



Little River Band of Ottawa Indians Gaming Commission

2840 Orchard Highway, Suite 'A'
Manistee, MI 49660

Tel: (231) 723-7755 • Fax: (231) 723-7788

Report to Tribal Council for the Month of August 2018

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.

Bill Willis, Chairperson
Debra Davis, Secretary

II. Activities during the Past Month:

During the month of August the Gaming Commission:

- held two regular meetings
- held one special meeting

III. Concerns/Requests:

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

Minutes:

1. July 24, 2018
2. August 8, 2018
3. August 14, 2018

Resolutions:

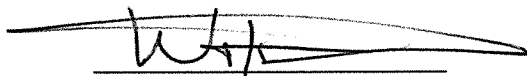
1. Gaming Commission Resolution #GC18-0808-29 Approval of Payment of \$25,000.00 to the Little River Casino Resort for the Purchase of a Trane RTU 27 Roof Top Cooling Unit
2. Gaming Commission Resolution #GC18-0821-30 Approving Additional Authorized User to the Credit Card Utilized by the Gaming Commission for Conducting Background Investigations and Request Tribal Council Authorization
3. Gaming Commission Resolution #GC18-0821-31 Approval of Addendum to the 2007 End User Agreement with Accurate Background

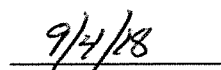
Commission Orders:

Other:

Reports:

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


Chairperson


Date

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

July 24, 2018

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

Meeting called to order at 6:43 p.m. by Chairperson, Bill Willis

Present:

Commissioners: Bill Willis, Debra Davis

Commission Staff: Kelly Maser

Others:

Approval of Open Session Agenda:

a) July 24, 2018

Action: B. Willis made a motion to approve the Open Session Agenda for July 24, 2018. **Seconded by D. Davis**

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

Approval of Open Session Minutes:

a) July 17, 2018

Action: B. Willis made a motion to approve the Open Session Meeting Minutes for July 17, 2018. **Seconded by D. Davis**

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

Old Business:

None

New Business:

None

Discussion Period:

None

Next Gaming Commission Meeting

a) August 14, 2018 - TBD

Adjournment of Open Session:

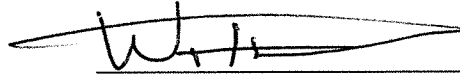
Action: B. Willis made a motion to adjourn the Open Session at 6:45 p.m. **Seconded by D. Davis**

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

Minutes taken by,

Debra Davis, Secretary

Minutes submitted by,



Bill Willis, Chairperson

8/14/18

Date

Items moved to Open Session:

None



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

August 8, 2018

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

Meeting called to order at 12:23 p.m. by Chairperson, Bill Willis

Present:

Commissioners: Bill Willis, Ron Pete (Acting Secretary), Debra Davis (absent)
Commission Staff: Kelly Maser
Others:

Approval of Special Open Session Agenda:

a) August 8, 2018

Action: B. Willis made a motion to approve the Open Session Agenda for August 8, 2018. Seconded by R. Pete
Roll Call: B. Willis – Yes / R. Pete – Yes / D. Davis– Absent / 2-Yes, 0-No, 0-Abstain, 1-Absent. MOTION CARRIED

New Business:

a) Approval of Expenditure from Temperature Control, Inc. for Backup Unit

Action: B. Willis made a motion to approve Gaming Commission Resolution #GC18-0808-29 for payment of \$25,000.00 to Little River Casino Resort for the Purchase of a 25-ton Trane RTU 27 roof top cooling unit. Seconded by R. Pete

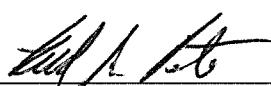
Roll Call: R. Pete – Yes / B. Willis – Yes / D. Davis– Absent / 2-Yes, 0-No, 0-Abstain, 1-Absent. MOTION CARRIED

Adjournment of Open Session:

Action: B. Willis made a motion to adjourn the Open Session at 12:28 p.m. Seconded by R. Pete

Roll Call: B. Willis – Yes / R. Pete – Yes / D. Davis– Absent / 2-Yes, 0-No, 0-Abstain, 1-Absent. MOTION CARRIED

Submitted by,


Ron Pete, Acting Secretary

8/14/18
Date

Items moved to Open Session:

None



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

August 14, 2018

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

Meeting called to order at 6:20 p.m. by Chairperson, Bill Willis

Present:

Commissioners: Bill Willis, Debra Davis (absent), Dave Corey (Acting Secretary)

Commission Staff: Kelly Maser

Others: Rebecca Liebing, Lee Ivinson

Approval of Open Session Agenda:

a) August 14, 2018

Action: B. Willis made a motion to approve the Open Session Agenda for August 14, 2018 with the addition of New Business Item "A" – Approval of Revised Gaming Commission Patron Complaint Request for Review. **Seconded by D. Corey**

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

Approval of Open Session Minutes:

a) July 24, 2018

Action: B. Willis made a motion to approve the Open Session Minutes for July 24, 2018. **Seconded by D. Corey**

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

b) August 8, 2018

Action: B. Willis made a motion to approve the Special Open Session Minutes for August 8, 2018. **Seconded by D. Corey**

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

Old Business:

None

New Business:

a) Approval of Revised Gaming Commission Patron Complaint Request for Review

Action: B. Willis made a motion to approve the revisions to the Commission's Patron Complaint Request for Review. **Seconded by D. Corey**

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

Discussion Period:

Lee – Risk Manager on board

Kelly – Follow up on sports betting conference

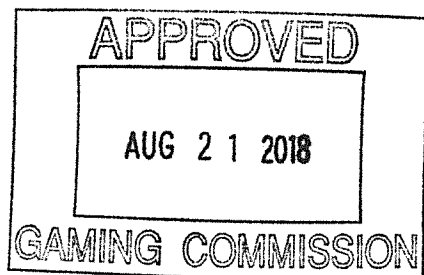
Lee – Updates on roads and paving projects

Next Gaming Commission Meeting

a) **August 21, 2018 at 5:30 p.m.**

Adjournment of Open Session:

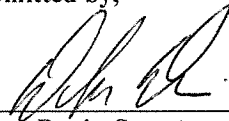
Action: B. Willis made a motion to adjourn the Open Session at 6:30 p.m. **Seconded by D. Corey**
Roll Call: D. Corey – Yes / B. Willis – Yes / D. Davis – Absent / 2-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**



Minutes taken by,

Dave Corey, Acting Secretary

Submitted by,


Debra Davis, Secretary

8-21-18
Date

Items moved to Open Session:

a) **Advantage Electric Services, LLC**

Action: B. Willis made a motion to approve the renewal Non-Gaming Vendor License application for Advantage Electric Services, LLC – license effective date of September 18, 2018 – license expiration date of September 18, 2019. **Seconded by D. Corey**
Roll Call: D. Davis – Absent / B. Willis – Yes / D. Corey – Yes / 2-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

b) **Bay Business Resources, Inc.**

Action: B. Willis made a motion to approve the renewal Non-Gaming Vendor License application for Bay Business Resources, Inc. – license effective date of October 9, 2018 – license expiration date of October 9, 2019. **Seconded by D. Corey**
Roll Call: D. Corey – Yes / B. Willis – Yes / D. Davis – Absent / 2-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

c) **IGT**

Action: B. Willis made a motion to approve the renewal Gaming Vendor License application for IGT – license effective date of August 25, 2018 – license expiration date of August 25, 2019. **Seconded by D. Corey**
Roll Call: D. Davis – Absent / B. Willis – Yes / D. Corey – Yes / 2-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**



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Gaming Commission**

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Gaming Commission Resolution #GC18-0808-29

**Approval of Payment of \$25,000.00 to the Little River Casino Resort for the
Purchase of a Trane RTU 27 Roof Top Cooling Unit**

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, it has been determined that the existing roof top cooling unit that services the Surveillance server and monitoring rooms needs a back-up unit to reduce the chances of a major catastrophe that would be detrimental to the gaming operation/Tribe; and

WHEREAS, the Little River Casino Resort has obtained a quote from Temperature Control, Inc. for the purchase of a 25-ton Trane RTU 27 roof top cooling unit (including roof repairs, crane service, duct system, electrical service to the unit, start up, and one (1) year warranty service) to serve as a back-up to the existing unit in the amount of \$50,800.00; and

WHEREAS, the Gaming Commission has agreed to pay \$25,000.00 towards the purchase of the new Trane roof top cooling unit and the Surveillance Department Budget does include funds to cover the expenditure; and

WHEREAS, the Budget and Appropriations Regulation #R100-01:AC-01 – Chapter 1 – Purchasing and Procurement designates actions of \$12,000.01 to \$25,000.00 require authorization from the Gaming Commission by resolution.

NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the expenditure in the amount of \$25,000.00 to the Little River Casino Resort from the approved 2018 Gaming Commission Surveillance Department Budget.

Certificate of Adoption

I, Ron Pete, Acting Secretary of the Little River Band of Ottawa Indians Gaming Commission, do hereby certify that this resolution was adopted on August 8, 2018 by a vote of 2 in favor, 0 opposed, and 0 abstentions and 1 absent. This resolution has not been amended or rescinded in any way.

Attest:



Ron Pete, Acting Secretary

Distribution: Commission Records
Tribal Council Liaison



Little River Band of Ottawa Indians

Gaming Commission

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Gaming Commission Resolution #GC18-0821-30

Approving Additional Authorized User to the Credit Card Utilized by the Gaming Commission for Conducting Background Investigations and Request Tribal Council Authorization

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 has, pursuant to Gaming Commission Ordinance #04-400-04, created a Gaming Commission and delegated to such Commission the authority to carry out licensing and oversight responsibilities regarding gaming activities governed by Gaming Ordinance #10-400-01 and as directed in the Gaming Commission Ordinance; and

WHEREAS, Section 6.04 (a) of the Gaming Commission Ordinance permits the Gaming Commission to promulgate regulations and internal operational procedures of the Gaming Commission and its staff; and

WHEREAS, Section 6.01 (d) of the Gaming Commission Ordinance gives the Gaming Commission the responsibility to conduct or cause to be conducted, investigations sufficient to make determinations as to the eligibility of persons and/or businesses applying for any license in accordance to Gaming Ordinance #10-400-01; and

WHEREAS, the Tribal Council approved the issuance of credit cards for use by the Gaming Commission in conducting background investigations on March 22, 2017 by Tribal Council Resolution #17-0322-113; and

WHEREAS, the *Background Investigation Credit Card Use Policy* governing the use of the credit card was approved by the Gaming Commission on June 5, 2018 by Gaming Commission Resolution #GC18-0605-22 which governs the utilization of the credit card(s) to be issued for the purpose of conducting background investigations and provides sufficient controls to protect against unauthorized use of the card; and

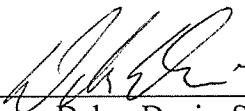
WHEREAS, there is currently two authorized users on the credit card account utilized by the Gaming Commission's operation and in the absence of the authorized users, the background investigation process is stalled.

NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves adding Background Investigator, Andrew Hurford to the account and requests the Tribal Council authorize the addition.

Certificate of Adoption

I, Debra Davis, Secretary of the Little River Band of Ottawa Indians Gaming Commission do hereby certify that this resolution was adopted on August 21, 2018 by a vote of 2 in favor, 0 opposed, and 0 abstentions and 0 absent. This resolution has not been amended or rescinded in any way.

Attest:



Debra Davis, Secretary

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Tribal Council Liaison



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Gaming Commission Resolution #GC18-0821-31

**APPROVAL OF ADDENDUM TO THE 2007 END USER AGREEMENT WITH
ACCURATE BACKGROUND**

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 of Ottawa Indians 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 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 Gaming Commission is, pursuant to Section 6.01 (d) of the Gaming Commission Ordinance #04-400-04, to conduct or cause to be conducted, background investigations of persons or business entities applying for any license; and

WHEREAS, an Accurate Background Agreement for providing background investigation services was approved by the Gaming Commission on February 27, 2007 by Gaming Commission Resolution #GC07-0227-05 and followed by Tribal Council approval on March 7, 2007 by Tribal Council Resolution #07-0307-121; and

WHEREAS, in order to perform background investigations on minor (16-17 year old) Non-Gaming employees, Accurate Background has requested an addendum to the 2007 End User Agreement with the Little River Band of Ottawa Indians.

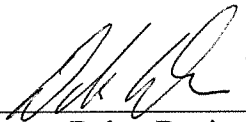
NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission approves the addendum to the 2007 End User Agreement with Accurate Background; and

IT IS FINALLY RESOLVED THAT the addendum to the 2007 End User Agreement with Accurate Background will be forwarded to the Tribal Council of the Little River Band of Ottawa Indians requesting approval for execution.

Certificate of Adoption

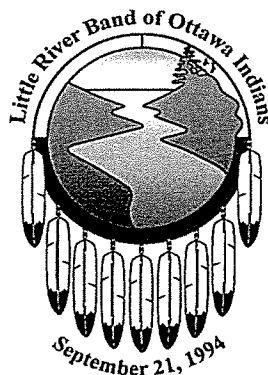
I, Debra Davis, Secretary of the Little River Band of Ottawa Indians Gaming Commission, do hereby certify that this resolution was adopted on August 21, 2018 by a vote of 2 in favor, 0 opposed, 0 abstentions and 0 absent. This resolution has not been amended or rescinded in any way.

Attest:



Debra Davis, Secretary

Distribution: Commission Records
Tribal Council Liaison



Little River Band of Ottawa Indians Gaming Commission

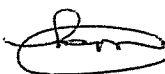
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Memo

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

Binjíbidek (From): Kelly Maser, Executive Director 

Maánda Naásaáp (cc):

Naángwa (Date): September 3, 2018

Maánda Nji (Re): Administrative and Licensing – August 2018 Monthly Report

Administrative Assistant – August 2018

- 83 licenses processed – initial applications and renewals (Gaming and Non-Gaming), including personal references, employment verifications, Gaming License verifications, professional license(s) verifications, notaries, etc.

** Administrative Assistant(s) supports/assists the Background Investigator and Director 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, processes all employment, reference, professional license and Gaming License verifications, etc.*

Background Investigator – August 2018 (performed by the Executive Director and Background Investigator)

- 83 applications/files/investigations reviewed for authorization of approval – initial applications and renewals (Gaming and Non-Gaming)
- 4 vendor files reviewed for authorization to move to Gaming Commission for approval (Gaming and Non-Gaming)
- Ran numerous Sex Offender Reports for employee licensing
- 95 ICHATS ran for employee licensing
- 5 interviews conducted for new employee license applicants (one for Commissioner)
- 9 criminal and civil background investigations initiated for new employee license applicants (Accurate)
- 2 set of fingerprints submitted and processed
- Notices to the National Indian Gaming Commission (NIGC)

- 2 Notice of Results (NOR) prepared and processed
- 5 Licensing Determinations prepared and processed
- 5 Investigative Reports prepared and processed
- 1 Show Cause Hearing prepared
- 1 Background investigation started on potential Gaming Commissioner

Executive Assistant – August 2018

- 4 Vendor Licenses processed (Gaming and Non-Gaming)
- Received Gaming vendor applications and reviewed for completeness
 - 6 Corporate History Disclosure Form
 - 25 Personal History Disclosure Form
- Received Non-Gaming vendor applications and reviewed for completeness
 - 1 Corporate History Disclosure Form
 - 3 Personal History Disclosure Form
- 7 investigations initiated on vendors
- 28 investigations initiated on vendor control persons
- 7 investigations on vendors reviewed
- 31 investigations for control persons reviewed
- Conducted numerous personal reference checks for vendors
- Ran numerous Sex Offender Reports on vendor control persons and for employee licensing
- Conducted numerous license verifications on vendors and control persons
- 5 Dunn & Bradstreet reports ran on vendors
- 9 Gaming Commission meeting agendas prepared
 - 16 Gaming Commission meeting packets assembled and distributed
- 1 Gaming Commission monthly report compiled and submitted to Tribal Council
- 3 Gaming Commission resolutions drafted
- 2 Tribal Council resolutions drafted
- 2 Tribal Council agenda request packets processed
- Reviewed LRRCR Accounts Payable List
- 1 Raffle license processed

** Executive Assistant supports/assists the Executive 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 Executive 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.