



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

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

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Report to Tribal Council for the Month of February 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 February the Gaming Commission:
- held four regular meetings

III. Concerns/Requests:

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

Minutes:

1. January 24, 2017
2. February 7, 2017
3. February 14, 2017
4. February 21, 2017

Resolutions:

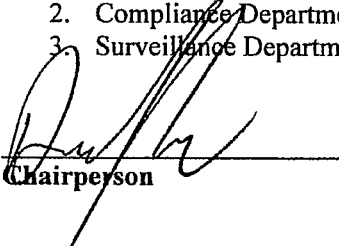
1. Gaming Commission Resolution #GC17-0228-03 Approval of Revised Gaming Commission By-Laws

Commission Orders:

Other:

Reports:

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


Chairperson

3-7-2017
Date

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

January 24, 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: Bill Willis, Debra Davis, Dave Corey, Julie Wolfe

Commission Staff: Kelly Maser

Others: Rebecca Liebing

Approval of Open Session Agenda:

a) January 24, 2017

Action: B. Willis made a motion to approve the Open Session Agenda for January 24, 2017. **Seconded by J. Wolfe**

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) January 17, 2017

Action: J. Wolfe made a motion to approve the Open Session Minutes for January 17, 2017 as presented. **Seconded by D. Corey**

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

MOTION CARRIED

Old Business:

None

New Business:

a) Gaming Commissioner Officer Elections

Action: B. Willis made a motion to appoint Dave Corey as Chairperson of the Gaming Commission. **Seconded by D. Davis**

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

Action: J. Wolfe made a motion to appoint Bill Willis as Gaming Commission Secretary. **Seconded by D. Davis**

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

Discussion Period:

Kelly – MGCB Site Visit

Rebecca – New Legislation

Next Gaming Commission Meeting:

a) February 7, 2017 at 5:30 p.m.

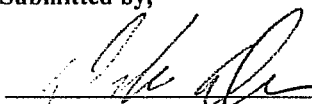
Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 6:15 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,


Debra Davis, Secretary

2-7-17
Date

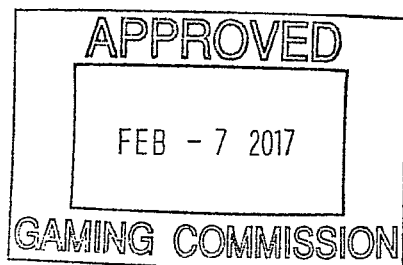
Items moved to Open Session:

a) Innovative Casino Products

Action: D. Corey made a motion to approve the renewal Non-Gaming Vendor License for Innovative Casino Products effective January 24, 2017 and expiring on January 24, 2018. **Seconded by J. Wolfe**

Roll Call: D. Davis – Yes / J. Wolfe – Yes / B. Willis – 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
February 7, 2017
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:38 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) February 7, 2017

Action: J. Wolfe made a motion to approve the Open Session Agenda for February 7, 2017. **Seconded by B. Willis**
Roll Call: D. Corey – Yes / J. Wolfe – Yes / D. Davis – Yes / B. Willis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Approval of Open Session Minutes:

a) January 24, 2017

Action: J. Wolfe made a motion to approve the Open Session Minutes for January 24, 2017 as presented. **Seconded**
by B. Willis
Roll Call: D. Davis – Yes / J. Wolfe – Yes / B. Willis – Yes / D. Corey – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Old Business:

None

New Business:

None

Discussion Period:

Kelly and Lee – MGCB Audit update
Lee – Non-Smoking gaming area still on the table
Lee – Renovations on West Wing of hotel
Rebecca – Follow up on legislation

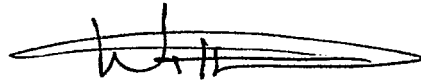
Next Gaming Commission Meeting:

a) February 14, 2017 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 5:49 p.m. **Seconded by J. Wolfe**
Roll Call: J. Wolfe – Yes / B. Willis – Yes / D. Corey – Yes / D. Davis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

Submitted by,


Bill Willis, Secretary 2/14/17
Date

Items moved to Open Session:

a) Alpha Video & Audio, Inc.

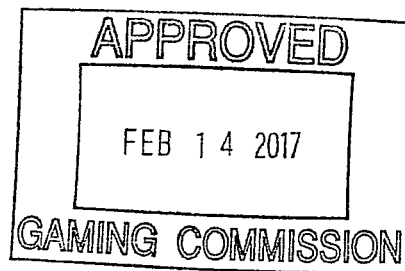
Action: D. Corey made a motion to approve the renewal Non-Gaming Vendor License for Alpha Video & Audio, Inc. effective April 8, 2017 and license expiration date April 8, 2018. **Seconded by B. Willis**

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

b) Gaming Tickets, Inc.

Action: D. Corey made a motion to approve the renewal Gaming Vendor License for Gaming Tickets, Inc. effective April 2, 2017 and license expiration date April 2, 2018. **Seconded by D. Davis**

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



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
February 14, 2017
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 5:44 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Julie Wolfe, Dave Corey, Debra Davis, Bill Willis
Commission Staff: Kelly Maser
Others: Rebecca Liebing, Lee Iverson

Approval of Open Session Agenda:

a) February 14, 2017

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

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

Approval of Open Session Minutes:

a) February 7, 2017

Action: B. Willis made a motion to approve the Open Session Minutes for February 7, 2017. **Seconded by D. Corey**

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

Old Business:

None

New Business:

None

Discussion Period:

Kelly – MGCB Audit update – awaiting draft report
Lee – Construction of hotel going well

Next Gaming Commission Meeting:

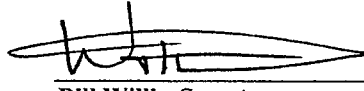
a) February 21, 2017 at 5:30 p.m.

Adjournment of Open Session:

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

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

Submitted by,



Bill Willis, Secretary

2/21/17

Date

Items moved to Open Session:

a) Bay Supply & Marketing, Inc.

Action: D. Corey made a motion to approve the Non-Gaming Vendor License renewal application for Bay Supply & Marketing, Inc. effective April 22, 2017 and license expiration date April 22, 2018. **Seconded by B. Willis**
Roll Call: B. Willis – Yes / D. Corey – Yes / J. Wolfe – Yes / D. Davis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

b) KSS Enterprises

Action: D. Corey made a motion to approve the Non-Gaming Vendor License renewal application for KSS Enterprises effective April 1, 2017 and license expiration date April 1, 2018. **Seconded by D. Davis**
Roll Call: J. Wolfe – Yes / D. Davis – Yes / B. Willis – Yes / D. Corey – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED

c) Everi Games, Inc.

Action: D. Corey made a motion to approve the Gaming Vendor License renewal application Everi Games, Inc. effective March 5, 2017 and license expiration date March 5, 2018. **Seconded by D. Davis**
Roll Call: D. Corey – Yes / J. Wolfe – Yes / B. Willis – Yes / D. Davis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.
MOTION CARRIED



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

Meeting called to order at 5:45 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Julie Wolfe, Dave Corey, Debra Davis, Bill Willis
Commission Staff: Kelly Maser
Others: Lee Iverson, Ronald Pete

Approval of Open Session Agenda:

a) February 21, 2017

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

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

Approval of Open Session Minutes:

a) February 14, 2017

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

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

Old Business:

None

New Business:

None

Discussion Period:

Kelly – MGCB Audit update – awaiting draft report
Lee and Ron – hotel west wing update
Lee – entertainment in the River Rock Sports and Grille

Next Gaming Commission Meeting:

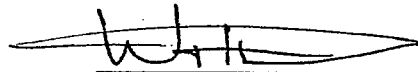
a) February 28, 2017 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 5:54 p.m. **Seconded by D. Davis**

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

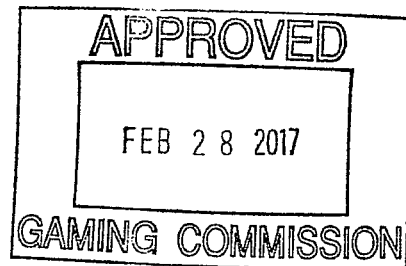
Submitted by,



Bill Willis, Secretary

2/28/17
Date

Items moved to Open Session:





**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 #GC17-0228- 03

APPROVAL OF REVISED GAMING COMMISSION BY-LAWS

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 regulate all gaming activities within the jurisdiction of the Tribe; 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, Tribal Council adopted the revised Commissions Ordinance #04-150-01 on February 29, 2012; and

WHEREAS, the Section 6.01 of the Commissions Ordinance states that all Commissions shall have two creation documents – an Ordinance and by-laws; and

WHEREAS, Section 6.02 (f) of the Commissions Ordinance mandates that by-laws be reviewed on a annual basis by the Commission for amendments; and

WHEREAS, the Gaming Commission reviewed the Gaming Commission By-Laws and has made the revisions necessary to be compliant with Tribal law.

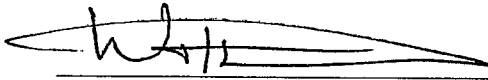
NOW THEREFORE IT IS RESOLVED THAT the Little River Band of Ottawa Indians Gaming Commission hereby approves the revised Gaming Commission By-Laws; and

IT IS FURTHER RESOLVED THAT the approved revised by-laws be forwarded to Tribal Council for placement on their agenda for approval.

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 February 28, 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:



Bill Willis, 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, Director of Gaming Regulatory & Compliance 

Maánda Naásaáp (cc):

Naángwa (Date): March 1, 2017

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

Administrative Assistant – February 2017

- 50 Credit Reports processed
- 50 Sex Offender Record checks processed
- 28 Reference letters processed
- 83 Renewal letters processed
- May 2017 reminder cards processed
- Numerous court checks processed for the employee license applicants
- 54 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 – February 2017

- 59 Applications/Files/Investigations reviewed
- 45 Renewal Employee Licenses issued
 - 22 Key
 - 20 Non-Gaming
 - 3 PMO
- 5 New (Initial) Employee Licenses issued
 - 5 Non-Gaming

- 4 Employee License interviews conducted
- 59 Criminal History Record checks processed
- 1 Sex Offender Record checks processed
- Accurate Record checks processed
 - 5 Driving Record
 - 5 Felony/Misdemeanor
- 1 set of fingerprints processed
- 7 Vendor Licenses verified
- License Issues
 - 4 Expired
- Suitability Reports filed with NIGC
 - 1 Notice of Results
 - 1 License Determination
- 14 applications notarized

Executive Assistant – February 2017

- 5 vendor licenses processed (Gaming/Non-Gaming)
- 2 vendor renewal applications sent to vendors (Gaming/Non-Gaming)
- 2 vendor application sent to prospective new vendor (Gaming/Non-Gaming)
- Received Non-Gaming vendor applications and reviewed for completeness
 - 1 Corporate History Disclosure Form
 - 1 Personal History Disclosure Form
- Received Gaming vendor applications and reviewed for completeness
 - 1 Corporate History Disclosure Form
 - 3 Personal History Disclosure Form
- 2 investigations initiated on vendors
- 5 investigations initiated on vendor control persons
- 4 investigations for vendors reviewed
- 5 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
- 8 Gaming Commission meeting agendas prepared
 - 24 Gaming Commission meeting packets assembled and distributed
- 1 Gaming Commission resolution drafted
- 1 Gaming Commission Monthly Report compiled and submitted to Tribal Council
- Reviewed LRRCR Accounts Payable List
- 1 Raffle License processed
- Assisted 12 licensees in the initial and renewal licensing process (completion of application and notarizing)

** 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.