

Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
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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: September 28, 2016
Maanda Nji: Re: July, 2016 Operations Report

We respectfully submit the July, 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
July, 2016

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

July, 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.

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 2017 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 2015 audit took place June 20 - 28, 2016. 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, and continue to work with them to complete any open items. We expect to receive a draft of this audit by the end of August, 2016.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI Restroom/Pavilion Shelter and Pharmacy Renovation -***
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 July
 - i. ***US 31 Sewer Extension Project: No Active***
 - ii. ***2014 Restroom/Pavilion Shelter- \$910.17- Design Forum***
\$80,493.98-RCA (2) payments
 - iii. ***2016-Pharmacy – \$3,081.25 – RCA***
2. ***Cash Receipts;*** *Daily cash receipts totaled for the month of July were, \$505,800.96 the General Fund Operating Account had a total of (211) receipts, the Grant Funded Programs had a total of (37) receipts in the amount of*
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. Additional duties include direct oversight without the ability to directly supervise at the director level.*
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. Final stages of this program information, should be concluding.*
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. Ongoing updates and review of the G/L.*
6. ***Payroll:*** *The New roll out has been replaced by ADP system, currently review and approve at director level ongoing with weekly conference call meetings with ADP to resolve issues, have not been able to attend the meetings and very little involvement with the payroll clerk to get up to speed with cross training. This will be a future goal. No Activity*
7. ***1099-MISC. – 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.*

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Construction Task Force –Weekly Meeting - Thursday - review Aki Restroom/Pavilion Shelter Project, US 31 Sewer Extension and Pharmacy Renovation.

Other Meetings

- ***Finance Department Meeting- Several Meeting***
- ***Lead Facilitator Meeting – Several throughout the month***
- ***Family Service – Director – Budget Meetings***
- ***Clinic Meeting – Director – Budget Meetings***
- ***Pharmacy Meeting- Conference Call***
- ***Commerce – working with Jason Holguin on the reconciliation - HOF***

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
10. Warriors Society Banking

Meetings Held / Attended – Staff Meeting

Trainings Held / Attended –

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Audit

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 August.*
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. *The Tribe received five modifications on the following grants: BIA 2016 Self Governance Compact additional funding in the amount of \$545,208; BIA 2015 Self Governance Compact additional funding in the amount of \$1,866; BIA 2015 Self Governance Compact additional funding in the amount of \$342,119; BIA Government to Government IRR Roads additional funding of \$357,000; BIA 2016 Self Governance Compact additional funding in the amount of \$796,397. Modification documents were scanned and placed in the electronic folders and originals were placed in the grant program booklets. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
14. *The Tribe received two new grant awards for the following grants: HIHS TM Well & Septic project #BE-16-J72 in the amount of \$70,000 and Kellogg Foundation Child & Family Development Center in the amount of \$597,492. The documents were scanned and placed in the electronic grant folders that were created for these new awards. The new grants were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the award documents so that he could take to Tribal Council to have accepted into the operating budget by*

resolution.

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 meeting with the Leads and Ogema on 7/5/16 and 7/28/16.
4. Attended meeting with Dale on 7/7/16 to set Directors meeting agenda.
5. Attended Accounting Department meetings on 7/12/16 and 7/26/16.
6. Attended budget review meeting with Bill Willis and Mary Witkop on 7/12/16.
7. Attended Round table meeting with TC, Ogema and Leads on 7/12/16.
8. Attended Mandatory Directors meeting on 7/14/16.
9. Attended meeting with Leads, Mary Thomas and the presenter Justin Maust a motivational speaker on 7/19/16.
10. Attended meeting with Leads on 7/26/16.
11. Attended meeting with Leads and Chuck Fisher on 7/28/16.

Trainings Held/Attended

Specials Tasks/Activities Performed

Upcoming Projects/Task

Begin purging my grant files in my office that have ended with the files in the basement. The grant files that I pull from the basement I make sure that everything is scanned to my electronic grant files before I shred them. I try to purge files annually.

PAYROLL

Duties and Accomplishments –

1. Processed 381 payroll checks through ADP.
2. Verified 22 PAF's this month which included 12 new employee(s), and 3 terminated employee(s).
3. Completed payroll and payroll backup cover sheet for pay dates 7/8 and 7/22.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.
6. Entered all Adlife deductions onto spreadsheet biweekly.
7. Entered all Unum deductions onto spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.

9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.
10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
11. Requested/received the following months invoice for Mutual of Omaha from HR for review.

Meetings Held / Attended –

1. 7/12 & 7/26 – Finance biweekly team meeting.
2. 7/21 – Meeting with Gary Lewis regarding wage allocation for utility department employees.
3. 7/15, 7/22 & 7/29 – ADP Status call regarding current/ongoing issues.
4. 7/29 – Call with Christina regarding benefit accrual corrections/mass update.

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. Assisting employees and supervisors who request help with utilizing the ADP system.
4. Ran several benefit accrual and other reporting HR was in need of.

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. ADP training for payroll processing.
4. Creating a quick reference guide for payroll.
5. Mutual of Omaha corrections/changes.

Upcoming Projects / Tasks –

1. Working with HR to establish a better/quicker process for payroll entries/changes.
2. Working with Kathy on reconciling benefits for health, dental, and vision.
3. Payroll cross training for processing through ADP.

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. 7/11 Work session on purchase of 2012 vehicle for the use of the Ogema's Office.
2. 7/12 Finance Team Meeting.
3. 7/18 Work session on purchase of 2016 vehicle for the use of the Ogema's Office.

4. 7/21 Contracted Michigan Tribal Tax Officer's requesting blanket exemption certificate for tribal lodging tax.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 175 packages.
2. Issued 106 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) Continued work on FY2015 Indirect Cost Proposal
- 4) Worked on preparations for FY2017 Budget Hearing – August 6th

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) Completion/submission of Draft #1 - FY2017 Operating Budget

Expenditures Update

Total year to date expenditures for the Finance Division for July, 2016, are \$629,390, compared to an annual budget of \$1,192,335. Total expenses for the Finance Division for year to date July, 2016, represented 53% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ July 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

Y. Theodore Phone conference MWR

Y. Theodor L. Jackson cleaning warehouse

Y. Theodore & L. Jackson made boxes for packing up food orders

Y. Theodore placed food order for July \$9,938.00

Rotate stock getting ready for July shipment

Department sent out applications for commodity program

Y. Theodore & L. Jackson attend the FDPIR nationals June 3rd 10th

Y. Theodore attend mandatory Ogema's meeting July 14th 2016

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

July 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

- LRBOI Student Services 5 students requested and received LRBOI activities funding totaling \$445. 3 students requested Driver's Education totaling \$700, 175 checks issued for first disbursement of funds for school clothing.
- College Book Stipend: 6 Book Stipends were issued this month; all for 9+ credits, totaling \$3000
- Higher Education Scholarships: 3 scholarship applications were awarded totaling \$7500. This included 1 university student and 2 community college students. Two were male, one was female.

Meetings Attended:

July 12- Tribal Council Work Session- Educational Incentives, Yvonne Parsons attended

July 14-Director Meeting, LRCCR, Yvonne Parsons attended.

July 18- Tribal Council Work Sessions- Youth Entrepreneurship; Book Stipends, Yvonne Parsons attended

July 20- Budget Meeting with Bill Willis, Yvonne Parsons attended

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2015 fiscal year.

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

July 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

Duties Performed

- Mailed out: 40 Applications forms for people seeking membership
- Mailed out: 30 Address change forms
- Created 57 New and Replacement Ids from 07/01/2016 through 07/31/2016
- 186 Addresses changed from 07/01/2016 through 07/31/2016
- Final Rejection Letters: 2
- Final Acceptance Letters: 8

- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 2
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 14 Applications received since 07/01/2016
- List Request of membership: Tax Officer; Public Information
- Label Request of membership: Public Information, Tax Officer, Family Services
- Label Request of Membership – Public Information
- Tribal Members Label/List or Statistical Requests: 0
- Statistical Request: 0

- Department Verifications:
 1. Prosecutor 39
 2. Natural Resource 46
 3. Members Assistance 20
 4. Casino-Human Resources 8
 5. Contract Health 64
 6. Commodities 1
 7. Contract Health - 1

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 1 Members passed away for the Burial Fund Money
- Sent out 1 Tribal Flags
- Sent out Per Cap Earnings reports
- Updated Citizen Validation folder

10 Waiver Verifications

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

Meetings

Appeal Hearing

- Total Membership: 4,220
- Total number of Elders: 1,225
- Total number of Adults (18-54): 2,601
- Total number of Minors (0-17): 394
- Total Tribal Members living in:
 - 9 County Area: 1,7981
 - Outside 9 County Area: 2,345
 - Michigan: 2,782
 - Outside Michigan: 1,344
 - Undeliverable Addresses: 94

Facilities
Brian Gibson

Facilities Management Department
Brian Gibson, Maintenance Supervisor
July, 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
Maintain department vehicles
Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

Continued our summer work with grounds keeping, mowing lawns, laying grass seed, weeding etc. at the Government Center, Justice Center, Aki, Natural Resources Big Blue and at the Gathering Grounds. Took in recycling a couple times this month as well.

Commerce

294 River; Changed water heater, inspection odor- nothing found.
3091 Orchard, repairs to the tenants toilet and fixed water spigot
3335 Orchard, worked on replacing the roof and putting up new walls/drywall and taking up the rest of the kitchen floor.
3642 Orchard; Continued remodeling of the rental house. This month we've worked in the kitchen replacing and installing new counter tops, back splash, plumbing for the sink, and repairing cabinets. In the basement we changed out breakers in the electrical box. Outside, worked on the garage door opener, outdoor lights, mounted a light on the front entrance to the garage and a light at the back of house.

Gathering Grounds

At the bath house removed a beehive by the women's restroom.
Turned off power to the vendors section of the camp grounds and locked up the power box and cleaned up grounds after the pow- wow. For Language Camp marked lines for the tent company and returned power to some of the vendor spaces. Watered the lawn extra for camp as well.

Government Center

Set up and took down tables/ chairs twice for the Election Board.
Moved file cabinets and set up office for new employee in the Be Da Bin area.
Remodeling the dental area into smaller offices and remodeling the original pharmacy space.

Mechanic

DPS# 11; replaced breaks

DPS # 16; oil change

DPS # 22; replace brakes

Yellow Dump Truck; pressure washed for hydraulic leak, leak repaired

Golf Cart; exchanged seat and other parts to make 1 really nice one

2005 Sterling; inspections and break repair

Prepared two 2004 Crown Victoria's for trade-in

III. Budget Expense Justification

Nothing outstanding at the moment.

IV. Travel and Trainings

Nothing to report at this time.

Utilities Department
Gary M. Lewis, Utility Supervisor
July, 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**
- **EPA Certification Officer Frank Lagunas reviewed lab for Total Coliform / E-Coli / will be sending recertification letter**

Billing

Water	\$15,483.18
Sewer	\$22,110.15
Irrigation	\$3,371.12
Fire Suppression	\$7,344.00
Septage	\$5,752.12
Month Total	\$54,060.57
Yr. to Date Water	\$104,807.34
Yr. to Date Sewer	\$146,131.43
Fire Suppression	\$51,408.00
Yr. to Date Irrigation	\$14,523.80
Yr. to Date Septage	\$37,603.26
Yr. to Date Total	\$354,473.83

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 6,706,900**
 - a. Peak Flow 240,800**
 - b. Low Flow Gallons 179,900**
 - c. Ave Daily Flow Gallons 216,351**

III. 2. Gallons of Treated Waste

- 1. Influent Gallons 3,770,415**
 - a. Peak Flow Gallons 133,139**
 - b. Low Flow Gallons 112,319**
 - c. Daily Average Gallons 121,626**

- 2. Effluent Gallons 3,591,037**
 - a. Peak Flow 149,294**
 - b. Low Flow Gallons 90,757**
 - c. Daily Average Gallons 115,840**
 - e. Waste Sludge Gallons 259,000**

- 3. Lagoon**
 - a. Influent 460,653**
 - b. Peak Flow 154,329**
 - c. Low Flow 0**
 - b. Daily Average Gallons 14,860**

- 3. Septic Sewage**
 - a. Gallons 111,650**
 - b. Average 3,602**

IV. Travel and Trainings
N/A

Family Services
Jason Cross

Family Services Department

July 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.....2

Manistee.....1

Oceana.....1

Kent.....1

Total.....5

Open Cases.....52

Total number of Tribal members served in open cases: 68

Total number of descendants served in open cases: 19

Total number of individuals served in open cases: 140

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: 12
Zoongaadiziwin (SO) 12

Total number living in homes served	35
Total number of Tribal Members living in homes served	14
Total number of descendants living in homes served	16
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	6
Binojeeuk reviews this month	0
Contacts with outside agencies	3
Contacts with LTBOI departments	5
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	45
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	2
Home visits this month	22
Case reviews this month	4
Binojeeuk reviews this month	6
Contacts with outside agencies	213
Contacts with LTBOI departments	38
Cases with no action taken	0
ICWA or ICWP referrals	7
All other referrals	0

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 10
Domestic Violence: 10

Total number living in homes served	26
Total number of Tribal Members living in homes served	10
Total number of descendants living in homes served	3
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

Amber Shepard, BS- Case Manager Total: 10

Zoongaadiziwin: 5 PaT: 5

Total number living in homes served	28
Total number of Tribal Members living in homes served	9
Total number of descendants living in homes served	0
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	14
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	3
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	3

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 6**
I&R 6

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	0	
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	145	
<i>Office Visits</i>	53	
<i>Phone Conferences</i>	0	
Meetings	Peer to peer mentoring Peer to peer mentoring	Muskegon Muskegon
Training	MSU Budgeting	Grand Rapids

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.....	3
Commodities.....	2
Education.....	0
Election Board	0
Muskegon Office.....	10
Enrollment.....	12
Family Services/Bedabin.....	8
Health Services.....	0
Historic Preservation.....	0
Housing.....	2
Human Resources.....	0
Legal Assistance.....	3
LRCR.....	0
Members Assistance.....	18
MRS.....	0
Natural Resources.....	0
Public Information.....	0
Public Safety.....	0
Tribal Court, Peacemaking.....	0
Faxing.....	0
Copies:.....	17
Email	47
Mail.....	0
Notary Services	15
Assistance with forms.....	27
Warriors Society.....	0
Other	17
Total Tribal Citizens Assisted.....	123

Departmental Monthly Events & Needs

Meetings:

HSCB – 7/5/2016
Binojeeuk – 7/7/2016
Gaming Commission – 7/11/2016
Child Care Luncheon – 7/12/2016
Directors meeting – 7/14/2016
ITC – 7/20/2016
Sault Tribe – 7/19/2016

Travel and Trainings:

BIA Partners in Action – 7/18/2016 – 7/21/2016
Tribal State Partnership – 7/27/2016 – 7/28/2016

Court

2 Court hearings both in Tribal Court

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: July 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

- Attended a number of work sessions with the Tribal Council over the course of July: one had to do with staffing questions related to the staffing of LRBOI's Grants Department. It was at this meeting that the tribe's only grant writer announced that he planned to retire in June of 2017. One of the outcomes of this meeting was to secure another grant writer for the tribe. Over the month of July, attended several Lead Staff meetings to discuss this matter in relative detail. Grants Department recommended the recruitment and hiring of a Grants Director versus a grant writer. Additionally, the departments recommendation was to further expand by adding a Grant Compliance Manager to the staff as well (although this position has not yet been discussed with the Council, thus, the time-line is not clear at this time. Unless this is approved, the position will not be in our 2017 budget.
- Speaking of the 2017 budget, did work on the Grants Department Budget in July. The budget was actually was relatively well set at one point; but the contemplated addition of another grant writer to the department took the budget back to the drawing board – it is still not finalized. Current grant writer has met with the "Leads" on several occasions regarding the best way to accomplish this. Related job description is in the process of finalization to hire a Grants Department Director (as opposed to another grant writer) – this was after agreement was reached as to going forward in this manner. Another element of discussion involved the addition of yet another Grant Department staff member, i.e., a Grants Compliance Manager. Preliminary organizational chart change has also been discussed and formatted for future approval. At this time, it appears that the Leads are aligned with the Grant Departments recommendations regarding the future of the department and efforts are underway to proceed in this manner.
- The Tribe did receive a request from the Frey Foundation and a portion of July's efforts went into its completion. Although not due until August, a grant proposal was initiated in July in the amount of \$55,000.00 (for general construction costs).

- In the month of July, LRBOI was notified our grant application to the Live Well Manistee Collaborative Grant Program was awarded in the amount of \$10,000 to support increased access to healthy foods at the Child & Family Development Center was approved.
- LRBOI also received another piece of good news in the month of July: the tribe was informed that our grant submittal to the State of Michigan CVSC (Crime Victims Services Commission) program was also awarded in a total amount of nearly \$150,000.00.
- In last month's report, it was not known when safety planning grant funds would become available (although we were notified we received an award). That matter has since resolved itself; however, the road work identified in the grant application (work at the intersection of US31 and M22) will not be undertaken this year. It is expected to proceed in the spring of next year, 2017. There was simply too much involved to try to get the work done this year, although this was the original plan.
- There are several grant applications that are planned for the month of August: 1) Michigan Children's Trust Fund – this is a child abuse and neglect prevention grant; and 2) the American Indian and Alaska Native Early Head Start Expansion and Early Head Start-Child Care Partnership funding opportunity. Family Services is involved in both of these applications: preliminary work was initiated in July re: both funding opportunities. The Grants Department will continue working with the Family Services Department to secure additional funding for the tribal Child and Family Development Center until it opens: this strategy will reduce the amount of tribal funding involved.

IV. Other Duties and Activities performed during the month of July 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.
- Attend Warrior's Society meetings regularly scheduled – there was no meeting in the month of July (due to the Pow-Wow).
- Participated in Enrollment Commission meetings as a Commission Member.
- Continued to pursue self-education efforts related to grants development as well as personal/professional development.
- Attended the Language Camp – was unable to attend the Pow-Wow this year due to something else that came up.
- Also played in the LRCCR Golf Outing held July 8, 2016: believe we were 1 over.

- V. Budget Expense Justification** – The Grants Department is well within its budget: there are no budget related expenses that require justification.
- VI. Travel and Training:** Travel & Training has been approved for the month of September (12th-15th) to attend “Training for Grants Management and Organizational Development” (Sponsored by the Seminole Tribe). I will try to use this time to update knowledge base of recent changes in grants management requirements with the implementation of the “super circular” 2CFR Part 200, and also the new OMB guidance that is particularly relevant to tribes. The training also covers a number of topics that are timely with the developing changes in the Department (staff changes). Best practices (Organizational Development), feasibility studies, strategic planning and performance based budgeting will also be a highlighted topics in the overall training scheduled.

Please also note that I am still planning to attend the Grant Professional Association’s Annual Meeting in November – will initiate arrangements for this travel/training sometime in the month of August. Attending the GPA Annual Meeting will go a long way in helping me maintain my certification through that organization (which is due to expire next year). I am planning on letting my CGW (Certified Grant Writer) Certification through the American Grant Writers’ Association expire (this expires this month – it would cost about \$1000 to renew (due to the requirements involved).

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: August 12, 2016

Re: July 2016 Report of Activity – Tribal Health Services

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

July 2, 2016-Be Da Bin Staff (Julie Wolfe, Youth Prevention Counselor and Dottie Batchelder, Chemical Dependency Counselor) hosted the Annual Wellness Walk with 135 in attendance. Also on July 2, 2016, Julie Wolfe worked the Suicide Prevention Resource Table at the LRBOI Jiingtamok.

July 6, 2016, - Gina Dahlke, CHS/EHAP Supervisor participated in a CMS webinar for ACA 2017.

July 14, 2016, the Traditional Healer was here to see individuals for Be Da Bin Behavioral Health.

July 14, 2016, Don MacDonald, Director of Health Services; Dottie Batchelder, Chemical Dependency Counselor; Sujean Drake, Mental Health Counselor; and Jason Cross, Family Services Director, met with Health West (Muskegon's CMH) and West Michigan CMH staffs to develop communication and learn how to receive services for Tribal Citizens.

July 15, 2016 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, Gina Dahlke, CHS/EHAP Supervisor, and Dottie Batchelder, Be-Da-Bin Substance Abuse Counselor attended the 2017 Budget Review Meeting with Bill Willis, Budget Coordinator.

July 20, 2016-Be Da Bin staff hosted the Suicide Prevention & Awareness Coalition Meeting (all staff attended).

July 26, 2016 – William Harrison, Biomedical Equipment Support Specialist with Indian Health Service was on site to perform our annual biomedical inspection.

July 26, 2016 – Don MacDonald, Director of Health Services and Gina Dahlke, CHS/EHAP Supervisor participated in a conference call with Tribal attorney Shayne Machen and Varnum Law Firm regarding the LRBOI-BCBS lawsuit.

Forest County Potawatomi Insurance Department submitted 263 claims on behalf of Little River Band in the amount of \$45,306.87.

This month Be Da Bin Staff was increased with Sujean Drake, Mental Health Counselor, and Krystal Davis, Intake Worker, joining the staff. Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, attended meetings for Northern Michigan Recovery Residences and the Substance Education & Awareness Meeting for Manistee County. Julie Wolfe, Youth Prevention Counselor, took a youth group to the Michigan Pre-leadership camp on July 10, 2016; and on July 22, 2016, Krystal Davis, and she took a group to the Michigan Indian Family Olympics in Mt. Pleasant, MI. Most of this month has been getting the new staff trained and set up for their job duties. Staff is busy on planning the Recovery Beach Day, developing a Ndigi Dreams Workshop, and developing a brochure for the Suicide Prevention and Awareness Coalition, along with other activities coming soon

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

CLINIC OPERATIONS:

157 patients scheduled

33 patients NO-SHOW to scheduled appointments

-0- patients provided SAME DAY appointments for emergent matters**

35 cancelled appointments

89 patients attending CLINIC PHYSICIAN appointments**

14 patients PHONE TRIAGE**

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

47 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JULY (Total Patient Volume): 238

Diabetic patients: 33

Flu Vaccines: -0-

Immunizations: 3
Nursing Visits: 01 **
On-site Lab test: 64

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,388

DIRECT CALLS TO CLINIC OPERATIONS: 202

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 547

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDANCY/MENTAL HEALTH COUNSELING:

54 INDIVIDUAL/RECOVERY SUPPORT CLIENTS
161 CLIENT CONTACTS FOR SERVICES
225 COUNSELING/ADMINISTRATIVE HOURS DELIVERED
TOTAL CLIENT SERVICE DELIVERY: 381

PREVENTION SERVICES:

61 CLIENT CONTACTS FOR SERVICES/PREVENTION ACTIVITY
111 PREVENTION/INTERVENTION HOURS
TOTAL CLIENT SERVICE DELIVERY: 123

INTAKE WORKER:

66 CLIENT CONTACTS/ADMINISTRATIVE HOURS
TOTAL CLIENT SERVICE DELIVERY: 27

TRADITIONAL HEALING: 6 INDIVIDUAL CLIENT CONTACTS (3 no shows)

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 10
TRAVEL HOURS: 40

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 10

CHS/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$128,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2121

TOTAL CHS PAID IN JULY: \$96,000

PHARMACY/OTHER: \$33,000

DENTAL: \$14,000

TOTAL PATIENTS: 239 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 588

TOTAL CLAIMS ENTERED: 458

TOTAL CHS PAID 2016: \$ 778,000

TOTAL EHAP PAID IN JULY: \$ 32,000

TOTAL EHAP PAID 2016: \$ 242,000

TOTAL ENROLLED EHAP/LRBOI: 1229

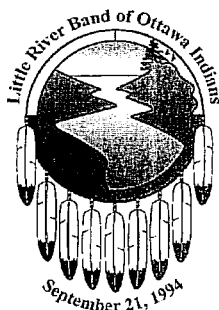
MEDICARE LIKE RATE (MLR) Savings for JULY 2016

Claims submitted:	22	\$38,000 (total submitted)
		<u>-\$7,000 (what we paid)</u>
		\$31,000 (total savings)

MAAJIIDAA FITNESS CENTER: 143 MEMBERS REGISTERED

MEMBERS ACCESSED SERVICES

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive
Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong
Manistee, Michigan 49660
231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For July 2016

Staff

Frank Figgels - Director of Housing
Michelle Pepera – Administrative Assistant
Chad Gehrke – Home Buyer Education Coordinator
Jim Stuck – Housing Maintenance Technician
Steven (Jake) Shepard - Housing Maintenance Technician
Nichole Daske – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities

- A. The Housing Department met with the Accounting Department to review our proposed budget for 2017. We were advised to keep our department budget the same as 2016. We asked for the Down payment and Closing cost Tribal Grant increase from \$50,000 to \$75,000 due to increased requests from this year and that we may be out of funds soon. That budget is actually submitted separately from our Department Budget.
- B. Construction of the Pavilion was delayed as the construction of the pavilion roof trusses were made shorter than designed. A fix was approved by the Truss Manufacturer and Architect and the modification to the trusses was made on site. We look for the construction to begin soon.
- C. Construction of the two NAHASDA housing units has been moving along well and appears to be on schedule. The foundation walls have been poured and the moisture barrier has been applied to the exterior foundation walls. The concrete floors are poured and they have started the installation of the floor joists.
- D. The Housing Commission and Department met with Tribal Council for a work session on updating Chapter 4 of the Housing Regulations. On July 27, 2016 Tribal Council approved the revisions to Chapter 4 at their regularly scheduled meeting.
- E. We had one court case during the month that resulted in an eviction order.

F. During the month the Department performed the following activities.

Lease renewals due during the month: 6

Leases renewed: 8

New leases: 1

Annual Inspections: 4

Move-out Inspections: 0

Move outs: 1

Transfers: 0

G. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2016 in the amount of \$50,000.

Applications received this month: 1

Number of Awards made during the month: 1

Amount of Awards made for the Month: \$5,000

Total Number of Awards made during the Year: 10

Total Amount of Awards for the Year: \$35,143

II. Rental Payment Information for the Month.

A. First Notice(s) of Delinquency issued: 3

B. Second Notice(s) of Delinquency issued: 3

C. Termination Notice(s) issued: 1

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

E. Court Filing(s): 0

III. Condition of Properties.

A. Please see the attached daily log kept by the Housing Maintenance Technicians. This log is not intended to an in depth description of the work performed each day, but instead a snap shot of their daily activities.

IV. Number of Units and Vacancies.

A. LRBOI Housing has 62 rental units in total of which 59 are rented giving us an occupancy rating of 95%. Aki has 55 rental units of which 52 were rented during the month.

B. Aki has 11 low income elder designated rental units and 11 units are rented.

C. Aki has 32 low income family rental units and 29 are rented.

D. Aki also has 12 fair market rentals and 12 are rented.

E. We have 5 fair market rentals in the City of Manistee and 5 are rented.

F. We also have 2 short-term rentals in the City of Manistee and both are rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

Start of construction for the Pavilion and two new low-income residential rental units at Aki maadiziwin.

VI. Plans for the Future.

A. Working with Tribal Council on developing a policy for Member purchase of HUD rental units.

B. Developing more rental housing at Aki maadiziwin.

VII. Other Information

A. None.

End of Report
Frank Figgels, Housing Director
August 8, 2016

Attachment: July 2016 daily maintenance log

Cc: file

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 7-4 Closed

Date 7-5 Replaced leaking 3" pvc pipe to toilet new flange with file flange, installed new toilet Plunger with Seal adjusted fill valve new wax Ringe tightes toilet seat and caulked fixed Slider lath and Bifolds on Washer area Doors @ 2724
Clean + Prep @ 2685 Looked @ water leak @ 9th Street
Fly issue Stanley Steamer duct clean

Date 7-6

NO Sake

Fixed ceiling fan for 2631 E. Metary Wis as well as fixed the door into garage and back door. Jim cleaned 2719 carpet and washed blinds for 2716 - Nick worked on 2685 / complete wash down of all doors and living room, kitchen, and 1 bedroom

Date 7-7 Put up blind for front door at 2723 worked on blinds for 2716 and moved NO Sake (Jim) Nick - put up doors at 2685 finished wash down of 2nd bedroom, cleaned all fans, outlet covers and put back, cleaned all vent covers and put back, cleaned garage, went to 2677 and blew out and vac fridge

Date 7-8 Plumbers @ 230 9th, Chd to contact Forbes for 9th St. Picked up locksets, Blind Cards + ignitor came in, ordered shower faucet parts for Roachman, Washer parts in, ordered bifold pins from the finished changing locksets @ 2716 OC
Walk through @ 2637 Piper with Chad (move out Emp)

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housin

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 7-11 Clean Shop area, Reinstalled Blinds @ 2716 OC
Receipts, Fuel, Call Hugsunds for re-install @ 2685 IC
Touch up paint @ 2685 IC, Measured for fridge called
Sears with Dimensions for 2677 OC Annual Inspection
@ 148 1/2 Ford, Checked on Fan Motor and Faucet parts for
2647 OC still waiting for parts,

Date 7-12 opened 2719^{IC}, 2685^{IC}, 2716^{OC} for Stanley Duct Cleaning
Haglund Carpet install @ 2685 IC Bedrooms, Finished touch up
cleaning @ 2685, Finished @ 2716 OC, Repaired Garage Door
@ 2603 OC Cilen, Reinstalled and adjusted slider screen @ 2690 OC

Date 7-13 Emailed Carter for vanity + Top for 2637 OC, Picked up
Supplies for Housing Cleaning/Painting, Took trash out @ 2719 + 2685 IC
Turned in keys for 2716 OC + 2685 IC Continued Cleaning @
2719 IC (Nick's old) Cleaned Appliances, Walls, Trim, windows
Cabinets, Floor under Appliances

Date 7-14 Reinstalled and adjusted sink stoppers @ 2715 OC
Picked up parts ordered from Ace for 2647 Exhaust Fan + Cleaning
Supplies, Continued Cleaning @ 2719 IC (Nick's old) Cleaned walls
Window Frames, Base board, Bathroom, Washer/Dryer, Doors + Sinks
Finished Cleaning Oven

Date 7-15 Installed new toilet seat + Riser @ 2708 OC CLK
cutt down + Removed tree that was blocking house #3 got Quote for
new Microwave as one turns on/off by itself up/used informed
tenant @ 2708 OC, Picked up SO from Ace Bifold Parts + more
Cleaning supplies, Continued Cleaning Baseboard, cutt in Ceilings, cleaned
Carpet Machine, Cleaned Carpet One Bdrm, @ 2719 Looked @ spg
@ 2589 Both sinks But Need to get info on valves replacement Sillcocks
Need to be ordered from Ace

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 7-18 Frank had Jim & I (Nick) walk thru 2637 again for damages & get prices for items to be fixed. Nick went to 2719 continued working (painting all base board, door trim, cut in kitchen, scrub floors, Jim pulled tress at 2716

Date 7-19 Jim & Jake did work orders for 2647 (Fan, baseboard, bathroom leak) 2727 work order for leak in bathroom, and 2646 for leak in bedroom on ceiling painted. Nick worked on 2719 painted doors, removed door hardware, scrub garage floor. 1:30 went to Annual Inspection 2723 (repaired bathroom door & garage trim) Ordered smoke detectors & carbon for elders to be replaced. Jim mowed Com Center (Need to order windows for 2723 both bedrooms) Check on leak in basement at 2637 called custom

Date 7-20 Jim weed worked elders & mowed with tractor / Custom came to 2637 Fixed leak / Nick painted 2nd coat on doors & trim, painted kitchen walls at 2719 & started hallway. Jim & I (Nick) went to 230 ninth in town to check leak, put in dehumid. called plumber company that worked on it a few weeks ago they came repaired again and sent photo best advice is the plumber said if it leaks again to repipe house. Nick got together with Chad and got times & ppl for Annual Inspections for Friday

Date 7-21 Jim mowed with tractor Nick work on 2719 Finish painting kitchen living room, placed back on all door hardware, got living room carpet ready used resolve carpet clean scrubbed on hands & knees to have ready to use carpet machine tomorrow, washed down counter in kitchen, gathered trash, and got lighting fixtures ready to be put back on Nick also took John Oak new microwave & hooked up didn't take out old one cause he was resting at the time.

Date 7-22 ^{8:22} All home inspection have been canceled for today personal reasons for tenants. Went to Ace for carpet cleaner. Stopped and picked up humid. at 9th Street for basement. Jim mowed yards & started to finish fields Nick work on 2719 painted hallway started cut in on bathroom. Cleaned living room carpet placed back on all outlet covers in kitchen, living room, hallway - put back on light covers - pre-treated bedroom carpet to get ready to clean for Monday that means sprayed cleaned and scrub with brush on knees / scrub garage floor trying to get out smell of cat pee. Did work order at 2640 fix sink stopped and unclogged/cleaned drain for bathroom sink and attached sink stopper

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: _____

2016 HOUSING

Date/Location/Description

Print Neatly

Daily Worksheet

Date 7-²⁵~~26~~-16 Jim replaced light globe for 2726 & moved ditches & tractor work Nick worked on 2719 finish painting walls in bathroom, in both bedrooms, replaced all light covers in both room & bedrooms replaced bulbs, put back up light covers in both bedrooms & bathroom, did touch up on baseboard & doors, used carpet machine in front bedroom still not satisfied so prescub hands and knees both bedrooms to use carpet machine tomorrow clean & disburse by hand and use dishwasher cleaner. Garage still smells so prepped Date to scrub out tomorrow and got laundry door bitol and bedroom bitol ready to paint in garage

Date 26-16 Jim mowed Nick 2719 cleaned both bedroom carpets painted both ~~bed~~ bedroom walls, painted both bifold closet door and frames, did touch up on door frames on bedrooms, ~~scrape~~ scrape excess paint of windows in living room, washed down floors in kitchen and hallways, cleaned out carpet machine, went to Ace got Drylock paint for basement for 148 Ford street and dropped off, went to shop to drop off Jim Re cut for constitution steel beams, Nick back to 2719 finished 2nd coat on bifolds for kitchen Date and cleaned up some mess in kitchen took all equipment/cleaning material don using 7-27-16 Touch up Paint C.L.J., Installed smoke alarms, cleaned & tightened Ceiling Fans, cleaned & repaired wiring Exhaust fan, Painted Bifold Doors Laundry room, Front Bedroom, cleaned counter & sink, Picked up and set bug Bombs in carpeted areas, @ 2719 checked Pricing for check Valve water heater 9th St. Mopped floors picked up manure @ 27116 OC Jim mowed, meeting with Frank about varied schedules, Snake Drain @ 2677 Date Meija 7-28- Installed 4 new locksets, rekeyed to Dead bolt Key @ 26370C Cleaned & reinstalled Sump pump @ 2637 OC Replaced Pressure relief valve in water heater @ 230 North St. Removed down tree limbs also, weed whack curb side walks @ CC Aki, Took 1 gal Drylock & brush to 148 Ford St. Repaired Screen for slider Door @ 2719 IC

★ SEE BACK ★

Due Every Friday

Thank you for filling out this Daily Worksheet

7-28-16 Finished cleaning + reinstalling Blinds, Reinstalled Bifolds
Repaired Tracks, adjuster Doors, washed Windows Inside / outside
Took most Materials / Tools / supplies Back to shop, took trash
out of shop, got Mileage, Got info and emailed Window
Information For 2723 OC (Darleane)

Human Resources

Amy Sedelmaier

HUMAN RESOURCES DEPARTMENT

JULY 8, 2016

Human Resources had partially reported some statistics for the month of June 2016 in the combined report filed for May. This report clarifies the June statistics, and brings current monthly reporting from the Department. Over the next few months, Human Resources will be addressing reporting changes to broaden the information beyond preference and hiring statistics. The new ADP payroll system will allow HR to provide additional analysis for consideration by the Ogema and Tribal Council. The following information is for June 2016.

New Hire and Departures for June:

Jun-16

New Hires		
Employee Name	Position	Hire Date
Jonathan Eno	WFD - Intern NRD	6/8/2016
Leah Peterson	Chief Pharmacist	6/20/2016*
Spencer West	Seasonal Wildlife Tech	6/22/2016
Nathan Kudla	Seasonal Wildlife Tech	6/22/2016
Joshua Wilson	Adult WFD	6/27/2016
Elizabeth Gonzalez	Adult WFD	6/28/2016
Departures		
Employee Name	Position	Departure date
Jeremy Glover	Maintenance Technician	6/17/2016
James Anderson	Surveillance Lead Operator	6/30/2016

* Employee is currently PT, but will transition to FT by Aug.

Preference Employees in Key Positions for June: This report was updated.

PREFERENCE EMPLOYEE NUMBERS IN KEY POSITIONS

June 2016

Preference Status	Directors	Mgr/Supv	Salaried
Tribal Member	3	7	29
Native American	2	0	4
Descendant	0	2	2
Spouse	0	0	1
Non-Preference	9	11	30
VACANT*	1	0	
Total	15	20	66
Total Preference	5	9	36
% TM	20.00%	35.00%	43.94%
% Preference	33.33%	45.00%	54.55%

*Commerce is considered filled at this time by contract employee

Preference Statistics for June:

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

EXECUTIVE
GAMING*
LEGISLATIVE
JUDICIAL
TOTAL

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

CURRENTLY EMPLOYED					
June 2016					
TM	NA	D	S	NP	TOTAL
86	11	8	7	37	149
11	0	1	1	17	30
10	0	0	0	1	11
2	0	0	1	2	5
109	11	9	9	57	195
Prior Month					
85	11	7	7	34	144
11	0	0	1	17	29
10	0	0	0	1	11
2	0	0	1	2	5
108	11	7	9	54	189
Prior Year					
TM	NA	D	S	NP	TOTAL
80	8	8	6	41	143
9	0	2	2	17	30
11	0	0	0	4	15
6	0	0	1	3	10
106	8	10	9	65	198

Current Month
Prior Month

LITTLE RIVER TRADING POST					
TM	NA	D	S	NP	TOTAL
7	0	1	1	2	11
7	0	1	1	2	11

Tribal Member
Other Native American
Tribal Descendant
Tribal Spouse
Non-Preference

TM
NA
D
S
NP

Jobs Posted/Closed in June:

There were three jobs that posted in June, but did not close until July. Those positions will not be represented until the July report.

RECRUITING REPORT - JOBS POSTED/CLOSED IN JUNE 2016

INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02																
Position	# Full Time Openings	# Part Time Openings	# Temp Openings	Date Closed	APPLICANT STATUS					CANDIDATE STATUS						
					# TM	# NA	# D	# S	# NP	# TM	# NA	# D	# S	# NP	# Internal	# External
Physician	1	0	0	Open Until Filled	0	0	0	0	0	0	0	0	0	0	0	0
Patient Benefit Coordinator	2	0	0	06/10/16	3	1	3	1	2	2	0	0	0	0	1	1
Surveillance Operator	2	0	0	06/17/16	1	0	1	1	1	1	0	0	0	1	0	2
Comptroller General	1	0	0	07/13/16												
Director of Public Affairs	1	0	0	07/13/16												
Maintenance Technician	1	0	0	07/07/16												
Totals	8	0	0		4	1	4	2	3	3	0	0	0	1	1	3

Jobs filled in June: Please note, the Office Intake Worker was interviewed for in June, but will not be placed until July.

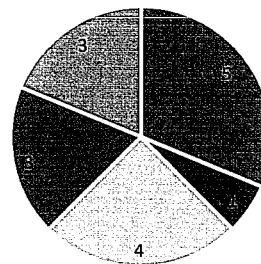
RECRUITING REPORT - JOBS FILLED IN JUNE 2016												
INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02												
			PROSPECTIVE EMPLOYEE STATUS								NEW HIRES	
Position	Status	Number Positions Filled	Date Filled	# TM	# NA	# D	# S	# NP	# Internal Total	# External Total	Interview Comments	Candidates Selected
AWFD	WFD	1	06/08/16			1					Benefit program/not employment status.	
Chief Pharmacist	FT	1	06/20/16	0	0	0	0	1	0	1		Non Preference
Wildlife Technicians	Seasonal	2	06/22/16	0	0	1	1	2	0	4	S & D Did not qualify	Non Preference
Office Intake Worker	FT	1		3	1	1	1	5	1	10		TM selected, not placed until July
Totals		5		3	1	3	2	8	1	15		

Applications for the month of June:

APPLICATIONS RECEIVED June 2016

Preference Status	Number of Applications
Tribal Member	5
Native American	1
Descendant	4
Spouse	3
Non-Preference	3
Total	16

Number of Applications June 2016



■ Tribal Member ■ Native American ■ Descendant ■ Spouse ■ Non-Preference

Additional HR matters:

In May, Human Resources reported the potential positions that require a determination prior to year-end, to be compliant with the newly enacted FLSA regulations. A recommendation will be forthcoming, and will be reviewed during a Work Session with the Tribal Council.

Respectfully Submitted,

Janine M. Sam

Human Resources Generalist

Information Technology

George LeVasseur

Information Technology Department
Monthly Report
July 2016

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Migration of all servers to Windows Server 2012 continues. Three are remaining and these three require major application software upgrades from Vendors.
2. Network segmentation project continues and will continue throughout 2016.
3. 218 new IT work orders were opened in July 2016 and 223 IT work orders were completed in July 2016.
4. Policy and Procedure review began and will continue with some major policy changes continuing throughout 2016.
5. Generation of new security policies and compliance reports began in January and will continue throughout the year.
6. HIPAA and HITECH Manuals in for legal review.
7. Work with legal staff to complete contracts for pharmacy security.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.
2. Attended mandatory Directors Meeting.

Trainings Held / Attended –

1. Presented internet and email filtering systems to directors.

Special Tasks / Activities Performed –

1. July 2016 cellular telephone usage reports sent to accounting.
2. Designed new security for pharmacy.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: August 8, 2016
Re: July 2016 report of activities

Number of tribal members assisted on new issues 75

Number of referrals received 3

Number of continuing cases: 60

Types of legal issues:

Child support	Codicil to Will
Probate Estate	LLC Operating Agreement
Divorce	Real Estate
Expert Witnesses	Change of Custody
Fraud	Personal Injury
Limited Liability Company	Tribal Court Jurisdiction
Wills	Medical Malpractice
Estate Planning	Creditors
Employment Harassment	Guardian – Minor
Power of Attorney	Post Divorce Matters
Custody	Social Security
Medical Power of Attorney	Amend Estate Planning Documents
Child Support Arrearages	Parenting Time
Trusts	General Civil
Criminal	SSI and Per Capita
Garnishment	Limited Guardian - Minor
Evictions	Debt Collectors
Payment of Debts Upon Death	Traffic Ticket
Driver's License	Harassment
Bank Fraud	Validity of Will
Landlord –Tenant Issues	Wrongful Death
Expunge Criminal Record	Employment

Boat Title
Limited Power of Attorney – Minor
Beneficiary
Personal Protection Order
Medical
Guardian – Adult
Foreclosure
Certificate of Trust Existence and Authority
Bankruptcy
Land Contract
Service of Civil Documents
Parental Abandonment
Amend Association Bylaws
Firearms and Felonies

Disability
Name Change – Minor
SSD and Per Cap
Name Change
Paternity
Probate Estate – Out of State
Funeral Designees
Abuse Neglect of Minors
False Police Report
Scams
Phone Scams
Lady Bird Deed
ICWA
Criminal – Out of State

Attended budget meeting

Attended mandatory directors meeting

Attended 3 day family law conference

Sample of Work Performed:

Assisted a tribal member get their driver's license restored

Assisted a tribal member open a probate estate in order to obtain medical documentation to determine whether there was a case for medical malpractice

Assisted a tribal member negotiate a settlement in a small claims action for an unpaid bill

Assisted a tribal member legally change their name

Assisted a tribal member create a Limited Liability Company

Assisted a tribal member provide a Power of Attorney to a person who was caring for their minor child so they could to enroll the child in school and obtain medical attention

Members Assistance
Jason Cross (Interim)

Members Assistance Department

July 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 \$70,000

i. Total expensed \$7,488

ii. Budget remaining 89%

iii. 26 total households served with this program.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
6	3	1	0	9	0	0	1	4	2

c. MOA BE-16-J72 \$126,000

i. Total expensed \$126,764.37

ii. Budget remaining -1%

iii. 6 total households served with this program.

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

2. Food Assistance Program

a. Budget \$100,000

b. Carry over \$8,850

c. Total budget \$108,850

d. Total expensed YTD \$30,900

e. 72% Remaining

f. 122 total members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
42	6	4	1	32	5	1	3	3	38

3. Rental and Mortgage Assistance Program

a. Total Budget \$40,000

b. Total expensed YTD \$18,012

c. 55% Remaining

d. total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
12	0	1	1	16	1	0	1	0	15

4. Low Income Energy Assistance Program

- a. Total Budget \$95,000
- b. Total expensed YTD \$25,543.46
- c. 73% Remaining
- d. 119 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
30	4	4	1	29	5	3	6	0	37

5. LIHEAP – DHHS Grant Funded Program FY 2016

- a. Total Budget \$19,271
- b. Total expensed to date \$18,258.62
- c. 5% Remaining
- d. 59 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
25	4	1	1	18	4	1	2	3

6. Elder Chore Program

- a. Total Budget \$20,000
- b. Total expensed YTD \$5,285.75
- c. 74% Remaining
- d. 24 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
11	1	0	1	2	0	1	0	0	8

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$12,451.27
- c. 50% Remaining
- d. 51 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
20	5	2	1	11	0	1	3	0	8

8. LRBOI Home Repair Program

- a. Total budget \$150,000
- b. Total expensed YTD \$14,164.25
- c. 91% Remaining
- d. 14 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	0	1	0	6	0	0	0	0	4

9. Bereavement Program

- a. Total Budget \$271,800
- b. Total expensed YTD \$158,550
- c. 42% Remaining
- d. 21 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
4	1	0	0	2	0	0	3	0	11

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
227	13	94	10

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
131	124	20	1	78	85	35	20	6	0

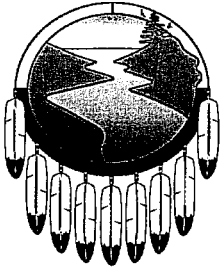
13. Office Visits

- a. 28 visits for the month

Respectfully submitted,

Jason Cross, MSW
Interim MA Supervisor

Natural Resources
Frank Beaver



**Gaá Čhíng Ziíbi Daáwaá Aníshinaábek
LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

**210 9th Street
Manistee, MI 49660
(231) 723-1594**

**July 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 naturally occurring resources within the Tribe's 1836 Ceded Territory.

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

- 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
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109 BIA GLRI funding
 - 4018 Great Lakes
 - 4126 Lake Sturgeon Streamside
- Preparation for LRBOI to host the summer LMTC meeting at the LRCCR (Barry)
- Burbot genetic samples and data management
- Fish distribution to members of LRBOI who call to request it (Ken, Mike)

Equipment maintenance/Field Work/Lab Work:

- Streamside Rearing Facility Operation and maintenance
- Manistee Adult Sturgeon Research prep
- Net construction and preparation (Mike, Ken)
- Fishery Independent Whitefish Surveys in Muskegon (Mike, Ken, Barry)
- Fishery Independent Whitefish Surveys in Ludington (Mike, Ken, Barry)
- Joint Cisco surveys with LTBB (Mike, Ken, Barry)
- Beach Seining (Ken, Mike, Barry)
- Manistee Adult Sturgeon Research prep
- Manistee Sturgeon Visual Survey prep
- Arcadia Marsh / Bowens Creek Electrofishing Survey
- Arcadia Stream Pebble Count
- Pine Creek Electrofishing Survey

- New measuring equipment fabricated
- General equipment maintenance

Meetings/Training/Travel/Conference Calls

- Monthly CORA meeting, Gaylord
- Ludington Pumped Storage Plant Phase III Federal Energy Regulatory Commission meeting
- Summer Lake Michigan Technical Committee meeting hosted by LRBOI at LRRC
- Great Lakes Fishery Trust SAT meeting, Lansing
- Grayling – Drafted partnership agreement between LRBOI and MDNR
- Grayling – Meeting with MDNR (drafted upcoming partners meeting agenda)
- Burbot genetics laboratory services agreement with MSU presented to and approved by Tribal Council

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		
4086-760/4097/4109 BIA GLRI funding		

Wildlife Program

Ari Cornman - Senior Wildlife Biologist
 Robert Sanders - Wildlife Researcher
 John Grocholski - Wildlife Technician

Tasks and Accomplishments

- Work on elk reintroduction model
- Reviewing and commenting on USFWS actions
- Work on repository permitting
- Working on proposed FWS eagle rules
- Administration of elk and bear hunts
- Grant preparation

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
- Vehicle management

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
- Servicing field equipment
- Monitoring of turtle eggs
- Loon island monitoring, deployment, and loon surveys
- Cleanup of Highbridge and Oldhouse properties
- Massasauga board deployment and monitoring

Meetings/Training/Travel/Conference Calls

- July NRC meeting
- Tribal NRDAR Call
- Planning meetings at GVSU

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Rochelle Rollenhagen – Brownfield Coordinator

Shaughn Barnett- Water Quality Specialist

Josh Beaulaurier- Aquatic Biologist

EPA General Assistance Program (GAP) Grant

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Manage budgets for EPA Programs
- Submitted Continuing PPG grant to EPA
- Worked with EPA on Budget mods for 106/PPG funding
- Started environmental strategic plan
- Reviewed current work plans
- Climate Change meeting setup and prep
- Worked with EPA to Finalize 319 funding
- Continued communication with partners on invasive species and wild rice

Meeting/Training/Travel/Conference Calls

- Attended Climate Change Training July 11-Jul15
- Attended Climate Change Webinars
- Attended Webinar on Lead and Copper Testing

Air Quality Funded by EPA CAA 103 Grant

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
- Quarterly Progress Report to USEPA submitted internally – 7/12
- MOA with MDEQ accepted by Tribal Council – 7/20

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 7/19 and 7/27
- Completed PM 2.5, Monthly Maintenance & QC – 7/19 and 7/27
- Completed PM 2.5, Quarterly Maintenance & QC – 7/19
- Completed PM 2.5, Semi-Annual Maintenance & QC – 7/19
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – NA
- Installed new set of PM 2.5 filters – 7/6 and 7/27
- Sent collected PM 2.5 filter samples to MDEQ – 7/11 and 7/19
- Completed Ozone Multipoint – 7/18 and 7/28
- Replaced WINS Impactor with VSCC – 7/1
- Assisted the Brownfields Coordinator with investigation of a fire that destroyed a

- tar sealer wagon assembly – 7/5
- Purchase replacement RM Young pressure sensor – 7/6

Meeting/Training/Travel/Conference Calls

- Attended LRCCR & LRBOI Employee Appreciation Cookout @ LRCCR 7/21
- Participated in Monthly State, Local, and Tribal Conference Call – 7/27
- Participated in Monthly Region 5 Tribal Air Conference Call – 7/28
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 7/28

Brownfield Program-Funded by EPA Brownfield Grant

Administration/Budget/Reports/Data Entry

- Budget management/review without R&E's.
- On-going 128a Tribal Response Program & Cleanup grant administration.
- Completed monthly report for LRBOI.

Field Work and Equipment Maintenance

- July, 2016 – general field work.
- July 1, 5, 11, 15, 18, 22, 25, 29 maintenance tar sealer truck fire investigation.

Meeting/Training/Travel/Conference Calls

- July 7, 2016 attended 128a Tribal Response Program meeting with Sault Tribe, Little Traverse Bay Band, Grand Traverse Bay Band and Saginaw Chippewa Tribe in Elk Rapids.
- July 11, 2016 reviewed NEPA and other environmental documents at Aki.
- July 12, 2016 participated in the EPA Environmental Justice 2020 teleconference.
- July 14, 2016 participated in the Northern Area Committee Meeting conference call.
- July 19, 2016 participated in the EPA 128a Tribal Response Program conference call.

Water Quality Program –Funded by EPA 106 CWA Grant

Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.
- July physical and chemical data processed and added to long-term data set
- Literature review on best practices for analyzing zooplankton dataset
- Submitted data to the EPA National water quality database (WQX)
- Reviewed USFS second quarter Schedule Of Proposed Actions (SOPA) report
- Introduced new Aquatic Biologist to the water quality program (106 & 319)
- Began internal process for contribution of 319 funds for Little Manistee Watershed Plan
- Checked MiWaters database for permits within 1836 ceded territory
- Completed title/abstract for TWW presentation
- Provided Health Services with fish consumption brochures
- Submitted FY 17/18 319 edits to Environmental coordinator

Field Work and Equipment Maintenance

- Completed July WQ sampling in accordance with EPA QAPP
- Calibrated Hydrolabs/Prepped for July sampling

- Updated HydorLab (HL4) firmware
- Stream Electrofished Pine Creek and Arcadia (Bowens Creek)
- Wolman Pebble Counts at Pine Creek
- Dropped off July WQ samples at GLEC
- Submitted May and July Zooplankton samples to McNaught lab (CMU)

Meeting/Training/Travel/Conference Calls

- July 11 - Read NEPA for proposed development of LRBOI's housing development within Source Water Protection Area
- July 19 – Boater's Safety Certification (State of Michigan)
- July 19 – Call with Chris Pierce (CRA) about eligible 319 projects

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

July 2016

Meetings/Conferences/Trainings

- On July 7, 2016, I attended a meeting regarding the Harvey Street Project MOA held at the Government Center. Also involved in the meeting were Tom St. Dennis (Commerce), Ken Ockert (RCA, LLC), Jerry Bartoszek and Jim Murphy (City of Norton Shores). During the meeting we discussed possible changes to the project that the Tribe may want and be financially able to support. After some internal discussion, the Tribe opted to include two additions to the project: additional lanes on Harvey Street and a traffic light upgrade at the corner of Harvey and Hile Road.
- On July 11, 2016, I was scheduled to meet with Bill Willis regarding the 2017 budget for the Planning Department. Since the proposed 2017 budget did not vary significantly from the previous 2016 budget, we agreed that the 2017 budget can be submitted as is.
- On July 13 & 27, 2016, I attended meetings of the Manistee County Community Foundation Board.
- On July 14, 2016, I attended the LRBOI Director's Meeting held at the Little River Casino Resort.
- On July 19-21, 2016, I attended the BIA Partners in Action conference held in Sault Ste. Marie. I primarily attended the sessions for BIA Roads. I also gave a brief presentation on July 20 regarding our successes in applying for and receiving funding through the Tribal Transportation Safety Program (TTSP).
- On July 25, 2016, I attended a work session with Tribal Council to discuss filling a vacant third position on the Housing Review Board. This board is primarily tasked with enforcing the requirements contained in the *Aki Maadiziwin Subdivision Restrictions Ordinance*. The ordinance requires that the Housing Director and Planning Department Director occupy two of the three positions on the Board. The ordinance also requires that the Ogema nominate and Tribal Council approve the individual to occupy the third position on the Board. That individual is required to be a resident of Aki Maadiziwin. The Ogema has nominated Jason Cross for that position, and that nomination has been placed on the agenda for the August 10, 2016 Tribal Council meeting for their consideration and approval.
- During the month of July 2016, I attended meetings of the Construction Task Force on the following dates: July 7, 14 & 28, 2016.

Activities/Accomplishments/Updates

- At the request of the Shoreline Group, I worked with Donna Halinski (Marketing Resource Group) to develop press releases for the co-operative road construction projects scheduled for this summer with the Manistee County Road Commission and the Mason County Road Commission. The press release for the Manistee County project was authorized on July 28, 2016. I am currently waiting for the press release for the Mason County project.
- We are continuing to work on finalizing an agreement with the Blacker Airport Authority to allow for the removal of trees on the southwest corner of the casino parcel. Shayne Machen is continuing to work with George Saylor (Blacker Airport Authority attorney) regarding the agreed-upon language for a final draft agreement. The draft agreement will be submitted for Tribal Council approval as soon as it is ready.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	2
Assist Motorist	
Assist Other Agency	4
City Assist	18
County Assist	9
Medical Assist	2
MSP Assist	1
Other Calls for Service	9
Property Checks	699
Suspicious Person	1
Suspicious Situation	10
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	3
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	3
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	
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	2
PPO Served	
Federal Docket Ticket	1

Criminal Offenses	
Animal Neglect	1
Arrest	3
Assault	
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	1
CSC	
Death	
Disorderly	4
Domestic Disturbance	
Drive-Off	
Drug Violation/VCSA	3
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	1
Fraud	
Furnishing Alcohol to Minor	1
Harassment	1
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	
Liquor Violation	
Minor in Possession	3
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	
Property Damage/PIA	
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	3
Unwanted Subject	

Miscellaneous

Administrative Hours	313.75
Alarm	1
Attempt to Locate	
Boat Dock Checks	
Casino Hours	218.25
Civil Standby	
Community Policing	21
Court Hours	15
Death Notification	
Drug Disposal	2
Follow-Up Investigations	75
Found Property	7
Lost Property	
Meetings Attended	3
Open Door	2
Open Window	
PBT	1
Special Detail	1
Suicidal Subject	1
Total Complaints	53
Total Reports	73
Training Hours	58.25
Transport	
Trespassing	1
Tribal Council Meetings	4
Vehicle Mileage	4447.3
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	134.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	361.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	2
Meeting Hours	9
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	8
Vehicle Mileage	1755.1
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Officer Furman recertified the officers in Taser

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

Administrative Hours	208.75
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	3
Assist Hours	5.5
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	5
Contacts	13
Court	3
Court Hours	5.5
Follow-up(s)	2
Follow-up Hours	3
Federal Citation(s)	
Hours Worked	388
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
Possible Trespass	
PR Activities	3
PR Activities Hours	7.5
Property Checks	129
Snowmobile Patrol Hours	
Training(s)	2
Training Hours	8
Vehicle Mileage	385
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	
Officer Furman recertified the officers in Taser	

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: July 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 July, 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 4 Certificates of Exemption to Resident Tribal Members (3 Vehicle, 1 Construction)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 2 Tribal members for tax-exempt motor fuel program and sent 3 letters requesting tribal members to register for their non-registered purchases
5. Responded to inquiries from tribal members and employees about RTM statuses, tax-exempt utilities, motor fuel registration, Proof of Residency, and the Certificate of Exemption process for vehicles
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. Copied and notified the Trading Post Manager of errors on receipts involving entries not logged, missing receipts, ID errors, and erroneous discounts
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled June Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 1 Tribal Concessionaire's tax license for an entertainer on Tribal property
13. Monitored outstanding tax assessments, issued 1 motor fuel warning letter. Also issued a letter for non-compliance of tribal tax filing and failure to comply with the Tax Ordinance
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
16. Prepared June 2016 monthly department report
17. Processed 2 Tribal Michigan W-4 Withholding Exemption forms for employees
18. Processed 89 address changes/reviews from Enrollment for RTM status updates
19. Processed 10 RTM status and/or address changes

20. Prepared and mailed 14 Proof of Residency letters to members
21. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
22. Corresponded with Little River Casino Resort staff regarding licensed vendors, and Venue reports
23. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
24. Prepared and submitted *Currents* newspaper articles regarding "How to Become a Resident Tribal Member" and "Certificates of Exemption"
25. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates, Resident Tribal Members' State tax on utilities, and email encryption issues
26. Prepared month-end tax reports for June 2016
27. Processed 2 Venue Reports to the State of Michigan
28. Follow-up on Directors' meeting held on July 14, 2016 due to attendance at the Annual Tax Summit
29. Reviewed and organized more department files; packed and put files into storage as necessary
30. Worked with Controller regarding tax revenue and tax sharing figures from 2015
31. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
32. Reviewed other Michigan Tribe's Tax information on their websites to compare how they are operated and to gather any ideas that would be best implemented here.
33. Worked with I.T. staff regarding the encryption of emails and zip files that are provided to the State of Michigan and reviewed the Protocol Agreement with the State of Michigan regarding the Tax Agreement.
34. Prepared and submitted FY2017 Annual Tax Department budget proposal and narrative
35. Prepared and submitted FY2017 Projected Tax Revenue report
36. Prepared and submitted Travel Closeout and report from the State / Tribal Annual Tax Summit
37. Updated motor fuel discount schedule for August 2016 and provided it to the Trading Post
38. Prepared and submitted the 2nd Quarter Tax Sharing report to the State of Michigan Treasury Department

Meetings attended this month:

1. Attended State / Tribal Annual Tax Summit held at Bay Mills Resort Casino on July 14, 2016
2. Attended FY2017 Budget Review meeting on July 20, 2016

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
July 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 61 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. Prepared the first draft of the 2017 budget and submitted it to Budget Coordinator.
3. Supervised the holding of the annual Jiingtamok.
4. Assisted in presenting with the other Leads on behalf of the Ogema at the Director's meeting.
5. Gave presentation to KND Summer Camp students on Tribal culture and history.
6. Supervised Anishinaabe Family Language & Culture Camp, as coordinated by the Language Coordinator.

7. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
8. Attended meetings of Lead Positions.
9. Attend budget meeting for Department, and as Lead for other departments.
10. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
11. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
12. Administered, directed and supervised all departmental activities.

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

The Language Coordinator accomplished the following during this month:

- 1) Coordinated recycling program at Aki Maadiziwin Housing.
- 2) Attended cook out at LRRC.
- 3) Working with commerce department on language for Muskegon project.
- 4) Working with the clinic on language for the new Pharmacy.
- 5) Emailing ad about our new updated website.
- 6) Volunteered at Jiingtamok.
- 7) Coordinated everything for Language Camp.
- 8) Classes with Gekaajik on Mondays at Aki Maadiziwin.
- 9) Classes with Enkiitaagejik on Friday at Ogema Gamigong.
- 10) Updated and produced lessons for all classes.
- 11) Responded to Emails, calls about camp, language, website, CD Rom's.

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

1. Printed Drum Contest Score Sheets and Rules
2. Check to make sure dumpsters and recycle bins were being dropped off
3. Registered Dancers before the Jiingtamok
4. Sold Pow Wow Gear, secured them Sat. night and sold them again on Sunday
5. Worked with Arena Director, Dance Judges, Princess Judges, Head Veteran, Emcee and Historic Preservation staff's to coordinate all pow wow events, activities and payments
6. Sorted newspaper articles for relevant history files (this is on-going)
7. Brought all giveaways to the Jiingtamok and distributed them to our guests
8. Chose Princess Judges gave them Score Sheets, Rules, Questions, announced and crowned winner
9. Reviewed dance contest winners score sheets, put names of winners on the envelopes that Jay & I had pre-prepared for all the contests
10. Spoke about the Jingle Dress
11. Continued monitoring of Jiingtamok facebook page and adding updates as well as wrote a thank you to all who attended
12. Updated and printed Language Camp Evaluation Forms and inserted them in the books
13. Finished Updating the Anishinaabek Language Camp booklet, printed, stapled and folded all 300 copies.

14. Answered several phone calls in regard to the pow wow, camping, vending, rules, etc.
15. Coordinated clean-up efforts with Earth First crew, they helped paint the bathroom, cleaned the grounds before the dance, helped clean up after Saturday evening dinner and sorted trash and recyclables on Sunday evening.
16. Counted out remaining funds from the pow wow, they were secured in Jay's office.
17. I wrote out the information I had from pow wow spending and gave it to Jay to include information that he and Philip had.
18. Attended River Raisin battlefield tour in Monroe. Gave historical information presentations about LRBOI.
19. Mailed 4 copies of the Little River, Our People Our Journey books to the River Raisin Battlefield Park.
20. Sent out drum contracts, returned signed contracts to purchasing, picked up their checks
21. Continuing work on the Native American Heritage Month at MCC
22. Working with Jackpine to get access to be able to order online
23. Worked with Republic Services to make sure they dropped off recycle and trash bins and after the pow wow I had to contact them almost a week later because they forgot to pick the bins up.
24. Picked up and returned tent canopies
25. Shopped for table cloths, duct tape, flowers, added flowers that were donated by Roger Shalifoe, to the ones from Meijer's and made Bouquets for the princess and contestants
26. Prepared check requests, picked up checks and then start-up cash from PNC, counted it with Jay, created envelopes per dance category and placed proper amounts in each
27. Prepare paperwork and picked up non-toxic ground paint from Ace, measured and painted vendor spots at pow wow grounds
28. Designed Princess sash online, prepared purchase order
29. Working with Dan Ninham (Northern Indigenous Games)
30. Scheduled the high school practice field for LaCrosse training on August 18th
31. Called to reserve a room for Dan for the 17th will get purchase order for this on August 1st
32. Got jingle dress dancers for Coast Guard Festival Parade for August 6th in Grand Haven
33. Provide information to Jay in regard to how many CD's we have sold for the quarterly report
34. Helped out at language camp

The Audio-Videographer accomplished the following during the month:

1. Assisted with pre-Jiingtamok activities and set up.
2. Provided sound system for annual Jiingtamok.
3. Took photographs of event during Jiingtamok.
4. Continued accessing of materials for archiving.
5. 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.