Program Administrator
Susan Recob – Cafeteria Worker

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

1. I.H.S. Well and Septic Program

a. MOA BE-11-G62 \$68,000

i. Total expensed \$62,960.98

ii. Budget remaining 7%

iii. 16 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	0	1	6	2	0	0	0	2

b. MOA BE-14-J33 \$126,000

i. Total expensed \$55,335.87

ii. Budget remaining 54%

iii. 20 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	1	0	7	0	0	1	5	1

2. Food Assistance Program

a. Budget \$50,000

b. Carry over \$8,700

c. Total budget \$58,700

d. Total expensed YTD \$4,650

e. 108% Remaining

f. 28 total members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	2	1	0	8	2	1	1	0	7

3. Rental and Mortgage Assistance Program

a. Total Budget \$20,000

b. Total expensed YTD \$1,512

c. 92% Remaining

d. 9 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	0	0	3	0	0	0	0	3

4. Low Income Energy Assistance Program

a. Total Budget \$45,000

b. Total expensed YTD \$2,593.11

c. 94% Remaining

d. 23 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	1	1	0	7	0	2	1	0	8

5. LIHEAP – DHHS Grant Funded Program FY 2016

- a. Total Budget \$17,145
- b. Total expensed to date \$7,547.26
- c. 63% Remaining
- d. 13 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
3	1	0	0	4	3	0	0	2

6. Elder Chore Program

- a. Total Budget \$10,000
- b. Total expensed YTD \$880
- c. 91% Remaining
- d. 8 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
5	1					1			1

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$1,154.93
- c. 95% Remaining
- d. 11 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
7	1	0	0	3	0	0	0	0	0

8. LRBOI Home Repair Program

- a. Total budget \$75,000
- b. Total expensed YTD \$0.00
- c. 100% Remaining
- d. 0 members accessed this program

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

9. Bereavement Program

- a. Total Budget \$271,800
- b. Total expensed YTD \$15,100
- c. 94% Remaining
- d. 2 members accessed this program

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

10. Elders Insurance

- a. Cost per Elder \$240.00 Medical and \$225.00 benefit per month.

11. Department Ongoing Activities

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.
- d. MMAP – Linda Wissner maintaining service delivery.

12. Applications

Mailed	Picked up	Emailed	Faxed
60	4	24	4

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
45	32	7	0	18	19	12	4	0	0

13. Office Visits

- a. 33 visits for the month

Respectfully submitted,

Jason Cross, MSW
Interim MA Supervisor

Members Assistance
Jason Cross (Interim)

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

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Contesting Validity of Will
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Restraining Order
Medicaid

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Legal Separation
Paternity
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Incorporation
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Natural Resources
Frank Beaver



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

**January 2016 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 natural occurring resources within the Tribe's 1836 Ceded Territory.

Department Objectives:

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

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

Monthly, the department prepares newsletter articles, staff reports, participates in Staff, Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Nichole Stratton – Receptionist, Temporary Staff
Biological Service Administrator- Vacant

- Issued 10 Fall Turkey tags, 303 Deer tags, 4 Special Trespass Permit, 7 Special Permits, 11 U.S.F.S Access Passes
- Assisted with biologists paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist
Dan Mays – Aquatic/Fisheries Biologist
Corey Jerome – Fisheries Biologist
Barry Weldon – Great Lakes Fisheries Biologist
Mike Snyder – Great Lakes Fisheries Technician
Ken LaHaye – Great Lakes Fisheries Technician
Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4080 Circle of Flight
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109 BIA GLRI funding
 - 4018 Great Lakes
- Submitted to Tribal Council the FY2016 CORA Administration Subcontract
- Submitted to Tribal Council the FY2016 ITFAP Biological Services Subcontract
- Data compilation and preparation
- Submitted 2015 Inland fisheries harvest data per requirements of the 2007 Consent Decree.
- Discussed potential analysis of burbot genetics data with Dr. Kim Scribner, Michigan State University.
- Inland fisheries data entry and summarization.
- Coordinated with Nancy Auer at Michigan Tech on Grayling "Thymalus atricus" project
- Completed Grant application submittals for BIA and EPA GLRI funding: Towards adult Nmé research.

- Reviewed feasibility report on using a resistance board weir within the Manistee River for adult Nmé research
- Reviewed Sea Lamprey Control treatment schedule for treatment issues
- Worked on collaborative Black Lake, Lake Sturgeon Management Plan
- Worked on collaborative Muskegon Sturgeon Visual Survey Report
- Completed Annual Lake Sturgeon Program Report
- Reviewed report from Ausable Institute on completion of Manistee River sculpin as an Management Indicator Species

Equipment maintenance/Field Work/Lab Work:

- Lake Trout scale imaging and aging
- Lake Whitefish imaging and aging
- Conducted field assessments of burbot on the Big Manistee River.
- Imaged and aged lake trout and lake whitefish scales
- Maintained vehicles (oil changes, required maintenance, etc.)
- Prep for 2016 field season

Meetings/Training/Travel/Conference Calls

- 2016 Midwest Fish and Wildlife Conference
- Presentation and participation at the Midwest Fish and Wildlife Conference "A Beach Seine-Based Coregonid Recruitment Survey"
- Regional Climate Change work group conference call
- Chippewa Ottawa Resources Authority Meeting
- Meeting with Tom St Dennis on potential property acquisition grants
- Attendance and participation at Lake Michigan Technical Committee (BW)
- Participated in regional Climate Change working session
- Participated in a meeting to standardize Tribal/State walleye assessment protocol with members of the Inland Fisheries Committee.

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
US FWS	Native Species Restoration	Grayling feasibility
US BIA Circle of Flight	Wild Rice Restoration	
US BIA GLRI-Sturgeon	Habitat Mapping	

Wildlife Program

Ari Cornman - Senior Wildlife Biologist
Robert Sanders - Wildlife Researcher

Tasks and Accomplishments

- Work on elk reintroduction model
- Work on marten peer-reviewed publications
- Coordination on MFWF conference tribal symposium
- Work on comment letters to USFWS
- Harvest survey work
- Permit redesigns

Administration/Budget/Reports/Data Entry

- Completed monthly reports
- Manage budget and review R&E's
- Research items to order

- Create requisitions and follow through
- ICD reporting
- Budget management and meetings

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Snowshoe hare project training, coordination, and fieldwork with Sault Tribe

Meetings/Training/Travel/Conference Calls

- Jan CORA meeting
- Tribal Climate Change conference calls
- Midwest FW Conference
- ICS 300 Training
- Meetings with GVSU staff
- FWS Migratory Bird Webinar

Forest Development Program -- #6050

John Grocholski – Woodland Manager

Administrative/Budget/Reports/ Data Entry

- Monthly reports
- Review budget and R&E's
- Putting together the logistics of upcoming field work on tribal property project – Highbridge and Oldhouse properties

Equipment Maintenance/Field Work/ Lab Work

- Servicing field equipment and storing it for winter
- Assisted at front counter to service membership needs
- Clearing of trails on tribal properties
- Supplying Ceremonial Lodge with firewood

Meetings/Training/Travel/Conference Calls

- Dave Osmak – forestry funding for upcoming projects
- Scott Hughy – funding availabilities for upcoming projects on tribal properties

Environmental Programs

EPA General Assistance Program (GAP) Grant

Allison Smart – Environmental Coordinator

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budget- review R&Es
- Started environmental strategic plan
- Reviewed current work plans and developed a plan to complete each
- Started working with EPA on PPG possibilities.
- Worked with EPA Water Staff for a site visit in a future month

Meeting/Training/Travel/Conference Calls

- Met with Staff to discuss work plans and current issues
- EPA UIC Call – January 6th
- EPA OGL Call Jan 19th
- Midwest F&W Conference – 24th-27th
- Climate Change Webinars –Jan 21-22

Air Quality Funded by EPA CAA 103 Grant

Tom Shepard – Air Quality Specialist

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Managed Budget and Reviewed R&E
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Submitted 3rd Quarter Progress Report to USEPA – 1/11

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 1/14 and 1/27
- Completed PM 2.5, Monthly Maintenance & QC – 1/14 and 1/27
- Completed PM 2.5, Quarterly Maintenance & QC – NA
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – 1/15
- Installed new set of PM 2.5 filters – 1/8 and 1/27
- Sent collected PM 2.5 filter samples to MDEQ – 1/4 and 1/25
- Received two Recertified Chinooks from MDEQ – 1/6

Meeting/Training/Travel/Conference Calls

- Attended NAU's The Impacts of Changing Air Sensor Technology in Indian Country Webinar – 1/6
- Attended MDEQ's SARA Title III - Tier II Reporting Basics Webinar – 1/13
- Environmental Staff meeting – 1/21
- Attended NTAA IAQ Webinar – 1/21
- Participated in Monthly State, Local, and Tribal Conference Call – 1/27
- Participated in Monthly Region 5 Tribal Air Conference Call – 1/28
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 1/28

Brownfield Program-Funded by EPA Brownfield Grant

Rochelle Rollenhagen – Brownfield Coordinator

Administration/Budget/Reports/Data Entry

- Budget management/review R&E's.
- On-going 128a Tribal Response Program & Cleanup grant administration.
- Completed monthly report for LRBOI.
- Submitted annual report to EPA.
- Submitted FY'16 Funding Request and PALs Report to EPA.

Field Work and Equipment Maintenance

- January, 2016 – general field work.

Meeting/Training/Travel/Conference Calls

- January 5, 2016 – meeting with Mac McClelland, Otwell Mawby Environmental Consultants on Site Specific Cleanup Standards.
- January 7, 2016 – attended EPA site visit/meeting Jennifer Manville.
- January 7, 2016 – participated in EPA conference call on the proposed Class III Well Permit Modification for Morton Salt.
- January 21, 2016 – attended environmental staff meeting.
- January 22, 2016 – attended 128a Tribal Response Program meeting with GTB and LTBB.

Water Quality Program –Funded by EPA 106 CWA Grant

Shaughn Barnett- Water Quality Specialist

Vacant- Aquatic Biologist

Administration/Budget/Reports/Data Entry

- Submitted data to the EPA National water quality database (WQX)
- Completed monthly report for LRBOI.
- Fish contaminant report/update
- Reviewed QAPP and sampling protocol
- 2015 Macroinvert data processed
- Drafted 319 work plan
- Submitted National Tribal Caucus Annual Budget Exercise 2018

Field Work and Equipment Maintenance

- Prep equipment for winter storage
- Completed sampling in accordance with EPA QAPP
- Calibrated Hydrolab's/Prepped for Feb sampling

Meeting/Training/Travel/Conference Calls

- January 19th - OGL WQ Call
- Healthy Watersheds Call – January

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

January 2016

Meetings/Conferences/Trainings

- On January 15, 2016, I met with Tribal Council to discuss upcoming BIA Roads projects for 2016. Council members had the opportunity to provide input and ask questions regarding the process. Ken Ockert from RCA, LLC also attended the meeting.
- On January 22, 2016, I met with Chuck Fisher (Grant Writer), Julie Wolfe (BeDaBin Youth Counselor), John Grocholski (Natural Resources), Jay Sam (Historic Preservation Director), and Kenny Pheasant (Language Instructor) to discuss the application to the MICA Cultural Resource Fund Grant. The final application, submitted on February 15, included funding for enhancement of the maple sugaring program, improvements to our existing fire lodge, construction of a women's (Kwewok) moon lodge, and the development of Anishinaabemowin classes in the Muskegon area.
- On January 25, 2016, I attended the mandatory director's meeting held by Ogema Romanelli at the Bungalow Inn.
- On January 25, 2016, I attended a meeting sponsored by the Manistee Intermediate School District (ISD) which included board members from the other school districts in Manistee County. (I was there representing CASMAN Academy.) The discussion focused on ways to share/combine resources among the districts, with the ultimate objective being some type of county-wide consolidation of the various districts within the next few years. This may be something the Tribe will want to keep an eye on, as there may be an opportunity for the Tribe to be involved or play a role in any future consolidation.
- During the month of January 2016, I attended meetings of the Construction Task Force on the following dates: January 7, January 14, January 21, and January 28.

Activities/Accomplishments/Updates

- On January 6, 2016, Tribal Council approved a Traffic Signal Maintenance Agreement with the City of Norton Shores. The agreement calls for the Tribe to fund 25% of the operation and maintenance costs of the traffic light on the corner of Harvey St. and Ellis Rd. This agreement is listed as a project on our FY 2016-2019 Tribal Transportation Improvement Plan which has been submitted to the BIA. Any costs incurred under this agreement are allowable under the Road Maintenance portion of our current Government-to-Government Compact with the Department of Interior—BIA Roads Program.

Public Information
Glenn Zaring

Office of Public Affairs
Glenn C. Zaring, Director
January, 2016 Departmental Report

“The purpose of any Public Affairs office is to provide the right information to the right people at the right time for them to make the right decisions.” Office of Public Affairs - LRBOI

1. Department Overview

(Mission Statement) *The Office of Public Affairs is an informational conduit between tribal members, their government and the larger outside community. The Department will increase tribal visibility and enhance the tribal image by supporting participation in civic organizations, community events, educational opportunities and charitable events. The Department will also foster improved Public Relations between the tribe and the outside community.*

The Office of Public Affairs consists of two staff members...the Director and an Administrative Assistant/Graphic Artist who works in support of the department. In addition to many assigned public relations activities, the department is responsible for news coverage of tribal events and publication of the **Little River Currents** newspaper, **Rapid River News** (weekly headline news service), **EH1** (Employee Happenings internal news, press releases/relations, event organization and other activities as directed by the Office of the Ogema under whose authority the department falls by the Laws of the Constitution of the tribe.

A key duty of Public Affairs is working with all other departments and business endeavors (Including LRCR) regarding interaction with outside media. The Office of Public Affairs is responsible for controlling and disseminating information to the outside media in such a fashion as to minimize any adverse publicity and enhance the image of the tribe. Our tools also include the tribal website at www.lrboi-nsn.gov and the tribal Face Book page. The director and Administrative Assistant are now the webmasters for the tribe working on the Executive and Judicial branches. Kathleen Bowers and Grace Hendler are responsible for posting of information for Tribal Council.

The Department Director has also been designated as the Public Information Officer (PIO) for the Public Safety Department and handles media relations/incidents for them as well. In addition, the Director handles non-commercial (i.e. emergency/incident) media relations for the Little River Casino and Resort for newsworthy items and events not including normal casino operations.

The director represents the tribe on the Board of Trustees for West Shore Health Care.

2. Department reporting section

Following are some of the accomplishments/activities of the department for the month:

- **Currents**. The January issue of the **Currents** was distributed to government buildings January 20th; posted on the website January 18th and mailed on January 22th.
- **Rapid River News** weekly "headline news" continued with distribution to a growing Tribal Member e-list that includes tribal members, employees and others within our

tribal community. The RRN is released usually on Mondays following review/approval by the Ogema. The tribal events by date will is always page 2. The last page of the RRN is now being maintained as a department phone contact information sheet with the location and phone number of the main departmental office and staff shown.

- **Website Update!** Web Site Admins, especially the Director, worked on the website this month. Updating and correcting entries, learning a new software operating system and developing process/procedure guides for posting and using the new site. The new site was brought on line December 18th Visitors will not have to go to a different site and can just continue to use www.lrbol.com . Tribal members and employees who require access behind the login firewall will be able to use their existing 'user names' but will be required to reset their password to access this portion of the site.
- **Natural Resources Release!** The director assisted with the writing and distribution of a press release on the Marten Project and instituted an interview with Biologist Ari Cornman on WLDN News Radio among others. The program aired on PBS and will be available again next month.
- **Coverage of events:** The director attended, photographed and wrote about a number of tribal events this month. Mack Brushman from Tribal Historical Preservation has been assigned the new still camera (see Budget Expense Justification*) and will be taking photos at events when possible.
- **Intergovernmental meetings:** The director attended (at the direction of the Ogema) intergovernmental meetings regarding various topics. These are part of the regular series of meetings established this year. Assistance in coordination of traffic study projects as part of this meeting have continued due to the Directors' position with the WSF Hospital Board as the Treasurer. This effort for traffic work for the US 31 Corridor is continuing.
- **Shoreline Development!** The Director continued participation with the Shoreline Development Committee and attended several meetings with the Ogema and Speaker addressing community concerns regarding the possible casino. The director also worked in conjunction with the Marketing Resource Group (MRG) and key attorneys on approaches and wording for numerous press releases and responses.
- **Other items:**

3. **Budget Expense Justification.**

\$49 for Business Cards for Director. Updates required on phone/contact info
\$147 for Creative Cloud subscription. This is a graphic program used extensively
\$1700 for mailing of Currents to P.O.

4. **Travel and Trainings –none**

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	7
City Assist	12
County Assist	7
Medical Assist	5
MSP Assist	3
Other Calls for Service	4
Property Checks	669
Suspicious Person	
Suspicious Situation	9
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle .	
Accidents	4
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	2
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	4
PPO Served	
Federal Docket Ticket	2

Criminal Offenses

Animal Neglect

Arrest

5

Assault

B&E

1

Bond Revocation

Child Abuse

Child Custody

Child Neglect

Contempt of Court

Counterfeiting/Forgery

CSC

Death

Disorderly

1

Domestic Disturbance

2

Drive-Off

Drug Violation/VCSA

5

Elder Abuse

Embezzlement

Extortion/Conspiracy

False ID

Family Problems

Felony with a Gun

Fight in Progress

Fraud

Furnishing Alcohol to Minor

Harassment

Health & Safety

Intimidation

Intoxicated Person

1

Juvenile Runaway

Larceny

3

Liquor Violation

Minor in Possession

Missing Person

Money Laundering

Motor Vehicle Theft

Murder

Neighbor Dispute

Noise Complaint

1

Obstructing Justice

Possession Stolen Property

PPO Violation

1

Probation Violation

Property Damage/PIA

Public Peace

Resisting

Robbery

Sex Offense

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	287.75
Alarm	
Attempt to Locate	1
Boat Dock Checks	
Civil Standby	
Community Policing	6.75
Court Hours	15.25
Death Notification	
Drug Disposal	
Follow-Up Investigations	102
Found Property	5
Lost Property	
Meetings Attended	6
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	47
Total Reports	51
Training Hours	30
Transport	
Tresspassing	
Tribal Council Meetings	4
Vehicle Mileage	3687
Voluntary Missing Adult	

Training/Travel

January 10-12 Officer Furman went to Lansing for Taser Instructor Certification
January 28 Det. Sgt. Grabowski and Officer Gilles went to Lansing for Prescription Drug Disposal

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

Administrative Hours	77
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	1
Contacts	4
Court	
Court Hours	
Dock Checks	3
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	236
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	13.5
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	1862
Verbal Warning(s)	
Written Warning(s)	
TrainingTravel	

January 13-14 Sgt. Robles went to Bay Mills for a CORA Meeting

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities**

Administrative Hours	79
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	2
Assist Hours	5
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	
Contacts	9
Court	
Court Hours	
Follow-up(s)	
Follow-up Hours	
Federal Citation(s)	
Hours Worked	168
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	37
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	930
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: January 2016

Title: Staff Accountant / Tax Officer

Department Goals:

- Administer the collection of tribal taxes on all business activity occurring within Tribal and trust lands.
- Assist Tribal members in obtaining exemption from state taxes as negotiated in the Tax Agreement between the Little River Band of Ottawa Indians and the State of Michigan.
- Protect the Tribe from liability for non-compliance with state and federal tax laws while maximizing tax benefits available for the Tribe and its members.

Duties and accomplishments performed this month:

During the month of January, the Staff Accountant / Tax Officer performed the following:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 3 Certificates of Exemption; one for a Resident Tribal Member and two for the Little River Casino Resort renovation project
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 4 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members about tax exemptions, tax preparation services, RTM statuses, and the Michigan Annual Sales Tax Credit (Form 4013)
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post
8. Received and reconciled OTP (other tobacco products) logs from the Trading Post
9. Received and reconciled December Tribal tax returns
10. Received and reconciled 4th quarter Tribal tax returns
11. Issued 15 Tribal Concessionaire's tax licenses for vendors on Tribal property (1 Fundraiser, 10 Bridal show vendors, 1 Gun show vendors, 2 Entertainers, 1 Other vendor)
12. Monitored outstanding tax assessments
13. Issued 6 tax assessments (2 for motor fuel and 4 for tobacco)
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Ordered supplies for the Tax Office
16. Processed 2 Tribal member Proofs of Residency
17. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
18. Prepared and submitted new purchase requisition for the remainder of the contractual training contract for the new year
19. Processed check requests for payments on the Tax office training contract
20. Trained twice a week with contractual employee regarding all tasks and aspects of the Tax Office
21. Prepared December monthly report
22. Mailed a motor fuel registration form to a tribal member

23. Processed a request for a tribal business license
24. Processed 2 Tribal Michigan Withholding Exemption forms
25. Began creating step-by-step procedure sheets for daily, monthly, and yearly tasks
26. Processed 91 address changes/reviews from Enrollment for RTM status updates
27. Processed 22 RTM status and/or address changes
28. Prepared and mailed 10 Proof of Residency letters to members
29. Scanned and filed proofs of residency, concessionaire's licenses, certificates of exemption, reports, assessments, motor fuel registrations, address changes, tax returns)
30. Corresponded with Little River Casino Resort staff regarding construction contracts and certificates of exemption, the bridal show, licenses, venue reports, and certificates of exemption authorized signers
31. Prepared and mailed a letter to waive a motor fuel penalty
32. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed
33. Researched information for Tribal Council regarding the amount of taxes on motor fuel and cigarette purchases at the Tribal post as well as the amount of employee discounts given on purchases
34. Prepared and mailed 278 RTM Annual Sales and Use Tax Credit forms (Form 4013) and letters
35. Received, processed, and as necessary, resent mail that was returned to the Tax office from the RTM Annual Sales and Use Tax Credit mailing
36. Contacted Public Safety and Natural Resources departments regarding filing for Federal Excise tax refund on motor fuel purchases outside of the Trading Post for 2015; provided information to keep records for refunds for 2016
37. Prepared and submitted *Currents* newspaper articles regarding tax scams, free tax filing, and RTM statuses and exemptions
38. Prepared and submitted an *Employee Happenings* article regarding Michigan W-4 Michigan tax exemption reminder for RTM employees

Meetings attended this month:

1. Sovereign Services meeting with Lead Staff on January 11, 2016 to discuss upcoming events, issues, and updates
2. Benefits meeting on January 11, 2016 regarding new optional benefit plans
3. Tribal Council work session on January 25, 2016 to discuss sales tax and discounts from the Trading Post
4. Mandatory directors meeting on January 25, 2016 to discuss updates and departmental information
5. Tribal Council meeting on January 27, 2016 in case of any tax office questions concerning the Trading Post, which was on the agenda for a funding appropriation

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
January 2016 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.
 - ❖ Hold events that support and preserve the culture and language of the Tribe.
 - ❖ 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 staffing, 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 21 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Attended meetings of Lead Positions.
4. Met with the Sovereign Service Department Directors and invited supervisors.
5. Held first Departmental meeting of the year to review work plan for the year.

6. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
7. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
8. Administered, directed and supervised regular monthly departmental activities.

Tribal Historic Preservation Coordinator accomplished the following
Position vacant during report month.

The Language Coordinator accomplished the following during this month:

- 1) Continued coordinating new language website.
- 2) Continued work on the "Signs" project.
- 3) Continued work with the "Suicide Coalition".
- 4) Research costs of producing a calendar for Suicide Awareness.
- 5) Worked with Education department on costs for presenters.
- 6) Classes with "Gekaaajik" on Mondays.
- 7) Classes at "Kennedy School" on Thursdays and Fridays.
- 8) Classes with "Enkiitaagejik" on Fridays.
- 9) Updated and produced language lessons for all classes.
- 10) Responded to Emails and calls about language, culture, CD ROMs and website.

The Historic Preservation Administrative Assistant accomplished the following during the month:

1. Cleaned and rearranged regalia making, Jiingtamok and language camp supplies and equipment
2. Worked with IT to change my phone message, create an archive folder in Outlook, gain access to my fax, gain access to the shared THP folder
3. Had IT check on setting up all of the THP staff on a shared printer (per Jay's request) the printer isn't capable, so I got a quote for one that is and forwarded it to Jay
4. Cut articles from over 150 newspapers
5. Several meetings with Mack in regard to designing Jiingtamok flyers, t-shirts and posters
6. Attended THP Staff Meeting
7. Looked at art work in the display cases to assess use and authenticity
8. Working with Mack to get photos of art for the 2016 Jiingtamok poster
9. Took a couple phone calls about regalia
10. Working with Mack to set up and complete photo session for T-shirts
11. Working on getting volunteers for Jiingtamok
12. Pulling the budget info from hard copy files in regard to Jiingtamok and other events so I can do a budget spreadsheet, so I have an idea on how much we spend on different things so I have a better idea on how to move forward with our events for this year

The Audio-Videographer accomplished the following during the month:

1. Continued developing ability to utilize fully Windows 10 and Microsoft Office.
2. Consulted with PA about camera purchase for use in events coverage.
3. Read work related emails and answered phones as needed.

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.