



**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 December 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

II. Activities during the Past Month:

During the month of December the Gaming Commission:

- held three regular meetings
- held one special meeting

III. Concerns/Requests:

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

Minutes:

1. November 28, 2017
2. December 5, 2017
3. December 6, 2017
4. December 12, 2017

Resolutions:

1. Gaming Commission Resolution #GC17-1219-24 Approval of Contract and Expenditure from North American Video for the Expansion of the Synectics Solution Digital Surveillance System to the Little River Trading Post in the Amount of \$80,241.05

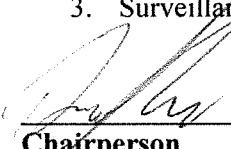
Commission Orders:

1. Gaming Commission Order #GC17-1212-08 Granting Exemption to Blarney Castle Oil Company from Vendor Licensing Requirements

Other:

Reports:

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


Chairperson

1-2-17
Date

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
November 28, 2017
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 6:00 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Debra Davis, Julie Wolfe (telephoned in at 6:05 p.m.), Dave Corey, Bill Willis
Commission Staff: Kelly Maser, Connie Lindsay, Martin Moore
Others: Rebecca Liebing, Lee Iverson

Approval of Open Session Agenda:

a) **November 28, 2017**

Action: B. Willis made a motion to approve Open Session Agenda for November 28, 2017. **Seconded by D. Davis**

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

Approval of Open Session Minutes:

a) **November 21, 2017**

Action: D. Davis made a motion to approve Open Session Meeting Minutes for November 21, 2017. **Seconded by D. Corey**

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

Julie came into meeting via telephone at 6:05 p.m.

Old Business:

None

New Business:

a) **Approval of Expenditure for Little River Casino Resort for Construction of Enclosed Work Area in the Amount of \$3,089.70**

Action: D. Corey made a motion to approve Gaming Commission Resolution #GC17-1128-23 for the approval of the expenditure in the amount \$3,089.70 to Little River Casino Resort. **Seconded by B. Willis**

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

Discussion Period:

Rebecca – Chapter 20

Next Gaming Commission Meeting

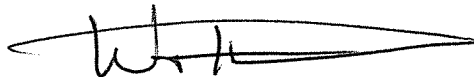
a) **December 5, 2017 at 5:30 p.m.**

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 6:08 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,


Bill Willis, Secretary

12/5/17
Date

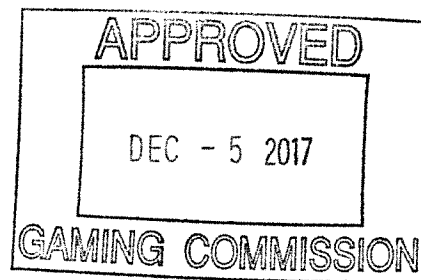
Items moved to Open Session:

a) Request for Exemption – Continental Linen Services, Inc.

Action: D. Corey made a motion to approve Gaming Commission Order #GC17-1128-07 granting Continental Linen Services, Inc. exempt from the vendor licensing requirements with the revision stating exemption is for the remainder of this year. **Seconded by B. Willis**

Roll Call: D. Davis – Yes / B. Willis – Yes / J. Wolfe – 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 5, 2017

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

Meeting called to order at 5:33 p.m. by Acting Chairperson, Bill Willis

Present:

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

Commission Staff: Kelly Maser, Erford Edmondson

Others: Rebecca Liebing, James Pontiac

Approval of Open Session Agenda:

a) December 5, 2017

Action: B. Willis made a motion to approve Open Session Meeting Agenda for December 5, 2017 adding New Business Item (b) – amending Gaming Commission Resolution #GC17-1128-23 amending the GL account number.

Seconded by D. Davis

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

Approval of Open Session Minutes:

a) November 28, 2017

Action: D. Davis made a motion to approve Open Session Meeting Minutes for November 28, 2017. **Seconded by J. Wolfe**

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

Old Business:

None

New Business:

a) Approval of Mini-Baccarat Logoed Felt Layout

Action: B. Willis made a motion of approval the mini-baccarat logoed felt layout as presented. **Seconded by D. Davis**

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

b) Amending Gaming Commission Resolution #GC17-1128-23 to Reflect the Appropriate GL Account (5600)

Action: B. Willis made a motion to approve amending Resolution #GC17-1128-23 for the purposes of reflecting the GL Account (5600) on page 2. **Seconded by D. Davis**

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

Discussion Period:

Erford – complete annual machine testing – compilation forthcoming

James – MIGCN thank you

Next Gaming Commission Meeting

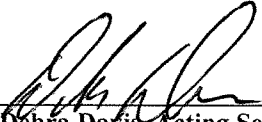
a) December 12, 2017 at 5:30 p.m.

Adjournment of Open Session:

Action: B. Willis made a motion to adjourn the Open Session at 5:39 p.m. **Seconded by D. Davis**

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

Submitted by,


Debra Davis, Acting Secretary 12-12-17
Date

Items moved to Open Session:

a) The Pharos Group, LLC

Action: B. Willis made a motion to approve The Pharos Group, LLC Non-Gaming Vendor License initial application license effective date November 7, 2017 – license expiration date of November 7, 2018. **Seconded by D. Davis**

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

b) The F.P. Horak Company

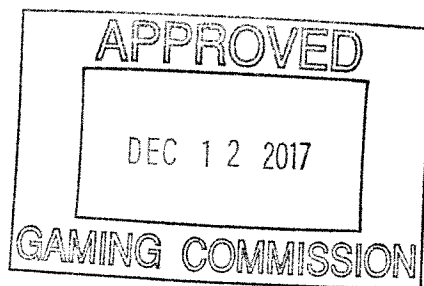
Action: B. Willis made a motion to approve The F.P. Horak Company Non-Gaming Vendor License renewal application for license effective date of January 12, 2017 – license expiration date of January 12, 2018. **Seconded by D. Davis**

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

c) Sysco Guest Supply, LLC

Action: B. Willis made a motion to approve the Sysco Guest Supply, LLC renewal application for Non-Gaming Vendor License license effective January 20, 2018 – expiration date of January 20, 2019. **Seconded by D. Davis**

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



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

December 12, 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: Bill Willis, Debra Davis, Julie Wolfe (absent), Dave Corey

Commission Staff: Kelly Maser

Others: Rebecca Liebing, Joseph Riley, Lee Ivinson

Approval of Open Session Agenda:

a) **December 12, 2017**

Action: D. Davis made a motion to approve Open Session Agenda for December 12, 2017. **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**

Approval of Open Session Minutes:

a) **December 5, 2017**

Action: B. Willis made a motion to approve Open Session Meeting Minutes for December 5, 2017. **Seconded by D. Davis**

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

Old Business:

None

New Business:

None

Discussion Period:

Kelly – External Auditors

Lee – Live feed monitor request

Next Gaming Commission Meeting

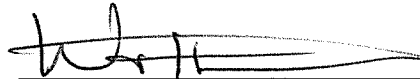
a) **December 19, 2017 at 5:30 p.m.**

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 5:50 p.m. **Seconded by D. Davis**

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

Submitted by,


Bill Willis, Secretary

1/2/18
Date

Items moved to Open Session:

a) Request for Exemption – Blarney Castle Oil Company

Action: B. Willis made a motion to approve Gaming Commission Order #GC17-1212-08 granting exemption to Blarney Castle Oil Company from the vendor licensing requirements. **Seconded by D. Corey**

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

b) KKK Partners, LLC

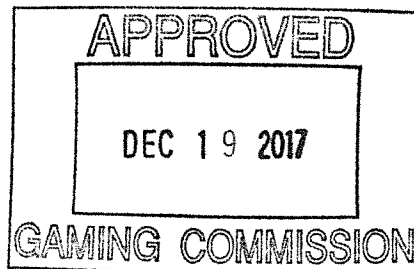
Action: D. Corey made a motion to approve Non-Gaming initial application for KKK Partners, LLC license effective date of December 12, 2017 – expiration date of December 12, 2018. **Seconded by D. Corey**

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

c) OFF Madison Ave., LLC

Action: D. Corey made a motion to approve the Non-Gaming Vendor renewal application for Off Madison Ave., LLC license effective January 21, 2018 – expiration date of January 21, 2019. **Seconded by D. Davis**

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





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

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

Gaming Commission Resolution #GC17-1219-24

**Approval of Contract and Expenditure from North American Video
for the Expansion of the Synectics Solution Digital Surveillance System to the Little
River Trading Post in the Amount of \$80,241.05**

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 Tribal Council authorized by Tribal Council Resolution #17-1115-396 the transfer of the Little River Trading Post from the Little River Band of Ottawa Indians Tribal government to the Little River Casino Resort; and

WHEREAS, the Little River Trading Post will transfer to the Little River Casino Resort on January 1, 2018 and the surveillance system in operation at the Little River Trading Post is not sufficient and requires replacement to be compatible with the current Surveillance digital system in operation at the Little River Casino Resort; and

LRGC Resolution #GC17-1219-24
Approval of Contract and Expenditure from North American Video
for the Expansion of the Synectics Solution Digital Surveillance System
to the Little River Trading Post in the Amount of \$80,241.05
Page Two

WHEREAS, the preferred vendor (sole source) for the purchase of this equipment is North American Video based on the fact that it will be connected (expanding) to our existing surveillance system's network switch (purchased through North American Video) located within the Surveillance Department; and

WHEREAS, the Surveillance Department 2018 budget does include funds to cover this expenditure and a quote was obtained from North American Video for the purchase of necessary equipment in the amount of \$80,241.05; and

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

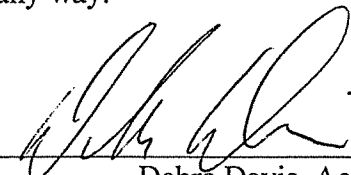
NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the contract and expenditure for the expansion of the Synectics Solution Digital Surveillance System to the Little River Trading Post in the amount of \$80,241.05 from the approved 2018 Gaming Commission Surveillance Department Budget; and

IT IS FINALLY RESOLVED THAT the contract and expenditure will be forwarded to the Tribal Council of the Little River Band of Ottawa Indians requesting approval for execution and purchase.

Certificate of Adoption

I, Debra Davis, Acting Secretary of the Little River Band of Ottawa Indians Gaming Commission, do hereby certify that this resolution was adopted on December 19, 2017 by a vote of 3 in favor, 0 opposed, and 0 abstentions and 1 absent. This resolution has not been amended or rescinded in any way.

Attest:



Debra Davis, Acting 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 #GC17-1212-08

**GRANTING EXEMPTION TO
BLARNEY CASTLE OIL COMPANY
FROM VENDOR LICENSING REQUIREMENTS**

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 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 Section 6.01 of 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

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; 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, Chapter 6 – Section 3-4 (b) of the Tribal Council approved Gaming Commission regulations states that the Gaming Commission at its sole discretion, may exempt persons (or businesses) from vendor licensing requirements in certain highly-regulated fields; and

WHEREAS, Chapter 6 – Section 3-6 of the Tribal Council approved Gaming Commission regulations states that the gaming enterprise is prohibited from entering into any contract until the vendor has been exempted by the Gaming Commission. Vendors granted an exemption by the Gaming Commission shall be required to provide a completed Conflict of Interest Disclosure in a form satisfactory to the Gaming Commission prior to the commencement of business with the gaming enterprise; and

Gaming Commission Order #GC17-1212-08
Granting Exemption to Blarney Castle Oil Company
from Vendor Licensing Requirements
Page Three

WHEREAS, the Commission finds that motor fuel retailers of Michigan are highly-regulated by the State of Michigan and other local, state, and federal governmental agencies; and

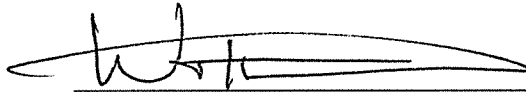
WHEREAS, the gaming enterprise has requested an exemption from the licensing requirements for Blarney Castle Oil Company for purposes of providing motor fuel/petroleum to the gaming enterprise.

NOW THEREFORE IT IS THE ORDER of the Little River Band of Ottawa Indians Gaming Commission that Blarney Castle Oil Company is hereby exempt from the vendor licensing requirements. This exemption is valid once the Gaming Commission is in receipt of the Conflict of Interest Disclosure form between the Little River Casino Resort and the vendor per Chapter 6 – Vendor Licensing Regulation – Section 3-6.

Certificate of Adoption

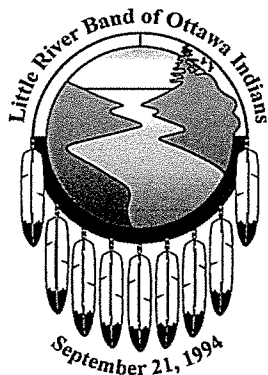
I, Bill Willis, Secretary of the Little River Band of Ottawa Indians Gaming Commission do hereby certify that this order was approved on December 12, 2017 by a vote of 3 in favor, 0 opposed, and 0 abstentions and 1 absent. This order has not been amended or rescinded in any way.

Attest:



Bill Willis, Secretary

Distribution: Commission Records
 Little River Casino Resort
 Tribal Council Recorder
 Blarney Castle Oil Company



Little River Band of Ottawa Indians Gaming Commission

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

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

Memo

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

Binjíbidek (From): Kelly Maser, Executive Director 

Maánda Naásaáp (cc):

Naángwa (Date): January 2, 2018

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

Administrative Assistant – November 2017 (position filled October 30, 2017)

** 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 – December 2017 (performed by the Executive Director and Background Investigator)

- 46 applications/files/investigations reviewed – initial and renewals (Gaming/Non-Gaming), including NSOR searches, credit reports, personal references and employment checks, gaming license verifications, professional license verifications
- Numerous employee licensing interviews conducted
- 46 Criminal History Record checks processed (ICHAT) – Executive Director
- 13 Accurate Reports requested – Executive Director
- 7 set of fingerprints processed – Background Investigator
- Notices to the National Indian Gaming Commission (NIGC) – Executive Director
 - 8 Notice of Results (one (1) was a revised version)
 - 3 License Determinations

Executive Assistant – December 2017

- 6 vendor licenses processed (Gaming/Non-Gaming)
- 12 vendor applications sent to vendors (Gaming/Non-Gaming)
- Received Gaming vendor applications and reviewed for completeness
 - 2 Corporate History Disclosure Form
 - 4 Personal History Disclosure Form
- 2 investigations initiated on vendors
- 4 investigations initiated on vendor control persons
- 6 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
- 2 Dunn & Bradstreet reports ran on vendors
- 7 Gaming Commission meeting agendas prepared
 - 17 Gaming Commission meeting packets assembled and distributed
- 1 Gaming Commission monthly report compiled and submitted to Tribal Council
- 1 Tribal Council resolution drafted
- 1 Tribal Council agenda request packet processed
- 1 Gaming Commission resolutions drafted
- 2 Gaming Commission order drafted
- Reviewed LRCCR Accounts Payable List
- 1 Raffle license processed
- 13 investigations initiated on employee licensing (criminal/civil searches)
- 5 ICHATS ran for employee licensing
- Assisted 2 licensees in the initial and renewal licensing process (completion of application and notarizing)

** 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.