



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

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Report to Tribal Council for the Month of May 2016

I. Purpose, Officers.

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

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

II. Activities during the Past Month:

During the month of May the Gaming Commission:
- held four regular meetings

III. Concerns/Requests:

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

Minutes:

1. April 26, 2016
2. May 3, 2016
3. May 10, 2016
4. May 17, 2016

Resolutions:

None

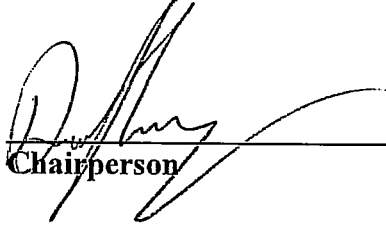
Commission Orders:

None

Other:

Reports:

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


Chairperson

6-7-16
Date

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
April 26, 2016
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:59 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Dave Corey, Debra Davis, Julie Wolfe, Bill Willis
Commission Staff: Kelly Maser, Erford Edmondson
Others: Rebecca Liebing, Joseph Riley

Approval of Open Session Agenda:

a) April 26, 2016

Action: B. Willis made a motion to approve the Open Session Agenda for April 26, 2016 as presented. **Seconded by D. Corey**

Roll Call: J. Wolfe – Yes / D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Approval of Open Session Minutes:

a) April 19, 2016

Action: J. Wolfe made a motion to approve the Open Session Minutes for April 19, 2016 as presented. **Seconded by D. Corey**

Roll Call: D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / J. Wolfe – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Old Business:

None

New Business:

a) Approval of Rewards Issuance Policies & Procedures, Revision 5

Action: D. Corey made a motion to approve the Little River Casino Resort Rewards Issuance Policies & Procedures, Revision 5. **Seconded by J. Wolfe**

Roll Call: D. Corey – Yes / J. Wolfe – Yes / D. Davis – Yes / B. Willis – Yes / 4-Yes- 0-no, 0-abstaining, 0-absent
MOTION CARRIED

Discussion Period:

- a) Kelly – FY2015 Financial Statement and AUP (MICS) Audit Reports submitted to NIGC on 04/22/16**
- b) Kelly – Tribal Council Resolution #16-0420-117 – Authorizing Gaming at LRCR by Patrons Aged 18 Years and Older – effective date May 20, 2016. Security Policy approved March 11, 2016 need to be revised and approved by the Gaming Commission prior to effective date**
- c) Kelly – Perfect Pair wager limits on the High Limit's table exceeds the approved procedure (LRCR notified)**
- d) Kelly – Executive Director's Meeting at Grand Traverse Resort – May 5, 2015**

Next Gaming Commission Meeting:

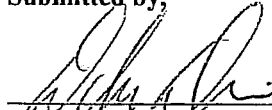
- a) May 3, 2016 at 6:00 p.m.**

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn Open Session meeting at 6:16p.m. **Seconded by D. Davis**

Roll Call: D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / J. Wolfe – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Submitted by,


Debra Davis, Secretary

5-3-16
Date

Items moved to Open Session:

a) Happ Controls, Inc.

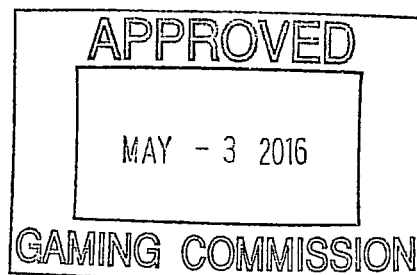
Action: D. Corey made a motion to approve the renewal Gaming Vendor License for Happ Controls, Inc. effective May 26, 2016 and expiring May 26, 2017. **Seconded by B. Willis**

Roll Call: D. Corey – Yes / B. Willis – Yes / D. Davis – Yes / J. Wolfe – Yes / 4-Yes, 0-No, 0-Abstaining, 0-Absent. **MOTION CARRIED**

b) Approval of Granting Exemption from Vendor Licensing Requirements for USI Insurance Services, LLC

Action: D. Corey made a motion to approve Gaming Commission Order #GC16-0426-02 Granting USI Insurance Services, LLC Exemption from the Gaming Vendor Licensing requirements as per the Order. **Seconded by D. Davis**

Roll Call: D. Davis – Yes / D. Corey – Yes / J. Wolfe – Yes / B. Willis – Yes / 4-Yes, 0-No, 0-Abstaining, 0-Absent. **MOTION CARRIED**



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
May 3, 2016
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 6:20 p.m. by Secretary, Debra Davis

Present:

Commissioners: Dave Corey (Absent), Debra Davis, Julie Wolfe, Bill Willis

Commission Staff: Kelly Maser

Others: Rebecca Liebing, Ron Pete, Lee Iverson

Approval of Open Session Agenda:

a) May 3, 2016

Action: B. Willis made a motion to approve the Open Session Agenda for May 3, 2016. **Seconded by J. Wolfe**

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

Approval of Open Session Minutes:

a) April 26, 2016

Action: J. Wolfe made a motion to approve the Open Session Minutes for April 26, 2016 as presented. **Seconded by B. Willis**

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

Old Business:

None

New Business:

Discussion Period:

- a) Ron – Thank you to Gaming Commission staff for all they have done with renovation projects, including working the recent Tribal holiday
- b) Ron – VIP Party and sold out concert this upcoming weekend
- c) Ron – Appreciate all the team work between Gaming Commission staff and Resort staff
- d) Ron – 50 hotel rooms and steak house construction will begin at a later date
- e) Ron – Tentative Grand Opening of the spa is May 16th (including the indoor/outdoor pool)
- f) Ron – Current pool will remain open for an uncertain amount of time
- g) Kelly – Alcohol service in the Spa (legal counsel sees no concerns)
- h) Julie – Inquiring on Tribal Council #16-0420-117 and whether it will be rolled out by May 20, 2016 – the General Manager responds that it will be rolled out on May 20, 2016
- i) Ron – Zero tolerance policy for minors in possession and/or contributing to the delinquency of minors
- j) Julie – Sharing a member suggestion with the General Manager
- k) Julie – Thanked the General Manager for the diaper changing stations
- l) Lee – Kudos to Surveillance staff on prioritizing
- m) Lee – F&B Policy revisions forthcoming
- n) Lee – Hotel Sales and Conference Procedure revisions forthcoming

Next Gaming Commission Meeting:

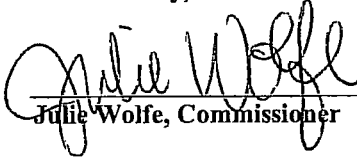
- a) May 10, 2016 at 5:30 p.m.

Adjournment of Open Session:

Action: J. Wolfe made a motion to adjourn Open Session meeting at 7:04p.m. **Seconded by D. Davis**

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

Submitted by,

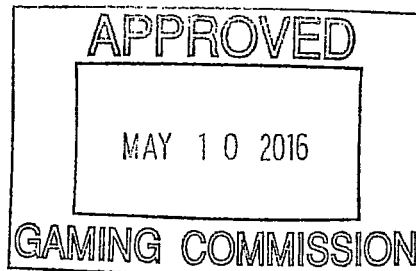
 5/10/16
Julie Wolfe, Commissioner Date

Items moved to Open Session:

a) Everi Payments, Inc. d/b/a Central Credit

Action: D. Davis made a motion to approve the renewal Gaming Vendor License for Everi Payments, Inc. d/b/a Central Credit effective May 12, 2016 and license expiration date May 12, 2017. **Seconded by J. Wolfe**

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



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING**

May 10, 2016

**Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:40 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Dave Corey, Debra Davis, Julie Wolfe, Bill Willis

Commission Staff: Kelly Maser

Others: Rebecca Liebing, Lee Iverson, Joe Riley

Approval of Open Session Agenda:

a) May 10, 2016

Action: B. Willis made a motion to approve the Open Session Agenda for May 10, 2016 as presented. **Seconded by D. Corey**

Roll Call: J. Wolfe – Yes / D. Corey – Yes / B. Willis – Yes / D. Davis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.

MOTION CARRIED

Approval of Open Session Minutes:

a) May 3, 2016

Action: J. Wolfe made a motion to approve the Open Session Minutes for May 3, 2016. **Seconded by B. Willis**

Roll Call: B. Willis – Yes / D. Davis – Yes / J. Wolfe – Yes / D. Corey – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.

MOTION CARRIED

Old Business:

None

New Business:

Discussion Period:

Lee – Security Policy revisions submitted for Gaming Commission consideration

Lee – Discussions on protocols and processes due to change in gaming age effective May 20, 2016

Kelly – Inquiry regarding non-resort employee's access to the back of the house (badging)

Next Gaming Commission Meeting:

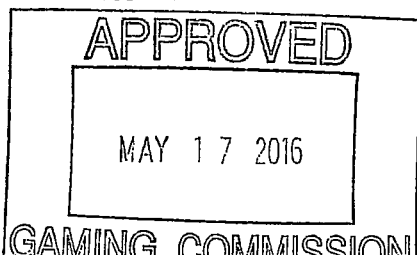
a) May 17, 2016 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn Open Session meeting at 5:59 p.m. **Seconded by B. Willis**

Roll Call: D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / J. Wolfe – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.

MOTION CARRIED



Submitted by,

Debra Davis, Secretary

5-17-16

Date

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING**

May 17, 2016

**Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:36 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Dave Corey, Debra Davis, Julie Wolfe, Bill Willis (absent)

Commission Staff: Kelly Maser, Erford Edmondson

Others: Rebecca Liebing, Lee Iverson, Joe Riley, Melissa Alexander

Approval of Open Session Agenda:

a) May 17, 2016

Action: J. Wolfe made a motion to approve the Open Session Agenda for May 17, 2016. **Seconded by D. Corey**

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

Approval of Open Session Minutes:

a) May 10, 2016

Action: J. Wolfe made a motion to approve the Open Session Minutes for May 10, 2016. **Seconded by D. Davis**

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

Old Business:

None

New Business:

a) Approval of Blackjack and Perfect Pairs Logo Table Layout

Action: D. Corey made a motion to approve the Blackjack and Perfect Pairs table games layouts as presented.

Seconded by D. Davis

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

Discussion Period:

Next Gaming Commission Meeting:

a) May 24, 2016 at 5:30 p.m.

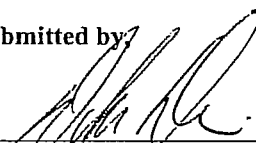
Adjournment of Open Session:

Action: D. Corey made a motion to adjourn Open Session meeting at 5:41 p.m. **Seconded by D. Davis**

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



Submitted by


Debra Davis, Secretary

5-24-16
Date

Items moved to Open Session:

a) Gilson Graphics, Inc.

Action: D. Corey made a motion to approve the Non-Gaming Vendor License for Gilson Graphics, Inc. effective May 17, 2016 and expiring May 17, 2017. **Seconded by D. Davis**

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

b) Allen Audio Systems, Inc.

Action: D. Corey made a motion to approve the renewal Non-Gaming Vendor License for Allen Audio Systems, Inc. effective July 1, 2016 and expiring July 1, 2017. **Seconded by J. Wolfe**

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

c) Data Financial, Inc.

Action: D. Corey made a motion to approve the renewal Gaming Vendor License for Data Financial, Inc. effective August 23, 2016 and expiring August 23, 2017. **Seconded by D. Davis**

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

d) Corporate Systems d/b/a The McCahill Group

Action: D. Corey made a motion to approve the renewal Non-Gaming Vendor License for Corporate Systems d/b/a The McCahill Group effective June 30, 2016 and expiring June 30, 2017. **Seconded by J. Wolfe**

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



Little River Band of Ottawa Indians Gaming Commission

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Memo

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

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

Maánda Naásaáp (cc):

Naángwa (Date): June 2, 2016

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

Background Investigator/Administrative Assistant – May 2016

- Employee Licensee changes (HR notification)
 - 15 address changes
 - 1 name changes
 - 8 transfers
 - 14 voluntary terminations
 - 3 discharges

All daily correspondences regarding licensees are put into the respective files.

- 101 Employee license renewals
 - 56 Gaming
 - 42 Non-Gaming
 - 3 PMO
 - 0 Reinstatements
 - 0 Deaths
- New Employee licenses issued
 - 1 Gaming
 - 10 Non-Gaming
- 112 Credit Reports
- 112 Sex Offender Reports
- 63 Reference letters processed
- Processed 63 60-day renewal letters for employee license holders
- August reminder cards processed
- Processed court letters for the employee license applicants

Background Investigator – May 2016

- Applications/Files/Investigations Reviewed
 - New Hire 16
 - Renewal 122
 - Upgrade 1
- Vendor Files/Investigations Reviewed
 - New 2
 - Renewal 6
- Interviews Conducted
 - Employee License 9
- Criminal History Record Checks
 - Employee License 142
- Sex Offender Record Checks
 - Employee License 0
- Accurate Record Checks
 - Driving Record 14
 - Felony/Misdemeanor 12
- Credit Reports 0
- Fingerprints Taken
 - Employee License 2
- Licenses Verified
 - Employee License 11
 - Vendor 8
- License Issues
 - Expired/Invalid 5
 - Seized Temp. 0
 - Up Front Denials 0
 - Suspended 0
- Suitability Reports Filed
 - NOR's 7
 - Lic. Determinations 8
- Applications Notarized 10
- GC Appeal Hearings
 - Employee License 4
 - Vendor License 0
 - Rehabilitation 0
- Rehabilitation for Licensure Ordinance Applicants
 - Certificates Issued (Gaming Commission Issued/Approved) 0
 - Denials Issued (Gaming Commission Issued/Approved) 0
- Tribal Emergency Ops Mtgs. 0 (total hours)

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

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

Executive Assistant – May 2016

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

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