



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

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

Report to Tribal Council for the Month of March 2016

I. Purpose, Officers.

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

Dave Corey, Chairperson
Debra Davis, Secretary
Bill Willis, Commissioner
Julie Wolfe, Commissioner

II. Activities during the Past Month:

During the month of March the Gaming Commission:

- held four regular meetings
- held two special meetings

III. Concerns/Requests:

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

Minutes:

1. February 23, 2016
2. March 1, 2016
3. March 8, 2016
4. March 11, 2016
5. March 15, 2016

Resolutions:

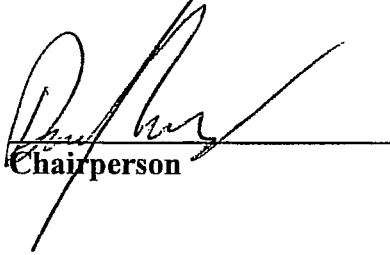
1. Gaming Commission Resolution #GC16-0308-04 Approval of Expenditure from North American Video for Thirty (30) 1/3" Color Digital Cameras in the Amount of \$8,626.80

Commission Orders:

Other:

Reports:

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


Chairperson

4/5/16
Date

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
February 23, 2016
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:43 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Dave Corey, Debra Davis, Bill Willis
Commission Staff: Kelly Maser
Others: Rebecca Liebing, Lee Iverson, Joseph Riley

Approval of Open Session Agenda:

a) **February 23, 2016**

Action: B. Willis made a motion to approve the Open Session Agenda for February 23, 2016 as presented.

Seconded by D. Corey

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

Approval of Open Session Minutes:

a) **February 16, 2016**

Action: D. Corey made a motion to approve the Open Session Minutes for February 16, 2016 as presented.

Seconded by D. Davis

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

Old Business:

None

New Business:

None

Discussion Period:

Lee – Sending “C Notes” SOP forthcoming
Kelly – Pit move complete
Kelly – External auditors on property

Next Gaming Commission Meeting:

a) **March 1, 2016 at 5:30 p.m.**

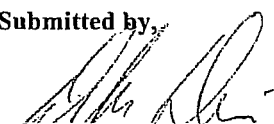


Adjournment of Open Session:

Action: D. Corey made a motion to adjourn Open Session meeting at 5:50 p.m. **Seconded by B. Willis**

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

Submitted by,


Debra Davis, Secretary

3-1-16

Date

Items moved to Open Session:

a) KSS Enterprises

Action: D. Corey made a motion to approve the renewal of a Non-Gaming Vendor License for KSS Enterprises effective April 1, 2016 and expiring April 1, 2017. **Seconded by B. Willis**

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

b) Landry Holdings, LLC d/b/a Casino Tech

Action: D. Corey made a motion to approve the renewal of a Gaming Vendor License for Landry Holding, LLC d/b/a Casino Tech effective March 25, 2016 and expiring March 25, 2017. **Seconded by D. Davis**

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

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
March 1, 2016
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:37 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Dave Corey, Debra Davis, Bill Willis
Commission Staff: Kelly Maser
Others: Rebecca Liebing, Lee Iverson

Approval of Open Session Agenda:

a) March 1, 2016

Action: B. Willis made a motion to approve the Open Session Agenda for March 1, 2016 as presented. **Seconded by D. Corey**

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

Approval of Open Session Minutes:

a) February 23, 2016

Action: D. Corey made a motion to approve the Open Session Minutes for February 23, 2016 as presented. **Seconded by B. Willis**

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

Old Business:

None

New Business:

None

Discussion Period:

Kelly – External auditors on property
Kelly – Annual Report submission
Lee – I-9 training with Drummond Woodsum completed (derived from GC HR Audit)
Lee – Construction (Egress concerns brought forward by GC Compliance Manager)
Lee – IHS will be property this month and in back again in April
Lee – Invitation for “Playdate” at sports bar

Next Gaming Commission Meeting:

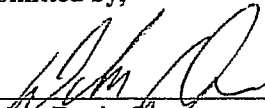
a) March 8, 2016 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn Open Session meeting at 5:50 p.m. **Seconded by D. Davis**

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

Submitted by,

 3-8-16
Debra Davis, Secretary Date

Items moved to Open Session:

a) Gaming Tickets, Inc.

Action: D. Corey made a motion to approve the renewal Gaming Vendor License for Gaming Tickets, Inc. effective April 2, 2016 and expiring April 2, 2017. **Seconded by D. Davis**

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

b) Bay Supply & Marketing, Inc.

Action: D. Corey made a motion to approve the renewal Non-Gaming Vendor License for Bay Supply & Marketing, Inc. effective April 22, 2016 and expiring April 22, 2017. **Seconded by D. Davis**

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

c) Intaglio, LLC

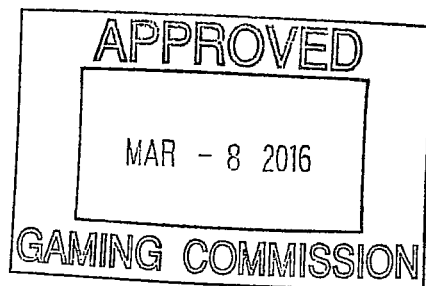
Action: D. Corey made a motion to approve the renewal Non-Gaming Vendor License for Intaglio, LLC effective May 11, 2016 and expiring May 11, 2017. **Seconded by D. Davis**

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

d) Insight Systems Group

Action: D. Corey made a motion to approve the renewal Non-Gaming Vendor License for Insight Systems Group effective June 10, 2016 and expiring June 10, 2017. **Seconded by D. Davis**

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



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
March 8, 2016
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:41 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Dave Corey, Debra Davis, Bill Willis (absent), Julie Wolfe
Commission Staff: Kelly Maser, Connie Lindsay
Others: Rebecca Liebing, Lee Iverson, Joe Riley

Approval of Open Session Agenda:

a) March 8, 2016

Action: D. Corey made a motion to approve the Open Session Agenda for March 8, 2016 adding Item (a) to New Business – Approval of Expenditure from North American Video. **Seconded by D. Davis**

Roll Call: D. Corey – Yes / D. Davis – Yes / B. Willis – Absent / J. Wolfe – Yes/ 3–Yes, 0–No, 0–Abstaining, 1–Absent. **MOTION CARRIED**

Approval of Open Session Minutes:

a) March 1, 2016

Action: D. Corey made a motion to approve the Open Session Minutes for March 1, 2016 as presented. **Seconded by B. Willis**

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

Old Business:

None

New Business:

a) Approval of Expenditure from North American Video for Thirty (30) 1/3" Color Digital Cameras in the Amount of \$8,626.80

Action: D. Corey made a motion to approve Gaming Commission Resolution #GC16-0308-04 approval of Expenditure from North American Video for Thirty (30) 1/3" Color Digital Cameras in the Amount of \$8,626.80.

Seconded by J. Wolfe

Roll Call: D. Davis – Yes / B. Willis – Absent / J. Wolfe – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 1–Absent. **MOTION CARRIED**

Discussion Period:

Lee – Progress on construction continues

Lee – Board of Directors' Meeting (GM and Assistant GM – under 18 year olds for employment)

Lee – Board of Directors' Meeting (GM and Assistant GM – getting employee's licensed and to work ASAP)

Lee – Board of Directors' Meeting (Directors are requesting a quarterly meeting with Commission staff)

Lee – Notice of Concern – Non-Compliance with Tribal-State Compact

Lee – Meeting Invitation to Compliance Manager for LRCR Document Structure Project

Lee – March 21st – Lee won't be in attendance at meeting

Lee – Tax and Title 31 Officer posted – moving from Finance Department to Compliance Department

Kelly – Financial Statement Audit Exit Meeting scheduled

Kelly – Notice of Concern – Non-Compliance with Tribal-State Compact (remain non-compliant)

Next Gaming Commission Meeting:

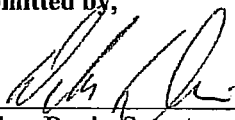
a) **March 15, 2016 at 5:30 p.m.**

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn Open Session meeting at 6:10 p.m. **Seconded by D. Davis**

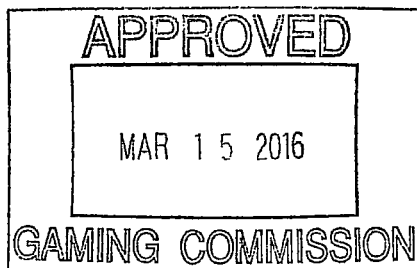
Roll Call: D. Davis – Yes / D. Corey – Yes / B. Willis – Absent / J. Wolfe – Yes / 3–Yes, 0–No, 0–Abstaining, 1–Absent. MOTION CARRIED

Submitted by,


Debra Davis, Secretary

3-15-16
Date

Items moved to Open Session:



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
SPECIAL OPEN SESSION
March 11, 2016
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 12:04 p.m. by Chairman Dave Corey

PRESENT:

Commissioners: Dave Corey, Bill Willis, Julie Wolfe, Debra Davis (absent)
Commission Staff: Kelly Maser
Others: Lee Iverson, James Pontiac, Tom Guenthardt, Jerry Ramsey

APPROVAL OF OPEN SESSION AGENDA:

a) March 11, 2016

Action: D. Corey made a motion to approve the open session agenda of March 11, 2016 as presented. **Seconded by J. Wolfe**

Roll Call: D. Corey – Yes / J. Wolfe – Yes / D. Davis – Absent / B. Willis – Yes / 3-Yes- 0-no, 0-abstaining, 1-absent
MOTION CARRIED

NEW BUSINESS:

a) **Approval of the Little River Casino Resort Security Policies, Revision 2**

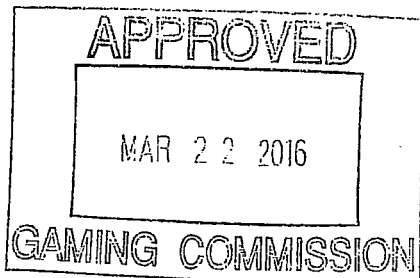
Action: D. Corey made a motion to approve the Little River Casino Resort Security Policies, Revision 2. **Seconded by B. Willis**

Roll Call: D. Corey – Yes / J. Wolfe – Yes / D. Davis – Absent / B. Willis – Yes / 3-Yes- 0-no, 0-abstaining, 1-absent
MOTION CARRIED

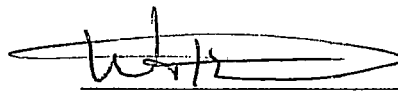
ADJOURNMENT OF OPEN SESSION

Action: D. Corey made a motion to adjourn Open Session meeting at 12:36 p.m. **Seconded by J. Wolfe**

Roll Call: B. Willis – Yes / D. Corey – Yes / J. Wolfe – Yes / D. Davis – Absent / 3-Yes- 0-no, 0-abstaining, 1-absent
MOTION CARRIED



Submitted by,


Bill Willis, Commissioner

3/22/16
Date

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
March 15, 2016
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:43 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Dave Corey, Debra Davis, Bill Willis (absent – NIGA), Julie Wolfe
Commission Staff: Kelly Maser, Erford Edmondson
Others: Rebecca Liebing

Approval of Open Session Agenda:

a) March 15, 2016

Action: D. Corey made a motion to approve the Open Session Agenda for March 15, 2016 as presented. **Seconded** by J. Wolfe

Roll Call: D. Corey – Yes / D. Davis – Yes / B. Willis – Absent / J. Wolfe – Yes / 3–Yes, 0–No, 0–Abstaining, 1–Absent. **MOTION CARRIED**

Approval of Open Session Minutes:

a) March 8, 2016

Action: J. Wolfe made a motion to approve the Open Session Minutes for March 8, 2016 as presented. **Seconded** by D. Davis

Roll Call: D. Davis – Yes / J. Wolfe – Yes / B. Willis – Absent / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 1–Absent. **MOTION CARRIED**

Old Business:

None

New Business:

a) Approval of New Colors of Dice

Action: D. Corey made a motion to approve the dark blue, dark red, and purple dice for play. **Seconded** by D. Davis

Roll Call: D. Davis – Yes / B. Willis – Absent / J. Wolfe – Yes / D. Corey – Yes / 3–Yes, 0–No, 0–Abstaining, 1–Absent. **MOTION CARRIED**

Discussion Period:

Kelly – Draft Financial Statement Audit Reports scheduled March 18, 2016

Next Gaming Commission Meeting:

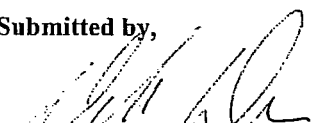
a) March 22, 2016 at 5:30 p.m.

Adjournment of Open Session:

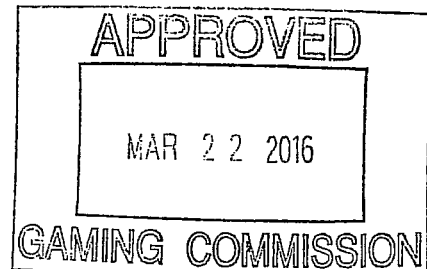
Action: D. Corey made a motion to adjourn Open Session meeting at 5:51 p.m. **Seconded** by J. Wolfe

Roll Call: D. Davis – Yes / D. Corey – Yes / B. Willis – Absent / J. Wolfe – Yes / 3–Yes, 0–No, 0–Abstaining, 1–Absent. **MOTION CARRIED**

Submitted by,


Debra Davis, Secretary

3-22-16
Date



Items moved to Open Session:



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

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

Gaming Commission Resolution #GC16-0308-01

**Approval of Expenditure from North American Video
for Thirty (30) 1/3" Color Digital Cameras
in the Amount of \$8,626.80**

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

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

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

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

WHEREAS, the surveillance digital system requires properly functioning equipment to operate and due to aging equipment, cameras need to be replaced; and

WHEREAS, the Surveillance Department budget does include funds to cover this expenditure and a quote was obtained from North American Video for the purchase of Thirty (30) 1/3" Color Digital Cameras in the Amount of \$8,626.80; and

WHEREAS, the preferred vendor (sole source) for the purchase of this equipment is North American Video based on the fact that these cameras will be compatible with the other equipment within the department that has been purchased through North American Video; and

LRGC Resolution #GC16-0308-04
Approval of Expenditure from North American Video
Thirty (30) Color Digital Cameras
in the Amount of \$8,626.80
Page Two

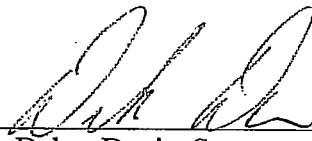
WHEREAS, Gaming Commission Resolution #14-0820-258 designates actions greater than \$2,500.00 require Gaming Commission approval by resolution.

NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the expenditure of Thirty (30) Color Digital Cameras in the Amount of \$8,626.80 from the approved 2016 Gaming Commission Surveillance Department budget (from Account #1030-120, Line Item #5601).

Certificate of Adoption

I, Debra Davis, Secretary of the Little River Band of Ottawa Indians Gaming Commission, do hereby certify that this resolution was adopted on March 8, 2016 by a vote of 3 in favor, 0 opposed, and 0 abstentions and 1 absent. This resolution has not been amended or rescinded in any way.

Attest:



Debra Davis, Secretary

Distribution: Commission Records
Tribal Council Liaison



Little River Band of Ottawa Indians Gaming Commission

PO Box 337

Manistee, MI 49660-0337

Tel: (231) 723-7755 • Fax: (231) 723-7788

Memo

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

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

Maánda Naásaáp (cc):

Naángwa (Date): April 1, 2016

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

Background Investigator/Administrative Assistant – March 2016

- Employee Licensee changes (HR notification)
 - 10 address changes
 - 0 name changes
 - 15 transfers
 - 15 voluntary terminations
 - 1 discharges
- All daily correspondences regarding licensees are put into the respective files.*
- 57 Employee license renewals
 - 30 Gaming
 - 25 Non-Gaming
 - 2 PMO
 - 0 Reinstatements
 - 0 Deaths
- New Employee licenses issued
 - 7 Gaming
 - 16 Non-Gaming
- 80 Credit Reports
- 80 Sex Offender Reports
- 118 Reference letters processed
- Processed 101 60-day renewal letters for employee license holders
- June reminder cards processed
- Processed court letters for the employee license applicants

Background Investigator – March 2016

- Applications/Files/Investigations Reviewed
 - New Hire 20
 - Renewal 66
 - Upgrade 6
- Vendor Files/Investigations Reviewed
 - New 0
 - Renewal 2
- Interviews Conducted
 - Employee License 23
- Criminal History Record Checks
 - Employee License 79
- Sex Offender Record Checks
 - Employee License 4
- Accurate Record Checks
 - Driving Record 20
 - Felony/Misdemeanor 15
- Credit Reports 0
- Fingerprints Taken
 - Employee License 11
- Licenses Verified
 - Employee License 4
 - Vendor 11
- License Issues
 - Expired/Invalid 7
 - Seized Temp. 0
 - Up Front Denials 1
 - Suspended 0
- Suitability Reports Filed
 - NOR's 13
 - Lic. Determinations 12
- Applications Notarized 22
- GC Appeal Hearings
 - Employee License 0
 - Vendor License 0
 - Rehabilitation 0
- Rehabilitation for Licensure Ordinance Applicants
 - Certificates Issued (Gaming Commission Issued/Approved) 0
 - Denials Issued (Gaming Commission Issued/Approved) 0
- Tribal Emergency Ops Mtgs. 3 (total hours)

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

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

Executive Assistant – March 2016

- 5 applications sent to prospective new vendors (Gaming/Non-Gaming)
- 8 renewal applications sent to vendors (Gaming/Non-Gaming)
- 4 vendor licenses processed (Gaming/Non-Gaming)
- Received Non-Gaming vendor applications and reviewed for completeness
 - 1 Corporate History Disclosure Form
 - 3 Personal History Disclosure Form
- Received Gaming vendor applications and reviewed for completeness
 - 10 Corporate History Disclosure Form
 - 29 Personal History Disclosure Form
- 11 investigations initiated on vendors
- 22 investigations initiated on vendor control persons
- 6 investigations for vendors reviewed
- 19 investigations for control persons reviewed
- Conducted numerous personal and trade reference checks for vendors
- Ran numerous Sex Offender Reports on vendor control persons
- Conducted numerous license verifications on vendors and control persons
- 4 Dunn & Bradstreet reports ran on vendors
- 8 Gaming Commission meeting agendas prepared
 - 23 Gaming Commission meeting packets assembled and distributed
- 10 sets of Gaming Commission meeting minutes reviewed for discrepancies/errors
- 1 Tribal Council monthly report compiled for the Gaming Commission
- Reviewed LRRCR Accounts Payable List
- Assisted 35 licensees in the initial licensing and renewal process (completion of application and notarizing)
- Continuously working on records retention/destruction process (on-going project)
- 1 Raffle license processed

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