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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 *LR*
Naangwa: Date: August 4, 2016
Maanda Nji: Re: June, 2016 Operations Report

We respectfully submit the June, 2016 Operations Report for acceptance by the Tribal Council.

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

Larry B. Romanelli

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IV A.

Little River Band of Ottawa Indians
Departmental Monthly Reports
June, 2016

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

June, 2016 Department Report

I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2016 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2016 will revolve around continuing to improve accounting systems and processes.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2016 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.

Accounting:

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

Objectives:

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

7. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2015 audit took place June 20 - 28, 2016. The firm Dennis, Gartland & Niergarth, performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit, and continue to work with them to complete any open items. We expect to receive a draft of this audit by the end of July, 2016.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. ***Projects; US 31 Sewer Extension, AKI Restroom/Pavilion Shelter and Pharmacy Renovation -***
The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these project's in the month of June
 - i. ***US 31 Sewer Extension Project: Elmer Payment \$190,980.69***
 - ii. ***2014 Restroom/Pavilion Shelter- No Payments***
 - iii. ***2016-Pharmacy – \$78,298.56 – Hallmark Construction
\$5,129.75 - RCA***
2. ***Cash Receipts; Daily cash receipts totaled for the month of June were, \$578,303.26 the General Fund Operating Account had a total of (219) receipts, the Grant Funded Programs had a total of (25) receipts in the amount of***
3. ***Lead Facilitator – Health and Human Services Division: Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.***
4. ***Judgment Trust Account: Ongoing process, updates for renewal notice to the minors as Huntington Bank sends all bank statements related to the Tribal Children Judgment Trust Accounts to the attention of Tribal Accounting to open and verify that the member is a current member and has a updated address to forward the information on to the tribal member, there were several Pre-Renewal Notice(s) that went out to the members notifying them that the (CD) Certificate of Deposit was schedule to mature. Final stages of this program information, should be concluding.***
5. ***Fixed Assets Account Group: Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.***
6. ***Payroll: The New roll out has been replaced by ADP system, currently review and approve at director level ongoing with weekly conference call meetings with ADP to resolve issues, have not been able to attend the meetings and very little involvement with the payroll clerk to get up to speed with cross training. This will be a future goal.***
7. ***1099-MISC. – 2015- continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates.***

8. ***Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.***
9. ***Tribal Financial Statement Requirements: Due by the 8th of the month.***
 1. *Cash Deposits*
 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
 3. *Utilities report – current payments – monthly report of payments.*

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

Audit of the Finance Department – working with Auditors – week of June 20-27

Other Meetings

- ***Finance Department Meeting- Several Meeting***
- ***Lead Facilitator Meeting – Several throughout the month***
- ***Family Service – Director***
- ***Clinic Meeting – Director –***
- ***Pharmacy Meeting-***
- ***Commerce – working with Jason Holguin on the development of department - P/L - HOF***

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Weekly payroll for Trading Post
6. AP including tax payments for Trading Post
7. Payroll accrual, Inventory, Depreciation, Prepaid Insurance entries for Trading Post
8. Void Stale dated checks
9. Positive Pay
10. Warriors Society Banking

Meetings Held / Attended – Staff Meeting, Audit Meeting

Trainings Held / Attended – Overtime Webinar

Special Tasks / Activities Performed – Audit Prep

Upcoming Projects / Tasks – Audit

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of July.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *Changed the password in the SAM system that needs to be done every 90 days.*
12. *Changed the password in the TEAMS system that needs to be done every 90 days.*
13. *The Tribe received six modifications on the following grants: EPA PPG grant additional funding in the amount of \$15,000; EPA Air Quality grant additional funding in the amount of \$9,451; BIA Government to Government IRR Roads grant additional funding in the amount of \$463,490; IHS 2016 Self Governance Compact additional funding in the amount of \$26,418; EPA Water Quality 2015-2017 grant additional funding in the amount of \$82,500 and BIA 2015 Self Governance Compact additional funding in the amount of \$205,983. Modification documents were scanned and placed in the electronic folders and originals were placed in the grant program booklets. New funding amounts were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the modification documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.*
14. *The Tribe received two new grant awards for the following grants: 2016 CWSS Title IV-B subpart #1 in the amount of \$2,438 for the time period of*

10/1/15-9/30/17 and IHS 2016 Self Governance Suicide Prevention Coalition in the amount of \$4,100 for the time period of 1/1/16-12/31/16. The documents were scanned and placed in the electronic grant folders that were created for these new awards. The new grants were added to the monthly tracking spreadsheet and the federal programs administered by the Tribe spreadsheet that lists all the grants ever awarded to the Tribe. The Budget Coordinator was given a copy of the award documents so that he could take to Tribal Council to have accepted into the operating budget by resolution.

15. Entered all the tribal support and expenses on the 2015 SEFA schedule for All the grants.

16. Worked with the auditors in getting them the grant information that was needed for the 2015 audit. Also answered the question they had.

Meetings Held/Attended

1. Met with Steve Wheeler on numerous occasions to discuss grant issues.
2. Met with Bill Willis on numerous occasions to discuss grant issues.
3. Attended meeting with the Leads and Mary on 6/7/16.
4. Attended Employee Appreciation Celebration on 6/17/16.
5. Attended meeting with the Ogema, Mary and Leads on 6/21/16 and 6/28/16.
6. Attended meetings with the Leads on 6/2/16, 6/9/16 and 6/23/16.
7. Attended meeting with Frank Beaver and Bill Willis on 6/24/16.
8. Met with the auditors when needed from 6/20/16-6/24/16 and 6/27/16-6/28/16.

Trainings Held/Attended

Specials Tasks/Activities Performed

Worked with the Leads on the presentation of the awards that were given to the Employees at the Employee Appreciation Celebration Day that took place on 6/17/16.

Upcoming Projects/Task

PAYROLL

Duties and Accomplishments –

1. Processed 371 payroll checks through ADP.
2. Verified 16 PAF's this month which included 4 new employee(s), and 0 terminated employee(s).
3. Completed payroll and payroll backup cover sheet for pay dates 6/10 and 6/24.
4. Verified 401k contribution file totals, uploaded to John Hancock online.
5. Printed and/or saved all reports needed for payroll biweekly.

6. Entered all Adlife deductions onto spreadsheet biweekly.
7. Entered all Unum deductions onto spreadsheet biweekly.
8. Reconciled the amounts withheld for Adlife to what was billed for the month.
9. Reviewed all changes and adjustments on the Mutual of Omaha invoice and began to reconcile the billed amounts to the accrued amounts.
10. Notified HR of changes to be made in the system per the Mutual of Omaha invoice.
11. Requested/received the following months invoice for Mutual of Omaha from HR for review.
12. Updated all payroll procedures for ADP payroll system use.

Meetings Held / Attended –

1. 6/14 – Finance biweekly team meeting.
2. Several calls with Christina from ADP reconciling 4th QTR and Year End. Also, working on several other issues and items that needed to be corrected.
3. 6/3, 6/10 & 6/24 – ADP Status call regarding current/ongoing issues.

Trainings Held / Attended –

NONE

Other Tasks / Activities Performed –

1. Stopped payment, voided and reissued per cap checks per member requests.
2. Put per cap checks in the mail to members who updated their address.
3. Assisting employees and supervisors who request help with utilizing the ADP system.

Ongoing Projects / Tasks –

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

Upcoming Projects / Tasks –

1. Working with HR on a better/quicker process for payroll entries/changes.

ACCOUNTS PAYABLE

- Generated checks twice weekly for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, and purchase orders
- A check register was printed and forwarded to Contract Health and Members Assistance
- Keyed in all information into the system for processing and printing checks.

- Ensured checks were then signed off and stuffed into envelopes for distribution.
- Check requests were organized with check stubs and given to the clerk to be filed away.
- Printed a check register after each check run so that the Staff Accountant can submit a report to the bank for Positive Pay immediately after checks are cut.
- Recorded payments received throughout the month for the cash receipt report.
- Voided stale dated checks.

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

Meetings Held / Attended –

Bi-Weekly Department Meetings

6/13/16-6/14/16 Intermediate Purchasing: Best Practices Webinar

6/17/16 –Staff Luncheon

Special Tasks / Activities Performed –

1. Cross-training in travel
2. Setting up Travel folders into shared drive
3. Merging vendors in MIP system
4. Manage and order mail supplies
5. Date stamp and log incoming checks & distribute to AP
6. Process bulk mail
7. Scan and distribute purchase orders and contracts
8. Distribute Tribal certificate of Exemption for sales and use tax certificates
9. Track copier meter readings and process payment requests
10. Enter W-9's into MIP

11. Entering new vendor ID's into MIP
12. Verifying and tracking travel closeouts throughout the month
13. Enter Purchase order item Cancellations
14. Consolidating RFP Packets
15. Backup for the tax officer

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. Post items that are available for use in working areas that have been moved or no longer required by the initial program.

2. 6/6 Agenda review seeking approval for amendment to Nichols contract. Agenda review to purchase new vehicle for NRD
3. 6/7 Finance meeting.
4. 5/31 Drafted Indian Preference Policy/Procedure.
5. Obtained bids for 56 passenger bus.
6. 6/13 Intermediate Purchasing: Best Practices webinar.
7. 6/14 put out RFP for demolition of three Tribal buildings.
8. 6/14 Finance meeting.
9. 6/20 meeting with Tribal Council to determine if NRD purchase requires additional approval.
10. 6/22 drafted language form memo that identifies staff with signature and supervisor authority.
11. 6/22 & 23 drafted contract verse purchase order language in procurement regulation.
12. 6/22 & 23 drafted contract policy to match change to regulation.
13. 6/23 worked on return to e-supply on broken name badge.
14. 6/23 Contracting for Services-Know what you sign, before you sign webinar.
15. 6/28 reviewed contract policy and regulation draft with Ogema.
16. 6/28 received new vehicle for NRD from dealership. Coordinated payment, signing of title, and transfer of titles from 5 vehicles used as trade-ins.
17. 6/28 assistance with audit requests.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 184 packages.
2. Issued 83 receiving reports.
3. Returned 0 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

- 1) Completed all budget modifications.
- 2) Assembled and distributed monthly R&E Reports and General Ledger Statements.
- 3) Continued work on FY2015 Indirect Cost Proposal

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

- 1) Complete all budget modifications and supplemental appropriations.
- 2) Assemble and distribute monthly R&E reports and General Ledger statements.
- 3) Working on finalize FY2015 Indirect Cost Proposal.
- 4) Initiation of 2016 Indirect Cost Proposal
- 5) 2017 Budget Preparation

Expenditures Update

Total year to date expenditures for the Finance Division for June, 2016, are \$543,627, compared to an annual budget of \$1,192,335. Total expenses for the Finance Division for year to date June, 2016, represented 46% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ June 2016

1 Department Overviews:

Goals and objectives:

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

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

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

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

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

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

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

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

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

2 Department Report Section:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

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

Y. Theodore AIS food orders for clients

Y. Theodore& L. Jackson filled food orders

L. Jackson made recipes and handout for clients

Y. Theodore Phone conference MWR

Y. Theodor L. Jackson cleaning warehouse

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

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

Rotate stock getting ready for July shipment

Department sent out applications for commodity program

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

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

June 2016 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 3 students requested Activities assistance totaling \$300.
- Higher Education Scholarship: 2 awards totaling \$3901 to 2 female students attending community college.
- College Book Stipend: 11 book stipend were issued in June 2016 for fall 2016 semester. 5 for 3-8 credits and 6 for 9+ credits totaling \$4500. Summer book stipends were provided through WFD and should be included in the Commerce Department reports
- Educational Advancement Fund: 1 student requested and received \$300

During the month of June the following occurred:

- June 18th: M-231 MDOT project site visit, Yvonne Parsons, Debra Davis and Santana Aker attended
- June 25-26: Great American Camp Out hosted by LRBOI, Yvonne Parsons, Debra Davis, Santana Aker attended, 13 kids participating

Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2016 fiscal year.

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT
June 2016

DIANE A. LONN, ENROLLMENT OFFICER

Department Goals are:

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

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

To complete new applications in a timely manner.

To continue to update the Per Cap data base.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner
- Entering new addresses.
- Enter new individuals in the Per Cap Data Base
- Enter and update Direct Deposit and Cancellation Information into the Per Cap Data Base.
- Constantly updating the Tribal Members Files
- Continuously verifying Tuition Waivers, Certifications of Indian Blood
- Set up Regular meetings

Duties Performed

- Mailed out: 33 Applications forms for people seeking membership
- Mailed out: 27 Address change forms
- Created 53 New and Replacement Ids from 06/01/2016 through 06/30/2016
- 221 Addresses changed from 06/01/2016 through 06/30/2016
- Final Rejection Letters: 57
- Final Acceptance Letters: 16

- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 2
- Provisional Acceptance Letter: 8
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 2
- 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 Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 19 Applications received since 06/01/2016
- List Request of membership: Tax Officer; Public Information
- Label Request of membership: Public Information, Human Resources - Casino
- Tribal Members Label/List or Statistical Requests: 0
- Department Verifications:
 1. Family Services 24
 2. Prosecutor 62
 3. Natural Resource 26
 4. Members Assistance 42
 5. Casino-Human Resources 2
 6. Human Resources 12
 7. Contract Health 16
 8. Commodities 1
- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 2 Members passed away for the Burial Fund Money
- Sent out 1 Tribal Flags
- Sent out Per Cap Earnings reports
- Updated Citizen Validation folder
- 6 Tuition Waiver Verifications
- 341 Phone calls logged

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

Meetings

Enrollment Meeting

- Total Membership: 4,221
- Total number of Elders: 1,221
- Total number of Adults (18-54): 2,604
- Total number of Minors (0-17): 396
- Total Tribal Members living in:
 - 9 County Area: 1,796
 - Outside 9 County Area: 2,329
 - Michigan: 2,774
 - Outside Michigan: 1,331
 - Undeliverable Addresses: 116

Facilities
Brian Gibson

Facilities Management Department
Brian Gibson, Maintenance Supervisor
May, 2016 Department Report

I. Department Overview

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

Goals & Objectives

Training for Facilities personal
Keep all mechanical aspects of our facilities in proper working condition through preventative maintenance practices
Maintain budget within LRBOI guidelines
Maintain current; future buildings & structures
Maintain department vehicles
Keep a clean and sanitary working environment

Objective;

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

II. Department Reporting Section

Continued grounds keeping, mowing lawns, laying grass seed, weeding etc. at the Government Center, Justice Center, Aki, Natural Resources Big Blue and at the Gathering Grounds. Spent a couple days on the parking lots maintenance by filling in asphalt cracks. Took recycling in a few time this month as well.

Thursday June 30, the Cutaway Van/ Tar Truck caught fire at Aki. Public Safety was contacted, the truck was extinguished and then Public Safety had the vehicle hauled to the scrap yard. The driver went to HR to fill out an incident report and take a drug test. Human Resources is currently conducting an investigation in the matter.

Commerce

375 River, Changed filters, fixed toilets, mowed and weed whipped
294 River; put Terro down, reinstalled window screen, fixed bottom of the door in Suite #4.
Checked on ants, everything ok.
3642 Orchard; mowed, painted trim, closets, stairs, replaced shower heads and washed bathtub.
Worked on the north side wall, power washed the deck to get the mud off. Helped unload appliances from Lowes, installed appliances after the flooring and counters were installed. Finished up work so a tenant to move in.
3335 Orchard, stated cleaning and sanitizing after the tenant vacated. The property was in bad shape. Mold was found mainly in the kitchen and there was cat urine found all around the house. Mold removal proceeded began, and all work was stopped on the house. Commerce contacted Otwell Mawby, they will be testing the house to make sure all the mold has been removed. When we pass inspection and given the okay from Commerce we will begin the demo and remodeling of the house again.

Gathering Grounds

Trimmed various trees on property and along the driveway. Ran sprinklers daily to get grounds ready, cleaned bath house and grounds to prepare for the Jiingtamok. Brought over and left the golf cart for the Jiingtamok. Put up lights and get the pavilion ready for the Youth Dance. Went to Grand Rental to pick up tents for Historical Preservation, also helped setting them up. Turned off sprinklers Friday.

Government Center

Cleaned out room in the clinic, moved items to storage, removed drywall and swept floor.

Other

Took down two flag poles and mowed at the Admin/Community Center, stored the poles in Big Blue until they are ready to be installed at the Government Center.

Power washed picnic tables and pavilion for the employee appreciation luncheon

Mowed at the sugar shack

Mechanic

NRD #335; Break inspection

NRD 01 Dakota; Tune up, oil changes, fluids, rotate tires and break inspection

NRD 07 Dodge Durango;

DPS # 01; Fix sensor and oil change

DPS # 12; replace bulb

DPS # 22; Front end inspection

Utilities F350; Oil change

Golf Cart; maintenance repairs to get it ready for the Jiingtamok

04 GMC; added decals

Cutaway; repair hose and equipment attached to the van

General, preventative maintained on the standing mower.

III. Budget Expense Justification

Nothing outstanding at the moment.

IV. Travel and Trainings

Nothing to report at this time

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

I. Department Overview
LITTLE RIVER BAND OF OTTAWA INDIANS
UTILITIES DEPARTMENT
MISSION STATEMENT

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

II. Department reporting section

- **Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.**
- **Routine Maintenance**
- **EPA Certification Officer Frank Lagunas reviewed lab for Total Coliform / E-Coli / will be sending recertification letter**

Billing

Water	\$17,763.54
Sewer	\$34,697.12
Irrigation	\$2,851.76
Fire Suppression	\$7,344.00
Septage	\$8,050.38
Month Total	\$70,706.80
Yr. to Date Water	\$89,324.16
Yr. to Date Sewer	\$124,021.28
Fire Suppression	\$44,064.00
Yr. to Date Irrigation	\$11,152.68
Yr. to Date Septage	\$31,851.14
Yr. to Date Total	\$300,413.26

1. Well House Pumping in Gallons

1. Total Flow Gallons 5,973,199

a. Peak Flow 390,500

b. Low Flow Gallons 96,300

c. Ave Daily Flow Gallons 199,107

III. 2. Gallons of Treated Waste

1. Influent Gallons 3,538,575

a. Peak Flow Gallons 134,319

b. Low Flow Gallons 103,436

c. Daily Average Gallons 117,953

2. Effluent Gallons 3,408,629

a. Peak Flow 122,879

b. Low Flow Gallons 88,766

c. Daily Average Gallons 113,621

e. Waste Sludge Gallons 216,000

3. Lagoon

a. Influent 223,113

b. Peak Flow 42,581

c. Low Flow 0

b. Daily Average Gallons 7,437

3. Septic Sewage

a. Gallons 134,173

b. Average 4,472

IV. Travel and Trainings

N/A

Family Services
Jason Cross

Family Services Department

June 2016 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Muskegon.....	4
Manistee.....	9
Mason.....	1
Kent.....	1
Out of State.....	2
Out of Area.....	2
Total.....	19

Open Cases.....85

Total number of Tribal members served in open cases: 134

Total number of descendants served in open cases: 36

Total number of individuals served in open cases: 237

Cases Management:

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

Jason Cross, MSW – Director Total: 14
Zoongaadiziwin (SO) 14

Total number living in homes served	39
Total number of Tribal Members living in homes served	16
Total number of descendants living in homes served	16
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	13
Case reviews this month	6
Binojeeuk reviews this month	0
Contacts with outside agencies	4
Contacts with LTBOI departments	2
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Sujean Drake, LMSW- Family Services Social Worker Total: 36
SO: 36

Total number living in homes served	118
Total number of Tribal Members living in homes served	68
Total number of descendants living in homes served	20
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	0
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

38 individual counseling sessions.
1 staff meeting
1 home visit

Amanda McQueen, BA – Family Services Case Manager **Total: 15**
Indian Child Welfare: 15

Total number living in homes served	45
Total number of Tribal Members living in homes served	29
Total number of descendants living in homes served	0
Total number of children living in homes served	1
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	6
Home visits this month	21
Case reviews this month	5
Binojeeuk reviews this month	5
Contacts with outside agencies	134
Contacts with LTBOI departments	17
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Shanaviah Canales, MSW- Domestic Violence Coordinator Total: 8
Domestic Violence: 8

Total number living in homes served	19
Total number of Tribal Members living in homes served	8
Total number of descendants living in homes served	0
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	0
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

LRBOI DV Program June 2016

- Total Open Cases: 8; Total Intakes: 2; Total Closed Cases: 0
 - Provided: utilities, household goods, ed. material, transportation, clothing, legal advocacy, and rent assistance.
- New intake on: 6/10 (Kent Co.) & 6/24 (Ingram Co.)
- Because of being gone for training Melissa attended collaboration meetings for Lake, Mason, & Oceana, Muskegon, and Kent Co.
- I facilitated the 1st Manistee DV/SA Response Team 6/13 and LRBOI's Task Force 6/14 meeting.
- Attended DOJ Strangulation & Suffocation Seminar 6/1-6/3 and UTFAV Retreat 6/22.
- Attended Manistee Human Trafficking Awareness Event 6/7.
- Visited Lighthouse Program in Pontiac 6/21.
- Attended Muskegon Hts. Community meeting 6/20.
- Notified VOCA grant was awarded on 6/17.
- GAN activity:
 - Alanda Thomas the grant finance manager apologized for the mistake w/approving the wrong budget modification on 6/8, she stated I should upload the correct budget modification and she would make it first priority.
 - Uploaded new grant budget modification on 6/27.
 - Uploaded Great Lakes Training request on 6/27.

Amber Shepard, BS- Case Manager Total: 5

Zoongaadiziwin: 3 PaT: 2

Total number living in homes served	9
Total number of Tribal Members living in homes served	6
Total number of descendants living in homes served	0
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	7
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	2
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

LRBOI Zoongaadiziwin and Parents as Teachers (PaT) Programs June 2016

Events, Travel and Training

HSCB meeting concerning Human Trafficking Awareness

DV SART task force meeting

Addictions 101 training at Central Wellness Network

Your Money, Your Goals Financial Empowerment toolkit training

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 7**
I&R 7

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	1	
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	156	
<i>Office Visits</i>	68	
<i>Phone Conferences</i>	0	
Meetings	MAP meeting Muskegon County Task Force DV Task Force Kent County Task Force	Muskegon Muskegon Manistee Kent
Training	DV, Substance abuse & Mental health	Online

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

Accounting.....	0
Commerce Department/Workforce Development.....	4
Commodities.....	0
Education.....	0
Election Board	0
Muskegon Office.....	7
Enrollment.....	18
Family Services/Bedabin.....	15
Health Services.....	1
Historic Preservation.....	0
Housing.....	1
Human Resources.....	1
Legal Assistance.....	5
LRCR.....	0
Members Assistance.....	29
MRS.....	0
Natural Resources.....	0
Public Information.....	0
Public Safety.....	0
Tribal Court, Peacemaking.....	0
Faxing.....	2
Copies:.....	37
Email	67
Mail.....	1
Notary Services	19
Assistance with forms.....	57
Warriors Society.....	0
Other	11
Total Tribal Citizens Assisted.....	194

Departmental Monthly Events & Needs

Meetings:

Family Services staff meeting – 6/20/2016
HSCB meeting – 6/7/2016
44 North meeting – 9/7/2016
Child Care seminar – 6/10/2016
Restorative justice meeting – 6/24/2016
NTCSA Conference – 6/27/2016

Travel and Trainings :

LIHEAP training – Denver, CO.

Court

4 hearings this month – LRBOI, Washtenaw, Muskegon courts.

Identified unmet needs:

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

Respectfully submitted,

**Jason Cross, MSW
Director of Family Services**

Grants
Vacant a director

Grants Department Monthly Report: June 2016

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

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

II. Department Reporting Section

- The Kellogg Foundation application for funding assistance was submitted to support the development of the Child and Family Development Center. This application was funded – approximately \$600,000.00. Subsequent to this, a number of meeting were held throughout the month to further the overall consideration. This follow-up work included working with the architect to achieve final plans suitable for bidding out the renovation work. It is also noteworthy that the LRBOI Tribal Council provided a tribal match that solidified the project funds and allowed the project to move forward.
- We continue to wait on replies from Frey Foundation and the Consumer's Energy Foundation – these are pending applications related to the project above.
- The application for the FY2016 HUD ICDBG program was submitted mid-month (June 14th). Our application was to develop a solution for LRBOI's future waste water treatment operations. There are a number of communities looking to our Wastewater Treatment Plant to help solve their problems - the City of Manistee and the townships/villages of Onekama, Arcadia and Bear Lake. In order to effectively do so, the tribe is going to have to improve the capacity of the Wastewater Treatment Plant. Of note, it was originally thought that our application could also provide another lagoon; however, the preliminary engineering study received from Gossling-Czubak did not "fit" with our original expectations. Although a number of options were presented, the overall estimated costs exceeded \$2M.
- Another relatively major grant application was made to the US Department of Agriculture – more specifically to the Value-Added Producer Grant Program. This is a planning grant that will be focused on cherry (and bison) products. If awarded, LRBOI would be able to bring in a team of experts to examine business related opportunities and explore other economic development opportunities, including the initiation of "8A" status seeking for the Tribe that would allow the tribe to contract directly with the U.S. government.

- No further news related to when the safety planning grant funds (we were awarded) will actually be available to the tribe.
- Starting work on the 2017 budget for the Grants Department. Subsequently had a meeting with the tribal council regarding this subject that actually occurred in July; however, able to include the results in this monthly report and so, have elected to do so. Am now proceeding with laying the groundwork to get another grant writer in the department - the goal is to accomplish this as soon as possible.

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

- Appropriately managed emails and phone calls.
- Regularly read (on a daily basis) numerous grant opportunities, primarily as available through grants.gov.
- Followed-up on grant (funding) opportunities as appropriate.
- Prepared grant submission approval packages for the tribal leaderships for those grant considerations expected to be addressed with a (grant) funding application.
- Worked variably with different tribal departments/representatives to develop grant applications that work to the benefit of the Tribe and/or tribal citizens.
- Participated in work sessions, agenda reviews and Tribal Council meetings that involved Grants Department related activities and/or agenda items.
- Attended any and all mandatory meetings or meetings that I was invited to attend.
- As available, attended Language Classes (Educational Leave) - Friday schedule.
- Attend Warrior's Society meetings regularly.
- As applicable, participated in Enrollment Commission activities as a Commission Member.
- Continued to pursue self-education efforts related to grants development as well as personal/professional development.
- Took 6th place in the weight loss challenge that ended in June.

V. Budget Expense Justification – N/A.

VI. Travel and Training: No job related travel and/or training occurred in the month of June. Planning on attending the Grant Professional Association's Annual Meeting; however that is still months away.

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

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

Date: July 8, 2016

Re: JUNE Report of Activity – Tribal Health Services

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

June 7, 2016 – Gina Dahlke, CHS/EHAP Supervisor, participated in a Webinar with Indian Health Services for Purchased and Referred Care (PRC, formerly known as CHS).

June 8, 2016 – Gina Dahlke, CHS/EHAP Supervisor, participated in the quarterly conference call with the Bemidji Area PRC Administrator, CMDR Josie Begay.

June 11, 2016- Be Da Bin Staff (for LRBOI) supplied a water station for the Annual Sobriety Walk held in Grand Rapids, MI.

June 13, 2016 – Gina Dahlke, CHS/EHAP Supervisor and Don MacDonald, Director of Health Services, participated in the selection of Benefit Coordinators for interview in the HR conference room.

June 15, 2016- the Suicide Prevention and Awareness Coalition (chaired by Be Da Bin Behavioral Health and Centra Wellness, at this time) hosted the AMSR (Assessing & Managing Suicide Risk) Training for staffs and community.

June 16, 2016- Julie Wolfe, Youth Prevention Counselor, attended the Addictions 101 Training hosted by Centra Wellness.

June 16, 2016 – Gina Dahlke, CHS/EHAP Supervisor, Janice Grant, Clinic Supervisor, and Don MacDonald, Director of Health Services, participated in the interviews for 2 Benefit Coordinators in the Health Services Department.

June 17, 2016- Tribal Health Staff attended the Employee Appreciation Day Mandatory Staff Meeting.

June 22, 2016-Be Da Bin hosted the Suicide Prevention & Awareness Coalition Meeting.

June 23, 2016 – Don MacDonald, Director of Health Services, Janice Grant, Clinic Supervisor, Gina Dahlke, PRC (CHS) Supervisor and various Health Services Staff met with Bemidji Area Office (BAO) Director, Keith Longie and other BAO staff. A tour of Health Services was provided and Health Services Staff were able to listen and ask/answer questions with Mr. Longie. Mr. Longie also met with the Ogema and available Council Members in an informal “meet and greet” type format. Following the meet and greet the BAO representatives were provided with a tour of the rest of the Government Center. Finally, we were able to meet with some of our Unified Legal Department staff and the BAO representatives to discuss Funding Agreement issues.

June 23, 2016 – Don MacDonald, Director of Health Services and Janice Grant, Clinic Supervisor performed a walk-thru of Big Blue to determine if items from Health Services stored there need to be retained.

Forest County Potawatomi Insurance Department has begun submitting claims for third party billing. Claims submitted through June 30, 2016 – 263 claims. Amount billed: \$45,306.87. Amy Doering, MA/CAC was instrumental in getting this goal accomplished and worked closely with Forest County Potawatomi personnel, Bemidji Area Office IT department, as well as LRBOI IT department.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, attended meetings for Northern Michigan Recovery Residences, Centra Wellness, Manistee County Housing Initiative, interviews for new staff, planning for the Wellness Walk, and reorganizing Be Da bin's area. Julie Wolfe, Youth Prevention Counselor, has worked on the Suicide Prevention Grant plan and the booth that we will have at the LRBOI Jjingtamok; planning for the Wellness Walk; reorganizing the Be Da Bin area; and planning the Michigan Indian Family Olympics. Staff is also planning other events.

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

CLINIC OPERATIONS:

147 patients scheduled

37 patients NO-SHOW to scheduled appointments

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

19 cancelled appointments

91 patients attending CLINIC PHYSICIAN appointments**

24 patients PHONE TRIAGE**

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

32 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JUNE (Total Patient Volume): 252

Diabetic patients: 37

Flu Vaccines: -0-

Immunizations: 3

Nursing Visits: 2 **

On-site Labs: 84

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,783

DIRECT CALLS TO CLINIC OPERATIONS: 344

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 580

BEDABIN BEHAVIORAL HEALTH:

CHEMICAL DEPENDANCY COUNSELING:

39 INDIVIDUAL/RECOVERY SUPPORT CLIENTS

198 CLIENT CONTACTS FOR SERVICES

206 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 337

PREVENTION SERVICES:

___ CLIENT CONTACTS FOR SERVICES/PREVENTION ACTIVITY

___ PREVENTION/INTERVENTION HOURS

TOTAL CLIENT SERVICE DELIVERY: ____

TRADITIONAL HEALING: 10 INDIVIDUAL CLIENT CONTACTS

No Shows for month 13

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 15

TRAVEL HOURS: 78

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 17

CHS/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$ 210,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2347

TOTAL CHS PAID IN JUNE: \$ 163,000

PHARMACY/OTHER: \$ 50,000

DENTAL: \$ 17,000

TOTAL PATIENTS: 274 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 600

TOTAL CLAIMS ENTERED: 584

TOTAL CHS PAID 2016: \$ 691,000

TOTAL EHAP PAID IN JUNE: \$ 47,000

TOTAL EHAP PAID 2016: \$ 210,000

TOTAL ENROLLED EHAP/LRBOI: 1226

MEDICARE LIKE RATE (MLR) Savings for June 2016

Claims submitted:	85	\$125,000.00 (total submitted)
		<u>-\$32,000.00 (what we paid)</u>
		\$93,000.00 (total savings)

MAAJIIDAA FITNESS CENTER: 336 MEMBERS REGISTERED

124 MEMBERS/EMPLOYEES ACCESSED SERVICES

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive
Manistee, MI 49660

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

HOUSING DEPARTMENT

Report to the Ogema

For June 2016

Staff

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

Department Overview

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

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

I. Housing Activities

- A. The Housing Department met with Tribal Council at a work session regarding the potential for Rental Housing Tenants to purchase their rental unit. Tribal Council wants to pursue this option and possibly a rent to own program.
- B. The Housing Department also met with Tribal Council twice this month on the development of a Tribal Wage Rate which could be used in lieu of Davis Bacon Wage Rates. It is expected this will have a positive impact on cost of construction.
- C. Construction of the Pavilion and two new low-income rental units began this month at Aki maadiziwin. The construction schedule is for 6 months.
- D. During the month the Department performed the following activities.
 - Lease renewals due during the month: 10
 - Leases renewed: 4
 - New leases: 1
 - Annual Inspections: 8
 - Move-out Inspections: 5
 - Move outs: 3
 - Transfers: 0

- E. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2016 in the amount of \$50,000.
Applications received this month: 2
Number of Awards made during the month: 3
Amount of Awards made for the Month: \$12,130
Total Number of Awards made during the Year: 9
Total Amount of Awards for the Year: \$30,143

II. Rental Payment Information for the Month.

- A. First Notice(s) of Delinquency issued: 5
- B. Second Notice(s) of Delinquency issued: 4
- C. Termination Notice(s) issued: 2
- D. Notice(s) to Vacate or Renew: 2
- E. Court Filing(s): 2

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

- A. LRBOI Housing has 62 rental units in total of which 59 are rented giving us an occupancy rating of 98%. Aki has 55 rental units of which 52 were rented during the month.
- B. Aki has 11 low income elder designated rental units and 10 units are rented.
- C. Aki has 32 low income family rental units and 30 are rented.
- D. Aki also has 12 fair market rentals and 12 are rented.
- E. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- F. We also have 2 short-term rentals in the City of Manistee and both are rented.

V. Significant Problems and Accomplishments.

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

VI. Plans for the Future.

- A. Working with Tribal Council on developing a policy for Member purchase of HUD rental units.
- B. Developing more rental housing at Aki maadiziwin.

VII. Other Information

- A. None.

End of Report
Frank Figgels, Housing Director
July 5, 2016

Attachment: June 2016 daily maintenance log

Cc: file

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

5-31

Date ~~5-31~~ 6-1-16 Travel Close out, Mileage, Receipts, Emailed Shawnda about window + handles for cranks, Compacted dumpsters
Worked on Plow @ 2666S Cleaned + rekeyed *

6-7

Date Worked on Plow, cleaned out City truck, cleaned out underside + backside of Frig @ 2678 IC Informed tenant to check in 24-48 hrs and let us know if not better
Repaired screen @ 2645 IC, Purchased live trap for Cat

Date 6-2 Mowed ditches, elders, HC, Vacant, Alleys

Hung pictures, mirror, Cork Board, Replaced stove insert on Left Hand Side, installed Key Box on Porch @ 2708 OC OK

6-9

Date Clean shop area, picked up + repair BiFold Repaired one Bi-Fold Door @ 2626 OC Mitchell, ~~set~~
Annual inspection, Repaired supply line toilet, adjusted Dishwasher
Repaired ceiling fan, took cabinet Door to shop for repair @ 2637 Piper
Reinstalled Facies @ 2626 Mitchell

6-17

Date

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 6-6 Plow reassemble, Receipts, time cards, returned
~~live trap to Ace~~, Repair Cabinet Door for Piper
Went to move out inspection @ 2694 no tenant present
could not get in

Date 6-7 Worked on Plow reassemble, Clean organize shop
area Replaced CO2 detector @ 2711 OC Jim + Peg's

Date 6-8 Worked on Plow, Mowed Ditches, Downstairs Fields
weed whacked sign area, Went with Chad on Move out inspection
@ 2716 Bendquest

Date 6-9 Replaced tribal flag, Mowed Fields by shop
finished Mowing Ditches, Move out inspection Rescheduled for 2pm
@ 2694 Metzger

Date 6-10 Got Quilts for Microwave @ 2645 Martha, Carpet @ 2685 Sprague
Carpet for 2645 Martha, Repaired, Reinstalled Rung on egress
window @ 2581 Campeau, Annual Inspection @ 2666 Recob

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 6-13 Receipts, weed whacked, trim trees, Installed
Cabinet Door @ 2637 OC Piper
Organize Shop area

Date 6-14 trimmed trees, weed whacked Repaired ceiling Fan and
Lights Replaced Vessie drawer @ 230 9th
Started cleaning, cleaned fridge, carpets, started prep work @ 2711 OC
Dropped off 2 gals of ~~B~~ dry lock paint @ 148 Ford st.

Date 6-15 Contacted Helen to confirm she was moved out
Move out Inspection @ 2719 IC NC
Worked on Kubota,

Date 6-16 Picked up materials for 2716 OC, spackled walls
started Prep work / cleaning / Replaced toilet seat

Date 6-17 Picked up Microwave for 2645 IC MH
Meeting

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 6-20 Mowed Elders

Wash down + prep @ 2716 OC

Annual Inspection @ 2604 OC Patmon

Date 6-21 Continued prep work started cut-in @ 2716 OC

Annual Inspection 2721 IC Calmer

Date 6-22 Continued cleaning / Painting / Cut in @ 2716 OC

Replaced Toilet handle looked @ AC unit, called Custom @ 2698 OC

Installed Microwave @ 2645 IC

Installed Two new blinds and checked water leak under sink

Contacted Custom about water leak ceiling in bathroom @ 2721 IC

Painting / Cleaning
Date 6-23 Continued Painting @ 2716 IC

Installed oven ignitor @ 2698 OC Duncan

Called Bob @ Ace for Deck Paint for Row W.

Pulled tree @ 2716 OC

Date 6-24 Mowed grass CC, Finished ceiling Painting, continued cut in walls @ 2716 OC

Picked up paint for railings @ 2680 OC

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing
Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 6-27 Paint Cuttin + Roller @ 2716 OC

Date Moved Feilds + Alleys
Finished Painting & Started Final Cleaning @ 2716 OC

Date Mowed Feilds + Alleys
Final clean up @ 2716 OC, installed new bulbs in Crawl
space, screens, Washer / Dryer, reinstalled Doors, Windows
Cleaned replaced F. Filter
Picked up Paint for 2719 IC NC 4 gallons wall

Date Got PO for 2685 IC picked up cleaning / Painting supplies
Got Keys made for 2716 OC, installed Two Bifold handles
replaced Light Fixture in crawl ~~space~~ space
Rekeyed Locks took supplies to 2685 IC
Mowed Feilds / Yards

Date Cleaning + prep work @ 2685 IC Mileage, Reciepts, Informs
for vehicles,

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources

Amy Sedelmaier

HUMAN RESOURCES DEPARTMENT

JULY 8, 2016

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

New Hire and Departures for June:

Jun-16

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

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

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

PREFERENCE EMPLOYEE NUMBERS IN KEY POSITIONS

June 2016

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

*Commerce is considered filled at this time by contract employee

Preference Statistics for June:

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

EXECUTIVE
GAMING*
LEGISLATIVE
JUDICIAL
TOTAL

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

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

Current Month
Prior Month

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

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

TM
NA
D
S
NP

Jobs Posted/Closed in June:

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

RECRUITING REPORT - JOBS POSTED/CLOSED IN JUNE 2016

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

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

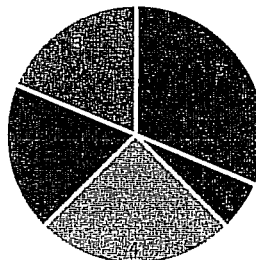
RECRUITING REPORT - JOBS FILLED IN JUNE 2016											
INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02											
			PROSPECTIVE EMPLOYEE STATUS							NEW HIRES	
Position	Status	Number Positions Filled	Date Filled	# TM	# NA	# D	# S	# NP	# Internal Total	# External Total	Candidates Selected
AWFD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

Applications for the month of June:

APPLICATIONS RECEIVED June 2016

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

Number of Applications June 2016



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

Additional HR matters:

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

Respectfully Submitted,

Janine M. Sam

Human Resources Generalist

Information Technology

George LeVasseur

Information Technology Department
Monthly Report
June 2016

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Migration of all servers to Windows Server 2012 continues. Three are remaining and these three require major application software upgrades from Vendors.
2. Network segmentation project continues and will continue throughout 2016.
3. 192 new IT work orders were opened in June 2016 and 193 IT work orders were completed in June 2016.
4. Policy and Procedure review began and will continue with some major policy changes continuing throughout 2016.
5. Generation of new security policies and compliance reports began in January and will continue throughout the year.
6. HIPAA and HITECH Manuals in for legal review.
7. Work with legal staff to complete I.H.S. Agreements.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.

Trainings Held / Attended –

Special Tasks / Activities Performed –

1. June 2016 cellular telephone usage reports sent to accounting.
2. Sorted and filtered EMAILS for Unified Legal Department.
3. Reviewed responses from vendors from the Security System RFP.

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 8, 2016
Re: June 2016 report of activities

Number of tribal members assisted on new issues 91

Number of referrals received 1

Number of continuing cases: 84

Types of legal issues:

Child support	Codicil to Will
Probate Estate	Homestead Exemption
Divorce	Real Estate
Medical Release	Change of Custody
Taxes	Personal Injury
Limited Liability Company	Legal Separation
Wills	Medical Malpractice
Estate Planning	Creditors
Life Insurance Beneficiary	Guardian – Minor – Out of State
Power of Attorney	Post Divorce Matters
Custody	LLC Amendment
Medical Power of Attorney	Amend Estate Planning Documents
Child Support Arrearages	Parenting Time
Trusts	General Civil
Criminal	SSI and Per Capita
Ex-Parte Order for Custody	Limited Guardian - Minor
Evictions	Debt Collectors
Transfer of Assets Upon Death	Freedom of Information Act
Driver's License	Tax Appeal
Elder Abuse	Masonic Homes
Landlord –Tenant Issues	Divorce – Out of State
Cash Check with Power of Attorney	Employment

Boat Title
Limited Power of Attorney – Minor
Insurance
Beneficiary
Arrest Warrant
Personal Protection Order
Supervised Parenting Time
Medical Marijuana and Gun Ownership
Paternity
Medicaid Reimbursement After Death
FMLA
Prescription Pills
Parenting Time with Minor Guardianship
Bacon Davis Act
Remove Name from CPS Central Registry
Cobell Settlement
Funeral Designees

Life Insurance
Name Change – Minor
Pension
Residential Leases
Separate Maintenance
Name Change
Police Reports
401(k)
Divorce – Out of State
Garnishment of Income Tax Refunds
Guardian – Adult
Medicaid
Contracts
Transfer of Pistol
SSI and land trust funds
Foreclosure and Rent
Tax Appeal

Sample of Work Performed:

Assisted a tribal member who the Social Security Administration would not exclude land trust settlement funds from their income for SSI purposes

Assisted a tribal member cash a check for another person using a Power of Attorney

Assisted a tribal member get a creditor to stop contacting them for a debt that was barred by the statute of limitations

Assisted a tribal member file and prepare a tax appeal and win their appeal

Assisted a tribal member contest the validity of a Will in a probate estate

Assisted a tribal member obtain an emergency ex-parte order for the return of their children when the other parent refused to return them

Assisted a tribal member prepare for a court hearing with their landlord

Members Assistance
Jason Cross (Interim)

Members Assistance Department

June 2016 Departmental Report

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

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

- a. MOA BE-11-G62 \$68,000
 - i. Total expensed \$62,960.98
 - ii. Budget remaining 7%
 - iii. 16 total households served with this program.

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

- b. MOA BE-14-J33 \$126,000
 - i. Total expensed \$74,790.21
 - ii. Budget remaining 38%
 - iii. 26 total households served with this program.

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

2. Food Assistance Program

- a. Budget \$50,000
- b. Carry over \$8,850
- c. Total budget \$58,850
- d. Total expensed YTD \$27,450
- e. 63% Remaining
- f. 122 total members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
36	6	4	1	30	4	1	3	2	35

3. Rental and Mortgage Assistance Program

- a. Total Budget \$20,000
- b. Total expensed YTD \$15,015.41
- c. 25% Remaining
- d. 38 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
11	0	1	1	12	1	0	0	0	12

4. Low Income Energy Assistance Program

- a. Total Budget \$45,000
- b. Total expensed YTD \$22,104.84
- c. 51% Remaining
- d. 104 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
26	4	4	0	24	4	3	5	0	34

5. LIHEAP – DHHS Grant Funded Program FY 2016

- a. Total Budget \$19,271
- b. Total expensed to date \$16,555.12
- c. 14% Remaining
- d. 52 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
22	4	1	0	15	4	1	2	3

6. Elder Chore Program

- a. Total Budget \$10,000
- b. Total expensed YTD \$4,455.75
- c. 55% Remaining
- d. 23 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
10	1	0	1	2	0	1	0	0	8

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$10,346.43
- c. 59% Remaining
- d. 43 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
20	3	2	1	10	0	0	2	0	5

8. LRBOI Home Repair Program

- a. Total budget \$75,000
- b. Total expensed YTD \$8,924.25
- c. 88% Remaining
- d. 10 members accessed this program

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

9. Bereavement Program

- a. Total Budget \$271,800
- b. Total expensed YTD \$135,900
- c. 50% Remaining
- d. 18 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	1	0	0	1	0	0	3	0	10

10. Elders Insurance

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

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
189	12	79	9

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
112	105	17	1	65	67	32	16	6	0

13. Office Visits

- a. 39 visits for the month

Respectfully submitted,

Jason Cross, MSW
Interim MA Supervisor

Natural Resources
Frank Beaver



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

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

**June 2016 Monthly Report
Frank Beaver, Director**

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

- Assisted with biologists paperwork as needed
- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received CF catch reports
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109 BIA GLRI funding
 - 4018 Great Lakes
 - 4126 Lake Sturgeon Streamside
- Burbot genetic samples, data management, and report
- Fish distribution to members of LRBOI who call to request it (Ken, Mike)
- Seasonal Fisheries Technician new hire
- Inland fish permitting (Steelhead and Walleye)
- Inland fish and Great Lakes assessment data entry and reporting

Equipment maintenance/Field Work/Lab Work:

- Streamside Rearing Facility prep and operation
- Sturgeon Larval drift prep and sampling
- Manistee Adult Sturgeon Research prep
- Electro-fishing boat maintenance, repairs, and upgrades
- Hamlin Lake fish community assessment
- Great Lakes Lakewide Assessment preparation
- Great Lakes fish scale aging
- Great Lakes LWAP assessment in Muskegon
- Great Lakes LWAP assessment in Manistee

- Submitted and received approval for Little Manistee River Chinook Salmon harvest formula in support of Tribal harvest.
- Drafted scope of work in support of FY2016 Climate Change grant application to CORA / BIA.
- Performed Sickie Creek electrofishing survey.
- Submitted Bays de Noc Harvest Report as required by the 2007 Inland Consent Decree.
- Participated in Inland Fisheries Data Exchange.

Meetings/Training/Travel/Conference Calls

- Sea Lamprey treatment on the Manistee River collaboration/logistics meeting
- MDNR meeting for Manistee Adult Sturgeon Weir on Manistee River
- USFS meeting for Manistee Adult Sturgeon Weir on the Manistee River
- Ausable Institute presentation on 2000 and 2007 Consent Decrees and LRBOI programs
- Artic Grayling site visit to Upper Manistee River with MDNR.
- Artic Grayling conference call with Grand Valley (GVSU).
- Attended Pere-Marquette Watershed Council meeting.

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

Wildlife Program

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

Tasks and Accomplishments

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

Administration/Budget/Reports/Data Entry

- Completed monthly reports
- Manage budget and review R&E's
- Research items to order, create requisitions and follow through
- ICD reporting
- Vehicle management

Equipment Maintenance/Field Work/Lab Work

- Responded to wildlife questions, complaints, and concerns
- American marten population and habitat monitoring (e.g., telemetry of collared martens) for American marten research project
- Servicing field equipment

- Turtle surveys, nest monitoring, and egg collection
- Loon island monitoring and loon surveys
- Cleanup of Highbridge and Oldhouse properties

Meetings/Training/Travel/Conference Calls

- Meeting with NRCS (Custer & Kettle Hole Conservation Contract)
- Presentation to Pine Creek Association
- Planning meetings at GVSU

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Rochelle Rollenhagen – Brownfield Coordinator

Shaughn Barnett- Water Quality Specialist

Vacant- Aquatic Biologist

EPA General Assistance Program (GAP) Grant

Administration/Budget/Reports/Data Entry

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

Meeting/Training/Travel/Conference Calls

- Met with PPG Project officer and EPA Tribal Liaison
- Attended internal LRBOI Recycling meeting
- Attended meeting with Bar Lake Group
- Listened in on EPA Water Call
- Meeting with GTRLC on planning
- Attended MTEG May 3-5

Air Quality Funded by EPA CAA 103 Grant

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Managed Budget and Reviewed R&E
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions
- Sent Quarterly Precision data to MDEQ – 6/10

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 6/16 and 6/30
- Completed PM 2.5, Monthly Maintenance & QC – 6/16 and 6/30
- Completed PM 2.5, Quarterly Maintenance & QC – NA

- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – NA
- Installed new set of PM 2.5 filters – 6/16
- Sent collected PM 2.5 filter samples to MDEQ – 6/7, 6/20 and 6/27
- Completed Ozone Multipoint – 6/22 and 6/29
- PM 2.5 Audit completed by MDEQ – 6/10
- Barometric pressure sensor for Met data indicating failure – 6/12
- Ozone calibrator recertified by MDEQ – 6/23

Meeting/Training/Travel/Conference Calls

- Attended the LRRCR Employee Appreciation Cookout @ LRRCR – 6/2
- Attended LR Employee Appreciation Day @ the Gathering Grounds – 6/17
- Participated in Monthly State, Local, and Tribal Conference Call – 6/29
- Participated in Monthly Region 5 Tribal Air Conference Call – 6/30
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 6/30

Brownfield Program-Funded by EPA Brownfield Grant

Administration/Budget/Reports/Data Entry

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

Field Work and Equipment Maintenance

- June, 2016 – general field work.

Meeting/Training/Travel/Conference Calls

- June 2, 2016 attended the LRRCR Employee Appreciation Cookout at LRRCR.
- June 6, 2016 attended the "Honoring, Healing & Remembering" Event and Brownfield Site Visit at Saginaw Chippewa Tribe in Mt. Pleasant.
- June 7, 2016 participated in the EPA Region 5 128a Tribal Response Program conference call.
- June 7, 2016 participated in the DOI Natural Resource Damage Assessment conference call.
- June 17, 2016 attended Little River Employee Appreciation Day at the Pow Wow Grounds.
- June 21, 2016 attended the USGS, EPA Northern Area Committee Meeting in Petoskey, MI.
- June 22, 2016 attended the AES, MSU Extension, County, Township, Tribal Planning Lunch.
- June 24, 2016 attended 128a Tribal Response Program meeting with Sault Tribe, Little Traverse Bay Band, Grand Traverse Bay Band and Saginaw Chippewa Tribe in Elk Rapids.

Water Quality Program –Funded by EPA 106 CWA Grant

Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.
- June physical and chemical data processed and added to long-term data set
- Literature review on best practices for analyzing zooplankton dataset

- Began zooplankton analysis of long-term data set
- Determined trophic status of reservations waters
- Assessed nutrient, secchi depth, and chlorophyll a trends
- Submitted data to the EPA National water quality database (WQX)
- Created Little Manistee watershed map in accordance with FY16 319 workplan and collaboration of watershed groups within the Big Manistee Reservation

Field Work and Equipment Maintenance

- Completed June WQ sampling in accordance with EPA QAPP
- Calibrated Hydrolabs/Prepped for June sampling
- Stream Electrofished/Wolman Pebble-Counts @ Sickie Creek
- Ordered/put together hazardous liquid storage cabinet

Meeting/Training/Travel/Conference Calls

- June 24 – Little Manistee Funds Advisory Meeting, Irons, MI
- June 28 – Pere Marquette Watershed Meeting, Baldwin, MI
- June 28 – Portage Lake Watershed Meeting, Onkema, MI
- June 28- CRA site tour of proposed road-stream crossings and restorations within the Pere-Marquette watershed

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

June 2016

Meetings/Conferences/Trainings

- On June 1, 2016, I attended a pre-construction meeting for the Pavilion and Two Residences being built at Aki Maadiziwin. Also in attendance were Frank Figgels, LRBOI Housing Director, Dale Magoon, LRBOI Project Accountant, Ken Ockert & Nathan Kalchik from RCA,LLC. A number of issues regarding the construction project were discussed. My objective was to gather enough information in order to issue the appropriate building permits.
- On June 6-9, 2016, I attended "Intro to GIS" Training, provided at the BIA facility in Lakewood, Colorado (Branch of Geospatial Support). There was no cost for the training.
- On June 21, 2016, I met with Frank Beaver, LRBOI Natural Resources Director, about the opportunity to receive a free copy of the latest version of the ArcGIS software (10.4) available from the Branch of Geospatial Support. (Frank is the Tribal contact for GIS with the BIA.) Frank will complete the paperwork and order the new software.
- On June 29, 2016, I met with Ken Ockert, RCA,LLC and Rick Liptak (MDOT Traverse City Office) to discuss the safety improvement project for the M-22 & US-31 intersection. This is the project that was funded by the Federal Highway Administration through the Tribal Transportation Plan Safety Funding. We established a timeline where design engineering for the project would be completed in 2016 and the actual road construction would occur in the summer of 2017.
- On June 29, 2016, I attended a meeting held at the West Shore Medical Education Center to discuss housing needs and opportunities in Manistee County. The meeting was organized by the Alliance for Economic Success (AES) and facilitated by Sarah Lucas from Networks Northwest. Chuck Fisher, LRBOI Grant Writer also attended the meeting.
- On June 30, 2016, I participated in a telephone conference call conducted by Stu Lindsay, Tribal Governments Liaison with the Michigan Department of Transportation (MDOT). The purpose of the conference call was to discuss agenda topics for the 2016 Michigan Intergovernmental Transportation Meeting to be held in Petoskey, Michigan on September 14 & 15, 2016.
- During the month of June 2016, I attended meetings of the Construction Task Force on the following dates: June 2 and June 30.

Activities/Accomplishments/Updates

- At the request of the Shoreline Group, I worked with Donna Halinski (Marketing Resource Group) to develop press releases for the co-operative road construction projects scheduled for this summer with the Manistee County Road Commission and the Mason County Road Commission. Nothing has been approved or authorized by the Shoreline Group as of the writing of this report.
- We are continuing to work on finalizing an agreement with the Blacker Airport Authority to allow for the removal of trees on the southwest corner of the casino parcel. Shayne Machen is continuing to work with George Saylor (Blacker Airport Authority attorney) regarding the agreed-upon language for a final draft agreement. The draft agreement will be submitted for Tribal Council approval as soon as it is ready.
- In June 2016, the Planning Department issued building permits for the pavilion and two new residences to be constructed at Aki Maadiziwin.

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	6
City Assist	16
County Assist	38
Medical Assist	5
MSP Assist	2
Other Calls for Service	19
Property Checks	411
Suspicious Person	
Suspicious Situation	12
Well-Being Check	3

Traffic/Vehicle

Abandoned Vehicle	
Accidents	6
Disobeying Stop Sign	
Driving License Suspended	1
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	1
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	3
Unsecured Vehicle	1
Verbal Warning	
Warning Ticket	

Processes

Bench Warrant Entered	1
Civil Process (Paper Service)	3
PPO Served	
Federal Docket Ticket	2

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

3

1

1

1

2

3

1

1

1

1

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	781
Alarm	3
Attempt to Locate	3
Boat Dock Checks	
Casino Hours	261.75
Civil Standby	2
Community Policing	10.75
Court Hours	15
Death Notification	
Drug Disposal	1
Follow-Up Investigations	86
Found Property	3
Lost Property	1
Meetings Attended	3
Open Door	
Open Window	
PBT	1
Special Detail	
Suicidal Subject	1
Total Complaints	55
Total Reports	84
Training Hours	6.5
Transport	
Tresspassing	
Tribal Council Meetings	
Vehicle Mileage	4500.7
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	96.75
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	1
Assist Hours	3.75
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Orgininal Hours	
Complaints	1
Contacts	20
Court	1
Court Hours	8
Follow-up(s)	2
Follow-up Hours	2.75
Federal Citation(s)	
Hours Worked	280
Joint Patrol(s)	
Marine Time	
Meeting(s)	3
Meeting Hours	7
Paper Service	
Possible Trespass	
PR Activities	2
PR Activities Hours	7
Property Checks	131
Snowmobile Patrol Hours	
Training(s)	5
Training Hours	45.5
Vehicle Mileage	388
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	

Training/Travel

June 21 Officer Johnson-Cook went to Roscommon for Building Complex Case Investigation training

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

Administrative Hours	90.25
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	1
Catch Inspections	2200lbs
Citation(s)	1
Civil	1
Misdemeanor	
City Assist	
City Original	
Complaints	1
Contacts	24
Court	
Court Hours	
Dock Checks	1
Follow-up(s)	1
Follow-up Hours	2
I/L Marine Patrol(s)	
Hours Worked	273
Joint Patrol(s)	
Marine Time	2
Meeting(s)	2
Meeting Hours	13.5
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	
Training Hours	
Vehicle Mileage	2724.9
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

June 6-10 Officer Brown went to Van Buren for AR-15 /M-4 Instructor School

June 20-22 Sgt. Robles Officer Hower and Officer Brown went to Brimley for CORA Patrol

June 29 Sgt. Robles went to Sault Ste Marie for a CORA LEC Meeting

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: June 2016

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan Treasury department
2. Issued 3 Certificates of Exemption to Resident Tribal Members (1 Vehicle, 1 Construction, 1 Recreational vehicle/watercraft)
3. Manually entered tax-exempt motor fuel sales receipts
4. Registered 4 Tribal members for tax-exempt motor fuel program
5. Responded to inquiries from tribal members and employees about RTM statuses, denials of the Michigan Annual Sales Tax Credit (Form 4013), tax-exempt utilities, motor fuel registration, Proof of Residency, Concessionaire's Licenses, and the Certificate of Exemption process for vehicles
6. Picked up motor fuel and cigarette logs from the Trading Post on a daily basis
7. Reconciled tax-exempt cigarette sales to daily cash register reports at the Trading Post.
8. Copied and notified the Trading Post Manager of errors on receipts involving entries not logged, missing receipts, ID errors, and erroneous discounts
9. Recorded daily tax reporting of sales, tribal tax exemptions and discounts from the Trading Post
10. Received and reconciled OTP (other tobacco products) logs from the Trading Post
11. Received and reconciled May Tribal tax returns from the Trading Post and Little River Casino Resort
12. Issued 2 Tribal Concessionaire's tax licenses for vendors on Tribal property (2 vendors)
13. Monitored outstanding tax assessments, issued 1 tobacco assessment and 1 motor fuel warning letter
14. Reconciled motor fuel quota gallons and tax-paid versus tax-exempt inventories
15. Processed 7 Tribal member Proofs of Residency
16. Read files and reviewed policies, procedures, Ordinances, Agreements, and Regulations pertaining to the Tax Office
17. Prepared May 2016 monthly department report
18. Processed 4 Tribal Michigan W-4 Withholding Exemption forms for employees
19. Processed 69 address changes/reviews from Enrollment for RTM status updates

20. Processed 16 RTM status and/or address changes
21. Prepared and mailed 16 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Corresponded with Little River Casino Resort staff regarding Certificates of Exemption, licensed vendors, Venue reports, proof of exemptions from other entities and agencies, signature authority of W-9 forms to vendors.
24. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
25. Prepared and submitted *Currents* newspaper articles regarding "Resident Tribal Member Tax Exemption Certificates", and "Tax-Exempt Purchases at the Little River Trading Post"
26. Processed returned mail as necessary; notifying Enrollment of address and verifying if it could be re-sent
27. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates, Resident Tribal Members' State tax on utilities, and email encryption issues
28. Prepared month-end tax reports for May 2016
29. Processed 4 Venue Reports to the State of Michigan
30. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
31. Provided assistance to Historic Preservation regarding Jiingtamok files and forms
32. Reviewed other Michigan Tribe's Tax information on their websites to compare how they are operated and to gather any ideas that would be best implemented here.
33. Worked with I.T. staff regarding the encryption of emails and zip files that are provided to the State of Michigan and reviewed the Protocol Agreement with the State of Michigan regarding the Tax Agreement.
34. Updated the Tribal W-4 Michigan Income Tax Withholding form to remove "Muschigon" and to add "Little River Trading Post".
35. Research travel expenses for two upcoming tax conferences; submitted travel advance paperwork for one of the Annual Tax Summit at Bay Mills.

Meetings attended this month:

1. Attended employee appreciation luncheon on June 17, 2016.
2. Met with the Lead Staff and Ogema on June 28, 2016 regarding tribal tax discount at the Trading Post.

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
June 2016 Department Report

1. Department Overview

- **MISSION:** Our mission is to preserve the Tribe's cultural heritage as a living part of the current time by preserving not only the historic, cultural and religious properties but also the Tribes language, traditions and cultural life.
- **GOALS:**
 - Management, research, interpretation, protection and development of sites of historic, cultural or religious significance on Tribal lands. Consult with Federal, Tribal, State and Local agencies to ensure compliance with historic preservation and NAGPRA responsibilities.
 - Ensure Anishinaabe Bimaadiziwin Kinomaadiziwin {Life teachings} and Anishinaabemowin {language} are continued for the Little River Band of Ottawa Indians and other entities
 - Management and maintenance of Tribal Archives and collections.
- **OBJECTIVES**
 - ❖ Respond to NHPA, NAGPRA and related requests and issues.
 - ❖ Inventory historic properties, items or collections and archives for preservation.
 - ❖ Hold events that support and preserve the culture and language of the Tribe.
 - ❖ Produce video, written, or online resources to enhance and preserve the culture and language of the Tribe.
 - ❖ Create capacity of the Historic Preservation Department to complete mission and goals through staffing, policy, procedure and facilities development and appropriate training.
 - ❖ Seek Grant funding where and when appropriate.
 - ❖ Coordinate cultural, historical and traditional events of Tribal entities.

2. Department reporting section

- Departmental staff completed the following tasks during the report month:

The Director accomplished the following during the month:

1. Responded 58 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps.
2. Took part in negotiations with OSG held here with Ogema, Council, Attorney and Lead OSG negotiator with other on phone.
3. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
4. Attended meetings of Lead Positions.
5. As Lead 'Hosted' with the Ogema Employee Appreciation Day picnic.
6. Attended Ogema-Council Roundtable.

7. Walked through Eastlake Property to ascertain what the Department had there to be kept from sale.
8. Oversaw and continued preparations for Jiingtamok.
9. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
10. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
11. Administered, directed and supervised regular monthly departmental activities.

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

The Language Coordinator accomplished the following during this month:

- 1) Working with the Commerce department on language for a new subdivision name/streets.
- 2) Attended work session with Tribal Council about Language camp.
- 3) Coordinated survey on recycling at Aki Maadiziwin Housing.
- 4) Corrected some minor errors on website after launch.
- 5) Emailed the ad for the updated website to many other tribes.
- 6) Attended the Picnic at LRCR.
- 7) Attended department meeting at Historic Preservation.
- 8) Postponed the Tuesday morning class till the fall season.
- 9) Coordinated the language camp.
- 10) Assisted in coordinating the Jiingtamok.
- 11) Classes with "Gekaajik" on Mondays at Aki Maadiziwin.
- 12) Classes with "Enkiitaagejik" on Friday mornings at Ogema gamigong.
- 13) Updated and produced lessons for all classes.
- 14) Responded to Emails, calls, about camp, language, websites, CD ROMs, culture.

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

1. Attended evaluation process meeting for Muskegon Community College on Native American Heritage Month in East Lansing.
2. Sorted newspaper articles for relevant history files (this is on-going)
3. Attended Climate Change meeting as a Cultural Consultant
4. Working on giveaway items for the Jiingtamok
5. Continued adding vendors to Master Jiingtamok Vendor list.
6. Kept track of giveaway items
7. Made sure we had signed contracts, w9's and checks printed for all Jiingtamok staff's
8. Received T-shirt T-Shirts, Beanies and Hoodies, inventoried
9. Created Princess Judge Score Sheets, Rules, Questions and Budget
10. Designed and Ordered Sash for Tribal Princess
11. Bought and arranged flowers for Princess
12. Bought Black Ash Baskets for outgoing and incoming Princess
13. Continued monitoring of Jiingtamok facebook page and adding updates
14. Held Sewathon/Beadathon and created giveaway items.
15. Starting to work on Anishinaabe Language Camp booklet
16. Search for cultural and tribal historic photos, print copies with captions for Terri Burmeister to hang at the casino
17. Requested LRCR Ad copy for the Anishinaabe Language Camp booklet

18. Began updating Language Camp booklet
19. Answered several phone calls in regard to the pow wow
20. Sponsored and cooked pot luck feast for pow wow grounds clean-up crew
21. Coordinated clean-up efforts with Earth First crew, they helped paint the bathroom, cleaned the grounds before the dance, helped clean up after Saturday evening dinner and sorted trash and recyclables on Sunday evening
22. Created poster for Tribal Youth Dance

The Audio-Videographer accomplished the following during the month:

1. Provided sound system for Employee Appreciation Day.
2. Continued developing and preparing for Jiingtamok.
3. Reorganized office area.
4. Continued accessing of materials for archiving.
5. Read work related emails and answered phones as needed.

Travel, training and budget expenses

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