

**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 *LBR*  
**Naangwa:** Date: June 12, 2024  
**Maanda Nji:** Re: May 2024 Operations Report

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

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

Larry B. Romanelli

Little River Band of Ottawa Indians  
Departmental Monthly Reports  
May 2024

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Accounting  
Angela Rabb

# Finance Division

**Angela Rabb, Chief Financial Officer**

## May 2024 Department Report

### I. Department Overview

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

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

### Finance/Accounting Management:

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

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

#### Objectives:

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

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

## **Property Management:**

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

**Objectives:**

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

## **Budgeting:**

***Goal: Improve the accuracy and usefulness of budget information.***

**Objective:**

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

## **Purchasing/Travel:**

***Goal: Improve efficiency of processes and reduce costs.***

**Objective:**

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

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

## **II. Department Reporting Section**

### **AUDIT 2023**

Rehmann Robson has sent an engagement letter for the audit of the FY 2023 Financial Statements. The letter was approved by Tribal Council, signed by the Ogema and sent back to Rehmann. Field work for

audit started April 29, 2024. Due to shortage of staff, field work continued through the month of May and into June.

## SENIOR STAFF ACCOUNTANT

### *Duties and Accomplishments –*

1. **Projects: No Projects have been - assigned to:** *The Construction Task Force committee for approved purchases and payments April, no activity: at this time.*
    - i.
    - ii.
    - iii.
  2. **Cash Receipts:** *Daily cash receipts totaled for the month of April were \$1,386,690.74 the General & Special Revenue Account had a total of (311) receipts.*
  3. **NGLC:** *Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow-up to who is collecting the Balance.*
  4. **Pharmacy:** *Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,*
  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. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2023, with the ongoing Inventory there will be several updates as it relates to the assets being no longer in service, several disposals have been identified.*
  6. **2023 - Single Audit – Audit Field Work – Audit, Organization financial statements and compliance with Federal awards – Prepping for 2023 Audit.**
  7. **1099MISC/1099NEC.** – *2023 tax year was sent out in the week of Jan 22nd - 26<sup>th</sup> of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2023. Continued to send tax documents out to the membership / Vendors.*
  8. **WEX Card- Monthly Report,** *removed the terminated employees, scheduled the payment, and reviewed and reconciled the report to the payment.*
  9. **Tribal Financial Statement Requirements:** *Due by the 8<sup>th</sup> of the month.*
    1. *Cash Deposits – to the Bank Statement.*
    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 - No Meetings**  
**Other Meetings: Staff Meeting –**

### *Other Items:*

## STAFF ACCOUNTANT

### *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. Void Stale dated checks

6. Positive Pay
7. Run Bank Deposits

***Meetings Held / Attended*** – Staff meeting, Government Center Sign, Audit, Gaming Commission

***Trainings Held / Attended*** –

***Special Tasks / Activities Performed*** – Review and approve A/P check run

***Upcoming Projects / Tasks*** – Audit

***Payroll Duties and Accomplishments*** –

1. Processed 573 payroll vouchers/checks.
2. Verified 18 PAF's this month which included 10 new employee(s), 0 Job Change/Transfer employee(s), and 0 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 5/3, 5/17 and 5/31.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

***Meetings Held / Attended*** –

- 5/2 – May monthly staff Meeting
- 5/23 – Payroll/HR meeting

***Trainings Held / Attended*** –

None

***Other Tasks / Activities Performed*** –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2024 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in May as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in May as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of May to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Prepared Member Eligibility count for the July per capita distribution and provided to CFO for payment calculation to be done.
10. Provided requested items needed for annual audit.

***Ongoing Projects / Tasks*** –



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

#### ***Upcoming Projects / Tasks –***

1. Processing of July 1<sup>st</sup> per capita distribution and necessary compliance reporting.
2. Preparing for end of quarter.
3. Completion of Self-Attestation Web Request from UIA related to a recent audit by the DOL.

#### **ACCOUNTS PAYABLE**

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

#### **Special Tasks / Activities Performed –**

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

## **PURCHASING/ TRAVEL OFFICE**

### ***Duties and Accomplishments –***

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

### ***Meetings Held / Attended –***

### ***Special Tasks / Activities Performed –***

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

### ***Upcoming Projects / Tasks –***

## ***Purchasing/Travel Manager***

### ***Duties and Accomplishments –***

1. Oversee the Purchasing, Travel, and Mail activities and staff.
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.

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

### ***Special Tasks / Activities Performed – & Meetings Held / Attended***

1. Assisted in setting up "Robert Rules of Order" training for Tribal Council.
2. Worked on updates required by CFR which came out in June of 2024

## Receiving

### *Duties and Accomplishments –*

1. Received in 384 packages.
2. Issued 168 receiving reports.
3. Returned 2 item for credit.
4. Made deliveries.
5. *13 FedEx for mail clerk*
- 6.

### *Meetings Held / Attended –*

### *Trainings Held / Attended –*

### *Special Tasks / Activities Performed –*

#### *GSA billing*

#### *Mileage of department's vehicles*

#### *Upcoming Projects / Tasks –*

## Budget Coordinator

### **Duties and Accomplishments:**

- 1) Prepared 7 agenda items for Tribal Council Meetings
- 2) Attended 3 Tribal Council Meetings
- 3) Completed 11 Budget modifications
- 4) Completed 6 Supplemental Appropriations
- 5) Prepared and submitted 14 draw downs
- 6) Prepared and submitted 5 financial status reports to agencies
- 7) Attended Management Concepts – Audit of Federal Grants on-line training for 2 days
- 8) Attended Staff Meeting by ZOOM
- 9) Attended 2 meetings with Amplifund by ZOOM
- 10) Attended 2 meetings with the auditors
- 11) Prepared budget templates for 2025 and emailed them out on 5/24/24 to directors
- 12) Set up and attended ZOOM meeting regarding Indian Village
- 13) Worked on indirect cost proposal for 6 days
- 14) Attended ZOOM meeting with Self-Governance staff regarding amendment

## Grants

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

software. Implementation meetings continue and we are providing needed information for Amplifund to update the software for our use. We are in the final phase of implementation.

## **Expenditures Update**

Total year-to-date expenditures for the Finance Division for May 2024 are \$514,449 compared to an annual budget of \$1,475,869. Total expenses for the Finance Division for year-to-date May 2024, represent 34.8% of the department's total annual budget.

Education  
Yvonne Parsons

## ***Education Department***

***Yvonne Parsons, Education Programs Coordinator***

### **May 2024 Department Report**

#### **I. Department Overview**

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

#### **II. Department reporting section**

- LRBOI Student Services: 1 student received \$1000 for 12<sup>th</sup> grade computer program. 2 students received a total of \$280.78, and 2 students received school clothing fund totaling \$1000
- College Book Stipend: 10 book stipends were processed in May, totaling \$ 4300 providing assistance to 3 student attending 1-3 credits, 4 attending 4-8 credits, and 3 attending 9+ credits.
- Educational Advancement Fund: 2 students totaling \$600
- Vocational Assistance- one student received \$3,653 for vocational assistance in May

**During May the Education Department has been continuing plans for Indian Village Camp, including having to change the dates to the first weekend in August to not conflict with Language Camp. Got a list of students in Michigan by ages 14-26 to get numbers for YouthWork. Mailed flyers and information to around 40 students regarding Youth Work opportunities. Worked with Kathleen Bowers and Frank Beaver to adjust the budget from the BIA Tribal Youth Initiative to make it work for funding IVYC this year and for 2025.**

#### **Meetings Attended:**

**May 9 Meeting with YouthWork from Traverse City with Leads, Ogema, and Frank Beaver**

**May 18 2<sup>nd</sup> Annual Jigsaw Puzzle Competition- 14 people attended**

**May 22 Activity and Craft Night- 15 people attended**

**May 20 Tribal Council Agenda Review via Zoom**

**May 22 Tribal Council Meeting**

#### **Budget Expense Justification**

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

Elders Meal Program  
Victoria Wells



## Elder Meals May Report



Homebound and delivered meal attendances are as follows:

<b>Aki Congregate Meals</b>	<b>Homebound</b>
200	641
<b>Hackley Congregate Meals</b>	<b>Take out</b>
8	0

<b>Bingo At Aki</b>	<b>Bingo At Hackley</b>
13	0
<b>Activities At Aki</b>	<b>Activity at Hackley</b>
0	8

PO #	Distribution Code	G/L	Starting	Ending
240553	4531	5204	\$492	\$231
240793	4558	5204	\$608.00	\$4
240773	4558	5204	\$3615.87	\$1171
240937	4558	5602	\$500	\$250
240855	4558	5204	\$5000	\$2260
240999	4558	5202	\$1000	\$178
240991	4558	5204	\$1000	\$489

For food and to go containers, the program spent \$6560.87 for the month of May but this includes incorporating 2 Fridays in. The price of inflation on food is making many of us running elder's programs nervous. However, with Orchard Market open soon we will get more for less and support an environmentally friendly certified farm. We bought some tomato plants, flowers for elders for Mother's Day, and some to bring in pollinators around our tanks. We also direct sowed cucumbers, along with squash and corn that was gifted from the GTB elders' program to ours which are doing amazing. Their coordinator and I spoke about this in DC this spring. We also passed our health inspection.

The program is only running on a partial grant at the moment, but we should have the rest of our grant for 2024 by the end of June. We have 2 that are ending in September, but we will get them spent. The program continues to look for more grants to support our growth. The building blocks are in place to have a more complete Elders Program this next 3 year grant cycle in 2025 instead of simply just meals. Our grant requirements involve more things such as transportation (and they do require it if a letter is needed but they are helping me look for a grant to cover a vehicle), chore service (snow shoveling, mowing), and elder aid (homecare things like taking out trash). We continue to grow!

Enrollment  
Diane Lonn - Temp

## ENROLLMENT DEPARTMENT REPORT

May Monthly Report – 2024

DIANE LONN, TEMPORARY ENROLLMENT COORDINATOR

CHANTEL GAMELIN, ENROLLMENT ASSISTANT

### Department Goals

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

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

### Department Objectives are:

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

### Duties Performed

- Mailed out: 7 Applications forms for people seeking membership
- Sent out: 15 Address change forms
- Created 31 New and replacement Tribal I.D's from 05/01/2024 through 05/31/24
- 48 Address changed from 05/1/2024 through 05/31/2024
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
  
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 1

- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received as of 05/31/2024
- List request of Membership: Tax, Members Assistance, Elders Committee, Enrollment Commission
- Label request of Membership: 0
- Statistical request: None

#### Department Verifications

1. Prosecutor 48
  2. Clinic 0
  3. Human Resources 0
  4. PRC/EHAP 53
  5. Member's Assistance 0
  6. Member's Assistance 0
  7. Utilities 4
  8. Food Distribution 1
  9. Casino 4
  10. Family Services 2
  11. Tribal Council 0
  12. Natural Resources 0
  13. Gaming 0
  14. Education 2
  15. Work force Development 2
- Ordering/ Correspondence
  - Enrollment verifications to other tribes
  - Certifications of Blood Degrees
  - Certification for Spouses and Descendants for Tribal Preference
  - 6 Members passed away for the Bereavement Benefit
  - 6 Tribal Flags Sent out
  - Sent out PerCap Earnings reports
  - 0 Tuition Waiver Verification
  - 273 Phone Calls logged
  - Eagle Feather Permit Verifications

#### Enrollment Statistics

- Total Membership 3904
- Total number of Elders: 153

- Total number of adults (18-54): 2117
- Total number of Minors (0-17): 252
  - Total Tribal Members Living in:
    - 9 County Area: 1618
    - Outside 9 County: 2250
    - Inside Michigan: 2553
    - Outside Michigan: 1351
    - Undeliverable Addresses: 34

Facilities  
Rusty Smith

## ***2024 May Maintenance Department Report of Operations and Maintenance Activity***

Submitted by De-Ahna Underwood, Maintenance Office Manager

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

### **I. Department Overview**

#### **Goals & Objectives**

The Maintenance Department strives to provide quality services to ensure an aesthetically pleasing, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

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

### **II. Department Reporting Section**

The Maintenance Department maintains 13 buildings and provides lawn care services for the following locations: Eastlake, Gathering Grounds, Government Center, Hackley, Justice Center, Food Distribution, Gaming/VSP, Natural Resources, Area 51, Facilities Barn.

Bi-monthly: Sugar Shack and Shooting Range.

The EVS Technicians stay very active in maintain 6 buildings.

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

:

#### **Work Orders**

- 23 work orders were generated.
- 07 vehicle service work orders closed.
- Mechanic worked on department vehicles and equipment.
- Responded to calls not entered into the work order system.

**Vendors** (buildings overseen by Maintenance)

- 5/8 Pest control pm, 4 locations
- 5/22 Pest control pm, 1 location

**III. Budget Expense Justification**

• Vehicles	\$541.00
• Phones	\$300.00
• Supplies	\$18.00
• Equipment Repair	\$2,530.00
• Small Equipment	\$500.00

**IV. Travel and Training**  
N/A

End of Report



Family Services  
Vacant Director

Department Report : Family Services

Case Worker: Stephanie Persenaire

Reporting Period: May 2024

\*\*\*\*\* Reporting Counties \*\*\*\*\*

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent
I & R's								
Intakes	2							
Open Cases	8				1			
<b>Monthly Total</b>	10				1			

Case Management

Total number	23				6			
Total number of Tribal Citizens living in homes served	8				2			
Total number of descendants living in homes served	7				4			
Total number of children living in homes served	7				5			
Total ICWA or ICWP where substance abuse is involved	0				1			
Child Abuse/Neglect								
ICWA or ICWP	0				0			
Sexual Abuse	0				0			
Substantiated or Unsubstantiated by DHS	0				1			
Case Pending	0				0			
Relative placed	0				1			

Tribal Foster	0			0		
Non-Tribal F	0			0		
Home	0			0		
Alternative pl	0			0		
Court appeara	1			0		
Home Visits	31			2		
Case Reviews	1			0		
Binojeeuk	2			0		
Contacts with	26	2	1	31	1	9
Contacts with	16					
Tribal Elders	0			0		
Other referral	0			0		
<b>onthly Total</b>	<b>122</b>	<b>2</b>	<b>1</b>	<b>53</b>	<b>1</b>	<b>9</b>

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Newaygo

Other

	1
	1

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	4
	1
	0
	2
	0
	1
	0
	0
	1
	0
	0

	0
	1
	0
	0
	0
	1
	0
	0
	18
	0
	0
	29

Department Report : Family Services

Case Worker : Rachel Kops

Month: May 2024

\*\*\*\*\* Reporting Counties

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

Case Management

Total number living in homes served					24	
Total number of Tribal Citizens living in homes served					12	
Total number of descendants living in homes served					6	
Total number of children living in homes served					8	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					1	
ICWA or ICWP referrals					1	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					1	
Case Pending with DHS					1	
Relative placement					1	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					1	
Court appearances					0	
Home Visits					2	
Case Reviews					20	
Binojeeuk					1	
Contacts with outside agencies					2	
Contacts with LRBOI departments					98	
Tribal Elders					25	
Other referrals					2	
					0	
<b>Monthly Totals</b>					206	

---

\*\*\*\*\*

Wexford

Kent

Newaygo

Other

	1		
	1		

---

	5		
	1		
	1		
	4		
	4		
	1		
	16		

### Monthly Site Dashboard Report

Date Range of Report: May 01, 2024 - May 31, 2024

Date Report Generated: Jun 04, 2024

#### Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	23	8	34

#### Total Unique Clients who received at least 1 visit between May 01, 2024 - May 31, 2024 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	6	0	6

#### Total New Clients enrolled between May 01, 2024 - May 31, 2024 by type

Prenatal	Postpartum	Father/Other	Infant/Child
0	0	0	0

#### Total Visits between May 01, 2024 - May 31, 2024 by staff person

Name	Total Visits	Form Type
Holly Lindsey	7	Postpartum Visit/Encounter Form
Holly Lindsey	7	Infant Visit/Encounter Form
Holly Lindsey	6	Fathers and Others Visit/Encounter
<b>Total</b>	<b>20</b>	

#### Forms (assessment, enrollment, etc.) that do not have a Visit Encounter form for the same date

No data for this section

#### Open Referrals

No data for this section

#### Forms "in progress"

Client	Client Type	Form Type
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#### SCRIPT tab modified between May 01, 2024 - May 31, 2024

Client	Client Type	HSID
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## LRBOI Be Da Bin Behavioral Health Program May 2024 Report

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

The Traditional Healer did have sessions this month and talked/had sessions with 8 clients.

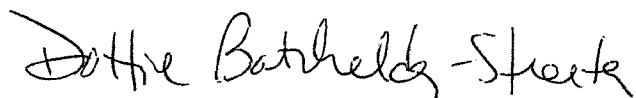
Angela Schwandt currently has 48 clients. Angela had 72 individual sessions, 38 follow up calls, 8 hours of telepsychiatry. She attended the SAPC (Suicide Awareness and Prevention Coalition) meeting, Homeless Crisis Summit, and Weekly Homeless Task Force meetings. Webinars attended: Anxiety & CBT Self-paced course on line and Microsoft Teams Basics.

Kimberly (Kim) Hinmon attended meetings with the Manistee County Library and with Peer 360 on collaboration, Homelessness Crisis Summit & follow up meetings. Native connections had Regalia making class (Manistee 4 and Muskegon 8 participates); Dance Class (Manistee 3 and Muskegon 2); and Moss bag making (Manistee 11 and Muskegon 7). She attended the Native Connections Regional Learning community Webinar. She is doing planning for summer activities such as Story time, Michigan Indian Family Olympics, and more cultural classes.

Dottie Batchelder-Streeter currently has (35) 27 clients and 8 Recovery Support clients. Dottie had 4 referrals to detox/inpatient treatment and 2 referrals to other outpatient services/other services. Dottie had 42 individual sessions, 1 crisis interventions, and 67 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting. She attended the Program Assist & Programming discussion meeting; met with Centra Wellness on services; Suicide Awareness and Prevention Coalition and Muskegon Suicide Prevention Coalition; Tribal Prevention Coalition; Homelessness Crisis summit and follow up meetings; Attended webinars: Prevention ethnics. Still working process on moving my office. She planned the Wellness Walk is planned for June 6, 2024; planning for our Tribal Behavioral Health Communication Network meeting hosting in July: working on the Overdose Awareness Day event for August; and Suicide Prevention Event for September 6, 2024.

All staff participated in the Chalk the Walk-have the Talk event in May. 4 Narcan kits given out.

Respectfully submitted,



Dottie Batchelder-Streeter



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

**VSP MONTHLY SUMMARY REPORT**

**PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS**

Continued Cases	8
New Cases	1
Closed Cases	1
Referrals and Contacts Received	4
Client Face to Face Contacts	3
Client-related Phone, Email, and Text Contacts	107
Client-related Direct Service Units Provided by Advocates	141
Client-related Accompaniment Provided by Advocates	0

**MEETINGS**

Staff Meeting(s)	0
Program Case Reviews	0
Community Collaboration Meetings	3
Other Meetings	5

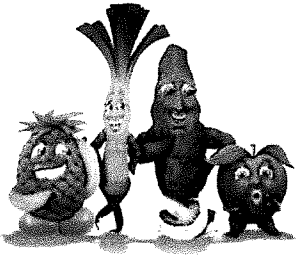
**STAFF DEVELOPMENT/TRAINING**

Virtual Training	3
In Person Training and Conferences	2
VSP Sponsored Training Events	1
Other Trainings	0

**OUTREACH & NETWORKING EFFORTS**

Creation of Program and Outreach Materials	2
Event and Training Planning and Preparation	0
Community Table Events	1
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	153
VSP Presentations	0
Networking Activities	1
VSP Website Updates	8
Other Efforts	2

Food Distribution  
Jamie Friedel



# Food Distribution Program

## May 2024 Monthly Report

Jamie Friedel, Melanie Ceplina, Christopher McClellan and Nicole Ward

### 1 Department Overviews:

#### Goals and objectives:

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

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

### 2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

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

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

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

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

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

Jamie ordered Mays food for the warehouse.

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

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

Jamie and Melanie certified clients.

Jamie, Melanie, Chris conducted 43 Deliveries.

We received deliveries on May 2<sup>nd</sup>, 6<sup>th</sup>, 9<sup>th</sup>, 16<sup>th</sup>, 30<sup>th</sup>.

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

Melanie sent out 3 applications.

Melanie sent 2 recertifications out.

Added 2 new Households.

We have a total of 72 households with 112 total people.

MEETINGS:

Board meeting for Kaufman Associates

Operations call with USDA

2 Midwest Regionalcallc

The Department is working on the 26<sup>th</sup> Annual Regional meeting that we will be hosting. I have had several meetings with the casino to get things nailed down. We are very excited on hosting for this would be the first time for Little River. We also, will be doing some onsite training since our center is so close. We are still waiting for our funds from the USDA for our new vehicle for the Tailgating we would like to start doing. Our new computer system is working better than the previous program. I will be working on our 2025 budget this month.

We have been hosting a Luncheon for our client, potential clients and whomever on the 3<sup>rd</sup> Friday of the month. The lunch started with 10 people and is growing. The last one held on May 17th with 32 people in attendance. It is a time for people to gather and have conversation with others. We look forward to our next one which will be held on Friday 14<sup>th</sup> with a cook-out Theme for Fathers day.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Christopher McClellan Food Distribution Assistant

Nicole Ward Food Distribution Assistant

Health  
Daryl Weaver



**Little River Band of Ottawa Indians  
HEALTH OPERATIONS REPORT**

**To:** Larry Romanelli, Ogema

**CC:** William Willis, Tribal Manager

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

**Date:** June 6, 2024

**Re:** May 2024 Report of Activity – Tribal Health Services

Forrest County Pottawatommi Insurance Department filed 116 claims on behalf of Little River in the amount of \$22,141.72 for Third Party Revenue generation.

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

**CLINIC OPERATIONS: MANISTEE LOCATION**

263 patients scheduled

21 patients NO-SHOW to scheduled appointments

5 patients provided SAME DAY appointments for emergent matters\*\*

73 cancelled appointments

174 patients attending CLINIC PHYSICIAN appointments\*\*

33 patients PHONE TRIAGE\*\*

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

73 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MAY (Total Patient Volume): 675

Diabetic patients: 56

Flu Vaccines: 0

Injections: 41

Nursing Visits: 9 \*\*

On-site Labs: 189

COVID-19 Tests: 1

\*\*Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews & Phone Triage include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 1,152

DIRECT CALLS TO CLINIC OPERATIONS: 520

SENT FAXES: 153

RECEIVED FAXES: 719



**TRANSPORTS - MANISTEE 8**

**MAY 2024**

TRAVEL HOURS: 17

SERVICE HOURS: 13

NUMBER SERVED: 8

**MEDICATION DELIVERIES: 2**

TRAVEL HOURS: 2 ½

SERVICE HOURS: ½

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 19 ½

TOTAL SERVICE HOURS: 13 ½

TOTAL NUMBER SERVED: 10

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

**CLINIC OPERATIONS: MUSKEGON LOCATION**

169 patients scheduled

13 patients NO-SHOW to scheduled appointment

1 patients provided SAME DAY appointments for emergent matters\*\*

37 cancelled appointments

73 clinic referrals – requiring action by Providers and Staff

120 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: ##

Flu Vaccines: ##

Injections: ##

Nursing Visits: ##

On-site Labs: ##

COVID-19 Tests: ##

DIRECT CALLS TO CLINIC OPERATIONS: Muskegon Calls transferred to Manistee

**TRANSPORTS - MUSKEGON: 4 MAY 2024**

TRAVEL HOURS: 7 ½

SERVICE HOURS: 2

NUMBER SERVED: 4

**MEDICATION DELIVERIES: 5**

TRAVEL HOURS: 1 ¼

SERVICE HOURS: ¾

NUMBER SERVED: 5

TOTAL TRAVEL HOURS: 8 ¾

TOTAL SERVICE HOURS: 2 ¾

TOTAL NUMBER SERVED: 9

**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$103,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1505

TOTAL PRC PAID IN MAY: \$50,488.95

PHARMACY/OTHER: \$30,228.28

DENTAL: \$8,615.00

TOTAL PATIENTS: 202 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 418

TOTAL CLAIMS ENTERED: 357

TOTAL PRC PAID 2024: \$222,374.51

TOTAL EHAP PAID IN MAY: \$52,553.92

TOTAL EHAP PAID 2024: \$170,407.04

TOTAL ENROLLED EHAP/LRBOI: 1306

NEW APPLICATIONS MAILED OR GIVEN: 39

REASSESSMENTS MAILED OR GIVEN: 131

**MEDICARE LIKE RATE (MLR) Savings for May 2024**

Claims submitted: 6 \$12,768.00 (total submitted)

-\$2,742.25 (what we paid)

**\$10,025.75 (total savings)**

**PHARMACY, MANISTEE: May 2024**

Active patients:	365	
Prescriptions filled:	1681	
Receipts:		
Insurance payments received:		\$ 225,528.36
Non-member cash/copays received:		\$ 830.50
Less acquisition cost of medications:		\$ 73,182.69
Net profit:		\$ 153,176.17
PRC-equivalent write offs:		
LRBOI:	\$ 25,754.58	
Other Tribes:	\$ 1,242.88	
Total:	\$ 26,997.46	

**PHARMACY, NORTON SHORES: May 2024**

Active patients:	163	
Prescriptions filled:	803	
Receipts:		
Insurance payments received:		\$ 86,432.50
Non-member cash/copays received:		\$ 186.90
Less acquisition cost of medications:		\$ 26,295.18
Net profit:		\$ 60,324.22
PRC-equivalent write offs:		
LRBOI:	\$ 15,277.61	
Other Tribes:	\$ 149.54	
Total:	\$ 15,427.15	

2024 Health Services Department - Manistee Location

Clinic Operations

2024	Total																			
	Patients Scheduled	No Show	Cancelled Appt	Same-Day Appt	Patients Seen**	Telephone Visit**	Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
January	230	18	77	6	141	47	513	319	62	49	5	17	6	134	1	1,216	610	5	117	642
February	222	22	59	2	143	45	465	270	87	51	3	19	7	145	4	1,208	643	3	161	642
March	205	14	61	4	134	40	432	254	76	46	-	17	4	132	1	976	554	1	161	572
April	240	7	59	1	175	41	622	400	94	67	-	33	6	165	3	1,216	634	-	160	606
May	263	21	73	5	174	33	675	459	73	56	-	41	9	189	3	1,152	520	1	153	719
June																				
July																				
August																				
September																				
October																				
November																				
December																				
<b>Totals</b>	1,160	82	329	18	767	206	2,707	1,702	392	269	8	127	32	765	12	5,768	2,961	10	752	2,539

\*\* Denotes total included in Total Patient Volume

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

Housing  
Tara Bailey



**Little River Band of Ottawa Indians**  
Housing Department  
Mailing Address: 2608 Government Center Drive  
Physical Address: 2953 Shaw Be Quo ung  
Manistee, Michigan 49660  
231-723-8288

**HOUSING DEPARTMENT**  
**Report to the Ogema**  
**For May 2024**

**Staff**

Tara Bailey – Housing Director  
Michelle Pepera – Administrative Assistant  
Krystal Davis – Housing Specialist  
Stephen (Jake) Shepard - Housing Maintenance Technician  
Matthew Alexander – Housing Maintenance Technician  
Mike Pannill – Housing Maintenance Technician  
Jim Stuck - Housing Maintenance Technician

**Department Overview**

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

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

**I. Housing Activities.**

- A. During the month, the Department performed the following activities.
  - Lease renewals due during the month: 6
  - Leases renewed: 6
  - New leases: 1
  - Annual Inspections: 4
  - Move-out Inspections: 0
  - Move outs: 3
  - Transfers: 1
- B. Down Payment and Closing Cost assistance grant (HI 100).
  - Applications received this month: 1
  - Total Number of Awards made during the Year: 3
  - Total Amount of Awards for the Year: \$10304
- C. The Homeowners Assistance Fund received three (3) new application this month, 0 denial. The program has provided \$1185,217 in assistance since it began in 2022 and a remaining balance of \$30,741
- D. On Wednesday April 10<sup>th</sup> the housing director along with Kathleen Bower met with representative from MSHDA and their consultants from Beaux Simone consulting. They provided information that they are doing to assist tribal housing entities with what they are calling a “tool kit” for getting housing projects off the ground and completed. This will include three 2-day trainings for up to 3 representatives from each participating tribe, the first is June 12-13, 2024 in Sault Ste. Marie, MI. The second and third sessions will be in August in Traverse City and the third in October in Mount Pleasant. UPDATE: the team that will be going and participating in this endeavor will be two representatives from the Housing Commission, Teresa Callis and Dustin Curtis and Tribal Manager, Bill Willis.
- E. The Housing Department sent out our quarterly flyer to AKI residents on May 9<sup>th</sup> for updates on information for the next few months.

- F. June 3-5<sup>th</sup> will be Spring Clean up for the Aki community.
- G. Krystal Davis, Housing Specialist received her chauffeurs drivers license endorsement in April. The plan is to assist with elders in the community with once a week ride to the local supermarket to get groceries as many of our elders in the community do not drive nor have family that can assist or have vehicles. UPDATE: The first ride was provided on May 30<sup>th</sup> with one elder provided the service to Meijer. On June 6<sup>th</sup> the first ride to WalMart will be provided to the elders.

**II. Rental Payment Information for the Month.**

- A. Notice of Delinquency issued: 11
- B. Termination Notice(s) issued: 4
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

**III. Condition of Properties.**

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

**IV. Number of Units and Vacancies.**

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

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

**V. Significant Problems and Accomplishments.**

**VI. Plans for the Future.**

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

**End of Report**  
**Tara Bailey, Housing Director**  
June 6, 2024



# Attention Elders

Aki Maadziwin Community Elders

The Elders Complex has opened its front doors to all Aki Maadziwin community Elders. This building has many new features including: Recreation room/ TV room

Common area, Exercise

Room, Craft Room, Kitchen,

Business center (coming soon). This area has

been developed for

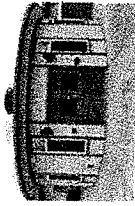
Elders in our commu-

nity to come togeth-

er and socialize.

Open from 8am-8pm

Questions call Krystal—231-398-6878



# Looking for Volunteers

The Housing Department is seeking volunteers at the Elder's complex for someone to introduce our Elders the basics of billiards. If you are interested, please contact

Krystal Davis at 231-398- 6878



# Do you have Renters Insurance?

The Housing Department shall provide required insurance on the unit structure including fire coverage of the home, NOT its contents. The tenant will have to secure their own insurance for personal property/contents. If you need assistance contact the Housing office.

# Spring Clean Up Notice

## Curb Side Service

Please set your items to the road by June 3, 2024, and the Maintenance Techs will come around and pick up your items, once they pick up at your home they will not be coming back, so make sure everything is out the first time. Items that are not allowed are tires, yard waste, liquid flammables and Freon appliances. Please refrain from putting your own items in the dumpster's

Any questions please call the Housing Office @ 231-398-6875.

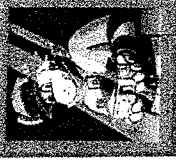
## Fire Safety Tips

**MAKE** a home escape plan. Draw a map of your home showing all doors & windows. Discuss the plan with everyone in the home.

**HAVE** an outside meeting place

(like the light pole or mailbox) a safe distance from the home where everyone should meet.

**PRACTICE** your home fire drill at night & during the day with everyone in your home, twice a year



If you would like your rental payment receipt emailed to you every month, email [michellepepera@lrboi-nsn.gov](mailto:michellepepera@lrboi-nsn.gov)



## Just a Friendly Reminder

The sidewalks are intended for walking and riding your bike. Under Housing

Regulation # R700-01:HC- Section 4 - 4. Parking (in part) Failure to park in designated areas can result in public safety issuing a citation and/or the vehicle being towed away at the owner's expense. We thank you & your guest Thank you! :

# Clip & Save

## Little River Tribal Events

Listed below are just a few events going on in your Tribal Community. Watch for more events and details in the next Currents

⇒ Memorial Day May 27, 2024  
Government Office's Closed

⇒ Spring Clean Up

Week of June 3, 2024

⇒ Independence Day July 4, 2024  
Government Office's Closed

⇒ Jiingtamok 2024 — Pow Wow

Pre Pow Wow Children's Party July 5

Pow Wow July 6 & 7, 2024

at the Tribal Gathering Grounds

⇒ SAVE THE DATE — July 17, 2024

Aki Resident Community Picnic

⇒ 2024 Anishinaabe Family Language &

Culture Camp July 26 & 27, 2024

at the Tribal Gathering Grounds

⇒ Annual Housing Commission Meeting

August 1, 2024 @ 1:00

Aki Community Center

⇒ Labor Day September 2, 2024

Government Office's Closed

⇒ Annual Sturgeon Release

September 7, 2024

⇒ Reaffirmation Day September 21, 2024

Observed 9/20/2024

Government Office's Closed

⇒ Fall Membership Meeting

October 5, 2024 @ LRRCR



Little River Band of Ottawa Indians  
Housing Department  
2608 Government Center Drive  
Manistee, Michigan 49660

Aki Resident Community Picnic  
July 17, 2024 — 4 - 7 p.m.

Join us for a fun filled  
afternoon & enjoy  
free food, games and  
giveaways! Come meet  
your neighbors! Bring  
your picnic chairs and we'll see you at  
the pavilion. Questions: 231-398-6878



### ATTENTION

LRCR Employees you may now sign up for payroll deduction to pay your rent, no more writing checks or going to get a money order or late fees, phone today to get started 231-398-6875

Please remember there is

No Smoking in LRBOI rental units

### For residents who have pets this is a reminder

Under Chapter 6, **Section 4. Animal Control**

*Pet care and control.* All pets must be housed within the rental unit and no facilities can be constructed outside of the unit for any pet. No animal shall be permitted to be loose and if the pet is taken outside it must be on a leash and kept off other tenants' lawns. For the safety of the community, all authorized pet (s) must be under the control of an adult. An unleashed pet, or one tied to a fixed object including but not limited to the housing unit, and left unattended is not under the control of an adult. Questions about pets call 231-398-6878

### Homeownership Initiative Program HI 100

The Housing Department has funding to help you with Down Payment & Closing Cost Assistance

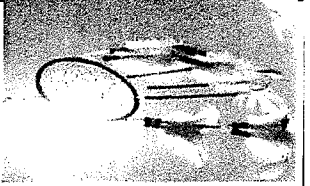
Tribal Citizens can receive up to a combined maximum of \$5000.00.

If you are interested in the Homeownership Initiative Program contact:

Krystal Davis at 231-398-6878 or email: [krystaldavis@lrboi-nsn.gov](mailto:krystaldavis@lrboi-nsn.gov)

### SECTION 184 Indian Home Loan Guarantee Program

With Section 184 financing, tribal members of Federally recognized tribes can get into a home with a low-down payment, lower interest rate, no mortgage insurance and flexible underwriting. Even with less than perfect credit. Section 184 loans can be used, both on and off native lands, for new construction, rehabilitation, purchase of an existing home, or refinance. Contact Krystal for more information.



Human Resources  
Alicia Knapp



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

**To:** Ogema Romanelli  
**From:** Alicia Goff  
**Subject:** May 2024 HR Department Report  
**Date:** 6/05/2024

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

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

### **1) HR Operational Plan**

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

### **3) Talent Acquisition**

a) Talent Acquisition for May -

- (1) Number of Hires During the Month: 7
- (2) Number of Open Positions: Seasonal positions are almost all filled 5 in May with the final 4 to be starting in June.
- (3) Postings Seasonal positions went up, 3 FT positions were posted, selection and interviews took place. There were 3 full time positions interviewed for and 2 have started by the end of May and the other will start in mid-June.. Clinic has postings going up in early May, some positions for Manistee and Muskegon. Utilities positions have moved to selection and interviews were completed in May with start of one being in May (TD) and the other to be started early June (NP). One to start mid-June as a transfer (TM). Family Services 2 positions offered and accepted (2 TM) for early June starts. # candidates for Commerce department went through to selection – to remain posted. IT positions posted and steadily receiving applications.
- (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection will go back to meeting in person and so far, still going well.
- (5) Thank you, Hiring Managers, for your help.

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

(7) Updated Recruiting Work Priority: Gaming – Surveillance Operator is down one position (1 slated for selection/interview possible start by mid-June) and Background Investigator – 2 good applicants 1 offered and accepted to start in July.. Clinic– still looking for professional positions but getting applicants for those and the administrative positions as well. Selection is scheduled for early June with interviews to follow. Finance is beginning to see more applicants come in selection schedule for mid-June with possible close to end-June start.

(7) Applications have increased, but on-line usage of application has been consistent – averaging now around 10 per month, mainly because of the seasonal positions but slowing down due to summer season. Still experiencing problems with online submissions but process of updating. Postings going through Arctic are taking 3-5 days to be on our site at times..

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

- i) Approximately for NRD (7 seasonal, 2 Reg FT positions are now in the selection/interview/offer steps of the process). We expect to see more new hires continuing in to May, with all starting by beginning of June. End of May has 12 postings up about half will be resolved in June.
- ii) Utilities we be getting back to a full staff possibly by mid-June.
- iii) Gaming is looking to hire with a few prospects for selection/interviews/offer with possible starts by end of June.
- iv) Applications are coming in and are picking up, averaging more than 3 per position posted. Utilized LinkedIn, Indeed, NNAHRA and other sites.

#### **4) Talent Development and Relations**

a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions are still to be scheduled and to continue. An are still PIP's grievances and whistleblowers has been noted and decisions sent..
- ii) Provided additional HR support to the leadership of various departments when asked.
- iii) The Employee Recognition Team continues but no employee recognition for the present but are providing information to employees. Mindi Smith HR Specialist providing updates from HR during at the monthly employee meetings for 2024.
- iv) Continued assisting leadership with sensitive employee relations issues when asked.
- v) Assisted departments with job description update – Moving forward to review job duties and further update of wages (project for Lead Angie Stone) – new employees (postings for) first as assigned by Lead group.
- vi) HR Answers... More instore for 2024.

b)

- c) HR Department Development Initiatives:
  - i) HR Development Events: 3 – communication, conflict resolution, investigation, employee relations, MIP, THRP Certifications – May = 30 hours all in HR, none received from other departments.
  - ii) Continued file migration to Office 365 storage solutions continuing. As is lifting to the cloud and SharePoint problems but now visible so working on updating.
  - iii) Continued project to improve HR use of MIP data, still on-going.
  - iv) Further updates are needed on L:drive – forms and resolutions, policy/procedures, and our HR share drives to be recreated as well as the HR SharePoint mysteriously went away. Arctic is working on continued issues with server and process issues.

**Training and Development hours totaled: .**

**5) Benefits and HR Administration**

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

**6) Safety**

- i) Continued COVID-19 support and tracking. 0 reported.
- ii) Recordable Injuries: 2
- iii) Near Miss/1<sup>st</sup> Aid: 1 near misses – 2 car/deer reported

**7) Tribal Preference Report**

**Preference Report for May 2024**

**Employee Count by Preference for May**

<b>107 Tribal Members</b>	<b>53% (52.9%) of Tribal Government Workforce</b>
<b>10 Native American</b>	<b>5% (4.9%) of Tribal Government Workforce</b>
<b>12 Tribal Descendants +1</b>	<b>6% (5.9%) of Tribal Government Workforce</b>
<b>10 Tribal Spouses</b>	<b>5% (4.9%) of Tribal Government Workforce</b>
<b>No data on Tribal Parent – found</b>	<b>0% of Tribal Government Workforce</b>

**Loss in preference for May – 0 Gain of +1**

**Total preference = 139 69% (68.9%)**

**Non-preference 63 - 2 (terms) +6 (new hires) Overall gain - +4 change 31% (31.2%)**

**Total of all employees 202 – \_to workforce in May 2024.**

Regards,  
 Alicia Goff  
 HR Manager

Information Technology  
Andrew Jeurink (Interim)

Information Technology Department  
Monthly Report  
June 2024

**Interim IT DIRECTOR – Andrew-Trey Jeurink**

*Duties and Accomplishments –*

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

*Meetings Held / Attended –*

1. Held Staff Meetings with Elevate and ArticIT.

*Trainings Held / Attended –*

*Special Tasks / Activities Performed –*



Legal Assistance  
Mary Witkop

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: June 7, 2024  
Re: May 2024 report of activities

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Number of tribal members assisted on new issues	69
Number of referrals received	2
Number of continuing cases:	45

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Real Estate
Wills	Conservator - Adult
Trusts	Spousal Support
Estate Planning	Collections
Medical Power of Attorney	Small Estate
Dismissal of Civil Casw	Inherited IRA
Power of Attorney	LLC
Amend Estate Planning Documents	Criminal
Probate Estate	Ex-Parte Order
Enforcement of Judgment of Divorce	PIP Auto Insurance
Amendment of Trust	Lady Bird Deed
Petition and Order for Assignment	Small Claims
Involuntary Committal – Out of State	Business Formation
Personal Protection Order	Cemetery Plot
Working While of SSD	Lien

Post Divorce  
Beneficiary  
Termination of Parental Rights  
Police Interview of Juvenile  
Declination to Act as Agent  
Re-open Probate Estate  
Certificate of Trust Existence and Authority  
Camp Lejeune Lawsuit  
Expungement – Out of State  
SSA PASS Plan

Change of Custody  
Health Insurance  
Disability  
QDRO  
UCCJEA  
Trust for Disabled  
Sale of Real Estate  
Patents  
Medicaid  
Paternity

Attended conference on probate and estate planning

Sample of Work Performed:

Assisted tribal member obtain an ex-parte order to suspend their child's other parent's parenting time

Assisted a tribal member file a Motion to enforce a court order

Assisted a tribal member transfer their custody and child support case to Michigan from another state

Assisted a tribal member expunge their criminal record in another state

Members Assistance  
Jessica Steinberg

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

*Members Assistance Department Mission Statement*

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

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

**Departmental Staff:**

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

**PROGRAMS ADMINISTERED & FUNDING SOURCE:**

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

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

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

**LIHEAP – May 2024 Report [continued]**

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

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

<b>Total Award at time of Report FY 2024</b>	<b>\$187,191</b>	<b>YTD SPEND</b>
○ Heating – 30% of total funds awarded	\$ 56,157*	\$48,465.76
○ Cooling – 10% of total funds awarded	\$ 18,719*	\$ 4,200.00
○ Crisis Assistance – 35% of total funds awarded	\$ 65,517*	\$58,249.79
○ Weatherization – 15% of total funds awarded	\$ 28,079*	\$0.00
○ Administration – 10% of total funds awarded	\$18,719*	\$18,719.00
<b>Balance of Available Resources to date:</b>	<b>\$ 73,875</b>	
<b>Percent of Budget Expended (as of report)</b>	<b>59%* (in total)</b>	

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

**LIHEAP ACTIVITY – HOUSEHOLDS SERVED – May 2024**

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

<b>Assistance Type</b>	<b>HH's Served</b>	<b>YTD</b>	<b>Ave. Benefit/Household*</b>
<i>220 - Heating Assistance</i>	<i>2</i>	<i>56</i>	<i>\$ 865.00</i>
<i>221 - Crisis Assistance</i>	<i>9</i>	<i>57</i>	<i>\$1,022.00</i>
<i>222 - Cooling Assistance</i>	<i>4</i>	<i>4</i>	<i>\$1,050.00</i>
<i>223 - Weatherization Assistance</i>	<i>0</i>		<i>0</i>

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

**MA SERVICES DELIVERED FISCAL YEAR 2024 – May 2024**

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

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

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

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

<b>Assistance Type</b>	<b>Households/Individuals Served</b>	<b>Ave. Benefit/*</b>	<b>\$Paid</b>
<b>Rental/Mortgage Assistance</b>	<b>7</b>	<b>\$1,200.00</b>	<b>\$ 7,200.00</b>
Applications:	10		
<b>Low Income Energy Assistance</b>	<b>3</b>	<b>\$ 300.00</b>	<b>\$ 900.00</b>
Applications:	3		
<b>Food Assistance**</b>	<b>43*</b>	<b>\$ 400.00</b>	<b>\$17,200.00</b>
Applications:	52		
Total cards issued:	58		
<b>Emergency Transportation</b>	<b>6</b>	<b>\$ 379.00</b>	<b>\$ 2,274.00</b>
Applications:	11		
<b>Elder Chore Service</b>	<b>8</b>	<b>\$ 385.00</b>	<b>\$ 3,080.00</b>
Applications:	10		
<b>Home Repair Program</b>	<b>1</b>	<b>\$6,384.00</b>	<b>\$ 6,384.00</b>
Applications:	2		
<b>Bereavement*</b>	<b>8</b>	<b>\$6,273.00</b>	<b>\$50,187.00</b>

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

## MA SERVICES & ACTIVITIES FISCAL YEAR 2024 – MAY 2024

### Phone contacts and inquiries: 246

The Program Coordinator logged ninety-seven (97) calls for assistance, and the Program Specialist logged one hundred forty-nine (149) documented calls for assistance.

\*\*Food Assistance continues to be the most sought-after benefit for the organization.

- 43 individuals accessed (see report) the benefit.
- 28 from the 9-County area
- 15 from the Outlying/At-large areas; one (1) reported to be homeless.
- Clients were 98% COMPLIANT with the program guidance for utilization; there were two clients who purchased items outside the approved use list and were issued reminders to use the cards consistent with program guidance.

### MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:

The department participated in a Homeless Summit arranged by invitation of the Tribal Council on May 7, 2024. The Summit participants included internal and external service entities, (Manistee County Library/ECHO His Love), and discussion centered on supporting the shelter/housing needs of homeless families, identifying co-occurring issues that may impact the ability of the homeless to attain safe housing (substance use disorder, opiate use disorder, employment opportunities and lack of low-income housing availability). Initial discussions included the development of a taskforce to address this issue, inclusive of LRBOI departmental directors, legislative and executive leadership delegates.

Follow-up meetings have occurred on May 13, 23<sup>rd</sup>, and 30<sup>th</sup>, 2024.

The Members Assistance Coordinator has drafted an assessment survey to gather information regarding the impact of homelessness within the LRBOI community and presented it to the Tribal Speaker, Recorder, members of Council, and other attendees at the meeting on May 23<sup>rd</sup>. The survey is a comprehensive assessment of homelessness, barriers that the population are experiencing, including a risk assessment to identify those areas that will require further planning to address gaps in service to this vulnerable population. The discussions continue as of this report.

The Coordinator suggests that there be a multi-disciplinary meeting of directors in LRBOI's service sectors to begin earnest discussions, ultimately crafting a program that can address this urgent need.

*Respectfully submitted - Jessica Steinberg, Coordinator*



Natural Resources  
Frank Beaver



**Gaá Čhíng Ziíbi  
Daáwaá  
Aniřhinaábek**

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

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

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

Department Objectives:

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

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

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

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

### **Administrative Services**

Theresa Davis

Assisted with biologist's paperwork as needed

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

### **Fisheries Division:**

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

- Sturgeon Rearing Facility “SRF” planning for 2024 field season.
- Inland Fisheries Arctic Grayling reintroduction habitat and fish community data management and analysis.
- Prepared presentation for Michigan Arctic Grayling Initiative partnership meeting
- Review State Collector permits/Fisheries Orders.
- Inland Consent Decree harvest permitting and reporting management.
- Closed-out 2024 harvest permitting/reporting for Walleye Lake Systems and Bays de Noc tributaries.
- Great Lakes and Inland fisheries data entry and management.
- Fisheries technician and seasonal applicant reviews and interviews.

Equipment maintenance/Field Work/Lab Work:

- Manistee River Sturgeon PIT tag antenna monitoring, and data collection.
- Nmé drift gear prep and deployment.
- Monitoring adult sturgeon below Tippy
- Nmé Stream Side Rearing Facility startup and prep for live fish rearing.
- Nmé drift assessment and collection started (5/14)
- Coordinating with USFWS with their assistance with larval drift.
- Coordinating radio interview for sturgeon program production
- Deployed and maintained five remote-site incubators at two sites in North Branch Manistee River for in-situ testing.
- Conducted four in-stream habitat surveys in North Branch Manistee River, Little Cannon Creek, and Big Cannon Creek in support of Arctic Grayling reintroduction.
- Conducted two fish community surveys in North Branch Manistee River in support of Arctic Grayling reintroduction.
- May 1-3: LWAP Fisheries Assessments (Manistee)
- May 6-8: LWAP Fisheries Assessments (Arcadia)
- May 13-17: LWAP Fisheries Assessments (Grand Haven/Muskegon)
- May 28-29: LWAP Fisheries Assessments (Ludington)
- May 30-31: Electro-fishing (Upper Manistee River)
- GL fisheries assessment data collection and fish processing.
- Downloaded data from water temperature loggers in Upper Manistee River Watershed; deployed additional loggers in mainstem and tributaries.
- Great Lakes assessment net and equipment maintenance, net tying.

Meetings/Training/Travel/Conference Calls

- CORA Call with Candy Tierney, attorney, LRBOI sturgeon protection petition to State of Michigan (5/1)
- Detroit News phone interview for sturgeon program (5/1)
- Sturgeon program presentation Local organizations (5/2)
- Monthly LRB Staff Meeting (5/2)
- Meeting with Powers LLC welding to discuss camera pod fabrication (5/2)
- Attended and presented at 2024 Michigan Arctic Grayling Initiative partnership meeting in Lewiston, MI (5/2-3)
- Tribal Council Agenda Review, RV Namaycush repower (5/6)
- Tribal Council meeting, RV Namaycush repower (5/8)
- NRD meeting, Fisheries Job Description updates (5/8)
- NRD Water Quality Specialist applicant selection HR (5/9)
- Seasonal Fisheries Technician interview (5/9)

- Arctic Grayling Initiative, Habitat Suitability project update, Teams Meeting (5/9)
- Seasonal Fisheries Technicians start/ orientation (5/13)
- Technical Fisheries Committee meeting, Gaylord, MI (5/14)
- Interview Water Quality Specialist (5/16)
- Interview Air Quality Specialist (5/16)
- Seasonal Fisheries Technicians start/ Orientation (5/20)
- New hire start/orientation (Griffin Bartscht – GL Fisheries Technician) (5/20)
- Fisheries staff scheduling meeting (5/21)
- Meeting with NRD Lead, Job Descriptions and Organizational chart review (5/30)

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

### **Wildlife Program**

Sean Hollowell – Wildlife Division Manager  
 David Heit – Wildlife Biologist  
 Andrew Kaiser – Wildlife Technician

### **Administration/Budget/Reports/Data Entry**

- **Managed Budgets**
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
  - 4072 NRCS Project Budget
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment
- Completed draft of Griffith Parcel Management Plan
- Connected with partner organizations
- Submitted job descriptions.
- Reviewed literature on American marten and black bear.
- Received and processed applications for elk and bear hunts.
- Brought on seasonal technician.

### **Equipment Maintenance/Field Work/Lab Work**

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Surveyed for invasive garlic mustard on tribal properties.
- Confirmed presence of actively nesting bald eagles on tribal property.
- Continued setting up cameras in Ward Hills area of Baldwin District with Forest Service. Initial surveys are to confirm presence of marten, later efforts will be to determine effectiveness of cavity creation and other silvicultural techniques. Work is ongoing, with multiple field visits to set up cameras.
- Conducted wolf assessment with Sault Tribe in Hiawatha National Forest.
- Retrieved and began reviewing data from cameras used for marten habitat management monitoring at Olga Lake.
- Surveyed for Eastern Massasauga rattlesnake throughout Manistee National Forest.
- Surveyed for wood turtles in Little Manistee River with GVSU researchers.
- Surveyed for spotted turtles with Little Traverse Bay Band in Nordhouse Dunes area.
- Built marten den boxes.

#### Meetings/Training/Travel/Conference Calls

- Monthly staff meeting (5/2)
- Pre-DMI CORA tribal biologists meeting regarding DMI (5/2)
- FWS Migratory Birds update (5/7)
- Tribal Deer Management Initiative (5/7-5/8)
- Box turtle conservation field work planning with FS (5/22)
- Department meeting (5/30)

#### Environmental Division Capacity Building (IGAP/ BIA Capacity)

##### Environmental Division

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

#### Environmental Division Capacity Building (IGAP/ BIA Capacity)

- Administration/Budget/Reports/Data Entry
- EWS Staff Management
- EPA PPG Workplan Review
- EPA PPG Budget Review
- Budgets Managed:
  - 4512 -- EPA PPG
  - 4530 – EPA Air Quality
  - 4137 – BIA GLRI
  - 4145 – IHS Solid Waste Planning
  - 4538 – EPA CERCLA Funding
- 1:1 Program Review Prep
- Tribal Water Workshop Planning
- WQ QAPP Review
- Air EI QAPP Review

- WQ QAPP Review
- Air EI QAPP Review
- Seasonal Tech Job Descriptions revision
- Travel planning and closeout
- PPG Purchases
- AMS Site Check x 2
- Tribal Water Workshop agenda and planning
- PPG Workplan Revision
- PPG Budget Revision
- IHS Solid Waste Grant Closeout
- EPA CERCLA Budget Revision
- EPA CERCLA Workplan Revision
- Onboarding new staff
- Hiring new staff
- Food Sovereignty Division workplan and budget revision
- Historical Tribal property environmental research

#### Field Work and Equipment Maintenance

- Field day with EGLE Liaison
- Visited Hamlin Lake & Custer Properties, Clean up

#### Meeting/Training/Travel/Conference Call

- EPA CPRG meeting 5/6
- EGLE Tribal Liaison meeting 5/2
- Tribal Water Forum (Washington D.C.) 5/13-5/15
- Wild Rice Initiative Meeting 5/7
- Wild Rice Check-in Meeting 5/28-5/7
- LRBOI Staff Meeting 5/2
- EPA IRA Meeting 5/6
- Air/Water Specialist Interviews 5/16
- Drupal Training 5/31
- R5 Monitoring webinar 5/2
- Wild Rice Camp Planning meeting 5/23
- Regional Tribal WR Coordination and Stewardship Planning 5/28
- LRBOI/EPA Meeting 5/20-5/21-5/22
- Seasonal Interview 5/16
- R5 Tribal Air Call 5/22
- R5 Water Call 5/21
- LRBOI Legal Meeting 5/21
- Education Meeting 5/29
- Agenda Review TC 5/6
- TC Meeting 5/8

#### **Brownfield Program**

##### **Administration /Reports/Data Entry**

- Completed and submitted BIL workplan.
- Provided BIL quarterly reports to EPA and LRBOI grant administrators.

- Arranged for Phase II environmental assessment for property purchase in Mason County
- Drafted RFP for Phase I assessments for publishing on the tribal website.
- Answered approximately 1 dozen questions about RFP

#### **Field Work and Equipment Maintenance**

- Visited Ludington property.
- Ludington Parcel, Bull corner, and Custer.
- Fueled the RPA Truck twice.
- Calibrated electronics and orientated seasonal employee with safety and usage.
- 

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

- Staff Meeting on May 2
- Meeting and field work with Katie Lambath, EGLE representative, on May 2.
- Trip to Government Center on May 8 to purchasing department for an RFP conference.
- Interview for seasonal tech on May 9.
- Held a conference per RFP with contractors about BIL Phase I assessments on 9 parcels.
- Brownfields Workshop - Planning Meetings on May 15.
- PA Tribal BIL Infrastructure Presentation Q&A Webinar on May 15.
- Government Center for new laptop deployment with Andre, May 15.
- Gave new seasonal a brief tour of parcels on May 21 and to Bull Corner on May 31.
- Environmental Department meeting on May 28, as well as numerous informal meetings, as necessary.
- Conference with EPA; Today's Agenda: R5 Bi-Monthly Tribal Lands Call May 29.

#### **Water Program (106 and 319)**

##### **Administration Reports/Data Entry**

- Worked on updating QAPP.
- Review of the SOPs.

#### **Field Work and Equipment Maintenance**

- Calibrated Eureka Manta
- Downloaded logger data from Sickie, Bear, Old House, and Pine Creek.
- Test of Eureka Manta at Sickie, Bear, Old House, and Pine Creek.

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

- 5/28/24: First day – Meeting at HR.
- 5/28/24: Environmental meeting.
- 5/28/24: MWRI Monitoring and Restoration Subcommittee meeting.
- 5/30/24: NRD staff meeting.

#### **Air Quality Program (Funded by EPA CAA 103)**

##### **Administration /Reports/Data Entry**

- Position Vacant all program deliverables listed in the GAP Section



## Field Work and Equipment Maintenance

- 

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

### **Wetlands Program (Wild Rice)**

#### **Administration Reports/Data Entry**

- Wetland & wild rice data management: edited wetland survey123 data for 2021, QA/QC, etc.
- Processed 1st invoice from CMU for Maple River graduate study & submitted check request.
- TWWG co-lead tasks: scheduled training/finance committee meeting, contacted potential trainers, additional communications re training planning, sent voting to Advisory Committee re letter in support of baseline wetland funding, etc.
- Continued measurements of Wild Rice planting experiment 2x weekly.
- Submitted travel authorization & closeout for Clean Water Act Tribal forum.
- Reviewed revised draft of MWRI Manoomin Stewardship Plan and submitted input survey.
- Began working up USACE cross-sectional data, worked out graphing method, created and sent key profiles to MRWA.
- Read Line 5 EIS Draft Chapters 1, 2, and Appendix and drafted and submitted comment letter to USACE.

## Field Work and Equipment Maintenance

- 5/2/24: field tour with EGLE Tribal liaison to Hamlin Lake and Custer parcel (picked up tires & found newly dumped trash).
- 5/3/24: Worked with Arctic-IT to fix desktop issues.
- 5/10/24: picked up new laptop from IT and worked with them on setup.

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

- 5/2/24: visit by EGLE Tribal liaison.
- 5/3/24: call with Onset to discuss loggers.
- 5/7/24: NOAA Manoomin Geospatial work group.
- 5/7/24: MWRI Team meeting.
- 5/7/24: attended MWRI stewardship plan office hours.
- 5/8/24: co-led TWWG Training & Finance committee meeting.
- 5/8/24: LRBOI-MRWA Maple River meeting.
- 5/8/24: USACE-LRBOI-MRWA-CMU Maple River meeting.
- 5/8/24: meeting with CMU grad student re Maple River project.
- 5/9/24: Seasonal Env Tech interview.
- 5/10/24: Env Div discussion re PPG budget amendment.
- 5/16/24: Line 5 Cooperating Agency Meeting.
- 5/16/24: Maple River meeting with CMU.
- 5/20/24-5/23/24: Line 5 wetland delineation observation in St. Ignace.
- 5/23/24: Wild Rice camp planning meeting with GLT, SCIT, & BMCC.
- 5/24/24: Line 5 Tribal discussion.
- 5/24/24: TWWG-NAWM monthly check-in meeting.
- 5/28/24: MWRI Monitoring & Restoration committee meeting.
- 5/28/24: Env Div meeting.

- 5/29/24-5/31/24: Line 5 wetland delineation observation in Mackinaw City/St. Ignace.

### **Water Program (106 and 319)(Wetland)**

#### **Administration Reports/Data Entry**

- Continued to work updating WQ Monitoring QAPP.

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

- 5/13/24: travel to Washington DC for Clean Water Act Tribal Forum.
- 5/14/24: Clean Water Act Tribal Forum Day 1.
- 5/15/24: Clean Water Act Tribal Forum Day 2 & travel back from DC.
- 5/28/24: PLWf board meeting.

### **Great Lakes Policy Program**

#### **Administration//Reports/Data Entry**

- 2025 Lake Michigan CSMI project memo draft (multiple agencies)
- Reviewed:
  - Sole source memo – Phase II Environmental Assessment, Midland Environmental Assessments
  - Seasonal Environmental Tech interview questions form
  - Proposals for Phase I Environmental Assessments on Tribal Parcels

#### **Field Work and Equipment Maintenance**

- 

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

- LRBOI May Staff meeting (5/2/24)
- Muskegon Lake Watershed Partnership (5//24)
- Lake Michigan Partnership WG monthly call (5/8/24)
- Enbridge Line 5 Tunnel, Recurring Staff-Level Tribal Coordination (5/16/24)
- Tribal Mining Call (5/16/24)
- FW: GLWQA Annex 2 Lake Huron Partnership Management Committee Meeting (5/16/24)
- Region 5 Tribal Water Division Call (5/21/24)
- MCD Board Meeting (5/21/24)
- IAGLR's 67th Annual Conference on Great Lakes Research Virtual (5/20/24-5/24/24)
- Lake Huron Partnership Working Group Meeting (5/23/24)
- Lake Huron Habitat Committee (5/23/24)
- Tribal Follow-up Enbridge CA Status Meeting (5/24/24)
- May 2024 Webinar by the Interagency Ecological Restoration Quality Committee (5/30/24)
- NRD Staff Lunch (5/30/24)



Planning  
Steve Parsons

## BIA ROADS/PLANNING DEPARTMENT REPORT

May 2024  
Steve Parsons

### Meetings/Conferences/Trainings

- On May 2, 2024, I attended the virtual meeting held for LRBOI Government employees via Microsoft Teams.
- On May 17, I attended the virtual meeting for Tribal planners in Michigan hosted by the Michigan State University Extension Office. Other tribes attending included the Hannahville Indian Community and the Sault Ste. Marie Tribe of Chippewa Indians.
- On May 29, 2024, I attended a meeting with C&I Electric for an update on the electrical issues at the LRBOI Gathering Grounds. Also attending the meeting were staff members from the Maintenance/Facilities and Utilities Departments.

### Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2024: We are currently in the process of preparing the schedule for this year's BIA Roads construction projects. These projects are as follows:
  1. Government Center Parking Lot #2 (Clinic parking area): This project involves the removal of the pervious concrete portion of the Government Center Parking Lot that primarily services the clinic. The removed pervious concrete sections will be replaced by solid concrete. This project will be financed by BIA Roads maintenance funding.  
The project was advertised for bids on April 8, 2024. We received two qualified bids and will be recommending that Tribal Council approve a contract with the lower bid from Molon Construction. This item is on the Tribal Council meeting agenda for June 5, 2024. If the contract is approved, Molon has indicated they can begin work on June 10, 2024.
  2. Extension of Sugar Shack Road: This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.
  3. Tribal Cemetery Road: This project will begin as soon as possible this year. Now that the gravel road for Phase 1 of the cemetery has been completed, we will be using BIA funding to include other features, such as irrigation and landscaping. We will also be adding electric power to the cemetery, through a primary electric line provided by Great Lakes Energy.
  4. US-31 Roundabout Project: The construction portion of this project was finished in October 2022. This year's activity will include the repair or reinstallation of irrigation systems that were damaged during the initial road construction in 2022.
  5. Loon Drive: This project will include a "mill and fill" which consists of grinding the top 1.5 inches of asphalt and use that as filler while applying a new coat of asphalt on top. The section of Loon Drive slated for reconstruction will run from the area near the Roundabout to the Gathering Grounds Parking Lot.
  6. Aki Maadiziwin Connector Road, Frost Road & US-31: This project (now in its second year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2023-2025), with the overall costs for

planning, engineering and construction estimated at somewhere between 2-3 million dollars.

**Additional Activities**

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

Public Safety  
Robert Medacco

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

**General Patrol**

Assist Citizen	1
Assist Motorist	6
Assist Other Agency	8
City Assist	9
County Assist	
Medical Assist	
MSP Assist	5
Other Calls for Service	4
Property Checks	737
Suspicious Person	2
Suspicious Situation	4
Well-Being Check	4

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	10
Disobeying Stop Sign	
Driving License Suspended	3
Expired Drivers License	1
Expired License Plate	
Fleeing & Eluding	1
Hit and Run	1
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	5
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	1
Speeding Ticket	1
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	26
Unsecured Vehicle	
Verbal Warning	25
Warning Ticket	

**Processes**

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



**Criminal Offenses**

Animal Neglect	1
Arrest	13
Assault	2
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	1
Contempt of Court	
Counterfeiting/Forgery	
CSC	1
Death	1
Disorderly	1
Domestic Disturbance	4
Drive-Off	2
Drug Violation/VCSA	5
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	3
Felony with a Gun	
Fight in Progress	
Fraud	
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	2
Juvenile Runaway	1
Larceny	4
Liquor Violation	1
Minor in Possession	1
Missing Person	1
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	2
Property Damage/PIA	10
Public Peace	
Resisting	
Robbery	

**Criminal Offenses Continued**

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

**Miscellaneous**

Administrative Hours	259.75
Alarm	2
Attempt to Locate	1
Boat Dock Checks	
Casino Hours	147.25
Civil Standby	
Community Policing	3
Court Hours	0.5
Death Notification	
Drug Disposal	
Follow-Up Investigations	13
Found Property	
Lost Property	
Meetings Attended	
Open Door	1
Open Window	
PBT	2
Special Detail	2
Suicidal Subject	1
Total Complaints	75
Total Reports	71
Training Hours	25.25
Transport	
Trespassing	
Tribal Council Meetings	
Vehicle Mileage	4083
Voluntary Missing Adult	

**Training/Travel**

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

Administrative/Reports	
Hours	
Assist Other	
Hours	
Court Cases	1
Hours	0.5
Property Checks	9
Hours	8.5
Screenings	55
Hours	12
Contraband	
Weapons	
Denials	
Surveillance	146
Hours	153
Training	2
Hours	3
Transports	
Hours	

<b>Training/Travel</b>	
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May 16, 2024 Officers Beck and Hornkohl attended PPO training at Justice Center.

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

Administrative Hours	24.25
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	1
Contacts	
Court	
Court Hours	
Dock Checks	10
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	309.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	1
PR Activities Hours	1
Snowmobile Patrol Hours	
Training(s)	4
Training Hours	14.5
Vehicle Mileage	3283
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	

**Little River Band of Ottawa Indians  
Inland Conservation Enforcement Activities  
May-24**

Administrative Hours	161.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	11
Assist Hours	21
Citation(s)	10
Civil	13
Misdemeanor	1
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	13
Contacts	515
Court	
Court Hours	
Follow-up(s)	5
Follow-up Hours	4.5
Federal Citation(s)	
Hours Worked	491
Joint Patrol(s)	
Marine Time	1.25
Meeting(s)	3
Meeting Hours	13.25
Paper Service	
Possible Trespass	
PR Activities	2
PR Activities Hours	4
Property Checks	61
Snowmobile Patrol Hours	
Training(s)	27
Training Hours	183
Vehicle Mileage	2151
Vehicle Stops	18
Verbal Warning(s)	6
Written Warning(s)	

**Training/Travel**

May 6-9, 2024 Sgt Robles attended GL Homeland Security Conference in Grand Rapids, MI.  
 May 6-10, 2024 Officer Brown attended MTOA Conference in Mt Pleasant, MI.  
 May 12-17, 2024 Sgt Robles, Officers Gunderson and Bruce attended NAFWS Conference in

Tax Office  
Valerie Chandler

## **Tax Department May 2024 Monthly Report**

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

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

### **\*Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
  - RTM statuses
  - Motor fuel registrations
  - Certificates of Exemptions
  - Proofs of Residency
  - RTM benefits provided by the Tribe/State Tax Agreement
  - Tax Agreement Area boundaries
  - Copies of 1099s, which were referred to Finance
  - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, Temporary Tribal Business Tax Licenses, tax returns and payments.
3. Worked with Enrollment to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for April 2024.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 1 Certificate of Exemption:
  - Purchaser: 1 RTM 0 Tribe/Entity
  - Purchase Type: 1 Vehicle 0 Construction 0 Recreational Vehicle
9. Reviewed 26 Tribal Member address and/or name changes; 6 required updating of the RTM list and database.
10. Processed 0 Proofs of Residency.
11. Processed 18 Motor Fuel Registrations.

### **State of Michigan Department of Treasury Tribal Affairs Interactions:**

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

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

*Little River Trading Post Interactions:*

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the interim Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for June 2024 and provided it to the Trading Post interim Manager.
8. Reviewed and processed 2,081 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

*Little River Casino Resort Interactions:*

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

**\*Variable Duties and Accomplishments:**

1. Processed and issued 10 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Continued to work with Resort staff and contracted vendor regarding the tax exemption requirements for the new swipe card system that is in the process to be installed at the Trading Post.
3. Continued to train the Tax Department Administrative Assistant with different duties and responsibilities within the department.
4. Administrative Assistant is working on creating a step-by-step guide on each task that the Department performs.



State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
  - Resident Tribal Member being charged State sales tax on their utilities when they should be tax exempt.
  - A non-RTM member received a letter denying a tax refund due to not being a RTM even though the status was not claimed.

Little River Trading Post Interactions:

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

Little River Casino Resort Interactions:

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

**Meetings / Trainings Attended During the Month:**

1. Facilitated the monthly virtual staff meeting on May 2, 2024.
2. Attended online Drupal training on May 31, 2024.

**Statistics:**

Total Registered Resident Tribal Members (RTMs): 252

- Manistee County: 241
- Mason County: 11

Monthly Tax Revenue\*:

\*April 2024 amounts received in May 2024

- Retail Sales Tax (Gift Shop) \$1,648.77
- Retail Sales Tax (Nectar Spa) \$31.41
- Retail Sales Tax (Trading Post) \$6,847.35
- Service Tax \$780.69
- Admissions Tax \$841.51
- Lodging & Occupancy Tax \$9,388.96
- Food & Beverage Tax \$26,034.30

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

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

- Gasoline: \$0.488/gallon
- Diesel: \$0.513/gallon

- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products\*): 32% of wholesale price  
\*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, etc.)

Tribal Historic Preservation  
Jonnie J. Sam

## ***Department - Historic Preservation Department***

***Department head and title – Kenny Pheasant, Language Coordinator***

***{May 2024} 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 policy, procedure and facilities development and appropriate training.
  - ❖ Seek Grant funding where and when appropriate.
  - ❖ Coordinate cultural, historical and traditional events of Tribal entities

**The Language Coordinator** accomplished the following during this month.

- Worked on language camp contracts for presenters.
- Meeting with Victoria Wells about recycling at the Jiingtamok.
- Keep forwarding Jay Sams emails to Gary Lewis.
- There were questions about where are the LRB history books kept.
- Waiting on Emails or calls about bus coming to language camp from Manitoulin Island.
- Developed language lessons and taught them to class.
- Produced video lesson for Endaaying and recorded them and posted them.
- Recycled for the Muskegon and Manistee pharmacies.
- Consultant to IPR, Delta Dental, GRPM.
- Answered calls and Emails about language camp.

### **Travel, training and budget expenses**

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

WWTP  
Gary Lewis

**Utilities Department**  
**Gary M. Lewis, Utility Director**  
**May 2024, Department Report**

**I. Department Overview**

**MISSION STATEMENT**

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

**II. Department reporting section**

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater
- Continued work on Lead and Copper Inventory
- Provided THPO Section 106 Reviews on behalf of THPO
- Dr Lab – Onsite Calibrated instruments in lab

**Billing**

Water	\$11,988.53
Sewer	\$22,182.75
Irrigation	\$3,534.39
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$17,419.78
Septage	\$11,469.00
Other	\$55.00
Month Total	\$74,718.78
Yr. to Date Water	\$55,498.34
Yr. to Date Sewer	\$88,630.36
Yr. to Date Irrigation	\$11,342.82
Yr. to Date Fire Suppression	\$40,346.65
Yr. to Date Manistee Township	\$90,009.27
Yr. to Date Septage	\$40,186.80
Other Revenue	\$811.67
Credit	\$0.00
Yr. to Date Total	\$326,825.91

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 4,177,505
    - b. Ave Daily Flow Gallons 134,758
  
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 3,080,702
    - b. Daily Average Gallons 102,690
  
  - Effluent Gallons**
    - a. 2,929,134
    - b. Daily Average Gallons 117,165
  
  - Lagoon**
    - a. Influent 191,150
    - b. Daily Average Gallons 6,166
  
- 3. Septic Sewage**
  - a. 191,150 Gallons

### **III. Travel/Trainings/Meetings**

**What: MTERA Board Meeting**

**Who: Gary Lewis**

**Where: Zoom**

**Sponsored by: MTERA**

**What: Leads Meeting**

**Who: Larry Romanelli, Mary Thomas, William Willis, Tara Bailey, Gary Lewis**

**Where: Ogema Conference room**

**What: Various Interviews**

**Who: Gary Lewis**

**Where: H.R. Conference Room**

**What: Well and Septic Program**

**Who: Diane Kerr, Kathleen Bowers, Gary Lewis**

**Where: Council Agenda**

**What: PFAS Training (MRWA)**

**Who: Clatus Clyne, Thomas Sutton, Diane Kerr, Gary Lewis**

**Where: Gov Center Lodge**

**When: May 16**