



Little River Band of Ottawa Indians Gaming Commission

Gaming Commission Open Session Report for the Month of September 2025

I. Officers:

Steve Parsons, Chairperson (thru September 20, 2025)
 Mark Jespersen, Secretary (thru September 20, 2025)
 Debra Davis, Commissioner (thru September 22, 2025)
 Alyce Giltz, Commissioner
 Joselyn Cabarrubia, Commissioner (thru September 22, 2025)
 Debra Davis, Chairperson (effective September 23, 2025)
 Joselyn Cabarrubia, Secretary (effective September 23, 2025)

II. Activities for the month of September 2025:

1. Regular meeting held on September 9, 2025
2. Regular meeting held on September 16, 2025
3. Regular meeting held on September 23, 2025

III. Concerns/Requests/Comments/Other Approvals:

IV. Raffle Licenses:

V. Vendors Approved or Other:

VI. Attachments (the following documents are attached to this report):

Minutes:

1. August 26, 2025
2. September 9, 2025
3. September 16, 2025

Resolutions:

Orders:



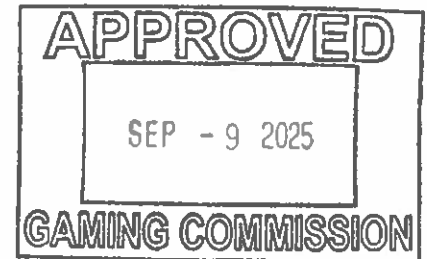
 Chairperson



 Date

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION
August 26, 2025**

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



Meeting called to order at 5:32 p.m. by Chairperson, Steve Parsons

Present/Roll Call:

Commissioners: Steve Parsons, Alyce Giltz, Debra Davis, Mark Jespersen, Joscyln Cabarrubia
Commission Staff: Kelly Maser
Others: Julie Wolfe, Lee Ivinson

Approval of Open Session Agenda:

a) August 26, 2025

Action: S. Parsons made a motion to approve the Open Session Meeting Agenda for August 26, 2025. **Seconded by M. Jespersen**

Roll Call: M. Jespersen – Yes / D. Davis – Yes / S. Parsons – Yes / A. Giltz – Yes / J. Cabarrubia – Yes / 5-Yes, 0-No, 0-Abstain, 0-Absent. **MOTION CARRIED**

Approval of Open Session Minutes:

a) August 19, 2025

Action: A. Giltz made a motion to approve the Open Session Minutes for August 19, 2025. **Seconded by D. Davis**

Roll Call: D. Davis – Yes / J. Cabarrubia – Yes / A. Giltz – Yes / M. Jespersen – Yes / S. Parsons – Yes / 5-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

Old Business:

None

New Business:

None

Discussion Period:

***J. Wolfe entered the meeting at 5:37 p.m.**

- a) Executive Director provides a timeline as it relates to the gaming operation request for a waiver (initial discussion to submission of the agenda request), limited discussion on the item due to the gaming operation withdrawing the agenda request for the request for a waiver to the TMICS requirement(s). The Executive Director indicated since the request was withdrawn, we (Executive Director and Compliance Manager) would reserve our comments on the item.
- b) Update on Gaming Commission Regulation revisions – Chapter 11 – Tribal Minimum Internal Controls. Executive Director states that prior to the week of August 11, 2025, the regulation was in the final phases of review. On August 19, 2025, LRRC Director of Compliance indicated that the gaming operation is considering cashless gaming again and wanted to give the Gaming Commission a heads up. The Executive Director provided that information to the Compliance Manager who then was required to re-write several sections and the development of a new section to accommodate the use of Cashless Wagering. Currently, the new section is for the most part, complete. The revisions to the definitions, revenue audit, and promotions sections are advancing.

We anticipate having that completed by August 18, 2025, at which point it will be added to the regulation and sent for review to the Executive Director and other Gaming Commission staff.

- c) Update on Gaming Commission Regulation revisions – Chapter 2 – Gaming Devices, Equipment, and Supplies. Executive Director states that prior to the week of August 11, 2025, the regulation was in its final phase. Once Chapter 11 revisions are complete, we will move to make sure all requirements for the use of Cashless Wagering technology are up to date. Anticipate it being ready for final review by September 12, 2025.
- d) Update on Gaming Commission Regulation revisions – Chapter 13 – Retail Sports Betting (including Internal Controls). Executive Director advises that we had internal discussion of whether the internal controls should remain in this chapter or be moved to Chapter 11 and have determined we would move them to Chapter 11. The Compliance Manager has halted his work on this regulation as it is a lower priority than Chapter 2 and Chapter 11. It has minimal work remaining to have it completed updated and ready for review. Anticipate it being ready for final review by the end of September 2025.
- e) Executive Director advises the Gaming Commission a timeline for the submission of the application and Conflict of Interest Form for the two (2) Gaming Commissioners whose terms expire on September 20, 2025. To date, the Tribal Council's Legislative Director has not received anything on the re-appointments.

Steve Parsons submitted his letter of interest to be re-appointed to the Gaming Commission to the Ogema's Office on Monday, July 21, 2025, which included the application and Conflict of Interest Disclosure Form. The Executive Director received the package from the Ogema's Office on Thursday, August 7, 2025, requesting the background investigation be performed in accordance with Gaming Commission Ordinance #04-400-04 – Section 5.05. The Background Investigator completed the background investigation (renewal). The Executive Director sent the required Investigative Report and a memo to the Ogema Romanelli on Monday, August 11, 2025.

Mark Jespersen submitted his letter of interest to be re-appointed to the Gaming Commission to the Ogema's Office on Friday, July 25, 2025, which included the application and Conflict of Interest Disclosure Form. The Executive Director received the package from the Ogema's Office on Thursday, August 7, 2025, requesting the background investigation be performed in accordance with Gaming Commission Ordinance #04-400-04 – Section 5.05. The Background Investigator completed the background investigation (renewal). The Executive Director sent the required Investigative Report and a memo to the Ogema Romanelli on Monday, August 11, 2025, at approximately 7:48 a.m.

- f) Executive Director advises that she has the documents prepared to move forward the renewal of Richard G. McGee's contract (expires on December 31, 2025). She inquired of the Tribal Council liaison if the legal review of the contract would go to Mr. Pitchlynn and was advised she thought so but reminded the Executive Director the request must be submitted to the Tribal Council Speaker.
- g) Executive Director advises that she has the 2026 Gaming Commission Meeting Schedule (calendar) prepared for Gaming Commission review and approval.
- h) Executive Director inquires of the gaming operation's Director of Compliance what she meant (conversation in the past couple of weeks) when she indicated that she was working on procedures for the technicians from Gaming Capital Group, LLC / GCG Superior, LLC (commonly called GCG). The Director of Compliance indicates she had received some procedures from other properties utilizing GCG and that there were a couple moving parts (internal procedures being worked on – keys, access cards, etc.).
- i) The gaming operation's Director of Compliance inquired whether Executive Director had received a meeting request from the gaming operation's IT Director related to access cards (OASIS) for Gaming Capital Group, LLC / GCG Superior, LLC (commonly called GCG). Executive Director indicated she has not. The Director of Compliance was going to ensure we received an invitation.

Next Gaming Commission Meeting

- a) Amending the Gaming Commission's 2025 Meeting Schedule – Canceling the Meeting of Tuesday, September 2, 2025

Action: S. Parsons made a motion to Gaming Commission Resolution #GC25-0826-15 amending the Gaming Commission's 2025 Meeting Schedule – Canceling the Meeting of Tuesday, September 2, 2025. Seconded by M. Jespersen

Roll Call: M. Jespersen – Yes / S. Parsons – Yes / J. Cabarrubia – Yes / A. Giltz – Yes / D. Davis – Yes / 5-Yes, 0-No, 0-Abstain, 0-Absent. MOTION CARRIED

b) September 9, 2025 at 5:30 p.m.

Adjournment of Open Session:

Action: S. Parsons made a motion to adjourn the Open Session portion of the meeting at 6:08 p.m. Seconded by A. Giltz

Roll Call: A. Giltz – Yes / S. Parsons – Yes / J. Cabarrubia – Yes / D. Davis – Yes / M. Jespersen – Yes / 5-Yes, 0-No, 0-Abstain, 0-Absent. **MOTION CARRIED**

Submitted by,

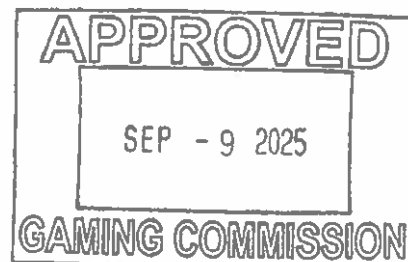
 9-23-25
Mark Jespersen, Secretary Date
* Joseph Cabarrubia
* New Secretary as of 9/23/25

Items moved to Open Session:

a) Approval of Gaming Vendor License – Genesis Gaming Solutions, Inc.

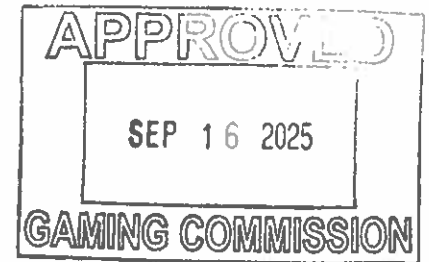
Action: S. Parsons made a motion to approve the renewal Gaming Vendor License for VSR Industries, Inc. – effective date November 8, 2025 – expiration date November 8, 2027. Seconded by M. Jespersen

Roll Call: D. Davis – Yes / J. Cabarrubia – Yes / M. Jespersen – Yes / S. Parsons – Yes / A. Giltz – Yes / 5-Yes, 0-No, 0-Abstain, 0-Absent. **MOTION CARRIED**



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION
September 9, 2025**

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



Meeting called to order at 6:02 p.m. by Chairperson, Steve Parsons

Present/Roll Call:

Commissioners: Steve Parsons, Alyce Giltz, Debra Davis, Mark Jespersen, Josclyn Cabarrubia
Commission Staff: Kelly Maser, Erford Edmondson
Others: Julie Wolfe, Connie Waitner, Chad Eckhardt

Approval of Open Session Agenda:

a) September 9, 2025

Action: S. Parsons made a motion to approve the Open Session Meeting Agenda for September 9, 2025, as submitted.

Seconded by D. Davis

Roll Call: M. Jespersen – Yes / D. Davis – Yes / S. Parsons – Yes / A. Giltz – Yes / J. Cabarrubia – Yes / 5-Yes, 0-No, 0-Abstain, 0-Absent. **MOTION CARRIED**

Approval of Open Session Minutes:

a) August 26, 2025

Action: M. Jespersen made a motion to approve the Open Session Minutes for August 26, 2025. **Seconded by** D. Davis

Roll Call: D. Davis – Yes / J. Cabarrubia – Yes / A. Giltz – Yes / M. Jespersen – Yes / S. Parsons – Yes / 5-Yes, 0-No, 0-Abstain, 0-Absent. **MOTION CARRIED**

**J. Ryder entered the meeting at 6:06 p.m.*

**L. Iverson entered the meeting at 6:07 p.m.*

Old Business:

None

New Business:

None

Discussion Period:

- a) Executive Director (supported by the Compliance Manager) provides an update on Gaming Commission Regulation revisions – Chapter 11 – Tribal Minimum Internal Controls. Executive Director indicated that the Commission staff were on schedule with the dates provided at the August 26, 2025, meeting.**
- b) Executive Director (supported by the Compliance Manager) provides an update on Gaming Commission Regulation revisions – Chapter 2 – Gaming Devices, Equipment, and Supplies. Executive Director indicated that the Commission staff were on schedule with the dates provided at the August 26, 2025, meeting.**
- c) Executive Director (supported by the Compliance Manager) provides an update on Gaming Commission Regulation revisions – Chapter 13 – Retail Sports Betting (including Internal Controls). The Executive Director advised that Commission staff will be requesting this regulation**

be repealed as retail sports betting is allowed by the Gaming Ordinance, so the regulation is not needed. She further advised that the internal controls have been moved to Chapter 11.

- d) Executive Director advised the two (2) Gaming Commissioners whose terms expire on September 20, 2025, have been slated for interviews/work session with Tribal Council next week (Tuesday, September 16, 2025). They should both be on the September 17, 2025, Tribal Council agenda for consideration of approval.
- e) Executive Director reminded the Gaming Commissioners and Tribal Council liaisons of the GLI University Regional Training being held at Firekeepers Casino on October 14-15, 2025. She also noted that there is currently one employee, and one Commissioner signed up for the training/conference. She also advised there was an Executive Director's Meeting the day prior to the GLI training/conference that she would be attending.

Next Gaming Commission Meeting

- a) September 16, 2025, at 5:30 p.m. unless notified otherwise

Adjournment of Open Session:

Action: S. Parsons made a motion to adjourn the Open Session portion of the meeting at 6:19 p.m. Seconded by A. Giltz

Roll Call: A. Giltz – Yes / S. Parsons – Yes / J. Cabarrubia – Yes / D. Davis – Yes / M. Jespersen – Yes / 5-Yes, 0-No, 0-Abstain, 0-Absent. MOTION CARRIED

Submitted by,

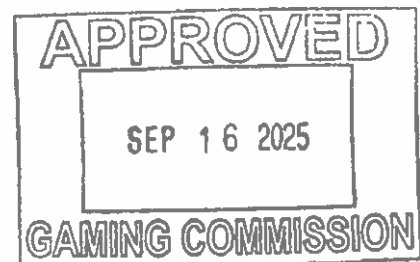

Mark Jespersen, Secretary
X Jocelyn Cabarrubia
new Secretary as of 9/23/25
9/23/25
Date

Items moved to Open Session:

- a) Approval of Rewards Issuance Procedure, Revision 11

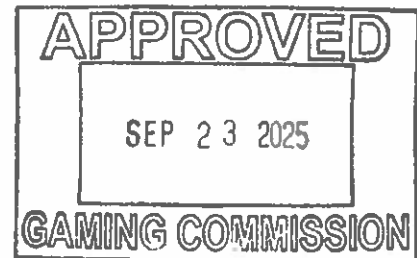
Action: S. Parsons made a motion to approve the Rewards Issuance Procedure, Revision 11, as submitted. Seconded by M. Jespersen

Roll Call: A. Giltz – Yes / S. Parsons – Yes / M. Jespersen – Yes / J. Cabarrubia – Yes / D. Davis – Yes / 5-Yes, 0-No, 0-Abstain, 0-Absent. MOTION CARRIED



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION
September 16, 2025**

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



Meeting called to order at 5:32 p.m. by Chairperson, Steve Parsons

Present/Roll Call:

Commissioners: Steve Parsons, Alyce Giltz, Debra Davis, Mark Jespersen, Joscyln Cabarrubia (absent)
Commission Staff: Kelly Maser
Others: Lee Iverson, Jennifer Ryder, Chad Eckhardt

Approval of Open Session Agenda:

a) September 16, 2025

Action: S. Parsons made a motion to approve the Open Session Meeting Agenda for Tuesday, September 16, 2025.
Seconded by A. Giltz

Roll Call: M. Jespersen – Yes / D. Davis – Yes / S. Parsons – Yes / A. Giltz – Yes / J. Cabarrubia – Absent / 4-Yes, 0-No, 0-Abstain, 1-Absent. **MOTION CARRIED**

***J. Cabarrubia entered the meeting at 5:34 p.m.**

Approval of Open Session Minutes:

a) September 9, 2025

Action: M. Jespersen made a motion to approve the Open Session Meeting Minutes for September 9, 2025. **Seconded by A. Giltz**

Roll Call: D. Davis – Yes / J. Cabarrubia – Yes / A. Giltz – Yes / M. Jespersen – Yes / S. Parsons – Yes / 5-Yes, 0-No, 0-Abstain, 0-Absent. **MOTION CARRIED**

Old Business:

None

New Business:

None

Discussion Period:

- a) Executive Director provides an update on Gaming Commission Regulation revisions – Chapter 11 – Tribal Minimum Internal Controls. Executive Director indicated that the Commission staff were on schedule with the dates provided at the August 26, 2025, meeting. Executive Director indicated she had been asked (gaming operation Director of Compliance) if the Commission would release the regulation in progress and the Executive Director responded that the opportunity for others to review the Commission staff's proposed changes will be given once a final draft is completed. Executive Director did note that the gaming operation has had an opportunity to review Chapter 2 but that there may be additional changes since that time.**
- b) Executive Director provides an update on Gaming Commission Regulation revisions – Chapter 2 – Gaming Devices, Equipment, and Supplies. Executive Director indicated that the Commission staff were on schedule with the dates provided at the August 26, 2025, meeting.**

Next Gaming Commission Meeting

- a) September 23, 2025, at 5:30 p.m. unless notified otherwise

Adjournment of Open Session:

Action: S. Parsons made a motion to adjourn the Open Session portion of the meeting at 5:41 p.m. Seconded by A. Giltz

Roll Call: A. Giltz – Yes / S. Parsons – Yes / J. Cabarrubia – Yes / D. Davis – Yes / M. Jespersen – Yes / 5-Yes, 0-No, 0-Abstain, 0-Absent. **MOTION CARRIED**

Submitted by,

Joseph Cabarrubia 9/23/25
Mark Jespersen, Secretary Date
* new Secretary as of 9/23/25

Items moved to Open Session:

- a) Approval of Points and Comp Matrix, Revision 12

Action: S. Parsons made a motion to approve the Rewards Issuance Procedure, Revision 12, as submitted. Seconded by M. Jespersen

Roll Call: A. Giltz – Yes / S. Parsons – Yes / M. Jespersen – Yes / J. Cabarrubia – Yes / D. Davis – Yes / 5-Yes, 0-No, 0-Abstain, 0-Absent. **MOTION CARRIED**

