



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 March 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.

Dave Corey, Chairperson
Bill Willis, Secretary
Debra Davis, Commissioner

II. Activities during the Past Month:

During the month of March the Gaming Commission:
- held four regular meetings

III. Concerns/Requests:

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

Minutes:

1. February 27, 2018
2. March 6, 2018
3. March 13, 2018
4. March 20, 2018

Resolutions:

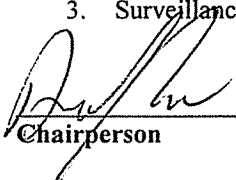
1. Gaming Commission Resolution #GC18-0313-07 Approval of Revised Gaming Commission Regulation #R400-04:GC-03 Chapter 3-Non-Gaming Employee Licensing Regulation
2. Gaming Commission Resolution #GC18-0327-08 Approval of Revised Gaming Commission Compliance Department Procedures
3. Gaming Commission Resolution #GC18-0327-09 Approval of Revised Gaming Commission Surveillance Department Procedures
4. Gaming Commission Resolution #GC18-0327-10 Approval of Revised Gaming Commission Surveillance Access Policy

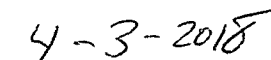
Commission Orders:

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
February 27, 2018
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 6:01 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Dave Corey, Bill Willis, Debra Davis
Commission Staff: Kelly Maser, Erford Edmondson
Others: Rebecca Liebing, Tiphonie Smith, James Pontiac

Approval of Open Session Agenda:

a) February 27, 2018

Action: B. Willis made a motion to approve the Open Session Meeting Agenda for February 27, 2018. **Seconded** by D. Corey

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

Approval of Open Session Minutes:

a) February 20, 2018

Action: D. Davis made a motion to approve Open Session Minutes for February 20, 2018. **Seconded** by B. Willis

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

Old Business:

None

New Business:

None

Discussion Period:

Rebecca – Chapter 3 – Non-Gaming Employee Licensing Regulation recommended change (age)

Next Gaming Commission Meeting

a) March 6, 2018 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 6:19 p.m. **Seconded** by D. Davis

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



Submitted by,

Bill Willis, Secretary

3/6/18

Date

Items moved to Open Session:

a) Landry Holdings, LLC d/b/a Casino Tech

Action: D. Corey made a motion to approve Gaming Vendor renewal application for Landry Holdings, LLC d/b/a Casino Tech effective date of April 18, 2018 – license expiration date of April 18, 2019. **Seconded by B. Willis**

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

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
March 6, 2018
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

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

Present:

Commissioners: Dave Corey (absent), Bill Willis, Debra Davis
Commission Staff: Erford Edmondson
Others: Rebecca Liebing, Lee Iverson

Approval of Open Session Agenda:

a) March 6, 2018

Action: B. Willis made a motion to approve the Open Session Meeting Agenda for March 6, 2018. **Seconded by D. Davis**

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

Approval of Open Session Minutes:

a) February 27, 2018

Action: B. Willis made a motion to approve Open Session Minutes for February 27, 2018. **Seconded by D. Davis**

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

Old Business:

None

New Business:

None

Discussion Period:

Rebecca-

- 1. NIGC**
- 2. Gaming Ordinance**

Lee-

- 1. Scrubbed NG Financial Procedures**
- 2. IHS Inspection**
- 3. Vendor – Midax Situation (NOC), Micros (Oracle)**
- 4. Parking Lots**

Next Gaming Commission Meeting

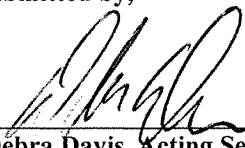
a) March 13, 2018 at 5:30 p.m.

Adjournment of Open Session:

Action: B. Willis made a motion to adjourn the Open Session at 6:00 p.m. **Seconded by D. Davis**

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

Submitted by,


Debra Davis, Acting Secretary

3-13-18
Date

Items moved to Open Session:

a) Approval of Small Raffle License – LRBOI Warriors’ Society

Action: B. Willis made a motion to approve the small raffle license for LRBOI Warriors’ Society for April 14, 2018.

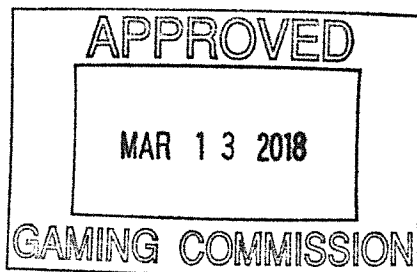
Seconded by D. Davis

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

b) Approval of Large Raffle License – Manistee Area Chamber of Commerce

Action: B. Willis made a motion to approve the large raffle license for Manistee Area Chamber of Commerce for March 15, 2018. **Seconded by D. Davis**

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



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

March 13, 2018

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

Meeting called to order at 5:32 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Bill Willis, Dave Corey, Debra Davis

Commission Staff: Erford Edmondson, Kelly Maser

Others: Lee Iverson, Dwayne Alberts, James Pontiac, Linda Flintoff, Ryan O'Brien, Barry McGrady, Andrew Gentile

Approval of Open Session Agenda:

a) March 13, 2018

Action: B. Willis made a motion to approve the Open Session Meeting Agenda for March 13, 2018. **Seconded by D. Davis**

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

Approval of Open Session Minutes:

a) March 6, 2018

Action: D. Davis made a motion to approve Open Session Meeting Minutes for March 6, 2018. **Seconded by B. Willis**

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

Old Business:

None

New Business:

a) Approval of Revised Gaming Commission Regulation Chapter 3 – Non-Gaming Employee Licensing Regulation

Action: B. Willis made a motion to approve Gaming Commission Resolution #GC18-0313-07 approving Gaming Commission Regulation #R400-04:GC-03 – Chapter 3 – Non-Gaming Employee Licensing Regulation. **Seconded by D. Corey**

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

Discussion Period:

Lee – Training update(s)

Lee – Title 31 assessment

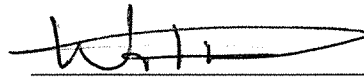
Next Gaming Commission Meeting

a) March 20, 2018 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 B. Willis
Roll Call: D. Corey – Yes / D. Davis – Yes / B. Willis – Yes / 3-Yes, 0-No, 0-Abstain, 0-Absent. **MOTION CARRIED**

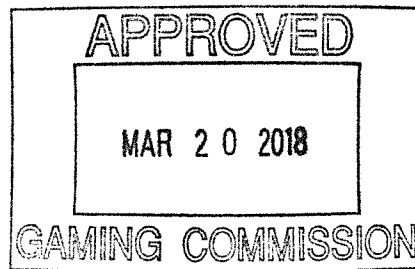
Submitted by,



Bill Willis, Secretary

3/20/18
Date

Items moved to Open Session:



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

March 20, 2018

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

Meeting called to order at 6:11 p.m. by Chairperson, Dave Corey

Present:

Commissioners: Dave Corey, Bill Willis, Debra Davis

Commission Staff: Kelly Maser

Others: Rebecca Liebing

Approval of Open Session Agenda:

a) March 20, 2018

Action: D. Davis made a motion to approve the Open Session Meeting Agenda for March 20, 2018. **Seconded by B. Willis**

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

Approval of Open Session Minutes:

a) March 13, 2018

Action: B. Willis made a motion to approve the Open Session Meeting Minutes for March 13, 2018. **Seconded by D. Davis**

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

Old Business:

None

New Business:

None

Discussion Period:

Kelly – Surveillance equipment update

Next Gaming Commission Meeting

a) March 27, 2018 at 5:30 p.m.

Adjournment of Open Session:

Action: D. Corey made a motion to adjourn the Open Session at 6:14 p.m. **Seconded by B. Willis**

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

Submitted by,

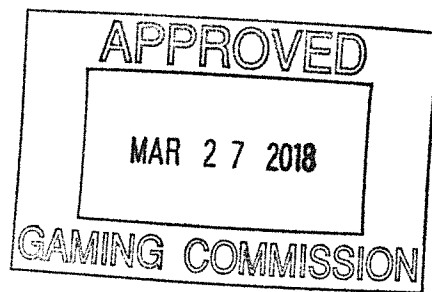


Bill Willis, Secretary

3/27/18
Date

Items moved to Open Session:

None





Gaming Commission

2840 Orchard Hwy., Suite "A"

Manistee, MI 49660

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Gaming Commission Resolution #GC18-0313- 07

APPROVAL OF REVISED GAMING COMMISSION REGULATION #R400-04:GC-03 CHAPTER 3 – NON-GAMING EMPLOYEE LICENSING REGULATION

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 of the Gaming Commission and its staff; and

WHEREAS, all Non-Gaming Employee Licensing reference was removed from Gaming Commission Regulation – Chapter 7 – Employee Licensing (last approved by the Gaming Commission on October 25, 2017) and was introduced as a stand-alone regulation in Gaming Commission Regulation #R400-04:GC-03 – Chapter 3 – Non-Gaming Employee Licensing; and

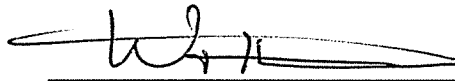
WHEREAS, the Gaming Commission approved Chapter 3 by Gaming Commission Resolution #GC18-0220-03 on February 20, 2018 and has most-recently determined it appropriate to lower the age requirement for licensure from eighteen (18) years of age to sixteen (16) years of age.

NOW THEREFORE IT IS RESOLVED THAT only upon confirmation that the NIGC and Tribal Council have approved/adopted the Gaming Ordinance #10-400-01 shall Gaming Commission Regulation #400-04:GC-03 – Chapter 3 – Non-Gaming Employee Licensing Regulation be effective and forwarded to the Tribal Council Recorder for filing in accordance with Gaming Commission Ordinance Section 6.04 (b).

Certificate of Adoption

I, Bill Willis, Secretary of the Gaming Commission do hereby certify that this resolution was adopted on March 13, 2018 by a vote of 3 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



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Gaming Commission Resolution #GC18-0327-08

**APPROVAL OF REVISED GAMING COMMISSION
COMPLIANCE DEPARTMENT PROCEDURES**

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 of the Gaming Commission and its staff; and

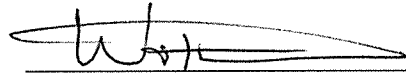
WHEREAS, the Gaming Commission Compliance Department Procedures was created and approved by the Gaming Commission on March 10, 2015 and were extremely outdated and a total rewrite was necessary.

NOW THEREFORE IT IS RESOLVED THAT the Little River Band of Ottawa Indians Gaming Commission hereby approves the revised Gaming Commission Compliance Department Procedures.

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 March 27, 2018 by a vote of 2 in favor, 0 opposed, 0 abstentions and 1 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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Gaming Commission Resolution #GC18-0327-09

APPROVAL OF REVISED GAMING COMMISSION SURVEILLANCE DEPARTMENT PROCEDURES

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 of the Gaming Commission and its staff; and

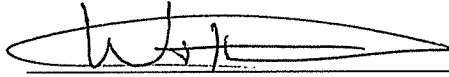
WHEREAS, the Gaming Commission Surveillance Department Procedures was approved by the Gaming Commission on March 13, 2007 and were extremely outdated and a total rewrite was necessary.

NOW THEREFORE IT IS RESOLVED THAT the Little River Band of Ottawa Indians Gaming Commission hereby approves the revised Gaming Commission Surveillance Department Procedures.

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 March 27, 2018 by a vote of 2 in favor, 0 opposed, 0 abstentions and 1 absent. This resolution has not been amended or rescinded in any way.

Attest:



Bill Willis, Secretary

Distribution: Commission Records
Tribal Council Liaison



Gaming Commission
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Gaming Commission Resolution #GC18-0327- 10

APPROVAL OF REVISED GAMING COMMISSION SURVEILLANCE ACCESS 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 of the Gaming Commission and its staff; and

WHEREAS, in accordance with the National Indian Gaming Commission Regulations, 25 CFR Section 542.43(c), access to the surveillance room shall be limited to surveillance personnel, designated employees, and other persons authorized in accordance with the Surveillance Department policy. Such policy shall be approved by the Tribal gaming regulatory authority; and

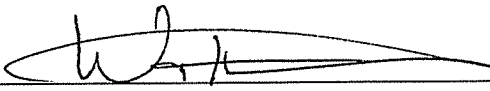
WHEREAS, the Surveillance Access Policy originally approved by the Gaming Commission on March 23, 2006, revised July 5, 2011 and a recent review of the policy identified the need for revisions.

NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the revised Surveillance Access Policy, deems it effective immediately (superseding any previous policy).

Certificate of Adoption

I, Bill Willis, Secretary of the Gaming Commission do hereby certify that this resolution was adopted on March 27, 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:



Bill Willis, Secretary

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Tribal Council Liaison



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Memo

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

Binjibidek (From): Kelly Maser, Executive Director 

Maánda Naásaáp (cc):

Naángwa (Date): April 2, 2018

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

Administrative Assistant – March 2018

- 72 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 – March 2018 (performed by the Executive Director)

- 72 applications/files/investigations reviewed for authorization of approval – initial applications and renewals (Gaming and Non-Gaming)
- Ran numerous Sex Offender Reports for employee licensing
- 22 ICHATS ran for employee licensing
- 21 interviews conducted for new employee license applicants
- 16 criminal and civil background investigations initiated for new employee license applicants (Accurate)
- 6 set of fingerprints submitted and processed
- Notices to the National Indian Gaming Commission (NIGC)
 - 6 Notice of Results (NOR) prepared and processed
 - 2 License Determinations prepared and processed
 - 2 Investigative Reports prepared and processed

Executive Assistant – March 2018

- 2 Vendor Licenses processed (Gaming and Non-Gaming)
- 7 vendor application sent to vendors (Gaming and Non-Gaming)
- Received Gaming vendor applications and reviewed for completeness
 - 6 Corporate History Disclosure Form
 - 17 Personal History Disclosure Form
- Received Non-Gaming vendor applications and reviewed for completeness
 - 5 Corporate History Disclosure Form
 - 7 Personal History Disclosure Form
- 10 investigations initiated on vendors
- 24 investigations initiated on vendor control persons
- 8 investigations on vendors reviewed
- 14 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
- 9 Dunn & Bradstreet reports ran on vendors
- 8 Gaming Commission meeting agendas prepared
 - 20 Gaming Commission meeting packets assembled and distributed
- 1 Gaming Commission monthly report compiled and submitted to Tribal Council
- 1 Gaming Commission orders drafted
- 2 Gaming Commission resolutions drafted
- Reviewed LRRCR Accounts Payable List
- 10 criminal and civil background investigations initiated for new employee license applicants (Accurate)
- 95 ICHATS ran for employee licensing
- 104 Credit Reports ran for employee licensing
- 2 Raffle Licenses 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.