



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

PO Box 337
Manistee, MI 49660-0337
Tel: (231) 723-7755 • Fax: (231) 723-7788

Report to Tribal Council for the Month of April 2017

I. Purpose, Officers.

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

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

II. Activities during the Past Month:

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

III. Concerns/Requests:

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

Minutes:

1. March 21, 2017
2. April 4, 2017
3. April 11, 2017
4. April 18, 2017

Resolutions:

1. Gaming Commission Resolution #GC17-0425-06 Approval of Expenditure from North American Video for Ten (10) 1/3" Color Digital Cameras and Ten (10) 2.8-12MM Digital Cameras in the Amount of \$5,386.00

Commission Orders:

1. Gaming Commission Order#GC17-0418-03 Prohibiting Little River Casino Resort from Conducting Business with Grand Traverse Mobile Communications, Inc.

Other:

Reports:

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


Chairperson

5-2-2017
Date

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**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
March 21, 2017
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

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

Present:

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

Commission Staff: Kelly Maser

Others: Rebecca Liebing, Lee Iverson

Approval of Open Session Agenda:

a) March 21, 2017

Action: B. Willis made a motion to approve the Open Session Agenda for March 21, 2017. **Seconded by D. Corey**

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

Approval of Open Session Minutes:

a) March 14, 2017

Action: J. Wolfe made a motion to approve the Open Session Minutes for March 14, 2017. **Seconded by B. Willis**

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

Old Business:

None

New Business:

a) Approval Authorizing Additional User(s) to the Credit Card for Conducting Background Investigations

Action: D. Corey made a motion to approve additional authorized users to the credit card utilized by the Gaming Commission for conducting background investigations and requesting Tribal Council to approve – Gaming Commission Resolution #GC17-0321-05. **Seconded by J. Wolfe**

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

Discussion Period:

Kelly - Draft Financial Audit Report received and awaiting AUP Draft Report

Lee – Hotel renovation is complete

Lee – Finance Department relocated temporarily

Lee – Annual Report submitted on Monday, March 20, 2017

Lee – Facility License Renewal Application forthcoming

Lee – Tip agreement discussion

Next Gaming Commission Meeting:

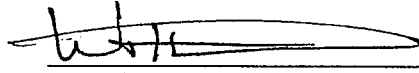
a) April 4, 2017 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 6:11 p.m. Seconded by B. Willis

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

Submitted by,

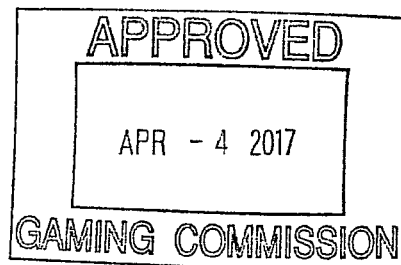

Bill Willis, Secretary Date 4/4/17

Items moved to Open Session:

a) **Order to Cease Conducting Business – Landry Holdings, LLC d/b/a Casino Tech**

Action: D. Corey made motion to approve Gaming Commission Order #GC17-0321-02 prohibiting the Little River Casino Resort from conducting business with Landry Holdings, LLC d/b/a Casino Tech. Seconded by B. Willis

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



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

April 4, 2017

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

Meeting called to order at 5:39 p.m. by Chairperson, Dave Corey

Present:

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

Commission Staff: Kelly Maser

Others: Rebecca Liebing, Lee Iverson, Connie Waitner

Approval of Open Session Agenda:

a) April 4, 2017

Action: B. Willis made a motion to approve the Open Session Agenda for April 4, 2017. **Seconded by D. Davis**

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

MOTION CARRIED

Approval of Open Session Minutes:

a) March 21, 2017

Action: J. Wolfe made a motion to approve the Open Session Minutes for March 21, 2017. **Seconded by D. Davis**

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

Absent. **MOTION CARRIED**

Old Business:

None

New Business:

None

Discussion Period:

Kelly – NIGC site visit

Lee – Comments on draft audit reports

Next Gaming Commission Meeting:

a) April 11, 2017 at 5:30 p.m.

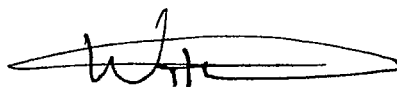
Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 5:47 p.m. **Seconded by B. Willis**

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

MOTION CARRIED

Submitted by,



Bill Willis, Secretary

4/11/17

Date



Items moved to Open Session:

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

April 11, 2017

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

Meeting called to order at 5:33 p.m. by Chairperson, Dave Corey

Present:

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

Commission Staff: Kelly Maser

Others: Rebecca Liebing, James Pontiac

Approval of Open Session Agenda:

a) April 11, 2017

Action: D. Corey made a motion to approve the Open Session Agenda for April 11, 2017 with addition of New Business Item (a) – Addendum to Crazy 4 Poker Procedure Guidelines. Seconded by D. Davis

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

Approval of Open Session Minutes:

a) April 4, 2017

Action: D. Davis made a motion to approve the Open Session Minutes for April 4, 2017. Seconded by D. Corey

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

Old Business:

None

New Business:

a) Approval of Addendum to Crazy 4 Poker Procedure Guidelines

Action: D. Corey made a motion to approve the addendum to the Crazy 4 Poker Procedure Guidelines as presented.

Seconded by B. Willis

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

Discussion Period:

Kelly – NIGC site visit next week

Next Gaming Commission Meeting:

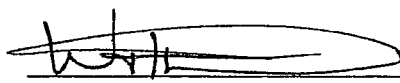
a) April 18, 2017 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 5:47 p.m. Seconded by B. Willis

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

Submitted by,


Bill Willis, Secretary

Date

4/25/17



Items moved to Open Session:

a) SUZOHAPP Gaming Solutions, Inc.

Action: D. Corey made a motion to approve the Gaming Vendor License renewal application for SUZOHAPP Gaming Solutions, Inc. effective May 26, 2017 and license expiration date May 26, 2018. **Seconded by B. Willis**
Roll Call: D. Davis – Yes / J. Wolfe – Absent / D. Corey – Yes / B. Willis – Yes / 3-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

b) American Gaming & Electronics, Inc.

Action: D. Corey made a motion to approve the Gaming Vendor License renewal application for American Gaming & Electronic, Inc. effective June 23, 2017 - expiration June 23, 2018. **Seconded by D. Davis**
Roll Call: D. Corey – Yes / B. Willis – Yes / D. Davis – Yes / J. Wolfe – Absent / 3-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

c) Acres Bonusing, Inc.

Action: D. Corey made a motion to approve the Gaming Vendor License renewal application for Acres Bonusing, Inc. effective July 2, 2017 and license expiration date July 2, 2018. **Seconded by B. Willis**
Roll Call: J. Wolfe – Absent / D. Corey – Yes / B. Willis – Yes / D. Davis – Yes / 3-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

d) Gilson Graphics, Inc.

Action: D. Corey made a motion to approve the Non-Gaming Vendor License renewal application for Gilson Graphics, Inc. effective May 17, 2017 and license expiration date May 17, 2018. **Seconded by D. Davis**
Roll Call: B. Willis – Yes / D. Davis – Yes / J. Wolfe – Absent / D. Corey – Yes / 3-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

e) Incredible Technologies, Inc.

Action: D. Corey made a motion to approve the Gaming Vendor License renewal application for Incredible Technologies, Inc. effective May 20, 2017 and license expiration date March 20, 2018. **Seconded by B. Willis**
Roll Call: D. Davis – Yes / J. Wolfe – Absent / D. Corey – Yes / B. Willis – Yes / 3-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

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

April 18, 2017

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

Meeting called to order at 6:10 p.m. by Chairperson, Dave Corey

Present:

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

Commission Staff: Kelly Maser

Others:

Approval of Open Session Agenda:

a) April 18, 2017

Action: D. Davis made a motion to approve the Open Session Agenda for April 18, 2017. **Seconded by D. Corey**

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

Approval of Open Session Minutes:

a) April 11, 2017

Action: D. Davis made a motion to approve the Open Session Minutes for April 11, 2017. **Seconded by D. Corey**

Roll Call: B. Willis – Absent / J. Wolfe – Abstain / D. Davis – Yes / D. Corey – Yes / 2-Yes, 0-No, 1-Abstain, 1-Absent. **MOTION CARRIED**

Old Business:

None

New Business:

None

Discussion Period:

Kelly – NIGC site visit Thursday

Next Gaming Commission Meeting:

a) April 25, 2017 at 5:30 p.m.

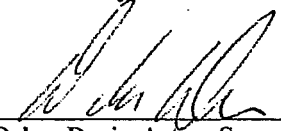
Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 6:14 p.m. **Seconded by D. Davis**

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



Submitted by


Debra Davis, Acting Secretary

4-25-17
Date

Items moved to Open Session:

a) Landry Holdings, LLC d/b/a Casino Tech

Action: D. Corey made a motion to approve the Gaming Vendor License renewal application for Landry Holdings, LLC (Casino Tech) effective May 26, 2017 – expiring May 26, 2018. **Seconded by Davis**

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

b) West Coast Farm Service

Action: D. Corey made a motion to approve the Non-Gaming Vendor License renewal application for West Coast Farm Service effective May 17, 2017 – expiration date May 17, 2018. **Seconded by D. Davis**

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

c) JCM American Corporation

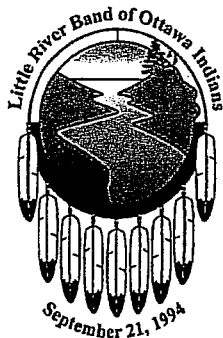
Action: D. Corey made a motion to approve the Gaming Vendor License renewal application for JCM American Corporation effective May 6, 2017 – expiring May 6, 2018. **Seconded by D. Davis**

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

d) Order to Cease Conducting Business with Grand Traverse Mobile Communications, Inc.

Action: D. Corey made motion to approve Gaming Commission Order #GC17-0418-03 prohibiting the Little River Casino Resort from conducting business with Grand Traverse Mobile Communications and waiving all fees/fines associated with vendor licensing upon submission of renewal application because the delay was the fault of the casino and not that of the vendor. **Seconded by D. Davis**

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



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

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Gaming Commission Resolution #GC17-0425-06

**Approval of Expenditure from North American Video
for Ten (10) 1/3" Color Digital Cameras and Ten (10) 2.8-12MM Digital Cameras
in the Amount of \$5,386.00**

WHEREAS, the Tribe's status as a federally-recognized Indian Tribe was reaffirmed and restored by Congress pursuant to Public Law 103-324, 108 Stat. 2156 (25 U.S.C. § 1300k et seq.); and

WHEREAS, the Tribe adopted a Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; and

WHEREAS, the Tribal Council adopted Gaming Commission Ordinance # 04-400-04 which created a Gaming Commission and delegated to such Commission the authority to regulate all gaming activities authorized by the Tribe and to enforce all Tribal and federal laws governing the conduct of Tribally licensed gaming activities; and

WHEREAS, the surveillance digital system requires properly functioning equipment to operate and due to aging equipment, cameras need to be replaced; and

WHEREAS, the Surveillance Department budget does include funds to cover this expenditure and a quote was obtained from North American Video for the purchase of Ten (10) 1/3" Color Digital Cameras and Ten (10) 2.8-12MM Cameras in the Amount of \$5,386.00; and

WHEREAS, the preferred vendor (sole source) for the purchase of this equipment is North American Video based on the fact that these cameras will be compatible with the other equipment within the department that has been purchased through North American Video; and

LRGC Resolution #GC17-0425- 06

Approval of Expenditure from North American Video

Ten (10) 1/3" Color Digital Cameras and Ten (10) 2.8-12MM Cameras in the Amount of \$5,386.00

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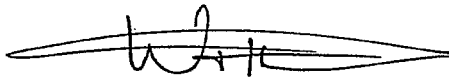
WHEREAS, Gaming Commission Resolution #14-0820-258 designates actions greater than \$2,500.00 require Gaming Commission approval by resolution.

NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the expenditure for Ten (10) 1/3" Color Digital Cameras and Ten (10) 2.8-12MM Cameras in the amount of \$5,386.00 from the approved 2017 Gaming Commission Surveillance Department budget (from Account #1030-120, Line Item #5601).

Certificate of Adoption

I, Bill Willis, Secretary of the Little River Band of Ottawa Indians Gaming Commission, do hereby certify that this resolution was adopted on April 25, 2017 by a vote of 4 in favor, 0 opposed, and 0 abstentions and 0 absent. This resolution has not been amended or rescinded in any way.

Attest:



4/25/17

Bill Willis, Secretary

Distribution: Commission Records
Tribal Council Liaison



Little River Band of Ottawa Indians
GAMING COMMISSION
2840 Orchard Highway, Suite A
Manistee MI 49660
(231) 723-7755

GAMING COMMISSION ORDER #GC17-0418-03

**PROHIBITING LITTLE RIVER CASINO RESORT FROM CONDUCTING
BUSINESS WITH GRAND TRAVERSE MOBILE COMMUNICATIONS, INC.**

WHEREAS, the Tribe's status as a federally-recognized Indian Tribe was reaffirmed and restored by Congress pursuant to Public Law 103-324, 108 Stat. 2156 (25 U.S.C. § 1300k et seq.); and

WHEREAS, the Tribe adopted a Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(I) to take action, not inconsistent with the Constitution or Federal law, which is necessary and proper to carry out the sovereign powers of the Tribe; and

WHEREAS, the Tribal Council has in Gaming Commission Ordinance #04-400-04, created a Gaming Commission and delegated to such Commission the authority to regulate all gaming activities authorized by the Tribe and to enforce all Tribal, federal, and applicable state laws governing the conduct of gaming conducted on the Tribe's reservation; and

WHEREAS, in accordance with Section 6.01 of the Gaming Commission Ordinance, the Gaming Commission is authorized to promulgate rules and regulations as may be necessary to interpret and implement the NIGC and Tribal Council approved Gaming Ordinance #10-400-01 and to establish regulatory systems to effectuate the powers granted by ordinances of the Tribe and other duties imposed by applicable law; and

Gaming Commission Order #GC17-0418-03
Prohibiting Little River Casino Resort from Conducting Business with
Grand Traverse Mobile Communications, Inc.
Page Two

WHEREAS, the Gaming Ordinance – Article VIII – Section 8.04 states that no vendor shall contract with any gaming enterprise within the jurisdiction of the Tribe unless licensed by the regulatory agency in accordance with Article XI (Vendor License); and

WHEREAS, Chapter 6 – Section 3-1 of the Tribal Council approved Gaming Commission regulations states that every person supplying any gaming equipment or supplies, gaming service, or other goods and services to a gaming enterprise must obtain a Gaming Vendor License or a Non-Gaming Vendor License unless exempted from licensing requirements pursuant to Section 3-4 or Section 3-5 or meeting the definition of Service Vendor; and

WHEREAS, Chapter 6 – Section 3-2 of the Tribal Council approved Gaming Commission regulations states that the gaming enterprise shall be responsible for notifying any person with which it is considering conducting business of the licensing requirements prior to contracting with such person; and

WHEREAS, Chapter 6 – Section 3-3 of the Tribal Council approved Gaming Commission regulations states that prior to the purchase of any gaming equipment or supplies, gaming service, or other goods and services from any person, the gaming enterprise shall determine if such person possesses or is required to possess, a Gaming Vendor License or Non-Gaming Vendor License under these regulations and forward a written “Notice of Intent to Conduct Business” to the Gaming Commission. The “Notice of Intent to Conduct Business” shall describe the equipment, supplies or services to be provided by the vendor, together with a good faith estimate of the annual dollar amount of the projected purchases from the vendor. The gaming enterprise may not commit to any binding contracts or business transactions until the vendor has been licensed; and

WHEREAS, the Gaming Commission received a “Renewal Notice of Intent to Conduct Business” from the Little River Casino Resort’s Purchasing Department on December 1, 2016 requesting Grand Traverse Mobile Communications be changed to “Service Vendor” status; and therefore, no renewal application was sent to the vendor and the license expires on April 19, 2017; and

WHEREAS, the Gaming Commission received a revised “Renewal Notice of Intent to Conduct Business” from the Little River Casino Resort’s Purchasing Department on April 17, 2017 requesting the licensing renewal process be initiated; and therefore, a renewal application was sent to the vendor on April 18, 2017; and



Little River Band of Ottawa Indians Gaming Commission

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Memo

Aánípíísh Epiídek (To): Little River Band of Ottawa Indians Gaming Commission

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

Maánda Naásaáp (cc):

Naángwa (Date): May 1, 2017

Maánda Nji (Re): Administrative and Licensing – April 2017 Monthly Report

Administrative Assistant – April 2017

- 121 Credit Reports processed
- 123 Sex Offender Record checks processed
- 70 Reference letters processed
- 99 Renewal letters processed
- July 2017 reminder cards processed
- Numerous court checks processed for the employee license applicants
- 73 applications notarized

** Administrative Assistant(s) supports/assists the Background Investigator in the licensing process which includes (not inclusive of) the following: initial contact with applicant explaining the application process and requirements; cursory review of application and attachments upon return to ensure completeness prior to handing all over to the Background Investigator; entry of information to the database/file; responsible for tracking licensees to ensure no license expires without the appropriate notifications being sent to licensee; notarizes forms; schedules appointments for the Background Investigator; distribution of licenses, etc.*

Background Investigator – April 2017 (performed by the Director)

- 68 Applications/Files/Investigations reviewed
- 5 Employee License interviews conducted (varied)
- 40 Criminal History Record checks processed
- Accurate Record checks processed
 - 3 Driving Record
 - 4 Felony/Misdemeanor/Civil
 - 1 Employment
- 3 set of fingerprints processed (Compliance Manager)

- License Issues
 - 1 Expired - Revoked
- Suitability Reports filed with the National Indian Gaming Commission (NIGC)
 - 2 Notice of Results
 - 0 License Determination
- 2 Employee License Applications notarized
- 13 Vendor files reviewed (Gaming/Non-Gaming)

Executive Assistant – April 2017

- 10 vendor licenses processed (Gaming/Non-Gaming)
- 5 vendor renewal applications sent to vendors (Gaming/Non-Gaming)
- 1 vendor application sent to prospective new vendor (Gaming/Non-Gaming)
- Received Non-Gaming vendor applications and reviewed for completeness
 - 8 Corporate History Disclosure Form
 - 11 Personal History Disclosure Form
- Received Gaming vendor applications and reviewed for completeness
 - 1 Corporate History Disclosure Form
 - 4 Personal History Disclosure Form
- 9 investigations initiated on vendors
- 15 investigations initiated on vendor control persons
- 11 investigations for vendors reviewed
- 22 investigations for control persons reviewed
- Conducted numerous personal reference checks for vendors
- Ran numerous Sex Offender Reports on vendor control persons
- Conducted numerous license verifications on vendors and control persons
- 9 Dunn & Bradstreet reports ran on vendors
- 8 Gaming Commission meeting agendas prepared
 - 24 Gaming Commission meeting packets assembled and distributed
- 1 Gaming Commission orders drafted
- 1 Gaming Commission Monthly Report compiled and submitted to Tribal Council
- Reviewed LRCR Accounts Payable List
- Assisted 24 licensees in the initial and renewal licensing process (completion of application and notarizing)
- 13 investigations (court checks) initiated with Accurate Backgrounds for employee licensing

** Executive Assistant supports/assists the Director in the vendor licensing process which includes (not inclusive) the following: initial contact with vendor (and control person(s) when applicable) explaining the application process and requirements; performs cursory review of application and attachments upon return to ensure completeness; initiates investigation; runs Dunn & Bradstreet Reports; conducts license verifications; processes personal reference checks, etc. Also prepares all renewal and initial licensing application letters and sends out licensing application packets; responsible for tracking vendor licensing information to ensure no vendor's license expires without the appropriate notification being sent to the vendor/licensee. Upon completion of all above, the entire file is provided to the Director for review prior to placement on the Gaming Commission Meeting agenda for review and consideration.*

The Executive Assistant fills in as the Administrative Assistant when necessary.