



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 November 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

Mark Jespersen, Commissioner

II. Activities during the Past Month:

During the month of November the Gaming Commission:

- held four regular meetings

III. Concerns/Requests:

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

Minutes:

1. October 23, 2018
2. November 6, 2018
3. November 13, 2018
4. November 20, 2018

Resolutions:

1. Gaming Commission Resolution #GC18-1113-36 Approving the Gaming Commission Meeting Schedule for 2019
2. Gaming Commission Resolution #GC18-1113-37 Approval of Revised Gaming Commission Employee Licensing Procedure

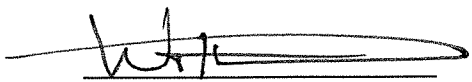
Commission Orders:

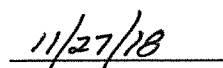
Other:

1. Gaming Commission Meeting Schedule for 2019

Reports:

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


Chairperson


Date 11/27/18

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
October 23, 2018
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

Meeting called to order at 6:14 p.m. by Chairperson, Bill Willis

Present:

Commissioners: Bill Willis, Mark Jespersen, Debra Davis
Commission Staff: Kelly Maser, Connie Lindsay, Erford Edmondson
Others: Lee Iverson, Barb Girard

Approval of Open Session Agenda:

a) October 23, 2018

Action: B. Willis made a motion to approve the Open Session Agenda for October 23, 2018. **Seconded by D. Davis**
Roll Call: D. Davis – Yes / M. Jespersen – Yes / B. Willis – Yes / 3-Yes, 0-No, 0-Abstain, 0-Absent. **MOTION CARRIED**

Approval of Open Session Minutes:

a) October 16, 2018

Action: B. Willis made a motion to approve the Open Session Meeting Minutes for October 16, 2018. **Seconded by D. Davis**
Roll Call: B. Willis – Yes / D. Davis – Yes / M. Jespersen – 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 #GC18-1023-33 approval of revised Gaming Commission Regulation #R400-04:GC-03 – Chapter 3 – Non-Gaming Employee License Regulation.

Seconded by D. Davis

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

b) Approval of Revised Gaming Commission Regulation Chapter 7 – Gaming Employee Licensing Regulation

Action: B. Willis made a motion to approve Gaming Commission Resolution #GC18-1023-34 approval of revised Gaming Commission Regulation #R400-04:GC-07 – Chapter 7 – Gaming Employee Licensing Regulation.

Seconded by D. Davis

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

Discussion Period:

Erf – Annual machine testing to begin October 29, 2018

Lee – October 27, 2018 and October 29, 2018 refresher Title 31 training

Kelly – Upcoming training December 2018

Next Gaming Commission Meeting

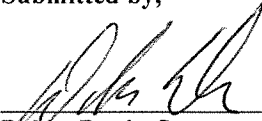
a) November 6, 2018 at 5:30 p.m.

Adjournment of Open Session:

Action: B. Willis made a motion to adjourn the Open Session at 6:25 p.m. **Seconded by D. Davis**

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

Submitted by,


Debra Davis, Secretary

11-6-18
Date

Items moved to Open Session:

a) Sysco Guest Supply, LLC

Action: B. Willis made a motion to approve the Non-Gaming vendor renewal application for Sysco Guest Supply, LLC – license effective date January 20, 2019 – license expiration date January 20, 2020. **Seconded by D. Davis**

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



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

November 6, 2018

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

Meeting called to order at 5:30 p.m. by Acting Chairperson, Debra Davis

Present:

Commissioners: Bill Willis (absent), Mark Jespersen (absent), Debra Davis, Dave Corey (liaison)
Commission Staff: Kelly Maser
Others:

Approval of Open Session Agenda:

a) **November 6, 2018**

Action: D. Davis made a motion to approve the Open Session Agenda for November 6, 2018. **Seconded by D. Corey**

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

Approval of Open Session Minutes:

a) **October 23, 2018**

Action: D. Davis made a motion to approve the Open Session Meeting Minutes for October 23, 2018. **Seconded by D. Corey**

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

Old Business:

None

New Business:

a) **Approval of 2019 Gaming Commission Meeting Schedule**

Action: D. Davis made a motion to table. **Seconded by D. Corey**

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

Discussion Period:

None

Next Gaming Commission Meeting

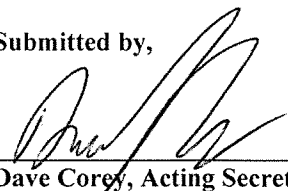
a) **November 13, 2018 at 5:30 p.m.**

Adjournment of Open Session:

Action: D. Davis made a motion to adjourn the Open Session at 5:32 p.m. **Seconded by D. Corey**

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

Submitted by,


Dave Corey, Acting Secretary

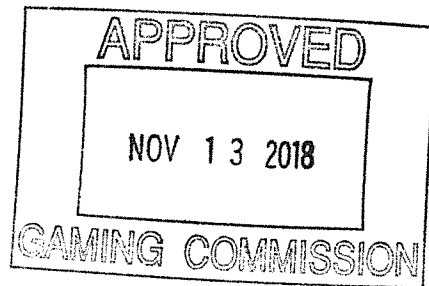
11-14-2018
Date

Items moved to Open Session:

a) The Pharos Group, LLC

Action: D. Davis made a motion to approve the Non-Gaming renewal application for The Pharos Group, LLC effective date of November 7, 2018 – license expiration date of November 7, 2019. **Seconded by D. Corey**

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



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
November 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, Bill Willis

Present:

Commissioners: Bill Willis, Mark Jespersen, Debra Davis
Commission Staff: Kelly Maser, Erford Edmondson
Others: Lee Iverson, Dawn McGrady, Tiphonie Smith, Andrew Gentile

Approval of Open Session Agenda:

a) November 13, 2018

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

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

Approval of Open Session Minutes:

a) November 6, 2018

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

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

Old Business:

a) Approval of 2019 Gaming Commission Meeting Schedule

Action: B. Willis made a motion to Gaming Commission Resolution #GC#18-1113-36 approving the Gaming Commission Meeting Schedule for 2019. **Seconded by D. Davis**

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

New Business:

None

Discussion Period:

None

Next Gaming Commission Meeting

a) November 20, 2018 at 5:30 p.m.

Adjournment of Open Session:

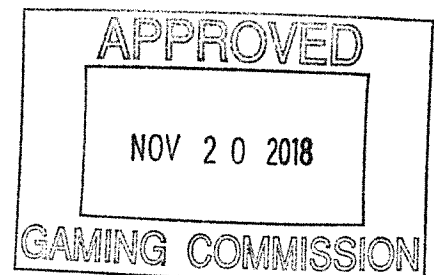
Action: B. Willis made a motion to adjourn the Open Session at 5:35 p.m. **Seconded by D. Davis**

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

Submitted by,

Debra Davis, Secretary

Date



Items moved to Open Session:

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION MEETING
November 20, 2018
Gaming Commission Conference Room
2840 Orchard Highway, Suite A
Manistee, MI 49660**

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

Present:

Commissioners: Bill Willis, Mark Jespersen, Debra Davis
Commission Staff: Kelly Maser
Others: Rebecca Liebing

Approval of Open Session Agenda:

a) November 20, 2018

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

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

Approval of Open Session Minutes:

a) November 13, 2018

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

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

Old Business:

None

New Business:

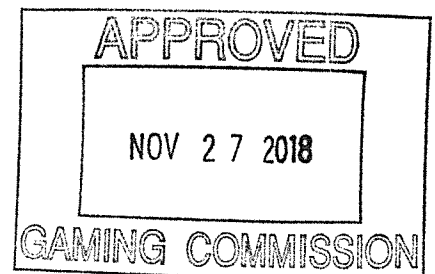
None

Discussion Period:

Kelly - Gaming Law and Regulation Conference December 10-11, 2018
No attendees from the gaming enterprise
Commission's Ordinance Comments

Next Gaming Commission Meeting

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



Adjournment of Open Session:

Action: B. Willis made a motion to adjourn the Open Session at 6:21 p.m. **Seconded by D. Davis**

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

Submitted by,

Debra Davis, Secretary

11-27-18

Date

Items moved to Open Session:



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

2840 Orchard Highway, Suite 'A'

Manistee, MI 49660

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

Gaming Commission Resolution #GC18-1113-36

Approving the Gaming Commission Meeting Schedule for 2019

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, 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

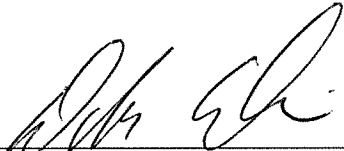
WHEREAS, the Gaming Commission's By-Laws – Section 4.01 (c) requires the Gaming Commission to establish a schedule for its regular meetings for each calendar year by no later than the last regular meeting of the preceding year, that notice be posted in all Tribal government buildings, and that the schedule be forwarded to the department responsible for publication in the Tribal newsletter.

NOW THEREFORE IT IS RESOLVED THAT the Little River Band of Ottawa Indians Gaming Commission hereby approves their 2019 Meeting Schedule.

Certificate of Adoption

I, Debra Davis, Secretary of the Gaming Commission do hereby certify that this resolution was adopted on November 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:



Debra Davis, Secretary

Distribution: Commission Records
Tribal Council Liaison



Little River Band of Ottawa Indians
Gaming Commission
2840 Orchard Highway Suite "A"
Manistee, MI 49660
Tel: (231) 723-7755 • Fax: (231) 723-7788

Gaming Commission Resolution #GC18-1113-37

APPROVAL OF REVISED GAMING COMMISSION EMPLOYEE LICENSING PROCEDURE

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

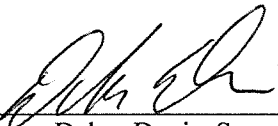
WHEREAS, the Gaming Commission Employee Licensing Procedure was last approved by the Gaming Commission on April 3, 2018 and a recent review revealed the need for revisions.

NOW THEREFORE IT IS RESOLVED THAT the Little River Band of Ottawa Indians Gaming Commission hereby approves the revised Gaming Commission Employee Licensing Procedure.

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 November 13, 2018 by a vote of 3 in favor, 0 oppose, 0 abstentions and 0 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 Meeting Schedule 2019

All meetings are held in the Conference Room at the Gaming Commission Office located at 2840 Orchard Highway. The Gaming Commission is scheduled to meet at 5:30 p.m. The open public session may not begin until 6:30 p.m. Please call 723-7755 to confirm meeting place, time or other questions.

January 8th	January 15th
January 22nd	January 29th
February 5th	February 12th
February 19th	February 26th
March 5th	March 12th
March 19th	March 26th
April 2nd	April 9th
April 16th	April 23rd
May 7th	May 14th
May 21st	May 28th
June 4th	June 11th
June 18th	June 25th
July 2nd	July 9th
July 16th	July 23rd
August 6th	August 13th
August 20th	August 27th
September 3rd	September 10th
September 17th	September 24th
October 1st	October 8th
October 15th	October 22nd
November 5th	November 12th
November 19th	November 26th
December 3rd	December 10th
December 17th	

Special Meetings may be called for business matters that need to be considered prior to the next scheduled meeting.

Gaming Commissioners
Bill Willis, Chairperson
Debra Davis, Secretary
Mark Jespersen, Commissioner

Gaming Commission Approved: 11-13-18
Gaming Commission Resolution #GC18-1113-36



Little River Band of Ottawa Indians Gaming Commission

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Memo

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

Binjibidek (From): Kelly Maser, Executive Director

Maánda Naásaáp (cc):

Naángwa (Date): December 3, 2018

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

Administrative Assistant – November 2018

- 56 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 – November 2018 (performed by the Executive Director and Background Investigator)

- 50 applications/files/investigations reviewed for authorization of approval – initial applications and renewals (Gaming and Non-Gaming)
- 3 vendor files reviewed for authorization to move to Gaming Commission for approval (Gaming and Non-Gaming)
- Ran numerous Sex Offender Reports for employee licensing
- 54 ICHAT ran for employee licensing
- 1 FDLE (Florida Department of Law Enforcement criminal history report) ran for background investigation purposes
- 1 ICHAT ran for background investigation purposes
- 14 interviews conducted for new employee license applicants
- 17 criminal and civil background investigations initiated for new employee license

- applicants (Accurate)
- 5 set of fingerprints submitted and processed
- Notices to the National Indian Gaming Commission (NIGC)
 - 7 Notice of Results (NOR) prepared and processed
 - 4 Licensing Determinations prepared and processed
 - 4 Investigative Reports prepared and processed
- 2 background investigations completed on potential Gaming Commissioners

Executive Assistant – November 2018

- 3 Vendor Licenses processed (Gaming and Non-Gaming)
- 6 Renewal applications sent to vendors (Gaming and Non-Gaming)
- Received Non-Gaming vendor applications and reviewed for completeness
 - 2 Corporate History Disclosure Form
 - 9 Personal History Disclosure Form
- Received Gaming vendor applications and reviewed for completeness
 - 3 Corporate History Disclosure Form
 - 10 Personal History Disclosure Form
- 5 investigations initiated on vendors
- 19 investigations initiated on vendor control persons
- 5 investigations on vendors reviewed
- 16 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
- 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
- 2 Gaming Commission resolution drafted
- Reviewed LRCCR Accounts Payable List

** 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.