



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 December 2016

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
Debra Davis, Secretary
Bill Willis, Commissioner
Julie Wolfe, Commissioner

II. Activities during the Past Month:

During the month of December the Gaming Commission:
- held three regular meetings

III. Concerns/Requests:

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

Minutes:

1. November 22, 2016
2. December 6, 2016
3. December 13, 2016

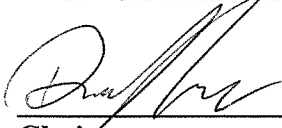
Resolutions:

Commission Orders:

Other:

Reports:

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



Chairperson

1-3-17
Date

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
November 22, 2016
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:43 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Bill Willis, Debra Davis, Dave Corey, Julie Wolfe (Absent)
Commission Staff: Kelly Maser
Others: Rebecca Liebing, Lee Ivinson

Approval of Open Session Agenda:

a) November 22, 2016

Action: D. Davis made a motion to approve the Open Session Agenda for November 22, 2016. **Seconded by D. Corey**

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

Approval of Open Session Minutes:

a) November 15, 2016

Action: B. Willis made a motion to approve the Open Session Meeting Minutes for November 15, 2016. **Seconded by D. Corey**

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

Old Business:

None

New Business:

None

Discussion Period:

Lee – Construction on interim casino to begin
Lee – Hotel renovation

Next Gaming Commission Meeting:

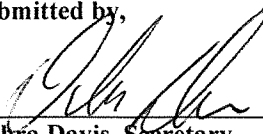
a) December 6, 2016 at 5:30 p.m.

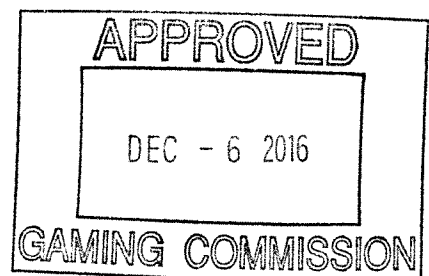
Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session meeting at 5:51 p.m. **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**

Submitted by,


Debra Davis, Secretary



12-6-16
Date

Items moved to Open Session:

a) The F.P. Horak Company

Action: D. Corey made a motion to approve the renewal Non-Gaming Vendor License for The F.P. Horak Company effective January 12, 2017 and expiring January 12, 2018. **Seconded by B. Willis**

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

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

December 6, 2016

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

Meeting called to order at 6:38 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Bill Willis, Debra Davis, Dave Corey, Julie Wolfe

Commission Staff: Kelly Maser

Others: Rebecca Liebing, Lee Ivinson

Approval of Open Session Agenda:

a) December 6, 2016

Action: B. Willis made a motion to approve the Open Session Agenda for December 6, 2016. Seconded by J. Wolfe

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

MOTION CARRIED

Approval of Open Session Minutes:

a) November 22, 2016

Action: B. Willis made a motion to approve the Open Session Meeting Minutes for November 22, 2016. Seconded by D. Davis

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

Old Business:

None

New Business:

None

Discussion Period:

Rebecca – Gaming Enterprise(s) Oversight Act work session Friday, December 9, 2016

Kelly – Update on External Audit

Kelly – Update on software conversion (including equipment installation and training)

Next Gaming Commission Meeting:

a) December 13, 2016 at 5:30 p.m.

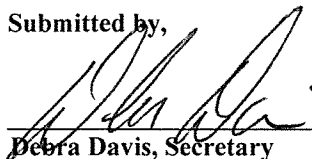
Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 6:54 p.m. Seconded by B. Willis

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

MOTION CARRIED

Submitted by,


Debra Davis, Secretary

12-13-16
Date

Items moved to Open Session:

a) Approval to Grant Exemption from the Vendor Licensing Requirements to Fossil Partners, LP

Action: D. Corey made a motion to approve Gaming Commission Order #GC16-1206-11 granting exemption from the vendor licensing requirements to Fossil Partners, LP. **MOTION FAILED FOR LACK OF SUPPORT**

b) Baruzzini Construction Company

Action: D. Corey made a motion to approve an initial Non-Gaming Vendor License for Baruzzini Construction Company effective December 6, 2016 and expiration date of December 6, 2017. **Seconded by B. Willis**

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

c) OFF Madison Ave., LLC

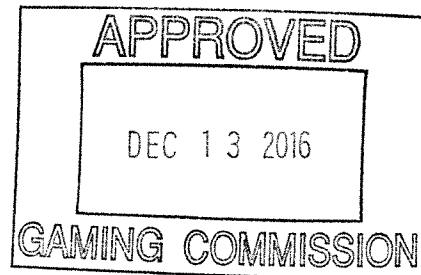
Action: D. Corey made a motion to approve the renewal Non-Gaming Vendor License for OFF Madison Ave., LLC effective January 21, 2017 – expiration date January 21, 2018. **Seconded by D. Davis**

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

d) Sysco Guest Supply, LLC

Action: D. Corey made a motion to approve the renewal Non-Gaming Vendor License for Sysco Guest Supply, LLC effective January 20, 2017 and expiring January 20, 2018. **Seconded by J. Wolfe**

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



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
December 13, 2016
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:51 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Bill Willis (Absent), Debra Davis, Dave Corey, Julie Wolfe
Commission Staff: Kelly Maser
Others:

Approval of Open Session Agenda:

a) December 13, 2016

Action: D. Corey made a motion to approve the Open Session Agenda for December 13, 2016 as presented.

Seconded by D. Davis

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

Approval of Open Session Minutes:

a) December 6, 2016

Action: J. Wolfe made a motion to approve the Open Session Meeting Minutes for December 6, 2016. **Seconded by D. Corey**

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

Old Business:

None

New Business:

None

Discussion Period:

Kelly – Update on External Audit

Kelly – Update on software conversion (including equipment installation and training)

Julie – Work Session on Gaming Enterprise(s) Oversight Act of 2010

Next Gaming Commission Meeting:

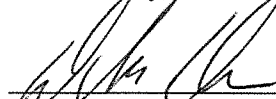
a) December 20, 2016 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 6:22 p.m. **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**

Submitted by,


Debra Davis, Secretary

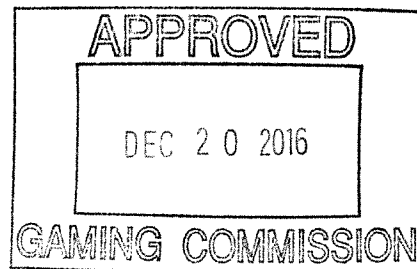
12-2016
Date

Items moved to Open Session:

a) Konami Gaming, Inc.

Action: D. Corey made a motion to approve the renewal Gaming Vendor License for Konami Gaming, Inc. effective January 6, 2017 and expiration date of January 6, 2018. **Seconded by D. Davis**

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





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Memo

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

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

Maánda Naásaáp (cc):

Naángwa (Date): January 3, 2017

Maánda Nji (Re): Administrative and Licensing – December 2016 Monthly Report

Background Investigator/Administrative Assistant – December 2016

- Employee Licensee changes (HR notification)
 - 17 address changes
 - 1 name changes
 - 8 transfers
 - 8 voluntary terminations
 - 4 discharges
 - All daily correspondences regarding licensees are put into the respective files.*
 - 33 Employee license renewals
 - 10 Gaming
 - 22 Non-Gaming
 - 1 PMO
 - 0 Reinstatements
 - 0 Deaths
- New Employee licenses issued
 - 10 Gaming
 - 8 Non-Gaming
 - 1 PMO
- 84 Credit Reports
- 84 Sex Offender Reports
- 60 Reference letters processed
- Processed 45 60-day renewal letters for employee license holders
- March reminder cards processed
- Processed court letters for the employee license applicants

Background Investigator – December 2016

- Applications/Files/Investigations Reviewed
 - New Hire 16
 - Renewal 20
 - Upgrade 12
- Vendor Files/Investigations Reviewed
 - New 0
 - Renewal 1
- Interviews Conducted
 - Employee License 19
- Criminal History Record Checks
 - Employee License 39
- Sex Offender Record Checks
 - Employee License 16
- Accurate Record Checks
 - Driving Record 21
 - Felony/Misdemeanor 19
- Credit Reports 1
- Fingerprints Taken
 - Employee License 24
- Licenses Verified
 - Employee License 10
 - Vendor 4
- License Issues
 - Expired/Invalid 7
 - Seized Temp. 0
 - Up Front Denials 1
 - Suspended 0
- Suitability Reports Filed
 - NOR's 11
 - Lic. Determinations 1
 - Term. 0
- Applications Notarized 20
- GC Appeal Hearings
 - Employee License 0
 - Vendor License 0
 - Rehabilitation 0
- Rehabilitation for Licensure Ordinance Applicants
 - Certificates Issued (Gaming Commission Issued/Approved) 0
 - Denials Issued (Gaming Commission Issued/Approved) 0
- Tribal Emergency Ops Mtgs. 1.0 (total hours)

The Background Investigator sits on the Tribal Emergency Operation Committee. He currently serves as the Incident Commander for the Tribal Emergency Operations Team (TERT).

** Administrative Assistant(s) supports/assists the Background Investigator in the licensing process which includes initial contact with applicant explaining the application 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/files as well as tracking requirements, runs credit checks and sex offender registry reports (when requested), notarizes forms, and schedules appointments for the Background Investigator.*

Executive Assistant – December 2016

- 3 vendor licenses processed (Gaming/Non-Gaming)
- 5 vendor renewal applications sent to vendors (Gaming/Non-Gaming)
- Received Non-Gaming vendor applications and reviewed for completeness
 - 1 Corporate History Disclosure Form
 - 1 Personal History Disclosure Form
- 1 investigations initiated on vendors
- 1 investigations initiated on vendor control persons
- 1 investigations for control persons reviewed
- Conducted numerous personal and trade reference checks for vendors
- Ran numerous Sex Offender Reports on vendor control persons
- Conducted numerous license verifications on vendors and control persons
- 1 Dunn & Bradstreet reports ran on vendors
- 8 Gaming Commission meeting agendas prepared
 - 23 Gaming Commission meeting packets assembled and distributed
- 6 sets of Gaming Commission meeting minutes reviewed for discrepancies/errors
- 1 Gaming Commission orders drafted
- 1 Tribal Council monthly report compiled for the Gaming Commission
- Reviewed LRCCR Accounts Payable List
- Assisted 22 licensees in the initial licensing and renewal process (completion of application and notarizing)
- Researched and spent many hours on new licensing software and accessories

** Executive Assistant supports/assists the Background Investigator in the vendor licensing process which includes initial contact with vendor (and control persons when applicable) explaining the application and requirements, cursory review of application and attachments upon return to ensure completeness. Initiates investigations, runs Dunn & Bradstreet Reports, conducts license verifications, processes personal reference check paperwork, and enters appropriate information into database/files. Also prepares all renewal and initial licensing application letters and sends out licensing packets. Upon completion of all above, entire file is provided to the Background Investigator for review and consideration for placement before the Gaming Commission for approval. All vendor licenses must be approved by the Gaming Commission.*