

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *CBR.*
Naangwa: Date: July 16,2024
Maanda Nji: Re: June 2024 Operations Report

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

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

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
June 2024

TABLE OF CONTENTS

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

Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

June 2024 Department Report

I. Department Overview

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

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

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2024 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources in reviewing/changing existing department job descriptions.

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

Objectives:

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2021. Kathleen Bowers and I attended training for Indirect Costs in August 2023. We learned that BIA has authorized submission of IDC proposals using audited financial statements from 3 years prior instead of 2 years prior to year in question. This should make it quicker to submit proposals and get them approved. We are currently working on 2022 and 2023 IDC proposals.

6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.
7. Upgrade MIP Accounting software to achieve more efficiencies in processing purchase orders and accounts payable.
8. Bring Accounting Department back to full staffing level of 13 employees.

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2025 budget.
2. Publish standardized quarterly budget reports for the tribal membership.
3. Improve tracking and handling of property tax issues for all tribal owned properties

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT 2023

Rehmann Robson has sent an engagement letter for the audit of the FY 2023 Financial Statements. The letter was approved by Tribal Council, signed by the Ogema and sent back to Rehmann. Field work for audit started April 29, 2024. Due to shortage of staff, field work continued through the month of May and into June and July.

SENIOR STAFF ACCOUNTANT

CFO is currently performing tasks of this vacant position.

STAFF ACCOUNTANT

CFO is currently performing tasks of this vacant position.

Payroll

Duties and Accomplishments –

1. Processed 398 payroll vouchers/checks.
2. Verified 36 PAF's this month which included 7 new employee(s), 1 Job Change/Transfer employee(s), and 3 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 6/14 and 6/28.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.
12. Verified 16 holiday variance forms received from Surveillance.

Meetings Held / Attended –

6/6 – May monthly staff Meeting
6/6 & 6/20 – Payroll/HR meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2024 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in June as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in June as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of June to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Processed July 1st per capita distribution and necessary compliance reporting.
10. Completed Self-Attestation Web Request from UIA related to a recent audit by the DOL.
11. Provided requested items needed for annual audit.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Quarterly reporting for second quarter.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *Have checked signed by two Tribal Council members.*
6. *Check stubs are attached to check request and POs for scanning and stuffed into envelopes for distribution.*
7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
9. *Provide receipts as necessary for rent, utilities, and all other payments.*
10. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
12. *Provide management with Accounts Payable information as requested.*
13. *Maintain court orders for per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folders.*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and distribute to appropriate accounting staff members.*

Special Tasks / Activities Performed –

1. *Worked on binding monthly financial reports.*
2. *Worked on payroll garnishments every other week.*
3. *Pay Pharmacy Invoices every Monday and give the report to Staff Accountant for posting.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Enter address changes.*
6. *Process checks for per cap withholdings, per court ordered. Send out garnishee disclosures.*

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

1. Assist with invoice discrepancies.

2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended –

Special Tasks / Activities Performed –

1. Backup for the Tax Officer
2. Assisted with updating Policies and Procedures.

Upcoming Projects / Tasks –

Purchasing/Travel Manager

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities and staff.
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.

10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.
14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Credit card administrator
24. Handle invoice discrepancies.
25. Process travel requests.
26. Book flights and lodging accommodations.
27. Register travelers for training.
28. Process travel advance checks.
29. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
30. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
31. Supervise Mail Purchasing Clerk.
32. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. Revised 9.2.5 Personnel Vehicle vs Flight, Boat, and Train Transportation
2. Revised 5.1.2 Verification of Proper Approval.
3. Assisted in setting up "Robert Rules of Order" training for Tribal Council.
4. Assisted and solicited RFP for Election Services.

Receiving

Duties and Accomplishments –

1. Received in 378 packages.
2. Issued 180 receiving reports.
3. Returned 3 item for credit.
4. Made deliveries.
5. ***35 FedEx for mail clerk***

Meetings Held / Attended –

Trainings Held / Attended –

*Special Tasks / Activities Performed –
GSA billing
Mileage of department's vehicles
Upcoming Projects / Tasks*

Budget Coordinator

Duties and Accomplishments

- 1) Prepared 4 agenda items for Tribal Council Meetings
- 2) Attended 2 Tribal Council Meetings
- 3) Attended 2 Agenda Reviews and 1 work session with Tribal Council
- 4) Completed 6 Budget modifications
- 5) Completed 1 Supplemental Appropriation
- 6) Prepared and submitted 11 draw downs
- 7) Prepared and submitted 5 financial status reports to agencies
- 8) Prepared and submitted 2 final reports to agencies
- 9) Attended Management Concepts – Federal Administration on-line training for 2 days
- 10) Attended Staff Meeting by ZOOM
- 11) Began preparation for the Budget Hearing on August 3rd
- 12) Worked on indirect cost proposal for 6 days
- 13) Attended ZOOM meeting with IHS

Grants

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ Coordinate and collaborate with Tribal grant writers and department heads.
- ∞ Complete Closeouts on grants that have completed their lifecycle.
- **Grant Management Software:** We are working with Amplifund representatives to implement the new software. We have had numerous meetings with Amplifund staff and are working on providing information on current grants in order for Amplifund to upload into the software. Implementation meetings continue and we are providing needed information for Amplifund to update the software for our use. We are in the final phase of implementation.

Expenditures Update

Total year-to-date expenditures for the Finance Division for May 2024 are \$655,761 compared to an annual budget of \$1,475,869. Total expenses for the Finance Division for year-to-date May 2024, represent 44.4% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

June 2024 Department Report

I. Department Overview

- Yvonne Parsons, Education Programs Coordinator

II. Debra Davis, Education Department Office Assistant

III. Department reporting section

- **LRBOI Student Services:** 5 student received school clothing/activities assistance totaling \$2500. 1 student requested \$250 for driver's training assistance.
- **Higher Education Scholarship:** No higher education scholarship are available in summer
- **College Book Stipend:** 6 book stipends were requested in June, 4 for 9+ credits, 2 for 4-8 credits, and 1 for 1-3 credits totaling \$2900
- **Vocational Assistance:** 1 request received and funded totaling \$4000

During the month of June the following occurred:

June 19- Bustle making class for which Education provided materials and instruction fees

June 20- Director Meeting

June 21-26- Education Programs Coordinator and Office Assistant on Covid Leave

Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2024 fiscal year.**

Elders Meal Program
Victoria Wells

Elder Meals June Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
218	586
Hackley Congregate Meals	Take out
6	9

Bingo At Aki	Bingo At Hackley
11	4
Activities At Aki	Activity at Hackley
8	6

PO #	Distribution Code	G/L	Starting	Ending
240553	4531	5204	\$231	\$106
240773	4558	5204	\$1171	\$264
240937	4558	5602	\$250.00	\$122.88
240855	4558	5204	\$2260	\$727
240999	4558	5202	\$1000	\$178
240991	4558	5204	\$489	\$269.92
241171	4481	5204	\$2379	\$8
241172	4481	5204	\$404	\$0

Out of fund #4523 we used \$83.00 to purchase meat mashers (for any ground meat) and an alert system for our walk-in as we suspect the temperature isn't staying even. Out of that account we also spent \$174.41 for another bingo set and extra bingo cards. That way Muskegon and Manistee can have bingo the last Friday of the month. More planters were purchased as one case was broken. This was for the succulent planting activity.

The program saw a slight drop in deliveries as 3 dropped the program, however, 1 of our elders came back, and a new elder signed up. We also have been delivering to the elder(s) we have at the campground who don't have transportation.

When the program has any leftovers, and after elders have taken home what they want we package them up and take them to our homeless tribal members on the campground. We are also transitioning into re-usable totes in July to further stretch program funds and make less of an environmental impact.

The last part of our yearly grant has come through at \$70k however, it hasn't been accepted at Council yet. Instead of \$10k from NSIP (Nutritional Supplemental Incentive Program) we received \$2200. There have been significant cuts the programs for seniors and we are hoping that we don't see that in Title VI. NSIP comes from Title III (senior center in town runs off title III) and they took the hardest cut this year.

Enrollment
Diane Lonn - Temp

ENROLLMENT DEPARTMENT REPORT

June Monthly Report – 2024

DIANE LONN, TEMPORARY ENROLLMENT COORDINATOR

CHANTEL GAMELIN, ENROLLMENT ASSISTANT

Department Goals

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

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

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner.
- Entering new addresses
- Enter new individuals in the PerCap database
- Enter and update direct deposit and check cancelation information into the PerCap database.
- Constantly updating the Tribal Members files
- Continuously verifying tuition waivers
- Processing CDIB's
- Verifying Preference Status for Descendants and Spouses
- Set up Regular meetings

Duties Performed

- Mailed out: 3 Applications forms for people seeking membership
- Sent out: 120 Address change forms
- Created 67 New and replacement Tribal I.D's from 06/01/2024 through 06/30/24
- 138 Address changed from 06/1/2024 through 06/30/2024
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0

- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0

- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 2 Applications received as of 06/30/2024
- List request of Membership: Tax, Members Assistance, Elders Committee, Enrollment Commission, Tribal Council
- Label request of Membership: 1
- Statistical request: 1

Department Verifications

1. Prosecutor 30
 2. Clinic 0
 3. Human Resources 2
 4. PRC/EHAP 47
 5. Member's Assistance 0
 6. Utilities 3
 7. Food Distribution 0
 8. Casino 5
 9. Family Services 4
 10. Tribal Council 0
 11. Natural Resources 0
 12. Gaming 0
 13. Education 5
 14. Work force Development 6
- Ordering/Correspondence
 - Enrollment verifications to other tribes
 - Certifications of Blood Degrees
 - Certification for Spouses and Descendants for Tribal Preference
 - 2 Members passed away for the Bereavement Benefit
 - 2 Tribal Flags Sent out
 - Sent out PerCap Earnings reports
 - 1 Tuition Waiver Verification
 - 510 Phone Calls logged
 - Eagle Feather Permit Verifications

Enrollment Statistics

- Total Membership 3,899
- Total number of Elders: 1541

- Total number of adults (18-54): 2109
- Total number of Minors (0-17): 249
 - Total Tribal Members Living in:
 - 9 County Area: 1609
 - Outside 9 County: 2248
 - Inside Michigan: 2550
 - Outside Michigan: 1331
 - Undeliverable Addresses: 19

Facilities
Rusty Smith

2024 June Maintenance Department Report of Operations and Maintenance Activity

Submitted by De-Ahna Underwood, Maintenance Office Manager

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

I. Department Overview

Goals & Objectives

The Maintenance department staff is dedicated to providing exceptional service and quality workmanship to ensure an aesthetically pleasing, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.

II. Department Reporting Section

The Maintenance Department maintains thirteen buildings and provides lawn care services for the following locations: Eastlake, Gathering Grounds, Government Center, Hackley, Justice Center, Food Distribution, Gaming/VSP, Natural Resources, Area 51, and Facilities Barn.

Bi-monthly: Indian Village, Sugar Shack, and Shooting Range.

The EVS Technicians stay continually active in maintain six buildings.

- Twenty-four pre-and post-event cleanups at Aki, excluding the kitchen.

Gathering Grounds Project:

Work Orders

- Thirty-nine work orders were generated.
- Four Vehicle service work request were generated through the work order system and closed.
- Mechanic worked on department vehicles and equipment.
- Responded to calls not entered in the work order system.

Vendors (buildings overseen by Maintenance)

- 6/5 Pest control pm, four locations.
- 6/12 Pest control pm, one location.
- 6/20 Lock repair and installation of new lock issued unassigned keys in inventory. No duplicates required.
- 6/26 Gathering Grounds irrigation and faucets connected to the main water line.
- 6/26 Government Center Sign installed.
- 6/27 Government Center sign electrical hook-up and repairs to vendor pedestals and load testing.

III. Budget Expense Justification

- | | |
|------------|----------|
| • Vehicles | \$221.00 |
| • Phones | \$300.00 |
| • Supplies | \$594.00 |

IV. Travel and Training

NA

End of Report

Family Services
Vacant Director

Department Report : Family Services
 Case Worker: Stephanie Persenaire
 FS reporting period June 2024

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

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent
Intakes								
I&Rs								
Open Cases	10				1			
Monthly Total	10	0	0	0	1	0	0	0

Case Management

Total number	30				6			
Total number of Tribal Citizens living in homes served	11				2			
Total number of descendants living in homes served	7				4			
Total number of children living in homes served	12				5			
Total ICWA or ICWP where substance abuse is involved	0				1			
Child Abuse/	0				0			
ICWA or ICV	0				0			
Sexual Abuse	0				0			
Substantiated or Unsubstantiated by DHS	0				1			
Case Pending	0				0			

Relative placed	0				1			
Tribal Foster	0				0			
Non-Tribal Fc	0				0			
Home	0				0			
Alternative pl	0				0			
Court appeara	0				1			
Home Visits	32				7			
Case Reviews	1							
Binojeeuk	2							
Contacts with	30	1			8		2	24
Contacts with	8							
Tribal Elders	1							
Other referrals								
onthly Tot	134	1	0	0	36	0	2	24

Newaygo

Other

	1
0	1

	3
	1
	0
	1
	0
	0
	0
	0
	1
	0

	0
	0
	1
	0
	0
	0
	3
	33
0	43

Department Report : Family Services

Case Worker : Rachel Kops

Month : June 2024

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana
I & R's						
Intakes					1	
Open Cases					6	
Monthly Totals					7	

Case Management

Total number living in homes served					23	
Total number of Tribal Citizens living in homes served					13	
Total number of descendants living in homes served					6	
Total number of children living in homes served					6	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					1	
ICWA or ICWP referrals					1	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					1	
Case Pending with DHS					1	
Relative placement					1	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					2	
Home Visits					10	
Case Reviews					1	
Binojeeuk					2	
Contacts with outside agencies					46	
Contacts with LRBOI departments					13	
Tribal Elders					1	
Other referrals					1	
Monthly Totals					130	

Wexford

Kent

Newaygo

Other

	1		
	1		
	2		

	6		
	2		
	0		
	1		
	0		
	0		
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	19		



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
June - 2024**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	9
New Cases	1
Closed Cases	3
Referrals and Contacts Received	3
Client Face to Face Contacts	9
Client-related Phone, Email, and Text Contacts	111
Client-related Direct Service Units Provided by Advocates	245
Client-related Accompaniment Provided by Advocates	0

MEETINGS

Staff Meeting(s)	0
Program Case Reviews	0
Community Collaboration Meetings	2
Other Meetings	4

STAFF DEVELOPMENT/TRAINING

Virtual Training	0
In Person Training and Conferences	0
VSP Sponsored Training Events	0
Other Trainings	3

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	1
Event and Training Planning and Preparation	0
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	210

VSP Presentations	0
Networking Activities	1
VSP Website Updates	5
Other Efforts	0

LRBOI Be Da Bin Behavioral Health Program JUNE 2024 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 8 clients (and 2 no shows).

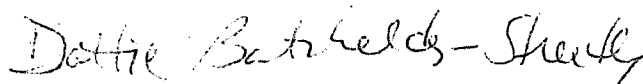
Angela Schwandt currently has 44 clients. Angela had 72 individual sessions, 30 follow up calls, 4 referrals, and 6 hours of telepsychiatry. She attended the SAPC (Suicide Awareness and Prevention Coalition) meeting, , and Weekly Homeless Task Force meetings. Webinars attended: Secondary Trauma & It's Impact Training.

Kimberly (Kim) Hinmon attended meetings with the Manistee County Library and with Peer 360 on collaboration, 3 Native connection meetings; Tribal Prevention Coalition meeting; and Prevention, education, and Capacity building meeting. Native Connections had Regalia making/sewing class (Manistee 4 and Muskegon 6 participated); Dance Class (Muskegon 3); and Earing Beading Class (Manistee 18 and Muskegon 9). She attended the MIIBS Honoring, Healing, & Remembering event in Mt. Pleasant on June 6, 2024. She led or assisted in Summer Story Time and Gardening with Family Spirit Program. She is doing planning for summer activities as Michigan Indian Family Olympics, and more cultural classes.

Dottie Batchelder-Streeter currently has (35) 26 clients and 9 Recovery Support clients. She had 1 referral to other outpatient services/other services and 3 referrals to detox/inpatient treatment centers. Dottie had 42 individual sessions, and 48 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting. She attended the Community Mental Health Association Summer conference July 11-12; met with Centra Wellness on services and referrals; Suicide Awareness and Prevention Coalition and Muskegon Suicide Prevention Coalition; and some meetings for the Homelessness Taskforce. She has been working on budgets and administrative projects. She planned the Wellness Walk is planned for July 6, 2024; planning for our Tribal Behavioral Health Communication Network meeting hosting in July: working on the Overdose Awareness Day event for August; and Suicide Prevention Event for September 6, 2024.

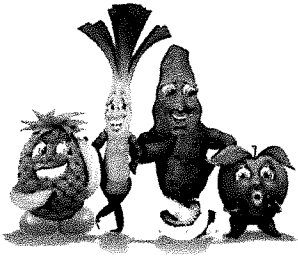
All staff helping with upcoming events in some way. 3 Narcan kits given out.

Respectfully submitted,



Dottie Batchelder-Streeter

Food Distribution
Jamie Friedel



Food Distribution Program

June 2024 Monthly Report

Jamie Friedel, Melanie Ceplina, Christopher McClellan and Nicole Ward

1 Department Overviews:

Goals and objectives:

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

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

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

Jamie, Melanie, Chris, and Nicole cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, Chris, and Nicole rotated frozen food in the freezer.

Jamie, Melanie, Chris, and Nicole filled food orders.

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

Jamie ordered Mays food for the warehouse.

Jamie, Melanie, Chris, and Nicole and cleaned the office.

Jamie, Melanie, Chris, and Nicole conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie, Melanie, Chris conducted 41 Deliveries.

We received deliveries on June 3rd, 6th, 20th, 27th.

The Food Distribution Office is open to the public from 7:30am to 4:00pm.

Melanie sent out 4 applications.

Melanie sent 2 recertifications out.

Added 1 new Households.

We have a total of 73 households with 118 total people.

MEETINGS:

- Meeting with MSU extension
- USDA Consultation
- Bi-Monthly call with USDA
- Regional Call with USDA
- Directors Meeting

The Department is now engaged with the MSU extension and the Family spirit program and presenting the Camp fire cooking. We have held 2 cooking over the campfire classes in which we Cook meals over a wood camp fire. We hold these classes at the Tribal camp ground. We have had a small turnout the first time but now, we are seeing more campers coming over to join in. This is Held the last 2 Thursdays of the month.

We are also working hard with the Midwest Region and getting our conference setup. Which will be held here at the LRRCR in August. This is the first time LRBOI has hosted the USDA Midwest Regional meeting. We are looking forward to show casing our new building and using our facility for a training class for receiving.

Our up coming moth is going to be extremely busy with the Holiday and a late arrival of our main truck. This is due to the contract the USDA has with only one warehouse. This warehouse now does the work that 2 did last year. They are working to correct the problem. We hope this is done in a timely manner. Feeding America has reached out to us and expressed if we need anything they will be able to help. As of now we are stocked up and able to move forward with no problems.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Christopher McClellan Food Distribution Assistant

Nicole Ward Food Distribution Assistant

Grants
Vacant

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: July 9th, 2024

Re: June 2024 Report of Activity – Tribal Health Services

Forrest County Pottawatomi Insurance Department filed 146 claims on behalf of Little River in the amount of \$29,065.48 for Third Party Revenue Generation.

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

CLINIC OPERATIONS: MANISTEE LOCATION

254 patients scheduled

31 patients NO-SHOW to scheduled appointments

2 patients provided SAME DAY appointments for emergent matters**

66 cancelled appointments

159 patients attending CLINIC PHYSICIAN appointments**

30 patients PHONE TRIAGE**

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

106 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JUNE (Total Patient Volume): 748

Diabetic patients: 48

Flu Vaccines: 0

Injections: 35

Nursing Visits: 4 **

On-site Labs: 155

COVID-19 Tests: 0

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 1,024

DIRECT CALLS TO CLINIC OPERATIONS: 643

SENT FAXES: 160

RECEIVED FAXES: 638

TRANSPORTS - MANISTEE 9

JUNE 2024

TRAVEL HOURS: 36

SERVICE HOURS: 11

NUMBER SERVED: 9

MEDICATION DELIVERIES: 3

TRAVEL HOURS: 1

SERVICE HOURS: $\frac{3}{4}$

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 37

TOTAL SERVICE HOURS: $11 \frac{3}{4}$

TOTAL NUMBER SERVED: 12

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

CLINIC OPERATIONS: MUSKEGON LOCATION

163 patients scheduled

5 patients NO-SHOW to scheduled appointment

3 patients provided SAME DAY appointments for emergent matters**

72 cancelled appointments

106 clinic referrals – requiring action by Providers and Staff

89 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 25

Flu Vaccines: 0

Injections: 3

Nursing Visits: 1

On-site Labs: 49

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: Muskegon Calls transferred to Manistee

TRANSPORTS - MUSKEGON: 7 JUNE 2024

TRAVEL HOURS: 8

SERVICE HOURS: 6

NUMBER SERVED: 7

MEDICATION DELIVERIES: 5

TRAVEL HOURS: 1 ¼

SERVICE HOURS: ½

NUMBER SERVED: 5

TOTAL TRAVEL HOURS: 9 ¼

TOTAL SERVICE HOURS: 6 ½

TOTAL NUMBER SERVED: 12

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$54,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1417

TOTAL PRC PAID IN JUNE: \$36,145.85

PHARMACY/OTHER: \$28,932.15

DENTAL: \$5,846.55

TOTAL PATIENTS: 191 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 499

TOTAL CLAIMS ENTERED: 239

TOTAL PRC PAID 2024: \$267,789.81

TOTAL EHAP PAID IN JUNE: \$18,009.65

TOTAL EHAP PAID 2024: \$188,416.69

TOTAL ENROLLED EHAP/LRBOI: 1301

NEW APPLICATIONS MAILED OR GIVEN: 25

REASSESSMENTS MAILED OR GIVEN: 77

MEDICARE LIKE RATE (MLR) Savings for June 2024

Claims submitted: 3 \$1,049.40 (total submitted)

-\$396.76 (what we paid)

\$652.64 (total savings)

PHARMACY, MANISTEE: June 2024

Active Patients:	368
Prescriptions filled:	1500
Receipts:	
Insurance payments received:	\$ 245,790.65
Non-member cash/copays received:	\$ 949.05
Less acquisition cost of medications:	\$ 61,524.30
Net profit:	\$ 185,215.40
PRC-equivalent write offs:	
LRBOI:	\$ 22,379.86
Other Tribes:	\$ 658.25
TOTAL:	\$ 23,038.11

PHARMACY, NORTON SHORES: June 2024

Active Patients:	152
Prescriptions filled:	678
Receipts:	
Insurance payments received:	\$ 134,386.70
Non-member cash/copays received:	\$ 134.50
Less acquisition cost of medications:	\$ 22,090.96
Net profit:	\$ 112,430.24
PRC-equivalent write offs:	
LRBOI:	\$ 11,869.94
Other Tribes:	\$ 260.29
TOTAL:	\$ 12,130.23

2024 Health Services Department - Manistee Location

Clinic Operations

2024	Clinic Operations																				
	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes	
January	230	18	77	6	141	47	513	319	62	49	5	17	6	134	1	1,216	610	5	117	642	
February	222	22	59	2	143	45	465	270	87	51	3	19	7	145	4	1,208	643	3	161	642	
March	205	14	61	4	134	40	432	254	76	46	-	17	4	132	1	976	554	1	161	572	
April	240	7	59	1	175	41	622	400	94	67	-	33	6	165	3	1,216	634	-	160	606	
May	263	21	73	5	174	33	675	459	73	56	-	41	9	189	3	1,152	520	1	153	719	
June	254	31	66	2	159	30	748	555	106	48	-	35	4	155	5	1,024	643	-	160	638	
July																					
August																					
September																					
October																					
November																					
December																					
Totals	1,414	113	395	20	926	236	3,455	2,257	498	317	8	162	36	920	17	6,792	3,604	10	912	3,177	

** Denotes total included in Total Patient Volume

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

Housing
Tara Bailey



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For June 2024

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Mike Pannill – Housing Maintenance Technician

Jim Stuck - Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

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

Lease renewals due during the month: 9

Leases renewed: 11

New leases: 2

Annual Inspections: 11

Move-out Inspections: 0

Move outs: 0

Transfers: 1

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

Applications received this month: 1

Total Number of Awards made during the Year: 4

Total Amount of Awards for the Year: \$18304

C. The Homeowners Assistance Fund received three (1) new application this month, 0 denial. The program has provided \$203,962 in assistance since it began in 2022 and a remaining balance of \$11,996

D. June 12-13th, Bill Willis, Housing Director, Teresa Callis and Dustin Curtis from the Housing Commission attended the Tribal Nations Housing Development Assistance Program that was presented by MSHDA and their consultant, BeauxSimone Consulting in Sault Ste. Marie, MI. This was beneficial as we got to work on and hear how other tribes are doing to increase housing stock in their communities and also how Beaux Simone will be available to assist us in providing technical training to get a project from conception to completion. Meetings with TNHDAP will include two additional sessions, one in August in Traverse City and one in October in Mount Pleasant. This will include three 2-day trainings for up to 3 representatives from each participating tribe, the first is June 12-13, 2024 in Sault Ste. Marie, MI. The second and third sessions will be in August in Traverse City and the third in October in Mount Pleasant. This was beneficial too because the Sault Ste. Marie tribe presented their information on their new homeless shelter. The shelter has no time limits, is a converted hotel

to single room units for the population they are servicing and at a cost of just over \$500,000 that the tribe has committed to funding each year. They are hoping in the future to find grants to help offset the costs.

- E. The Housing Department Director attended the NAIHC Annual Convention in Hollywood, FL June 23-28th. As members of NAIHC this is the annual convention and business meeting (which we are voting members of). The convention always provides information/training on various housing topics and is a trade show for vendors pertaining to housing.
- F. June 3-5th was Spring Clean up for the Aki community and this year we provided 2.5 dumpsters for the clean up.
- G. Krystal Davis, Housing Specialist has provided 6 elders with a ride to Meijer and Walmart for the month of June. She provides this service 1 time a week.
- H. July 17th is the Safety Picnic for the Aki residents from 3p-7pm.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 9
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Maintenance currently has 4 units to complete for a move in.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 85 (we have 86 but 1 unit is the fire unit so cant count for a move in) rental units in total of which 80 were rented giving us an occupancy rating of 94%.

- A. Aki has 59 income based rental units of which 56 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 32 low-income family rental units and 29 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

V. Significant Problems and Accomplishments.

VI. Plans for the Future.

- A. Purchase a new snowplow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Build a duplex unit with 2 – 2 bedroom units

End of Report
Tara Bailey, Housing Director
July 10, 2024

Human Resources
Alicia Knapp



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

To: Ogema Romanelli
From: Alicia Goff
Subject: June 2024 HR Department Report
Date: 7/11/2024

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

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

1) HR Operational Plan

- 1) What is in store for 2024. HR is currently preparing and finalizing plans for the last two quarters of 2024 Department Operational Plan, we will work on moving forward in the process of preparing for 2025 while finishing up what is needed to get us there.
- 2) **Month Summary:** 401k Audit has started on the 2023 audit process beginning in January 2024 with gathering of information for the 5500 is complete, waiting for information on what other documents will be needed for completion. No word on the auditing portion. HR is still finalizing Job Descriptions on L: drive and Midpoint was reviewed, and changes are in the process to be updated and changes made sure to be complete when new positions are to be posted. SOPs are still in the process of being reviewed/updated, as well as some policy updates.

Talent Acquisition

a) Talent Acquisition for June -

- (1) Number of Hires During the Month: 5
- (2) Number of Open Positions: Seasonal positions are almost all filled 5 in May with the 1 to be starting in June and one more for July. All the seasonal positions are now filled.
- (3) Postings Seasonal positions are finally to be taken down, 1 FT position was posted, 6 are currently in the selection process and 5 position interviews took place. There were 5 full time positions interviewed for and 3 have been offered and accepted start in mid-July. and the other offers were declined. Family Services 1 positions offered and accepted (1 TM) for early June starts.
- (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection will go back to meeting in person and so far, still going well.
- (5) Thank you, Hiring Managers, for your help.

(6) We had 1 retirement of long-time employee and one resignation of long-time employee. Both Non-preference.

(7) Updated Recruiting Work Priority: Gaming – Surveillance Operator starting beginning of July and Background Investigator – 2 good applicants 1 offered and accepted to start in July. Clinic– still looking for professional positions but getting applicants for those and the administrative positions as well. Selection is scheduled for early June with interviews taking place. 1 offer currently pending. Finance is beginning to see more applicants come in selection schedule for selection and interviews in mid-July..

(7) Applications have increased, but on-line usage of application has been consistent – averaging now around 10 per month from our on-line application, 66 applicants have been processed from Indeed postings, but some were rejected (not qualified), most of the remaining were not completed submissions. At least 20 moved on to the selection process. 4 more went on to interviews and out of those 2 have been offered thus far with July starts. Still experiencing problems with online submissions but process of updating. Postings going through Arctic are taking 3-5 days to be on our site at times..

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

- i) Approximately for NRD (seasonal, 2 Reg FT positions are now in the selection/interview/offer steps of the process starts slated for the beginning July). We expect to see more new hires continuing in to mid-July,
- ii) Utilities we be getting back to a full staff possibly by mid-June.
- iii) Gaming is looking to hire with a few prospects for selection/interviews/offer then slated for early July start..
- iv) Applications are coming in and are picking up, averaging more than 3 per position posted. Utilized LinkedIn, Indeed, NNAHRA, MIETS, and other sites.

4) Talent Development and Relations

a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions are still to be scheduled and to continue. A slow down in PIP's for June overall.
- ii) Provided additional HR support to the leadership of various departments when asked.
- iii) Mindi Smith HR Specialist providing updates from HR during at the monthly employee meetings for 2024.
- iv) Continued assisting leadership with sensitive employee relations issues when asked.
- v) Assisted departments with job description update – Moving forward to review job duties and further update of wage grid changes mainly to the mid-range.
- vi) HR Answers... More instore for 2024.

- b) HR Department Development Initiatives:
 - i) HR Development Events: 8+ – communication, conflict resolution, investigation, employee relations, MIP, HR trainings for June included-Bringing Hiring to the Digital Age(2-days), Creating a Company Culture, From Data to Decisions, NNAHRA trainings, SHRM trainings and more. All together 40+ hours of trainings. None came in from other departments.
 - ii) Continued project to improve HR use of MIP data, still on-going.
 - iii) Further updates are needed on L:drive – forms and resolutions, policy/procedures, and our HR share drives to be recreated as well as the HR SharePoint mysteriously went away. Arctic is working on continued issues with server and process issues.

Training and Development hours totaled: .

5) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 1 IFML on-going return in mid-June and 1 FMLA/STD being processed for May and 1 possible WC claim.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has been consistent..
- d) Continued processing new hire insurance enrollments and separation disenrollment and some COBRA inquiries.
- e) HR has the 2024 calendar from the advisors.
- f) Meetings scheduled for getting the ball rolling for possibility of becoming Self-funded for our insurance needs. We have some of the paperwork/reports to start that process. Waiting for more information to make an informed decisions.
- g) Processed insurance benefit plan check requests. Waiting for a service contract to be reviewed/approved.

6) Safety

- i) Continued COVID-19 support and tracking. 2 reported.
- ii) Recordable Injuries: 2
- iii) Near Miss/1st Aid: 1 near misses – 1 car accident hit/run reported

7) Tribal Preference Report

Preference Report for June 2024-

Employee Count by Preference for June

109 Tribal Members +2	53% (53.1%) of Tribal Government Workforce
10 Native American	5% (4.9%) of Tribal Government Workforce
12 Tribal Descendants	6% (5.9%)of Tribal Government Workforce
10 Tribal Spouses	5% (4.9%)of Tribal Government Workforce
No data on Tribal Parent – found	0% of Tribal Government Workforce
Loss in preference for June – 0 Gain of +2	
Total preference = 141	69% (68.8%)
Non-preference 64 - 3 (new hires) – 2 terms Overall gain - +1 change	31% (31.2%)

Total of all employees 205 – to workforce in June 2024.

Regards,
Alicia Goff
HR Manager

Information Technology
Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
June 2024

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. Muskegon Pharmacy computers have been identified and is being corrected in the naming scheme. (Ongoing project) Scheduled for 6/14/24 for correction.
2. TKS is working on proposal to take ownership of the door and camera. Presentation was done in May showing how operations and work flow would work.
3. Arctic IT is working on replacing the ENR software.
4. **Mandatory IT Projects by order of priority:**
 1. 2024
 - Review and update internal IT policies.
 - Create Training videos and increase documentation/workflow
 - Business Continuation Planning
 - Internal IT Career training path
 - Prepare for 2025 Budget submission
5. 186 tickets have been open in May of 2024 and 250 IT work orders completed in May 2024. 113 tickets are outstanding in que.
6. Data for May is not available until June 10th. AIT has had 400 tickets opened in the Month of April and closed 419 with 45 tickets remain open.

Meetings Held / Attended –

1. Held Staff Meetings with Elevate and ArticIT.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: July 12, 2024
Re: June 2024 report of activities

Number of tribal members assisted on new issues	77
Number of referrals received	3
Number of continuing cases:	33

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Real Estate
Wills	Conservator - Adult
Trusts	Personal Information
Estate Planning	Domestic Violence
Medical Power of Attorney	Child Custody
Association Fees	Notary
Power of Attorney	Funeral Representative
Amend Estate Planning Documents	Trust Administration
Probate Estate	Per Capita Garnishment
Enforcement of Judgment of Divorce	SSDI
Amendment of Trust	Lady Bird Deed
Petition and Order for Assignment	Notice to Creditors
Power of Attorney – Out of State	Intestacy Laws
Title Search	Waiver of Liability
Trust Contest – Undue Influence	Death Certificate

Post Divorce
Certificate or Trust Existence and Authority
Will – Out of State
PPO Extension
Objection to Referee’s Order
Limited Guardian – Minor
Special Needs Trust
Name Change – Adult
Land Contract
Adult Protective Services
Agreement

Evictions
Purchase of Real Estate
Adoption – Adult
Car Accident
Accountings
Inventory
Guardian – Adult
Banishment
Parenting Time
Student Loans

Attended Great Lakes Legal Conference

Attended Director’s Meeting

Sample of Work Performed:

Assisted a tribal member obtain a Personal Protection Order

Assisted an adult tribal member change their name

Assisted a tribal member object to a Referee’s Order

Assisted a tribal member extend the time on an existing Personal Protection Order

Assisted a tribal member purchase real estate

Members Assistance
Jessica Steinberg

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

Members Assistance Department Mission Statement

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

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

Departmental Staff:

Jessica Steinberg, Member’s Assistance Coordinator
Gina Crotteau, Program Specialist

PROGRAMS ADMINISTERED & FUNDING SOURCE:

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

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

Eligibility for services is determined using an income-based needs formula by assistance type. Level of Need Funded (LNF) is determined using 150% of the federal poverty level (FPL) or 60% of the state median income (SMI), and all household income is counted for the LNF. Maximum assistance is determined by assistance type. Eligibility in 2024, per the LIHEAP approved Model Plan is based on 150% FPL and LNF is determined by the percentage calculated in an income matrix. A combination of household size and income level determine the amount of assistance, calculated on a sliding percentage. This change is in effect for fiscal year grant period, October 1, 2023, through September 31, 2024.

LIHEAP – June 2024 Report [continued]

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

**Amounts would be the total available for each program category under the Model Plan-2023/24.*

Total Award at time of Report FY 2024	\$187,191	YTD SPEND
○ Heating – 30% of total funds awarded	\$ 56,157*	\$48,465.76
○ Cooling – 10% of total funds awarded	\$ 18,719*	\$13,200.00
○ Crisis Assistance – 35% of total funds awarded	\$ 65,517*	\$58,849.79
○ Weatherization – 15% of total funds awarded	\$ 28,079*	\$ 4,585.97
○ Administration – 10% of total funds awarded	\$ 18,719*	\$18,719.00
Balance of Available Resources to date:	\$ 43,370.48	
Percent of Budget Expended (as of report)	77%*	(in total)

The Model Plan benefit ceilings set by the agency (ACF) for FY 2024 are \$200 (minimum assistance) and \$1,200.00 (maximum assistance) in the heating, cooling, and crisis assistance line items. Weatherization funds are available at a maximum of \$10,000 until that area of funding is expended. The heating season is October 1, 2023, through April 30, 2024, and the cooling season is May 1, 2024, through September 31, 2024. The percent of budget expended includes administrative costs, which are 10% of the award total.

LIHEAP ACTIVITY – HOUSEHOLDS SERVED – May 2024

*(*this is an average/median amount)*

Assistance Type	HH's Served	YTD	Ave. Benefit/Household*
<i>220 - Heating Assistance</i>	<i>0</i>	<i>56</i>	<i>\$ 865.00</i>
<i>221 - Crisis Assistance</i>	<i>1</i>	<i>58</i>	<i>\$1,200.00</i>
<i>222 - Cooling Assistance</i>	<i>11</i>	<i>15</i>	<i>\$ 818.00</i>
<i>223 - Weatherization Assistance</i>	<i>1</i>	<i>1</i>	<i>\$4,585.97</i>

LRBOI identifies total households' number in the 9-county service delivery area that could be eligible for LIHEAP: 1,624. That number is the basis for the formula funding for this grant. The new grant year model plan submission is due September 3, 2024, for FY 2025 funding. LRBOI must update its 'delegation letter' with the State of Michigan for the new funding cycle, as the grant funds are awarded to the State of Michigan, and they 'delegate' them to LRBOI to serve the LIHEAP eligible tribal population. It is in the Tribe's interest to directly negotiate these funds into the US DHHS government-to-government agreement if possible and eliminate this layer of bureaucracy.

MA SERVICES DELIVERED FISCAL YEAR 2024 – June 2024

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

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

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

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

Assistance Type	Households/Individuals Served	Ave. Benefit/*	\$Paid
Rental/Mortgage Assistance	6	\$1,200.00	\$ 6,000.00
Applications:	8		
Low Income Energy Assistance	4	\$ 300.00	\$ 1,200.00
Applications:	4		
Food Assistance**	27*	\$ 300.00	\$ 8,100.00
Applications:	33		
Total cards issued:	36		
Emergency Transportation	2	\$ 400.00	\$ 800.00
Applications:	5		
Elder Chore Service	10	\$ 262.48	\$ 2,624.81
Applications:	10		
Home Repair Program	0	\$ 0.00	\$ 0.00
Applications:	0		
Bereavement*	5	\$6,030.00	\$30,150.00

*Bereavement benefits include the costs of tribal flags for each citizen’s family. Those are included in the total expenditure count.

MA SERVICES & ACTIVITIES FISCAL YEAR 2024 – June 2024 [continued]

Phone contacts and inquiries: 330

The Program Coordinator logged one-hundred eighty (180) calls for assistance, and the Program Specialist logged one hundred fifty (150) documented calls for assistance.

The application for GWE Stimulus Assistance was posted to the LRBOI website on June 27, 2024. Specific calls fielded for that program in two days of operation for this report (6/27 & 6/28): 45

MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:

The Coordinator has determined that Case Management is a critical service for the individuals accessing our program. To ensure our clients are receiving coordinated and collaborative care, we are making referrals to the Family Services Supervisor so our clients can also network with local social services entities, and Michigan Department of Health and Human Services (DHHS). Nine (9) referrals were made to Family Services.

A final draft of the survey to assess the prevalence and impact of homelessness within the LRBOI Nation has been completed, and meetings are ongoing with the Tribal Council to establish an incentive for our people to ensure high return and participation in the survey.

The 2nd Quarter report for the Low-Income Home Energy Assistance Program (LIHEAP) was submitted, and the agency asked for an amended report as the service numbers exceeded the previous years numbers, and the agency did not expect the numbers to be that high. After review, the agency accepted the reported service numbers, and cost report. The Coordinator notes that the numbers reported demonstrate increased need, and an effort to assist more individuals and families that are eligible for the benefit.

The Coordinator is pleased to report that Ms. Gina Crotteau, Program Specialist, celebrated her ONE YEAR ANNIVERSARY of employment with her Tribe on June 28th, 2024. Her professionalism, compassion and dedication to our people is greatly appreciated!

Respectfully submitted - Jessica Steinberg, Coordinator

Natural Resources
Frank Beaver



Gaá Čhíng Ziibi
Daáwaá
Aníshinaábek

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

**June 2024 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

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

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

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

Fisheries Division:

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

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Biologist position job descriptions updates
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- Lake Michigan Technical Committee (LMTC) Lake Trout Working Group Report.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Implementation of the Fisheries Division work plans.
- Planning and coordination for second PIT antenna array installation.
- Manistee River, sturgeon habitat-use study grant proposal collaboration with USFWS and GVSU.
- LRBOI Manistee River and Muskegon River sturgeon closure proposal to State of Michigan from CORA.

- Sturgeon data downloading and data management.
- Sturgeon Rearing Facility "SRF" planning for 2024 field season.
- Nmé Stream Side Rearing Facility (SRF), Staff on-call weekend/weeknights
Inland Consent decree data sharing
- Truck/deer claim quotes
- 2025 - 1050 sturgeon budget work
- Sturgeon release ceremony planning
- Inland Fisheries Arctic Grayling reintroduction habitat and fish community data management and analysis.
- Review State Collector permits/Fisheries Orders.
- Inland Consent Decree harvest permitting and reporting management.
- Submitted 2023 fisheries sampling summaries to Tribal Coordination Unit and partner Tribes per Appendix L, Section 16.1 of the 2007 Inland Consent Decree.
- Great Lakes and Inland fisheries data entry and management.
- Fisheries technician and seasonal applicant reviews and interviews.
-

Equipment maintenance/Field Work/Lab Work:

- Nmé, Lake Sturgeon:
- Manistee River Sturgeon PIT tag antenna monitoring, and data collection.
- Nmé Monitoring adult sturgeon below Tippy Dam, Manistee River.
- Nmé Stream Side Rearing Facility startup and prep for live fish rearing.
- Nmé Stream Side Rearing Facility (SRF), Staff on-call weekend/weeknights.
- Nmé drift assessment and collection for streamside rearing.
- Coordinating with USFWS with their assistance with Nmé larval drift.
- Inland Fisheries:
- Conducted three habitat surveys in Upper Manistee watershed in support of Michigan Arctic Grayling Initiative.
- Analyzed and summarized fish community survey data for North Branch Manistee River in support of Michigan Arctic Grayling Initiative.
- Conducted site scouting and electrofishing at Chase Creek and Morrissey Creek in support of Michigan Arctic Grayling Initiative.
- Conducted four in-stream habitat surveys in North Branch Manistee River, Little Cannon Creek, and Big Cannon Creek in support of Arctic Grayling reintroduction.
- Downloaded data from water temperature loggers in Upper Manistee River Watershed; deployed additional loggers in mainstem and tributaries.
- Great Lakes Fisheries Assessment Program:
- LWAP fish community assessments, Lake Michigan (Ludington)
- Juvenile Coregonine beach seining, Lake Michigan (Pentwater/Ludington)
- Juvenile Coregonine beach seining, Lake Michigan (Manistee/Arcadia)
- GL fisheries assessment data collection and fish processing.
- Great Lakes assessment net and equipment maintenance, net tying.

Meetings/Training/Travel/Conference Calls

- Sturgeon program radio interview 6/3
- Natural Resources Department NRD LEADS Meeting (6/5)
- Monthly LRB Staff Meeting (6/6)
- Technical Fisheries Committee TFC Meeting (Virtual) (6/10)
- Modeling Sub-Committee of the TFC MSC Assessment Review Workshop (Virtual) (6/14)

- Chippewa Ottawa Resource Authority, CORA meeting, Petoskey, MI (6/24)

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

Wildlife Program

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment
- Connected with partner organizations
- Submitted job descriptions.
- Planned research project.
- Cooperated with tribal NRC on elk and bear hunt selection.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Box turtle nest conservation: surveyed box turtle nesting sites in Manistee National Forest. Day surveys consisted of identifying turtles, placing tracking devices where necessary, and installing nest protection boxes where turtles were observed the previous night. Night surveys consisted of locating turtles and marking nest sites.
- Installed marten den boxes and camera traps in Ward Hills area of Baldwin District with Forest Service. Work is ongoing, with multiple field visits to set up cameras.
- Surveyed wetland habitats on tribal parcels.
- Collected tree tubes from previous planting projects on tribal parcels.

- Built marten den boxes.
- Began processing eagle carcass.
- Assisted Environmental Quality with field work, including sweetgrass planting and paper birch bark harvesting.

Meetings/Training/Travel/Conference Calls

- Meeting with genetic researcher at MSU (6/11)
- Eastern Massasauga Rattlesnake working group GIS meeting (6/12)
- Riparian Restoration after Emerald Ash Borer partner meeting (6/12)
- FWS Migratory Bird Feather rule change webinar (6/18)
- Pre-WTC Tribal Biologists meeting (6/19)
- Met with MAEAP Technician (6/25)
- Wildlife Technical Committee meeting in Gaylord, MI (6/26)
- Michigan Natural Resources Commission meeting regarding Deer Management Initiative in Gaylord, MI (6/26)
- GLRI Tribal Forum (6/27)

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

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

Environmental Division Capacity Building (IGAP/ BIA Capacity)

- Administration/Budget/Reports/Data Entry
- EWS Staff Management
- EPA PPG Workplan Review
- EPA PPG Budget Review
- Budgets Managed:
 - 4512 -- EPA PPG
 - 4530 – EPA Air Quality
 - 4137 – BIA GLRI
 - 4145 – IHS Solid Waste Planning
 - 4538 – EPA CERCLA Funding
- EWS Staff Management
- EPA PPG Workplan Review
- EPA PPG Budget Review
- WQ QAPP Review
- Brownfield QAPP Review
- Air EI QAPP Review
- Food Sovereignty Division Work plan
- Food Sovereignty Division Budget
- FS Lead presentation Prep
- Seasonal Tech Interview
- Travel planning and closeout
- PPG Purchases

- AMS Site Check x 2
- Ozone Audit
- Tribal Water Workshop agenda and planning
- PPG FY25-FY26 Workplan
- PPG FY25-26 Budget
- IHS Solid Waste Grant Closeout Discussion
- EPA CERCLA Budget Revision
- EPA CERCLA Workplan Revision
- Onboarding new staff
- Hiring new staff
- Food Sovereignty Division workplan and budget revision
- Historical Tribal property environmental research

Field Work and Equipment Maintenance

- Birch bark gathering for wild rice
- Supervised sturgeon larval drift field crew
- Sweet Grass Planting
- Sage Planting
- Eagle Feather Removal

Meeting/Training/Travel/Conference Call

- Wild Rice Initiative Meeting 6/3
- Wild Rice Check-in Meeting 6/24
- WQ QAPP Meeting 6/4
- Soil Contamination Meeting 6/11
- Tribal Water Workshop Meeting 6/12
- Environmental Tech Interview 6/26
- Leads Presentation 6/4
- Wild Rice Camp Planning meeting 6/21
- R5 Tribal Air Call 6/26
- R5 Water Call 6/18
- LRBOI Environmental Meetings 6/3-6/17
- R5 EPA Air Call 6/27
- Pine River Watershed Presentation 6/22
- Agenda Review TC 6/17
- TC Meeting FS 6/18

Brownfield Program

Administration /Reports/Data Entry

- Submitted QAPP for EPA review.
- Completed template for contractors that were not selected for Phase I assessments and sent to parties that were not selected.
- Resubmitted Travel to Chicago (in March) to correct clerical error.
- Communicate with Vendor to get quote to retest Bull Corner Parcel and submitted form regarding Phase I assessment on Ludington parcel for legal review.

- Submitted BIL workplan to EPA

Field Work and Equipment Maintenance

- Policed Custer roadside with seasonal and cleaned the area of debris.
- Took seasonal employee to Area 51 for an inventory and comparison to 2023.
- Fueled the EPA Truck
- Site visit to Indian Village to evaluate current status.
- Traveled to Custer with Seasonal Employee to verify open dumping had been removed by the responsible party.

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

- Staff Meeting on June 6.
- Brownfield Job Training webinar on June 6.
- Gov Center on June 16 to clarify Chicago Travel discrepancy and settle money owed for parking.
- Seasonal Interview at gov center on June 26.
- We had several informal NRD meetings that were informal as necessary.
- Multiple calls and emails with Vendor regarding Bull Corner and Ludington Property.

Water Program (106 and 319)

Administration Reports/Data Entry

- Worked on updating and finalizing QAPP.
- Worked on updating the 2023 WQAR Report.
- LRBOI Data Exchange 2023 Report.
- Data entry for fish community, zooplankton, and temperature trends from 2023.

Field Work and Equipment Maintenance

- 6/06/24: Assist with turtle surveys.
- 6/13/24: Assist with evening turtle surveys.

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

- 6/04/24: Tribal Meeting to Discuss State of Michigan's Draft 5-Year Water Management and Water Conservation and Efficiency Program Review
- 6/04/24: Tribal Water Quality Assessment: Methods and Tools workshop
- 6/06/24: LRBOI Staff Meeting
- 6/11/24: ATTAINS 101
- 6/12/24: WQ Program Overview
- 6/12/24: Tribal Water Workshop Planning Meeting
- 6/13/24: AWQMS Tutorial Webinar
- 6/18/24: Region 5 Tribal Water Division Call
- 6/19/24: Data analysis tools in AWQMS
- 6/24/24: Environmental Meeting
- 6/24/24: Seasonal Interview

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

- Position Vacant all program deliverables listed in the GAP Section

Field Work and Equipment Maintenance

-

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

Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Finalized draft MSA & Scope of Work for ISN MRSGA Invasive work and sent to ISN for review.
- Wild Rice planting experiment: trained Seasonal Tech in bi-weekly measurements and data entry in spreadsheet.
- MiEnviro ANC permit review: trained Seasonal Tech in weekly database check and updating summary document for permit actions on Wild Rice waterbodies. Reviewed updates weekly.
- TWWG co-lead tasks: training planning/coordination, secured host Tribe for MI training, communications with trainers/NAWM, etc.
- Maple River project tasks: communications with partners, coordination with grad student, etc.
- Completed travel closeouts.

-

Field Work and Equipment Maintenance

- 6/12/24: Griffith parcel wetland mapping.
- 6/13/24: Manistee Marsh wild rice scouting/mapping/density plots.
- 6/24/24: ISN Crew Training Day at MRSGA (scouted wild rice near M55 bridge, taught ISN crew wild rice ID and lookalikes).
- 6/25/24: assisted with NCCISMA/ISN European frogbit pull at Bar Lake.
- 6/26/24: Griffith property- planted sweetgrass & recorded GPS points, continued wetland mapping.
- 6/26/24: Highbridge and Oldhouse parcels- checked vernal pools.
- 6/27/24: Vitaz & Indian Village parcel visits with wildlife to check wetlands.
- 6/27/24: cleaned office & organized files.
- 6/1/24: assisted with sturgeon larval drift.

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

- 6/3/24: MWRI Ed & Outreach Committee meeting.
- 6/3/24: Regional Wild Rice Working Group meeting.
- 6/4/24: EGLE-Tribal Meeting to discuss State of Michigan's draft 5-Year Water Management and Water Conservation and Efficiency Program Review.
- 6/6/24: TWWG virtual wetland plant ID training.
- 6/6/24: NAWM conference panel planning meeting.
- 6/6/24: LRBOI-USACE-MRWA-CMU Maple River coordination meeting.
- 6/6/24: Seasonal Env Tech resume reviews.
- 6/11/24: TWWG-WWA meeting to plan Tribal WWA symposium.
- 6/11/24: Env Div meeting.
- 6/12/24: meeting w WQS & Env Div Mgr to work on WQ QAPP.

- 6/12/24: Tribal Water Workshop planning meeting.
- 6/13/24: LRBOI-CMU-MRWA Maple River meeting.
- 6/16/24: travel to NAWM annual conference.
- 6/17/24: NAWM conference day 1.
- 6/18/24: NAWM conference day 2.
- 6/19/24: NAWM conference day 3 (presented about MRWI and TWWG on panel discussing work groups).
- 6/20/24: NAWM conference day 4 and travel back.
- 6/20/24: LRBOI-USACE-MRWA-CMU Maple River meeting.
- 6/20/24: LRBOI-MRWA Maple River debrief meeting.
- 6/24/24: Regional Wild Rice work group meeting.
- 6/26/24: Maple River PAS discussion with MRWA & CMU.
- 6/26/24: Seasonal Env Tech interview.
- 6/27/24: GLRI Tribal Forum.
- 6/28/24: Wild Rice monitoring discussion with Pokagon.
- 6/28/24: led MI TWWG Training planning meeting.

Water Program (106 and 319)(Wetland)

Administration Reports/Data Entry

- Worked with WQS & Env Div Mgr to finalize WQ Monitoring QAPP.

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

- 6/25/24: PLWf board meeting.

Great Lakes Policy Program

Administration//Reports/Data Entry

- 2025 Lake Michigan CSMI project memo draft (multiple agencies)
- Reviewed:
 - EIS draft chapters 1 and 2 and the draft appendix.
 - Draft agenda for July summer LMTC meeting
 - 2025 Lake Michigan CSMI Priorities Memo

Field Work and Equipment Maintenance

- Eagle Release (6/29/24)

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

- Muskegon Lake Watershed Partnership (6/4/24)
- LRBOI May Staff meeting (6/6/24)
- Tribal-EPA Mining Call (6/6/24)
- Interjurisdictional Great Lakes Watercraft Data-Sharing Final Project Discussion (6/11/24)
- NRD Director 1:1 meeting (6/11/24)
- Lake Michigan Partnership WG monthly call (6/12/24)
- Region 5 Tribal Water Division Call (6/18/24)

- MCD Board Meeting (6/18/24)
- Tribal Mining Call (6/20/24)
- Interview Seasonal Environmental Technician (6/26/24)
- Lake Huron Partnership Working Group Meeting (6/27/24)
- Lake Huron Habitat Committee (6/27/24)
- June 2024 Webinar by the Interagency Ecological Restoration Quality Committee (6/27/24)
- Job Reclassification meeting (6/27/24)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

June 2024

Steve Parsons

Meetings/Conferences/Trainings

- On June 3, 2024, I attended Tribal Council Agenda Review to discuss the Molon Construction contract to make repairs and improvements to the Government Center Clinic parking lot. This item was on the agenda for the June 5 Tribal Council meeting.
- On June 5, I attended the Tribal Council meeting to represent the agenda item requesting approval of the Molon Construction contract. Tribal Council approved the contract.
- On June 6, 2024, I attended the virtual meeting held for LRBOI Government employees via Microsoft Teams.
- On June 11, 2024, I attended (via Zoom) the preconstruction meeting for the Government Center Clinic parking lot construction project. Also participating in the meeting were representatives from Molon Construction and Grand Traverse Engineering & Construction.
- On June 20, 2024, I attended the LRBOI Directors meeting held at the Justice Center Conference Room.

Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2024: We are currently in the process of preparing the schedule for this year's BIA Roads construction projects. These projects are as follows:
 1. Government Center Parking Lot #2 (Clinic parking area): Molon Construction began work on this project on June 24, 2024. This project involves the removal of the pervious concrete portion of the Government Center Parking Lot that primarily services the clinic. The removed pervious concrete sections will be replaced by solid concrete. This project will be financed by BIA Roads maintenance funding. All indications are that this project will be completed by July 5, 2024.
 2. Extension of Sugar Shack Road: This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.
 3. Tribal Cemetery Road: This project will begin as soon as possible this year. Now that the gravel road for Phase 1 of the cemetery has been completed, we will be using BIA funding to include other features, such as irrigation and landscaping. We will also be adding electric power to the cemetery, through a primary electric line provided by Great Lakes Energy.
 4. US-31 Roundabout Project: The construction portion of this project was finished in October 2022. This year's activity will include the repair or reinstallation of irrigation systems that were damaged during the initial road construction in 2022.
 5. Loon Drive: We plan to bid out this project in early July 2024, in anticipation of work on the project taking place in August 2024. This project will include a "mill and fill" which consists of grinding the top 1.5 inches of asphalt and use that as filler while applying a new coat of asphalt on top. The section of Loon Drive slated for reconstruction will run from the area near the Roundabout to the Gathering Grounds Parking Lot.

6. Aki Maadziwin Connector Road, Frost Road & US-31: This project (now in its second year) is designed to provide an alternate route to access the Aki Maadziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2023-2025), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

Additional Activities

- At the request of MDOT, I am participating on the recently reestablished “M-22 Pure Michigan Byways Committee.” The committee includes representatives from Manistee, Benzie, and Leelanau Counties.
- Also, at the request of MDOT, I am participating on the newly-formed “Rebuilding US-31 in Manistee Stakeholders Group.” The purpose of this group is to provide input to MDOT regarding the US-31 rebuilding project which will start south of Stronach Road in Filer Township, continue north through the City of Manistee, and end at M-55 in Manistee Township. This stakeholders group will meet periodically throughout the design and planning phase of this project. Construction is tentatively scheduled to take place in 2027.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
June-24

General Patrol

Assist Citizen	_____
Assist Motorist	_____
Assist Other Agency	_____
City Assist	_____
County Assist	_____
Medical Assist	_____
MSP Assist	_____
Other Calls for Service	_____
Property Checks	_____
Suspicious Person	_____
Suspicious Situation	_____
Well-Being Check	_____

Traffic/Vehicle

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

Processes

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

Criminal Offenses	
Animal Neglect	_____
Arrest	_____
Assault	_____
B&E	_____
Bond Revocation	_____
Child Abuse	_____
Child Custody	_____
Child Neglect	_____
Contempt of Court	_____
Counterfeiting/Forgery	_____
CSC	_____
Death	_____
Disorderly	_____
Domestic Disturbance	_____
Drive-Off	_____
Drug Violation/VCSA	_____
Elder Abuse	_____
Embezzlement	_____
Extortion/Conspiracy	_____
False ID	_____
Family Problems	_____
Felony with a Gun	_____
Fight in Progress	_____
Fraud	_____
Furnishing Alcohol to Minor	_____
Harassment	_____
Health & Safety	_____
Intimidation	_____
Intoxicated Person	_____
Juvenile Runaway	_____
Larceny	_____
Liquor Violation	_____
Minor in Possession	_____
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	_____

Criminal Offenses Continued

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

Miscellaneous

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

Training/Travel

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
June 2024**

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

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

Administrative Hours	_____
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	_____
Joint Patrol(s)	_____
Marine Time	_____
Meeting(s)	_____
Meeting Hours	_____
Paper Service	_____
PR Activities	_____
PR Activities Hours	_____
Snowmobile Patrol Hours	_____
Training(s)	_____
Training Hours	_____
Vehicle Mileage	_____
Verbal Warning(s)	_____
Written Warning(s)	_____
Training/Travel	

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

Administrative/Reports	_____
Hours	_____
Assist Other	_____
Hours	_____
Court Cases	_____
Hours	_____
Property Checks	_____
Hours	_____
Screenings	_____
Hours	_____
Contraband	_____
Weapons	_____
Denials	_____
Surveillance	_____
Hours	_____
Training	_____
Hours	_____
Transports	_____
Hours	_____
Training/Travel	

Tax Office
Valerie Chandler

Tax Department June 2024 Monthly Report

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

During the month of June 2024, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registrations
 - Certificates of Exemptions
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Copies of 1099s, which were referred to Finance
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, Temporary Tribal Business Tax Licenses, tax returns and payments.
3. Worked with Enrollment to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for May 2024.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 6 Certificates of Exemption:
 - Purchaser: 5 RTM 1 Tribe/Entity
 - Purchase Type: 0 Vehicle 4 Construction 2 Recreational Vehicle
9. Reviewed 67 Tribal Member address and/or name changes; 16 required updating of the RTM list and database.
10. Processed 5 Proofs of Residency.
11. Processed 27 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan. Updates include, but are not limited to:
 - New or re-instated RTMs

- Deceased RTMs
- Address changes for RTMs
- RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the interim Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for July 2024 and provided it to the Trading Post interim Manager.
8. Reviewed and processed 2,062 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed May 2024 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Processed and issued 5 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Continued to work with Resort staff and contracted vendor regarding the tax exemption requirements for the new swipe card system that is in the process to be installed at the Trading Post.
3. Continued to train the Tax Department Administrative Assistant with different duties and responsibilities within the department.
4. Investigated and reported findings on two incident reports from Community Center reservations.

5. Contacted a sampling of RTMs for a quick poll of their utility vendors to see if any new businesses should be added to the Tribe's tax exempt list of utility vendors with the State.
6. Obtained access to MIP in order to view and print department budget and general ledger reports.
7. Retrieved and copied receipts for Family Services clients that utilized gift cards at the Trading Post.
8. Worked with tribal member for licensing and obtain copy of insurance certificate to sell fireworks on tribal property. Communicated with Public Safety once everything was set for an inspection.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities when they should be tax exempt.
 - A member received a letter stating their tax refund was adjusted due to not being listed on the Tribe's RTM list (their preparer accidentally checked the box claiming tax exempt status).
 - Review of draft Tax Agreement FAQs.
 - State's stance on RTM status for members that are currently experiencing homelessness.
 - Exemption qualifications for tribal entities.

Little River Trading Post Interactions:

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

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video reviews from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.
3. Worked with Human Resources staff in verifying tribal member employees.
4. Worked with staff regarding licensing of vendors for the upcoming 25th Anniversary celebration in July.

Meetings / Trainings Attended During the Month:

1. Attended Executive meeting on June 4, 2024.
2. Attended meeting with swipe card vendor on June 5, 2024.
3. Attended meeting with Little River Holdings' new accountant on June 5, 2024.
4. Facilitated the monthly virtual staff meeting on June 6, 2024.
5. Attended Director's meeting on June 20, 2024.

Statistics:

Total Registered Resident Tribal Members (RTMs): 254

- Manistee County: 243
- Mason County: 11

Monthly Tax Revenue*:

*May 2024 amounts received in June 2024

- Retail Sales Tax (Gift Shop) \$1,257.25
- Retail Sales Tax (Nectar Spa) \$30.73
- Retail Sales Tax (Trading Post) \$3,126.71
- Service Tax \$1,170.48
- Admissions Tax \$540.42
- Lodging & Occupancy Tax \$17,576.20
- Food & Beverage Tax \$31,053.69

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

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

- Gasoline: \$0.488/gallon
- Diesel: \$0.504/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, nicotine products, etc.)

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department

Department head and title – Kenny Pheasant, Language Coordinator

{June 2024} Department Report

Note – Offices closed for Covid-19 pandemic, most work from home.

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 policy, procedure and facilities development and appropriate training.
 - ❖ Seek Grant funding where and when appropriate.
 - ❖ Coordinate cultural, historical and traditional events of Tribal entities

The Language Coordinator accomplished the following during this month.

- Forwarding Jay's emails to Gary, there are many.
- Working on our last language camp, many details, the list would be very long.
- Coordinated a bus trip from Manitoulin to language camp.
- Developed language lessons for the language class and taught them.
- Produced language lesson for the face book show, recorded them and posted them.
- Recycled for Muskegon and Manistee LRB pharmacies.
- Consultant to IPR, GRPM, Delta Dental.
- Answered Emails and calls about language camp, culture and history.

Travel, training and budget expenses

Departmental staff note training and travel in their individual reports, there were no departmental level travel during this report period nor department level training.

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
June 2024, Department Report

I. Department Overview

MISSION STATEMENT

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

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Continued work on Lead and Copper Inventory
- Provided THPO Section 106 Reviews on behalf of THPO
- Generator Maintenance completed Wolverine Power

Billing

Water	\$12,379.57
Sewer	\$24,415.86
Irrigation	\$2,960.42
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$17,715.43
Septage	\$8,481.89
Other	\$45.00
Month Total	\$74,067.50
Yr. to Date Water	\$67,877.91
Yr. to Date Sewer	\$113,046.22
Yr. to Date Irrigation	\$14,303.24
Yr. to Date Fire Suppression	\$48,415.98
Yr. to Date Manistee Township	\$107,724.70
Yr. to Date Septage	\$48,668.69
Other Revenue	\$856.67
Credit	\$0.00
Yr. to Date Total	\$400,893.41

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 3,772,570**
 - b. Ave Daily Flow Gallons 125,752**

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 3,478,804**
 - b. Daily Average Gallons 115,960**

 - Effluent Gallons**
 - a. 3,462,918**
 - b. Daily Average Gallons 115,430**

 - Lagoon**
 - a. Influent 162,902**
 - b. Daily Average Gallons 5,430**

- 3. Septic Sewage**
 - a. 146,358 Gallons**

III. Travel/Trainings/Meetings

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

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

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

What: Sanitation Deficiency Inspection I.H.S.
Who: Bryan Beamer, Utility Team
Where: Utility Department

What: Contract Council Agenda
Who: Gosling Czubak Engineering (Headworks / Vac Truc Pad)
Where: Gov Center Lodge