



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 July 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 July the Gaming Commission:

- held four regular meetings
- NIGC Site Visit
- Levied fine on the Gaming Enterprise

III. Concerns/Requests:

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

Minutes:

1. June 26, 2018
2. July 3, 2018
3. July 10, 2018
4. July 17, 2018

Resolutions:

1. Gaming Commission Resolution #GC18-0710-27 Approving the Cancellation of the Gaming Commission Meeting Scheduled on August 7, 2018
2. Gaming Commission Resolution #GC18-0710-28 Approval of Gaming Commission On-Call Compensation Policy

Commission Orders:

Other:

Reports:

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

Chairperson

8/2/18
Date

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

June 26, 2018

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

Meeting called to order at 5:37 p.m. by Acting Chairperson, Bill Willis

Present:

Commissioners: Bill Willis, Debra Davis

Commission Staff: Kelly Maser

Others: Rebecca Liebing

Approval of Open Session Agenda:

a) June 26, 2018

Action: B. Willis made a motion to approve the Open Session Meeting Agenda for June 26, 2018. **Seconded by D. Davis**

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

Approval of Open Session Minutes:

a) June 19, 2018

Action: B. Willis made a motion to approve the Open Session Meeting Minutes for June 19, 2018. **Seconded by D. Davis**

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

Old Business:

None

New Business:

None

Discussion Period:

Kelly – Upcoming NIGC site

Kelly – Upcoming training opportunities

Next Gaming Commission Meeting

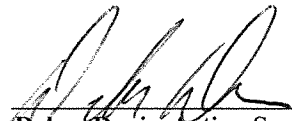
a) July 3, 2018 at 5:30 p.m.

Adjournment of Open Session:

Action: B. Willis made a motion to adjourn the Open Session at 5:41 p.m. **Seconded by D. Davis**

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

Submitted by,


Debra Davis, Acting Secretary

7-3-18
Date

Items moved to Open Session:

a) Sofo Foods of Ohio, LLC

Action: B. Willis made a motion to approve the renewal Non-Gaming Vendor License application for Sofo Foods of Ohio, LLC – license effective date of August 22, 2018 – license expiration date of August 22, 2019. **Seconded by D. Davis**

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

b) Micro Gaming Technologies, Incorporated

Action: B. Willis made a motion to approve the renewal Gaming Vendor License application for Micro Gaming Technologies, Inc. – license effective date August 20, 2018 – expiration date of August 20, 2019. **Seconded by D. Davis**

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

c) Gaming Partners International USA, Inc.

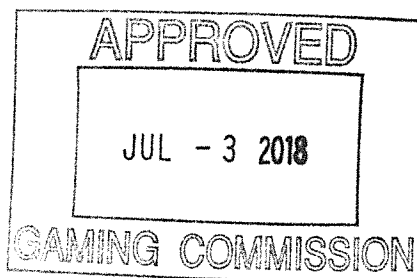
Action: B. Willis made a motion to approve the renewal Gaming Vendor License application for Gaming Partners International USA, Inc. – license effective date July 26, 2018 – license expiration date of July 26, 2019. **Seconded by D. Davis**

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

d) NRT Technologies, Inc.

Action: B. Willis made a motion to approve the temporary Gaming Vendor License effective date June 26, 2018 – expiration date July 26, 2018. **Seconded by D. Davis**

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



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

July 3, 2018

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

Meeting called to order at 5:30 p.m. by Acting Chairperson, Bill Willis

Present:

Commissioners: Bill Willis, Debra Davis
Commission Staff: Kelly Maser
Others:

Approval of Open Session Agenda:

a) **July 3, 2018**

Action: B. Willis made a motion to approve Open Session Meeting Agenda for July 3, 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) **June 26, 2018**

Action: B. Willis made a motion to approve Open Session Meeting Minutes for June 26, 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:

a) **Gaming Commissioner Officer Elections**

Action: D. Davis made a motion to have Bill Willis as Chairperson. **Seconded by B. Willis**

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

Action: B. Willis made a motion to have Deb Davis as Gaming Commission Secretary. **Seconded by D. Davis**

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

Discussion Period:

Kelly – Reminder NIGC site
Kelly – Adjudication training
Kelly – Sports Betting training

Next Gaming Commission Meeting

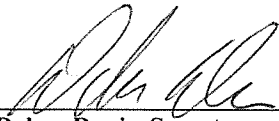
a) **July 10, 2018 at 5:30 p.m.**

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

Submitted by,

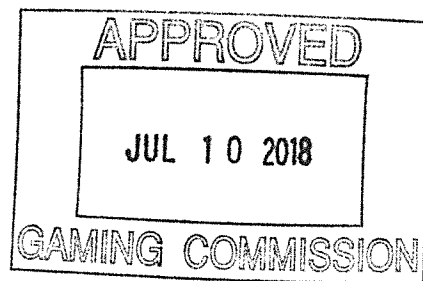

Debra Davis, Secretary

7-10-18
Date

Items moved to Open Session:

a) AGL, LLC

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



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

July 10, 2018

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

Meeting called to order at 5:46 p.m. by Chairperson, Bill Willis

Present:

Commissioners: Bill Willis, Debra Davis

Commission Staff: Kelly Maser

Others: Rebecca Liebing

Approval of Open Session Agenda:

a) July 10, 2018

Action: B. Willis made a motion to approve Open Session Meeting Agenda for July 10, 2018 with the following items: -amending New Business Item (a) to reflect only the cancellation of the August 7, 2018 meeting and adding New Business Item (b). **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 3, 2018

Action: B. Willis made a motion to approve Open Session Meeting Minutes for July 3, 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:

a) Approval of Revised Gaming Commission 2018 Meeting Schedule

Action: B. Willis made a motion for the approval of the cancellation of the Gaming Commission Meeting on August 7, 2018 – Gaming Commission Resolution #GC18-0710-27. **Seconded by D. Davis**

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

b) Approval of Addendum to Non-Gaming Employee Licensing Application – Parental/Guardian Consent for Minor Criminal Background Check – Authorization for Release of Information

Action: B. Willis made a motion to approve the addendum to apply strictly to minor Non-Gaming Employee Licensing applicants.

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

Discussion Period:

Kelly – NIGC site overview

Kelly – Upcoming Regulating Sports Betting conference

Next Gaming Commission Meeting

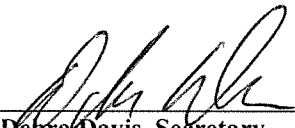
a) July 17, 2018 at 5:30 p.m.

Adjournment of Open Session:

Action: B. Willis made a motion to adjourn the Open Session at 6:02 p.m. **Seconded by D. Davis**

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

Submitted by,


Debra Davis, Secretary

7-17-18
Date

Items moved to Open Session:

a) NRT Technologies, Inc.

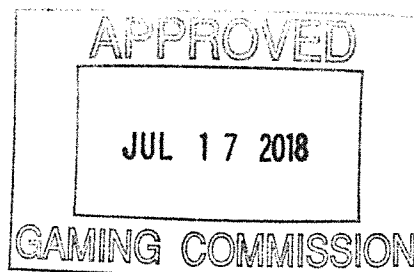
Action: B. Willis made a motion to approve the initial Gaming Vendor License application for NRT Technologies, Inc. – license effective date of June 26, 2018 – license expiration date of June 26, 2019. **Seconded by D. Davis**

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

b) Sysco Grand Rapids, LLC

Action: B. Willis made a motion to approve the renewal Non-Gaming Vendor License for Sysco Grand Rapids, LLC – license effective date of October 4, 2018 – license expiration date of October 4, 2019. **Seconded by D. Davis**

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



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

July 17, 2018

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

Meeting called to order at 5:40 p.m. by Chairperson, Bill Willis

Present:

Commissioners: Bill Willis, Debra Davis
Commission Staff: Kelly Maser
Others: Lee Ivinson

Approval of Open Session Agenda:

a) July 17, 2018

Action: B. Willis made a motion to approve Open Session Meeting Agenda for July 17, 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 10, 2018

Action: B. Willis made a motion to approve the Open Session Meeting Minutes for July 10, 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:

Lee – Regulation clarification
Kelly – NIGC Site Visit

Next Gaming Commission Meeting

a) July 24, 2018 at 6:15 p.m.

Adjournment of Open Session:

Action: B. Willis made a motion to adjourn the Open Session at 6:15 p.m. **Seconded by D. Davis**

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

Submitted by,


Debra Davis, Secretary

7-24-18
Date

Items moved to Open Session:

a) Data Financial, Inc.

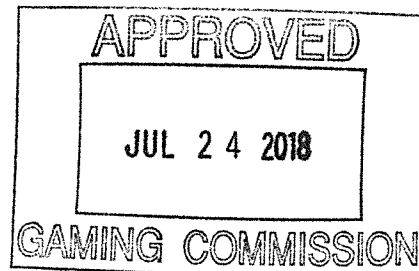
Action: B. Willis made a motion to approve the renewal Gaming Vendor License for Data Financial, Inc. – license effective date August 23, 2018 – license expiration date August 23, 2019. **Seconded by D. Davis**

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

b) Interblock USA L.C.

Action: B. Willis made a motion to approve the renewal Gaming Vendor License for Interblock USA, L.C. – license effective date of July 25, 2018 – license expiration date of July 25, 2019. **Seconded by D. Davis**

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





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Gaming Commission Resolution #GC18-0710-22

**Approving the Cancellation of the Gaming Commission Meeting
Scheduled on August 7, 2018**

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 has, pursuant to Gaming Commission Ordinance # 02-400-04, 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 and federal laws governing the conduct of Tribally-licensed gaming activities; and

WHEREAS, the Gaming Commission By-Laws – Section 4.01 (a) requires the Gaming Commission to hold at least two (2) regular meetings per month and at such other times as may be deemed necessary to perform assigned duties; and

WHEREAS, the Gaming Commission's By-Laws – Section 4.0 (c) requires the Gaming Commission to establish a schedule for its regular meetings for each calendar year and requires amendments to the schedule be approved by resolution of the Gaming Commission and notice be posted in accordance to the Ordinance; and

WHEREAS, the Gaming Commission approved its 2018 Meeting Schedule on November 14, 2017 and now finds it necessary to amend its meeting schedule by canceling its meeting on August 7, 2018.

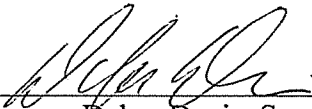
Gaming Commission Resolution #GC18-0710-____
Approving the Cancellation of the Gaming Commission Meeting
Scheduled on August 7, 2018
Page Two

NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission of the Little River Band of Ottawa Indians hereby approves the amendment to its 2018 Meeting Schedule by cancelling its meeting on August 7, 2018.

Certificate of Adoption

I, Debra Davis, Secretary of the Gaming Commission do hereby certify that this resolution was adopted on July 10, 2018 by a vote of 2 in favor, ____ opposed, and ____ abstentions and ____ 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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Gaming Commission Resolution #GC18-0710-25

APPROVAL OF GAMING COMMISSION ON-CALL COMPENSATION POLICY

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 authorized by the Tribe and to enforce all Tribal and federal laws governing the conduct of Tribally-licensed gaming activities; and

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

WHEREAS, the Gaming Commission On-Call Compensation Policy was created to set forth the expectations of the Gaming Commission in the administration of Section 5.1 (Work Hours) of the Government Operations Personnel Manual; and

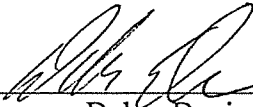
WHEREAS, this policy sets forth compensation (stipend and minimum allowance) and provide guidelines for those non-exempt employees who are required by management to be available to provide a specific essential/emergency function outside of their regularly scheduled work week.

NOW THEREFORE IT IS RESOLVED THAT the Little River Band of Ottawa Indians Gaming Commission hereby approves the Gaming Commission On-Call Compensation Policy.

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 July 10, 2018 by a vote of 2 in favor, ____ opposed, ____ abstentions and ____ 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

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

Binjibidek (From): Kelly Maser, Executive Director 

Maánda Naásaáp (cc):

Naángwa (Date): August 2, 2018

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

Administrative Assistant – July 2018

- 100 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 – July 2018 (performed by the Executive Director)

- 101 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
- 25 ICHATS ran for employee licensing
- 14 interviews conducted for new employee license applicants
- 5 criminal and civil background investigations initiated for new employee license applicants (Accurate)
- 8 set of fingerprints submitted and processed
- Notices to the National Indian Gaming Commission (NIGC)
 - 8 Notice of Results (NOR) prepared and processed

- 5 Licensing Determinations prepared and processed
- 8 Investigative Reports prepared and processed
- 1 license suspension prepared and initiated
- 2 denials prepared and initiated
- 1 Show Cause Hearing prepared (hearing re-scheduled until August)
- 1 background investigation started on potential Gaming Commissioner

Executive Assistant – July 2018

- 4 Vendor Licenses processed (Gaming and Non-Gaming)
- Received Gaming vendor applications and reviewed for completeness
 - 1 Corporate History Disclosure Form
 - 2 Personal History Disclosure Form
- Received Non-Gaming vendor applications and reviewed for completeness
 - 4 Corporate History Disclosure Form
 - 10 Personal History Disclosure Form
- 5 investigations initiated on vendors
- 13 investigations initiated on vendor control persons
- 3 investigations on vendors reviewed
- 7 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
- 6 Gaming Commission meeting agendas prepared
 - 12 Gaming Commission meeting packets assembled and distributed
- 1 Gaming Commission monthly report compiled and submitted to Tribal Council
- 1 Gaming Commission resolution drafted
- Reviewed LRCCR Accounts Payable List
- 7 criminal and civil background investigations initiated for new employee license applicants (Accurate)
- 56 ICHATS ran for employee licensing
- 34 Credit Reports ran for employee licensing

** 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.