

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 *zbr*
Naangwa: Date: June 14, 2016
Maanda Nji: Re: May, 2016 Operations Report

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

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

Larry B. Romanelli

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

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Accounting
Steve Wheeler

Finance Division

Steven Wheeler, Chief Financial Officer

May, 2016 Department Report

I. Department Overview

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

Finance/Accounting Management:

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

Accounting:

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

Objectives:

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

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

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

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

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

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

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

II. Department Reporting Section

AUDIT

Audit field work for the 2014 audit took place June 1 - 9, 2015. The firm Dennis, Gartland & Niergarth, performed the audit. The Accounting staff worked with the Auditors to provide them with all information that they requested during their visit. The audit report for the year ended December 31, 2014, has been issued to the Tribe with an Audit opinion date of September 9, 2015. The Audit presentation took place Friday, September 11, at 2:00pm, in the Lodge Room, with the Ogema and Tribal Council present. The audit was issued to the Tribe with an Unmodified Opinion on our financial statements, which is the best opinion that can be received. There were no audit findings, no material misstatements and no questioned costs. This is a testament to the dedication and high quality work product the Finance staff provides to the Tribe and its citizens. The audit report was filed with all appropriate federal agencies before the September 30, 2015, deadline.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects; US 31 Sewer Extension, AKI Restroom/Pavilion Shelter and Pharmacy Renovation -**
The Task Force committee approved purchases and or payments, change orders to be made to the sub-contractors that are also working on these project's in the month of April
 - i. **US 31 Sewer Extension Project: Elmer Payment \$190,980.69**
 - ii. **2014 Restroom/Pavilion Shelter- No Payments**
 - iii. **2016-Pharmacy – No Payments**
2. **Cash Receipts;** *Daily cash receipts totaled for the month of May were, \$468,775.36 the General Fund Operating Account had a total of (184) receipts, the Grant Funded Programs had a total of (20) receipts in the amount of*
3. **Lead Facilitator – Health and Human Services Division:** *Weekly meetings with the Ogema and other leads, ongoing updates and review of concerns working with directors and staff as it relates to policy. Leads also working on Continuous Improvement Initiatives to help employee morale. Additional duties include direct oversight without the ability to directly supervise at the director level.*
4. **Judgment Trust Account:** *Ongoing process, updates for renewal notice to the minors as Huntington Bank sends all bank statements related to the Tribal Children Judgment Trust Accounts to the attention of Tribal Accounting to open and verify that the member is a current member and has a updated address to forward the information on to the tribal member, there were several Pre-Renewal Notice(s) that went out to the members notifying them that the (CD) Certificate of Deposit was scheduled to mature. Final stages of this program information, should be concluding.*
5. **Fixed Assets Account Group:** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Make adjustments to move into the 6100-capital outlay group. Ongoing updates and review of the G/L.*

6. *Payroll: The New roll out has been replaced by ADP system, currently review and approve at director level ongoing with weekly conference call meetings with ADP to resolve issues, have not been able to attend the meetings and very little involvement with the payroll clerk to get up to speed with cross training. This will be a future goal.*
7. *1099-MISC. – 2015- continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates.*
8. *Trading Post - Monthly reconciliation – Bank statement, on a monthly basis reconcile payroll and A/P checks.*
9. *Tribal Financial Statement Requirements: Due by the 8th of the month.*
 1. *Cash Deposits*
 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
 3. *Utilities report – current payments – monthly report of payments.*

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

Other Meetings

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

West Shore – Business – at the college – May 3rd

Duties and Accomplishments –

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

Meetings Held / Attended – Staff Meeting, Audit Meeting, Commerce Meeting

Trainings Held / Attended – West Shore Bank Business Symposium

GRANTS MANAGEMENT ADMINISTRATOR

Duties and Accomplishments

1. *Sent out one notices to Program Administrators to let them know of reports due to me for the month of June.*
2. *Sent out notices to Program Administrators to let them know of grants that will be ending.*
3. *Prepared & mailed special statistical reports due to be submitted to the funding agencies according to federal guidelines.*
4. *Prepared monthly draw requests to the funding agencies for reimbursement of expenses on the grants.*
5. *Verified all special revenue bank deposits on the bank statement that a copy was given to me by the Staff Accountant.*
6. *Prepared & mailed all financial status reports due to be submitted to the funding agencies according to federal guidelines.*
7. *Prepared monthly indirect cost calculations on grants that are allowed to collect indirect cost and submitted those calculations to the Staff Accountant so they could be posted to the grants.*
8. *Prepared monthly grant reports to be included in the Accounting financial reports that are submitted to Tribal Council.*
9. *Before the reports were submitted to the funding agencies the narrative & financial reports were scanned and placed in the electronic report folders.*
10. *Sent Yvonne Theodore a notice reminding her that I need monthly Food Commodities invoice showing what food was purchased for the month.*
11. *The Tribe received five modifications on the following grants: EPA Air Quality grant additional funding in the amount of \$9,451; 2015 BIA Self Governance Compact additional funding in the amount of \$11,000 for the Secretarial Election; 2016 IHS Self Governance Compact additional funding in the amount of \$26,418; EPA Water Quality additional funding in the amount of \$82,500 and end date of grant was changed from 4/1/15-3/31/17 to 4/1/15-9/30/16 and ITC Honoring Our Children grant extension from 5/1/15-4/30/16 to 5/1/15-8/31/16. Modification documents were scanned and placed in the electronic folders and originals were placed in the grant program booklets. New funding amounts were added to the monthly tracking spreadsheet and The federal programs administered by the Tribe spreadsheet that lists all the Grants ever awarded to the Tribe. The Budget Coordinator was given a copy Of the modification documents so that he could take to Tribal Council to have Accepted into the operating budget by resolution.*

12. *The Tribe didn't receive any new grant funding this month.*

13. *Changed the password in D&B that needs to be changed every 90 days..*

Meetings Held/Attended

1. *Met with Steve Wheeler on numerous occasions to discuss grant issues.*
2. *Met with Bill Willis on numerous occasions to discuss grant issues.*
3. *Attended Accounting Department meetings on 5/3/16, 5/17/16 and 5/31/16.*
4. *Attended meetings with the Ogema, Mary and Leads on 5/10/16 and 5/17/16.*
5. *Met with Mary Thomas on 5/12/16 on Employee appreciation celebration.*
6. *Attended meetings with the Leads on 5/5/16, 5/12/16 and 5/26/16.*
7. *Attended meeting with Mary Witkop on 5/20/16.*
8. *Met with the auditors on 5/25/16.*
9. *Met with Linda Wissner on 5/31/16.*

Trainings Held/Attended

Attended HUD webinar with Housing Staff and Purchasing on 5/11/16.

Specials Tasks/Activities Performed

Working on the Employee Appreciation Celebration that will be taking place on 6/17/16.

Upcoming Projects/Task

Working on the 2015 audit.

PAYROLL

Duties and Accomplishments –

1. *Processed 373 payroll checks trough ADP.*
2. *Verified 25 PAF's this month which included 5 new employee(s), and 4 termed employee(s).*
3. *Completed payroll and payroll backup cover sheet for pay dates 5/13 and 5/27.*
4. *Verified 401k contribution file totals, uploaded to John Hancock online.*
5. *Printed and/or saved all reports needed for payroll biweekly.*
6. *Entered all Adlife deductions onto spreadsheet biweekly.*
7. *Entered all Unum deductions onto spreadsheet biweekly.*
8. *Reconciled the amounts withheld for Adlife to what was billed for the month.*
9. *Reconciled billed amounts to accrued amounts for the month and/or previous month for life insurance and provided Steve with adjustments that needed to be made. Reviewed all changes and adjustments on the invoice.*
10. *Notified HR of changes to be made in the system per the Mutual of Omaha invoice.*
11. *Requested/received the following months invoice for Mutual of Omaha from HR for review.*
12. *Determined eligibility for July per cap payment calculation.*

Meetings Held / Attended –

1. 5/3 & 5/31 – Finance biweekly team meeting.
2. 5/13 – ADP conference call regarding garnishments.
3. 5/6, 5/13 & 5/20 – ADP Status call regarding current/ongoing issues.

Trainings Held / Attended –

NONE

Other Tasks / Activities Performed –

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

Ongoing Projects / Tasks –

1. Publishing of member names in Tribal newsletter for unclaimed per capita checks.
2. Working with ADP on system corrections and/or changes.
3. ADP training for payroll processing.
4. Writing Payroll procedures for processing through ADP system.
5. Creating a quick reference guide for payroll.

Upcoming Projects / Tasks –

1. Audit filed work the week of June 20th.
2. Processing of July per cap distribution.

ACCOUNTS PAYABLE

- Generated checks twice weekly for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, contract health, and purchase orders
- A check register was printed and forwarded to Contract Health and Members Assistance
- Keyed in all information into the system for processing and printing checks.
- Ensured checks were then signed off and stuffed into envelopes for distribution.
- Check requests were organized with check stubs and given to the clerk to be filed away.
- Printed a check register after each check run so that the Staff Accountant can submit a report to the bank for Positive Pay immediately after checks are cut.
- Recorded payments received throughout the month for the cash receipt report.
- Voided stale dated checks.

Duties and Accomplishments –

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

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

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

Upcoming Projects / Tasks –

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

PURCHASING/ TRAVEL OFFICE

PURCHASING / MAIL ROOM CLERK

Duties and Accomplishments –

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

Meetings Held / Attended –

Bi-Weekly Department Meetings
HUD Section 3: Compliance Tips for Governments webinar

Special Tasks / Activities Performed –

1. Cross-training in travel
2. Put together travel advance envelopes, document travel information on shared outlook calendar, and log travel closeout dates
3. Merging vendors in MIP system
4. Manage and order mail supplies
5. Date stamp and log incoming checks & distribute to AP
6. Process bulk mail
7. Scan and distribute purchase orders and contracts
8. Distribute Tribal certificate of Exemption for sales and use tax certificates
9. Track copier meter readings and process payment requests
10. Enter W-9's into MIP
11. Entering new vendor ID's into MIP
12. Verifying and tracking travel closeouts throughout the month
13. Enter Purchase order item Cancellations
14. Consolidating RFP Packets
15. Backup for the tax officer

Upcoming Projects / Tasks –

1. Ongoing merging/renaming of vendors in MIP system

PURCHASING SUPERVISOR

Duties and Accomplishments –

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 5/4 Forwarded revision to Master Agreement to Ogema for approval. Revision incorporates Tribal Sex Offender Act intent.
2. 5/4 Emailed notice to staff that have contact with Continental Linen to proof invoices to ensure the Tribe is being charged for the size of mats that is received.
3. 5/4 meeting with NRD. Topic Michigan State University and contracts.
4. 5/4 Generated requisition, resolution, and agenda for THP contract item. Mailed notices to vendors that responded to initial RFP that RFP due date has been extended to 5/31/2016.
5. 5/4 Filed billing dispute form with CitiBank on credit card transaction that matches no PO on file.
6. 5/6 Emailed out notice to All LRBOI to use the revised Master Agreement with Tribe's Sex Offender Registration Act requirements.
7. 5/6 sent out Access Control System RFP.

8. 5/10 Recycle meeting.
9. 5/11 Recycle meeting.
10. 5/11 HUD Section 3: Compliance Tips for Governments webinar.
11. 5/17 Finance meeting.
12. 5/17 Meeting with Ogema on contract vs purchase orders.
13. 5/17 Emailed request to Legal to set up a meeting to work on contract ordinance.
14. 5/18 Rectified billing discrepancies on McAllister invoices, submitted by Surveillance. Three invoices received for lift. Ensured 1st invoice received credit on tribal credit card for delivery fee. 3rd invoice included charge for no insurance, where 2nd invoice had no such charge. Obtained proof of insurance and have charge removed. Requested updated invoices.
15. 5/19 Created a release of information document. Form will be used to seek approval from preference vendors to share their company information with other Tribe's. Forwarded to Legal for review.
16. 5/19 Submitted Nichols addendum to Tribal Council.
17. 5/19 processed return for Amazon order.
18. 5/19 sent out release of information document to LRBOI preference vendors.
19. 5/31 Finance meeting.
20. 5/31 Drafted Indian Preference Policy/Procedure.

PROPERTY/RECEIVING OFFICE

Duties and Accomplishments –

1. Received in 232 packages.
2. Issued 109 receiving reports.
3. Returned 10 items for credit
4. Made deliveries

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Mileage of department's vehicles

Upcoming Projects / Tasks –

BUDGET COORDINATOR

Duties and Accomplishments

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

Meetings Held / Attended –

None

Trainings Held / Attended –

None

1) Special Tasks / Activities Performed –

Upcoming Projects / Tasks –

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

Expenditures Update

Total year to date expenditures for the Finance Division for May, 2016, are \$458,516, compared to an annual budget of \$1,192,335. Total expenses for the Finance Division for year to date May, 2016, represented 38% of the total annual budget.

Commodities
Yvonne Theodore

Department: Food Distribution Program

Yvonne Theodore/ May 2016

1 Department Overviews:

Goals and objectives:

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

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

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

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

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

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

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

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

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

2 Department Report Section:

Y. Theodore submitted 152 inventory reports to USDA on warehouse

Y. Theodore submitted Snap check list to State of Michigan

Y. Theodore submitted newsletter and department report

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

Y. Theodore AIS food orders for clients

Y. Theodore & L. Jackson filled food orders

L. Jackson made recipes and handout for clients

Y. Theodore FDPIR Phone conference

Commodity Dept. fall membership items done

Y. Theodor L. Jackson cleaning warehouse

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

Y. Theodore placed food order \$5,631.87

Rotate stock put new food order away

Department sent out applications for commodity program

**TRAVELING THE PATH TO
OUR TRADITIONAL WAYS**



2016 t-shirt logo for nationals

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

May 2016 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 12 students requested Activities assistance totaling \$1040. 2 students received Driver's Education assistance totaling \$470. 1 student received a 12th Grade Computer award totaling \$1000.
- Higher Education Scholarship: 2 Higher Education Scholarships were processed for May. Total award was \$2164 providing assistance 2 male students, both community college
- College Book Stipend: We processed 22 summer book stipends which are funded from the WFD program under Commerce so dollar amounts should be recorded in that departmental report.
- Educational Advancement Fund: 2 awards were made totaling \$600

During the month of May the following occurred:

May 19th Education Department held a Milkweed Planting activity for kids. We had only three participants.

During the month of May the following meetings/events were attended:

May 16-17 MDOT workshop on curriculum development with M-230 Archaeological site, held at Ziibiwing Cultural Center, Mt Pleasant MI. Most Michigan tribes are participating and the Education Department from LRBOI anticipates participation from all three of us during the curriculum development during the coming months.

Budget Expense Justification

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

College Graduates 2012-2013 academic year (may not be a complete listing)

Terri Benson, Associate's degree in Cosmetology, Century College

James Carey, Associate's degree in Graphic Design, Muskegon Community College

Benjamin Compeau, Bachelor's degree in Hospitality and Tourism Mgt, Grand Valley State University

Chelsea Densmore, dual Associate's degrees in Corrections and Law Enforcement, Jackson Community College

Jennifer DeVerney, Bachelor's degree in General Business, Concordia University

Stormie Jacobs Frees, Associate's degree in Native Studies, Saginaw Chippewa Tribal College

Joanne Green, Associate's degree in Business Management, West Shore Community College

Alexis Kitter, Associate's degree in Liberal Arts, Saginaw Chippewa Tribal College

Sandra McCaslin, Associate's degree in General Studies, Northwestern Michigan College
Lisa McClees, Bachelor's degree in Communications, Eastern Michigan University
Amanda McQueen, Bachelor's degree in Liberal Science, Grand Valley State University
Aaron Medacco, Bachelor's degree in Computer Science, University of Michigan, Ann Arbor
Alicia Mejia-Ortiz, Associate's degree in Early Childhood Education, Muskegon Community College
Melissa Morton, Bachelor's degree in Hotel Administration, University of Nevada, Las Vegas
Seneca Peters, Bachelor's degree in Communications, Arizona State University
Laura Ricker, Bachelor's degree in History, Montana State University, Bozeman
Courtney Ridolphi, Bachelor's degree in Clinical Lab Sciences, Northern Michigan University
Jessica Roney, Bachelor's degree in History, Central Michigan University
Crystal Schmalz, Master's degree of Divinity, Urshan University
Cassandra Schnicke, Associate's degree in Medical Administration, Montcalm Community College
Salli Wabsis, Bachelor's degree in Business Administration, Ferris State University
Donnie Wilkerson, Bachelor's degree in Business Administration, University of Michigan, Ann Arbor
Timothy Willard, CDL Certificate and License, Muskegon Community College

High School Seniors 2013

Cheyenne Bell, Traverse City Central High School, Traverse City, Michigan
Sadie Bickley, Antioch Christian School, Arnold, Maryland
Zachary Brothers, Mona Shores High School, Muskegon, Michigan
Ariel Burton, Ludington High School, Ludington, Michigan
Dace Campbell, Comstock Park School District home-schooled, Comstock Park, Michigan
Chester Cole, North Port High School, North Port, Florida
Hope DeVerney, Katy High School, Katy, Texas
Rodney Fox, Portland Community Alternative Education, Portland, Michigan
Lee Frelick, Fitzgerald Public Schools, Warren, Michigan
Kyra Gladden, Mitchel Community College early college, Statesville, North Carolina
Zachary Gladden, Lake Norman High School, Mooresville, North Carolina
Jordan Gower, Edison Max Day, Hazel Park District, Ferndale, Michigan
Nicholas Kausak, Mid Peninsula Schools, Perkins, Michigan
Kelsey Keebler, Columbia High School, West Columbia, Texas
Devin Kelsey, Coopersville High School, Coopersville, Michigan
Jared Knapp, Manistee High School, Manistee, Michigan
Rochelle Long, Bryan Station High School, Lexington, Kentucky
Kelli Malcolm, Lowell High School, Lowell, Michigan
Brittany McGinn, Lakeview High School, Battle Creek, Michigan
Callan McIntyre, Seaholm High School, Birmingham, Michigan
James Moore, Hart High School, Hart, Michigan

Andre Neebnagezhick, Manistee High School, Manistee, Michigan
Nichole Nickerson, Coopersville High School, Coopersville, Michigan
Joseph Piechowski, Northland Pines High School, Eagle River, Wisconsin
Mary Jane Rose, Grand Rapids Public Schools, Grand Rapids, Michigan
In Memory of **Nathaniel Santos**, Mona Shores High School, Mona Shores, Michigan
Wyatt Szpliet, Manistee High School, Manistee, Michigan
Erika Taylor, Carmen Ainsworth, Flint, Michigan
Ross Taylor, St Helens High School, St Helens, Oregon
Vincent Wabindato, Lakeview High School, Battle Creek, Michigan
Troy Walters, Utica High School, Utica, Michigan

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT
May, 2016

DIANE A. LONN, ENROLLMENT OFFICER

Department Goals are:

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

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

To complete new applications in a timely manner.

To continue to update the Per Cap data base.

Department Objectives are:

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

Duties Performed

- Mailed out: 59 Applications forms for people seeking membership
- Mailed out: 27 Address change forms
- Created 27 New and Replacement Ids from 05/01/2015 through 05/31/2015
- 127 Addresses changed from 05/01/2016 through 05/31/2016
- Final Rejection Letters: 0
- Final Acceptance Letters: 3

- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 57
- Provisional Acceptance Letter: 13
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0
- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 3 Applications received since 05/01/2016
- List Request of membership: Tax Officer
- Label Request of membership: Public Information, Election Board
- Tribal Members Label/List or Statistical Requests: 0

- Department Verifications:
 1. Family Services 4
 2. Prosecutor 78
 3. Natural Resource 23
 4. Members Assistance 36
 5. Casino-Human Resources 3
 6. Human Resources 4
 7. Contract Health 50

- Ordering/ Correspondence
- Enrollment Verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for the Casino
- 0 Members passed away for the Burial Fund Money
- Sent out 2 Tribal Flags
- Sent out Per Cap Earnings reports
- Updated Citizen Validation folder
- 3 Tuition Waiver Verifications
- 389 Phone calls logged
- Eagle Feather Permit Verifications

- Requests for copy of Digital Copies
- Encoding Tribal Ids for new system at Trading Post

Meetings

Enrollment Meeting

- Total Membership: 4,215
- Total number of Elders: 1,218
- Total number of Adults (18-54): 2,598
- Total number of Minors (0-17): 399
- Total Tribal Members living in:
 - 9 County Area: 1,792
 - Outside 9 County Area: 2,351
 - Michigan: 2,798
 - Outside Michigan: 1,345
 - Undeliverable Addresses: 72

Facilities
Brian Gibson

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

I. Department Overview

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

Goals & Objectives

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

Objective;

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

II. Department Reporting Section

Grounds keeping has begun on the Government Center, Justice Center, Aki and Natural Resources and the Gathering Grounds. Mowing lawns, laying grass seed and weeding etc.

Commerce

Bull house; power washed the deck, some interior painting, trimmed trees, touch up paint, caulked, installed toilets, repaired water line for toilets worked on more trim, removed counters, repaired bathroom floors and cleaned the house.
513 Ramsdell; inspection of bees, found small nest and removed it, sprayed
294 River Suite 2; checked filter replacement not needed at this time
375 River; repair no flush issue second floor women's restrooms. Custom Sheet Metal was called to make address the heating and cooling issues.
3335 Orchard; cleaned and started demo, mold found in wall and the exterior wall was removed and replaced. Started patching up the roof.

Gathering Grounds

Power washed the deck, stained deck continued irrigation repairs and removed trees, leveled dirt, filled low spots/ pot holes in road way.
Cleaned up mold in the bath house.

Government Center

Laid down grass seed, trimmed and picked up branches
Hang pictures in the clinic

NRD

Replaced ballast, repaired/replaced and painted parking lot poles

Other

Mowed at the US 31 South property the old Admin/Community Center

Mechanic

Rusty took one of the red trucks to Links Body Shop, changed filters on mowers. Rusty and Steven worked on the blue dump truck and then loaded up with scrap metal. Loaded the gray truck as well and took them to Padno's they also power washed the Facilities vehicles.

NRD 07 Dodge; Service call to Rainbowbend, repairs to break hose

Housing Truck, Change; balance and rotate tires

DPS # 22; Break inspection, repair front backing plates

DPS # 25; Trans service

DPS #27, oil change

06 Toyota; Oil change, drive shaft repairs, steering rack bushings

02 GMC; Oil change, R & R fuel filter

Z Master, oil change and replace belt

Maintenance on lawn mowers and weed whackers

III. Budget Expense Justification

Standing purchase orders are open until June 30th

IV. Travel and Trainings

Nothing to report at this time

Utilities Department

Gary M. Lewis, Utility Supervisor

May, 2016, Department Report

I. Department Overview

LITTLE RIVER BAND OF OTTAWA INDIANS

UTILITIES DEPARTMENT

MISSION STATEMENT

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

II. Department reporting section

- **Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.**
- **Routine Maintenance**
- **Start-up of lift station, 10:33 am 5-23-16, first 4 connections completed 5-24-16, County Jail, Hospital, Medical Care and Professional building**

Billing

Water	\$16,100.07
Sewer	\$30,697.37
Irrigation	\$2,302.79
Fire Suppression	\$7,344.00
Septage	\$7,128.90
Month Total	\$63,573.13
Yr. to Date Water	\$71,560.62
Yr. to Date Sewer	\$100,986.65
Fire Suppression	\$36,720.00
Yr. to Date Irrigation	\$8,300.92
Yr. to Date Septage	\$35,822.54
Yr. to Date Total	\$253,390.73

- 1. Well House Pumping in Gallons**
 - 1. Total Flow Gallons 2,876,633**
 - a. Peak Flow 163,600**
 - b. Low Flow Gallons 64,600**
 - c. Ave Daily Flow Gallons 95,888**

III. 2. Gallons of Treated Waste

- 1. Influent Gallons 2,980,475**
 - a. Peak Flow Gallons 130,409**
 - b. Low Flow Gallons 69,264**
 - c. Daily Average Gallons 96,144**

- 2. Effluent Gallons 2880,340**
 - a. Peak Flow 127,039**
 - b. Low Flow Gallons 76,466**
 - c. Daily Average Gallons 92,914**
 - e. Waste Sludge Gallons 200,000**

- 3. Lagoon**
 - a. Influent 214,999**
 - b. Peak Flow 40,924**
 - c. Low Flow 0**
 - b. Daily Average Gallons 6,935**

- 3. Septic Sewage**
 - a. Gallons 118,815**
 - b. Average 3,833**

IV. Travel and Trainings

Class: Water Bacteriological Short Course

Who: Clatus Clyne, Jonathon Robertson

Where: Lansing

When: 9-12

Family Services
Jason Cross

Family Services Department

May 2016 Departmental Report

I. Department Overview:

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

II. Department reporting section:

Information and Referral Contacts:

Intakes:

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

Intakes:

Muskegon.....1

Manistee.....2

Oceana.....1

Total.....4

Open Cases.....71

Total number of Tribal members served in open cases: 116

Total number of descendants served in open cases: 32

Total number of individuals served in open cases: 211

Cases Management:

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

Jason Cross, MSW – Director Total: 9
Zoongaadiziwin (SO) 9

Total number living in homes served	22
Total number of Tribal Members living in homes served	9
Total number of descendants living in homes served	8
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	8
Case reviews this month	5
Binojeeuk reviews this month	0
Contacts with outside agencies	2
Contacts with LTBOI departments	4
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Sujean Drake, LMSW- Family Services Social Worker Total: 32

SO: 32

Total number living in homes served	109
Total number of Tribal Members living in homes served	62
Total number of descendants living in homes served	18
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	0
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0

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

Total number living in homes served	46
Total number of Tribal Members living in homes served	30
Total number of descendants living in homes served	0
Total number of children living in homes served	1
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	1
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	1
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	11
Home visits this month	18
Case reviews this month	0
Binojeeuk reviews this month	8
Contacts with outside agencies	203
Contacts with LTBOI departments	27
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

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

Total number living in homes served	23
Total number of Tribal Members living in homes served	7
Total number of descendants living in homes served	6
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	3
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	4
Case reviews this month	7
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

LRBOI DV Program May 2016

- Total Open Cases: 6; Total Intakes: 1; Total Closed Cases: 2
 - Provided: utilities, household goods, ed. material, transportation, clothing, legal advocacy, and rent assistance. 4 home visits.
- New intake on: 5/11/16 Closed Cases: (2) 5/12/16
- Attended: Ottawa, Muskegon, Newaygo, and Kent Co. Task Force collaboration meetings.
- Attended the LRBOI DV TF meeting on 5/10.
- Attended Lundy Bancroft Workshop 5/23.
- Visited OASIS shelter on 5/3.
- Resource Table in Muskegon Co. 5/6.
- Minor revisions to the FVPSA funding application and resubmitted it in on 5/27.
- GAN activity:
 - Submitted grant modified budget on 12/7/15 and it **was approved on 5/31/16.**

Amber Shepard, BS- Case Manager Total: 4
Zoongaadiziwin: 2 PaT: 2

Total number living in homes served	8
Total number of Tribal Members living in homes served	5
Total number of descendants living in homes served	0
Total number of children living in homes served	0
Total ICWA or ICWP cases where substance abuse is involved	0
Child abuse	0
Child neglect	0
Sexual abuse of a child	0
Substantiated by DHS or other social service	0
Unsubstantiated by DHS or other social service	0
Case pending with DHS or other social service	0
Relative placement	0
Indian Foster home	0
Non-Indian foster home	0
Other institutions	0
Court appearances this month	0
Home visits this month	1
Case reviews this month	0
Binojeeuk reviews this month	0
Contacts with outside agencies	0
Contacts with LTBOI departments	0
Cases with no action taken	0
ICWA or ICWP referrals	0
All other referrals	0

Melissa Sharlow, BS- Family Services Intake Specialist **Total: 3**
I&R 3

<i>Case Activities</i>	<i>Type of Case</i>	<i>County</i>
<i>Home Visits</i>	0	
<i>Binojeeuk Commission</i>	0	
<i>Email contacts</i>	101	
<i>Office Visits</i>	43	
<i>Phone Conferences</i>	0	
Meetings	Ottawa County task force	Ottawa
	DV Task Force	Manistee
Training	Lundy Bancroft DV Training	Ottawa

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

Accounting.....	0
Commerce Department/Workforce Development.....	1
Commodities.....	0
Education.....	0
Election Board	0
Muskegon Office.....	5
Enrollment.....	9
Family Services/Bedabin.....	5
Health Services.....	2
Historic Preservation.....	0
Housing.....	0
Human Resources.....	0
Legal Assistance.....	3
LRCR.....	0
Members Assistance.....	14
MRS.....	0
Natural Resources.....	0
Public Information.....	0
Public Safety.....	0
Tribal Court, Peacemaking.....	0
Faxing.....	0
Copies:.....	14
Email	27
Mail.....	1
Notary Services	12
Assistance with forms.....	26
Warriors Society.....	0
Other	17
Total Tribal Citizens Assisted.....	97

Departmental Monthly Events & Needs

Meetings:

Services Only Case Review Meetings – 1
Family Services staff meeting – 5/16/2016
Tribal Council strategic plan review – 5/17/2016
Muskegon County grant coordinator – 5/18/2016
Phone conference with DHHS Director of Native American affairs – 5/20/2016
Binojeeuk Meetings – 5/5/2016 & 5/19/2016
DV Task Force – 5/10/2016
HSCB – 5/3/2016
MCOE 2020 – 4/18/2016
Muskegon Community Meeting – 5/13/2016
Rotary meeting – 5/12/2016
Muskegon CMH – 5/13/2016
IHS sanitation - 5/25/2016

Travel and Trainings :

LIHEAP training – Denver, CO.

Court

4 hearings this month – LRBOI, Manistee courts.

Identified unmet needs:

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

Respectfully submitted,

Jason Cross, MSW
Director of Family Services

Grants
Vacant a director

Grants Department Monthly Report: May 2016

Charles Fisher, Grant Writer

I. Department Overview

The goals of the LRBOI Grants Department are to:

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

II. Department Reporting Section

- The Kellogg Foundation application for funding assistance was submitted to support the development of the Child and Family Development Center. Following its submission, the tribe was informed that our application was funded.
- The applications to the Frey Foundation and the Consumer's Energy Foundation that were approved by the Council were also submitted – we are awaiting a reply.
- Subsequent meetings related to the Child and Family Development Center with the Tribal Council were held that secured remaining funding and cleared the way to proceed with the renovation implementation.
- Initiated application for the FY2016 HUD ICDBG program. It was decided that this would be associated with improving the capacity of the Wastewater Treatment Plant – the basis of this recommendation is the anticipation of additional loading from the City of Manistee and the townships/villages of Onekama, Arcadia and Bear Lake. Actually, a considerable amount of time was spent in this endeavor. The deadline for this application is June 14, 2016.
- Although we were awarded a safety planning grant at the end of April, the actual funding is not yet available to LRBOI. Further, it is not known when it will be allocated.
- The Northern Michigan Recovery Residences will be receiving funding through the Little River Casino Resort's Charity Golf Outing that is coming up soon. On their behalf, would like to thank anyone who may have influenced LR/CR's decision.
- Was appointed to LRBOI's Enrollment Commission and subsequently sworn in (missed the first meeting).

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

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

V. Budget Expense Justification – N/A.

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

Health
Donald MacDonald



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

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

Date: June 10, 2016

Re: May 2016 Report of Activity – Tribal Health Services

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

May 2, 2016 – Don MacDonald, Director of Health Services participated in Pharmacy Pre-Construction Meeting with Contractor and Tribal Leaders involved in project.

May 3-5, 2016 – Dottie Batchelder, Chemical Dependency Counselor, attended the Acudetox training at Nottawaseppi Huron Band of Potawatomi's Office in Grand Rapids, MI. The use of acupuncture in the ear is being used in the addictions, mental health, and recovery fields.

May 9, 2016 – Don MacDonald, Director of Health Services, meet with the Health Commission at their monthly meeting to provide updates and to listen to input from the Commission Members.

May 17, 2016 – Don MacDonald, Director of Health Services and Janice Grant, Clinic Supervisor participated in the Chief Pharmacist Selection Process with Human Resources Staff and an Elder.

May 18, 2016 – Be Da Bin hosted the Suicide Prevention and Awareness Coalition Meeting

May 24, 2016 – Don MacDonald, Director of Health Services and Janice Grant, Clinic Supervisor participated in a HRSA site visit with C. Patrice Walker, BSN, RN, MPH, Public Health Analyst, Indian Health Service.

May 24 thru 27, 2016 – Gina Dahlke, CHS/EHAP Supervisor along with Mark Plouhar and Ronda Koon, CHS Specialists traveled to Green Bay, WI to attend CMS training for PRC and Tribal facilities.

May 24, 2016 – Julie Wolfe, Youth Prevention Counselor, attended the lunch and learn speaker at West Shore Hospital on Opioids in the Workplace.

May 26th and May 27th – Don MacDonald, Director of Health Services and Janice Grant, Clinic Supervisor participated in the Chief Pharmacist interviews with Human Resources Staff and an Elder.

May 31, 2016 – Gina Dahlke, CHS/EHAP Supervisor participated in a conference call for PRC (Purchased and Referred Care, formerly CHS) with the Bemidji Area Office PRC staff.

Be Da Bin Staff: Dottie Batchelder, Chemical Dependency Counselor, attended meetings for Northern Michigan Recovery Residences, Centra Wellness, and SEA (Substance Education & Awareness Group for Manistee County). She is also busy with meeting deadlines for the ATR IV Grant of follow-ups/new intakes, and planning for the Sobriety Walk in June, recovery support activities, and peer recovery coaching training in June. Julie Wolfe, Youth Prevention Counselor, has been busy planning the Wellness Walk for July, the Anishnaabe Gwiizenhsak Waakaasewin (boys group) weekly, and working on the Suicide Prevention Grant plan we have. The staff is busy cleaning and re-organizing for new staff being hired.

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

CLINIC OPERATIONS:

212 patients scheduled

24 patients NO-SHOW to scheduled appointments

01 patients provided SAME DAY appointments for emergent matters**

55 cancelled appointments

134 patients attending CLINIC PHYSICIAN appointments**

15 patients PHONE TRIAGE**

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

54 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN MAY (Total Patient Volume): 251

Diabetic patients: 56

Flu Vaccines: -0-

Immunizations: 05

Nursing Visits: 02 **

On-site Labs: 127

**Denotes total included in Total Patients Seen

RECEPTION INCOMING CALLS ROUTED: 1,670

DIRECT CALLS TO CLINIC OPERATIONS: 322

FAXES SENT & RECEIVED BY CLINIC OPERATIONS: 563

BEDABIN BEHAVIORAL HEALTH:

CLINICAL DEPENDANCY COUNSELING:

39 INDIVIDUAL/RECOVERY SUPPORT CLIENTS

129 CLIENT CONTACTS FOR SERVICES

161 COUNSELING/ADMINISTRATIVE HOURS DELIVERED

TOTAL CLIENT SERVICE DELIVERY: 306

PREVENTION SERVICES:

86 CLIENT CONTACTS FOR SERVICES/PREVENTION ACTIVITY

130 PREVENTION/INTERVENTION HOURS

TOTAL CLIENT SERVICE DELIVERY: 100

TRADITIONAL HEALING: 7 INDIVIDUAL CLIENT CONTACTS

No shows 12

COMMUNITY HEALTH SERVICES/CHR'S:

TRANSPORTS: 11

TRAVEL HOURS: 46

HOME VISITS: -0-

TOTAL CLIENTS SERVED: 13

CHS/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$122,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 2046

TOTAL CHS PAID IN MAY: \$104,000

PHARMACY/OTHER: \$36,000

DENTAL: \$11,000

TOTAL PATIENTS: 227 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 675

TOTAL CLAIMS ENTERED: 445

TOTAL CHS PAID 2016: \$530,000

TOTAL EHAP PAID IN MAY: \$18,000

TOTAL EHAP PAID 2016: \$163,000

TOTAL ENROLLED EHAP/LRBOI: 1221

MEDICARE LIKE RATE (MLR) Savings for May 2016

Claims submitted:	50	\$122,000 (total submitted)
		-\$45,000 (what we paid)
		\$77,000 (total savings)

MAAJIIDAA FITNESS CENTER: 336 MEMBERS REGISTERED

166 MEMBERS ACCESSED SERVICES

Housing
Frank Figgels



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Manistee, MI 49660

Physical Address: 2953 Shaw Be Quong

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For May 2016

Staff

Frank Figgels - Director of Housing

Michelle Bernatche – Administrative Assistant

Chad Gehrke – Home Buyer Education Coordinator

Jim Stuck – Housing Maintenance Technician

Steven (Jake) Shepard - Housing Maintenance Technician

Nichole Daske – Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities

- A.** The Housing Department and the Housing Commission met with Tribal Council at a work session regarding the Commissions revisions to Chapter 4 of the Housing Regulations. Upon completion of the discussion it was decided to move forward with revisions as proposed and the next step is a 30 day posting of the revisions for Membership comment.

We also discussed with Tribal Council the status of the construction of the new Pavilion and two new income-based residential rental units at Aki maadiziwin. Since the receipt of bids the qualified low bidder was determined to be RCA, LLC for both the pavilion and the two residential rental units. They have been working with us to reduce the costs of each facility to meet our budget per the following value engineering.

Pavilion: change siding to vinyl siding, reduce the amount of sidewalk, remove aesthetic masonry wrap on columns, delete the bird netting under the trusses and to down size the construction fence.

Two Income based residential rental units: reduce the square footage and add asphalt driveways.

- B. During the month the Department performed the following activities.
 - Lease renewals due during the month: 2
 - Leases renewed: 3
 - New leases: 0
 - Annual Inspections: 2
 - Move-out Inspections: 1
 - Move outs: 0
 - Transfers: 1
- C. Down Payment and Closing Cost assistance grant (HI 100). This program was approved for the Calendar Year of 2016 in the amount of \$50,000.
 - Applications received this month: 3
 - Number of Awards made during the month: 3
 - Amount of Awards made for the Month: \$9,597.00
 - Total Number of Awards made during the Year: 6
 - Total Amount of Awards for the Year: \$18,013.00

II. Rental Payment Information for the Month.

- A. First Notice(s) of Delinquency issued: 5
- B. Second Notice(s) of Delinquency issued: 3
- C. Termination Notice(s) issued: 2
- D. Notice(s) to Vacate or Renew: 2
- E. Court Filing(s): 2

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

- A. LRBOI Housing has 62 rental units in total of which 61 are rented giving us an occupancy rating of 98%. Aki has 55 rental units of which 54 were rented during the month.
- B. Aki has 11 low income elder designated rental units and 11 units are rented.
- C. Aki has 32 low income family rental units and 32 are rented.
- D. Aki also has 12 fair market rentals and 11 are rented.
- E. We have 5 fair market rentals in the City of Manistee and 5 are rented.
- F. We also have 2 short-term rentals in the City of Manistee and both are rented.

V. Significant Problems and Accomplishments.

A. Accomplishments:

In September and October 2015 we had an occupancy rating of 94%. The months of November, December 2015, January and February 2016 we have had an occupancy rating of 95%. In March our occupancy rating was 97% and for April and May we are pleased to announce a 98% occupancy rating. We are working toward 100% occupancy however the last placement was a transfer so we filled a vacant unit by vacating a filled unit. ☹

VI. Plans for the Future.

- A. The start of construction for the new Pavilion/Restrooms and two new Income Based Residential Rental Units.
- B. Working with the Housing Commission on developing a policy for the purchase of HUD rental units and developing more rental housing at Aki maadiziwin.

VII. Other Information

- A. None.

End of Report
Frank Figgels, Housing Director
June 6, 2016

Attachment: May 2016 daily maintenance log

Cc: file

MAY 2016 HOUSING REPORT: ATTACHMENT

Employee: Housing

2016 HOUSING

Date/Location/Description

Print Neatly

Daily Worksheet

Date 5-2 Finished up stove, worked on plow, Mileage on vehicles
Repaired Bi Folds for 2624 IC Tam
Clean up + organize Shop area

Date 5-3 Worked on Plow,
Looked @ Roof Venting @ 2626 OC Mitchell informed MB we
need to get Roofer/Contractor to address leak issue
Installed new Lockset + Dead Bolt @ 2583 IC Shaw Rekeyed to
keys on file, Installed Valve in Kitchen Faucet @ 2654 OC Padmon
hot water valve

Date 5-4 Worked on Plow

Date 5-5 Installed new ballast in Light Fixture Laundry Room
@ 2680 OC Whittenberg, Annual House Inspection @ 2597 DeVerney

Date 5-6 Measured Porch area for painting 148 Ford
Mowed grass main entrance + CC Building
Receipts turned in

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Houssy

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 5-8 Installed new Vanity top, Reinstalled BiFolds on Laundry room, Primed Ceiling in Bathroom, Tightened Door hinges on Vanity @ 2624 IC TARA Painted Bathroom Ceiling
Picked up Materials for Plow

Date 5-9 Clean + Organize Shop area, prepped paint, Tarps scrapers for Ford St. Patch, worked on Plow
Installed new sink + faucet in shop (larger sink with sprayer)

Date 5-10 Clean organize shop area storage, started trash pallet for Dumpster, Mowed fields, found + disassembled Air compressor
Needs new hose Took old tires to Roger

Date 5-12 Talk to Frank about Lead Base Paint training, Found Terry gave info to MB to schedule, secured Ridge vent covers and repaired slider screen @ 2626 OC Mitchell's Cutt alleys, repaired pancake compressor hose

Date 5-13 worked on Plow, Mowed field
Larry Replaced light assembly on ceiling fan @ 909 Davis Larry's

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 5-16 Worked on plow, Contacted Teld Wren and ordered
Latch Keepers for windows @ 2589 OC (Cross) Receipts
Moved Grass

Date 5-17 Mowed all Ditches

Date 5-18 Repaired Faucet leak, informed tenant Faucets are not
Designed for Filter weight, Removed Faucet Filter @ 2615 Greene
Primed & Painted water spots on Ceiling @ 2626 Mitchell
Took Toro to CRTP for Fuel
Got tank up paint for 2727 Garza

Date 5-19 Cut Fields, Work on Plow parts
Repaired light assembly for ceiling fan
Cleaned mower Deck underside
Painted stove knobs

Date 5-20 Removed Bees from Shed, Repaired and Capped
Roof on Shed @ Quincy St.
Removed Bees from 2727 OC Garza
Changed Blades on Zero Turn
Replaced Sprayer & hose on Kitchen Sink @ 2658 IC Knapp
Cut Handicap grass Annual Inspection @ 2711 Jim & Peggy

Due Every Friday

Thank you for filling out this Daily Worksheet

Employee: Housing

Date/Location/Description

Print Neatly

2016 HOUSING
Daily Worksheet

Date 5-23 Receipts, worked on Plow, Took Red truck to Roger for
Tire swap, Repaired Roof @ 2711 OC 3m+Pess, move out
Insp @ 2665 IC OIK Repaired trailer
Got Signs for Yard Sale + Dumpster

Date 5-24 Worked on Plow, Got new phones, transferred Contacts

Date 5-25 Put out Yard sale Signs, Picked up gas card for
travel Moved grass around Community Center Again
Called on truck (Roger)
Spoke to MB+Frank about soon to be vacant units

Date 5-26 Training

Date 5-27 Returned Gas Card

Due Every Friday

Thank you for filling out this Daily Worksheet

Human Resources
Amy Sedelmaier

HUMAN RESOURCES DEPARTMENT

REPORT FOR MAY 2016

FLSA Update:

New criteria was enacted by Federal Law, which is referred to in the LRBOI Fair Employment Practices Code, which may impact the Tribal operations and salary levels. There is a new salary level threshold, and there are a number of positions impacted as shown by the chart below:

Job Title	Current Annual Salary	OT Exemption Threshold	Amount to Reach
Brownfield Coordinator	\$ 46,613	\$ 47,476	\$ 863
Staff Accountant/Tax Officer	\$ 45,614	\$ 47,476	\$ 1,862
Air Quality Specialist	\$ 45,000	\$ 47,476	\$ 2,476
Purchasing Manager	\$ 44,595	\$ 47,476	\$ 2,881
Food Distribution Coordinator	\$ 43,306	\$ 47,476	\$ 4,170
System Administrator	\$ 43,193	\$ 47,476	\$ 4,283
Water Quality Specialist	\$ 43,000	\$ 47,476	\$ 4,476
Aquatic/Fisheries Biologist	\$ 41,600	\$ 47,476	\$ 5,876
Fisheries Biologist	\$ 39,021	\$ 47,476	\$ 8,455
Case Manager	\$ 37,559	\$ 47,476	\$ 9,917
Case Manager	\$ 37,559	\$ 47,476	\$ 9,917
Fisheries Biologist	\$ 35,127	\$ 47,476	\$ 12,349
Associate Judge	\$ 33,696	\$ 47,476	\$ 13,780
Domestic Violence Coordinator	\$ 32,864	\$ 47,476	\$ 14,612
Appellate Judge	\$ 11,357	\$ 47,476	\$ 36,119
			\$ 132,036
		Minus Judges	\$ 49,899
		Total Impact FLSA guidelines	\$ 82,137

The employer can make one of two determinations:

- 1.) Notify the affected employees that based on the new law, they are no longer eligible for Exempt status, and will begin reporting as hourly workers as of December 1, 2016.
- 2.) Increase the salary levels for each position to the minimum threshold required-and increase each salary by the amount shown, also by December 1, 2016.

The links below contain information for reference purposes, and a discussion/decision should be communicated to employees at least 30 days prior to the change (November 1, 2016).

<https://www.dol.gov/whd/overtime/final2016/index.htm>

https://www.dol.gov/whd/overtime/fs17h_highly_comp.pdf

**Little River Band of Ottawa Indians
Calendar Year 2016
Wage Schedule**

Program No: 1030-120

Program Name: Gaming Commission-Surveillance

Name & Title	Hwy. Wag	Payroll Tax	Comp Amount	Retirement 401K	Insurance Benefits	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total
FTE						168	168	168	168	176	176	168	168	176	168	176	176	2088
Employee Name/Title	0.00																	
Comte Lindsay, Surveillance	31.67	5,455.47	145.00	1,983.81	22,687.40	5,320.56	5,320.56	5,827.28	5,320.56	5,673.92	5,320.56	5,827.28	5,673.92	5,320.56	5,320.56	5,673.92	5,673.92	66,126.06
Chris Karan, Surveillance	22.06	3,800.06	101.00	1,381.84	21,770.64	3,706.08	3,706.08	4,059.04	3,706.08	3,882.56	3,706.08	4,059.04	3,882.56	3,706.08	3,882.56	3,882.56	3,882.56	46,061.28
Sara Sikoroch, Surveillance	21.84	3,762.16	100.00	1,369.06	21,349.08	3,669.12	3,669.12	4,018.56	3,669.12	3,843.84	3,669.12	4,018.56	3,843.84	3,669.12	3,669.12	3,843.84	3,843.84	45,601.92
Marlin Moore, Lead Surve	21.68	3,734.60	100.00	1,368.04	22,538.52	3,642.24	3,642.24	3,988.12	3,642.24	3,815.68	3,642.24	3,988.12	3,815.68	3,642.24	3,642.24	3,815.68	3,815.68	45,267.84
James Anderson, Lead St	20.74	3,512.67	95.00	1,299.15	21,714.96	3,484.32	3,484.32	3,816.16	3,484.32	3,650.24	3,484.32	3,816.16	3,650.24	3,484.32	3,484.32	3,650.24	3,650.24	43,305.12
Mark Peley, Surveillance	19.86	3,421.08	91.00	1,244.03	22,366.92	3,358.48	3,358.48	3,654.24	3,358.48	3,495.36	3,358.48	3,654.24	3,495.36	3,358.48	3,358.48	3,495.36	3,495.36	41,467.68
David Smith, Surveillance	16.50	2,911.19	78.00	1,058.62	9,699.72	2,839.20	2,839.20	3,109.60	2,839.20	2,974.40	2,839.20	3,109.60	2,974.40	2,839.20	2,839.20	2,974.40	2,974.40	35,291.20
Philip Webber, Surveillance	16.41	2,826.79	75.00	1,027.92	9,720.00	2,756.88	2,756.88	3,019.44	2,756.88	2,888.16	2,756.88	3,019.44	2,888.16	2,756.88	2,756.88	2,888.16	2,888.16	34,264.08
Gary O'Neil, Surveillance	16.41	2,826.79	75.00	1,027.92	9,720.00	2,756.88	2,756.88	3,019.44	2,756.88	2,888.16	2,756.88	3,019.44	2,888.16	2,756.88	2,756.88	2,888.16	2,888.16	34,264.08
Russel Hansen, Surveillance	16.41	2,826.79	75.00	1,027.92	9,720.00	2,756.88	2,756.88	3,019.44	2,756.88	2,888.16	2,756.88	3,019.44	2,888.16	2,756.88	2,756.88	2,888.16	2,888.16	34,264.08
Richard Cunningham, Sur	16.41	2,826.79	75.00	1,027.92	9,720.00	2,756.88	2,756.88	3,019.44	2,756.88	2,888.16	2,756.88	3,019.44	2,888.16	2,756.88	2,756.88	2,888.16	2,888.16	34,264.08
Doug Broxson, Surveillance	16.41	2,826.79	75.00	1,027.92	9,720.00	2,756.88	2,756.88	3,019.44	2,756.88	2,888.16	2,756.88	3,019.44	2,888.16	2,756.88	2,756.88	2,888.16	2,888.16	34,264.08
Mark Kline, Surveillance C	16.41	2,826.79	75.00	1,027.92	9,720.00	2,756.88	2,756.88	3,019.44	2,756.88	2,888.16	2,756.88	3,019.44	2,888.16	2,756.88	2,756.88	2,888.16	2,888.16	34,264.08
Jeremy Paachka, Surveil	16.41	2,826.79	75.00	1,027.92	9,720.00	2,756.88	2,756.88	3,019.44	2,756.88	2,888.16	2,756.88	3,019.44	2,888.16	2,756.88	2,756.88	2,888.16	2,888.16	34,264.08
Susan Davis, Surveillance	16.41	2,826.79	75.00	1,027.92	9,720.00	2,756.88	2,756.88	3,019.44	2,756.88	2,888.16	2,756.88	3,019.44	2,888.16	2,756.88	2,756.88	2,888.16	2,888.16	34,264.08
Brian Bower, Surveillance	14.43	2,465.71	66.00	903.50	22,156.76	2,424.24	2,424.24	2,655.12	2,424.24	2,539.68	2,424.24	2,655.12	2,539.68	2,424.24	2,424.24	2,539.68	2,539.68	30,120.84
Tina La-Haye, Surveillance	13.77	2,372.02	63.00	862.55	21,569.24	2,313.36	2,313.36	2,533.88	2,313.36	2,423.52	2,313.36	2,533.88	2,423.52	2,313.36	2,313.36	2,423.52	2,423.52	28,751.76
Willbur Collingwood, Surve	13.73	2,365.13	63.00	860.05	20,949.24	2,306.64	2,306.64	2,525.32	2,306.64	2,416.48	2,306.64	2,525.32	2,416.48	2,306.64	2,306.64	2,416.48	2,416.48	28,666.24
Mary Carpenter, Surveil	13.70	2,359.56	63.00	858.17	9,538.08	2,301.60	2,301.60	2,520.80	2,301.60	2,411.20	2,301.60	2,520.80	2,411.20	2,301.60	2,301.60	2,411.20	2,411.20	28,006.60
William Wilson, Surveil	13.14	2,263.50	60.00	823.09	23,500.00	2,207.52	2,207.52	2,417.76	2,207.52	2,312.64	2,207.52	2,417.76	2,312.64	2,207.52	2,207.52	2,312.64	2,312.64	27,456.32
Michael Cepina, Surveil	15.61	2,888.98	72.00	977.81	23,500.00	2,822.48	2,822.48	3,074.36	2,822.48	2,747.36	2,822.48	3,074.36	2,747.36	2,822.48	2,822.48	2,747.36	2,747.36	32,593.68
Surveillance Operator, VA	13.11	2,258.33	60.00	821.21	23,500.00	2,202.48	2,202.48	2,412.24	2,202.48	2,307.36	2,202.48	2,412.24	2,307.36	2,202.48	2,202.48	2,307.36	2,307.36	27,923.68
On-call/DualOT	10.50	1,808.73	48.00	657.72		1,764.00	1,764.00	1,932.00	1,764.00	1,848.00	1,764.00	1,932.00	1,848.00	1,764.00	1,764.00	1,848.00	1,848.00	21,924.00
		0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
On-Call Pay		67,873.88	1805.00	2,661.41	42,008.55													0.00
Salaries						66,195.36	66,195.36	72,499.68	66,195.36	69,347.52	66,195.36	72,499.68	69,347.52	66,195.36	66,195.36	69,347.52	69,347.52	822,113.76
Payroll Tax						5,656.16	5,656.16	5,656.16	5,656.16	5,656.16	5,656.16	5,656.16	5,656.16	5,656.16	5,656.16	5,656.16	5,656.16	67,673.89
Worker's Comp						150.42	150.42	150.42	150.42	150.42	150.42	150.42	150.42	150.42	150.42	150.42	150.42	1,806.00
401K						2,056.78	2,056.78	2,056.78	2,056.78	2,056.78	2,056.78	2,056.78	2,056.78	2,056.78	2,056.78	2,056.78	2,056.78	24,681.41
Insurance Benefits						35,067.38	35,067.38	35,067.38	35,067.38	35,067.38	35,067.38	35,067.38	35,067.38	35,067.38	35,067.38	35,067.38	35,067.38	420,800.66
Total						109,126.10	109,126.10	115,430.42	109,126.10	112,278.26	109,126.10	115,430.42	112,278.26	109,126.10	109,126.10	112,278.26	112,278.26	1,331,882.62

Human Resources Statistical Reporting:

It is important to note that there are variables that influence the reporting of the department. For example, persons placed through Adult Workforce Development are included in employment statistics, but are not reported as positions hired/filled. Elected Official positions are counted in the preference statistics, however, they are not technically employees, yet the employer pays salary and benefit costs associated with those positions. An example is the Legislative Branch, as 9 council members who are all tribal members are included in the numbers. So while the Legislative Branch may have a 90.9% (10/11) preference rate, the actual employment by the Legislative Branch is at 50% (1/2).

Hiring/Recruiting May:

The following job postings closed in May, with the application activity as noted. Please note, the Chief Financial Officer position is listed due to the job posting actually going up, but no interviews were held. Please be reminded that this chart depicts the postings that closed, and may not correlate to the new hires processed for the month.

RECRUITING REPORT - JOBS POSTED/CLOSED IN MAY 2016

INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02																
Position	# Full Time Openings	# Part Time Openings	# Temp Openings	Date Closed	APPLICANT STATUS					CANDIDATE STATUS						
					# TM	# NA	# D	# S	# NP	# TM	# NA	# D	# S	# NP	# Internal	# External
Chief Pharmacist	1	0	0	05/06/16	0	0	0	0	3	0	0	0	0	1	0	1
Chief Financial Officer	1	0	0	05/17/16	0	0	0	0	2	0	0	0	0	1	1	0
Mental Health Counselor	1	0	0	05/16/16	1	0	0	0	2	0	0	0	0	1	1	2
Office Intake Worker	1	0	0	5/19/2016	3	1	1	1	5	3	0	0	0	0	1	2
Wildlife Technician Seasonal	0	0	2	05/19/16	0	0	1	1	3	0	0	0	0	2	0	4
Totals	4	0	0		4	1	2	2	15	3	0	0	0	5	3	9

New Hire report:

May-16

New Hires		
Employee Name	Position	Hire Date
Jason Holquin	Adult WFD	5/5/2016
Akisa Milk	Adult WFD	5/6/2016
Lani Rozga	Controller	5/16/2016
Alicia Knapp	Admin Assit 1 - HR	5/16/2016
Wyatt Szpliet	Seasonal Fisheries Technician	5/23/2016
Jalissa Cabarrubia	Adult WFD	5/25/2016
Departures		
Employee Name	Position	Departure date
Darling Snyder	Patient Transporter	5/6/2016

Jobs Filled Report:

RECRUITING REPORT - JOBS FILLED IN MAY 2016												
INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02												
			PROSPECTIVE EMPLOYEE STATUS								NEW HIRES	
Position	Status	Number Positions Filled	Date Filled	# TM	# NA	# D	# S	# NP	# Internal Total	# External Total	Interview Comments	Candidates Selected
HR Admin Assist 1	FT	1	05/16/16	3	0	1	1	4	0	9		TM
Controller	FT	1	05/15/16	0	0	0	0	1	0	1		NP
Seasonal Fisheries Tech	Seasonal	1	05/23/16	2	1	0	0	1	0	4	2 positions posted - 3 candidates withdrew	TM - 1 position not filled
Acqatic Biologist*	FT	1		1	0	0	0	2	0	3	TM screened out DNQ	NP-Declined, NP accepted
Totals		4		6	1	1	1	8	0	17		

*Candidate will not start until July

Employment Statistics for May:

LRBOI TRIBAL GOVERNMENT

EMPLOYMENT SUMMARY INDIAN PREFERENCE IN EMPLOYMENT ORDINANCE #15-600-02

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

EXECUTIVE
GAMING
LEGISLATIVE
JUDICIAL
TOTAL

ORDINANCE #15-688-02

CURRENTLY EMPLOYED						
May 2016						
TM	NA	D	S	NP	TOTAL	
85	11	7	7	34	144	
11	0	0	1	17	29	
10	0	0	0	1	11	
2	0	0	1	2	5	
108	11	7	9	54	189	
Prior Month						
83	10	7	7	33	140	
11	0	1	1	17	30	
9	0	0	0	1	10	
2	0	0	1	2	5	
105	10	8	9	53	185	
Prior Year						
TM	NA	D	S	NP	TOTAL	
76	8	6	7	37	134	
10	0	2	2	17	31	
11	0	0	0	2	13	
5	1	0	1	2	9	
102	9	8	10	58	187	

Current Month
Prior Month

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

Tribal Member
Other Native American
Tribal Descendant
Tribal Spouse
Tribal Adopted Child
Custodial or Adoptive Parent
State Historic Tribe
Non-Preference

TM
NA
D
S
AC
CAP
SH
NP

Key Employee Statistics:

PREFERENCE EMPLOYEE NUMBERS IN KEY POSITIONS

May 2016

Preference Status	Directors	Mgr/Supv	Salaried
Tribal Member	2	10	29
Native American	2	0	3
Descendant	0	3	2
Spouse	0	0	1
Non-Preference	7	9	29
Total	11	22	64
Total Preference	4	13	35
% TM	18.18%	45.45%	45.31%
% Preference	36.36%	59.09%	54.69%

Hiring and Recruiting Report June:

New Hire report June:

Jun-16

New Hires

Employee Name	Position	Hire Date
Jonathan Eno	WFD - Intern NRD	6/8/2016
Leah Peterson	Chief Pharmacist	6/20/2016*
Spencer West	Seasonal Wildlife Tech	6/22/2016
Nathan Kudla	Seasonal Wildlife Tech	6/22/2016
Joshua Wilson	Adult WFD	6/27/2016
Elizabeth Gonzalez	Adult WFD	6/28/2016

Departures

Employee Name	Position	Departure date
Jeremy Glover	Maintenance Technician	6/17/2016

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

Information Technology
George LeVasseur

Information Technology Department
Monthly Report
May 2016

IT DIRECTOR – GEORGE D. LE VASSEUR

Duties and Accomplishments –

1. Migration of all servers to Windows Server 2012 continues. Three are remaining and these three require major application software upgrades from Vendors.
2. Network segmentation project continues and will continue throughout 2016.
3. 164 new IT work orders were opened in May 2016 and 160 IT work orders were completed in April 2016.
4. Policy and Procedure review began and will continue with some major policy changes continuing throughout 2016.
5. Generation of new security policies and compliance reports began in January and will continue throughout the year.
6. HIPAA and HITECH Manuals in for legal review.
7. Work with legal staff to complete I.H.S. Agreements.

Meetings Held / Attended –

1. Held Departmental Staff Meetings.

Trainings Held / Attended –

Special Tasks / Activities Performed –

1. May 2016 cellular telephone usage reports sent to accounting.
2. RFP for replacement and upgrade of the security system was developed and sent to vendors.
3. New disk drives were added to the data repository and to the SAN.

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: June 7, 2016
Re: May 2016 report of activities

Number of tribal members assisted on new issues 37

Number of referrals received 2

Number of continuing cases: 57

Types of legal issues:

Child support	Codicil to Will
Probate Estate	Homestead Exemption
Divorce	Real Estate
Irrevocable Trust	Change of Custody
Real Estate Taxes	Personal Injury
Release of Body	Legal Separation
Wills	Medical Malpractice
Estate Planning	Creditors
Adoption	Social Security Disability Appeal
Power of Attorney	Post Divorce Matters
Custody	Long Term Disability
Medical Power of Attorney	Amend Estate Planning Documents
Child Support Arrearages	Parenting Time
Trusts	General Civil
Criminal	SSI and Per Capita
Ex-Parte Order	Limited Guardian
Evictions	Electric Company
Taxes	Freedom of Information Act
Land Contract	Amendment of Trust
Elder Abuse	Amend Medical Power of Attorney
Landlord –Tenant Issues	Divorce – Out of State
Amend Power of Attorney	Employment

Guardian – Minor	Boat Title
Limited Power of Attorney – Minor	Name Change – Minor
Insurance	Property Tax Appeal
Car Title	Beneficiary
Child Protective Services	Social Security Disability
Revocation of Power of Attorney	Residential Leases
Social Security	Depositions
Service of Civil Document Out of Country	Return of Security Deposit
Expunge Criminal – Out of State	Arrest Warrant
Change of Custody – Out of State	Separate Maintenance
Personal Protection Order	Expunge Criminal
Abuse Neglect Minors	Will Contest
Name Change	Indian Child Welfare Act
Involuntary Commitment to Psych Ward	Refunds

Attended 3-day Probate and Estate Planning conference

Sample of Work Performed:

Assisted a tribal member get a review of their child support when the other parent obtained extra income

Assisted a tribal member sell their real estate on land contract

Assisted a tribal member change their minor child's last name

Assisted a tribal member get a creditor to stop calling them

Assisted a tribal member negotiate a settlement to stop an eviction

Members Assistance
Jason Cross (Interim)

Members Assistance Department May 2016 Departmental Report

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

Department Overview:

Goals

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

Objectives

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

Current Assistance Programs

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

Department Reporting Section

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

a. MOA BE-11-G62 \$68,000

i. Total expensed \$62,960.98

ii. Budget remaining 7%

iii. 16 total households served with this program.

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

b. MOA BE-14-J33 \$126,000

i. Total expensed \$74,790.21

ii. Budget remaining 38%

iii. 26 total households served with this program.

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

2. Food Assistance Program

a. Budget \$50,000

b. Carry over \$8,850

c. Total budget \$58,850

d. Total expensed YTD \$24,150

e. 69% Remaining

f. 108 total members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
32	6	4	1	26	3	1	3	1	31

3. Rental and Mortgage Assistance Program

a. Total Budget \$20,000

b. Total expensed YTD \$10,814.41

c. 46% Remaining

d. 30 total households accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
9	0	1	1	7	1	0	0	0	11

4. Low Income Energy Assistance Program

a. Total Budget \$45,000

b. Total expensed YTD \$20,130.78

c. 55% Remaining

d. 96 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
25	4	4	0	20	4	3	3	0	33

5. LIHEAP – DHHS Grant Funded Program FY 2016

- a. Total Budget \$19,271
- b. Total expensed to date \$13,841.45
- c. 28% Remaining
- d. 44 total households accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo
18	4	1	0	12	3	1	2	3

6. Elder Chore Program

- a. Total Budget \$10,000
- b. Total expensed YTD \$3,407.00
- c. 66% Remaining
- d. 16 Elders accessing this program to date

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
8	1	0	0	0	0	1	0	0	6

7. Emergency Transportation

- a. Total Budget \$25,000
- b. Total expensed YTD \$8,604.35
- c. 66% Remaining
- d. 37 Members accessing this program to date.

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
17	3	2	1	8	0	0	2	0	4

8. LRBOI Home Repair Program

- a. Total budget \$75,000
- b. Total expensed YTD \$8,749.25
- c. 88% Remaining
- d. 10 members accessed this program

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

9. Bereavement Program

- a. Total Budget \$271,800
- b. Total expensed YTD \$120,800
- c. 56% Remaining
- d. 16 members accessed this program

Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
3	1	0	0	1	0	0	3	0	8

10. Elders Insurance

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

11. Department Ongoing Activities

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

12. Applications

Mailed	Picked up	Emailed	Faxed
170	12	75	8

Food	LIE	LIHEAP	LIHEAP Cooling	Trans	Rent & Mort.	Elder Chore	Home Repair	Well & Septic	HIP
103	98	17	1	57	56	28	13	6	0

13. Office Visits

- a. 38 visits for the month

Respectfully submitted,

Jason Cross, MSW
Interim MA Supervisor

Natural Resources
Frank Beaver



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

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

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

Department Objectives:

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

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

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

Administrative Services

Theresa Davis – Receptionist

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

Fisheries and Aquatic Programs

Archie Martell - Senior Fisheries Biologist

Dan Mays – Aquatic/Fisheries Biologist

Corey Jerome – Fisheries Biologist

Barry Weldon – Great Lakes Fisheries Biologist

Mike Snyder – Great Lakes Fisheries Technician

Ken LaHaye – Great Lakes Fisheries Technician

Corey Wells - Fisheries Technician

Administrative/Budget/Reports/Data Entry:

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

Equipment maintenance/Field Work/Lab Work:

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

- Great Lakes LWAP assessment in Manistee

Meetings/Training/Travel/Conference Calls

- Monthly CORA meeting, Gaylord
- Sea Lamprey treatment on the Manistee River collaboration/logistics meeting
- MDNR meeting for Manistee Adult Sturgeon Weir on Manistee River
- Climate Change Meeting with Kyle Powys White
- Artic Grayling reintroduction and collaboration Meeting with MDNR
- Artic Grayling meeting with Michigan Technological University: eggs received and successfully hatched

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

Wildlife Program

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

Tasks and Accomplishments

- Work on elk reintroduction model
- Reviewing and commenting on USFWS actions
- Working on tribal property project – Highbridge and Oldhouse properties, and monitoring their progress, contracting
- Coordination on NRDA activities
- Work on Tribal hunting/trapping regulations for NRC
- Loon surveys
- Marten trapping logistics
- Work on repository permitting

Administration/Budget/Reports/Data Entry

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

Equipment Maintenance/Field Work/Lab Work

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

Meetings/Training/Travel/Conference Calls

- May NRC meeting and work session
- LCC steering committee meeting
- Tribal/DOI NRDAR workshop and training

Environmental Program

Allison Smart – Environmental Coordinator

Tom Shepard – Air Quality Specialist

Rochelle Rollenhagen – Brownfield Coordinator

Shaughn Barnett- Water Quality Specialist

Vacant- Aquatic Biologist

EPA General Assistance Program (GAP) Grant

Administration/Budget/Reports/Data Entry

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

Meeting/Training/Travel/Conference Calls

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

Air Quality Funded by EPA CAA 103 Grant

Administration/Budget/Reports/Data Entry

- Submitted Department Monthly Report
- Managed Budget and Reviewed R&E
- Reviewed data from LRBOI Air Monitoring Station
- Reviewed MDEQ, US and Tribal subscriptions

Field Work and Equipment Maintenance

- Completed PM 2.5, 1 in 5 Day Maintenance & QC – 5/11 and 5/23
- Completed PM 2.5, Monthly Maintenance & QC – 5/11 and 5/23
- Completed PM 2.5, Quarterly Maintenance & QC – NA
- Completed PM 2.5, Semi-Annual Maintenance & QC – NA
- Completed PM 2.5, Annual Maintenance & QC w/MDEQ – NA
- Installed new set of PM 2.5 filters – 5/4 and 5/23
- Sent collected PM 2.5 filter samples to MDEQ – 5/9, 5/23 and 5/31
- Completed Ozone Multipoint – 5/13 and 5/27

Meeting/Training/Travel/Conference Calls

- Attended the National Incident Management System (NIMS) Refresh Engagement Webinar – 5/2
- Attended USEPA Webinar: Proposed Amendments to Regional Haze Rule – 5/4
- Attended a pre-conference Training Session on Radon – 5/16
- Attended the 2016 National Tribal Forum on Air Quality – 5/17, 18 & 19
- Participated in Monthly State, Local, and Tribal Conference Call – 5/25
- Participated in Monthly Region 5 Tribal Air Conference Call – 5/26
- Participated in Monthly USEPA & NTAA Air Policy Update Conference Call – 5/26

Brownfield Program-Funded by EPA Brownfield Grant

Administration/Budget/Reports/Data Entry

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

Field Work and Equipment Maintenance

- May, 2016 – general field work.

Meeting/Training/Travel/Conference Calls

- May 2, 2016 Attended the National Incident Management System (NIMS) Refresh Engagement Webinar.
- May 3, 2016 participated in the EPA Region 5 128a Tribal Response Program conference call.
- May 9-13, 2016 attended the DOI Natural Resource Damage Assessment conference in Phoenix AZ.
- May 16, 2016 attended GAP budget meeting.
- May 20, 2016 attended 128a Tribal Response Program meeting with Sault Tribe, Little Traverse Bay Band, Grand Traverse Bay Band and Saginaw Chippewa Tribe in Elk Rapids.

Water Quality Program –Funded by EPA 106 CWA Grant

Administration/Budget/Reports/Data Entry

- Completed monthly report for LRBOI.
- May physical and chemical data processed and added to long-term data set
- Data analysis of April and May sampling
- Submitted data to the EPA National water quality database (WQX)
- Commented on MDEQ issued permit for pesticide application for Houghton Lake
- Updated QAPP in accordance with EPA guidelines for FY17-18
- Zooplankton and Macroinvertebrate planning with contracted laboratory
- Created land-use maps by crop for all tribal parcels in accordance with FY16 319 workplan
- Completed and submitted EPA 106 and 319 workplans/budgets to the environmental coordinator for approval

Field Work and Equipment Maintenance

- Completed May sampling in accordance with EPA QAPP
- Calibrated Hydrolabs/Prepped for May sampling

Meeting/Training/Travel/Conference Calls

- May 3-5: Michigan Tribal Environmental Group Meeting @ Bay Mills
- May 11: Manistee Watershed Partnership Meeting
- May 25: EPA Grants Webinar
- May 27: Little Manistee Watershed Meeting
- May 31: Portage Lake Watershed Meeting

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

Steve Parsons

May 2016

Meetings/Conferences/Trainings

- On May 2, 2016, I attended a pre-construction meeting for the pharmacy construction project held at the Government Center. Also in attendance were Don McDonald (director of the LRBOI Health Clinic); Dale Magoon (project account for LRBOI); George LeVasseur (IT Director for LRBOI); Ken Ockert & Nathan Kalchik from RCA, LLC; Mark Niesen (Tribal building inspector); Steve Feringa (project architect); representatives from Hallmark Construction (project contractor); and Jennifer Turner (consultant for the pharmacy construction project). A number of issues regarding the pharmacy construction project were discussed. My objective was to gather enough information in order to issue a building permit.
- On May 5, 2016, I met with Ken Ockert of RCA, LLC and Mark Niesen (Tribal building inspector) to discuss the issuing of a building permit for the pharmacy construction project. At the meeting, Mark gave his verbal approval of the design plan submitted by Steve Feringa. The building permit was issued on May 10, 2016.
- On May 6, 2016, I attended a portion of the Shoreline Group meeting to discuss a request for the Tribe to issue a permit for a road bore under Ellis Rd, near our proposed casino site in Muskegon. Since that portion of Ellis Road is now considered private property owned by the Tribe, it was our decision whether or not to grant the permit. After discussion with the group, it was decided that the Tribe should not issue the permit. The requesting party was contacted and informed accordingly.
- On May 9, 2016, I attended a meeting regarding the US-31 Corridor Plan. The meeting was held at the Alliance for Economic Success (AES) office in Manistee. The objective of the meeting was to introduce the project to the various communities in Manistee County which currently are located on or near US-31, which includes the Tribe. I was there to represent the Tribe's interests and learn more about the plan. The meeting was conducted by Tamara Buswinka of AES and Rob Carson, Manistee County Planner. This group will continue to meet periodically (initially projected to be every other month) for the immediate future. I will provide updates on the progress of the plan as needed.
- On May 10, 2016, I attended a work session with Tribal Council to discuss the Tribal Transportation Self-Governance Program (which would entail a compact agreement with the US Department of Transportation), and determine the Tribe's interest in participating in that program.
- On May 12, 2016, I participated in a meeting with representatives from the Village of Bear Lake and Bear Lake Township regarding the Bear Lake area connecting to our existing Wastewater Treatment Facility. The meeting was arranged by Tim Ervin of the Alliance for Economic Success. Other attendees from the Tribe included Tom St. Dennis (Commerce), and Gary Lewis (Utilities). Also attending the meeting was Brian Sousa from the WadeTrim engineering firm.
- On May 17, 2016, I attended the Strategic Plan Review meeting with members of Tribal Council and representatives from the various departments at the Tribe.
- On May 27, 2016, I met with Tom St. Dennis, Chuck Fisher and Gary Lewis regarding the Tribe's pending application for Indian Community Development Block Grant (ICDBG) funding. We are seeking the funding to help support the costs associated with the US-31 sewer project.
- On May 27, 2016, I met with Chuck Fisher and Jason Cross regarding the possibility of using BIA Roads funding to pay for a separate drive off of M-22 to the proposed site of the Child Day Care

Center (in the former interim casino building). This would require, at a minimum, updating our Road Inventory and adding this project to our Transportation Improvement Plan for 2016-2017. I have initiated contact with the BIA Roads Program regarding the feasibility of accomplishing this in the 2016 calendar year.

- On May 27, 2016, I attended a meeting of representatives from the Tribe and the City of Norton Shores here at the Government Center. The purpose of the meeting was to discuss additional improvements that the Tribe would like to see take place during the Harvey Street Reconstruction Project, which is scheduled for 2017. Attendees included Jerry Bartoszek and James Murphy from Norton Shores; Tom St. Dennis and myself representing the Tribe; and Ken Ockert from RCA, LLC. We hope to have an MOA with Norton Shores in place sometime within the next several months that will spell out the improvements that will be added to the existing project and the anticipated costs for those improvements. We will keep you posted as the situation develops.
- During the month of May 2016, I attended meetings of the Construction Task Force on the following dates: May 5, May 12, May 19 and May 26.

Activities/Accomplishments/Updates

- We are continuing to work on finalizing an agreement with the Blacker Airport Authority to allow for the removal of trees on the southwest corner of the casino parcel. Shayne Machen is continuing to work with George Saylor (Blacker Airport Authority attorney) regarding the agreed-upon language for a final draft agreement. It is our hope to have this draft agreement submitted for Tribal Council approval by the end of June 2016.
- As indicated in last month's report, the Planning Department is working to issue building permits for the pavilion and two new residences to be constructed at Aki Maadiziwin. There has been some revision to the initial plans in response to both cost-cutting and safety concerns. As soon as the new plans are available, Mark Niesen will conduct a plan review and building permits will be issued at that time.
- During the week of June 6-10, I will be attending GIS training, provided by the BIA at their facility in Lakewood, Colorado. There is no cost for the training.

Public Information
Vacant
No report submitted

Public Safety
Robert Medacco

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

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	9
City Assist	17
County Assist	19
Medical Assist	3
MSP Assist	7
Other Calls for Service	9
Property Checks	792
Suspicious Person	
Suspicious Situation	4
Well-Being Check	

Traffic/Vehicle

Abandoned Vehicle	
Accidents	5
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	1
MDOP	1
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	1
OUIL	
OWI	
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	2
Unsecured Vehicle	
Verbal Warning	1
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	6
PPO Served	
Federal Docket Ticket	3

Criminal Offenses

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

Criminal Offenses Continued

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

Miscellaneous

Administrative Hours	388.5
Alarm	1
Attempt to Locate	2
Boat Dock Checks	
Casino Hours	250
Civil Standby	
Community Policing	8.75
Court Hours	5
Death Notification	
Drug Disposal	3
Follow-Up Investigations	91
Found Property	10
Lost Property	1
Meetings Attended	5
Open Door	
Open Window	
PBT	
Special Detail	
Suicidal Subject	1
Total Complaints	7
Total Reports	66
Training Hours	71
Transport	
Trespassing	
Tribal Council Meetings	4
Vehicle Mileage	2740.1
Voluntary Missing Adult	

Training/Travel

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

Administrative Hours	81.5
Arrest(s)	
Male	
Female	
ATV Patrol Hours	
Assist(s)	6
Assist Hours	3.5
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	1
Contacts	10
Court	
Court Hours	
Follow-up(s)	2
Follow-up Hours	2
Federal Citation(s)	
Hours Worked	104
Joint Patrol(s)	
Marine Time	8
Meeting(s)	2
Meeting Hours	7
Paper Service	
Possible Trespass	
PR Activities	1
PR Activities Hours	2
Property Checks	68
Snowmobile Patrol Hours	
Training(s)	7
Training Hours	99
Vehicle Mileage	2256
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	
May 15-20 Officer Brandi Johnson-Cook went to Greenbay, WI for the 34th Annual NAFWS onference	

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

Administrative Hours	43.75
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	328
Joint Patrol(s)	
Marine Time	
Meeting(s)	1
Meeting Hours	6
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	235
Vehicle Mileage	771
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

May 15-20 Sgt. Robles, Officer Brown and Officer Howe went to Greenbay, WI for the 34th
Annual NAFWS Conference

Tax Office
Valerie Chandler

Name: Valerie Chandler

Month: May 2016

Title: Staff Accountant / Tax Officer

Department Goals:

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

Duties and accomplishments performed this month:

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

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

19. Processed 44 address changes/reviews from Enrollment for RTM status updates
20. Processed 9 RTM status and/or address changes
21. Prepared and mailed 15 Proof of Residency letters to members
22. Scanned and filed Proofs of Residency, Concessionaire's Licenses, Certificates of Exemption, reports, Assessments, Motor Fuel Registrations, address changes, tax returns and payments
23. Corresponded with Little River Casino Resort staff regarding Certificates of Exemption, licensed vendors, Venue reports, Tribal W-4 employees, training for staff relating to Tax office requirements
24. Research concerts, sales, and events at Little River Casino Resort and on other tribal property to ensure that vendors are licensed and for Venue Reporting requirements
25. Prepared and submitted *Currents* newspaper articles regarding "Resident Tribal Member Tax Exemption Certificates", and "Tax-Exempt Purchases at the Little River Trading Post"
26. Processed returned mail as necessary; notifying Enrollment of address and verifying if it could be re-sent
27. Corresponded with State of Michigan Tribal Affairs office regarding Resident Tribal Member updates, Resident Tribal Members' State tax on utilities
28. Prepared month-end tax reports for April 2016
29. Processed 3 Venue Reports to the State of Michigan
30. Reviewed and updated the Resident Tribal Members list at the Little River Trading Post
31. Completed the 2015 Annual Tax Department report; prepared and submitted an agenda request and Council Resolution for official approval.
32. Provided assistance to Historic Preservation regarding Jiingtamok files and forms for vendors, and Language Camp flyer
33. Processed and submitted check requests for payment to Barb Czarnecki for contractual services
34. Prepared and submitted a Federal Excise Tax Exemption Certificate for the governmental department BP fuel cards
35. Worked with Workforce Development staff member for more in-depth training pertaining to the daily duties of the Tax office and also securing files in the locked storage area in the basement
36. Prepared and assisted in training/review at the Little River Casino Resort for staff regarding Concessionaire's Licenses, Venue Reports, Certificates of Exemption, and Tax reporting
37. Prepared and submitted the 2016 1st Quarter Tax Sharing report to the State of Michigan
38. Researched State categorization of certain taxable and exempt items to ensure that they are being charged appropriately at the Little River Casino Resort. Sent the information to Resort staff.
39. Reviewed other Michigan Tribe's Tax information on their websites to compare how they are operated and to gather any ideas that would be best implemented here.
40. Worked with the new Controller regarding sales tax reporting and tax sharing.
41. Worked with I.T. staff regarding the encryption of emails and zip files that are provided to the State of Michigan.

Meetings attended this month:

1. Met with contractual employee on May 4, 10, and 18, 2016 for final reviews of Tax office reporting, recording, and processing before the contract ends. Also discussed meeting at the Little River Casino Resort regarding training and review pertaining to the Tax Agreement and Tax Ordinance.
2. Provided a training and review of the Tax Agreement and Tax Ordinance at the Little River Casino Resort on May 10, 2016. Thirteen staff were present.
3. Attended Strategic Planning work session on May 17, 2016.
4. Attended Tribal Council agenda review on May 16, 2016 and the Tribal Council meeting on May 18, 2016 for the review and official acceptance of the 2015 Annual Tax Department report.
5. On May 25, 2016 met with Little River Casino Resort Chief Financial Officer and Revenue Auditor Manager to review taxable and exempt items at the point of sales systems and the set-up of the new spa to ensure that all charges are flowing through to the tax reports.

Tribal Historic Preservation
Jonnie J. Sam

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

1. Department Overview

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

2. Department reporting section

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

The Director accomplished the following during the month:

1. Responded 41 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps.
2. Attended meetings of lead positions with the Ogema to discuss continuing improvement ideas.
3. Attended meetings of Lead Positions.
4. Attended meetings with Council about Jiingtamok contracts.
5. Attended Ogema-Council Roundtable to discuss Muskegon Community College request for support for Native American Heritage Month activities.

6. Provided information to Manistee County Chamber of Commerce's Jacob Bergman.
7. Presented Tribal history and background on Courts for the Tribal-State-Federal judicial forum at Court's request.
8. Attended Council work session in re: Gould Cemetery in Lake County.
9. Participated in interviews of Aquatic Biologist position with NR and HR as Elder.
10. Participated in interviews for Staff Attorney position as Ogema's designee.
11. Continued work on Dr. Miller collection of seized materials in Indiana through FBI website.
12. Responded to specific requests for information concerning traditional or cultural practices and history related questions.
13. Administered, directed and supervised regular monthly departmental activities.

Tribal Historic Preservation Coordinator accomplished the following

Position vacant during report month.

The Language Coordinator accomplished the following during this month:

- 1) The language website has been launched after permission to view videos.
- 2) Coordinated Language camp. (phone calls, meetings, Emails, paperwork)
- 3) Coordinated the recycling program for residents at Aki Maadiziwin.
- 4) Meeting with suicide coalition group.
- 5) Classes with "Gekaajik" on Mondays at Aki Maadiziwin.
- 6) Classes with "Enkiitaagejik" on Tuesday mornings at conference room in basement.
- 7) Classes with "Enkiitaagejik" on Friday mornings at conference room in basement.
- 8) Updated and produced language lessons for all groups.
- 9) Responded to Emails and calls about camp, website, language and culture.

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

1. Working on getting volunteers for Jiingtamok
2. Called Evert Elementary about their request for a native/artist speaker
3. Called Manistee Chamber of Commerce and provided them with information about the Jiingtamok
4. Working with Muskegon Community College on Native American Heritage Month for November.
5. Sorted newspaper articles for relevant history files (this will be on-going)
6. Still working on rewriting program booklet for Jiingtamok
7. Attended Earth Day meetings
8. Attended Language Classes
9. Sold old T-shirts and sweatshirts
10. Working on giveaway items for the Jiingtamok

11. Printed Master Jiingtamok Vendor Layout to keep track of who is assigned at which location at the grounds
12. Keeping log of returned vendor applications, turning in their booth payments to accounting
13. Keeping log of donated items for Jiingtamok giveaway
14. Created contracts for 2016 Jiingtamok, sent to legal for review
15. Sent list of hotel guests for rooms that were reserved for the Jiingtamok
16. Ordered supplies for giveaway items for traditional giveaway
17. Discussions with Phil Memberto in regard to Jiingtamok
18. Met with TC in regard to Native American Heritage Month
19. Look for LRRCR banners for Casino, they used them last year for Bike Time and they can't find them, I didn't locate them either
20. Design T-Shirt for Jiingtamok
21. Got T-shirt quote
22. Requested W-9's from Jiingtamok staffs
23. Lots of correspondence with T-shirt vendor, worked out the designs and logo for T-Shirts, Beanies and Hoodies
24. Helped Merri Medawis look for framed photos that she could hang in her office, took photo of them and logged them in.
25. Received donated artwork to use for Jiingtamok giveaway from Sandy Lewis
26. Created draft budget for Tribal Princess
27. Meeting with TC in re: Princess Pageant
28. Got a volunteer to help create a facebook page for the Jiingtamok, De-Ahna Underwood is adding photos of all the head staff as well as a count-down in Anishinaabemowin, to the day of the event.
29. Made postings to the facebook page in regard to hotels, prize money, vendors, pow wow gear (hats, shirts, hoodies)
30. Reserved Aki Maadiziwin Community Center for Sewathon/Beadathon to create giveaway items.
31. Starting to work on Anishinaabe Language Camp booklet
32. Made giveaway items for Judges and spoke at the Tribal/State Judges Forum at LRRCR
33. Sent Jiingtamok information and updated poster to IT & Angela Eagle for posting on our website, newspapers and facebook page
34. Sent Jiingtamok information and updated poster to several pow wow calendar sites
35. Met with Steve Jobs to try and get some decals for the pow wow but he couldn't work out the design with his equipment.

The Audio-Videographer accomplished the following during the month:

1. Continued work with the work network, email and have ADP access.
2. Continued developing ability to utilize fully Windows 10 and Microsoft Office.
3. Continued accessing of materials for archiving.
4. Read work related emails and answered phones as needed.
5. Discussed and worked with Administrative Assistant on Jiingtamok.

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.