

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

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema *LBR*
Naangwa: Date: May 18, 2023
Maanda Nji: Re: April 2023 Operations Report

We respectfully submit the April 2023 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
April 2023

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Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

April 2023 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. **2023 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2022 will revolve around continuing to improving 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 2023 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli 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 2019. The 2020 proposal was submitted in January 2023 and work is in progress for 2021.
6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.

Property Management:

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

Objectives:

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

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2024 budget. The 2024 budget process will start in June.
2. Define and develop a specific performance- based budgeting model.
3. Develop timeline for implementation of a performance- based budgeting model.
4. Publish standardized quarterly budget reports for the tribal membership.

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. 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 2022

We had a preliminary meeting with DGN in January 2023. Shortly after, we provided DGN with accounts payable, payroll, and cash receipts information. The auditors chose samples for which we provided backup documentation. The auditors tested these samples to determine that all of the transactions have been processed properly – this work took place in March 2023. The auditors base their field work on this testing. Field work is from May 1 – May 12. Our goal is to have draft financial statements available in late June and final statements in July. Financial statements will be presented to Tribal Council and then filed with the Federal Clearinghouse tentatively in July 2023.

STAFF ACCOUNTANTS

Duties and Accomplishments –

1. **Projects: No Projects have been - assigned to:** *The Construction Task Force committee for approved purchases and payments April: at this time, these projects are complete, reconciliation in process for closeout year end 2022. However there seems to be activity at two of the locations for further enhancements.*
 - i. *AKI 5 – 2021 Homes – N/A*
 - ii. *Commodities Building Project –N/A*
 - iii. *Muskegon Health & Admin. Reno- N/A*
2. **Cash Receipts:** *Daily cash receipts totaled for the month of April were \$918,786.06 the General & Special Revenue Account had a total of (211) receipts.*
3. **NGLC:** *Ongoing working through the closeout period as the business has been- shut down, accounts receivable balance remains open or not collected. No change and no further follow-up to who is collecting the Balance.*
4. **Pharmacy:** *Monthly reconciliation –reporting from the Pharmacy department. Bank Statement reconcile deposits, ACH reconciliation,*
5. **Fixed Assets Account Group:** *Reconciliation and analysis review of all G/L accounts to make sure that there are no assets that exceed the \$5000.00 benchmark. Adjust or move into the 6100-capital outlay group. Ongoing working with- FAS Gov. Software to update the assets for 2022, Was able to gain access to the module.*
6. **2022 - Single Audit – Audit Prep – Preparing for the 2022 – Audit, Organization financial statements and compliance with Federal awards – Ongoing reconciliation of accounts.**
7. **1099MISC/1099NEC.** – *2022 tax year was sent out in the week of Jan 23rd - 27th of January, continued updating tax information with the Enrollment department. Ongoing corrections miscellaneous updates for Tax Year 2022. Continued to send tax documents out to the membership / Vendors.*
8. **WEX Card- Monthly Report,** *removed the terminated employees, scheduled the payment, and reviewed and reconciled the report to the payment.*
9. **Tribal Financial Statement Requirements:** *Due by the 8th of the month.*
 1. *Cash Deposits*
 2. *Reconciliation or Monthly Analysis of the General Ledger Account Codes – reconcile or monthly updates.*
 3. *Utilities report – current payments – monthly report of payments.*

Construction Task Force –Weekly Meeting - Thursday – review - AKI 5 – 2021 Homes, Commodities. No Meetings

Other Meetings:

Accounting -Every Thursday Meeting Audit Status / April 21st Teams -

Accounting – Department meeting-No Meeting in April

April Staff – Teams Meeting – Overview and Discussion-

Other Items:

None

Duties and Accomplishments –

1. Reconcile 13 bank statements
2. Payroll, Bank, Grants and misc. journal entries
3. Account Analysis
4. Schedule of Cash for financials
5. Void Stale dated checks
6. Positive Pay

Meetings Held / Attended – White House Update, Homeland Security Region 7, CERT, Leads meeting, Staff meeting, FEMA Region 5, Audit, EPA & Emergency Planning, Public Safety/Tribal Manager, Gaming Commission, Strategic National Stockpile, Tribal Caucus.

Trainings Held / Attended – Emergency Management Framework for Tribal Nations

Special Tasks / Activities Performed –

Upcoming Projects / Tasks – Audit

PAYROLL

Duties and Accomplishments –

1. Processed 376 payroll vouchers/checks.
2. Verified 24 PAF's this month which included 2 new employee(s), 1 Job Change/Transfer employee(s), and 1 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 4/7 and 4/21.
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 –

- 4/6 – April Staff Meeting
- 4/12 – Members, Gen Asst & Per Cap Issues meeting with Controller, Members Assistance, Enrollment, Payroll, and Accounts Payable.
- 4/13 & 4/27 – Payroll/HR meeting
- 4/27 – Employee Recognition Team meeting

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.
3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2021 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in April 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 April 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 April to provide to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Completion of first quarter reporting – Form 941 and Unemployment Wages.

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. Working through system/setup issues with MIP payroll, HR and EWS all working together.
4. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.
5. Working through IRS notices received related to amended returns filed.

Upcoming Projects / Tasks –

1. Providing information as needed for 2022 audit.
2. Providing July 1st per cap eligibility count to the Controller for payment calculation.

ACCOUNTS PAYABLE

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *After checks are printed put them with the right documentation and have them signed by Council.*
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 ordered per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folder*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and sort through it to give to the right person in the accounting department.*

Meetings Held / Attended

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 Brandy.*
4. *Contact vendors/departments with discrepancies on invoices.*
5. *Continue to do voids, liquidations, and address changes.*
6. *Continued processing of ARPA Members Assistance Checks*

Upcoming Projects / Tasks

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

Upcoming Projects / Tasks –

Duties and Accomplishments –

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities an 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. Handle invoice discrepancies.

24. Process travel requests.
25. Book flights and lodging accommodations.
26. Register travelers for training.
27. Process travel advance checks.
28. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
29. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
30. Supervise Mail Purchasing Clerk.
31. Create monthly department reports.

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

1. 4/13 Work session on use of ARPA funds with Tribal Council and Amazon.
2. 4/27 Employee Recognition Meeting.
3. 4/24 M-DOT Clean-up.
4. 4/27 Follow-up conference with Amazon.

Receiving

Duties and Accomplishments –

1. Received in 233 packages.
2. Issued 109 receiving reports.
3. Returned 2 item for credit.
4. Made deliveries.

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Picked up elder's meals.

Mileage of department's vehicles

Upcoming Projects / Tasks –

Shredding project

Grants

- ∞ **Research:** Continue to utilize both YouTube and 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 and submit monthly, quarterly, annual, and final SF-425 reports for existing grants.**
- ∞ **Setup new grant award files.**

- ∞ Complete Closeouts on grants that have completed their lifecycle.
- ∞ Complete draw down of funds from various portals.
- ∞ When errors in the accounting system are found, work with department heads and/or accounting staff to make the appropriate corrections.
- ∞ Treasury has notified Tribes that come October 1, 2022 - Technical Support (TA) will be very limited on several ARPA related funding sources. The CAP and LACTF funds are two of those programs (Maintain note until the end of 2022). Update 4/30/23: I have noticed that various Federal Departments are still trying to offer consultation, at least on new initiatives that arise.
- ∞ Standing Note until ARPA funds are expended - It should be noted that per FAQs, ARPA funds under self-governance will not expire or need to be returned, they just need to be used as specified by policy.
 - 2. Q: Do the ARP funds expire, or do they have to be returned after a two-year period of funding?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or self-governance Compact will remain available until expended. The funds themselves, under the appropriation act, are no-year funds.
 - 48. Q: Will unspent ARP Act funding be required to be returned to Indian Affairs?
 - A. No, once ARP Act funds are obligated to an ISDEAA agreement, they are available until expended. See Question 2.
 - 55. Q: When do tribes have to spend ARP Act money by?
 - A. All ARP funding obligated to tribes under a P.L. 93-638 Contract or Self-Governance Compact is available until expended.

IT Department

- ∞ Assisted with application to the Treasury CAP formula fund grant \$167,504: During Work Session, it was determined that having the youth center at the Hackley location might be better than at the Ellis location. Overall, the plan to improve the WIFI and security across the facilities and renovate for youth and adults for education and work force development purposes is a good idea. Update 4/30/23: We receive notice that the WIFI portion of the grant is in questions and either needs to be revised or changed. Treasury staff have reached out to provide guidance on the application. This staff will work with the CFO, who has sole access to that portal to update the application in early May.

Water/Waste/Renewable Energy:

- Grant Management Software: Council approve the purchase of Grant Management software by Amplifund. It is software specifically designed to work with federal grant applications and awards. I offered more helpful features at a cost a little less than the next potential competitor.

Program Specific Work:

- **Elders Meals: Attended the Annual Native American National Older Americans Act Title VI Conference:** Went to the conference with Vicky Wells and Angela Rabb. Met federal officials running the program and attended sessions on award management. **Note:** Vicky presented on preparing native foods as a part of the meal offerings to Elders and was well accepted. This staff was in attendance and thought she represented LRBOI well. She was invited by top officials to present at future conferences for which the feds pick up the expenses related to the conference.

- **VOCA Annual Audit:** Met with Michigan Department of Health and Human Services (MDHHS) personnel as a part of a full program evaluation. Angie Rabb and I met with a quality assurance manager to review accounting files. No major issues found. All accounting related review was completed virtually with evidence of procedures emailed to the reviewer.

- **Food Distribution Program:** Met with US Department of Agriculture personnel as a part of a full program evaluation. I met with a quality assurance manager to review accounting files. No major issues found. The FDPIR audit will be completed the first full week of May with an in-person visit from regional staff.

Expenditures Update

Total year-to-date expenditures for the Finance Division for April 2023 are \$366,666 compared to an annual budget of \$1,357,018. Total expenses for the Finance Division for year-to-date April 2023, represent 27% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

April 2023 Department Report

I. Department Overview

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

II. Department reporting section

- **LRBOI Student Services: 2 students requested and received school clothing/activities funding in the month of April totaling \$1000. 1 student requested and received senior expenses totaling \$125**
- **College Book Stipend: 5 book stipends were awarded during the month of April totaling \$2300, 1 for 1-3 credits, 4 for 9+credits.**
- **Higher Education Scholarship- 4 awards of \$2500 each, 2 males, 2 females, 3 university and 1 community college**
- **Educational Advancement Fund, 2 students received Educational Advancement funds totaling \$475.50**

During April the Education Department worked on preparation for activity April 26. Early planning for anticipated Indian Village Camp, and summer Farmer's Market preparation.

Meetings/Events Attended:

4-1 Membership Meeting

4-6 Zoom presentation to Indiana University Perdue University Indiana museum studies program on Education activities such as Monarch project, community garden, Indian Village Camp.

4-6 Staff Meeting

4-26 Community Arts and Crafts Activity: Block Printing 12 participants

Budget Expense Justification

- **Activities performed and services rendered fall within budgeted items for the 2023 fiscal year.**

Elders Meal Program
Victoria Wells

Elder Meals April Report



Homebound and delivered meal attendances are as follows:

| | |
|----------------------|-----------|
| Aki Congregate Meals | Homebound |
| 57 | 438 |

For Muskegon we had:

| | |
|--------------------|----------|
| Dine in at Hackley | Take Out |
| 25 | 9 |

The elder meal program had our first Muskegon meals at the Hackley building on 04/21 and it went well. Minus the dropping of 5 meals that would have covered everyone who attended, they took it very well. I attended the Title VI conference trainings and was also an invited speaker on traditional foods. Many questions I had about reporting, filing, and just how the program runs were answered. I was also able to network with several coordinators/directors/cooks who gave insightful information and were quite fun to hang out with.

| PO # | Distribution Code | G/L | Starting | Ending |
|--------|-------------------|------|----------|----------|
| 230646 | 4523 | 5204 | \$2000 | \$218.98 |
| 230527 | 4510 | 5204 | \$1000 | \$39.03 |

The above accounts for supplies small supplies for the kitchen (containers, transport containers for Muskegon meals) and food supplies from Sysco were utilized. 4510 was one of the previous accounts we were trying to spend down as it was part of the last grant cycle funds.

We have come a long way towards the kitchen renovations. While I was in Washington D.C, maintenance installed my counters and cabinets. I was able to begin moving my supplies into those cabinets. I also have all of the community pots/pans/utensils in the Island. The cabinets in the kitchen lock so that the elder meal program supplies can be safely stored.

We saw a drop in numbers when the Government Center delivers came to an end. The reason for this is because the federal government covid restrictions came to an end and so did our programs covid restrictions. This was faced with much upset but was explained to them and the membership why these actions were taken. My grantors (Title VI) instructed me that this was the best way to approach it. We are still waiting on an official letter from Cynthia LaPorte who is at the top of Title VI explaining it from their end of things. It seems to have evened out though.

Miigwech!

Enrollment
Mary Carpenter

ENROLLMENT DEPARTMENT REPORT

April Monthly Report - 2023

MARY CARPENTER, ENROLLMENT COORDINATOR

Department Goals

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

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

Department Objectives are:

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

Duties Performed

- Mailed out: 2 Applications forms for people seeking membership
- Sent out: 5 Address change forms
- Created 66 New and Replacement Tribal ID's from 04/01/2023 through 04/30/2023
- 26 Addresses changed from 04/01/2023 through 04/30/2023
- Final Rejection Letters: 1
- Final Acceptance Letters: 2
- Final Disenrollment Certification: 0
- Provisional Rejection Letter: 2
- Provisional Acceptance Letter: 0
- Notice of Blood Quantum Reduction Letter: 0
- Notice of Disenrollment: 0
- Notice of Decision on Appeal: 0
- Appeal Hearing Notice: 0
- Audit Findings Letter: 0
- Extended Appeal Hearing Notice: 0
- Notice of Blood Quantum Increase: 0

- Reinstatement Notice: 0
- Final Relinquishment: 0
- Notice of Blood Quantum Determination: 0
- Notice of Mistake of Fact Investigation: 0
- Notice of Blood Quantum Breakdown change: 0
- Denial of Blood Quantum Increase: 0
- Denial letter: 0
- 1 Applications received since 04/01/2023
- Updated 2021 Tribal Directory on the Tribe's website
- List request of Membership: Tax,
- Label request of Membership: 0
- Tribal Members Label/List request:
- Statistical request:

Department Verifications

1. Prosecutor 61
2. Clinic 0
3. Human Resources 2
4. PRC/EHAP 68
5. Member's Assistance 0
6. Housing 0
7. Utilities 3
8. Food Distribution 0
9. Casino 2
10. Family Services 1
11. Tribal Council 0
12. Natural Resources 0
13. Gaming 2

- Ordering/ Correspondence
- Enrollment verifications to other tribes
- Certifications of Blood Degrees
- Certification for Spouses and Descendants for Tribal Preference
- 5 Members passed away for the Bereavement Benefit
- Sent out 5 Tribal Flags
- Sent out PerCap Earnings reports
- Updated Citizen Validation folder
- 3 Tuition Waiver Verifications
- 122 Phone calls logged
- Eagle Feather Permit Verifications
- Requests for copy of Digital Copies

Meetings

- Employee Staff Meeting – April 6th
- Enrollment Commission Meeting – April 18th

Enrollment Statistics

- Total Membership: 3,961
- Total number of Elders: 1,504
- Total number of Adults (18-54): 2,189
- Total number of Minors (0-17): 268
- Total Tribal Members living in:
 - 9 County Area: 1,648
 - Outside 9 County Area: 2,299
 - Inside Michigan: 2,594
 - Outside Michigan: 1,356
 - Undeliverable Addresses: 12

Facilities
Rusty Smith

2023 April Report for the Maintenance Department

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 the resources we have available.

I. Department Overview

Maintenance Technician Hours of Service: Monday-Friday 6:00 AM-2:30 PM
Clinic EVS Technician Hours of Service: Monday-Friday 6:00 AM-2:30 PM
Traveling EVS Technician Hours of Service: Monday-Friday 8:00 AM-4:30 PM
Office Hours: Monday-Friday 8:00 AM-4:30 PM (no remote work)

Locations: Manager Office and EVS Room, Government Center
Storage Locations: Facilities Barn, East Lake, and Area 51
Auto Mechanic Location: East Lake

Goals & Objectives

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

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

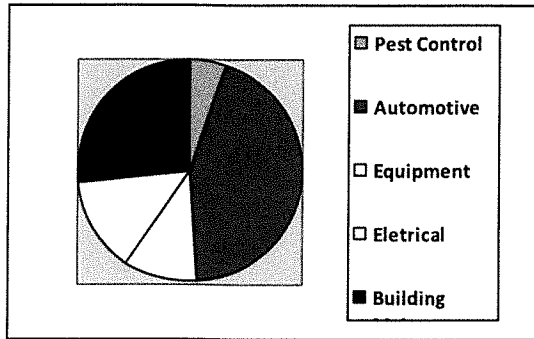
II. Department Reporting Section

2 EVS Technicians clean, disinfect, and sterilize the Health Clinic from 6:00 AM-8:00 AM Monday-Friday and provide janitorial services to the entire Government Center.

2 EVS Technicians provide janitorial services to Aki, Natural Resources, Justice Center, Gaming. The newly built Food Distribution Center has been added. The Gathering Grounds camping season has begun, and the Bathhouse is on their daily routine.

2 Maintenance Technicians & Supervisor perform their daily tasks and have begun their Spring routine. Performing landscaping tasks and weekly mowing at the Government Center, Justice Center, new location Food Distribution Center,

Natural Resources, Area 51, Facilities Barn, East Lake, Sugar Shack. Twice monthly at the Muskegon Hackley Office. Once a month or upon request, the Shooting Range, Cemetery, and Indian Village.



- 39 work orders were created in the month of May.
- 10 created for vehicle maintenance and mechanic completed his repairs.
- 5 vehicle requests are a “work in progress” waiting for the client and/or vendors for scheduling. Auto body replacement/repairs are out of our scope of work.

Vendors (buildings overseen by Maintenance)

- Pest control (1 on-site visit, 4 locations)
- Mat service (3 on-site visits, 5 locations) All winter mats were removed.
- Building automation controls PM (2 on-site visits, 2 locations)
- HVAC RTU2 repair

III. Budget Expense Justification

| | |
|------------------------------|--------------|
| • Maintenance Vehicles | \$506.87 |
| • Maintenance Dues | \$3,300.00 |
| • Maintenance Phones | \$120.00 |
| • Maintenance Uniforms | \$170.00 |
| • Government Center Building | \$10, 414.00 |
| • Aki Community Center | \$80.00 |
| • Shared Buildings | \$3,107.00 |

IV. Travel and Trainings

N/A: Written out of budget 2008/2009

Thank you to the hard working and dedicated EVS Technicians, Maintenance Technicians, & Automotive Mechanic.

End of Report
De-Ahna Underwood
Maintenance Office Manager

Family Services Vacant Director

Department Report : Family Services
 Case Worker: Stephanie Persenaire
 Month: April 2023

***** Reporting Counties

| | Manistee | Mason | Lake | Ottawa | Muskegon | Oceana |
|-----------------------|----------|-------|------|--------|----------|--------|
| Intakes | | | | | | |
| I&Rs | | | | | | |
| Open Cases | 9 | | | | 4 | |
| Monthly Totals | 9 | 0 | 0 | 0 | 4 | 0 |

Case Management

| | | | | | | |
|--|-----|---|---|---|----|---|
| Total number living in homes served | 19 | | | | 16 | |
| Total number of Tribal Citizens living in homes served | 10 | | | | 5 | |
| Total number of descendants living in homes served | 4 | | | | 10 | |
| Total number of children living in homes served | 5 | | | | 9 | |
| Total ICWA or ICWP where substance abuse is involved | | | | | 1 | |
| Child Abuse/Neglect | | | | | 1 | |
| ICWA or ICWP referrals | | | | | | |
| Sexual Abuse of a child | | | | | | |
| Substantiated or Unsubstantiated by DHS | | | | | | |
| Case Pending with DHS | | | | | | |
| Relative placement | | | | | 1 | |
| Tribal Foster Home | | | | | 0 | |
| Non-Tribal Foster Home | | | | | 0 | |
| Alternative placement | | | | | 0 | |
| Court appearances | 2 | | | | | |
| Home Visits | 26 | | | | 6 | |
| Case Reviews | | | | | | |
| Binojeeuk | 2 | | | | | |
| Contacts with outside agencies | 56 | | | | 23 | |
| Contacts with LRBOI departments | 9 | | | | | |
| Tribal Elders | | | | | | |
| Other referrals | | | | | | |
| Monthly Totals | 114 | 0 | 0 | 0 | 56 | 0 |

ES *****

| | Wexford | Kent | Newaygo | Other |
|--|---------|------|---------|-------|
| | | | | |
| | | | | 2 |
| | | | | |
| | | | | |
| | 0 | 0 | 0 | 2 |

| | | | | |
|--|---|---|----|----|
| | | | 10 | |
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| | | | 15 | |
| | | | | |
| | | | | |
| | 3 | | 10 | |
| | | | | |
| | | | | |
| | | | | |
| | 0 | 3 | 0 | 47 |

Department Report : Family Services
 Case Worker : Rachel Kops
 Month : April 2023

***** Reporting Counties

| | Manistee | Mason | Lake | Ottawa | Muskegeon | Oceana |
|-----------------------|----------|-------|------|--------|-----------|--------|
| I & R's | | | | | | |
| Intakes | | | | | 1 | |
| Open Cases | | | | | 11 | |
| | | | | | | |
| Monthly Totals | | | | | 12 | |

Case Management

| | | | | | | |
|--|--|--|--|--|-----|--|
| Total number living in homes served | | | | | 21 | |
| Total number of Tribal Citizens living in homes served | | | | | 13 | |
| Total number of descendants living in homes served | | | | | 10 | |
| Total number of children living in homes served | | | | | 10 | |
| Total ICWA or ICWP where substance abuse is involved | | | | | 0 | |
| Child Abuse/Neglect | | | | | 0 | |
| ICWA or ICWP referrals | | | | | 1 | |
| Sexual Abuse of a child | | | | | 0 | |
| Substantiated or Unsubstantiated by DHS | | | | | 0 | |
| Case Pending with DHS | | | | | 0 | |
| Relative placement | | | | | 2 | |
| Tribal Foster Home | | | | | 0 | |
| Non-Tribal Foster Home | | | | | 0 | |
| Alternative placement | | | | | 0 | |
| Court appearances | | | | | 1 | |
| Home Visits | | | | | 19 | |
| Case Reviews | | | | | 0 | |
| Binojeeuk | | | | | 2 | |
| Contacts with outside agencies | | | | | 94 | |
| Contacts with LRBOI departments | | | | | 31 | |
| Tribal Elders | | | | | 4 | |
| Other referrals | | | | | 0 | |
| Monthly Totals | | | | | 208 | |



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
APRIL - 2023**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

| | |
|---|-----|
| Continued Cases | 11 |
| Partial Intakes | 1 |
| New Cases | 2 |
| Closed Cases | 1 |
| Client Face to Face Meetings in Office | 4 |
| Client Home or Out of Office Visits | 1 |
| Client-related Telephone and Email Contacts | 115 |
| Client-related Resource Research and Referrals | 12 |
| Court Attendance | 0 |
| Advocacy/Referral Assistance (Non-case related) | 5 |

MEETINGS

| | |
|---|----|
| Victim Service Program Staff Meetings | 0 |
| Victim Service Program Supervision/Case Reviews | 0 |
| Family Services Department Meetings | 0 |
| Community Collaboration Meetings | 3 |
| Other Meetings | 13 |

STAFF DEVELOPMENT/TRAINING

| | |
|------------------------------------|---|
| Virtual Training | 3 |
| In Person Training and Conferences | 0 |
| Self-Paced Training Modules | 0 |
| Other Training | 0 |

OUTREACH, NETWORKING, AND EDUCATION EFFORTS

| | |
|---|----|
| Creation of Program and Outreach Materials | 3 |
| Event and Training Planning and Preparation | 1 |
| Community Table Events | 1 |
| VSP Sponsored Community Awareness Events | 0 |
| VSP Sponsored Community Training Events | 0 |
| Social Media | 30 |
| Networking Activities | 0 |
| VSP Presentations | 0 |
| Other Activities | 2 |

RESEARCH AND RESOURCE EFFORTS

| | |
|---------------------------|----|
| VSP Website Updates | 1 |
| VSP Resource File Efforts | 13 |

LRBOI Be Da Bin Behavioral Health Program March 2023 Report

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

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

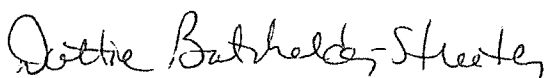
Angela Schwandt currently has 38 clients. Angela had 85 individual sessions, 42 follow up calls, 8 hours of telepsychiatry. She attended the Suicide Awareness and Prevention Coalition for Manistee County, GONA Planning meeting, and meetings about the Tribal Health Initiative Grant with the Tribal Manager. She attended webinar trainings on: ICWA State Laws; Connection Between Domestic Violence & Substance Use Disorder; and the Brain, substance Use Disorders and Parenting. She referred out 1 client to outpatient services.

Kimberly (Kim) Hinmon attended the Tribal Prevention Conference in Sault Ste Marie on April 5-6, 2023. She conducted the sewing workshops for Manistee and Muskegon and the Shawl Making weekend event (10 participates in this class). She attended the Tribal Prevention Coalition meeting, arranged 2 GONA committee meetings, and started the process for SAMHSA regarding the GONA TTA request. She attended 3 Webinars and is working with Family Services Staff member in Muskegon for Positive Parenting Classes for the Tribal Community.

Dottie Batchelder currently has 19 clients and 9 Recovery Support clients. Dottie had 3 referrals to inpatient treatment and 2 referrals to other outpatient services. Dottie had 39 individual sessions, and 64 follow up calls. Dottie co-chairs the Suicide Prevention Coalition meetings. She attended State meeting on MiCal/988 Call Systems; Manistee County Suicide Awareness and Prevention Coalition meeting; Muskegon County Suicide Prevention Coalition; She attended the Quarterly Tribal Behavioral Health Communication Network Meeting April 12-13, 2023 in Sault Ste Marie and the ICWA State Laws Webinar. Dottie is trying to develop new treatment center options for services as others have closed in the state.

This month 12 naloxone kits were given out. Staff continue to attend webinars and homestudy for credits for certifications and continuing education credits. Staff is planning for the Wellness Walk in July and a GONA in the fall. All staff attended the Membership Meeting on April 1.

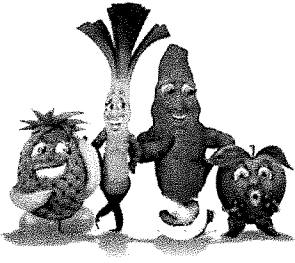
Respectfully submitted,



Dottie Batchelder-Streeter

Food Distribution

Jamie Friedel



Food Distribution Program

April 2023 Monthly Report

Jamie Friedel, Melanie Ceplina, and Thomas Riley

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 inventory reports to USDA in the warehouse.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report

Jamie submitted the department report.

Jamie and Melanie and Tom accepted in, verified, and stored incoming inventory.

Jamie, Melanie, and Tom cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, and Tom rotated frozen food in the freezer.

Jamie, Melanie, and Tom filled food orders.

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

Jamie ordered April food for the warehouse.

Jamie, Melanie, and Tom cleaned the office.

Jamie, Melanie, and Tom conducted interviews with clients.

Jamie and Melanie certified clients.

Jamie, Tom, and Melanie conducted 44 Deliveries.

We received deliveries on March 30th, April 3rd, April 6th and April 26th.

The Food Distribution Office is open to the public.

Melanie sent out 4 applications.

Melanie sent 4 recertifications out.

Added 1 new Households.

We have a total of 59 households with 96 total people

MEETINGS:

1. We were present at the Spring membership meeting.
2. Received the truck for Food.
3. Rusty removed the Items for the Elders meals.
4. GTR was here to remove Ice buildup in the Freezer.
5. Received in the produce truck.
6. Started Deliveries
7. Set up maintenance cleaning schedule.
8. Had 2 walk in clients shopping.
9. Checked all dates on items in stock.
10. IFMS training.
11. Teams meeting with USDA
12. IFMS call in for updates.
13. Artic IT switch over for Jamies office computer.
14. Brandy and Fire Department came for walk through and place the Key in the new box outside the front door.
15. Window treatments were hung.
16. Lyle and Drew stopped in to check on updates.
17. Dropped Van off at Watsons in Benzi to get serviced.
18. Operations call with USDA
19. Had our Grand Opening. Very successful
20. Had meeting with Regional President.
21. Had Regional meeting planning on zoom.
- 22.

The Department has worked very hard to finish the building. We have held our open house with over 100 people including the Ogema Larry Romanelli, 2 USDA representatives, 4 Council members, our Midwest Regional President, Several clients and many Employees friends and family. We have training coming up in May and we will be starting our Videos and cooking demonstrations in May. We look forward to this.

Jamie Friedel Supervisor
Melanie Ceplina Program Assistant
Thomas Riley Warehouse Specialist

Grants Vacant

Grants Office Monthly Report

April 2023

Mark Dougher, Grant Writer

I have been hired on a part-time basis to assist with grant development and grant planning activities in collaboration with Chuck Fisher. The following summary highlights the work that I have been engaged in during the month of April.

Grant Development:

- Chuck and I met with Shanaviah Canales to review the grant guidelines and associated grant development activities for an upcoming victim services grant with U.S. Department of Justice. The focus with this funding is on construction needs with relocating victim services, developing Missing, Murdered Indigenous Persons (MMIP) protocols that would include tribal police needs, MMIP awareness and education materials and resources, and travel and training that is primarily focused on MMIP and DOJ Office of Victims of Crime conference requirements.
- Chuck and I participated in several meetings with Gary Lewis to review the grant guidelines and associated grant development activities for a U.S. Department of Energy grant, in collaboration with Woven Energy, a consulting firm that has been working with the tribe on the feasibility of solar energy development. It was ultimately decided to postpone pursuit of this grant until next year.
- Chuck and I participated in several meetings with Steve Parsons to discuss prospective grant funding for the provision of potable water installation at the cemetery on tribal lands in Mason County. Other related infrastructure needs for the tribal cemetery and potential funding sources were discussed.
- We met with Steve Parsons and Brandi Martin to discuss a prospective U.S. Department of Homeland Security grant to address cyber security needs for the Little River Casino. Specifically, the Gaming Commission is interested in utilizing cyber security systems to identify potential active shooter or other terrorist threats to resort guests or employees.

Grant Planning:

- **Grant Strategy:** In late March we held the first of several sessions with departmental directors to begin the development of a Grant Strategy – a strategic plan for seeking grants. A session was not held in April but the next session is May 25th. The outcome of this effort, subject to review and approval by the Ogema and Tribal Council, will be a document that identifies tribally determined grant priorities over the next few years. This effort will provide greater focus for both the tribal grant writer(s) as well as departmental directors, when it comes to seeking grants that the leadership has identified as priorities. During the month of April, departmental directors submitted up to three grant priorities for the coming few years. The form that was used had a series of questions to help flesh

out their ideas. By the end of April, thirty-two (32) grant priority suggestions were generated by the directors, as well as three priorities offered by the Ogema.

- Grants Calendar: When I was hired, I learned that no grants Calendar existed. A grants calendar identifies known grants that tribes are eligible for, along with basic information about each grant (deadline from previous year, match requirements if any, links to source information on each grant, etc.). I have been compiling a grants calendar utilizing an Excel spreadsheet, at this point limited to federal (and a few state) grants. Having this as a reference will be helpful for current or future grant writers to stay ahead of recurring annual grant announcements and allow for more planning and development time.
- Grant Process Policy: I have only had preliminary discussions with Chuck and Bill Willis about this and have not yet devoted any time working on it at this point. The idea would involve updating the policy and procedures for grant development that may also include a reference manual, the latter of which could be very helpful for future grant writers.

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: May 12th, 2023

Re: APRIL Report of Activity – Tribal Health Services

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

CLINIC OPERATIONS: MANISTEE LOCATION

229 patients scheduled

26 patients NO-SHOW to scheduled appointments

2 patients provided SAME DAY appointments for emergent matters**

62 cancelled appointments

143 patients attending CLINIC PHYSICIAN appointments**

53 patients PHONE TRIAGE**

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

30 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN APRIL (Total Patient Volume): 663

Diabetic patients: 65

Flu Vaccines: 0

Injections: 16

Nursing Visits: 5 **

On-site Labs: 140

COVID-19 Tests: 1

**Denotes total included in Total Patients Seen

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

RECEPTION INCOMING CALLS ROUTED: 1,004

DIRECT CALLS TO CLINIC OPERATIONS: 464

TRANSPORTS - MANISTEE 10

APRIL 2023

TRAVEL HOURS: 19

SERVICE HOURS: 12

NUMBER SERVED: 10

MEDICATION DELIVERIES: 3

TRAVEL HOURS: 1 1/2

SERVICE HOURS: 3/4

NUMBER SERVED: 3

TOTAL TRAVEL HOURS: 20 1/2

TOTAL SERVICE HOURS: 12 3/4

TOTAL NUMBER SERVED: 13

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

CLINIC OPERATIONS: MUSKEGON LOCATION

139 patients scheduled

8 patients NO-SHOW to scheduled appointment

3 patients provided SAME DAY appointments for emergent matters**

74 cancelled appointments

60 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 20

Flu Vaccines: 0

Injections: 4

Nursing Visits: 1

On-site Labs: 28

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 256

TRANSPORTS - MUSKEGON: 5

APRIL 2023

TRAVEL HOURS: 4

SERVICE HOURS: 5 1/2

NUMBER SERVED: 5

MEDICATION DELIVERIES: 5

TRAVEL HOURS: 4

SERVICE HOURS: 1

NUMBER SERVED: 5

TOTAL TRAVEL HOURS: 8

TOTAL SERVICE HOURS: 6 1/2

TOTAL NUMBER SERVED: 10

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$151,000

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1827

TOTAL PRC PAID IN APRIL: \$47,216.19

PHARMACY/OTHER: \$36,502.16

DENTAL: \$9,835.15

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

TOTAL CLAIMS RECEIVED: 366

TOTAL CLAIMS ENTERED: 441

TOTAL PRC PAID 2023: \$193,840.90

TOTAL EHAP PAID IN APRIL: \$104,174.68

TOTAL EHAP PAID 2023: \$206,983.27

TOTAL ENROLLED EHAP/LRBOI: 1316

NEW APPLICATIONS MAILED OR GIVEN: 27

REASSESSMENTS MAILED OR GIVEN: 63

MEDICARE LIKE RATE (MLR) Savings for April 2023

| | | |
|-------------------|---|----------------------------|
| Claims submitted: | 0 | \$0 (total submitted) |
| | | <u>-\$0 (what we paid)</u> |
| | | \$0 (total savings) |

PHARMACY, MANISTEE: APRIL 2023

Prescriptions filled: 1517

Receipts:
Insurance payments received: \$280,839.83
Non-member cash/copays received: \$810.67

Less acquisition cost of medications: \$66,562.38

Net profit: \$215,088.12

PRC-equivalent write offs:
LRBOI: \$28,438.72
Other Tribes: \$877.63
TOTAL: \$29,316.35

PHARMACY, NORTON SHORES: APRIL 2023

Prescriptions filled: 301

Receipts:
Insurance payments received: \$8,504.45
Non-member cash/copays received: \$9.55

Less acquisition cost of medications: \$5,703.66

Net profit: \$2,810.34

PRC-equivalent write offs:
LRBOI: \$2,602.54
Other Tribes: \$72.78
TOTAL: \$2,675.32

2023 Health Services Department - Manistee Location

Clinic Operations

| 2023 | Patients Scheduled | No Show | Cancelled Appt. | Same-Day Appt. | Patients Seen** | Telephone Visit** | Total Patient Volume | Chart Reviews** | Referrals | Diabetics | Flu Vaccine | Injections | Nursing only** | On-site labs | Quest Labs | Reception Calls | Clinic Calls | COVID-19 TEST | MODERNA VACCINE | PFIZER VACCINE |
|---------------|--------------------|------------|-----------------|----------------|-----------------|-------------------|----------------------|-----------------|------------|------------|-------------|------------|----------------|--------------|------------|-----------------|--------------|---------------|-----------------|----------------|
| January | 201 | 27 | 74 | 9 | 199 | 28 | 615 | 386 | 63 | 79 | 6 | 14 | 2 | 166 | 3 | 1,257 | 509 | - | - | - |
| February | 243 | 11 | 67 | 10 | 175 | 35 | 624 | 412 | 54 | 59 | 5 | 23 | 2 | 114 | 4 | 992 | 573 | 1 | - | - |
| March | 286 | 36 | 67 | 8 | 191 | 45 | 638 | 399 | 47 | 60 | - | 14 | 3 | 154 | 6 | 1,152 | 642 | 15 | - | - |
| April | 229 | 26 | 62 | 2 | 143 | 53 | 663 | 407 | 30 | 65 | - | 16 | 5 | 140 | 1 | 1,004 | 464 | 1 | - | - |
| May | | | | | | | | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | | | | | | | | |
| July | | | | | | | | | | | | | | | | | | | | |
| August | | | | | | | | | | | | | | | | | | | | |
| September | | | | | | | | | | | | | | | | | | | | |
| October | | | | | | | | | | | | | | | | | | | | |
| November | | | | | | | | | | | | | | | | | | | | |
| December | | | | | | | | | | | | | | | | | | | | |
| Totals | 1,049 | 100 | 270 | 29 | 708 | 161 | 2,540 | 1,604 | 194 | 263 | 11 | 67 | 12 | 574 | 14 | 4,405 | 2,188 | - | - | 17 |

** Denotes total included in Total Patient Volume

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

2023 Health Services Department - Harvey Location

Clinic Operations

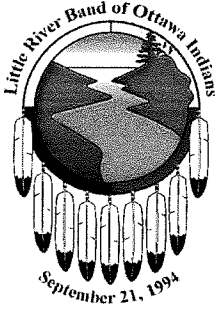
| 2023 | Patients Scheduled | No Show | Cancelled Appt | Same-Day Appt | Patients Seen** | Telephone V/sit** | Total Patient Volume | Chart Reviews** | Referrals | Diabetics | Flu Vaccine | Injections | Nursing only** | On-site labs | Quest Labs | Reception Calls | Clinic Calls | COVID-19 TEST | MODERNA VACCINE | PRIZER VACCINE |
|-----------|--------------------|---------|----------------|---------------|-----------------|-------------------|----------------------|-----------------|-----------|-----------|-------------|------------|----------------|--------------|------------|-----------------|--------------|---------------|-----------------|----------------|
| January | 110 | 7 | 25 | 1 | 79 | 28 | 615 | 386 | 63 | 27 | 3 | 2 | 4 | 41 | - | 241 | - | - | - | - |
| February | 38 | - | 10 | - | 28 | 35 | 624 | 412 | 54 | 7 | - | 2 | 2 | 13 | - | 240 | - | - | - | - |
| March | 148 | 12 | 49 | 6 | 93 | 45 | 638 | 399 | 35 | 31 | - | 2 | 3 | 50 | - | 230 | - | - | - | - |
| April | 139 | 8 | 74 | 3 | 60 | 53 | 663 | 407 | 14 | 20 | - | 4 | 1 | 28 | - | 256 | - | - | - | - |
| May | | | | | | | | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | | | | | | | | |
| July | | | | | | | | | | | | | | | | | | | | |
| August | | | | | | | | | | | | | | | | | | | | |
| September | | | | | | | | | | | | | | | | | | | | |
| October | | | | | | | | | | | | | | | | | | | | |
| November | | | | | | | | | | | | | | | | | | | | |
| December | | | | | | | | | | | | | | | | | | | | |
| Totals | 435 | 27 | 158 | 10 | 260 | 161 | 2,540 | 1,604 | 166 | 85 | 3 | 10 | 10 | 132 | - | 967 | - | - | - | - |

** Denotes total included in Total Patient Volume

NOTE: Telephone, Chart R Reviews include both Manatee & 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 April 2023

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

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: 3
 - Leases renewed: 5
 - New leases: 0
 - Annual Inspections:
 - Move-out Inspections: 1
 - Move outs: 0
 - Transfers: 1
- B. Down Payment and Closing Cost assistance grant (HI 100).
 - Applications received this month: 0
 - Total Number of Awards made during the Year: 2
 - Total Amount of Awards for the Year: \$7127
- C. The Homeowners Assistance Fund received two (2) new applications this month. The program has provided \$74,502 in assistance since it began in 2022 and \$544.07 in assistance in the month of April.
- D. The Housing Director has submitted a budget request to the Treasury department for the HAF program, transferring funds from mortgage assistance to displacement line item as we are seeing requests not for assistance with mortgages but for assistance with items in their home such as roofs, windows, etc that would allow them to keep their home habitable and prevent displacement.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 9
- B. Termination Notice(s) issued: 2
- C. Notice(s) to Vacate or Renew: 0
- D. Court Filing(s): 0

III. Condition of Properties.

- A. Nothing major has occurred this month regarding our units.

- B. Maintenance currently has 4 units to complete for a move in at this time.
- C. Units inspected this month are in safe and decent conditions; except for two units that are requiring follow up inspections due to the condition of their unit.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 86 rental units in total of which 81 were rented giving us an occupancy rating of 94%.

- A. Aki has 60 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 33 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 snow plow truck for maintenance
- B. Start the RFP process for new roofs for the 12 original homes in AKI
- C. Look at the updates needed for the elders complex including providing activities for elders
- D. Start the RFP process in getting blue prints for the maintenance garage expansion
- E. The week of June 5 will be Spring Clean up within the AKI community.
- F. Would like to do a community event in the AKI playground/pavilion this summer with other departments attending and offering events/handouts for the residents and children of the community. Tentative date July 19, 2023.

End of Report
Tara Bailey, Housing Director
May 3, 2023

Human Resources

Alicia Knapp

To: Ogea Romanelli
From: Alicia Knapp
Subject: April 2023 HR Department Report
Date: 05/15/23

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 2023 Operational Plan

- a) Continuation of the 2023 HR Work Plan – working on the proposed plan bit by bit -
 - i) Month Summary: April continued with talent acquisition – different ways of posting and use of a temporary online application, work force development, project work, 401k Audit, finalizing Job Descriptions on L: drive and some starting of updating to current wage updates for 2023.

2) Talent Acquisition

- a) Talent Acquisition for April
 - i) Action
 - (1) Number of Hires During the Month: 2 – 1 NA – Tribal Council and 1 NP Seasonal Technician NRD.
 - (2) Number of Open Positions: 12 positions (15 employees needed). 4 in process of interviewing and offers being made/accepted.
 - (3) Terminations during April – 1 – NP Staff Physician – retirement.
 - (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.
 - (5) Thank you, Hiring Managers, for your help and your continued patience!
 - (6) Updated Recruiting Work Priority: Gaming – Surveillance Operator and Internal Auditor Manager, IT positions – Helpdesk and Technicians, Clinic – Staff Physician(s) and Staff Pharmacist, Utilities – Utility Operator and NRD – Wildlife and Environmental Division Managers, they would like to add 2 more posted seasonal technicians.
 - (7) Turnover 1 – Regular PT 1 to retirement.
 - (8) Website was changed and deleted HR/WFD information. Layout was changed without notice or Review, but on-line usage of application has increased.
 - (9) April helps bring hope to closure to many of our long-posted positions, so May screenings scheduled as needed to accommodate the finally filled positions and orientations will ramp up as well.

3) Talent Development and Relations

- a) **Leadership and Team member Development**
 - i) We received our sixth Performance Review of 2023 during April!
 - ii) HR assisted the organization and leaders through key issues, including relation events and communication are to be scheduled and to continue.
 - iii) Provided additional support to various departments.
 - iv) Continued assisting leaders with sensitive employee issues.

- b) Completed Performance Reviews Returned to HR: 3
- c) Completed PIPs Returned to HR: 1
- d) Training hours sent to HR: 2 Hrs. – turned in by HR.
- e) Certifications sent to HR for Employee files: 3.

4) Benefits and HR Administration

- a) Continued working to improve the previously identified benefit process issues and concerns.
 - i) Actions Taken:
 - (1) Continued previous Benefits Work Priority: 1 – 401(k) Audit Support, 2 – Benefit reconciliations
 - (2) 401k Loans processed – 2 401k payouts/transfers due to loans/retirement.
 - (3) Continued processing of new hire insurance enrollments – 2.
 - (4) 401k advisor end of month visit facilitated.
 - (5) COBRA issue for spouse initiated and completed.
 - (6) Processed insurance benefit plan check requests.
 - (7) Benefit meeting with BCBS to discuss monthly issues.
- b) Continue testing the capability of Abila HRIS system with additional data and documents.
- c) Leave Cases
 - i) FML: 2 – Return to work slated for late May.
 - ii) IFML: 1 – 3 possible inquiries for May
 - iii) Workman’s comp 1 – no return date entered.
 - iv) Bereavement: 3
 - v) LOA: 0
 - vi) Wellness: 12 – uptick due to road cleanup day.
 - vii) Leave Hours during the month increased, due to FML/IFML, Wellness and Bereavement.

5) Safety

- i) Recordable Injuries: 1 on-going since February
- ii) Near Miss/1st Aid: 1
- iii) April - no recordable injuries. Great Job Team!

6) Tribal Preference Report

Preference Report – Preference Hires in April 2023 – **1 preference hires/transfers**

Employee Count by Preference for April 2023

Tribal Preference:

| | | |
|-----------------------|-----------------|--|
| 101 Tribal Members | 0 in April 2023 | 53% (52.9%) of Tribal Government Workforce |
| 11 Native American | 1 in April 2023 | 6% (5.8%) of Tribal Government Workforce |
| 11 Tribal Descendants | 0 in April 2023 | 6% (5.8%) of Tribal Government Workforce |
| 10 Tribal Spouses | 0 in April 2023 | 5% (5.2%) of Tribal Government Workforce |
| 00 Tribal Parents | 0 in April 2023 | 0% |

Total Preference = 1 overall gain of 1 - 133 70% (69.6%)

57 Non-preference: 30% (29.8%)

Loss (retirement) of 1 NP total in April 2023 – Gain of 1 -Seasonal

No change in Non-preference for April 2023.

Total Employee Count for April 2023: 191 - Result of an overall gain of 1 employee of the Tribal Gov't Workforce.

7) Workforce Development

- i) New Requests for WFD Service: 2 processed in April; 3 to be processed for May.
- ii) Inquiries about program – 7, 2 for April distribution; 3 to be processed in May.
- iii) 1 inquiry/application from Membership Meeting.
- iv) Problems exist in contacting program since WFD information was removed from LRBOI website.
- v) Planning Career Development training in Muskegon for Summer 2023.
- vi) Some more changes/updates in the program for 2023 are currently in the works.

Regards,

Alicia Goff
HR Manager

Information Technology

Andrew Jeurink (Interim)

Information Technology Department
Monthly Report
April 2023

Interim IT DIRECTOR – Andrew-Trey Jeurink

Duties and Accomplishments –

1. We have started “Lifting” computers and accounts to the M365 Cloud. We have over 120 devices lifted. We have about projected of 100 more devices to be lifted and then moving towards the 30 onsite servers.
2. **Mandatory IT Projects by order of priority:**
 1. 2023
 - i. Government EXSI Host is ordered and awaiting for replacement.
 - ii. Intrusion detection software has been identified and awaiting for purchase.
 - iii. Next-IT Contract is still pending for onsite support for Muskegon location.
 - iv. Spectrum is awaiting approval for running fiber to DPS. This will make the point to point a redundancy point and complete our mesh topology.
3. 182 new IT work orders were opened in April 2023 and 191 IT work orders completed in April 2023. Our current outstanding tickets are at 131 (05/1/23).
4. We had seven voicemails this past month.

Meetings Held / Attended –

1. Held Staff Meetings with Elevate and ArticIT.

Trainings Held / Attended –

Special Tasks / Activities Performed –

Launch of Quorum software for S-MM23.
Performed the live stream meeting for S-MM23 Apr 1st

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: May 9, 2023
Re: April 2023 report of activities

| | |
|---|----|
| Number of tribal members assisted on new issues | 89 |
| Number of referrals received | 5 |
| Number of continuing cases: | 32 |

Types of legal issues:

| | |
|-------------------------------------|---------------------------------|
| Child support | LLC |
| Probate Estate | Death Certificate |
| Divorce | Real Estate |
| Wills | Sole Legal Custody |
| Move More than 100 Miles with Child | Elder Abuse |
| Trusts | Certificate of Trust |
| Dissolve LLC | Landlord – Tenant Issues |
| Payment of Spouse’s Debt | Personal Protection Order |
| Estate Planning | Amend Medical Power of Attorney |
| Real Estate Purchase | Irrevocable Trust |
| Medical Power of Attorney | Principal Residence Exemption |
| Post-Divorce Matters | Criminal |
| Parenting Time | Civil Appeal |
| Conservator – Adult - Inventory | Medicaid Recovery |
| Power of Attorney | Guardian – Minor |
| Phone Hacking | Criminal - Juvenile |
| Funeral Representative | Trust Administration |
| Probate Estate – Out of State | Appeal |

Name Change – Minor
Criminal
Trust Amendment
PPO Petition Response
No Contact Order
Objection to Probate Estate
Mobile Home Purchase
Personal Protection Order
Spousal Support
Garnishment
Leave of Absence
Contingency Agreement
Denial of Pistol Permit
Custody
SSI Spenddown
Adult Adoption
Fresh Start Student Loan Program

Eviction
Expungement
SSI
Location of People
Expungement – Juvenile
Unclaimed Property
Paternity
Change of Custody
FMLA
Mediation
SSI Overpayment
ICWA
Injunction
Ex Parte Order
DNA test
Land Split

Sample of Work Performed:

Assisted a tribal member obtain a PPO against a family member that was abusive

Assisted a tribal member purchase a Mobile Home

Assisted a tribal member obtain an Order of Paternity so they could get an Order of Parenting Time

Assisted a tribal member expunge their criminal record

Assisted a tribal member prove to SSA that they spent down money so they would re-qualify for SSI

Attended Membership Meeting

Attended Safe Seniors West Michigan meeting

Members Assistance
Melissa Waitner

Members Assistance Department

April 2023 Monthly Report

Department Overview:

Melissa Waitner, Member's Assistance Coordinator
Program Specialist: Temp in place

Status of Department:

Currently, I am the only employee of the Member's Assistance Department. Interviews were held, and offer made and accepted. Anticipate new employee to start in June, 2023

All federal grants, which include the list below are in good standing, reports are current and money is being spent down appropriately.

- *Low Income Heating & Energy Assistance Program (LIHEAP)*
 - *Heating*
 - *Crisis Assistance*
 - *Cooling*
 - *Weatherization*
- *Low Income Water Assistance Program*
 - *Water Crisis Utility Shut Off*
 - *Water Bill Payment*
 - *Safe Drinking Water*

Department Highlights -

Current Assistance Programs with Service Numbers

- Food Assistance Program – Available throughout the U.S. – 22
- Low Income Energy Assistance Program - Available throughout the U.S. – 8
- Rental and Mortgage Assistance Program - Available throughout U.S. - 16
- Elder Chore Assistance Program - Available throughout the U.S. - 2
- LIHEAP Assistance Program – Available to nine county service area - 13
- LIHEAP Weatherization Program – Available to nine county service area - 2
- LIHWAP – Water Program – Available to the nine-county service area - 1
- Home Improvement Program – Available throughout the U.S. - 2
- Emergency Transportation Assistance Program – Available throughout the U.S. - 6

1. Department Ongoing Activities

- a. Mailing, receipt, follow up, and processing of program applications.
- b. Staff assisting with case management in collaboration with other departments.
- c. Maintaining program logs and expenditures.

Some Goals for 2023:

- Overhaul and redo of office environment and department culture - in process
- Disaster/Emergency Relief Program available for defined disasters – in process
- Elder Services Program – in research and development stage
- Veterans Services – in research and development stage

Natural Resources

Frank Beaver



Gaá Čhíng Ziíbi
Daáwaá
Aníshinaábek

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

**April 2023 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 National Dunes park, harvest fishing report forms, Tribal trespass permits, camping permits, Commercial and Subsistence Great Lakes fishing licenses and permits, other special Ceremonial Use permits and information on current Tribal Regulations governing the use of the natural resources within the 1836 Ceded Territory.

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

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

Administrative Services

Theresa Davis

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
- Vacant – Fisheries Technician, Great Lakes
- Brooke May - 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
- Great Lakes Restoration Initiative grant management.
- Great Lakes Fishery Trust grant management and reporting
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- Consent Decree(s) information reporting
- Submitted 2023 LRBOI inland work plans DNR and tribal partners in fulfillment of 2007 Consent Decree requirements.
- 2020 Great Lakes Consent Decree negotiations
- Review State Collector permits/Fisheries Orders.
- Monthly Reports Completed
- Sturgeon Data entry and database management
- Collaborative discussions with LTBB for surgeon assessments
- 2023 Manistee River, sea lamprey treatment discussion, SOS coordination

- Artic Grayling literature research for reintroduction
- Fisheries programs, Sturgeon, Inland, Great Lakes workplan development and implementation.
- 20th Annual Sturgeon release ceremony preparations.
- Continued refining UAV survey procedure with Zero-Gravity Aerial, LLC for Artic Grayling reintroduction project.
- Issued Restricted Harvest permits for walleye and steelhead LRBOI Tribal citizens.
- Analyzed UAV survey data, compared results to traditional on-foot survey procedure.

Equipment maintenance/Field Work/Lab Work:

- Manistee Lake Sturgeon Assessment/Acoustic tagging
- Acoustic Receiver deployment
- Manistee Lake Adult sturgeon sampling
- Sturgeon Acoustic Receiver deployments
- SRF operation prep
- Manistee River egg mat sampling
- Manistee River below Tippy sturgeon monitoring
- Deployed, maintained, and downloaded data from temperature loggers in Upper Manistee River, North Branch Manistee River, and Goose Creek
- Collected water discharge data at stations in North Branch Manistee River and Goose Creek
- Conducted UAV habitat survey on North Branch Manistee River to collect video data for UAV survey refinement.
- April 3-4 – Day/Night whitefish (Coregonine) Sampling (Manistee)
- April 5-6 – Commercial aging
- April 10 - Day/Night whitefish (Coregonine) sampling (Muskegon)
- April 11-12 - Day/Night whitefish (Coregonine) Sampling (Pierport/Arcadia/Ludington)
- April 13 – Diet analysis
- April 18-19 – Day/Night whitefish (Coregonine) Sampling (Manistee)
- April 24 – PFAS Meeting – Tribal (Virtual), Day/Night whitefish (Coregonine) Sampling (Muskegon)
- April 26-27 - Day/Night whitefish (Coregonine) Sampling (Pierport/Arcadia/Ludington)

Meetings/Training/Travel/Conference Calls

- 2023 Spring Membership Meeting (4/1)
- Manistee Sea lamprey treatment coordination meeting (4/5)
- April Staff Meeting (4/6)
- Great Lakes Fishery Truck, Scientific Advisory Team Meeting, Lansing (4/11)
- PFAS Meeting – Tribal (Virtual) (4/24)
- Fisheries program presentations to Tribal Day attendees during NRD visit (4/27)
- Technical Fisheries Committee, TFC Meeting, Gaylord (4/25)
- Seasonal staffing interviews

| <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

Vacant – Wildlife Division Manager

Vacant – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Please note: there is less activity in the Wildlife Division than normal due to a shortage of staff. NRD is working with HR to fill these vacancies.

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 Tribal membership – through email and phone calls regarding 2023 hunting season, permits, regulations, etc.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Habitat work on tribal properties
- Treat invasive plant species on Tribal property

Meetings/Training/Travel/Conference Calls

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Environmental Division

Vacant –Environmental Division Manager
Corey Wells – Air Quality Specialist
Zach Prause - 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)

Environmental Division

Vacant –Environmental Division Manager
Corey Wells – Air Quality Specialist
Zach Prause - 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

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Meeting/Training/Travel/Conference Call

-

Budgets Managed:

- 4512 -- EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Brownfield Program

Administration /Reports/Data Entry

- Submitted BIL grant workplan to begin site cleanup at Sugar Shack and other site-specific work on nearby parcels.
- Prepared PowerPoint presentation, poster, and resources for GLEF Conference and booth.
- PPG was updated for the twice annual progress report.
- Edited HHW brochures for May printing and August events across the region.

Field Work and Equipment Maintenance

- Trailhawk fueled and tires checked and filled to manufacturer specifications.
- Reviewed HazMat trailer inventory for 2023 additions and improvements including additional boom for chemical containment.

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

- NRD Huddles April 3, 17, and 25.
- April Staff Meeting April 6.
- EPA tools and resources training on underground storage tanks on April 6.
- Michigan Healthy Climate conference in Detroit from April 11-13.
- From Disaster to Recovery: Smart Tools for Disaster Debris on April 13.

- LRBOI-EPA Tribal Liaison Meeting on April 17.
- PPG Allocation Brainstorming Session on April 19.
- MEDC and EGLE Brownfield Program Update Webinar on April 20.
- Great Lakes Environmental Festival on April 21 and April 22.
- Adopt-A-highway cleanup on April 25.
- Multiple Calls with EPA Project Manager on April 27 and 28
- Planners Gathering April 26.

Water Program (106 and 319)

Administration/Reports/Data Entry

- Began reading 319 Management Plan.
- PPG Semi-Annual Report: created spreadsheet and shared with Env Div, completed sections relevant to Aquatic Biologist- Wetlands.
- Reviewed/edited WQAR report.
- Coordinating Portage Lake frog-bit survey/treatments between NCCISMA, PLM, and Onekama Township Invasive Species Committee.
- Instructed/led Seasonal Tech in completion of GIS tasks: updating Portage Lake AVAS data with June dataset.
- Finished PPG biannual report and submitted to EPA
- Finished Water Quality Assessment Report and submitted to EPA
- Received PFAs Quotes
- Input nutrient data into AWQMS/WQX
- Paid GLEC Invoice for nutrient data

Field Work and Equipment Maintenance

- 4/10/23: WQ river/stream monitoring.
- 4/11/23: WQ river/lake monitoring.
- 4/12/23: assisted completing WQ sample chain of custody forms.
- 4/18/23: helped drop off GSA vehicle in TC for windshield repair.
- 4/19/23: helped pick up GSA vehicle from TC.
- Calibrated eureka and HL4
- Completed April WQ sampling
- Delivered Nutrient samples to GLEC

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

- 4/4/23: PLWf WQEM committee meeting.
- 4/6/23: call with Renee (MCD) to discuss watershed partnership.
- 4/12/23: EPA WOTUS Revisions webinar.
- 4/12/23: represented Invasive Species Committee at Onekama Township Board meeting.
- 4/13/23: EPA R5 monitoring webinar.
- 4/17/23: meeting with EPA Liaison Jennifer Mannville.
- 4/19/23: PPG Allocation brainstorming session with Frank & Env Div.
- 4/25/23: PLWf board meeting.
- 4/28/23: Onekama Township Invasive Species Committee meeting.
- 4/5- Significant Nexus Standard - Final Revised Definition of "Waters of the United States" – Tribal and State Webinars
- 4/6- Staff meeting
- 4/6- Incorporating indigenous knowledges into federal research and management

- 4/13- Internal PFAS discussion
- 4/18- Region 5 EPA Water Division call
- 4/20- Incorporating Indigenous Knowledges into Federal Research and Management
- 4/24- CORA bios meeting PFAS issues in ceded territory
- 4/25- Vampires of the Great Lakes: A review of the binational sea lamprey control program
- 4/27- Manistee watershed quarterly meeting

Air Quality Program (Funded by EPA CAA 103)

Administration /Reports/Data Entry

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Field Work and Equipment Maintenance

- PM 2.5 1-5 Audit x2
- AMS Site Checks x4
- Changed PM2.5 Filters x2
- Sent PM2.5 Filters to EGEL for analysis x2
- Ozone Audits X2

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

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Wetlands Program (Wild Rice)

Administration Reports/Data Entry

- Completed orientation for Environmental Seasonal Tech (got logins working, introduced to department, ordered gear, set up ArcGISOnline account, toured Blue).
- Instructed/led Seasonal Tech in completion of GIS tasks: creating wetland polygons for 2023 delineations, creating new web map for Mason County wetland data collection, and downloading offline map to tablet.
- Great Lakes Environmental Festival: created powerpoint slides about LRBOI Wild Rice program, coordinated with David & Alycia on presentation, created & printed poster about NRD Environmental Division programs.
- TWWG Leadership tasks: meeting planning/prep, worked with Mike & Portia to create follow-up survey.
- Drafted Letter of Support for SEEDS' EPA grant application, submitted to Director for signature, and sent to SEEDS.
- Worked with Seasonal Tech to ID, organize, and inventory herbarium pressings.
- Drafted Letter of Support for ISN's SOGL grant application, submitted to Director for signature, and sent to ISN.
- Received and reviewed Houghton Lake and other incoming ANC permit applications.
- Began working up 2022 wild rice data and drafting Houghton Lake site visit report.
- Daily/weekly coordination of Env Seasonal Tech's schedule.
- MSU Tribal Day: created powerpoint with overview of all Env Div programs.

Field Work and Equipment Maintenance

- 4/5/23: scouted Custer property prior to wetland fieldwork.

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

- 4/1/23: NRD booth at LRBOI Spring Membership meeting.
- 4/4/23: MWRI Team meeting.
- 4/5/23: MSU Tribal day planning meeting with Frank & Archie.
- 4/6/23: LRBOI monthly staff meeting.
- 4/7/23: call with Michelle (Onekama Parks&Rec) regarding black willow planting project.
- 4/13/23: co-led 1st official R5 TWWG meeting.
- 4/13/23: TWWG leadership meeting with Mike & Kerryann to discuss training budget.
- 4/20/23: GLEF presentation practice with Alycia & David.
- 4/21/23: gave Wild Rice presentation at Great Lakes Environmental Festival.
- 4/22/23: manned LRBOI NRD booth at Great Lakes Environmental Festival poster expo.
- 4/26/23: MWA Stream ID webinar.
- 4/27/23: MSU Tribal Day presentation.

Great Lakes Policy Program

Administration//Reports/Data Entry

- Invasive Spp. Prevention SOP
- PPG Report/ Allocation
- The Great Lakes Environmental Festival presentation (shared with David and Alexis)
- LRBOI Tribal Day presentation and poster

Field Work and Equipment Maintenance

-

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

- Spring Membership Meeting (4/1/23)
- Muskegon Lake Watershed Partnership Meeting (4/4/23)
- LRBOI Staff Meeting (4/6/23)
- Incorporating Indigenous Knowledge into Federal Research and Management (4/6/23)
- Meeting with Jenny from EPA about PPG (4/17/23)
- PPG Allocation Brainstorming Session (4/19/23)
- Tribe's mining call (4/20/23)
- Incorporating Indigenous Knowledge into Federal Research and Management (4/20/23)
- Great Lakes Environmental Festival Presentation (4/21/23)
- 40th Annual Native American Fish & Wildlife Society National Conference (4/22/23 - 4/29/23)

Planning

Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

April 2023

Steve Parsons

Meetings/Conferences/Trainings

- On April 10, 2023, I attended the final inspection (walkthrough) of the US-31/M-22 Roundabout. This was conducted by Melzar Coulter of MDOT.
- On April 12, 2023, I attended the presentation of the LRCR 2022 audit presentation to Tribal Council via Zoom. This was done during Tribal Council's closed session.
- On April 13, 2023, I participated in the Tribal Council work session regarding the proposed LRBOI Hazard Mitigation Plan.
- On April 14, 2023, I participated in a Zoom meeting with Ken Ockert of GTEC to discuss amending the 2023 BIA Roads Project schedule, making adjustments due to the inclement weather during April 2023.
- On April 20 2023, I participated in a Microsoft Teams meeting with Ben Finerman of the Michigan High-Speed Internet Office (MIHI) to find out more about the MIHI initiative to provide access to affordable high-speed internet services in portions of Michigan that currently do not have reliable high-speed internet service. This could potentially include portions of the LRBOI 9-county service area. Chuck Fisher, Gary Lewis and Lyle Door were also on the call representing our Tribe.
- On April 21, 2023, I participated in a virtual meeting sponsored by the Michigan State University Office of Community Development and Planning. This is a monthly meeting to provide outreach and support to Tribal planners throughout the state. A representative from the Sault Ste. Marie Tribe of Chippewa Indians also participated in the meeting.
- On April 26, 2023, I attended a meeting at the Tribal Justice Center to discuss tentative plans for the Tribal Court and Public Safety Department to expand the size of the Justice Center to accommodate future plans of both departments. Robert Medacco (LRBOI Public Safety) and Spring Medacco (Tribal Court) also attended the meeting, along with Steve Feringa (Grand Traverse Band tribal architect).

Activities/Accomplishments/Updates

- 2023 BIA Roads Projects: Here is a brief review of BIA Roads Projects that are scheduled to take place this year. Please note that due to unpredictable weather patterns during the month of March and April, most of our road construction projects have been rescheduled to begin later in the construction season.
 - Aki Maadiziwin Roads: We will resume work on the entry road as soon as possible in the spring. Elmer's is the contractor working on the entry road project. The original projected start date of April 10, 2023 was postponed and is planned to start again during the first week of May. Once the entry road is completed, Elmer's will then work on the remaining roads in the circle/residential area, which includes minor repair work, resurfacing and sealcoating. If time permits, we will also look at resurfacing the Aki Community Center parking lot.
 - Public Safety Parking Lot: The remaining item for this project is the construction of a small (20 spaces) parking lot on the north side of the Justice Center Building. However,

given the need for occupants of the Tribal Justice Center building to expand their work area and services, it is likely this project will not be continued this year and closed out with the BIA and FHWA offices.

- Tribal Cemetery Road: Now that the road network for Phase I has been completed, our focus will be on the remaining components of the Cemetery Project. These include a fresh/drinkable water source (water well), electric power connection, septic system, facilities/maintenance building, and landscaping (including laying out of burial plots). The various components will be put out to bid sometime in May, 2023.
- US31/M-22 Roundabout (Remaining Items): The roundabout construction was completed in September 2022. However, there are a few remaining items that the Tribe will complete utilizing BIA Roads Construction funding, including: finish construction of the sidewalk that connects the roundabout to the main entrance at LRCR and repairing the portions of the LRCR irrigation system that were damaged during roundabout construction, and providing landscaping in the interior circle of the roundabout. We plan to bid out these projects separately sometime during May 2023. Please note that MDOT plans to complete the landscaping planting this Spring and will maintain/water the area for two full growing seasons—expiring on September 19, 2024.
- Government Center Parking Lot #2 (Primarily used by the LRBOI Clinic): This involves the replacement of the porous concrete sections of the parking lot by solid concrete sections—much like what was done with the Government Center front parking lot. We anticipate this project being completed in 2-3 weeks, and plan to have the project bid out sometime in June 2023.
- Loon Drive Resurfacing/Reconstruction: This project will involve the resurfacing and/or reconstruction of Loon Drive from the general area where it connects with the roundabout to the area just beyond the existing Gathering Grounds parking lot. A specific schedule for this project has not been established, but we hope to have this bid out sometime during the summer of 2023 with construction occurring shortly thereafter.
- Aki Maadziwin Connector Road: This project was put back on the TTIP for 2023 as a planning/development project. This is a proposed road that will extend from the southwest corner of the Aki Maadziwin Housing Development (near the pump house) along an existing railroad grade and will terminate at Frost Road just north of US-31 (near the Marathon Gas Station). This proposed road will serve as an alternate route to enter and exit Aki Maadziwin (particularly in an emergency situation when the main entry road is not accessible). GTEC will develop a plan for design and construction of the road and provide a cost estimate sometime in May/June 2023. Depending on the cost involved, we may add this to our list of TTIP construction projects for 2024.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
April-23

General Patrol

| | |
|-------------------------|-----|
| Assist Citizen | 2 |
| Assist Motorist | |
| Assist Other Agency | 6 |
| City Assist | 10 |
| County Assist | 15 |
| Medical Assist | 6 |
| MSP Assist | 4 |
| Other Calls for Service | 5 |
| Property Checks | 605 |
| Suspicious Person | |
| Suspicious Situation | 5 |
| Well-Being Check | 4 |

Traffic/Vehicle

| | |
|---------------------------|----|
| Abandoned Vehicle | |
| Accidents | 10 |
| Disobeying Stop Sign | |
| Driving License Suspended | |
| Expired Drivers License | |
| Expired License Plate | |
| Fleeing & Eluding | |
| Hit and Run | |
| MDOP | |
| Minor in Car | |
| Motor Vehicle Theft | |
| No Proof of Insurance | |
| Open Intoxicant | |
| Other Traffic Citation | |
| OUID | |
| OUIL | |
| OWI | |
| Parking Ticket | |
| Reckless Driver | |
| Speeding Ticket | |
| Stolen Vehicle | |
| Suspicious Vehicle | 2 |
| Towed Vehicle | |
| Traffic Stop | 13 |
| Unsecured Vehicle | |
| Verbal Warning | 12 |
| Warning Ticket | |

Processes

| | |
|-------------------------------|---|
| Bench Warrant Entered | |
| Civil Process (Paper Service) | 2 |
| PPO Served | 1 |
| Federal Docket Ticket | |

Criminal Offenses

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

Criminal Offenses Continued

| | |
|-------------------|---|
| Sexual Harassment | |
| Shoplifters | |
| Solicitation | |
| SOR Violation | |
| Stalking | |
| Stolen Property | |
| Threats | 1 |
| Unwanted Subject | |

Miscellaneous

| | |
|--------------------------|--------|
| Administrative Hours | 321.25 |
| Alarm | |
| Attempt to Locate | 1 |
| Boat Dock Checks | |
| Casino Hours | 166 |
| Civil Standby | 1 |
| Community Policing | 6 |
| Court Hours | |
| Death Notification | |
| Drug Disposal | |
| Follow-Up Investigations | 3 |
| Found Property | 2 |
| Lost Property | |
| Meetings Attended | |
| Open Door | |
| Open Window | |
| PBT | 1 |
| Special Detail | 4 |
| Suicidal Subject | 3 |
| Total Complaints | 76 |
| Total Reports | 76 |
| Training Hours | 1 |
| Transport | |
| Trespassing | 1 |
| Tribal Council Meetings | |
| Vehicle Mileage | 5886 |
| Voluntary Missing Adult | |

Training/Travel

**Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
April-23**

| | |
|-------------------------|------|
| Administrative Hours | 31 |
| Arrest(s) | |
| Male | |
| Female | |
| Assist(s) | 2 |
| Boardings | |
| Catch Inspections | |
| Citation(s) | |
| Civil | |
| Misdemeanor | |
| City Assist | |
| City Original | |
| Complaints | |
| Contacts | |
| Court | |
| Court Hours | |
| Dock Checks | |
| Follow-up(s) | |
| Follow-up Hours | |
| G/L Marine Patrol(s) | |
| Hours Worked | 314 |
| Joint Patrol(s) | |
| Marine Time | |
| Meeting(s) | 1 |
| Meeting Hours | 3 |
| Paper Service | |
| PR Activities | |
| PR Activities Hours | |
| Snowmobile Patrol Hours | |
| Training(s) | 3 |
| Training Hours | 6 |
| Vehicle Mileage | 2658 |
| Verbal Warning(s) | |
| Written Warning(s) | |
| Training/Travel | |

**Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
April-23**

| | |
|-------------------------|--------|
| Administrative Hours | 199.25 |
| Arrest(s) | 1 |
| Male | 1 |
| Female | |
| ATV Patrol Hours | |
| Assist(s) | 2 |
| Assist Hours | 1.25 |
| Citation(s) | 1 |
| Civil | 1 |
| Misdemeanor | |
| City Assist | |
| City Assist Hours | |
| City Original | |
| City Original Hours | |
| Complaints | 14 |
| Contacts | 269 |
| Court | |
| Court Hours | |
| Follow-up(s) | |
| Follow-up Hours | |
| Federal Citation(s) | |
| Hours Worked | 318.5 |
| Joint Patrol(s) | 1 |
| Marine Time | |
| Meeting(s) | 1 |
| Meeting Hours | 2 |
| Paper Service | |
| Possible Trespass | |
| PR Activities | |
| PR Activities Hours | |
| Property Checks | 82 |
| Snowmobile Patrol Hours | |
| Training(s) | 1 |
| Training Hours | 7 |
| Vehicle Mileage | 1415 |
| Vehicle Stops | 1 |
| Verbal Warning(s) | 1 |
| Written Warning(s) | |

Training/Travel

April 23-28, 2023 Officers Gunderson and Bruce attended NAFWS National Conference in Anchorage, AK.

Tax Office
Valerie Chandler

Tax Department April 2023 Monthly Report

Staff: Valerie Chandler, Tax Officer
Tax Department Administrative Assistant - Vacant

During the month of April 2023, 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 registration
 - Certificates of Exemption
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Per cap issues/questions/1099 copies (which were referred to Enrollment and/or Accounting as applicable)
 - 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, tax returns and payments.
3. Worked with Enrollment Coordinator to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area and provide their Proof of Residency as necessary.
4. Completed and submitted the Tax Department monthly department report for March 2023.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 5 Certificates of Exemption:
 - Purchaser: 4 RTMs 1 Tribe/Entity
 - Purchase Type: 3 Vehicle 1 Mobile Home 1 Construction
9. Reviewed 21 Tribal Member address and/or name changes; 6 required updating of the RTM list and database.
10. Processed 0 Proofs of Residency.
11. Processed 5 Motor Fuel Registrations.

State of Michigan Department of Treasury Tribal Affairs Interactions:

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

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

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the interim Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for May 2023 and provided it to the Trading Post interim Manager.
8. Reviewed and processed 1,837 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 March 2023 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Prepared the announcement of the March Employees of the Month which included printing and displaying the certificates in the lobby.
2. Continued to work with the Employee Recognition Team in planning and facilitating recognition for the government employees including, but not limited to facilitating the monthly virtual staff meeting and seeking agenda items.
3. Inquiries and questions regarding copies of 1099s (which were referred to Enrollment) and copies of RTM Annual Sales Tax Credit Letters of Verification and Form 4013.

4. Corresponded with staff to try to stay updated on the progress of the Community Center remodeling so that it has little to no interruption or inconvenience to current reservations.
5. Processed, issued and mailed 5 Temporary Tribal Business Tax Licenses to vendors and/or performers selling merchandise on Tribal/Trust land.
6. Submitted tax exemption certificates and letters to all of the Tribe's utility companies to request tax exemption on all of our accounts and refunds of sales tax paid in error for the last four years.
7. Multiple correspondences with the Tribe's utility companies for further information, follow-up and process clarification.
8. Prepared and submitted multiples of Form 5633 to the Michigan Treasury Tribal Affairs to obtain refunds of state sales taxes paid on utilities that one of the companies did not want to process. Required listing separate dollar amounts for each month for every year for each account.
9. Prepared and submitted a Form 5633 to the Michigan Treasury Tribal Affairs for a Resident Tribal Member who was denied tax exemption at a car dealership when they were qualified.
10. Prepared and submitted a departmental grant strategy priority to the Grant Department.
11. Provided our Staff Accountant with consolidated tax revenue transcripts for all of 2022 and the first quarter of 2023 for the auditors.
12. Set up departmental information booth at the Spring Membership meeting; greeted members and answered questions as needed.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - State sales tax being charged on Tribal utility accounts
 - Application of tax exemption on property purchased and held in Trust

Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices fluctuate.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video review from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.

Meetings / Trainings Attended During the Month:

1. Attended Spring Membership meeting on April 1, 2023.
2. Monthly Employee Staff meeting via Teams on April 6, 2023.
3. Attended Employee Recognition meeting on April 27, 2023.

Statistics:

Total Registered Resident Tribal Members (RTMs): 248

- Manistee County: 236

- Mason County: 12

Monthly Tax Revenue*:

*March 2023 amounts received in April 2023

- Retail Sales Tax (Gift Shop) \$820.74
- Retail Sales Tax (Nectar Spa) \$64.01
- Service Tax \$953.53
- Lodging & Occupancy Tax \$9,464.61
- Food & Beverage Tax \$30,977.39

Tribal Member Tax Exemption Rates ("Discounts") for May 2023*:

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

- Gasoline: \$0.465/gallon
- Diesel: \$0.517/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

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

Tribal Historic Preservation
Jonnie J. Sam

Department - Historic Preservation Department
Department head and title – Jonnie Jay Sam II, Director
April 2023 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.
 - ❖ 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 tasks during the report month:

The Director accomplished the following during the month:

1. Responded as appropriate to 78 requests from outside agencies (G2, FCC, GeoTrans, USFS, MDOT, ACOE et al) by both letter and e-mail regarding historic and cultural site impacts per NHPA, NEPA, ARPA and NAGPRA by researching sites using the Tribe's information files and maps to determine possible impacts.
2. Participated in Tribal Day as part of the Chamber's leadership training.
3. Participated in meetings with the Ogema and other members of the Lead Group.
4. Communicated with staff from departments in Lead area of responsibility about various items.
5. Began assisting with Anishinaabe Family Language & Culture Camp planning by meeting with LRCCR Food and Beverage.
6. Responded to, read, and forwarded emails with general and varied information from Federal, State and Tribal sources as appropriate.

7. Administered, directed, and supervised all departmental activities.
8. Approved timecards and PTO requests for the departments for which I am the Lead, as needed.
9. Attended remote meetings for Enbridge Line 5 tunnel with other Tribes and ACOE.
10. Attended the regular monthly staff meeting.
11. Continued meetings with MACPRA and MSU regarding NAGPRA. Continued work on MSU NAGPRA related files.
12. Attended the DIA-MACPRA planning meeting (online).

The Language Coordinator accomplished the following during this month

1. Presented at LRB membership meeting on Anishinaabemdaa, the program, the website, the face book page, language camp.
2. Working with Brandy Martin on Covid preparedness on producing a coloring book with lessons on culture and language and if we do this project could qualify us for a grant to build a storm shelter at Jiingtamok grounds.
3. Volunteered for the adopt a highway program, picked up hundreds of cigarette butts on Mama'ba's 91st birthday.
4. Working on a memorial tribute of a young Anishinaabe man that played a role in saving our language and culture. I was the last one to see him alive.
5. Developed a word search game along with the word of the day program with currents.
6. Working with LRRCR on language camp on menu and lodging, still have not got a quote on rooms yet.
7. Developed language lessons and taught them to the class.
8. Produced face book lessons, recorded them, and posted them on our show Endaaying.
9. Recycled for the LRB Pharmacy in Manistee and Muskegon.
10. Consultant to Interlochen Public Radio, Delta Dental, GRPM, Mi. Nature association.
11. Answered calls and Emails about language camp, website, culture, and language.

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
April 2023, 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

Billing

| | |
|-------------------------------|---------------------|
| Water | \$12,367.97 |
| Sewer | \$18,343.47 |
| Irrigation | \$1,823.23 |
| Fire Suppression | \$8,069.33 |
| Manistee Township Sewer | \$17,456.91 |
| Septage | \$9,321.84 |
| Other | \$177.00 |
| Month Total | \$67,559.75 |
| | |
| Yr. to Date Water | \$48,699.28 |
| Yr. to Date Sewer | \$69,146.39 |
| Yr. to Date Irrigation | \$7,256.02 |
| Yr. to Date Fire Suppression | \$32,277.32 |
| Yr. to Date Manistee Township | \$63,045.83 |
| Yr. to Date Septage | \$23,852.52 |
| Other Revenue | \$751.97 |
| Credit | \$0.00 |
| Yr. to Date Total | \$245,029.33 |

- 1. Well House Pumping in Gallons**
 - Total Flow Gallons**
 - a. 2,431,726
 - b. Ave Daily Flow Gallons 81,058

- 2. Gallons of Treated Wastewater SBR**
 - Influent Gallons**
 - a. 2,917,246
 - b. Daily Average Gallons 97,242

 - Effluent Gallons**
 - a. 3,486,280
 - b. Daily Average Gallons 116,209

 - Lagoon**
 - a. Influent 125,663
 - b. Daily Average Gallons 4,188

- 3. Septic Sewage**
 - a. 155,364 Gallons

III. Travel/Trainings/Meetings

What: EUCI Training
Who: Jonathon Robertson, Gary Lewis
Where: ZOOM
Sponsored by: EUCI

What: DEMD Acceptance of Funds TUA Feasibility
Who: Gary Lewis
Where: Council

What: Approval to apply for a D.O.E. Grant
Who: Gary Lewis
Where: Council
Sponsored by: Utility Department

What: Northern Michigan Wastewater Operator Committee
Who: Gary Lewis
Where: Zoom
Sponsored by: MWEA

What: Hazard Mitigation Planning
Who: Brandy Martin Gary Lewis
Where: Zoom / Council
Sponsored by: TERT