



Little River Band of Ottawa Indians Gaming Commission

Gaming Commission Open Session Report for the Month of July 2025

I. Officers:

Steve Parsons, Chairperson
Mark Jespersen, Secretary
Debra Davis, Commissioner
Alyce Giltz, Commissioner
Joselyn Cabarrubia, Commissioner

II. Activities for the month of July 2025:

1. Regular meeting held on July 1, 2025
2. Regular meeting held on July 8, 2025
3. Regular meeting held on July 15, 2025
4. Regular meeting held on July 22, 2025

III. Concerns/Requests/Comments/Other Approvals:

1. Executive Order #14247 mandates fingerprint processing fee payments due to the NIGC be submitted electronically using the Pay.gov payment portal – effective date September 30, 2025

IV. Raffle Licenses:

V. Vendors Approved or Other:

1. Gaming Vendor – VDA Labs, LLC
2. Gaming Vendor – AGS, LLC

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

Minutes:

1. June 24, 2025
2. July 1, 2025
3. July 8, 2025
4. July 15, 2025

Resolutions:

1. #GC25-0701-12 – Approval of FY2026 Gaming Commission Administrative Budget, including Surveillance in the Amount of \$3,341,605
2. #GC25-0715-13 – Approval of Engagement with RubinBrown, LLP to Perform the Audit of the Financial Statements and Agreed-Upon Procedures of the Little River Casino Resort for Fiscal Years Ending December 31, 2025, 2026, and 2027
3. #GC25-0722-14 – Approval to Terminate the Master Agreement with Dunn & Bradstreet (D&B)

Orders:


Chairperson


Date

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION
June 24, 2025**

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



Meeting called to order at 6:17 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, Jennifer Ryder

Approval of Open Session Agenda:

a) June 24, 2025

Action: S. Parsons made a motion to approve the Open Session Agenda for June 24, 2025, as submitted. **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) June 17, 2025

Action: M. Jespersen made a motion to approve the Open Session Meeting Minutes for June 17, 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**

Old Business:

None

New Business:

None

Discussion Period:

- a) Gaming Commission has received sufficient information as it relates to the expansion of gaming and the renovations to the Little River Casino Resort to project an estimated amount of funding necessary to ensure appropriate surveillance coverage. The Executive Director thanked the General Manager for all he did to ensure we received this information.**
- b) Alice Giltz inquired if anyone had knowledge of the gaming operation hiring their own IT which would be managed by Security – a LRCR team member had inquired of her if she knew anything about it as a Gaming Commissioner. The Executive Director advised that could not make sense of what was being asked, explained the current set up as it relates to IT and Security, and that she could not think of anything that would remotely fit the situation referenced. The gaming operation's Compliance Officer indicated she was unfamiliar with what was suggested but possibly it is related to a gaming operation team member (*position and name of individual stated but not included in these minutes to protect the privacy and confidential information of individual holding the position - licensee*) from the IT Department who is on Military Leave.**

Next Gaming Commission Meeting

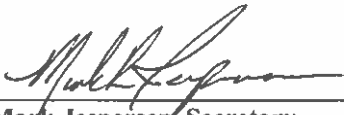
a) July 1, 2025 at 6:15 p.m.

Adjournment of Open Session:

Action: S. Parsons made a motion to adjourn the Open Session portion of the meeting at 6:28 p.m. **Seconded by J. Cabarrubia**

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

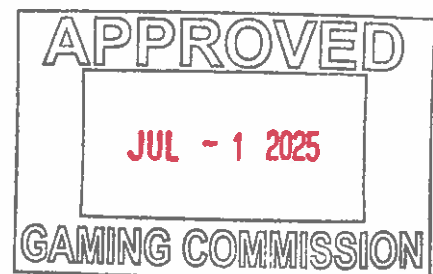
Submitted by,


Mark Jespersen, Secretary

7-22-25
Date

Items moved to Open Session:

None



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION
July 1, 2025**

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



Meeting called to order at 6:17 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: Jennifer Ryder

Approval of Open Session Agenda:

a) July 1, 2025

Action: S. Parsons made a motion to approve the Open Session Agenda for July 1, 2025, as submitted. **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) June 24, 2025

Action: M. Jespersen made a motion to approve the Open Session Meeting Minutes for June 24, 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**

Old Business:

None

New Business:

None

Discussion Period:

None

Next Gaming Commission Meeting

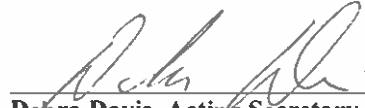
a) July 8, 2025 at 5:30 p.m.

Adjournment of Open Session:

Action: S. Parsons made a motion to adjourn the Open Session portion of the meeting at 6:21 p.m. **Seconded by M. Jespersen**

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

Submitted by,


Debra Davis, Acting Secretary

7-9-25
Date

Items moved to Open Session:

- a) **Approval of FY2026 Gaming Commission Administrative Budget, including Surveillance in the Amount of \$3,341,605**

Action: S. Parsons made a motion to approve Gaming Commission Resolution #GC25-0701-12 approving the Gaming Commission FY 2026 Budget as submitted. **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) **Approval of Engagement Letter with RubinBrown, LLP to Perform the Audit of the Financial Statements and Agreed-Upon Procedures of the Little River Casino Resort for Fiscal Years Ending December 31, 2025, December 31, 2026, and December 31, 2027**

Action: S. Parsons made a motion to postpone this item until the next meeting due to delay in receipt of legal review. **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**

- c) **Approval of Gaming Vendor License – VDA Labs, LLC**

Action: S. Parsons made a motion to approve the renewal Gaming Vendor License for VDA Labs, LLC – effective date August 3, 2025 – expiration date August 3, 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**

- d) **Approval of Gaming Vendor License – AGS, LLC**

Action: S. Parsons made a motion to approve the renewal Gaming Vendor License for AGS, LLC – effective date August 18, 2025 – expiration date August 18, 2027. **Seconded by A. Giltz**

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**

2840 Orchard Hwy., Suite "A"
Manistee, MI 49660

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

Gaming Commission Resolution #GC25-0701-12

*Approval of FY2026 Gaming Commission Administrative Budget,
including Surveillance in the Amount of \$3,341,605*

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 Gross Gaming Revenue Tax Ordinance #09-100-05 requires proceeds from the gross gaming revenue tax be used as the top priority to fund all regulatory costs incurred by the Tribal Gaming Commission ("Regulatory Agency"); 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, the Gaming Commission Ordinance #04-400-04 authorizes the Gaming Commission to employ such staff as may be required to fulfill the Gaming Commission's responsibilities of the Ordinance; and

NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the FY2026 Gaming Commission Administrative Budget, including Surveillance in the amount of \$3,341,605.

Certificate of Adoption

I, Mark Jespersen, Secretary of the Gaming Commission do hereby certify that this resolution was adopted on July 1, 2025, by a vote of 5 in favor, ~~5~~ opposed, ~~0~~ abstentions and 0 absent. This resolution has not been amended or rescinded in any way.

Attest:

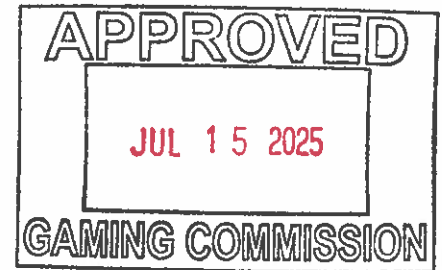


Mark Jespersen, Secretary

Distribution: Commission Records
Tribal Council Recorder

**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION
July 8, 2025**

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



Meeting called to order at 5:33 p.m. by Chairperson, Steve Parsons

Present/Roll Call:

Commissioners: Steve Parsons, Alyce Giltz (absent), Debra Davis, Mark Jespersen (absent), Joscyln Cabarrubia

Commission Staff: Kelly Maser

Others: Jennifer Ryder, Lee Ivinson

Approval of Open Session Agenda:

a) July 8, 2025

Action: S. Parsons made a motion to approve the Open Session Meeting Agenda for July 8, 2025, as submitted.

Seconded by D. Davis

Roll Call: M. Jespersen – Absent / D. Davis – Yes / S. Parsons – Yes / A. Giltz – Absent / J. Cabarrubia – Yes / 3-Yes, 0-No, 0-Abstain, 2-Absent. **MOTION CARRIED**

Approval of Open Session Minutes:

a) July 1, 2025

Action: S. Parsons made a motion to approve the Open Session Minutes for July 1, 2025. **Seconded by D. Davis**

Roll Call: D. Davis – Yes / J. Cabarrubia – Yes / A. Giltz – Absent / M. Jespersen – Absent / S. Parsons – Yes / 3-Yes, 0-No, 0-Abstain, 2-Absent. **MOTION CARRIED**

Old Business:

None

New Business:

None

Discussion Period:

- a) Electronic Payments Mandated by Executive Order #14247 – on March 25, 2025, the President issued Executive Order 14247, “Modernizing Payments to and From America’s Bank Account” which mandated the transition to electronic payments for all Federal disbursements and receipts by digitizing payments. NIGC is phasing out paper check receipts and will transition to receiving all payments via Pay.gov, a secured digital method. Effective September 30, 2025, both fees and fingerprint processing fee payments due to the NIGC shall be submitted electronically using the Pay.gov payment portal.**

Next Gaming Commission Meeting

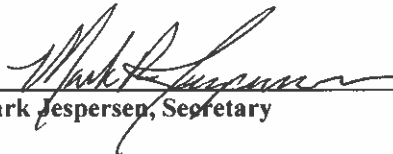
- a) July 15, 2025 at 5:30 p.m.**

Adjournment of Open Session:

Action: S. Parsons made a motion to adjourn the Open Session portion of the meeting at 5:39 p.m. **Seconded by J. Cabarrubia**

Roll Call: A. Giltz – Absent / S. Parsons – Yes / M. Jespersen – Absent / D. Davis – Yes / J. Cabarrubia – Yes / 3-Yes, 0-No, 0-Abstain, 2-Absent. **MOTION CARRIED**

Submitted by,

 7.22.25
Mark Jespersen, Secretary Date

Items moved to Open Session:

- a) **Approval of Engagement Letter with RubinBrown, LLP to Perform the Audit of the Financial Statements and Agreed-Upon Procedures of the Little River Casino Resort for Fiscal Years Ending December 31, 2025, December 31, 2026, and December 31, 2027**

Action: S. Parsons made a motion to postpone the item until the next Gaming Commission Meeting. **Seconded by D. Davis**

Roll Call: M. Jespersen – Absent / S. Parsons – Yes / J. Cabarrubia – Yes / A. Giltz – Absent / D. Davis – Yes / 3-Yes, 0-No, 0-Abstain, 2-Absent. **MOTION CARRIED**



**LITTLE RIVER BAND OF OTTAWA INDIANS
GAMING COMMISSION MEETING
OPEN SESSION
July 15, 2025**

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



Meeting called to order at 5:33 p.m. by Chairperson, Steve Parsons

Present/Roll Call:

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

Approval of Open Session Agenda:

a) July 15, 2025

Action: S. Parsons made a motion to approve the Open Session Meeting Agenda for July 15, 2025, as submitted.

Seconded by M. Jespersen

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

Approval of Open Session Minutes:

a) July 8, 2025

Action: M. Jespersen made a motion to approve the Open Session Meeting Minutes for July 8, 2025. **Seconded by** A. Giltz

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

Old Business:

None

New Business:

None

Discussion Period:

- a) Executive Director inquired of Tribal Council member and Gaming Commission liaison Julie Wolfe if anyone other than herself had been designated as a Gaming Commission liaison to date. Julie indicated that Connie Waitner had indicated interest, and she thought she might be joining the meeting tonight.**

Next Gaming Commission Meeting

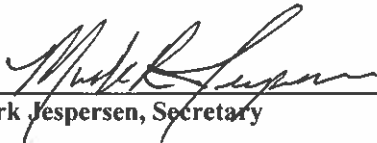
- a) July 22, 2025 at 5:30 p.m.**

Adjournment of Open Session:

Action: S. Parsons made a motion to adjourn the Open Session portion of the meeting at 5:38 p.m. **Seconded by M. Jespersen**

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

Submitted by,

 7-22-25
Mark Jespersen, Secretary Date

Items moved to Open Session:

- a) **Approval of Engagement Letter with RubinBrown, LLP to Perform the Audit of the Financial Statements and Agreed-Upon Procedures of the Little River Casino Resort for Fiscal Years Ending December 31, 2025, December 31, 2026, and December 31, 2027**

Action: S. Parsons made a motion to Gaming Commission Resolution #GC25-0715-13 approving the agreement with RubinBrown, LLP for Fiscal Years Ending December 31, 2025, 2026, and 2027 contingent on the Tribal Council approval. **Seconded by M. Jespersen**

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





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

2840 Orchard Hwy., Suite "A"

Manistee, MI 49660

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

Gaming Commission Resolution #GC25-0715-13

Approval of Agreement with RubinBrown, LLP to Perform the Audit of the Financial Statements and Agreed-Upon Procedures of the Little River Casino Resort for Fiscal Years Ending December 31, 2025, 2026, and 2027

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 #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, in accordance with Article VII -Section 7.01 of Gaming Commission Ordinance #04-400-04, the Gaming Commission is responsible for conducting or having conducted an independent audit of all gaming enterprises on an annual basis; and

WHEREAS, pursuant to the Gaming Commission By-Laws all contracts require Gaming Commission approval by resolution and pursuant to the Constitution – Article IV – Section 7 (b), all contracts/agreements require Tribal Council authorization and ratification; and

WHEREAS, the Gaming Commission initiated the request for proposals process for fiscal year ending 2025, 2026, and 2027 and sought three (3) proposals; and

WHEREAS, two (2) proposals were received/reviewed, and the Gaming Commission chose to award RubinBrown, LLP – Certified Public Accountants & Business Consultants the engagement as they have the necessary expertise/experience to perform the audit; and

NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the agreement (including the engagement letter) with RubinBrown, LLP to complete the audit of the Financial Statements and Agreed-Upon Procedures of Little River Casino Resort for fiscal years ending December 31, 2025, December 31, 2026, and December 31, 2027, contingent on Tribal Council ratification of the contract; and

IT IS FINALLY RESOLVED THAT the expenditure and contract will be forwarded to the Tribal Council of the Little River Band of Ottawa Indians requesting ratification.

Certificate of Adoption

I, Mark Jespersen, Secretary of the Gaming Commission do hereby certify that this resolution was adopted on July 15, 2025 by a vote of 4 in favor, 0 opposed, and 0 abstentions and 1 absent. This resolution has not been amended or rescinded in any way.

Attest:


Mark Jespersen, Secretary

Distribution: Commission Records
Tribal Council Liaison



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

2840 Orchard Hwy., Suite "A"

Manistee, MI 49660

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

Gaming Commission Resolution #GC25-0722-14

Approval to Terminate the Master Agreement with Dunn & Bradstreet (D&B)

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 #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, in accordance with Article VI – Section 6.01 of Gaming Commission Ordinance #04-400-04, the Gaming Commission is responsible to conduct or cause to be conducted, background investigations of persons or business entities applying for a license to operate, manage, conduct business with, or be employed by any gaming operation authorized by Gaming Ordinance #10-400-01 or any other Tribal laws; and

WHEREAS, pursuant to the Gaming Commission By-Laws all contracts require Gaming Commission approval by resolution and pursuant to the Constitution – Article IV – Section 7 (b), all contracts/agreements require Tribal Council authorization and ratification; and

WHEREAS, the Gaming Commission and Tribal Council approved the original contract with Dunn & Bradstreet in 2006 to be utilized in connection with background investigations on business entities; and

WHEREAS, Gaming Commission has determined that they have alternative resources to obtain like (and greater than) information that is being received on the Dunn & Bradstreet reports and at a large cost savings to the Tribe; and

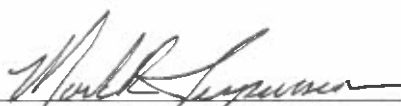
NOW THEREFORE IT IS RESOLVED THAT the Gaming Commission hereby approves the termination of the Master Agreement with Dunn & Bradstreet with an effective date of December 31, 2025; and

IT IS FINALLY RESOLVED THAT the Gaming Commission directs the Executive Director to prepare and send official notification of the termination of the Master Agreement to Dunn & Bradstreet with a copy going to the Purchasing Department.

Certificate of Adoption

I, Mark Jespersen, Secretary of the Gaming Commission do hereby certify that this resolution was adopted on July 22, 2025 by a vote of 5 in favor, 0 opposed, and 0 abstentions and 0 absent. This resolution has not been amended or rescinded in any way.

Attest:



Mark Jespersen, Secretary

Distribution: Commission Records
Tribal Council Liaison
Purchasing Department