



**Little River Band of Ottawa Indians
Gaming Commission**

PO Box 337
Manistee, MI 49660-0337
Tel: (231) 723-7755 • Fax: (231) 723-7788

Report to Tribal Council for the Month of January 2016

I. Purpose, Officers.

This is the monthly report of the Gaming Commission. The purpose of the Commission is to ensure the integrity, honesty and fairness of all gaming activities conducted on the Tribe's Reservation and that such gaming activities be conducted in conformance with the Gaming Ordinance #10-400-01, Rules and Regulations promulgated by the Gaming Commission, the Indian Gaming Regulatory Act, and any applicable Class III gaming compact or Class III gaming rules.

Dave Corey, Chairperson
Debra Davis, Commissioner
Bill Willis, Commissioner

II. Activities during the Past Month:

During the month of January the Gaming Commission:
- held four regular meetings

III. Concerns/Requests:

IV. Attachments. The following documents are attached to this report.

Minutes:

1. December 22, 2015
2. January 5, 2016
3. January 12, 2016
4. January 19, 2016

Resolutions:

1. Gaming Commission Resolution #GC16-0126-01 Approval of Service Agreement with AmericanChecked, Inc. for the Purpose of Conducting Background Investigations

Commission Orders:

1. Gaming Commission Order #GC16-0105-01 Granting Sysco Corporation Exemption from the Non-Gaming Vendor Licensing Requirements

Other:

Reports:

1. Administrative, Licensing, and Background Investigations
2. Compliance Department
3. Surveillance Department



Chairperson

2/2/16

Date

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
December 22, 2015
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 6:45 p.m. by Acting Secretary Debra Davis

Present:

Commissioners: Debra Davis, Bill Willis
Commission Staff: Kelly Maser
Others: Lee Ivinson

Approval of Open Session Agenda:

a) December 22, 2015

Action: B. Willis made a motion to approve the Open Session Agenda for December 22, 2015 as presented.

Seconded by D. Davis

Roll Call: D. Corey – Absent / D. Davis – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 1–Absent.

MOTION CARRIED

Approval of Open Session Minutes:

a) December 15, 2015

Action: B. Willis made a motion to approve the Open Session Minutes for December 15, 2015 as presented.

Seconded by D. Davis

Roll Call: D. Davis – Yes / B. Willis – Yes / D. Corey – Absent / 2–Yes, 0–No, 0–Abstaining, 1–Absent.

MOTION CARRIED

Old Business:

None

New Business:

None

Discussion Period:

- a) Lee – Access to the back of the house still being worked on**
- b) Kelly – Reviewing vendor licensing applications**
- c) Lee – Last round of Purchasing 101 training December 23, 2015 (Notice of Inquiry)**
- d) Lee – Senior Internal Auditor coming over and conducting preliminary audits helpful**

Next Gaming Commission Meeting:

- a) January 5, 2015 at 5:30 p.m.**

Items to Move to Open Session:

Action: D. Davis made a motion to move vendor licensing item (b) to Open Session. **Seconded by B. Willis**

Roll Call: D. Davis – Yes / B. Willis – Yes / D. Corey – Absent / 2–Yes- 0–no, 0–abstaining, 1–absent **MOTION CARRIED**

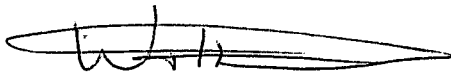
Adjournment of Open Session:

Action: D. Davis made a motion to adjourn Open Session meeting at 6:22 p.m. Seconded by B. Willis

Roll Call: D. Corey – Absent / D. Davis – Yes / B. Willis – Yes / 2–Yes, 0–No, 0–Abstaining, 1–Absent.

MOTION CARRIED

Submitted by,



Bill Willis, Commissioner

1/5/16
Date

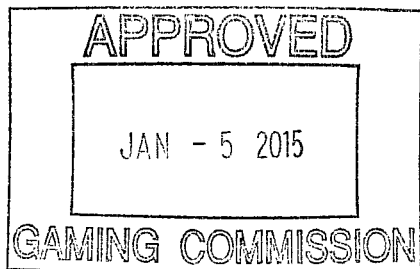
ITEMS MOVED TO OPEN SESSION:

- a) **Approval of Refund for Fee for Late Submission of Non-Gaming Vendor Licensing Requirements for the F.P. Horak Company**

Action: B. Willis made motion to approve Gaming Commission Order #GC15-1222-18 refunding the \$100 late fee to F.P. Horak Company. Seconded by D. Davis

Roll Call: B. Willis – Yes / D. Davis – Yes / D. Corey – Absent / 2–Yes, 0–No, 0–Abstaining, 1–Absent.

MOTION CARRIED



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
January 5, 2016
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:36 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Dave Corey, Debra Davis, Bill Willis

Commission Staff: Kelly Maser

Others: Lee Ivinson, Joseph Riley

Approval of Open Session Agenda:

a) January 5, 2016

Action: D. Corey made a motion to approve the Open Session Agenda for January 5, 2016 as presented. **Seconded by D. Davis**

Roll Call: D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

Approval of Open Session Minutes:

a) December 22, 2015

Action: B. Willis made a motion to approve the Open Session Minutes for December 22, 2015 as amended. **Seconded by D. Davis**

Roll Call: D. Davis – Yes / B. Willis – Yes / D. Corey – Abstain / 2–Yes, 0–No, 1–Abstaining, 0–Absent. **MOTION CARRIED**

Old Business:

None

New Business:

a) Gaming Commissioner Officer Elections

Action: B. Willis made a motion to appoint D. Corey as Chairperson of the Gaming Commission. **Seconded by D. Davis**

Roll Call: D. Davis – Yes / B. Willis – Yes / D. Corey – Abstain / 2–Yes, 0–No, 1–Abstaining, 0–Absent. **MOTION CARRIED**

Action: B. Willis made a motion to appoint D. Davis as Gaming Commission Secretary. **Seconded by D. Corey**

Roll Call: D. Davis – Abstain / B. Willis – Yes / D. Corey – Yes / 2–Yes, 0–No, 1–Abstaining, 0–Absent. **MOTION CARRIED**

Discussion Period:

Next Gaming Commission Meeting:

a) January 12, 2016 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn Open Session meeting at 8:07 p.m. Seconded by B. Willis

Roll Call: D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

Submitted by,


Debra Davis, Commissioner

1-12-16
Date

Items moved to Open Session:

a) Approval of Granting Exemption from Vendor Licensing Requirements for Sysco Guest Supply, LLC

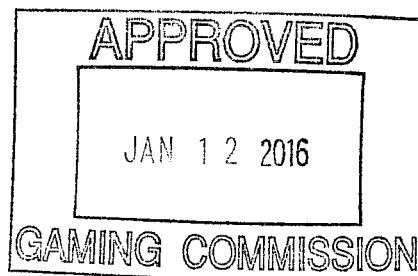
Action: D. Corey made a motion to approve Gaming Commission Order #GC16-0105-01 Granting Sysco Corporation Exemption from the Non-Gaming Vendor Licensing requirements as per the order. **Seconded by D. Davis**

Roll Call: D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

b) The F.P Horak Company

Action: D. Corey made a motion to approve the renewal of a Non-Gaming Vendor License for The F.P. Horak Company effective January 12, 2016 and expiring January 12, 2017. **Seconded by D. Davis**

Roll Call. B. Willis – Yes / D. Davis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
January 12, 2016
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:30 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Dave Corey, Debra Davis, Bill Willis

Commission Staff: Kelly Maser, Erford Edmondson

Others: Lee Iverson, James Pontiac, Shane Machen

Approval of Open Session Agenda:

a) January 12, 2016

Action: B. Willis made a motion to approve the Open Session Agenda for January 12, 2016 as presented. **Seconded by D. Corey**

Roll Call: D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

Approval of Open Session Minutes:

a) January 5, 2016

Action: D. Corey made a motion to approve the Open Session Minutes for January 5, 2016 as presented. **Seconded by D. Davis**

Roll Call: D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

Old Business:

None

New Business:

a) Request to Rescind 12/01/15 Motion Approving Rewards Issuance Policies and Procedures – Revision 4

Action: D. Corey made a motion to rescind the December 1, 2015 motion approving the Rewards Issuance Policies and Procedures – Revision 4. **Seconded by D. Davis**

Roll Call: D. Davis – Yes / B. Willis – Abstain / D. Corey – Yes / 2–Yes, 0–No, 1–Abstaining, 0–Absent. **MOTION CARRIED**

b) Approval of Rewards Issuance Policies and Procedures – Revision 4 (received on 12/29/15)

Action: D. Corey made a motion to approve the Rewards Issuance Policies and Procedures – Revision 4 received on December 29, 2015. **Seconded by B. Willis**

Roll Call: D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

Discussion Period:

a) Lee – Back of the house requires access

b) Kelly - MGCB Final Inspection/Audit Report 2015-108

c) Kelly - Follow up on MGCB Finding in Final Inspection/Audit Report 2015-108

Next Gaming Commission Meeting:

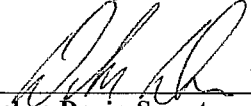
a) January 19, 2016 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn Open Session meeting at 5:49 p.m. Seconded by B. Willis

Roll Call: D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

Submitted by,


Debra Davis, Secretary

1-19-16
Date

Items moved to Open Session:

a) Hurst Mechanical

Action: D. Corey made a motion to approve the renewal of a Non-Gaming Vendor License for Hurst Mechanical effective February 24, 2016 and expiring February 24, 2017. Seconded by B. Willis

Roll Call: B. Willis – Yes / D. Davis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

b) Sysco Guest Supply, LLC

Action: D. Corey made a motion to approve the renewal of a Non-Gaming Vendor License for Sysco Guest Supply, LLC effective January 20, 2016 and expiring January 20, 2017. Seconded by B. Willis

Roll Call: B. Willis – Yes / D. Davis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

c) Pi Distribution, Inc.

Action: D. Corey made a motion to approve a Non-Gaming Vendor License for Pi Distribution, Inc. effective January 12, 2016 and expiring January 12, 2017. Seconded by D. Davis

Roll Call: B. Willis – Yes / D. Davis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

d) Yesco, LLC

Action: D. Corey made a motion to approve the renewal of a Non-Gaming Vendor License for Yesco, LLC effective February 24, 2016 and expiring February 24, 2017. Seconded by D. Davis

Roll Call: B. Willis – Yes / D. Davis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
January 19, 2016
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:30 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Dave Corey, Bill Willis, Debra Davis

Commission Staff: Kelly Maser

Others: Lee Iverson, Rebecca Liebing

Approval of Open Session Agenda:

a) **January 19, 2016**

Action: B. Willis made a motion to approve the Open Session Agenda for January 19, 2016. **Seconded by D. Corey**

Roll Call: D. Corey – Yes / B. Willis – Yes / D. Davis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

Approval of Open Session Minutes:

a) **January 12, 2016**

Action: D. Corey made a motion to approve the Open Session Minutes for January 12, 2016 with corrections. **Seconded by B. Willis**

Roll Call: D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

Old Business:

None

New Business:

Discussion Period:

- a) **Lee – Annual Report process has began**
- b) **Lee – Revised renovation schedule**
- c) **Lee – SOP for Severe Weather stay at the Resort**

Next Gaming Commission Meeting:

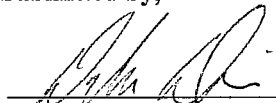
- a) **January 26, 2016 at 5:30 p.m.**

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn Open Session meeting at 5:46 p.m. **Seconded by D. Davis**

Roll Call: D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / 3–Yes, 0–No, 0–Abstaining, 0–Absent. **MOTION CARRIED**

Submitted by,


Debra Davis, Secretary

1-26-16

Date

Items moved to Open Session:

a) Everi Games, Inc.

Action: D. Corey made a motion to approve the renewal of a Gaming Vendor License for Everi Games, Inc. effective March 5, 2016 and expiring March 5, 2017. **Seconded by D. Davis**

Roll Call: B. Willis – Yes / D. Davis – Yes / D. Corey – Yes / 3-Yes, 0-No, 0-Abstaining, 0-Absent. **MOTION CARRIED**

b) Temperature Control, Inc.

Action: D. Corey made a motion to approve the renewal of a Non-Gaming Vendor License for Temperature Control, Inc. effective April 12, 2016 and expiring April 12, 2017. **Seconded by B. Willis**

Roll Call: D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / 3-Yes, 0-No, 0-Abstaining, 0-Absent. **MOTION CARRIED**

c.) Innovative Casino Products

Action: D. Corey made a motion to approve the initial Non-Gaming Vendor License for Innovative Casino Products effective January 19, 2016 and expiring January 19, 2017. **Seconded by D. Davis**

Roll Call: D. Corey – Yes / B. Willis – Yes / D. Davis – Yes / 3-Yes- 0-no, 0-abstaining, 0-absent **MOTION CARRIED**





**Little River Band of Ottawa Indians
Gaming Commission**

PO Box 337
Manistee, MI 49660-0337
Tel: (231) 723-7755 • Fax: (231) 723-7788

Gaming Commission Resolution #GC16-0126- 01

**Approval of Service Agreement with AmericanChecked, Inc. for the
Purpose of Conducting Background Investigations**

WHEREAS, the Tribe's status as a federally-recognized Indian tribe was reaffirmed and restored by Congress pursuant to Public Law 103-324, 108 Stat. 2156 (25 U.S.C. § 1300k et seq.); and

WHEREAS, the Tribe adopted a Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(I) to take action, not inconsistent with the Constitution or Federal law, which is necessary and proper to carry out the sovereign powers of the Tribe; and

WHEREAS, the Tribal Council adopted Gaming Ordinance # 10-400-01 for the purpose of authorizing and comprehensively and preemptively regulating the terms and conditions under which Class II and Class III gaming may be conducted on the lands of the Tribe; and

WHEREAS, the Tribal Council adopted Gaming Commission Ordinance # 04-400-04 which created a Gaming Commission and delegated to such Commission the authority to regulate all gaming activities authorized by the Tribe and to enforce all Tribal and federal laws governing the conduct of Tribally licensed gaming activities; and

WHEREAS, the Gaming Commission is, pursuant to Section 6.01 (d) of the Gaming Commission Ordinance #04-400-04, to conduct or cause to be conducted, background investigations of persons or business entities applying for any license; and

WHEREAS, periodically there is a need to outsource specific components of a background investigation and the services of the company currently being utilized has deteriorated to the degree that it was necessary to seek a new company; and

WHEREAS, at least three companies were looked at and AmericanChecked, Inc. was the only one that did not have any negative reviews; and

WHEREAS, AmericanChecked, Inc. is a tribally owned background investigation company who came recommended to the Gaming Commission by a consultant highly regarded in Indian country.

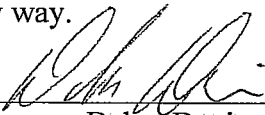
NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves a Service Agreement with AmericanChecked, Inc. for the purpose of conducting background investigations.

IT IS FINALLY RESOLVED THAT the Service Agreement will be forwarded to the Tribal Council of the Little River Band of Ottawa Indians requesting the contract be approved for execution.

Certificate of Adoption

I, Debra Davis, Secretary of the Little River Band of Ottawa Indians Gaming Commission do hereby certify that this resolution was adopted on January 26, 2016 by a vote of 3 in favor, 0 opposed, and 0 abstentions and 0 absent. This resolution has not been amended or rescinded in any way.

Attest:



Debra Davis, Secretary

Distribution: Commission Records
Tribal Council



Little River Band of Ottawa Indians
GAMING COMMISSION
2840 Orchard Highway, Suite A
Manistee MI 49660
(231) 723-7755

GAMING COMMISSION ORDER #GC16-0105-01

**GRANTING SYSCO CORPORATION EXEMPTION
FROM THE NON-GAMING VENDOR LICENSING REQUIREMENTS**

WHEREAS, the Tribe's status as a federally-recognized Indian tribe was reaffirmed and restored by Congress pursuant to Public Law 103-324, 108 Stat. 2156 (25 U.S.C. § 1300k et seq.); and

WHEREAS, the Tribe adopted a Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(I) to take action, not inconsistent with the Constitution or Federal law, which is necessary and proper to carry out the sovereign powers of the Tribe; and

WHEREAS, the Tribal Council has in Gaming Commission Ordinance # 04-400-04, created a Gaming Commission and delegated to such Commission the authority to regulate all gaming activities authorized by the Tribe and to enforce all Tribal, federal, and applicable state laws governing the conduct of gaming conducted on the Tribe's reservation; and

WHEREAS, in Section 6.01 of Gaming Commission Ordinance, the Gaming Commission is authorized to promulgate rules and regulations as may be necessary to interpret and implement the NIGC and Tribal Council approved Gaming Ordinance #10-400-01 and to establish regulatory systems to effectuate the powers granted by ordinances of the Tribe and other duties imposed by applicable law; and

Gaming Commission Order #GC16-0105-Q |
Granting Sysco Corporation Exemption from
the Non-Gaming Vendor Licensing Requirements
Page Two

WHEREAS, the Gaming Ordinance – Article VIII – Section 8.04 states that no vendor shall contract with any gaming enterprise within the jurisdiction of the Tribe unless licensed by the regulatory agency in accordance with Article XI; and

WHEREAS, Chapter 6 – Section 3-1 of the Tribal Council approved Gaming Commission regulations states that every person supplying any gaming equipment or supplies, gaming service, or other goods and services to a gaming enterprise must obtain a Gaming Vendor License or a Non-Gaming Vendor License unless exempted from licensing requirements pursuant to Section 3-4 or Section 3-5 or meeting the definition of Service Vendor; and

WHEREAS, Chapter 6 – Section 3-2 of the Tribal Council approved Gaming Commission regulations states that the gaming enterprise shall be responsible for notifying any person with which it is considering conducting business of the licensing requirements prior to contracting with such person; and

WHEREAS, Chapter 6 – Section 3-3 of the Tribal Council approved Gaming Commission regulations states that prior to the purchase of any gaming equipment or supplies, gaming service, or other goods and services from any person, the gaming enterprise shall determine if such person possesses or is required to possess, a Gaming Vendor License or Non-Gaming Vendor License under these regulations and forward a written “Notice of Intent to Conduct Business” to the Gaming Commission. The “Notice of Intent to Conduct Business” shall describe the equipment, supplies or services to be provided by the vendor, together with a good faith estimate of the annual dollar amount of the projected purchases from the vendor. The gaming enterprise may not commit to any binding contracts or business transactions until the vendor has been licensed; and

WHEREAS, Chapter 6 – Section 3-4 (b) of the Tribal Council approved Gaming Commission regulations states that the Gaming Commission, at its sole discretion, may exempt persons (or businesses) from vendor licensing requirements in certain highly regulated fields; and

WHEREAS, Chapter 6 – Section 3-6 of the Tribal Council approved Gaming Commission regulations states that the gaming enterprise is prohibited from entering into any contract until the vendor has been exempted by the Gaming Commission. Vendors granted an exemption by the Gaming Commission shall be required to provide a completed Conflict of Interest Disclosure in a form satisfactory to the Gaming Commission prior to the commencement of business with the gaming enterprise; and

WHEREAS, the gaming enterprise has requested an exemption from the Non-Gaming Vendor licensing requirements for Sysco Guest Supply, LLC; and

Distribution: Commission Records
Little River Casino Resort
Tribal Council Recorder
Sysco Guest Supply, LLC
Sysco Food Service of Grand Rapids



Little River Band of Ottawa Indians Gaming Commission

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Memo

Aániipiish Epiidek (To): Little River Band of Ottawa Indians Gaming Commission

Binjibidek (From): Kelly Maser, Director of Gaming Regulatory & Compliance

Maánda Naásaáp (cc):

Naángwa (Date): February 2, 2016

Maánda Nji (Re): Administrative and Licensing – January 2016 Monthly Report

Background Investigator/Administrative Assistant – January 2016

- Employee Licensee changes (HR notification)
 - 16 address changes
 - 1 name changes
 - 17 transfers
 - 11 voluntary terminations
 - 11 discharges

All daily correspondences regarding licensees are put into the respective files.

- 36 Employee license renewals
 - 14 Gaming
 - 22 Non-Gaming
 - 0 PMO
 - 0 Reinstatements
 - 0 Deaths
- New Employee licenses issued
 - 5 Gaming
 - 6 Non-Gaming
- 47 Credit Reports
- 47 Sex Offender Reports
- 115 Reference letters processed
- Processed 57 60-day renewal letters for employee license holders
- April reminder cards processed
- Processed court letters for the employee license applicants

Background Investigator – January 2016

- Applications/Files/Investigations Reviewed
 - New Hire 18
 - Renewal 59
 - Upgrade 3
- Vendor Files/Investigations Reviewed
 - New 2
 - Renewal 5
- Interviews Conducted
 - Employee License 22
- Criminal History Record Checks
 - Employee License 79
- Sex Offender Record Checks
 - Employee License 1
- Accurate Record Checks
 - Driving Record 22
 - Felony/Misdemeanor 18
- Credit Reports 0
- Fingerprints Taken
 - Employee License 6
- Licenses Verified
 - Employee License 10
 - Vendor 2
- License Issues
 - Expired/Invalid 6
 - Seized Temp. 0
 - Up Front Denials 0
 - Suspended 0
- Suitability Reports Filed
 - NOR's 9
 - Lic. Determinations 10
- Applications Notarized 12
- GC Appeal Hearings
 - Employee License 0
 - Vendor License 0
 - Rehabilitation 0
- Rehabilitation for Licensure Ordinance Applicants
 - Certificates Issued (Gaming Commission Issued/Approved) 0
 - Denials Issued (Gaming Commission Issued/Approved) 0
- Tribal Emergency Ops Mtgs. 1 (total hours)

The Background Investigator sits on the Tribal Emergency Operation Committee. He currently serves as the Incident Commander for the Tribal Emergency Operations Team (TERT).

** Administrative Assistant(s) supports/assists the Background Investigator in the licensing process which includes initial contact with applicant explaining the application and requirements, cursory review of application and attachments upon return to ensure completeness prior to handing all over to the Background Investigator, entry of information to the database/files as well as tracking requirements, runs credit checks and sex offender registry reports (when requested), notarizes forms, and schedules appointments for the Background Investigator.*

Executive Assistant – January 2016

- 1 application sent to prospective new vendor
- 6 renewal applications sent to vendors (Gaming/Non-Gaming)
- 8 vendor licenses processed (Gaming/Non-Gaming)
- Received Non-Gaming vendor applications and reviewed for completeness
 - 4 Corporate History Disclosure Form
 - 4 Personal History Disclosure Form
- Received Gaming vendor applications and reviewed for completeness
 - 3 Corporate History Disclosure Form
 - 4 Personal History Disclosure Form
- 7 investigations initiated on vendors
- 8 investigations initiated on vendor control persons
- 5 investigations for vendors reviewed
- 11 investigations for control persons reviewed
- Conducted numerous personal and trade reference checks for vendors
- Ran numerous Sex Offender Reports on vendor control persons
- Conducted numerous license verifications on vendors and control persons
- 5 Dunn & Bradstreet reports ran on vendors
- 10 Gaming Commission meeting agendas prepared
 - 16 Gaming Commission meeting packets assembled and distributed
- 8 sets of Gaming Commission meeting minutes reviewed for discrepancies/errors
- 1 Tribal Council monthly report compiled for the Gaming Commission
- 1 Gaming Commission resolution drafted
- Reviewed LRCR Accounts Payable List
- Assisted 3 licensees in the initial licensing and renewal process (completion of application and notarizing)
- Continuously working on records retention/destruction process (on-going project)

** Executive Assistant supports/assists the Background Investigator in the vendor licensing process which includes initial contact with vendor (and control persons when applicable) explaining the application and requirements, cursory review of application and attachments upon return to ensure completeness. Initiates investigations, runs Dunn & Bradstreet Reports, conducts license verifications, processes personal reference check paperwork, and enters appropriate information into database/files. Also prepares all renewal and initial licensing application letters and sends out licensing packets. Upon completion of all above, entire file is provided to the Background Investigator for review and consideration for placement before the Gaming Commission for approval. All vendor licenses must be approved by the Gaming Commission.*