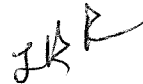


**Office of the Ogema  
Little River Band of Ottawa Indians  
2608 Government Center Drive  
Manistee MI 49660**

**Aanii piish epidek:** To: Little River Band of Ottawa Indians Tribal Council  
**Binjibidek:** From: Larry B. Romanelli, Tribal Ogema  
**Naangwa:** Date: August 22, 2024  
**Maanda Nji:** Re: July 2024 Operations Report



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

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

Larry B. Romanelli

Little River Band of Ottawa Indians  
Departmental Monthly Reports  
July 2024

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Accounting  
Angela Rabb

# Finance Division

## Angela Rabb, Chief Financial Officer

### July 2024 Department Report

#### I. Department Overview

- a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.
- b. **2024 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2024 will be to continue to improve accounting systems and processes.

#### Finance/Accounting Management:

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

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

#### Objectives:

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

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

## **Property Management:**

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

**Objectives:**

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

## **Budgeting:**

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

**Objective:**

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

## **Purchasing/Travel:**

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

**Objective:**

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

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

## **II. Department Reporting Section**

### **AUDIT 2023**

Rehmann Robson has sent an engagement letter for the audit of the FY 2023 Financial Statements. The letter was approved by Tribal Council, signed by the Ogema and sent back to Rehmann. Field work for audit started April 29, 2024. Due to shortage of staff, field work continued through the month of May and into June and July.

## **SENIOR STAFF ACCOUNTANT**

**During the month of July, we processed over 80 cash receipts totaling \$1,721,241.80.**

**CFO is currently performing tasks of this vacant position.**

## **STAFF ACCOUNTANT**

**During the month of July, we processed nearly 80 journal entries.**

**CFO is currently performing tasks of this vacant position.**

### **Payroll**

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

1. Processed 406 payroll vouchers/checks.
2. Verified 28 PAF's this month which included 7 new employee(s), 3 Job Change/Transfer employee(s), and 1 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 7/12 and 7/26.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.
12. Verified 21 holiday variance forms received from Surveillance for the July 4<sup>th</sup> and 5<sup>th</sup> holidays.

#### ***Meetings Held / Attended –***

7/11 – May monthly staff Meeting

#### ***Trainings Held / Attended –***

None

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

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

9. Quarterly reporting for second quarter.

#### ***Ongoing Projects / Tasks –***

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

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

1. Prepare member eligibility for the October per capita distribution and provide to CFO for payment calculation.

### **ACCOUNTS PAYABLE**

**In addition to tasks below, Accounts Payable processed nearly 680 GWE checks from 7/18-7/31/2024.**

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

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

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



## **PURCHASING/ TRAVEL OFFICE**

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

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

### ***Meetings Held / Attended –***

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

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

### ***Upcoming Projects / Tasks –***

## **Purchasing/Travel Manager**

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

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

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

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

Drafted revisions to Purchasing and Procurement Regulation to mirror amendments made to CFR.

### **Receiving**

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

1. Received in 297 packages.
2. Issued 120 receiving reports.
3. Returned 2 item for credit.
4. Made deliveries.
5. **20 FedEx for mail clerk**

#### ***Meetings Held / Attended –***

*Trainings Held / Attended –*

*Special Tasks / Activities Performed –*

*GSA billing*

*Mileage of department's vehicles*

*Upcoming Projects / Tasks –*

## **Budget Coordinator**

Duties and Accomplishments

- 1) Prepared 8 agenda items for Tribal Council Meetings
- 2) Attended 2 Tribal Council Meetings
- 3) Attended 2 Agenda Reviews
- 4) Completed 28 Budget modifications
- 5) Prepared and submitted 12 draw downs
- 6) Prepared and submitted 10 financial status reports to agencies
- 7) Prepared and submitted 3 final reports to agencies
- 8) Attended Staff Meeting by ZOOM
- 9) Worked on Budget Hearing Meeting documentation

## **Grants**

∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.

∞ Coordinate and collaborate with Tribal grant writers and department heads.

∞ Complete Closeouts on grants that have completed their lifecycle.

➤ **Grant Management Software:** We are working with Amplifund representatives to implement the new software. We have had numerous meetings with Amplifund staff and are working on providing information on current grants in order for Amplifund to upload into the software. Implementation meetings continue and we are providing needed information for Amplifund to update the software for our use. We are in the final phase of implementation.

## **Expenditures Update**

Total year-to-date expenditures for the Finance Division for July 2024 are \$727,394 compared to an annual budget of \$1,475,869. Total expenses for the Finance Division for year-to-date July 2024, represent 49.3% of the department's total annual budget.

Education  
Yvonne Parsons

## *Education Department*

*Yvonne Parsons, Education Programs Coordinator*

### **July 2024 Department Report**

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

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

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

- LRBOI Student Services 11 students received \$500 School Clothing/Activities funding totaling \$5500. 1 student requested and received 12<sup>th</sup> Grade computer, \$1000, 1 student received reimbursement for senior expenses totaling \$275. We had planned and arranged most aspects of Indian Village Youth Camp but a few days before the camp we had not enough participation to continue holding it so cancelled. Intention is to utilize the funding for next year, change the dates for the camp to be more mid-summer than closer to the start of the school year, and perhaps coming up with some assistance for help kids from outside the general local area with transportation. As it turned out, the date we were to have camp was also extremely hot, and probably, having had camps there before with a day of extreme heat, we would likely have had to send students home, so it worked out for the best and we will try a different path for next summer.
- College Book Stipend: 7 Book Stipends were issued this month; 6 for 9+ credits totaling \$3600 and two for 1-3 credits totaling \$600
- Higher Education Scholarships: 2 scholarship applications were awarded totaling \$7000. Both students are university students, one male, one female
- Miscellaneous: This month we had one arts and crafts event with 10 participating.

#### **Budget Expense Justification**

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

Elders Meal Program  
Victoria Wells

## Elder Meals July Report



Homebound and delivered meal attendances are as follows:

<b>Aki Congregate Meals</b>	<b>Homebound</b>
220	633
<b>Hackley Congregate Meals</b>	<b>Take out</b>
13	0

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

PO #	Distribution Code	G/L	Starting	Ending
240553	4531	5204	\$106	\$106
<del>240773*</del>	4558	5204	\$264	\$264
240937	4558	5602	\$122.88	\$122.88
240855	4558	5204	\$727	\$83
<del>240999**</del>	4558	5202	\$178	\$178
240991	4558	5204	\$269.92	\$115.20
241298	4558	5204	\$5000	\$842.85
241278	4558	5204	\$2000	\$833.49
241405	4558	5204	\$3000	\$2834.17
241208	5228	5202	\$2000	\$1136.80

Those marked  are accounts needing closed out. On account **4523** for GL **5202** (activities) we purchased 4 more garden tanks for \$796.00. This will help us grow more produce for the program. That is an account closing in September. **4542** is our MIPPA account, used only for informing elders of Medicare benefits. We spent \$3229.20 for goody bag items such as; soap, nail clipper kits, lip balm, notebooks, Kleenex and wet wipes, raffle tickets. Out of that same account we spent \$1060.71 for custom tote bags, fridge magnets, sanitizer. We also purchased raffle prizes; 2 (55in) tvs, 2 Bissel vacuums, 2 toaster air fryer ovens, and 2 Ugly Stik rod and reels. Out of **4542** we spent \$2100 on food for said MIPPA events. Out of **4523** for 5202 we spent \$296.36 for stress balls shaped like pills with positive sayings, hose adaptor (our leaked badly) and custom pens with LRBOI elders meal program (and the phone #) for hand outs at events/membership meetings.

We are seeing more people return to the program. The MIPPA event in Muskegon was well attended. The one here we are combining with the Elders meeting is projected to go very well. We did not have time to ask permission to apply for the MIPPA grant again this year. But since attendance was very good, we will be applying for it in 2025!

Enrollment  
Diane Lonn



# ENROLLMENT DEPARTMENT REPORT

July Monthly Report – 2024

Diane A. Lonn, Enrollment Director

## Department Goals

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

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

## Department Objectives are:

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

## Duties Performed

- Mailed out: 11 Applications forms for people seeking membership
- Sent out: 100 Address change forms
- Created 580 New and replacement Tribal I.D's from 07/01/2024 through 07/30/24
- 180 Address changed from 07/1/2024 through 07/30/2024
- Final Rejection Letters: 0
- Final Acceptance Letters: 0
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 0
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 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 Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0

- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 7 Applications received as of 07/30/2024
- List request of Membership:
- Label request of Membership: 0
- Statistical request: Tax Department, Accounting

#### Department Verifications

1. Prosecutor 0
2. Clinic 0
3. Human Resources 0
4. PRC/EHAP 71
5. Member's Assistance 0
6. Member's Assistance 0
7. Utilities 2
8. Food Distribution 0
9. Casino 2
10. Family Services 0
11. Tribal Council 0
12. Natural Resources 0
13. Gaming 0
14. Education 5
15. Work force Development 4

- Ordering/ Correspondence
- Enrollment verifications to other tribes 1
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference 3
- 4Members passed away for the Bereavement Benefit
- 3 Tribal Flags Sent out
- Sent out Per Cap Earnings reports 12
- 2 Tuition Waiver Verification
- 1,825 Phone Calls logged
- Eagle Feather Permit Verifications

#### Enrollment Statistics

Unable to provide accurate statistics due to software failure.

Facilities  
Rusty Smith

***Maintenance Department  
De-Ahna Underwood, Maintenance Office Manager July  
2024 Department Report***

**I. Department Overview**

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

**Goals & Objectives**

The Maintenance Department maintains and repairs buildings, equipment, and department vehicles. Our staff is dedicated to providing exceptional workmanship and quality services to ensure an aesthetically pleasing, clean, accessible, working environment that promotes safety and wellbeing for employee and visitors.

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

**II. Department Reporting Section**

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

Bi-monthly: Indian Village, Sugar Shack and Shooting Range.

The EVS Technicians stay very active in maintain 6 buildings.

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

**Work Orders**

- 45 work orders were generated.
- 08 vehicle service work orders closed.
- The auto mechanic also serviced the department's vehicles and equipment.
- Responded to calls not entered into the work order system.

**Vendors** (buildings overseen by Maintenance)

- 7/10 Pest control pm, 4 locations
- 7/12 HVAC service, 1 location
- 7/24 Pest control pm, 1 location
- 7/24 Annual fire and safety inspections, 4 location

**III. Budget Expense Justification**

- Vehicles \$10.00
- Phones \$420.00
- Supplies \$253.00

**IV. Travel and Training**

N/A:

End of Report

Family Services  
Vacant Director

Department Report : Family Services  
 Case Worker : Rachel Kops  
 Month : July 2024

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

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

Case Management

Total number living in homes served					23	
Total number of Tribal Citizens living in homes served					12	
Total number of descendants living in homes served					6	
Total number of children living in homes served					8	
Total ICWA or ICWP where substance abuse is involved					0	
Child Abuse/Neglect					1	
ICWA or ICWP referrals					1	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					1	
Case Pending with DHS					2	
Relative placement					1	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					1	
Court appearances					0	
Home Visits					16	
Case Reviews					2	
Binojeeuk					2	
Contacts with outside agencies					74	
Contacts with LRBOI departments					8	
Tribal Elders					0	
Other referrals					0	
<b>Monthly Totals</b>					149	





Department Report : Family Services  
 FS worker: Stephanie Persenaire  
 reporting period July 2024

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

	Manatee	Mason	Lake	Osawa	Muskegeon	Wekford	Kent	Newaygo	Other
Intakes	3								
I&Rs									
Open Cases	10				1				1
<b>onthly Tot</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

Case Management

Total number	38				6				5
Total number of Tribal Citizens living in homes served	13				2				1
Total number of descendants living in homes served	10				4				0
Total number of children living in homes served	13				5				2

Total ICWA or ICWP where substance abuse is involved	0					1														0
Child Abuse/	0					1														1
ICWA or ICW	0					0														0
Sexual Abuse	0					0														0
Substantiated or Unsubstantiated by DHS	0					1														1
Case Pending	0					0														0
Relative placed	0					1														0
Tribal Foster	0					0														0
Non-Tribal Foster	0					0														1
Home	0					0														0
Alternative placement	0					0														0
Court appearances	3					0														0
Home Visits	32					4														1
Case Reviews	2																			
Binojeek	2																			
Contacts with	35	12				15				2	6									15
Contacts with Tribal Elders	9																			
Other referrals																				
<b>Monthly Total</b>	<b>157</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>27</b>						

### Monthly Site Dashboard Report

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

Date Report Generated: Aug 09, 2024

#### Enrolled Clients in system by type

Prenatal	Postpartum	Father/Other	Infant/Child
4	18	5	30

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

Prenatal	Postpartum	Father/Other	Infant/Child
3	5	1	8

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

Prenatal	Postpartum	Father/Other	Infant/Child
0	1	1	4

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

Name	Total Visits	Form Type
Michelle Anderson	6	Prenatal Visit/Encounter Form
Michelle Anderson	6	Postpartum Visit/Encounter Form
Michelle Anderson	8	Infant Visit/Encounter Form
Michelle Anderson	3	Fathers and Others Visit/Encounter
<b>Total</b>	<b>23</b>	

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

No data for this section

#### Open Referrals

No data for this section

#### Forms "in progress"

Client	Client Type	Form Type
--------	-------------	-----------

#### SCRIPT tab modified between Jul 01, 2024 - Jul 31, 2024

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

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

The Traditional Healer did have sessions this month and talked/had sessions with 10 clients.

Angela Schwandt currently has 48 clients. Angela had 62 individual sessions, 32 follow up calls, 4 referrals, and 4 hours of telepsychiatry. She had a Site visit for the TBHI Grant, worked the Wellness Walk, and attended Homeless Task Force meeting. Webinars attended: 2-day online Clinical Supervision Training.

Kimberly (Kim) Hinmon helped with the Wellness Walk and had a booth at the LRBOI pow wow. Native Connections had Regalia making/sewing class( in Manistee 3 attended; in Muskegon 5 participated); Mino Dance Class (2 participated) ; and Storytime Workshop. She attended and organized the Michigan Indian Family Olympics held on July 19, 202 (36 attended). She attended 3 Native Connection meetings, Michigan Tribal Prevention Coalition, and With One Voice State Coalition meeting. She attended webinar Healing and building protective factors through art.

Dottie Batchelder-Streeter currently has (34) 25 clients and 9 Recovery Support clients. She had 2 referrals to other outpatient services/other services and 2 referrals to detox/inpatient treatment centers. Dottie had 35 individual sessions, and 55 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting (no meeting in July), but planned the September 6, Suicide Awareness & Prevention Event. She organized and worked the Wellness Walk (111 in attendance); hosted the Tribal Behavioral Health Communication Network meeting July 10-11, 2024; had a Site visit from HRSA on July 9, 2024. She attended the following meetings Manistee Community Partnership meeting, MI Suicide Prevention Coalition Community of Practice (State) meeting, and worked the Tribal Housing Safety picnic.

Angela and Dottie are working with area Community Mental Health agencies to have better services available for Tribal citizens, as needed. 9 Narcan kits given out. This was a very busy month.

Respectfully submitted,



Dottie Batchelder-Streeter

[H[]

\*\*\*\*\* CONFIDENTIAL PATIENT INFORMATION \*\*\*\*\*

DB

AUG 05, 2024 Page 1

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: JUL 01, 2024 TO JUL 31, 2024

# PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

# RECS ACT TIME # PATS # SERVED (hrs)

	# RECS	ACT TIME (hrs)	# PATS	# SERVED
-----				
AREA: BEMIDJI NON-IHS				
SERVICE UNIT: EASTERN MICHIGAN				
FACILITY: LITTLE RIVER OTTAWA ALC PROG				
PROVIDER: BATCHELDER, DOTTIE (ALCOHOLISM/SUB ABUSE COUNSELOR)				
11-SCREENING-PATIENT PRESENT	2	1.5	2	2
13-INDIVIDUAL TREATMENT/COUNS	25	26.3	14	25
30-FOLLOWUP/FOLLOWTHROUGH-PAT	55	20.5	25	55
34-OTHER SUPPORT SERVICES-PAT	8	11.5	1	14
35-COLLABORATION	2	2.5		6
36-COMMUNITY DEVELOPMENT	2	2.0		17
37-PREVENTIVE SERVICES	1	1.0		1
53-PROGRAM MANAGEMENT	14	34.0		29
56-RECORDS/DOCUMENTATION	9	13.8		9
59-OTHER ADMINISTRATIVE	8	18.2		8
63-PROGRAM CONSULTATION	5	17.0		115
64-STAFF CONSULTATION	7	9.5		25
83-TRIBAL FUNCTIONS	2	8.0		112
PROVIDER TOTAL:	140	165.7	42	418
PROVIDER: GIBSON, JAMES D JR (TRADITIONAL MEDICINE PRACT)				
11-SCREENING-PATIENT PRESENT	1	0.5	1	1
34-OTHER SUPPORT SERVICES-PAT	1	0.8		1
83-TRIBAL FUNCTIONS	9	9.6	7	9
PROVIDER TOTAL:	11	10.8	8	11
PROVIDER: SCHWANDT, ANGELA (MENTAL HEALTH (MASTER ONLY))				
11-SCREENING-PATIENT PRESENT	1	0.3	1	1
12-ASSESSMENT/EVALUATION-PATI	1	1.0	1	1
13-INDIVIDUAL TREATMENT/COUNS	52	49.5	29	52
30-FOLLOWUP/FOLLOWTHROUGH-PAT	22	6.3	17	22
31-CASE MANAGEMENT-PATIENT NO	1	1.0		1
34-OTHER SUPPORT SERVICES-PAT	4	3.5	1	7
42-EDUCATION/TRAINING RECEIVE	6	17.5		6
53-PROGRAM MANAGEMENT	7	10.0		8
56-RECORDS/DOCUMENTATION	6	8.5		6
59-OTHER ADMINISTRATIVE	13	29.3		13
64-STAFF CONSULTATION	1	0.5		1
83-TRIBAL FUNCTIONS	1	4.0		1
PROVIDER TOTAL:	115	131.3	49	119
FACILITY TOTAL:	266	307.8	99	548
SU TOTAL:	266	307.8	99	548
AREA TOTAL:	266	307.8	99	548

RUN TIME (H.M.S): 0.0.0[H[]



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

**VSP MONTHLY SUMMARY REPORT**

**PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS**

Continued Cases	3
New Cases	1
Closed Cases	4
Referrals and Contacts Received	2
Client Face to Face Contacts	3
Client-related Phone, Email, and Text Contacts	68
Client-related Direct Service Units Provided by Advocates	93
Client-related Accompaniment Provided by Advocates	0

**MEETINGS**

Staff Meeting(s)	1
Program Case Reviews	0
Community Collaboration Meetings	3
Other Meetings	10

**STAFF DEVELOPMENT/TRAINING**

Virtual Training	5
In Person Training and Conferences	0
VSP Sponsored Training Events	0
Other Trainings	0

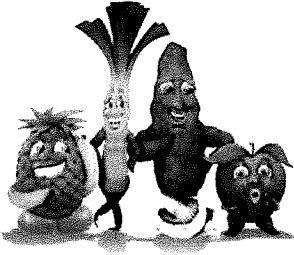
**OUTREACH & NETWORKING EFFORTS**

Creation of Program and Outreach Materials	0
Event and Training Planning and Preparation	1
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	189

VSP Presentations	0
Networking Activities	2
VSP Website Updates	4
Other Efforts	3

Food Distribution  
Jamie Friedel





# Food Distribution Program

## July 2024 Monthly Report

Jamie Friedel, Melanie Ceplina, Christopher McClellan and Nicole Ward

### 1 Department Overviews:

#### Goals and objectives:

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

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

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

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

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

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

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

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

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

### 2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

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

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

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

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

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

Jamie ordered Mays food for the warehouse.

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

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

Jamie and Melanie certified clients.

Jamie, Melanie, Chris conducted 40 Deliveries.

We received deliveries 11<sup>th</sup> 18<sup>th</sup> 26<sup>th</sup>.

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

Melanie Nicole and Jamie sent out 6 applications.

Melanie sent 1 recertifications out.

Added 4 new Households.

We have a total of 78 households with 129 total people.

MEETINGS:

- Meeting with MSU extension
- Monthly call with USDA
- Bi-Monthly call with USDA
- Regional Call with Midwest Region Board
- Directors Meeting
- Meeting with Kauffman Associates for Tribal Outreach Project

The Department is now engaged with the MSU extension and the Family spirit program and presenting the Camp fire cooking. We meet the last 2 Thursdays of the month at the Pow wow grounds and have been cooking up great food over the campfire. This month we have made pizza and lasagna and have had participation from folks in the campground.

I am also engaged with a tribal outreach program with Kauffman associates covering the characteristics and self determination study of the USDA program. This is to help the USDA find out where they are lacking and what to help make the program better. We are working on the main questionnaire for Kauffman Associates to use when interviewing the FDPIR programs and 638 Demonstration projects.

The Department is also working on the Regional Conference that will be held at the LRCR. The casino has been doing everything they can to ensure we have a great conference. We are ready for a great meeting.

Jamie Friedel Supervisor  
Melanie Ceplina Program Assistant  
Christopher McClellan Food Distribution Assistant  
Nicole Ward Food Distribution Assistant

Grants  
Vacant

Health  
Daryl Weaver



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

**To:** Larry Romanelli, Ogema

**CC:** William Willis, Tribal Manager

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

**Date:** Aug 6th, 2024

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

Forrest County Pottawatommi Insurance Department filed 132 claims on behalf of Little River in the amount of \$25,118.74 for Third Party Revenue Generation.

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

**CLINIC OPERATIONS: MANISTEE LOCATION**

253 patients scheduled

21 patients NO-SHOW to scheduled appointments

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

65 cancelled appointments

168 patients attending CLINIC PHYSICIAN appointments\*\*

37 patients PHONE TRIAGE\*\*

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

94 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN JULY (Total Patient Volume): 684

Diabetic patients: 62

Flu Vaccines: 0

Injections: 49

Nursing Visits: 7 \*\*

On-site Labs: 144

COVID-19 Tests: 4

\*\*Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews & PhoneTriage include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 1,056

DIRECT CALLS TO CLINIC OPERATIONS: 654

SENT FAXES: 150

RECEIVED FAXES: 659

**TRANSPORTS - MANISTEE 2**

**JULY 2024**

TRAVEL HOURS: 5

SERVICE HOURS: 2

NUMBER SERVED: 2

**MEDICATION DELIVERIES: 2**

TRAVEL HOURS: 3/4

SERVICE HOURS: 1/4

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 5 <sup>3</sup>/<sub>4</sub>

TOTAL SERVICE HOURS: 2 <sup>1</sup>/<sub>4</sub>

TOTAL NUMBER SERVED: 4

Please note: Manistee Transporter out on IFML as of 07-08-24.

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

**CLINIC OPERATIONS: MUSKEGON LOCATION**

141 patients scheduled

9 patients NO-SHOW to scheduled appointment

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

63 cancelled appointments

94 clinic referrals – requiring action by Providers and Staff

72 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 23

Flu Vaccines: 0

Injections: 5

Nursing Visits: 0

On-site Labs: 30

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: Muskegon Calls transferred to Manistee

**TRANSPORTS - MUSKEGON: 6 JULY 2024**

TRAVEL HOURS: 11

SERVICE HOURS: 11

NUMBER SERVED: 6

**MEDICATION DELIVERIES: 6**

TRAVEL HOURS: 1 ½

SERVICE HOURS: ½

NUMBER SERVED: 6

TOTAL TRAVEL HOURS: 12 ½

TOTAL SERVICE HOURS: 11 ½

TOTAL NUMBER SERVED: 12



**PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$83,000**

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1562

TOTAL PRC PAID IN JULY: \$43,807.83

PHARMACY/OTHER: \$33,700.73

DENTAL: \$8,059.10

TOTAL PATIENTS: 195 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 468

TOTAL CLAIMS ENTERED: 458

TOTAL PRC PAID 2024: \$330,386.79

TOTAL EHAP PAID IN JULY: \$39,041.61

TOTAL EHAP PAID 2024: \$227,458.30

TOTAL ENROLLED EHAP/LRBOI: 1298

NEW APPLICATIONS MAILED OR GIVEN: 30

REASSESSMENTS MAILED OR GIVEN: 55

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

Claims submitted: 4 \$3,156.17 (total submitted)

-\$1,003.19 (what we paid)

**\$2,152.98 (total savings)**

**PHARMACY, MANISTEE: July 2024**

Active Patients: 360  
Prescriptions filled: 1564  
Receipts:  
    Insurance payments received: \$ 215,329.10  
    Non-member cash/copays received: \$ 1,062.37  
Less acquisition cost of medications: \$ 72,928.89  
Net profit: **\$ 143,462.58**  
PRC-equivalent write offs:  
    LRBOI: \$ 20,765.50  
    Other Tribes: \$ 1,344.71  
    TOTAL: **\$ 22,110.21**

**PHARMACY, NORTON SHORES: July 2024**

Active Patients: 162  
Prescriptions filled: 819  
Receipts:  
    Insurance payments received: \$ 99,895.91  
    Non-member cash/copays received: \$ 104.85  
Less acquisition cost of medications: \$ 33,517.65  
Net profit: **\$ 66,483.11**  
PRC-equivalent write offs:  
    LRBOI: \$ 12,576.25  
    Other Tribes: \$ 846.63  
    TOTAL: **\$ 13,422.88**

2024 Health Services Department - Manistee Location

Clinic Operations

2024	Patients Scheduled		No Show	Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visit**	Total Patient Volume	Chart Reviews**	Referrals	Diabetics	Flu Vaccine	Injections	Nursing Only**	On-site labs	Quest Labs	Reception Calls	Clinic Calls	COVID-19 TEST	Sent Faxes	Received Faxes
	230	222																			
January	222	230	18	77	6	141	47	513	319	62	49	5	17	6	134	1	1,216	610	5	117	642
February	205	222	22	59	2	143	45	465	270	87	51	3	19	7	145	4	1,208	643	3	161	642
March	240	205	14	61	4	134	40	432	254	76	46	-	17	4	132	1	976	554	1	161	572
April	263	240	7	59	1	175	41	622	400	94	67	-	33	6	165	3	1,216	634	-	160	606
May	254	263	21	73	5	174	33	675	459	73	56	-	41	9	189	3	1,152	520	1	153	719
June	253	254	31	66	2	159	30	748	555	106	48	-	35	4	155	5	1,024	643	-	160	638
July		253	21	65	1	168	37	684	472	94	62	-	49	7	144	1	1,056	654	4	150	659
August																					
September																					
October																					
November																					
December																					
<b>Totals</b>	1,667		134	460	21	1,094	273	4,139	2,729	592	379	8	211	43	1,064	18	7,848	4,258	14	1,062	3,836

\*\* Denotes total included in Total Patient Volume

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

Housing  
Tara Bailey



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

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

**Staff**

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

**Department Overview**

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

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

**I. Housing Activities.**

- A.** During the month, the Department performed the following activities.  
Lease renewals due during the month: 5  
Leases renewed: 4  
New leases: 0  
Annual Inspections: 5  
Move-out Inspections: 1  
Move outs: 1  
Transfers: 0
- B.** Down Payment and Closing Cost assistance grant (HI 100).  
Applications received this month: 1  
Total Number of Awards made during the Year: 5  
Total Amount of Awards for the Year: \$22300
- C.** The Homeowners Assistance Fund received three (1) new application this month, 1 denial. The program has provided \$203,962 in assistance since it began in 2022 and a remaining balance of \$5991
- D.** The Housing Department Director attended the NAIHC Annual Convention in Hollywood, FL June 23-28<sup>th</sup>. As members of NAIHC this is the annual convention and business meeting (which we are voting members of). The convention always provides information/training on various housing topics and is a trade show for vendors pertaining to housing.
- E.** June 3-5<sup>th</sup> was Spring Clean up for the Aki community and this year we provided 2.5 dumpsters for the clean up.
- F.** Krystal Davis, Housing Specialist has provided 6 elders with a ride to Meijer and Walmart for the month of July. She provides this service 1 time a week.
- G.** July 17<sup>th</sup> was the Safety picnic for all AKI residents. 32 residents and their families attended the picnic this year. The housing department provided, hot dogs, chips, water, soda, popsicles, watermelon, and cake for all to enjoy. Prizes were provided for bingo games and new this year was a cornhole

tournament that went over very well. AKI residents all received a Fire Blanket and provided instruction on how to use (all residents not participating will still receive a blanket as housing staff will distribute to remaining residents). The department had give away prizes of 2 electric self-propelled lawnmowers and 3 set of weedwhacker/blower sets. The local fire department was in attendance and provided a demonstration on how to use a fire extinguisher, other LRBOI departments in attendance was Education, Natural Resources and Behavioral Health.

- H. August 1<sup>st</sup> at 1pm is the Housing Commission Annual Meeting to be held at the AKI Community Center.

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

- A. Notice of Delinquency issued: 11
- B. Termination Notice(s) issued: 8
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

## **III. Condition of Properties.**

- A. Maintenance currently has 6 units to complete for a move in.

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

LRBOI Housing Department has 85 (we have 86 but 1 unit is the fire unit so cant count for a move in) rental units in total of which 78 were rented giving us an occupancy rating of 92%.

- A. Aki has 59 income based rental units of which 55 were rented during the month as follows:
  1. Aki has 9 low income elder designated rental units and 9 units are rented.
  2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
  3. Aki has 32 low-income family rental units and 29 are rented.
  4. Aki has 6 low income family ADA rental units and 6 are rented.
  5. Aki has 10 low income elder designated apartment rental units and 8 units are rented.
- B. Aki has 26 Fair Market rentals and 24 are rented.

## **V. Significant Problems and Accomplishments.**

## **VI. Plans for the Future.**

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

**End of Report**  
**Tara Bailey, Housing Director**  
August 1, 2024

Human Resources  
Alicia Knapp



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

To: Ogema Romanelli  
From: Alicia Goff

**Subject:** July 2024 HR Department Report

**Date:** 8/09/2024

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

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

### 1) HR Operational Plan

- 1) What is in store for 2024. HR is currently preparing and finalizing plans for the last quarter of 2024 Department Operational Plan, we will work on moving forward in the process of preparing for 2025 while finishing up what is needed to get us there.
- 2) **Month Summary:** 401k Audit has started on the 2023 audit process beginning in January 2024 with gathering of information for the 5500 is complete, waiting for information on what other documents will be needed for completion. No word on the auditing portion. HR is still finalizing Job Descriptions on L: drive and Midpoint was reviewed, and changes are in the process to be updated and changes made sure to be complete when new positions are to be posted is ongoing. SOPs are still in the process of being reviewed/updated, as well some policy updates done by the Lead group and Executive Legal.

### Talent Acquisition

- a) Talent Acquisition for July -
  - (1) Number of Hires During the Month: 7 – one term (Public Safety)
  - (2) Number of Open Positions: Seasonal positions are almost all filled with the one more end of July beginning of August. All the seasonal positions are now filled.
  - (3) Postings Seasonal are down, 1 FT position was posted, 6 are currently in the selection process, interviews took for last week in July and scheduled 1<sup>st</sup> half of August and 6 position interviews took place. There were 5 full time positions selected, interviewed and offered. (Case manager Generalist – FS (NP), Controller – Finance (TM), Director of Enrollment (4 TM candidates 1 TD) and IT positions Help Desk and IT Technician (2 NP) interviewed for and 5 have been offered (and accepted start in mid-July) and Family Services 1 position offered and accepted (1 NP) for mid-August start and 3 others start in August (IT, Seasonal, Director of Enrollment) and one in September (Controller) and 1 Seasonal for NRD. 2 orientation days.
  - (4) Continuing with test changes to the Selection process that will improve process efficiency and results. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection will go back to meeting in person and so far, still going well. Directives have come to change some things



(5) Thank you, Hiring Managers, for your help.

(6) Updated Recruiting Work Priority: Gaming – Surveillance Operator starting beginning of July and Background Investigator – 2 good applicants 1 offered and accepted to started during in July. Clinic – still looking for professional positions but getting applicants for those and the administrative positions as well. Selection is scheduled for early July with interviews took place. 1 offer currently pending. Finance is beginning to see more applicants come in selection schedule for selection and interviews in late August and early September.

(7) Applications have increased, but on-line usage of application has been consistent – averaging now around 10 per month from our on-line application, applicants have been processed from Indeed postings, but some were automatically rejected – missing qualifications by Indeed (not qualified), most of the remaining were not completed submissions according to our requirements. At least 20 moved on to the selection process. 4 more went on to interviews and out of those 2 have been offered thus far with August/September starts. Still experiencing problems with online submissions but process of updating. Postings going through Arctic are taking 3-5 days to be on our site at times..

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

- i) Approximately for NRD (1 Reg FT positions are now in the selection/interview/offer steps of the process starts slated for the beginning of August). We expect to see more new hires continuing in to mid-August into early September,
- ii) Applications are coming in and are picking up, averaging more than 3 per position posted. Utilized LinkedIn, Indeed, NNAHRA, MIETS, and other sites.

#### 4) Talent Development and Relations

##### a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions are still to be scheduled and to continue. A slow down in PIP's for July overall.
- ii) Provided additional HR support to the leadership of various departments when asked.
- iii) Mindi Smith HR Specialist providing updates from HR during at the monthly employee meetings for 2024.
- iv) Continued assisting leadership with sensitive employee relations issues when asked.
- v) Assisted departments with job description update – Moving forward to review job duties and further update of wage grid changes mainly to the mid-range.
- vi) HR Answers... More instore for 2024.

- b) HR Department Development Initiatives:
  - i) HR Development Events: 6+ – communication, conflict resolution, investigation, employee relations, MIP, HR trainings for July from NNAHRA trainings, SHRM trainings and more. All together 36+ hours of trainings. None came in from other departments.
  - ii) Continued project to improve HR use of MIP data, still on-going. Looking to get an HRIS.
  - iii) Further updates are needed on L:drive – forms and resolutions, policy/procedures, and our HR share drives to be recreated as well as the HR SharePoint mysteriously went away and still has not been addressed.. Arctic is working on continued issues with server and process issues.

**Training and Development hours totaled: .**

**5) Benefits and HR Administration**

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 1 IFML on-going return in mid-July and 2 FMLA/STD being processed for August and 1 possible WC claim.
- c) Continued processing 401(k) loan requests and distributions with our third-party administrator, KDP. Loan activity has been consistent..
- d) Continued processing new hire insurance enrollments.
- e) HR has the 2024 calendar from the advisors.
- f) Meetings scheduled for getting the ball rolling for possibility of becoming Self-funded for our insurance needs. We have some of the paperwork/reports to start that process. Waiting for more information to make an informed decisions and set up meetings with the vendors.
- g) Processed insurance benefit plan check requests.

**6) Safety**

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

**7) Tribal Preference Report**

**Preference Report for July 2024–**

**Employee Count by Preference for June**

<b>113 Tribal Members +2 – new hires</b>	<b>53% (52.6%) of Tribal Government Workforce</b>
<b>10 Native American</b>	<b>5% (4.7%) of Tribal Government Workforce</b>
<b>12 Tribal Descendants</b>	<b>6% (5.7%) of Tribal Government Workforce</b>
<b>10 Tribal Spouses</b>	<b>5% (4.7%) of Tribal Government Workforce</b>
<b>No data on Tribal Parent – found</b>	<b>0% of Tribal Government Workforce</b>
<b>Loss in preference for July – 0 Gain of +2</b>	
<b>Total preference = 145 Loss of 1% point overall)</b>	<b>68% (67.8%)</b>

**Non-preference 69 - 5 (new hires) – 1 term Overall gain - +4 change (gain of 1% pt) 32% (32.2%)**

**Total of all employees 214 – to workforce in July 2024.**

Regards,  
Alicia Goff  
HR Manager

Information Technology  
Andrew Jeurink (Interim)

Information Technology Department  
Monthly Report  
July 2024

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

*Duties and Accomplishments –*

1. TKS is working on proposal to take ownership of the door and camera. Final proposal has been received.
2. Arctic IT is working on replacing the ENR software. On TC agenda (Ongoing)
3. Arctic IT is working on a “Kiosk” setup to better support f1 license end users. Internal IT is setting up machines.
4. **Mandatory IT Projects by order of priority:**
  1. 2024
    - Review and update internal IT policies.
    - Create Training videos and increase documentation/workflow
    - Business Continuation Planning
    - Internal IT Career training path
  5. 148 tickets have been open in June of 2024 and 181 IT work orders completed in July 2024. 62 tickets are outstanding in que.
  6. Data for July AIT has had 237 tickets opened and closed 253 with 49 tickets remain open.

*Meetings Held / Attended –*

1. Held Staff Meetings with Elevate and ArticIT.

*Trainings Held / Attended –*

*Special Tasks / Activities Performed –*

Legal Assistance  
Mary Witkop

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

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MONTHLY REPORT

To: Larry Romanelli  
From: Mary K. Witkop  
Date: August 8, 2024  
Re: July 2024 report of activities

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Number of tribal members assisted on new issues	74
Number of referrals received	3
Number of continuing cases:	40

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Real Estate
Wills	Parenting Time for Guardian
Trusts	Denial of Claim
Estate Planning	Small Claims
Medical Power of Attorney	Child Custody
Business	Mini Tors
Power of Attorney	Bereavement
Amend Estate Planning Documents	Trust Administration
Probate Estate	Elder Abuse
Land Contract Assumption	Stimulus
Amendment of Trust	Lady Bird Deed
Petition and Order for Assignment	Codicil to Will
Michigan Residency	Subpoena
Police Interview with Minor	Return of Minor Children
Easement	Land Contract Assignment

Post Divorce  
Child Support Arrearages  
Limited Guardian – Minor  
Guardian – Adult – Out of State  
Land Contract  
Medical Malpractice  
Civil  
Warranty Deed  
Service of Civil Documents  
Expungement  
Mortgage Acceleration  
Land Contract Forfeiture  
POA – Amendment – Out of State  
Employment  
Affordable Care Act

Quiet Title Action  
Adoption – Adult  
Inventory  
Name Change – Adult  
Objection  
Guardian – Minor  
EIN  
Taxes  
LLC  
PRE Recission  
Funeral Expenses  
Non-Payment of Wages  
Life Insurance  
Income

Attended Real Estate Conference

Sample of Work Performed:

Assisted a tribal member force their ex-spouse to return the children when they refused to do so

Assisted a tribal member rescind their Principal Residence Exemption so they could get a Principal Residence Exemption on a new parcel of real estate

Assisted a tribal member obtain a subpoena

Assisted a tribal member sell their real estate on a land contract

Members Assistance  
Jessica Steinberg



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

*Members Assistance Department Mission Statement*

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

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

**Departmental Staff:**

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

**PROGRAMS ADMINISTERED & FUNDING SOURCE:**

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

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

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

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

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

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

<b>Total Award at time of Report FY 2024</b>	<b>\$189,571</b>	<b>YTD SPEND</b>
○ Heating – 30% of total funds awarded	\$ 56,871*	\$59,065.7**
○ Cooling – 10% of total funds awarded	\$ 18,957*	\$23,700.00**
○ Crisis Assistance – 35% of total funds awarded	\$ 66,349*	\$76,849.79**
○ Weatherization – 15% of total funds awarded	\$ 28,435*	\$10,146.24
○ Administration – 10% of total funds awarded	\$ 18,957*	\$18,719.00
<b>Balance of Available Resources to date:</b>	<b>\$ 48,409.21</b>	
<b>Percent of Budget Expensed (as of report)</b>	<b>75%* (in total)</b>	

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

**LIHEAP ACTIVITY – HOUSEHOLDS SERVED – July 2024**

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

<b>Assistance Type</b>	<b>HH's Served</b>	<b>YTD</b>	<b>Ave. Benefit/Household*</b>
<i>220 - Heating Assistance</i>	<i>0</i>	<i>56</i>	<i>\$ 865.00</i>
<i>221 - Crisis Assistance</i>	<i>0</i>	<i>58</i>	<i>\$1,200.00</i>
<i>222 - Cooling Assistance</i>	<i>13</i>	<i>28</i>	<i>\$ 320.00</i>
<i>223 - Weatherization Assistance</i>	<i>1</i>	<i>2</i>	<i>\$2,722.00</i>

LRBOI identifies total households' number in the 9-county service delivery area that could be eligible for LIHEAP: 1,624. LRBOI has updated its 'delegation letter' with the State of Michigan for the new funding cycle. \*\*The program received additional funding, which adjusted the total budget available to spend, and there are funds to spend from previous awards totaling \$19,848.66 which some of the costs will be adjusted to prior to the end of the grant award year close.

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

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

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

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

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

<b>Assistance Type</b>	<b>Households/Individuals Served</b>	<b>Ave. Benefit/*</b>	<b>\$Paid</b>
<b>Rental/Mortgage Assistance</b>	<b>6</b>	<b>\$1,200.00</b>	<b>\$ 7,200.00</b>
Applications:	6		
<b>Low Income Energy Assistance</b>	<b>7</b>	<b>\$ 300.00</b>	<b>\$ 2,100.00</b>
Applications:	7		
<b>Food Assistance**</b>	<b>20</b>	<b>\$ 189.00</b>	<b>\$ 3,767.00</b>
Applications:	23		
Total cards issued:	46		
<b>Emergency Transportation</b>	<b>2</b>	<b>\$ 400.00</b>	<b>\$ 800.00</b>
Applications:	3		
<b>Elder Chore Service</b>	<b>5</b>	<b>\$ 400.00</b>	<b>\$ 2,000.00</b>
Applications:	5		
<b>Home Repair Program</b>	<b>2</b>	<b>\$2,803.00</b>	<b>\$ 5,607.88</b>
<b>0.00</b>			
Applications:	2		
<b>Bereavement</b>	<b>2</b>	<b>\$7,500.00</b>	<b>\$15,000.00</b>

**MA SERVICES & ACTIVITIES FISCAL YEAR 2024 – July 2024 [continued]**

**Phone contacts and inquiries: 482**

The Program Coordinator documented 221 calls for assistance, and the Program Specialist logged 261 calls for assistance: 481 total.

Of that total, there **402** calls specific to the Tribal General Welfare Emergency Stimulus benefit; specifically, citizens wishing to know if their applications had been received, and when the checks were due to arrive. The program was adopted by Council resolution on June 26, 2024, and the application was posted to the Tribe’s website on June 27, 2024, at approximately 1:00 p.m. Since that time, **through July 31, 2024**, Members Assistance received a total of **3,213** applications for payment. Of the applications submitted, **200\*** were duplicates sent by citizens, which needed to be culled from the received and number assigned applications.

The department also received applications from ineligible persons per the adopted resolution:

Spouses of tribal citizens:	<b>4*</b>
Descendants of tribal citizens:	<b>37*</b>
Deceased tribal citizens:	<b>2*</b>
Persons enrolled in other tribes, and/or non-native:	<b>9*</b>

**\*TOTAL APPLICATION RECEIVED THAT WERE NOT PROCESSED: 252**

The department worked diligently to process the GWE applications for payment. By July 31, 2024, Members Assistance sent 1,800 check requests to the LRBOI Finance Department for payment. Of those submission, 72 applicant addresses were inconsistent with the addresses on file in enrollment. To date, most of those people have either submitted change of address requests, and those payments will be processed as soon as the accounting vendor addresses are updated.

The overwhelming response to the program did slow applications for assistance to the department, initially. By the close of the month, the application for assistance requests were increasing, in part due to the administrative time it required to process the GWE Stimulus payments. The Program Specialist has been working overtime to accommodate the processing in Members Assistance, and the Coordinator is also logging extra hours to sign requests to keep the administration of benefits moving forward.

The department made 8 referrals to interagency programs on behalf of Tribal citizens, 6 to Family Services, 1 to the Commodities program and 1 miscellaneous.

The Fiscal Year 2025 budget submission was due July 1, 2024, and the Coordinator met that deadline, with a budget proposal reflecting the Executive Branch’s 10% overall reduction.

**MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:**

When programs/initiative are in the planning stages, it may be a good idea to have input from all parties prior to the adoption and roll out to determine the administrative steps that will be necessary to 1) achieve the goal of the program, and 2) identify the best possible process to ensure the intention of the program/initiative are met. This will reduce the stress on personnel and ensure that all parties can set appropriate expectations and message consistently regarding the program/initiative.

The roll-out of the GWE Stimulus benefit to achieve the timely distribution of the assistance, was not as smooth as it could have been. On several occasions, the Members Assistance Coordinator recommended that the application process be waived as an administrative step, as the resolution that was adopted *clearly defined the need of the citizens, the dollar amount and reiterated the emergent nature of the benefit*. This could have created an administrative potential to utilize existing enrollment lists to draft checks to citizens without direct deposit and use direct deposit as a means of payment for those citizens who have that in place with the organization. While this may have been a missed opportunity, it is certainly a learning activity for the roll out of future programs/initiatives for the benefit of Tribal citizens. The Members Assistance Coordinator *highly recommends* that there be engagement with the Executive branch departments to determine the man hours and workload that departments may experience in the administration of future similar benefits.

*Respectfully submitted - Jessica Steinberg, Coordinator*

Natural Resources  
Frank Beaver



**Gaá Ćhíng Ziíbi**  
**Daáwaá**  
**Aníshinaábek**

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

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

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

Department Objectives:

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

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

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

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

### **Administrative Services**

Theresa Davis

Assisted with biologist's paperwork as needed

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

### **Fisheries Division:**

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Griffin Bartscht – Fisheries Technician, Great Lakes
- Vacant - Fisheries Technician, Inland
- Vacant - Fisheries Technician, Inland

### **Administrative/Budget/Reports/Data Entry:**

- Managed budgets
  - 1050 Sturgeon Program/ Habitat Restoration Program
  - 4031 Fisheries and Water Quality Budgets
  - 4068 BIA Inland Natural Resources
  - 4086-760/4097/4109/4227 BIA GLRI funding
  - 4018 Great Lakes Fisheries Assessment
  - 4097 BIA Great Lakes Restoration Initiative, Native Species
  - 4137 BIA Great Lakes Restoration Initiative, Native Species
  - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Biologist position job descriptions updates
- Monthly Fisheries Division Reports Completed.
- Inland Fisheries Technician applicant reviews
- BIA Great Lakes Restoration Initiative grant management.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- Lake Michigan Technical Committee (LMTC) Lake Trout Working Group Report.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Implementation of the Fisheries Division work plans.
- Planning and coordination for second PIT antenna array installation.
- Sturgeon data downloading and data management.
- Sturgeon Rearing Facility "SRF" planning for 2024 field season.



- Nmé Stream Side Rearing Facility (SRF), Staff on-call weekend/weeknights  
Inland Consent decree data sharing
- Great Lakes Fisheries Trust grant reporting, Long Term Monitoring of Lake Sturgeon.
- Sturgeon release ceremony planning
- Inland Fisheries Arctic Grayling reintroduction habitat and fish community data management and analysis.
- Review State Collector permits/Fisheries Orders.
- Inland Consent Decree harvest permitting and reporting management.
- Submitted 2023 fisheries sampling summaries to Tribal Coordination Unit and partner Tribes per Appendix L, Section 16.1 of the 2007 Inland Consent Decree.
- Great Lakes and Inland fisheries data entry and management.
- Fisheries technician and seasonal applicant reviews and interviews.

#### Equipment maintenance/Field Work/Lab Work:

- Nmé, Lake Sturgeon:
- Manistee River Sturgeon PIT tag antenna monitoring, and data collection.
- Nmé Stream Side Rearing Facility operation and live fish rearing.
- Nmé Stream Side Rearing Facility (SRF), Staff on-call weekend/weeknights.
- Coordinating/planning PIT tag antenna installation.
- Inland Fisheries:
- Conducted three habitat surveys in Upper Manistee watershed in support of Michigan Arctic Grayling Initiative.
- Analyzed and summarized fish community survey data in support of Michigan Arctic Grayling Initiative.
- Conducted site scouting and electrofishing in support of Michigan Arctic Grayling Initiative.
- Downloaded data from water temperature loggers in Upper Manistee River Watershed; deployed additional loggers in mainstem and tributaries.
- Great Lakes Fisheries Assessment Program:
- Fisheries Independent Lake whitefish assessments, Lake Michigan (FIWS) (Manistee) (Grand Haven/Whitehall)
- 7/11: Data entry, gear maintenance
- 7/15-7/17: FIWS (Manistee)
- 7/18-7/19: Data entry, gear maintenance
- 7/29-7/31: FIWS (Ludington)
- LWAP fish community assessments, Lake Michigan (Ludington)
- Juvenile Coregonine beach seining, Lake Michigan (Pentwater/Ludington)
- Juvenile Coregonine beach seining, Lake Michigan (Manistee/Arcadia)
- GL fisheries assessment data collection and fish processing.
- Great Lakes assessment net and equipment maintenance, net tying.

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

- Sturgeon program radio interview 6/3
- Natural Resources Department NRD LEADS Meeting (6/5)
- Monthly LRB Staff Meeting (7/11)
- Harvest reporting workgroup meeting (virtual) (7/2)
- Modelling Sub-Committee (MSC) data check-in meeting (virtual) (7/3)
- Great Lakes Fisheries Trust, Sturgeon Workshop Speaker meeting (7/17)
- Sturgeon PIT Tag antenna array installation (Rainbow Bend/SRF) (7/22-25)

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

### **Wildlife Program**

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

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

- **Managed Budgets**
  - 4068 BIA Inland Natural Resources
  - 4031 Wildlife Department Budget
  - 6050 Restricted Timber Harvest Budget
  - 4095 Climate Change Protection Budget
  - 4137 BIA Great Lakes Restoration Initiative
  - 4072 NRCS Project Budget
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment.
- Connected with partner organizations.
- Employees completed pesticide certification exams.
- Planned research project.
- Drafted tribal member survey.
- Submitted letter to NRC commenting on Deer Management Initiative recommendations.
- Contacted selected elk hunters.
- Assembled herbicide storage cabinet and reorganized herbicide containment.

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

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Conducted loon surveys at Sleeping Bear Dunes National Lakeshore and Manistee National Forest.
- Put on Field Day at Custer property with Mason-Lake Conservation District to discuss cultural importance of property and land management, with over 50 attendees.

- Conducted invasive shrub removal at Rainbow Bend and began ongoing invasive shrub removal at Griffith.
- Surveyed tribal parcels.
- Collected tree tubes from previous planting projects on tribal parcels.
- Trained employees on use of brush cutters and herbicide application techniques.

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

- Meeting with genetic researcher at MSU (6/11)
- CORA tribal biologist meeting regarding DMI (7/9)
- Staff meeting (7/11)
- Custer Field Day (7/12)
- LRBOI meeting with Consortium for Cooperative Ecological Resilience (CCER) (7/15)
- Tribal Forest Protection Act agreement discussion with Huron-Manistee National Forest, Sault Tribe/CCER, and Hiawatha National Forest (7/16)
- Tribal council work sessions (7/27)
- NRD org chart change meeting (7/31)
- NRD migratory bird feather rule meeting (7/31)

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

##### **Environmental Division**

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

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

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

- EWS Staff Management
- EPA PPG Workplan Revision
- EPA PPG Budget Review
- EPA Air 103 Budget Review
- Air EI QAPP Review
- Budgets Managed:
  - 4512 -- EPA PPG
  - 4530 -- EPA Air Quality
  - 4137 – BIA GLRI
  - 4145 – IHS Solid Waste Planning
  - 4538 – EPA CERCLA Funding
- Travel planning and closeout
- PPG Purchases
- AMS Site Check x 1
- Ozone Audit
- Tribal Water Workshop agenda and planning
- PPG FY25-FY26 Workplan
- PPG FY25-26 Budget
- EPA CERCLA Budget Revision

- EPA CERCLA Workplan Revision
- Onboarding new staff
- Food Sovereignty Division workplan and budget revision
- Historical Tribal property environmental research
- Culvert Work
- Custer Engineering review
- Historic Preservation work (Custer)

#### Field Work and Equipment Maintenance

- Birch bark gathering for wild rice
- Invasive Species Control (Griffith)
- Historic Preservation work (Custer)
- E-fishing with WQ (Pine/Sickle)
- Sugar Shack Site visit
- Hamlin Lake Site Visit
- Peterson Creek Site Visit
- Custer Site Visit
- Eagle Feather Removal

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

- Wild Rice Initiative Meeting 7/2
- Wild Rice Check-in Meeting 7/16
- PPG Budget Meeting 7/2
- Air/EPA Introductions 7/2
- Tribal Water Workshop Meeting 7/18
- Org Chart Meeting 7/31, 7/23
- Wild Rice Camp Planning meeting 7/19
- R5 Tribal Air Call 7/24
- LRBOI Environmental Meetings 7/1, 7/15, 7/29
- MTEG Meeting 7/16-7/18
- EGLE Training/Meeting 7/30
- EPA Tribal Liaison Site Visit 7/30

#### **Brownfield Program**

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

- Acquired quotes for DJI/UAV Equipment from authorized retailer.
- Arranged for August meeting to move forward with Phase I assessments (BIL project).
- Completed BIL Q3 report for BIL project.
- Reviewed Mason and Manistee County property records to collect data on Brownfield sites.

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

- Gathered solid waste that I observed in the NRD parking lot.
- Fueled the EPA Truck

- Organized obsolete and older electronics that are not in use from previous NRD employees.

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

- NRD PPG progress discussion on July 1.
- NRD division meeting on July 9.
- Monthly Region 5 Brownfield call and planning meeting on July 10.
- July 11 staff meeting.
- Assisted with EFishing project on July 15
- Basics of NEPA on Tribal Lands webinar on July 15 and 16
- Household Hazardous Waste Steering Committee Meeting in Ludington on July 16.
- Meeting with Region 5 Tribal Liaison on July 30
- Region 5 Brownfield call with EPA on July 31

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

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

- Worked on updating and finalized the 2023 Water Quality Assessment Report.
- Worked on Annual American Fisheries Society Meeting presentation.
- Reviewed WQAR and submitted comments to Water Quality Specialist.
- Helped update new PPG workplan.
- Drafted Tribal Water Workshop save-the-date.

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

- Pebble counts at Sickle Creek
- Sickle Creek electrofishing
- Pebble Counts at Pine Creek
- Pine Creek electrofishing
- Water Quality boat test
- Water quality monitoring at Bear Creek and Old House Creek
- Setting up new HOBO logger at Bear Creek
- 7/8/24: assisted seasonal tech calibrating Eureka's.
- 7/10/24: Sickle Creek- assisted with WQ electrofishing.
- 7/15/24: Pine Creek- assisted with WQ electrofishing.

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

- 7/01/24: Environmental PPG meeting
- 7/11/24: LRBOI Staff Meeting
- 7/29/24: Environmental Meeting
- 7/1/24: PPG budget discussion.
- 7/30/24: PLWf board meeting.

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

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

- Completed travel authorizations and closeouts.
- Completed Ozone Multipoint Worksheets for bi-weekly checks.
- Completed and submitted Quarterly Report #5 for CAA 103 to EPA for review.
- Completed and submitted PO's/Requisition Forms to Purchasing for order.

#### Field Work and Equipment Maintenance

- 07/01/24: Ozone bi-weekly multipoint check.
- 07/16/24: Ozone bi-weekly multipoint check.
- 07/29/24: Ozone bi-weekly multipoint check.

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

- 07/01/24: Attended PPG budget meeting.
- 07/02/24: Meeting with Carter and Michelle to introduce myself as the new AQ Specialist.
- 07/02/24: Continued ITEP Training - Introduction to Air Quality in Tribal Communities
- 07/03/24: Travel to Lansing (EGLE AQ Office) to drop off spare Ozone Analyzer for re-certification, travelled back to office same day.
- 07/08/24 – 07/10/24: Continued ITEP Training - Introduction to Air Quality in Tribal Communities
- 07/11/24: Travel to Lansing (EGLE AQ Office) to drop off old Digi router (not working) and pick up new Digi router. I was also supposed to pick up the spare Ozone Analyzer, however the technician ran into an issue while trying to certify it.
- 07/12/24: Air Grant Review meeting over Teams with Carter Cranberg.
- 07/15/24: Continued ITEP Training - Introduction to Air Quality in Tribal Communities
- 07/16/24: travel to MTEG.
- 07/17/24: MTEG day 1.
- 07/18/24: MTEG day 2, travel back to office.
- 07/19/24: SharePoint Setup Meeting with Erica Wolf
- 07/22/24-07/24/24: Continued and completed ITEP Training - Introduction to Air Quality in Tribal Communities. Received certificate 07/24/24.
- 07/30/24: EPA Tribal Liaison visit
- 07/30/24: In-person T640 training with Bryan Lomerson at the tribe's AMS.

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

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

- Ongoing bi-weekly observations of Wild Rice planting experiment and updates to tracking spreadsheet by Aquatic Bio and/or Seasonal Env Tech.
- TWWG co-lead tasks: sent out training emails, training planning/coordination, responded to questions, sent out draft agenda & hotel block info, planned training lunch, printed forms, organized gear, communications with EGLE & NAWM, etc.
- Worked with MRWA to finalize Maple River PAS update letter and sent to Director for signature.
- Completed travel authorizations and closeouts.

- Created Wild Rice phenology tracking spreadsheet and started updating with observation dates.
- Drafted Maple River sedDNA article for MRWA quarterly newsletter, sent to SCWRS for edits/permission, finalized draft & sent to MRWA.
- Maple River project tasks: assisted CMU grad student with ArcGISOnline, assisted undergrad with plant ID questions, drafted paperwork for hiring undergrad as temp worker, completed budget mod to fund temp worker, etc.
- Wild Rice sedDNA project: received 1st invoice, drafted PO & check request, submitted new requisition encumbering 2024 funds, communications with contractors re core analysis.

#### Field Work and Equipment Maintenance

- 7/1/24: Sugar Shack parcel- planted sweetgrass plugs, took GPS points at new & old planting locations.
- 7/1/24: Hamlin Lake- Wild Rice phenology check.
- 7/11/24: Hamlin Lake- Wild Rice phenology check, mapped channel, & picked up Hobo depth logger.
- 7/12/24: Bar Lake- Wild Rice scouting along northeast portion.
- 7/16/24: Red Bridge- Wild Rice scouting, found & mapped palustris pockets, identified potential planting locations.
- 7/19/24: Maple River- assisted CMU grad student field data collection.
- 7/24/24: Line 5 EGLE WIP observation day 1.
- 7/24/24: Line 5 EGLE WIP observation day 2.
- 7/25/24: Straits- Wild Rice scouting with BMIC & LTBB.
- 7/29/24: Manistee Marsh- mapped new Wild Rice pockets north of M55, phenology check of beds near M55 bridge.

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

- 7/2/24: MWRI team meeting.
- 7/3/24: call with Roger (LVD) re TWWG training and MWRI.
- 7/3/24: call with Lienne (SCWRS) re sedDNA sampling.
- 7/9/24: LRBOI-USACE-MRWA-CMU Maple River meeting.
- 7/9/24: MRWA-LRBOI Maple River debrief meeting.
- 7/16/24: travel to MTEG.
- 7/17/24: MTEG day 1.
- 7/18/24: MTEG day 2, organized informal Wild Rice genetics & work group discussion.
- 7/23/24: travel to St. Ignace.
- 7/24/24: LRBOI-MRWA meeting to discuss NOAA grant opportunity for Maple River.
- 7/25/24: call with Jennifer (PBDNR) re regional Wild Rice work group.
- 7/30/24: EPA Tribal liaison visit.
- 7/31/24: Pine River- scouted Wild Rice from Low Bridge Launch to Tippy Pond launch (Pine Arm). Did not find Wild Rice but did record potential planting locations in bayous.
- 7/31/24: meeting to discuss re-organization.

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

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

- Reviewed WQAR and submitted comments to Water Quality Specialist.
- Helped update new PPG workplan.
- Drafted Tribal Water Workshop save-the-date.

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

- 7/1/24: PPG budget discussion.
- 7/30/24: PLWf board meeting.

## **Great Lakes Policy Program**

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

- 2025 Lake Michigan CSMI project memo draft (multiple agencies)
- Reviewed:
  - AFS LAS presentation
  - 2025 Lake Michigan CSMI Priorities Memo

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

- Hosted Custer parcel field day with MCD
- Loon Surveys w/wildlife

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

- Muskegon Lake Watershed Partnership (7/2/24)
- Enbridge Line 5 Tunnel, Recurring Staff-Level Tribal Coordination (7/2/24)
- Tribal-EPA Mining Call (6/6/24)
- Lake Michigan Partnership WG monthly call (7/10/24)
- LRBOI July Staff meeting (7/11/24)
- LRBOI Custer Parcel Field Day (7/12/24)
- Region 5 Tribal Water Division Call (7/16/24)
- MCD Board Meeting (7/16/24)
- Housing community picnic (7/17/24)
- MTEG (7/17/24- 7/18/24)
- Tribal Mining Call (7/18/24)
- Lake Michigan Partnership WG July 2024 In-Person Meeting (7/22/24- 7/23/24)
- LMTC meeting (7/23/24- 7/24/24)
- Loon surveys @ sleeping bear dunes (7/25/24)
- Lake Huron Habitat Committee (7/25/24)
- NRD Director 1:1 meeting (7/31/24)



Planning  
Steve Parsons

## BIA ROADS/PLANNING DEPARTMENT REPORT

July 2024

Steve Parsons

### Meetings/Conferences/Trainings

- On July 11, 2024, I attended the virtual meeting held for LRBOI Government employees via Microsoft Teams.
- On July 16, 2024, I attended an Executive Meeting with Bill Willis, Tribal Manager and Gary Lewis, Lead for Planning Department to discuss my role as Planning Department Coordinator and what is happening within the department.
- On July 30, 2024, I participated in a site-visit from Scott Hewitt, our BIA Roads contact person for the Midwest Region. We discussed the status of our BIA Roads program and exchanged information and ideas. It was a very productive visit.
- On July 31, 2024, I met with Ken Ockert, president of GTEC, (via Zoom) to discuss the status of BIA Roads projects scheduled for this year.

### Activities/Accomplishments/Updates

- BIA Roads Construction Projects for 2024: Here is an update on our BIA Road Construction Projects for 2024:
  1. Government Center Parking Lot #2 (Clinic parking area): This project involved the removal of the pervious concrete portions of the Government Center Parking Lot that primarily services the clinic. The removed pervious concrete sections were replaced by solid concrete, and the project concluded on July 17, 2024. This project was financed by BIA Roads maintenance funding.
  2. Extension of Sugar Shack Road: This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.
  3. Tribal Cemetery Road: This project will begin as soon as possible this year. Now that the gravel road for Phase 1 of the cemetery has been completed, we will be using BIA funding to include other features, such as irrigation and landscaping. We will also be adding electric power to the cemetery, through a primary electric line provided by Great Lakes Energy.
  4. US-31 Roundabout Project: The construction portion of this project was finished in October 2022. This year's activity will include the repair or reinstallation of irrigation systems (for the Little River Casino Resort and the Little River Trading Post) that were damaged during the initial road construction in 2022.
  5. Loon Drive: We plan to bid out this project in early-mid August 2024, in anticipation of work on the project taking place in September/October 2024. This project will include a "mill and fill" which consists of grinding the top 1.5 inches of asphalt and use that as filler while applying a new coat of asphalt on top. The section of Loon Drive slated for reconstruction will run from the area near the Roundabout to the Four-way-stop intersection that leads to the Government Center and the Gathering Grounds. This project will also address the storm-water drainage issues that have occurred with rain water build up coming from the roundabout area.

6. Aki Maadiziwin Connector Road, Frost Road & US-31: This project (now in its second year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2024-2026), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

### **Additional Activities**

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

Public Safety  
Robert Medacco

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

**General Patrol**

Assist Citizen	1
Assist Motorist	
Assist Other Agency	7
City Assist	13
County Assist	14
Medical Assist	3
MSP Assist	4
Other Calls for Service	1
Property Checks	615
Suspicious Person	
Suspicious Situation	1
Well-Being Check	3

**Traffic/Vehicle**

Abandoned Vehicle	
Accidents	12
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	1
Hit and Run	1
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	2
Other Traffic Citation	1
OUID	
OUIL	
OWI	1
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	24
Unsecured Vehicle	
Verbal Warning	7
Warning Ticket	

**Processes**

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

**Criminal Offenses**

Animal Neglect	
Arrest	4
Assault	
B&E	3
Bond Revocation	
Child Abuse	1
Child Custody	
Child Neglect	
Contempt of Court	
Counterfeiting/Forgery	2
CSC	1
Death	
Disorderly	1
Domestic Disturbance	6
Drive-Off	1
Drug Violation/VCSA	4
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	
Felony with a Gun	
Fight in Progress	
Fraud	1
Furnishing Alcohol to Minor	
Harassment	1
Health & Safety	2
Intimidation	
Intoxicated Person	1
Juvenile Runaway	2
Larceny	2
Liquor Violation	
Minor in Possession	8
Missing Person	2
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	1
Probation Violation	
Property Damage/PIA	12
Public Peace	
Resisting	1
Robbery	
Sex Offense	

**Criminal Offenses Continued**

Sexual Harassment	
Shoplifters	
Solicitation	
SOR Violation	
Stalking	
Stolen Property	
Threats	2
Unwanted Subject	2

**Miscellaneous**

Administrative Hours	302
Alarm	5
Attempt to Locate	
Boat Dock Checks	
Casino Hours	140
Civil Standby	
Community Policing	7
Court Hours	1
Death Notification	
Drug Disposal	
Follow-Up Investigations	9
Found Property	1
Lost Property	1
Meetings Attended	
Open Door	1
Open Window	
PBT	2
Special Detail	8
Suicidal Subject	1
Total Complaints	89
Total Reports	79
Training Hours	46
Transport	
Trespassing	2
Tribal Council Meetings	
Vehicle Mileage	4857
Voluntary Missing Adult	

**Training/Travel**

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

Administrative Hours	37
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	10
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	176.5
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	5
PR Activities Hours	8.5
Snowmobile Patrol Hours	
Training(s)	5
Training Hours	9
Vehicle Mileage	1827
Verbal Warning(s)	
Written Warning(s)	
<b>Training/Travel</b>	



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

Administrative Hours	233
Arrest(s)	1
Male	
Female	
ATV Patrol Hours	5
Assist(s)	12
Assist Hours	13.5
Citation(s)	8
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Original Hours	
Complaints	49
Contacts	907
Court	
Court Hours	
Follow-up(s)	4
Follow-up Hours	4.5
Federal Citation(s)	
Hours Worked	434.5
Joint Patrol(s)	1
Marine Time	4.75
Meeting(s)	2
Meeting Hours	4
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	125
Snowmobile Patrol Hours	
Training(s)	8
Training Hours	16
Vehicle Mileage	2599
Vehicle Stops	1
Verbal Warning(s)	
Written Warning(s)	

<b>Training/Travel</b>	
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July 29-August 2, 2024 Officer Gunderson attended FTO Training in Traverse City, MI.

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

Administrative/Reports	
Hours	
Assist Other	
Hours	
Court Cases	4
Hours	3.25
Property Checks	1
Hours	1
Screenings	64
Hours	12.25
Contraband	
Weapons	
Denials	
Surveillance	97
Hours	83.5
Training	
Hours	
Transports	
Hours	
<b>Training/Travel</b>	

Tax Office  
Valerie Chandler

## **Tax Department July 2024 Monthly Report**

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

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

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

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
  - RTM statuses
  - Motor fuel registrations
  - Certificates of Exemptions
  - Proofs of Residency
  - RTM benefits provided by the Tribe/State Tax Agreement
  - Tax Agreement Area boundaries
  - Copies of 1099s, which were referred to Finance
  - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, Temporary Tribal Business Tax Licenses, tax returns and payments.
3. Worked with Enrollment to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for June 2024.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 6 Certificates of Exemption:
  - Purchaser: 1 RTM 0 Tribe/Entity
  - Purchase Type: 1 Vehicle 0 Construction 0 Recreational Vehicle
9. Reviewed 104 Tribal Member address and/or name changes; 6 required updating of the RTM list and database.
10. Processed 14 Proofs of Residency.
11. Processed 45 Motor Fuel Registrations.

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

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

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

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for August 2024 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,381 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

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

**\*Variable Duties and Accomplishments:**

1. Processed and issued 17 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Assisted the Accounting staff with name changes of tribal members that the Tax Department had received from Enrollment. Accounting was unaware of the name changes, but needed the updates for the stimulus checks and Enrollment was not able to provide them at the time.
3. Assisted a tribal member with researching several homes for sale if they were within the Tax Agreement Area or not.
4. Completed and submitted departmental draft budget for 2025.

5. Completed and submitted 2025 tax revenue forecast to be used in the budgeting process.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
  - Resident Tribal Members being charged State sales tax on their utilities when they should be tax exempt.
  - Member received a letter that stated their tax return was adjusted. Ended up that their preparer had checked off that they were a Resident Tribal Member to receive exemption status, but they did not qualify.

Little River Trading Post Interactions:

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

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video reviews from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.
3. Worked with Human Resources staff in verifying tribal member employees and those that are Resident Tribal Members for exemption purposes.
4. Worked with staff regarding licensing of vendors for the 25<sup>th</sup> Anniversary celebration.

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

1. Attended Annual Tribal / State Tax Summit via Zoom on July 11, 2024.

**Statistics:**

Total Registered Resident Tribal Members (RTMs): 264

- Manistee County: 253
- Mason County: 11

Monthly Tax Revenue\*:

\*June 2024 amounts received in July 2024

- Retail Sales Tax (Gift Shop) \$1,700.33
- Retail Sales Tax (Nectar Spa) \$55.34
- Retail Sales Tax (Trading Post) \$2,395.43
- Service Tax \$901.21
- Admissions Tax \$5,365.74
- Lodging & Occupancy Tax \$27,138.56
- Food & Beverage Tax \$36,228.55

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

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

- Gasoline: \$0.484/gallon
- Diesel: \$0.495/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products\*): 32% of wholesale price

\*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, nicotine products, etc.)

Tribal Historic Preservation  
Jonnie J. Sam



**Department - Historic Preservation Department**  
**Department head and title – Kenny Pheasant, Language Coordinator**  
**{July 2024} Department Report**

**1. Department Overview**

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

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

- Forward Jay's Emails to Gary Lewis.
- Coordinated the last language camp.
- Coordinated a bus trip with rooms at LRRCR from Wiikwemkoong 1<sup>st</sup> nation.
- Loaded up Van and trailer the week before language camp.
- Took a day off before language camp.
- Prepared shed for dry goods pick up by Maintenance dept.
- Developed language lessons and taught them to the students.
- Created video language lessons, recorded them, and posted them.
- Recycled for Muskegon and Manistee LRB pharmacies.
- Consultant to IPR, GRPM, Delta Dental.
- Answered Emails and calls about language camp and culture.

**Travel, training and budget expenses.**

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

WWTP  
Gary Lewis

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

**I. Department Overview**

**MISSION STATEMENT**

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

**II. Department reporting section**

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

**Billing**

Water	\$13,004.08
Sewer	\$27,720.22
Irrigation	\$3,583.14
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$18,285.55
Septage	\$8,368.14
Other	\$115.00
Month Total	\$79,145.46
Yr. to Date Water	\$80,881.99
Yr. to Date Sewer	\$140,766.44
Yr. to Date Irrigation	\$17,886.38
Yr. to Date Fire Suppression	\$56,485.31
Yr. to Date Manistee Township	\$126,010.25
Yr. to Date Septage	\$57,036.83
Other Revenue	\$971.67
Credit	\$0.00
Yr. to Date Total	\$480,038.87

- 1. Well House Pumping in Gallons**
  - Total Flow Gallons**
    - a. 5,033,721
    - b. Ave Daily Flow Gallons 162,378
  
- 2. Gallons of Treated Wastewater SBR**
  - Influent Gallons**
    - a. 3,701,644
    - b. Daily Average Gallons 119,408
  
  - Effluent Gallons**
    - a. 3,736,140
    - b. Daily Average Gallons 120,521
  
  - Lagoon**
    - a. Influent 176,355
    - b. Daily Average Gallons 5,688
  
- 3. Septic Sewage**
  - a. 153,191 Gallons

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

**What: MTERA Board Meeting**  
**Who: Gary Lewis**  
**Where: Zoom**  
**Sponsored by: MTERA**

**What: Leads Meeting**  
**Who: Larry Romanelli, Mary Thomas, William Willis, Tara Bailey, Angie Stone, Gary Lewis**  
**Where: Ogema Conference room**

**What: Various Interviews**  
**Who: Gary Lewis**  
**Where: H.R. Conference Room**

**What: Water Tower Bid Opening**  
**Who: Diane Kerr, Gregory Walters, Michelle Lucas Eric Binkowski (Dixon Engineering)**  
**Where: Purchasing Conference room**

**What: TUA Feasibility Study Review/Recommendations**  
**Who: Jake Glavin, Diane Kerr, Gregory Walters, Shirley Wever, Pam Johnson, Tammy Burmiester, Shannon Crampton Ron Wittenberg, Al**

**Metzger, Julie Wolfe, Frank Beaver, Martha Howell, Chris, Mark, Richard,  
Kim last names unknown for the last 4 attendees.  
Where: Gov Center Council Chambers**