


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: November 19, 2024
Maanda Nji: Re: October 2024 Operations Report

We respectfully submit the October 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
October 2024

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

October 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 Accounting software to achieve more efficiencies in processing all types of accounting transactions and assisting departments with monitoring their financial information.
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 has continued into October 2024.

SENIOR STAFF ACCOUNTANT

CFO is currently performing tasks of this vacant position.

STAFF ACCOUNTANT

CFO is currently performing tasks of this vacant position.

Payroll

Duties and Accomplishments –

1. Processed 417 payroll vouchers/checks.
2. Verified 25 PAF's this month which included 6 new employee(s), 0 Job Change/Transfer employee(s), and 3 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 10/4 and 10/18.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

10/3 – Monthly staff Meeting

10/22 – Meeting with CFO and Controller regarding Year-end life insurance adjustments

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 October 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 October 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 October to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Provided 401k audit information as necessary.
10. Processed third quarter form 941 and completed reporting of third quarter wages to UIA.
11. Reviewing of year-end life insurance adjustment spreadsheet to prepare for adjustments in December.

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 December per cap eligibility and provide to CFO for payment calculation to be completed.
2. Preparing and processing of year-end life insurance adjustments.

ACCOUNTS PAYABLE

In addition to tasks below, Accounts Payable processed 3,244 GWE checks from 7/18-10/31/2024.

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. Backup for Receiving.

Upcoming Projects / Tasks –

Purchasing/Travel Manager

Duties and Accomplishments –

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

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

Special Tasks / Activities Performed – & Meetings Held / Attended

1. Solicited bids for new mail vehicle.
2. 10/8 Work session with tribal council on purchase of 2024 AWD Traverse for daily mail run.
3. 10/14 Agenda review on purchase for a 2024 AWD Traverse for daily mail run.
4. 10/14 Solicited bids for new copiers.
5. 10/16 Tribal Council meeting for purchase of 2024 AWD Traverse for daily mail run.
6. 10/23 GSA training; travel agency information.

Receiving

Duties and Accomplishments –

1. Received in 426 packages.
2. Issued 211 receiving reports.
3. Returned 2 item for credit.
4. Made deliveries.
5. 25 FedEx for mail clerk

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Help stuff

Mileage of department's vehicles

Upcoming Projects / Tasks –

Budget Coordinator

Duties and Accomplishments

- 1) Prepared 10 agenda items for Tribal Council Meetings
- 2) Attended 2 Tribal Council Meetings
- 3) Attended 2 Agenda Reviews
- 4) Completed 29 Budget modifications
- 5) Completed response to budget memo from Tribal Council
- 6) Prepared and submitted 16 draw downs
- 7) Prepared and submitted 20 financial status reports to agencies
- 8) Prepared and submitted 6 final report to agencies
- 9) Attended meeting with NAIHC on October 29

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. Amplifund has finished the implementation phase and training of employees is being scheduled.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

October 2024 Department Report

I. Department Overview

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

II. Department reporting section

- LRBOI Student Services: 5 students received school clothing/activities funds totaling \$2500; 1 student requested 12th grade computer totaling \$1000
- Higher Education Scholarship: 5 Higher Education Scholarship were processed for October. Total awards were \$14,971 providing assistance to 5 university students, 2 males, 3 females.
- College Book Stipend: Only 3 book stipends were received in October, totaling \$1600, 2 for students enrolled in 9+ credits, and 1 for a student enrolled in 4-6 credits.
- Educational Advancement: We had two requests in October, one for technology equipment to help with online classes and one to reimburse a college application fee
- the month of October the Education Department held a monthly craft night with 16 in attendance on October 23rd. Family Services held the Trunk or Treat, but Education provided some decorations and the prizes for the costume contest, and Deb helped in addition to her Trunk or Treat entry.
- During the month of October, the following meetings were attended:
10-5 Fall Membership Meeting, Yvonne and Deb attended
10-7 Indigenous Education Initiative meeting with Tribal Council and Ogema regarding Tribal affiliation in relation to data collection from Michigan public schools

Budget Expense Justification

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

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

October Monthly Report – 2024

Diane A. Lonn, Enrollment Director

Department Goals

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

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 department 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.
- Enter new addresses.
- Create new Tribal I.D.s
- Enter new information into Tribal members data bases.
- Enter and update direct deposits and check cancellation information into the data base.
- Processing CDIB's
- Verifying information for Health Clinic, Family Services, Courts, Election Board
- Doing preference status for descendants and spouses 7
- Sending out information on members to DHS and low-income housing complexes.

Duties Performed

- Created 185 New or replaced Tribal I.D.s from 10/01/20214 through 11/01/2024.
- 127 Address changes from 10/01/2024 through 11/01/2024
- Final rejection letters 0
- Final acceptance letters 0
- Final disenrollment certificates 0
- Provisional Rejection letters 0
- Provisional acceptance letters 0
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of decision on appeal 0
- Appeal hearing notices 0
- Extended appeal hearing notices 0
- Notice of blood quantum increase 0
- Reinstatement notices 0
- Notice of blood quantum determinations 0

- Notice of mistake of fact investigation 0
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 4 Applications received as of 11/01/2024.
- List request of Membership 1
- Label request of Membership 1
- Statistical request – Tax Department

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 195
- PRC/EHAP 55
- Members Assistance 0
- Utilities 0
- Food Distribution 0
- Casino 1
- Family Services 5
- Tribal Council 0
- Natural Resources 0
- Education 3
- Gaming 0
- Work Force Development 2

Ordering/Correspondence

Enrollment verifications to other tribes 4

Sent out Per Cap Earnings information 45

2 Tuition Waiver Verifications

610 phone calls logged.

Total Tribal Members Living in:

9 County Area 1,604

Outside 9 county 2,234

Inside Michigan 2551

Outside Michigan 1,323

Undeliverable Addresses 13

***Please see attached, information generated directly from the database.**



Little River Band of Ottawa Indians

2608 Government Center Drive
Manistee, MI 49660
(231) 723-8288

Membership Statistics

As of: 11/12/2024

Members	3,885
Elders	1,560
Adults	2,081
Minors	244
Inside the Service Area	1,604
Outside the Service Area	2,234
Inside Michigan	2,551
Outside Michigan	1,323
Undeliverables	13

Elders Meal Program
Victoria Wells

Elder Meals October Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
249	695
Hackley Congregate Meals	Take out
14	6

Bingo At Aki	Bingo At Hackley
	14
Activities At Aki	Activity at Hackley
6	14 (Take home activity)

PO #	Distribution Code	G/L	Starting	Ending
241698	4558	5204	\$1033	\$3
241663	4558	5204	\$2069	\$1800
241814	4564	5204	\$724	\$11
242033	4558	5202	\$1177	\$794
242012	4558	5204	\$3000	\$1332
242102	4558	520	\$1073	\$62

We are working on spending down everything in all accounts. With the order minimums through suppliers, it is becoming difficult to stay in budget and still follow grant guidelines. Out of **4523** in **GL5602** we had \$1176.51 remaining after a \$162.57 purchase for a vacuum for only program use, handheld juicer, and apple slicer. We used \$1154.77 of that to purchase yet *another* reach-in refrigerator since the donated one spiked to 114 and died, it took almost \$100 worth of product with it. It is my professional opinion that the electric is possibly having issues in the kitchen. The problem has a maintenance ticket in. We cannot afford to keep replacing large products.

I've found a few POs charged incorrectly to the wrong GL number which were corrected. I am continuing to ensure everything is as it should be to find money to use before going to council to ask for a supplemental. If we could have the tribe cover our wages, we could then dedicate more grant money into the program. Next month we are paring up with MSU to bring the elders a strength building exercise program. MSU had a grant they used to buy us all the equipment this summer but the lack of AC repair at AKI led to us deciding to do the classes in fall to prevent elder heat stroke.

Facilities
Rusty Smith

***2024 October Maintenance Department Report of Operations and
Maintenance Activity***

Submitted by De-Ahna Underwood, Maintenance Office Manager

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

I. Department Overview

Goals & Objectives

Our staff is dedicated to providing quality workmanship and services to ensure, clean, accessible, working environment that promotes, safety and wellbeing for employees and visitors.

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

II. Department Reporting Section

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

Bi-monthly: Sugar Shack and Shooting Range.

The five EVS Technicians maintain 6 buildings in Manistee.

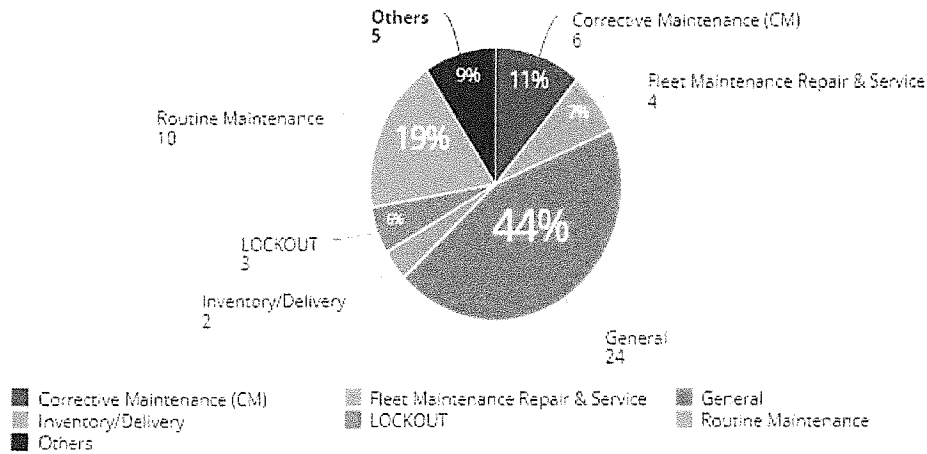
- 17 pre-and post-event cleaning and restocking at Aki, excluding the kitchen and its appliances.

Work Orders

- 54 work orders were generated.

- Maintenance Technicians and EVS Technicians complete requests outside of their daily routine. Requests made directly to technicians are not always tracked.

PM and Work Requests By Type



Vendors (buildings overseen by Maintenance)

- Pest Control PM at Aki, Food Distribution, Gaming, and NGLC
- HVAC/BAS PM at Government Center (Oct 31-Nov1)
- HVAC/BAS PM at Aki Community Center

III. Budget Expense Justification

- Vehicle Supplies & Fuel \$384.00
- Phones \$300.00
- Supplies \$905.00
- Small Equipment \$494.00

IV. Travel and Training

- N/A

End of Report

Family Services
Vacant Director



LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
October - 2024

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	7
New Cases	3
Closed Cases	6
Referrals and Contacts Received	7
Client Face to Face Contacts	5
Client-related Phone, Email, and Text Contacts	73
Client-related Direct Service Units Provided by Advocates	242
Client-related Accompaniment Provided by Advocates	0

MEETINGS

Staff Meeting(s)	7
Program Case Reviews	2
Community Collaboration Meetings	10
Other Meetings	9

STAFF DEVELOPMENT/TRAINING

Virtual Training	52
In Person Training and Conferences	12
VSP Sponsored Training Events	0
Other Trainings	0

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	5
Event and Training Planning and Preparation	7
Community Table Events	3
VSP Sponsored Community Awareness Events	3
People Reached by Social Media	260

LRBOI Be Da Bin Behavioral Health Program October 2024 Report

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

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

Angela Schwandt currently has 40 clients. Angela had 58 individual sessions, 29 follow up calls, 2 referrals, and 10 hours of telepsychiatry. She attended the Suicide Awareness & Prevention Coalition meeting and the Event on September 6, 2024. She left for maternity leave on November 1, 2024. She went before Tribal Council for contract with Adriana Persenaire, Retired Mental Health Therapist that will be seeing a few of her clients as she is off.

Dottie Batchelder-Streeter currently has (32) 23 clients and 9 Recovery Support clients. She had 2 referrals to other outpatient services/other services, 2 referrals to detox/inpatient treatment centers, and 1 Wellness Check that led to individual going to ER. Dottie had 34 individual sessions, and 44 follow up calls. Some clients pending discharge. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting but did not attend this month due to program travel. This has been a very busy month and many projects trying to juggle and new calls at this time for new clients are being referred out.

She worked on budgets for Native Connections Grant (working on needed administration on it), and the SOR4 grant budget (went to Tribal Council for acceptance of funds for October 2024-September 2025). She attended the following meetings: VA Summit Planning Meeting (with Tribal Behavioral Health agencies), Tribal Health Workforce Summit in Battle Creek, MI(October 8-9) and the Tribal Behavioral Health Communication Network meeting (October 9-10, 2024) also in Battle Creek, MI. Attended the CMHA Fall conference October 21 & 22 at the Grand Traverse Resort and the Tribal Opioid Summit October 28 & 29, 2024 in Mt. Pleasant, MI.

Angela and Dottie are working with area Community Mental Health agencies to have better services available for Tribal citizens, as needed. 8 Narcan kits given out.

Respectfully submitted,

Dottie Batchelder-Streeter

Department Report : Family Services
Case Worker : Rachel Kops
Month :AUGUST 2022

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
I & R's										
Intakes										
Open Cases				0	3					
Monthly Totals	0			0	3					

Case Management

Total number living in homes served					15					
Total number of Tribal Citizens living in homes served					6					
Total number of descendants living in homes served					5					
Total number of children living in homes served					9					
Total ICWA or ICWP where substance abuse is involved					1					
Child Abuse/Neglect										
ICWA or ICWP referrals										
Sexual Abuse of a child										
Substantiated or Unsubstantiated by DHS										
Case Pending with DHS					2					
Relative placement										
Tribal Foster Home										
Non-Tribal Foster Home										
Alternative placement										
Court appearances										
Home Visits					8					
Case Reviews										
Binojeeuk										
Contacts with outside agencies					11					
Contacts with LRBOI departments					5					
Tribal Elders										
Other referrals										
Monthly Totals					60					

Department Report : Family Services
Case Worker : Stephanie Persenaire
Month : November 2017

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	2									1
I&Rs	3	1			1					
Open Cases						1				
Monthly Totals	5	1	0	0	1	1	0	0	0	1

Case Management

Total number living in homes served	5	4				2				6
Total number of Tribal Citizens living in homes served		3				2				6
Total number of descendants living in homes served		1								
Total number of children living in homes served	1	3				1				4
Total ICWA or ICWP where substance abuse is involved										
Child Abuse/Neglect	1	1				1				4
ICWA or ICWP referrals										
Sexual Abuse of a child	1					1				
Substantiated or Unsubstantiated by DHS		1								
Case Pending with DHS										
Relative placement										
Tribal Foster Home										4
Non-Tribal Foster Home										
Alternative placement										
Court appearances	1									
Home Visits	3	2								1
Case Reviews	3	0								
Binojeeuk										
Contacts with outside agencies	6	5			1					6
Contacts with LRBOI departments	4									
Tribal Elders										
Other referrals										
Monthly Totals	25	20			1	7				31

Department Report : Family Services
Case Worker: Tara Cook
Reporting Period: October 2024

***** Reporting Counties *****

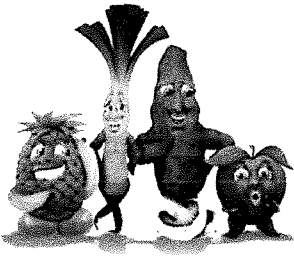
	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	3			1						2
I&Rs										
Open Cases	5		1	1	1					1
Monthly Totals	8	0	1	2	1	0	0	0	0	3

Case Management

Total number	11		4	2	7					3
Total number of Tribal Citizens living in homes served	8		1	1	1					1
Total number of descendants living in homes served	8		2	1						
Total number of children living in homes served	6		2	1	1					1

Total ICWA or ICWP where substance abuse is involved										
Child Abuse/Neglect										1
ICWA or ICWP referrals										
Sexual Abuse of a child										
Substantiate d or Unsubstantiated by DHS	2		1	1						
Case Pending	1			1						
Relative placement					1					
Tribal Foster Home										
Non-Tribal Foster Home										1
Alternative placement										
Court appearances				2						
Home Visits	22		3	5	4					
Case Reviews	2									
Binojeeuk	3									
Contacts with Tribal Elders	27			13	3					1
Contacts with Tribal Elders	20									1
Other referrals										
Monthly Totals	110	13	27	18						9

Food Distribution
Jamie Friedel



Food Distribution Program

October 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 August's 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 and Nicole conducted 38 Deliveries.

We received 3 produce and 1 USDA food truck.

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

Melanie sent 2 recertifications out.

Added 3 new Households.

We have a total of 79 households with 136 total participants.

MEETINGS:

Every Thursday call with Under Secretary Stacy Dean
Monthly Update Call with USDA/FNS
Midwest Regional Conference call
NAFDPIR Conference

The Department has been very busy this month. We started the month with the membership meeting. Then I attended the National Food Distribution on Indian Reservations meeting in Auburn, Washington. The meeting was informative with a government-to-government consultation with the USDA. Where we had talks with the USDA on the warehouse issues that have been impacting our supply trucks. More meetings are scheduled, and they are doing their part on getting this back on track.

I was able to sit down with the USDA budget coordinator that passes the budgets for the year where I expressed the need for a garage and cooler and freezer space that is needed for the program. I was initially instructed to include the program vehicle into our 2025 budget incase that they were not able to grant this to us in the 2024 budget. After a few emails we were granted our whole projected budget and was directed to use the extra money to provide storage, receipt and distribution of USDA foods received in our program.

We held our Decorating Halloween cookies for all ages with the help of Family services department which was well attended. Everyone was having fun decorating cookies, playing games and interacting with each other.

We have received our needed program vehicle this month as well. The trailer is now almost ready to start our tailgating to the Muskegon area. I have set a time up to go to Muskegon and check out what space is available for us to use. Then we will be down getting new clients set up and enrolled in our program. This will be a monthly event where we load up drive down and set up our distribution for the clients. It is a work in progress that takes time to get the bugs worked out. Once we do and start this program, I believe it will lead to bigger and better things.

Also, the USDA has a few rule changes that will be coming out. Changes for the better to help reach more clients. This rule change and implementation should be by the first of the year. I will keep everyone informed.

Jamie Friedel Supervisor

Melanie Ceplina Program Assistant

Christopher McClellan Food Distribution Assistant

Nicole Ward Food Distribution Assistant

Health
Daryl Weaver



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

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

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

Date: Nov 7th, 2024

Re: October 2024, Report of Activity – Tribal Health Services

Forrest County Pottawatomi Insurance Department filed 9 claims on behalf of Little River in the amount of \$2,197.13 for third party revenue generation.

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

CLINIC OPERATIONS: MANISTEE LOCATION

328 patients scheduled

30 patients NO-SHOW to scheduled appointments

5 patients provided SAME DAY appointments for emergent matters**

91 cancelled appointments

212 patients attending CLINIC PHYSICIAN appointments**

35 patients PHONE TRIAGE**

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

105 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN OCTOBER (Total Patient Volume): 775

Diabetic patients: 77

Flu Vaccines: 34

Injections: 24

Nursing Visits: 7 **

On-site Labs: 179

COVID-19 Tests: 3

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 1,008

DIRECT CALLS TO CLINIC OPERATIONS: 573

SENT FAXES: 215

RECEIVED FAXES: 655

TRANSPORTS - MANISTEE 10

OCTOBER 2024

TRAVEL HOURS: 18

SERVICE HOURS: 10

NUMBER SERVED: 10

MEDICATION DELIVERIES: 8

TRAVEL HOURS: 1 ½

SERVICE HOURS: 1

NUMBER SERVED: 8

TOTAL TRAVEL HOURS: 19 ½

TOTAL SERVICE HOURS: 11

TOTAL NUMBER SERVED: 18

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

CLINIC OPERATIONS: MUSKEGON LOCATION

101 patients scheduled

4 patients NO-SHOW to scheduled appointment

3 patients provided SAME DAY appointments for emergent matters**

32 cancelled appointments

105 clinic referrals – requiring action by Providers and Staff

68 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 26

Flu Vaccines: 12

Injections: 7

Nursing Visits: 0

On-site Labs: 41

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: Muskegon Calls transferred to Manistee

TRANSPORTS - MUSKEGON: 3

OCTOBER 2024

TRAVEL HOURS: 8 ¼

SERVICE HOURS: 5 ½

NUMBER SERVED: 3

MEDICATION DELIVERIES: 3

TRAVEL HOURS: 2 ½

SERVICE HOURS: ½

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 10 ¾

TOTAL SERVICE HOURS: 6

TOTAL NUMBER SERVED: 6

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$65,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1541

TOTAL PRC PAID IN OCTOBER: \$43,423.88

PHARMACY/OTHER: \$30,622.56

DENTAL: \$9,386.10

TOTAL PATIENTS: 221 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 391

TOTAL CLAIMS ENTERED: 361

TOTAL PRC PAID 2024: \$476,817.92

TOTAL EHAP PAID IN OCTOBER: \$21,366.12

TOTAL EHAP PAID 2024: \$296,187.15

TOTAL ENROLLED EHAP/LRBOI: 1298

NEW APPLICATIONS MAILED OR GIVEN: 19

REASSESSMENTS MAILED OR GIVEN: 61

MEDICARE LIKE RATE (MLR) Savings for October 2024

Claims submitted: 0 \$ (total submitted)

-\$ (what we paid)

\$ (total savings)

Active Patients:	391	
Prescriptions filled:	1784	
Receipts:		
Insurance payments received:		\$ 208,163.87
Non-member cash/copays received:		\$ 947.05
Less acquisition cost of medications:		\$ 76,181.19
Net profit:		\$ 132,929.73
PRC-equivalent write offs:		
LRBOI:	\$ 20,466.18	
Other Tribes:	\$ 1,076.11	
TOTAL:	\$ 21,542.29	

Active Patients:	169	
Prescriptions filled:	791	
Receipts:		
Insurance payments received:		\$ 92,310.90
Non-member cash/copays received:		\$ 123.43
Less acquisition cost of medications:		\$ 31,212.11
Net profit:		\$ 61,222.22
PRC-equivalent write offs:		
LRBOI:	\$ 12,749.10	
Other Tribes:	\$ 387.93	
TOTAL:	\$ 13,137.03	

2024 Health Services Department - Manistee Location

Clinic Operations

2024	Patients Scheduled		No Show		Cancelled Appt	Same-Day Appt.	Patients Seen**	Telephone Visits**	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	18	77	6	141	47	513	319	62	49	5	17	6	134	1	1,216	610	5	117	642	572	606	719	638	659	619	577	655
January	230	222	18	77	6	141	47	513	319	62	49	5	17	6	134	1	1,216	610	5	117	642	572	606	719	638	659	619	577	655
February	222	22	22	59	2	143	45	465	270	87	51	3	19	7	145	4	1,208	643	3	161	642	572	606	719	638	659	619	577	655
March	205	14	61	61	4	134	40	432	254	76	46	-	17	4	976	1	976	554	1	161	642	572	606	719	638	659	619	577	655
April	240	7	59	1	175	41	622	400	94	67	-	-	33	6	165	3	1,216	634	-	160	606	719	638	659	619	577	655	619	577
May	263	21	73	59	5	174	33	675	400	94	67	-	41	9	189	3	1,216	634	-	160	606	719	638	659	619	577	655	619	577
June	254	31	66	66	2	159	30	748	400	94	67	-	33	6	165	3	1,216	634	-	160	606	719	638	659	619	577	655	619	577
July	253	21	68	65	1	168	37	684	400	94	67	-	33	6	165	3	1,216	634	-	160	606	719	638	659	619	577	655	619	577
August	281	47	67	67	4	171	44	609	382	73	70	-	41	12	197	2	1,045	562	6	190	619	577	655	619	577	655	619	577	655
September	259	32	55	55	1	173	38	678	466	87	66	-	27	1	146	4	960	589	-	163	577	655	619	577	655	619	577	655	619
October	328	30	91	91	5	212	35	775	521	105	77	34	24	7	179	14	1,088	573	3	215	655	619	577	655	619	577	655	619	577
November																													
December																													
Totals	2,535	243	673	31	1,650	390	6,201	4,098	857	592	42	303	63	1,586	38	10,941	5,982	23	1,630	5,687	5,687	5,687	5,687	5,687	5,687	5,687	5,687	5,687	5,687

** 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 October 2024

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Mike Pannill – Housing Maintenance Technician

Jim Stuck - Housing Maintenance Technician

Department Overview

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

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

I. Housing Activities.

A. During the month, the Department performed the following activities.

Lease renewals due during the month: 6

Leases renewed: 5

New leases: 2

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: 0

Total Number of Awards made during the Year: 9

Total Amount of Awards for the Year: \$42,083

C. The Homeowners Assistance Fund received no new application this month, 0 denial. The program has provided \$209,967 in assistance since it began in 2022 and a remaining balance of \$5720.

D. The Housing Department Director along with Teresa Callis and Bill Willis attended session 3 of Tribal Nations Housing Development Assistance Program through MSHDA. This session was held in Mt. Pleasant with the Saginaw Chippewa Tribe hosting. The session went over many Homeownership projects, funding availability for building or purchase by Tribal members. We also toured their new permanent supportive housing building that was about to open to the public. Very nice building with 14 units at a cost of roughly \$5.6 million.

E. October 24th, The Housing Director attended the Grand Traverse Housing Summit in Traverse City, MI. This was informative to see what other options there may be in regard to what the local units of government are doing to address their housing shortages, as this is a state wide issue not just a tribal issue.

F. Krystal Davis, Housing Specialist has provided 5 different elders with a ride to Meijer and Walmart for the month of October in 4 separate trips. She provides this service 1 time a week.

- G. The Housing Department attended the October 5th Membership meeting held at the resort. We handed out flyers on our housing programs and a 2025 calendar that provides home safety tips for each month of the year.
- H. October 28th and 29th, Kevin Fitzgibbons was on sight from First, Pic to provide some on-site training for self-monitoring, general housing assistance and met with Tribal Council at that time to provide information regarding what is happening in housing on a national front.
- I. The Housing department provided candy, prizes and games for the LRBOI Truck n Treat held at the AKI community center on October 25th.
- J. In September the Housing Director drafted the Indian Housing Plan for Fiscal year 2025. This will be presented to TC and submitted to HUD by October 18, 2024. UPDATE: This was approved and submitted on 10/15/24.
- K. On October 16th the Housing Director attended a tabletop discussion along with LRCCR staff to go over cyber-security for the two properties.
- L. The request for bids for the demolition portion of the house fire was completed in September and we received only one bid back. This contract will be coming to Tribal Council for approval the first part of October and to be finished before the end of the year. UPDATE: The contract was approved by Tribal Council and is set to begin Nov 1 with an end date of 12/31/24 at a total cost of \$21,000 to be paid out of insurance claim proceeds.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 9
- B. Termination Notice(s) issued: 3
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

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

IV. Number of Units and Vacancies.

LRBOI Housing Department has 85 (we have 86 but 1 unit is the fire unit so cant count for a move in) rental units in total of which 81 were rented giving us an occupancy rating of 95%.

- A. Aki has 59 income based rental units of which 56 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 32 low-income family rental units and 29 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 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. LRBOI may be hosting the next quarterly GLIHA meeting at the resort during the month of March 2025.

End of Report
Tara Bailey, Housing Director
 November 7, 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: October 2024 HR Department Report

Date: 11/07/2024

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 and required documents all went sent in on time and signed off on. Receipt of the audit due extended until 10/15/2024 and signed sealed delivered on time. Currently working on processing RFP with 3 vendors chosen and reviewing for best deal for the development of and securing vendor for 2024 Audit. HR is still finalizing Job Descriptions on L: drive and Midpoint was reviewed, and changes are in the process to 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 -

Talent Acquisition for October -

- (1) Number of Hires During the Month: 1 (1 – Enrollment)
- (2) Number of Open Positions: October had 15 postings up (2 went down, 2 new posted).
- (3) Postings 15 FT position were posted/reposted, 5 are currently in the selection process, interviews were scheduled 1st half of October and 5 positions had interviews that took place. There were 5 full time positions selected, interviewed and hopefully moving on to offered by mid to end of November.
- (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 taking place as we are getting them scheduled – in-person and sent out for return within time period. Directives have come to change some things up.
- (5) Thank you, Hiring Managers, for your help.

(6) Applications have slow, but on-line usage of application has been consistent – averaging now around 8 per month from our on-line application, applicants have been processed from Indeed postings, most of the remaining were not completed submissions according to our requirements. At least some moved on to the selection process. 2 more went on to interviews – Compliance Officer slated for a November start and 2 Clinic positions are in completing the interview stage and offerings are being looked at. Still experiencing problems with online submissions but process of updating, with the new website being in place updates are a process and training is needed to take care by department.

Applications are coming in at a snail's pace, averaging more than 1-2 per position posted. Utilized LinkedIn, Indeed, NNAHRA, MIETS, and other sites. Bad organizational reviews are out there, and thoughts need to be taken to dispel the negative comments and improve our overall picture organizationally.

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.
- 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 and doing a great job keeping employees informed.
- iv) Continued assisting leadership with sensitive employee relations issues when asked.
- v) Moving forward to review job duties and further update of wage grid changes mainly to the mid- rang for NE and E status position. Supervisors (some inquiring and asking for help) asked to ready job descriptions for changes in status set for January 2025.
- vi) HR Answers... More instore for the rest of 2024 and new in 2025!

(5) HR Department Development Initiatives:

- a) HR Development Events: 6+ – all on-line -communication, conflict resolution, investigation, employee relations, compliance, leadership and FMLA. MIP, All together 20+ hours of trainings. Certs came in from Housing and Family Service.
- b) Continued project to improve HR use of MIP data, still on-going. Looking to get an HRIS. And getting closer to acquiring one – BambooHR. With bids from others BambooHR was chosen on delivery of service, modifications to improve along the way, support, offerings and cost. HR has been looking forward to this.
- c) 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: 24 hrs. in HR reported.

5) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 2 FMLA/STD – IFML (on-going) being processed for 10/2024 continuing , 1 F M L a d d e d , 1 I L T D a d d e d 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 enrollment.
- e) HR has the 2024 calendar from the advisors, usually last Thursday of the month.
- 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. Open enrollment is planned on-site 11/12 AFLAC and 11/13 vendors for Dental, vision and Life as well as BCBS.
- g) Processed insurance benefit plan check requests.

6) Safety

- i) Continued COVID-19 support and tracking. 0 reported.- no department affected.
- ii) Recordable Injuries: 0
- iii) Near Miss/1st Aid:- 1 near miss.

7) Tribal Preference Report

Preference Report for October 2024–

Employee Count by Preference for October

116 Tribal Members 1 – new hires, 1 – loss 0 change	53% (53.2%) of Tribal Government Workforce
09 Native American – 1 term 1-loss	4% (4.1%) of Tribal Government Workforce
12 Tribal Descendants	6% (5.5%) of Tribal Government Workforce
11 Tribal Spouses	5% (5.0%) of Tribal Government Workforce
No data on Tribal Parent – found	0% of Tribal Government Workforce
Preference for October – Loss of 1 preference	
Total preference = 148 overall loss of 1 (1-Enrollment, 2 termed– 1- TM WFD, 1 – IT NA)	68% (68%)

Non-preference 70 – 0 change (32%)

Total of all employees 218 – Overall workforce in October 2024 - 1 loss

Regards,
Alicia Goff
HR Manager

Training and Development hours totaled: 30 hrs. in HR reported.

6) Benefits and HR Administration

- a) Continued working to improve benefit processes.
- b) Benefits Work Priority: 2 FMLA/STD – IFML (on-going) being processed for 9 / 2024 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, usually last Thursday of the month.
- 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. Information set for first week October.
- g) Processed insurance benefit plan check requests.

7) Safety

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

7) Tribal Preference Report

**Preference Report for
September 2024--**

**Employee Count by Preference for
September**

116 Tribal Members +2 – new hires, 0 loss	53% (52.9%) of Tribal Government Workforce
10 Native American	5% (4.6%) of Tribal Government Workforce
12 Tribal Descendants	5% (5.4%) of Tribal Government Workforce
11 Tribal Spouses – +1 – new hire	5% (5.0%) of Tribal Government Workforce
No data on Tribal Parent – found	0% of Tribal Government Workforce
Preference for September – Gain of +3	
Total preference = 149 gain of 3. (1-Finance, 2 – Temporary 1- TM, 1 -TS)	68% (68.0%)

Non-preference 70 - 4 (new hires 2- FS, 1- IT , 1 - Clinic) – 2 terms Overall gain +2 change

Total of all employees 219 – to workforce in September 2024 (1 loss Seasonal worker NRD, 1-Gaming)

Regards,
Alicia Goff
HR Manager

Information Technology

Vacant Director

Legal Assistance
Mary Witkop

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

MONTHLY REPORT

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

Number of tribal members assisted on new issues	73
Number of referrals received	6
Number of continuing cases:	52

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Real Estate
Wills	Legal Separation
Trusts	CPS
Estate Planning	Child Custody
Medical Power of Attorney	Revocation of Power of Attorney
US Coast Guard	Paternity
Power of Attorney	Eviction
Amend Estate Planning Documents	Trust Administration
Probate Estate	DNA Testing
Mortgage Insurance	Change of Custody
Amendment of Trust	Dept. Natural Resources
Real Estate – Out of State	Criminal
SSI and Per Capita	Small Claims
EDRO	Mobile Home Park
Limited Power of Attorney – Minor	Power of Attorney - SSA

Post Divorce
Adoption – Adult
Minor Guardian
QDRO
Adult Guardian
Intestate Succession
Claim Against Trust
Certificate of Trust
Emotional Support Animal
Probation Violation
Tax License

Special Needs Trust
PPO
Name Change – Adult
Dual Membership
Adult Conservator Accounting
APS
EIN
Quiet Title Action
Per Capita
Civil
Automobile

Sample of Work Performed:

Assisted a tribal member file a claim against a Trust

Assisted a tribal member evict a tenant from their home

Assisted a tribal member revoke their Power of Attorney

Assisted a tribal member prepare a QDRO to receive a portion of their ex-spouse's retirement

Attended Membership Meeting

Members Assistance
Jessica Steinberg

Members Assistance Department
October 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: FY 2025 (Grant Cycle 10/1/2024 – 9/30/2026)

- Heating \$1 minimum benefit, \$1,800 maximum benefit
- Crisis Assistance \$1 summer maximum, \$1,800 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 2025, 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 is in effect for fiscal year grant period, October 1, 2024, through September 30, 2026, as the previous grant cycle is closing out for FY 2024.

The base formula funding increased in FY 2025 to \$226,111, compared to the previous base of \$116,406. The formula award is calculated on potential eligible households in the 9-county service delivery area of 1,624. Funded priorities are based on utilization over past grant cycles.

LIHEAP – October 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)

****The grant dollars were expensed within 2% of the total award for FY 2024.**

Total Award at time of Report FY 2024	\$190,487	YTD SPEND
○ <i>Heating – 30% of total funds awarded</i>	<i>\$ 57,146</i>	<i>\$51,865.76</i>
○ <i>Cooling – 10% of total funds awarded</i>	<i>\$ 19,049</i>	<i>\$36,300.00*</i>
○ <i>Crisis Assistance – 35% of total funds awarded</i>	<i>\$ 66,670</i>	<i>\$66,449.79</i>
○ <i>Weatherization – 15% of total funds awarded</i>	<i>\$ 28,573</i>	<i>\$28,042.24</i>
○ <i>Administration – 10% of total funds awarded</i>	<i>\$ 19,048</i>	<i>\$19,048.00</i>
Balance of Available Resources to date:	\$ 4,229.21	
Percent of Budget Expended (as of report)	98% (in total ending 2024)	

**Line item reflects additional shut-off expenditures during the summer months.*

LIHEAP ACTIVITY – HOUSEHOLDS SERVED – October 2024

(*this is an average/median amount)

Assistance Type	HH's Served*	YTD	Ave. Benefit/Household
220 - Heating Assistance	3*	66 – thru 9/30/24	\$ 786.00
221 - Crisis Assistance	6*	76 – thru 9/30/24	\$ 874.00
222 - Cooling Assistance	0	42 – thru 9/30/24	\$ 865.00
223 - Weatherization Assistance	1*	3 – thru 9/30/24	\$6,361.00

**This number begins the FY 2025 grant cycle for the period 10/1/24 – 9/30/26.*

LRBOI's eligible households' number in the 9-county service delivery area: 1,624 for the FY 2025 funding cycle. This is based on the total head of household number Enrollment has for those counties.

The Model Plan benefits proposed for FY 2025 are \$1 minimum assistance to \$1,800 maximum assistance for heating assistance and crisis intervention. Cooling is not a prioritized line item in the new model plan, as our clients need crisis (shut off/severe arrearage) intervention.

Weatherization remains a proposed funding area, at a maximum of \$10,000. The Model Plan proposal for FY 2025 award is \$226,111.00.

MA SERVICES DELIVERED FISCAL YEAR – October 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, **twice in 5 years**
- *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*)

<u>Assistance Type</u>	<u>Households/Individuals Served</u>	<u>Ave. Benefit/*</u>	<u>\$Paid</u>
Rental/Mortgage Assistance	8	\$ 1,155.00	\$9,240.00
Applications:	10		
Low Income Energy Assistance	8	\$ 300.00	\$2,400.00
Applications:	8		
Food Assistance**	8	\$ 215.00	\$ 1,722.00
Applications:	8		
Total cards issued:	16		
Emergency Transportation	4	\$ 400.00	\$ 1,600.00
Applications:	6		
Elder Chore Service	2	\$ 400.00	\$ 800.00
Applications:	2		
Home Repair Program	3	\$ 8,200.00	\$24,600.00
Applications:	3		
Bereavement	7	\$ 7,500.00	\$52,500.00

MA SERVICES & ACTIVITIES FISCAL YEAR 2024 – October 2024 [continued]

Phone contacts and inquiries: 329

The Program Coordinator documented 179 calls for assistance, and the Program Specialist logged 150 calls for assistance: 329 total.

GWE Stimulus continues to make up a sizable percentage of calls to the office; change of address and official address issues continue to be problematic. Members who submitted applications with different addresses than those on record in the MIP (accounting) software specific to the per capita list, result in substantial delays in payment, requiring several contacts to correct the issue.

The department has processed 3,801 applications as of October 31, 2024, including many applications that are duplicates due to the checks taking time via USPS to arrive.

As reported previously in the August and September reports, the department continues to process the applications as soon as possible, and multiple calls for verification of checks, and when checks were sent out slow our work in other areas. Since the implantation of the GWE Stimulus, the department has seen an increase in members with Supplemental Security Income (SSI), Bridge card (food assistance) and Michigan Department of Health and Human Services (MDHHS) lose their subsidized benefits, often down to ZERO assistance. Medicaid recipients have also been negatively impacted, losing their health coverage, and having to reapply, only to have the benefit factored into the beneficiary's total annual income. As a result, assistance applications to LIHEAP and Members Assistance programs are on the increase.

MEMBERS ASSISTANCE PROGRAM RECOMMENDATIONS:

Any benefit roll out must carefully reviewed against the Social Security Act/Internal Revenue Code, and it is best to place the funds into payments to the recipients' vendors directly, rather than create a scenario that the funds become 'countable/taxable' income.

As reported in the August 2024 report: "The Members Assistance Coordinator *highly* recommends that future initiative like the GWE Stimulus be planned over several months, and any distributions occur utilizing existing per capita distribution and enrollment information for minors, to expedite the benefit without a prolonged application and check request adoption. As the GWE stimulus was a set amount, with an identified need in the resolution, the Assistance Based on Need (ABON) process was not critical to processing the payments."

Respectfully submitted - Jessica Steinberg, Coordinator

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi
Daáwaá
Aníshinaábek**

**LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT**

**310 9th Street
Manistee, MI 49660
(231) 723-1594**

**October 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
- Clayton Robertson - Fisheries Technician, Inland

Administrative/Budget/Reports/Data Entry:

- Managed budgets
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management and annual reporting.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Implementation of the Fisheries Division work plans.
- Sturgeon data downloading and data management.
- Equipment repair and maintenance, SRF supply needs for 2025
- Inland Fisheries Artic Grayling reintroduction habitat and fish community data management and analysis.
- Great Lakes and Inland fisheries data entry and management.

Equipment maintenance/Field Work/Lab Work:

Nmé, Lake Sturgeon:

- Juvenile/sub-adult LAS sampling Lake Michigan (Manistee, MI)
- Manistee River Sturgeon PIT tag antenna monitoring, and data collection.
- Preparations for the 21st Annual Nmé release ceremony.
- Sturgeon Rearing Facility (SRF) seasonal closure.

Inland Fisheries:

- Processed and analyzed water temperature data for summer 2024 season.
- Designing/constructing larger remote site incubators to accommodate estimated number of Arctic Grayling eggs for spring 2025 release.
- Generated year-end summaries for BIA GLRI grants related to Arctic Grayling reintroduction.
- Wrapped up Little Manistee River Chinook Salmon permitting, and harvest reporting.
- Prepared presentation regarding LRBOI participation in Michigan Arctic Grayling Initiative for Trout Unlimited Meeting.

Great Lakes Fisheries Assessment Program:

- Preparations for camera and fall spawning assessments.
- Camera surveys (LAS sites, Manistee)
- Juvenile LAS surveys (Manistee)
- Camera surveys (FSA sites, Arcadia)
- Fall Spawning Assessment Survey (Arcadia)
- Fall Spawning Assessment Survey (Ludington)
- Data QAQC, Equipment maintenance and repair
- Lake Trout CWT head pick-up for data extraction.
- Data QAQC, Equipment maintenance and repair, Video reads, Otolith preparation
- Commercial Sub-sampling (Ludington)
- Fall Spawning Assessment Survey (Arcadia)
- Camera surveys (FSA sites, Arcadia)
- Fall Spawning Assessment Survey (Arcadia)
- Data QAQC, Equipment maintenance and repair, Video reads, Otolith preparation for aging.
- Camera calibrations (Northport, MI)
- Calibration file creation and
- Data prep for the Modeling Sub-committee (MSC) meeting
- Commercial fisher sampling (Ludington, MI)
- Great Lakes Fisheries data QAQC
- Equipment maintenance
- 9/25-9/27: Juvenile/sub-adult LAS sampling (Manistee, MI)
- Great Lakes assessment net and equipment maintenance, net tying.

Meetings/Training/Travel/Conference Calls

- Creel harvest reporting workgroup meeting (virtual), GLFT Whitefish Thiamine Meeting (virtual) (10/1)
- Monthly LRBOI Staff Meeting (10/3)
- NRD firearms safety training, LRBOI Public Safety (10/3)
- Black Lake sturgeon spearing stipulation, Tribal Biologist meeting (10/8)
- Vanguard Chapter Trout Unlimited meeting Presentation LRBOI Arctic Grayling reintroduction (Troy, MI) (10/8)
- Lake Whitefish Modeling Assessment Meeting (virtual) (10/11)
- Great lakes Fishery Trust Scientific Advisory Team Meeting (10/15)

- Sturgeon working group coordination call (10/16)
- Attended North American Sturgeon and Paddlefish Society Annual meeting (10/20-25)
- Pere Marquette River project site visit, Baldwin (10/22)
- NRD Leads meeting (10/24)
- Technical Fisheries Committee Meeting (10/25)
- MSU collaboration meeting (10/25)
- LRB sturgeon meeting (10/29)

<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.
- Planned research project.
- Notified late season elk hunters of selection and hunting dates.
- Prepared and collected feathers for repository (and distributed as requested by tribal members).
- Planned budget.
- Purchased field work equipment.
- Worked check station for tribal hunters, including walk-in Mondays.
- Wetland restoration at Griffith.
- Wrote EAGL report to BIA on GLRI projects.

- Created list of native plants appropriate for natural parts of golf course.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Surveyed for invasive species on tribal parcels.
- Conducted invasive shrub removal at Griffith.
- Installed American marten den boxes at Olga Lake.
- Installed signs.
- Surveyed for native plant species of interest on tribal parcels, including beech and silky dogwood.
- Located box turtles using to telemetry in preparation for overwintering monitoring.
- Monitored box turtle and spotted turtle nest protection boxes for emergence of hatchlings.
- Surveyed tribal parcels.

Meetings/Training/Travel/Conference Calls

- Pre-meeting 1836 Memorandum of Understanding agenda discussion w/ Forest Service Ecologist (10/1)
- 1836 Memorandum of Understanding discussion between Forest Service and CORA tribes in Gaylord (10/3)
- MTEG Water Workshop (10/8)
- Coordination meeting with Environmental (10/16)
- Northern Lower Peninsula Massasauga Habitat Working Group meeting in Wellston (10/22)
- Restoration of Riparian Ecosystems Impacted by Emerald Ash Borer partners meeting (10/23)
- FWS migratory bird rule meeting (10/24)
- FWS Canada Lynx status meeting (10/24)
- Budget mod meeting (10/24)
- Michigan American Marten Working Group meeting in Gaylord (10/28)

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
- 1 on 1 Staff Meetings X4
- Seasonal Staff Exit Paperwork
- EPA PPG Workplan Revision
- EPA PPG Budget Review

- EPA Air 103 Budget Review
- Water Quality QAPP Review
- Budgets Managed:
 - 4512 -- EPA PPG
 - 4530 -- EPA Air Quality
 - 4137 -- BIA GLRI
 - 4145 -- IHS Solid Waste Planning
 - 4538 -- EPA CERCLA Funding
- Organized Trailer Load Tiedown Training for staff
- PPG Purchases
- AMS Site Check x 1
- Ozone Audit
- Tribal Water Workshop agenda and planning
- Tribal Water Workshop Purchasing
- PPG FY25-FY26 Workplan
- PPG FY25-26 Budget
- EPA CERCLA Budget Revision
- EPA CERCLA Workplan Revision
- Historical Tribal property environmental research
- TWW Wild Rice Planning/Setup

Field Work and Equipment Maintenance

- Hamlin Lake Site Property Visit
- Manistee Lake Contaminate Electrofishing
- Boardman River Site Visit w/GTB
- Firearm Field Training w/Tribal Police
- Electrofishing Boat Prep
- TWW Wild Rice Camp
-

Meeting/Training/Travel/Conference Call

- Wild Rice Initiative Meeting 10/16
- Wild Rice Check-in Meeting 10/22
- Tribal Water Workshop Planning Meeting 10/2
- Tribal Water Workshop 10/8-10/9
- Meeting with Jen Tyler (EPA TIA Director) 10/8 (3 hours)
- Meeting with Debra Shore (EPA R5 Administrator) (1Hour)
- Community Outreach, BadRiver Movie review and Question Session
- MTEG Meeting 10/7
- Employment Progress Review for EDM 10/24
- RTOC Meeting 10/10-10/11
- R5 Water Call 8/20
- Manoomin Meeting with GTB 8/14
- TC meeting 10/23
- TC Agenda Review 10/21
- TC Work Session 10/22
- CPRG Quarterly Meeting 8/19
- Tribal/EGLE Department Head meeting 10/28
- EPA/LRBOI WQ QAPP Meeting 10/29

- EPA CCA 103 Grant Review Meeting

Brownfield Program

Administration /Reports/Data Entry

- Provided NRD director with older reports on Orchard Warehouse/Area 51.
- Clerical work on BIL project including the 9 Phase I environmental assessments including several updated contracts.
- Completed paperwork to acquire a trailer vent for the spill response trailer.
- Completed quarterly report for BIL projects and submitted this to EPA and tribal grant administrator for approval.
- Completed brochure about the tribal Brownfield program for distribution and public outreach as part of the PPG Grant.
- Updated UAV bid and paperwork for consideration by council in November 2024.

Field Work and Equipment Maintenance

- Spill response trailer maintenance including air vent and rusted padlocks.
- Started side by side and loaded it for near future projects.
- Fish processing activity for fish tissue sampling at Eastlake.
- Affixed license plate to side-by-side trailer.

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

- Water workshop October 7-10.
- Trips to Blue for field work, maintenance, and parts.
- Fall Membership meeting on October 5.
- Monthly staff meeting on October 3.
- Agenda reviews for BIL related activities on October 14 and 21.
- Government Center for Tribal Council meeting on October 16 and 22
- There were a series of Environmental Department meetings on October 29 and 18.
- Picked up parts in Ludington for the trailer October 23

Water Program (106 and 319)

Administration Reports/Data Entry

- Tribal Water Workshop prep.
- Filling out COC forms for BSA Environmental, GLEC, and Eurofins.

Field Work and Equipment Maintenance

- Water Quality Monitoring on all Lake, River, and Stream sites.
- Nutrient testing on lake, river and stream sites.
- Zooplankton testing on lake sites.
- E-fishing on Manistee Lake and Tippy Pond for collection for contaminate surveys.
- Processing fish from Manistee Lake, Tippy Pond, and Lake Michigan for fish tissue analysis.

- Preparing samples to be shipped to BSA Environmental and delivering samples to GLEC.

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

- 10/2/24: Tribal Water Workshop Planning Meeting
- 10/3/24: Firearm Safety Training
- 10/3/24: LRBOI Monthly Staff Meeting
- 10/7/24 – 10/11/24: Tribal Water Workshop
- 10/7/24: Work Session for approval of fish tissue testing expenditure.
- 10/21/24: Data importation into AWQMs training.
- 10/23/24: Environmental Division Meeting
- 10/25/24: Trunk or Treat Outreach event
- 10/28/24: Tribal/EGLE Cadillac-Gaylord District Meeting
- 10/29/24: Environmental Division Meeting
- 10/29/24: QAPP Discussion Meeting with EPA

Air Quality Program (Funded by EPA CAA 103)

Administration Reports/Data Entry

- Completed Ozone Multipoint Worksheets for bi-weekly checks.
- Completed T640 Multipoint Worksheet for monthly check.
- Completed monthly report for September 2024.
- Worked on CAA 103 and SIRG grant proposals (in-progress by 10/31/24, finalized and submitted 11/01/24)

Field Work and Equipment Maintenance

- 10/01/24: Ozone bi-weekly multipoint check.
- 10/15/24: Ozone bi-weekly multipoint check.
- 10/29/24: T640 monthly multipoint check.
- 10/29/24: Ozone bi-weekly multipoint check.

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

- 10/01/24: Tribal Water Workshop planning meeting
- 10/03/24: Monthly staff meeting
- 10/07/24 – 10/11/24: MTEG, Tribal Water Workshop, and RTOC
- 10/23/24 – Environmental Division staff meeting
- 10/24/24 – Federal Interagency Committee on Indoor Air Quality webinar
- 10/25/24 – Trunk or Treat
- 10/29/24 - Environmental Division staff meeting

- 10/29/24 – CAA 103 and SIRG meeting with Corey Wells and Frank Beaver (in-person)
- 10/30/24 – SIRG meeting with EPA
- 10/31/24 – Monthly Region 5 Tribal Air Call with EPA and R5 tribes

Wetlands Program (Wild Rice)

Administration Reports/Data Entry.

- Wild Rice planting experiment: oversaw Seasonal Env Tech gathering of seed & counting ghost rice %, analyzed data, and worked with Seasonal Env Div Tech to make powerpoint presentation on Hamlin Lake ghost rice issue.
- TWWG co-lead tasks: communications with NAWM & TWWG co-lead.
- Maple River project tasks: communications with grad student, reviewed TWW pwp and provided input.
- MRSGA project: updated ISN draft MSA and re-sent for legal review.
- Sent MTEG contacts and topics to NHBP for next MTEG planning.
- Wrote Letters of Support for ISN's 2 grant applications, sent to Env Div Mgr for signature, and sent to ISN.
- Created Manoomin powerpoint presentation for League of Women Voters annual meeting.
- GLRI Reports: completed annual GLRI end of year reporting- EAGL spreadsheet and narrative reports for 5 ongoing Wild Rice grants, submitted LRBOI reports to BIA GLRI contacts.

Field Work and Equipment Maintenance

- 10/1/24: Manistee Marsh: assisted ISN field crew in the field, drove boat and assisted experimental manual cattail treatment with scythes on 1 acre of invasive cattail and delivered cut leaves to Aki for Elders Meals Program activity.

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

- 10/5/24: NRD booth at Fall Membership Meeting- outreach to 100 Tribal members on Wild Rice. Assisted distributing ITC climate adaptation plan survey.
- 10/9/24: co-led TWWG meeting during TWW.
- 10/15/24: call with Stevie Quijas re TWW and Tribal wetland funding.
- 10/16/24: NRD Manoomin coordination discussion.
- 10/18/24: Env Div meeting.
- 10/18/24: LRBOI-GVSU meeting to discuss Windmill Island Manoomin planting.
- 10/21/24: Onekama Twp Invasive Species Committee meeting.
- 10/22/24: EPA-NAWM-TWWG co-lead monthly check-in call.
- 10/22/24: LRBOI-LTBB Manoomin regulations discussion.
- 10/23/24: Env Div meeting.

- 10/23/24: LRBOI-MRWA Maple River MWCASC & ACLS funding discussion.
- 10/26/24: 1-hr presentation at the League of Women Voters Great Lakes Region annual meeting to 30 community members in-person to additional online attendees about Manoomin stewardship and the MI Stewardship Plan.
- 10/28/24: Tribal-EGLE Cadillac-Gaylord district meeting.

Water Program (106 and 319)

Administration Reports/Data Entry

- Tribal Water Workshop planning/organization: responded to inquiries, managed eventbrite, ordered field trip supplies, communications with bus companies and LRRCR, finalized agenda, finalized MTEG agenda, finalized field trip agenda, worked with LTBB & GTB contacting presenters and getting bios, contacted USFS re field trip and invited to attend, sent final agenda, created virtual links and sent out to registrants, etc.
- Helped with planning for Trunk or Treat Brownfields education/outreach event.

Fieldwork and Equipment Maintenance

- 10/18/24: assisted checking/prepping electrofishing boat.
- 10/21/24: Manistee Lake- assisted with electrofishing for fish tissue contaminant testing.
- 10/25/24: assisted with fish tissue sample labeling.
- Worked with O'Keefe's on shirt orders.

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

- 10/1//24: call with Roger LaBine re Tribal Water Workshop.
- 10/7/24: co-hosted MTEG at LRRCR.
- 10/8/24: co-hosted Tribal Water Workshop day 1 at LRRCR (80 approx attendees). Gave presentation about Hamlin Lake ghost rice issue to approx 40 attendees.
- 10/9/24: co-hosted Tribal Water Workshop day 2 at LRRCR.
- 10/10-10/11/24: co-hosted RTOC at LRRCR.
- 10/21/24: Tribal Council agenda review for fish tissue contaminant expenditure.
- 10/29/24: EPA-LRBOI 106 QAPP discussion.
- 10/29/24: Env Div meeting.

Brownfields Program

Fieldwork and Equipment Maintenance

- Trunk or Treat: assisted with ordering supplies etc.
-

- Meeting/Training/Conference Calls (Include Dates)

- 10/25/24: Trunk or Treat toxic waste spill education/outreach event to 30 Tribal youth and their families
-

Great Lakes Policy Program

Administration//Reports/Data Entry

- Reviewed:
 - Great Lakes Tunnel Project – Enbridge Presentation
 - Fall BIA Midwest Tribal Meeting notes

Field Work and Equipment Maintenance

- Assisted with Water Quality stream sampling.
- Assisted with Wildlife checking box turtle nests.

Meeting/Training/Travel/Conference Calls (Include Dates

-

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

October 2024

Steve Parsons

Meetings/Conferences/Trainings

- On September 5, 2024, I attended the virtual meeting held for LRBOI Government employees via Microsoft Teams.
- On September 16, 2024, I attended Tribal Council's Agenda Review where I represented an agenda item scheduled for the September 18 Tribal Council Meeting: "Approving a Contract with GTEC for Demolition of Jockey Quarters on Tribal Parcel in Fruitport Township." Later, that same day, I attended a work session with Tribal Council representing and answering questions on that same agenda item.
- On September 18, 2024, I attended the Tribal Council Meeting to represent the agenda item, "Approving a Contract with GTEC for Demolition of Jockey Quarters on Tribal Parcel in Fruitport Township."
- On September 19, 2024, I attended a portion of the Director's Meeting for Tribal government program directors.
- On September 25, 2024, I attended a webinar sponsored by the Federal Highways Administration (FHWA) regarding the new procedure and forms for our annual reports to FHWA.
- On September 30, 2024, I participated in a Zoom conference call with Ken Ockert (GTEC) to discuss projected costs and the work involved with installing the electric primary line and the installation of plots in Phase I of the Tribal Cemetery in Custer.

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.
However, this road project has been delayed for two reasons: The first being that the BIA has requested another Environmental Assessment (in order to meet NEPA requirements) due to the proximity of wetlands to the existing road. The second reason is the result of defects appearing in the road because of rainwater erosion. It has been decided that we delay construction until 2025 until the two issues mentioned above have been addressed. As a result, this project will appear on our Tribal Transportation Improvement Plan for 2026.
 3. Tribal Cemetery Road: The plan for 2024 was to use BIA funding to add additional features to the Phase 1 road system in the cemetery. This was to include landscaping and irrigation. However, to accomplish this, we need to install a primary electric line that would run from

the Custer Township Cemetery to the Tribal Cemetery. At this time, we need additional funding for this to happen, as BIA Roads funding will not cover the cost. The estimate from Great Lakes Energy to run the primary line is currently somewhere between \$50,000 to \$60,000, depending on when it is done. I will likely need to meet with Tribal Council to discuss ways to come up with the funding to pay for this cost.

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. Efforts are currently underway to make this happen in 2024,
5. Loon Drive: Our plans to bid out this project in early-mid August 2024 have been delayed. The bid package was sent out instead on September 16, 2024, with the deadline for submitting bids on September 27, 2024. We believe there is still time for this project to take place in October 2024. This project will include replacing existing pavement as needed, removal of all underground storm systems, and replacing the underground storm system where necessary.
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.
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.

In addition, we are also in communication with the Spicer Group who is currently working on an adjacent apartment complex on US-31 just south of the entrance to Frost Road. We are discussing some type of cost-sharing arrangement for necessary improvements that would be required by MDOT for the Frost Road entrance.

Additional Activities

- During this summer (2024), I have been serving as the point person, at the request of the Ogema, for a project to demolish the jockey quarters on tribal property in Fruitport Township. The jockey quarters were part of the Great Lakes Downs racing complex that was purchased by the tribe some time ago. Unfortunately, the jockey quarters have been occupied by the indigent/homeless population in the area. In order to reduce any potential liability to the Tribe, it was decided that the jockey quarters should be demolished.
As noted earlier in this report, Tribal Council approved a contract with GTEC (on September 18) to oversee the demolition project on behalf of the Tribe.
- 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 is meeting 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
October-24

General Patrol

Assist Citizen	1
Assist Motorist	
Assist Other Agency	4
City Assist	1
County Assist	9
Medical Assist	2
MSP Assist	
Other Calls for Service	3
Property Checks	657
Suspicious Person	
Suspicious Situation	1
Well-Being Check	2

Traffic/Vehicle

Abandoned Vehicle	
Accidents	5
Disobeying Stop Sign	
Driving License Suspended	2
Expired Drivers License	
Expired License Plate	1
Fleeing & Eluding	1
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	3
Open Intoxicant	
Other Traffic Citation	
OUID	
OUIL	1
OWI	3
Parking Ticket	
Reckless Driver	1
Speeding Ticket	
Stolen Vehicle	1
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	25
Unsecured Vehicle	
Verbal Warning	13
Warning Ticket	

Processes

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

Criminal Offenses

Animal Neglect	
Arrest	14
Assault	2
B&E	
Bond Revocation	
Child Abuse	
Child Custody	
Child Neglect	1
Contempt of Court	3
Counterfeiting/Forgery	1
CSC	
Death	
Disorderly	2
Domestic Disturbance	1
Drive-Off	
Drug Violation/VCSA	1
Elder Abuse	
Embezzlement	
Extortion/Conspiracy	
False ID	
Family Problems	3
Felony with a Gun	
Fight in Progress	
Fraud	2
Furnishing Alcohol to Minor	
Harassment	
Health & Safety	
Intimidation	
Intoxicated Person	
Juvenile Runaway	
Larceny	4
Liquor Violation	
Minor in Possession	1
Missing Person	
Money Laundering	
Motor Vehicle Theft	
Murder	
Neighbor Dispute	
Noise Complaint	
Obstructing Justice	
Possession Stolen Property	
PPO Violation	
Probation Violation	1
Property Damage/PIA	5
Public Peace	
Resisting	
Robbery	
Sex Offense	

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

Stolen Property

Threats

1

Unwanted Subject

4

Miscellaneous

Administrative Hours

342.75

Alarm

1

Attempt to Locate

Boat Dock Checks

Casino Hours

127.5

Civil Standby

1

Community Policing

7

Court Hours

2

Death Notification

Drug Disposal

Follow-Up Investigations

20

Found Property

2

Lost Property

1

Meetings Attended

Open Door

Open Window

PBT

Special Detail

1

Suicidal Subject

4

Total Complaints

52

Total Reports

52

Training Hours

30.5

Transport

Trespassing

1

Tribal Council Meetings

Vehicle Mileage

4590

Voluntary Missing Adult

Training/Travel

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

Administrative Hours	213.75
Arrest(s)	2
Male	
Female	
ATV Patrol Hours	
Assist(s)	14
Assist Hours	8.5
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Assist Hours	
City Original	
City Orgininal Hours	
Complaints	25
Contacts	689
Court	1
Court Hours	1.5
Follow-up(s)	6
Follow-up Hours	5.75
Federal Citation(s)	
Hours Worked	423.5
Joint Patrol(s)	1
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
Possible Trespass	
PR Activities	
PR Activities Hours	
Property Checks	90
Snowmobile Patrol Hours	
Training(s)	11
Training Hours	31
Vehicle Mileage	2714
Vehicle Stops	
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

October 29 7 30, 2024 Officers attended use of force training at WSCC training center.

October 2024 Officers completed Police one training online.

October 2024 Officer Brown attended K-9 training at Alpena CRTC.

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

Administrative Hours	36.75
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	
Court	
Court Hours	
Dock Checks	8
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	129.75
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	2
PR Activities Hours	9.5
Snowmobile Patrol Hours	
Training(s)	6
Training Hours	20.5
Vehicle Mileage	1020
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

October 29 & 30, 2024 Officers attended use of force training at WSCC training center.
October 2024 Officer Brown attended K-9 training at Alpena CRTC.
October 20-25,2024 Lt Robles attended NTEMC in Tualip, WA.

Little River Band of Ottawa Indians
Court Security Activities
October-24

Administrative/Reports		
Hours		
Assist Other		
Hours		
Court Cases		3
Hours		1.25
Property Checks		12
Hours		5.25
Screenings		79
Hours		16.25
Contraband		
Weapons		
Denials		
Surveillance		137
Hours		137.5
Training		3
Hours		6.25
Transports		
Hours		

Training/Travel

October 29 &30, 2024 Officers attended use of force training at WSCC training center.

Tax Office
Valerie Chandler

Tax Department October 2024 Monthly Report

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

During the month of October 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. Continued to work 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, but the Tax Department has not received all of requested reports from Enrollment for July/August, August/September and September/October.
4. Completed and submitted the Tax Department monthly department report for September 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 Aki Maadiziwin 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 4 Certificates of Exemption:
 - Purchaser: 4 RTM 0 Tribe/Entity
 - Purchase Type: 4 Vehicle 0 Construction 0 Recreational Vehicle
9. Reviewed 54 Tribal Member address and/or name changes; 16 required updating of the RTM list and database.
10. Processed 4 Proofs of Residency.
11. Processed 28 Motor Fuel Registrations.
12. Processed 6 reservations for the Aki Maadiziwin Community Center.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan based upon the updates that the Tax Department received. Updates included, but were 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 November 2024 and provided it to the Trading Post Manager.
8. Reviewed and processed 2,185 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 September 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 7 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Prepared handouts for the Fall Membership meeting.

3. Coordinated with the Ogema's Office in regards to tribal members wanting to sell crafts at the Fall Membership Meeting. Ensured each was licensed and a table was available for each.
4. In preparation for the swipe cards at the Trading Post, the Tax Department prepared a list of all active members within the fuel and tobacco database so that we can begin to assign card numbers once the cards are received.
5. Coordinated with Historic Preservation Lead to prepare for the transfer of ancestral remains on behalf of the Tribe. Gary Lewis and I (Valerie Chandler) were officially designated by the Ogema to handle these tasks during the absence of the Historic Preservation Director. The remains were documented, received and given a proper small ceremony and final resting place.
6. Communicated with Historic Preservation Lead as well as NAGPRA, SHPO and other Tribes' personnel in regards to consultations and notifications.

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.
 - Any tax benefits available to tribal members wanting to establish a LLC in trust.

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 tax exemptions, logging of purchases, policies and procedures and answering any questions.
3. Continued to work with the Director of Organizational Development and selected vendor in regards to the swipe card system for the Trading Post.

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. Corresponded and worked with resort staff in regards to planning efforts (licensing of vendors) for the Native American Heritage celebration in November.

Meetings / Trainings Attended During the Month:

1. Facilitated the monthly virtual staff meeting on October 3, 2024.
2. Attended the Fall Membership Meeting on October 5, 2024.
3. Met with SHPO, MI DNR and U of M NAGPRA personnel on October 10, 2024 to accept the transfer of ancestral remains on behalf of the Tribe.
4. Met with the Resort's Director of Professional Development and swipe card vendor on October 16, 2024 to further discuss the program for the swipe cards. Further details were finalized and cards were ordered.

5. Met with the Gaming Commission Internal Audit Manager on October 25, 2024 in regards to questions on internal tax reports.
6. Attended Zoom meeting on October 30, 2024 with U of M NAGPRA, SHPO and other Tribes in regards to a consultation for a remains transfer.
7. Met with three of the officers of the Warriors Society on October 31, 2024 in regards to questions they had about obtaining a license, an EIN, and where things stood as far as the last filings I had received from the previous personnel.

Statistics:

Total Registered Resident Tribal Members (RTMs): 252

- Manistee County: 241
- Mason County: 11

Monthly Tax Revenue*:

*September 2024 amounts received in October 2024

- Retail Sales Tax (Gift Shop) \$1,983.85
- Retail Sales Tax (Nectar Spa) \$32.97
- Retail Sales Tax (Trading Post) \$1,992.36
- Service Tax \$613.66
- Admissions Tax \$1,397.02
- Lodging & Occupancy Tax \$19,730.89
- Food & Beverage Tax \$33,966.90

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

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

- Gasoline: \$0.472/gallon
- Diesel: \$0.493/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

{October 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.

2. Department reporting section

- Departmental staff completed the following task
-

The Language Coordinator accomplished the following during this month.

- I keep sending Jay's emails to Gary but noticed that Gary gets his emails now.
- I had department meeting with Gary about scheduling my retirement time.
- I had Ronald in HR do a SSA paperwork for my retirement.
- Had a session with Britney Drake from LR Holdings about language.
- Communications with Ed Pigeon at GRPM.
- Viewed that new LRB website.
- Produced lessons for my students and taught it them.
- Created lessons for face book page, recorded them and posted them.
- Recycled for LRB Pharmacy in Manistee and Muskegon.
- Consultant to IPR, GRPM, Delta Dental.
- Answered emails and calls about language, culture and website.

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
October 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
- Received Satisfactory Report on Trust evaluation

Billing

Water	\$12,429.81
Sewer	\$24,822.37
Irrigation	\$2,485.57
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$12,750.18
Septage	\$8,307.12
Other	\$95.00
Month Total	\$68,959.38
Yr. to Date Water	\$118,615.29
Yr. to Date Sewer	\$217,300.90
Yr. to Date Irrigation	\$28,641.16
Yr. to Date Fire Suppression	\$80,693.30
Yr. to Date Manistee Township	\$169,666.49
Yr. to Date Septage	\$83,079.36
Other Revenue	\$1,176.67
Credit	\$0.00
Yr. to Date Total	\$699,173.17

- 1. Well House Pumping in Gallons**
Total Flow Gallons
 - a. 3,250,022
 - b. Ave Daily Flow Gallons 104,839

- 2. Gallons of Treated Wastewater SBR**
Influent Gallons
 - a. 3,346,928
 - b. Daily Average Gallons 107,965

- Effluent Gallons**
a. 3,437,938
b. Daily Average Gallons 110,901

- Lagoon**
a. Influent 116,533
b. Daily Average Gallons 7,660

- 3. Septic Sewage**
 - a. 172,201 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, Diane Kerr, Gary Lewis
Where: Ogema Conference room

What: AIT / Elevate Meetings
Who: Arctic Staff / Elevate Staff, William Willis, Gary Lewis
Where: Zoom

What: Corrosion Control
Who: Gregory Walters
Where: Government Center

What: Cyber Security Table Top Exercise
Who: Various Casino Staff and Government Staff, Diane Kerr, Gary Lewis
Where: WSCC Campus River Street

What: Council Agenda / Work Session Well and Septic Funding ARPA

Who: Diane Kerr, Gary Lewis

Where: Council Chambers

What: NAGRPA Meeting

Who: U of M NAGPRA Team, Lewis

Where: Zoom