



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

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

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

#### **III. Concerns/Requests:**

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

##### **Minutes:**

1. September 26, 2017
2. October 3, 2017
3. October 10, 2017
4. October 17, 2017

##### **Resolutions:**

1. Gaming Commission Resolution #GC17-1010-15 Approval of Revised Gaming Commission Organizational Chart
2. Gaming Commission Resolution #GC17-1017-16 Approval of Revised Gaming Commission Regulation #R400-04:GC-06 – Gaming Vendor Licensing Regulation
3. Gaming Commission Resolution #GC17-1017-17 Approval of Revised Gaming Commission Regulation #R400-04:GC-07 Chapter 7 Gaming Employee Licensing Regulation
4. Gaming Commission Resolution #GC17-1024-18 Approval of Crossmatch CMT Maintenance Agreement and Expenditure in the Amount of \$1,052.57

##### **Commission Orders:**

##### **Other:**

**Reports:**

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

  
\_\_\_\_\_  
**Chairperson**

11-7-17  
**Date**

**LITTLE RIVER BAND OF OTTAWA INDIANS  
GAMING COMMISSION MEETING  
OPEN SESSION MEETING  
September 26, 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:** Debra Davis, Dave Corey, Bill Willis, Julie Wolfe (telephone)  
**Commission Staff:** Kelly Maser  
**Others:** Rebecca Liebing, Joe Riley

**Approval of Open Session Agenda:**

a) **September 26, 2017**

**Action:** D. Davis made a motion to approve Open Session Agenda for September 26, 2017. **Seconded by B. Willis**  
**Roll Call:** D. Corey – Yes / D. Davis – Yes / J. Wolfe – Yes / B. Willis – Yes / 4-Yes, 0-No, 0-Abstain, 0-Absent.  
**MOTION CARRIED**

**Approval of Open Session Minutes:**

a) **September 19, 2017**

**Action:** B. Willis made a motion to approve Open Session Meeting Minutes for September 19, 2017. **Seconded by D. Davis**  
**Roll Call:** B. Willis – Yes / J. Wolfe – Abstain / D. Corey – Yes / D. Davis – Yes / 3-Yes, 0-No, 1-Abstain, 0-Absent. **MOTION CARRIED**

**Old Business:**

None

**New Business:**

a) **Approval of North American Video Expenditure in the Amount of \$3,115.22**

**Action:** D. Corey made a motion to approve expenditure for North American Video in the amount of \$3,115.22 with Gaming Commission Resolution #GC17-0926-14. **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**

**Discussion Period:**

- a) Kelly – MGCB Final Audit Report
- b) Kelly – Annual Machine Testing begins October 23, 2017
- c) Kelly – Chapter 4 delayed getting to Tribal Council for acceptance
- d) Rebecca – LRRCR FDPP's

**Next Gaming Commission Meeting:**

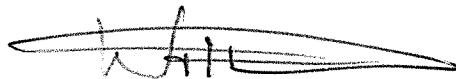
a) **October 3, 2017 at 5:30 p.m.**

**Adjournment of Open Session:**

**J. Wolfe exited meeting at 6:08 p.m. – lost telephone service**

**Action:** D. Corey made a motion to adjourn the Open Session at 6:09 p.m. Seconded by D. Davis  
**Roll Call:** B. Willis – Yes / D. Davis – Yes / D. Corey – Yes / J. Wolfe – Absent / 3-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

Submitted by,

  
Bill Willis, Secretary      Date 10/3/17

**Items moved to Open Session:**

a) Aristocrat Technologies, Inc.

**Action:** D. Corey made a motion to approve the renewal application for Aristocrat Technologies, Inc. Gaming License effective October 4, 2017 - expiration date of October 4, 2018. Seconded by D. Davis

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



**LITTLE RIVER BAND OF OTTAWA INDIANS  
GAMING COMMISSION MEETING  
OPEN SESSION MEETING  
October 3, 2017  
Gaming Commission Conference Room  
2840 Orchard Highway, Suite A  
Manistee, MI 49660**

**Meeting called to order at 5:33 p.m. by Chairperson, Dave Corey**

**Present:**

**Commissioners:** Debra Davis, Dave Corey, Bill Willis, Julie Wolfe (Absent)  
**Commission Staff:** Kelly Maser  
**Others:** Rebecca Liebing, Rick McGee

**Approval of Open Session Agenda:**

**a) October 3, 2017**

**Action:** D. Davis made a motion to approve Open Session Agenda for October 3, 2017. **Seconded by B. Willis**  
**Roll Call:** D. Corey – Yes / D. Davis – Yes / J. Wolfe – Absent / B. Willis – Yes / 3-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

**Approval of Open Session Minutes:**

**a) September 26, 2017**

**Action:** B. Willis made a motion to approve Open Session Meeting Minutes for September 26, 2017. **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**

**Old Business:**

None

**New Business:**

None

**Discussion Period:**

- a) Rebecca – NIGC Chairman's testimony to Senate Committee on Indian Affairs – Oversight Hearing**
- b) Kelly – LRRCR Patron Complaint Policy and Procedures needs revisions - outdated**

**Lee Iverson entered meeting at 5:37 p.m.**

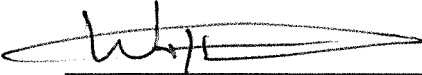
**Next Gaming Commission Meeting:**

**a) October 10, 2017 at 5:30 p.m.**

**Adjournment of Open Session:**

**Action:** D. Corey made a motion to adjourn the Open Session at 5:42 p.m. **Seconded by D. Davis**  
**Roll Call:** B. Willis – Yes / D. Davis – Yes / D. Corey – Yes / J. Wolfe – Absent / 3-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

Submitted by,

  
Bill Willis, Secretary      Date 10/10/17

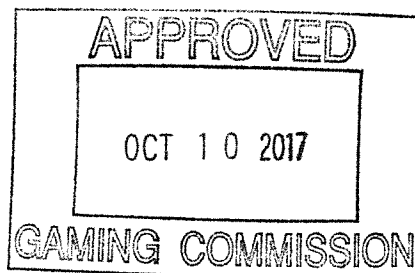
**Items moved to Open Session:**

**a) Larsen's Landscaping, LLC**

**Action:** D. Corey made a motion to approve the Vendor Licensing Non-Gaming renewal application for Larsen's Landscaping, LLC effective November 22, 2017 - expiration date of November 22, 2018. **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**

**b) Bally Technologies, Inc.**

**Action:** D. Corey made a motion to approve the Gaming Vendor License Bally Technologies, Inc. effective November 15, 2017 - expiration date of November 15, 2018. **Seconded by D. Davis**  
**Roll Call:** D. Corey – Yes / B. Willis – 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 MEETING  
OPEN SESSION MEETING  
October 10, 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:** Debra Davis, Dave Corey, Bill Willis, Julie Wolfe (Absent)  
**Commission Staff:** Kelly Maser  
**Others:** Lee Iverson, Rebecca Liebing

**Approval of Open Session Agenda:**

**a) October 10, 2017**

**Action:** D. Davis made a motion to approve Open Session Agenda for October 10, 2017. **Seconded by B. Willis**  
**Roll Call:** D. Davis – Yes / D. Corey – Yes / B. Willis – Yes / J. Wolfe – Absent / 3-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

**Approval of Open Session Minutes:**

**a) October 3, 2017**

**Action:** B. Willis made a motion to approve Open Session Meeting Minutes for October 3, 2017. **Seconded by D. Davis**  
**Roll Call:** J. Wolfe – Absent / B. Willis – Yes / D. Davis – Yes / D. Corey – Yes / 3-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

**Old Business:**

**None**

**New Business:**

**a) Approval to Revised Gaming Commission Organizational Chart**

**Action:** D. Corey made a motion to approve Gaming Commission Resolution #GC17-1010-15 revising the Gaming Commission Organizational Chart. **Seconded by B. Willis**  
**Roll Call:** D. Corey – Yes / J. Wolfe – Absent / D. Davis – Yes / B. Willis – Yes / 3-Yes- 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

**Discussion Period:**

- a) Lee – Tribal First training (incident reporting)**
- b) Kelly – MIGCN Meeting (October 19<sup>th</sup> and 20<sup>th</sup>)**

**Next Gaming Commission Meeting**

**a) October 17, 2017 at 5:30 p.m.**

**Adjournment of Open Session:**

**Action:** D. Corey made a motion to adjourn the Open Session at 5:47 p.m. **Seconded by D. Davis**  
**Roll Call:** B. Willis – Yes / D. Davis – Yes / D. Corey – Yes / J. Wolfe – Absent / 3-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

Submitted by,



Bill Willis, Secretary

10/17/17  
Date

Items moved to Open Session:

None



**LITTLE RIVER BAND OF OTTAWA INDIANS  
GAMING COMMISSION MEETING  
OPEN SESSION MEETING  
October 17, 2017  
Gaming Commission Conference Room  
2840 Orchard Highway, Suite A  
Manistee, MI 49660**

Meeting called to order at 5:42 p.m. by Acting Chairperson, Bill Willis

**Present:**

**Commissioners:** Debra Davis, Dave Corey (absent), Bill Willis, Julie Wolfe (telephone)  
**Commission Staff:** Kelly Maser  
**Others:** Lee Ivinson, Rebecca Liebing

**Approval of Open Session Agenda:**

a) **October 17, 2017**

**Action:** B. Willis made a motion to approve Open Session Meeting Agenda for October 17, 2017. **Seconded by J. Wolfe**

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

**Approval of Open Session Minutes:**

a) **October 10, 2017**

**Action:** D. Davis made a motion to approve Open Session Meeting Minutes for October 10, 2017. **Seconded by B. Willis**

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

**Old Business:**

None

**New Business:**

a) **Approval of Revised Gaming Commission Regulation Chapter 6 – Gaming Vendor Licensing Regulation**

**Action:** B. Willis made a motion to approve Gaming Commission Resolution #GC17-1017-16 approval of revised Gaming Commission Regulation #R400-04:GC-06 – Chapter 6 – Gaming Vendor Licensing Regulation. **Seconded by J. Wolfe**

**Roll Call:** D. Davis – Yes / J. Wolfe – Yes / B. Willis – Yes / D. Corey – Absent / 3-Yes- 0-No, 0-Abstain, 1-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 #GC17-1017-17 approval of revised Gaming Commission Regulation #R400-04:GC-07 – Chapter 7 – Gaming Employee Licensing Regulation.

**Seconded by D. Davis**

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

**Discussion Period:**

- a) Kelly – MIGCN Meeting (October 19<sup>th</sup> and 20<sup>th</sup>)
- b) Lee – River Credits for MIGCN Meeting
- c) Lee – Patron Complaint Procedure Request for Review Forthcoming
- d) Lee – Question(s) on Gaming Ordinance Revision

**Next Gaming Commission Meeting**

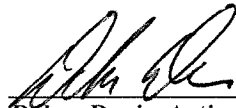
- a) October 24, 2017 at 5:30 p.m.

**Adjournment of Open Session:**

**Action:** B. Willis made a motion to adjourn the Open Session at 6:07 p.m. 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**

Submitted by,



Debra Davis, Acting Secretary

10-24-17

Date

**Items moved to Open Session:**

None





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

PO Box 337  
Manistee, MI 49660-0337  
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**Gaming Commission Resolution #GC17-1010- 15**

**APPROVAL OF REVISED GAMING COMMISSION  
ORGANIZATIONAL CHART**

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 6.09 of the Gaming Commission Ordinance permits the Gaming Commission to employ such staff as may be required to fulfill the Gaming Commission's responsibilities; and

WHEREAS, Section 6.10 of the Gaming Commission Ordinance requires the Gaming Commission to submit to Tribal Council, for acceptance, the Organizational Chart of the Gaming Commission Department on an annual basis; and

WHEREAS, Section 6.10 of the Gaming Commission Ordinance also requires at a minimum, the organization of the employees of the Commission shall include departments or responsibilities that include surveillance, compliance, and background investigation/licensing; and

WHEREAS, Section 6.03 of the Gaming Commission By-Laws require the Organizational Chart of the Gaming Commission Department be approved by resolution; and

WHEREAS, the Gaming Commission Department's Organizational Chart has been updated to reflect a title change recommended by the Human Resource Department to reflect the industry standard title for said position/job description.

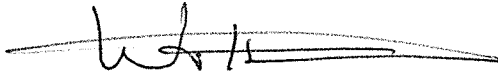
NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the revised Little River Band of Ottawa Indians Gaming Commission Organizational Chart reflecting the title change of the Gaming Commission's Director of Gaming Regulatory and Compliance to Executive Director; and

IT IS FURTHER RESOLVED THAT the revised Organizational Chart be forwarded to Tribal Council for acceptance in accordance with Gaming Commission Ordinance #04-400-04.

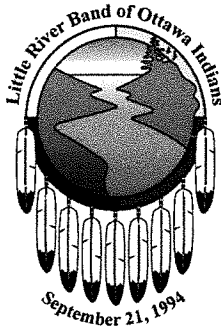
#### **Certificate of Adoption**

I, Bill Willis, Secretary of the Gaming Commission do hereby certify that this resolution was adopted on October 10, 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:

  
\_\_\_\_\_  
Bill Willis, Secretary

Distribution: Commission Records  
Tribal Council Liaison



**Gaming Commission**  
PO Box 337  
Manistee, MI 49660-0337  
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**Gaming Commission Resolution #GC17-1017- 16**

**APPROVAL OF REVISED GAMING COMMISSION REGULATION  
#R400-04:GC-06 CHAPTER 6 – GAMING VENDOR 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, the Gaming Commission Regulation – Chapter 6 – Vendor Licensing Regulation was last approved by the Gaming Commission on November 27, 2012 and a recent review of the regulation indicates the need for revisions in order to mirror the proposed revisions being made in Gaming Ordinance #10-400-01.

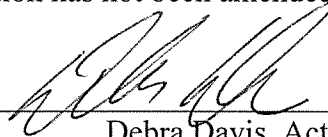
NOW THEREFORE IT IS RESOLVED THAT the Little River Band of Ottawa Indians Gaming Commission hereby approves the revised Gaming Commission Regulation #400-04:GC-06 – Chapter 6 – Gaming Vendor Licensing Regulation; and

IT IS FURTHER RESOLVED THAT only upon confirmation that the NIGC and Tribal Council has approved/adopted the Gaming Ordinance #10-400-01, shall Gaming Commission Regulation – Chapter 6 – Gaming Vendor 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, Debra Davis, Acting Secretary of the Gaming Commission do hereby certify that this resolution was adopted on October 17, 2017 by a vote of 3 in favor, 0 opposed, 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



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## **Gaming Commission Resolution #GC17-1017-17**

### **APPROVAL OF REVISED GAMING COMMISSION REGULATION #R400-04:GC-07 CHAPTER 7 – 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, the Gaming Commission Regulation – Chapter 7 – Employee Licensing Regulation was last approved by the Gaming Commission on January 6, 2015 and a recent review of the regulation indicates the need for revisions in order to mirror the proposed revisions being made in Gaming Ordinance #10-400-01.

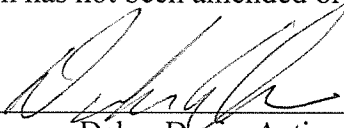
NOW THEREFORE IT IS RESOLVED THAT the Little River Band of Ottawa Indians Gaming Commission hereby approves the revised Gaming Commission Regulation #400-04:GC-07 – Chapter 7 – Gaming Employee Licensing Regulation; and

IT IS FURTHER RESOLVED THAT only upon confirmation that the NIGC and Tribal Council has approved/adopted the Gaming Ordinance #10-400-01, shall Gaming Commission Regulation – Chapter 7 – 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, Debra Davis, Acting Secretary of the Gaming Commission do hereby certify that this resolution was adopted on October 17, 2017 by a vote of 3 in favor, ~~0~~ opposed, ~~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



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**Gaming Commission Resolution #GC17-1024- 18**

**Approval of Crossmatch CMT Maintenance Agreement and  
Expenditure in the Amount of \$1,052.57**

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, Gaming Ordinance #10-400-01 – Section 10.04 (q) provides that all applications for licenses for Key Employees and Primary Management Officials fingerprints shall be requested. Fingerprints shall be taken by the regulatory agency and will then be forwarded to the National Indian Gaming Commission (NIGC) for processing through the Federal Bureau of Investigation (FBI) and the National Criminal Information Center to determine the applicant's criminal history, if any; and

WHEREAS, the Gaming Commission's purchased a Crossmatch Live Scan fingerprint system in 2015 and the maintenance plan included in the purchase expires on November 30, 2017; and

WHEREAS, the purchase of an additional one-year maintenance agreement is necessary in order to have the support required in the event any of the components of the machine or software malfunction.

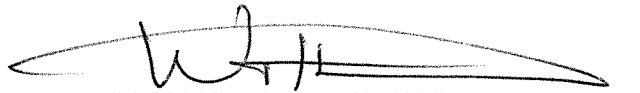
NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the one-year Crossmatch CMT Maintenance Agreement and expenditure in the amount of \$1,052.57 from the approved FY2017 Gaming Commission Administration Budget (from Account #1030-121, Line Item #5600); and

IT IS FINALLY RESOLVED THAT the Crossmatch CMT Maintenance Agreement be forwarded to the Tribal Ogema of the Little River Band of Ottawa Indians for execution of the contract.

#### **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 October 24, 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:

A handwritten signature in black ink, appearing to read 'Bill Willis', is written over a horizontal line.

Bill Willis, Secretary

Distribution: Commission Records



## Little River Band of Ottawa Indians Gaming Commission

PO Box 337

Manistee, MI 49660-0337

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

# Memo

Aáinípiísh Epiídek (To): Gaming Commission

Binjíbidek (From): Kelly Maser, Executive Director 

Maánda Naásaáp (cc):

Naángwa (Date): November 1, 2017

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

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### **Administrative Assistant – October 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 – October 2017 (performed by the Executive Director and Background Investigator)**

- 38 applications/files/investigations processed – 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
- 40 Criminal History Record checks processed (ICHAT) – Executive Director
- 18 Accurate Reports requested – Executive Director
- 5 set of fingerprints processed – Background Investigator
- Notices to the National Indian Gaming Commission (NIGC) – Executive Director
  - 6 Notice of Results
  - 7 License Determinations
- 1 vendor files reviewed (Gaming/Non-Gaming) – Executive Director

#### **Executive Assistant – October 2017**

- 4 vendor licenses processed (Gaming/Non-Gaming)
- 2 vendor applications sent to vendors (Gaming/Non-Gaming)
- Received Non-Gaming vendor applications and reviewed for completeness
  - 6 Corporate History Disclosure Form
  - 10 Personal History Disclosure Forms
- Received Gaming vendor applications and reviewed for completeness
  - 0 Corporate History Disclosure Form
  - 3 Personal History Disclosure Form
- 5 investigations initiated on vendors
- 13 investigations initiated on vendor control persons
- 3 investigations for vendors reviewed
- 10 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
- 4 Dunn & Bradstreet reports ran on vendors
- 6 Gaming Commission meeting agendas prepared
  - 18 Gaming Commission meeting packets assembled and distributed
- 1 Gaming Commission monthly report compiled and submitted to Tribal Council
- 2 Tribal Council resolution drafted
- 2 Tribal Council agenda request packet processed
- 4 Gaming Commission resolutions drafted
- 1 Gaming Commission order drafted
- Reviewed LRRCR Accounts Payable List
- 1 Raffle license processed
- Assisted 23 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.*