


**Office of the Ogema
Little River Band of Ottawa Indians
2608 Government Center Drive
Manistee MI 49660**

Aanii piish epidek: To: Little River Band of Ottawa Indians Tribal Council
Binjibidek: From: Larry B. Romanelli, Tribal Ogema 
Naangwa: Date: March 10, 2025
Maanda Nji: Re: February Operations Report

We respectfully submit the February 2025 Operations Report for acceptance by the Tribal Council.

If you should have any questions regarding this submission, please feel free to contact my office. Thank you.

Larry B. Romanelli

Little River Band of Ottawa Indians
Departmental Monthly Reports
February 2025

TABLE OF CONTENTS

Accounting	Angela Rabb
Education	Yvonne Parsons
Elders Meal Program	Victoria Wells
Enrollment	Diane Lonn
Facilities	Rusty Smith
Family Services	Vacant Director
Food Distribution	Jamie Friedel
Grants	Jessica Steinberg
Health	Daryl Wever
Housing	Tara Bailey
Human Resources	Alicia Knapp
Information Technologies	Vacant Director
Legal Assistance	Mary Witkop
Members Assistance	Vacant director
Natural Resources	Frank Beaver
Planning	Steve Parsons
Public Safety	Robert Medacco
Tax Office	Valerie Chandler
Tribal Historic Preservation	Vacant Director
WWTP	Gary Lewis

Accounting
Angela Rabb

Finance Division

Angela Rabb, Chief Financial Officer

February 2025 Department Report

I. Department Overview

a. **Mission Statement:** To provide accurate, reliable, and timely financial data, while maintaining appropriate internal controls that will ensure the financial integrity of tribal programs in compliance with the requirements of all funding sources and generally accepted accounting principles and applicable regulations as well as protecting the assets of the Tribe.

b. **2025 Objectives:** The goals and objectives for the Little River Band of Ottawa Indians (LRBOI) Finance Division for fiscal year 2025 will be to continue to improve accounting systems and processes, as well as hire replacements for vacant positions. These positions have been posted since 2024. We are researching different avenues for filling these positions such as perhaps using Rehmann Robson's HR Solutions program to provide assistance in locating suitable candidates.

Finance/Accounting Management:

1. Timely analysis of the Revenue Allocation Plan and distribution of Per Capita payments.
2. Investment management.
3. Continued improvement in financial reporting to the Tribe.
4. Analysis of the 2025 budget comparing actual results with the Revenue Allocation Plan and Casino Resort results.
5. Work with Ogema Romanelli and Human Resources in reviewing/changing existing department job descriptions.

Goal: Improve quality, timeliness, and accuracy of all financial reporting to all levels of the tribal government.

Objectives:

1. Improve the financial analysis that is performed in the Accounting Department to ensure that all financial information reported is accurate and in accordance with the appropriate internal and external accounting procedures and regulations.
2. Refine year-end closing processes, which will include the preparation of the Schedule of Federal Financial Assistance and all other information needed for audit preparation.
3. Prepare all grant financial reports according to federal guidelines within the time frame identified by the federal agency.
4. Improve the quality of general ledger reports to have descriptions placed more consistently and with clear information.
5. Complete work to bring indirect cost proposals within regulatory guidelines and timelines. We received final approval from the Interior Business Center for our Indirect Cost Rates for all years through 2021. Kathleen Bowers and I attended training for Indirect Costs in August 2023. We learned that BIA has authorized submission of IDC proposals using audited financial statements from 3 years prior

instead of 2 years prior to year in question. This should make it quicker to submit proposals and get them approved. We are currently working on 2022 and 2023 IDC proposals.

6. Review options for reconfiguring responsibilities within the accounting department, increase efficiency and develop skills of staff members.
7. Upgrade Accounting software to achieve more efficiencies in processing all types of accounting transactions and assisting departments with monitoring their financial information.
8. Bring Accounting Department back to full staffing level of 13 employees.

Property Management:

Goal: Improvement of the Property Management function for the organization.

Objectives:

1. Continue tracking and management of all tribally owned vehicles.
2. Continue Construction in Progress system for all tribal and grant funded projects related to fixed assets.
3. Continue regular inventories of Program and Grant assets.

Budgeting:

Goal: Improve the accuracy and usefulness of budget information.

Objective:

1. Formulation and assembly of 2026 budget.
2. Publish standardized quarterly budget reports for the tribal membership.
3. Improve tracking and handling of property tax issues for all tribal owned properties

Purchasing/Travel:

Goal: Improve efficiency of processes and reduce costs.

Objective:

1. Update all standard operating procedures.
2. Educate staff on operating procedures and regulations.
3. Strengthen staff knowledge of required paperwork and authorization requirements.
4. Expanding electronic requisition system.
5. Identify opportunities to increase the use of master contracts to improve efficiency of purchasing.

Through the pursuit of the goals and objectives listed above the LRBOI Finance Division will be working towards improving its ability to provide a high level of professional financial and accounting support to the LRBOI Tribal Government.

II. Department Reporting Section

AUDIT 2023

Rehmann Robson has completed the audit of the 2023 financial information. They will provide the final financial statements presentation at a work session scheduled for March 13, 2025.

AUDIT 2024

The last day to submit 2024 invoices was February 28, 2025. On March 1, 2025 we started working on closing 2024. We will be working on required audit schedules and reconciling the general ledger in order to be ready for audit field work which is scheduled to start on July 8, 2025.

SENIOR STAFF ACCOUNTANT

CFO and Controller are currently performing tasks of this vacant position.

STAFF ACCOUNTANT

CFO and Controller are currently performing tasks of this vacant position.

Payroll

Duties and Accomplishments –

1. Processed 401 payroll vouchers/checks.
2. Verified 35 PAF's this month which included 3 new employee(s), 3 Job Change/Transfer employee(s), and 1 termed employee(s).
3. Processed payroll and completed payroll backup cover sheet for pay dates 2/7 and 2/21.
4. Created 401k contribution file and uploaded to John Hancock online.
5. Prepared direct deposit file and uploaded online for processing.
6. Made federal tax deposits as required for each payroll.
7. Printed and/or saved all reports needed for payroll biweekly.
8. Entered all Adlife deductions onto reconciliation spreadsheet biweekly.
9. Entered all Aflac deductions onto reconciliation spreadsheet biweekly.
10. Reconciled the amounts withheld for Adlife to what was billed for the month.
11. Reconciled the amounts withheld for Aflac to what was billed for the month and completed necessary documents for payment to be made.

Meetings Held / Attended –

- 2/10 – Meeting attended to open and review RFP's received for new Accounting software.
- 2/11 – Work Session attended for State of Colorado Income Tax Withholding.
- 2/20 – February Staff meeting
- 2/20 – NetSuite Overview
- 2/25 – Payroll Meeting - Oracle

Trainings Held / Attended –

None

Other Tasks / Activities Performed –

1. Stopped payment, voided, and reissued per cap checks per member requests.
2. Reissuing outstanding checks to tribal members.

3. Put per cap checks in the mail to members who updated their address.
4. Assisting employees and supervisors who request help with utilizing EWS system.
5. Prepared form 5080 - 2025 Sales, Use and Withholding Taxes Monthly/Quarterly Return for state withholding tax withheld in February as well as the check request for payment of those taxes.
6. Prepared form M-501 Employer's Monthly Deposit of Income Tax Withheld for local tax withheld in February as well as the check request for payment of those taxes.
7. Prepared accrual reports for Health, Dental, Vision and Life insurances for the month of February and provided to HR.
8. Addressing payroll concerns and/or corrections, as necessary.
9. Prepared and filed annual local tax reporting.
10. Prepared April per cap eligibility and provided to CFO for payment calculation.

Ongoing Projects / Tasks –

1. Reissuing outstanding per capita checks that have been uncashed.
2. Updating payroll and per cap payment processing procedures as necessary.
3. Timecard review to identify errors/issues that need to be corrected/addressed and reaching out to the individuals responsible for the timecards identified.

Upcoming Projects / Tasks –

1. Preparation of bi-annual certifications of personnel costs.
2. Processing of April 1st per capita distribution and necessary compliance reporting.

ACCOUNTS PAYABLE

In addition to tasks below, Accounts Payable processed 3,361 GWE checks from 7/18-2/28/2025.

1. *Enter and match invoices with purchase orders and receiving reports.*
2. *Keyed in all information into the system for processing and printing checks.*
3. *Verify the budgets and have the check request signed for approval.*
4. *Generated checks on Tuesday and Thursday for bills, stipends, travel advances, mileage reimbursements, court orders, bereavements, Contract Health, purchase orders, etc.*
5. *Have checks signed by two Tribal Council members.*
6. *Check stubs are attached to check request and POs for scanning and stuffed into envelopes for distribution.*
7. *Print a check register for Positive Pay, Contract Health, Members and Family Services.*
8. *A spreadsheet is kept for logging in all monies brought in for a cash receipt report.*
9. *Provide receipts as necessary for rent, utilities, and all other payments.*
10. *Scan in all Housing and Utility payments to the right departments.*
11. *Work cooperatively and professionally with internal and external customers to resolve accounts payable issues as necessary.*
12. *Provide management with Accounts Payable information as requested.*
13. *Maintain court orders for per capita garnishments.*
14. *Do liquidations and voids as needed.*
15. *Scan all payments to appropriate vendor folders.*
16. *File original payments by check date in filing cabinets.*
17. *Pick up mail and distribute to appropriate accounting staff members.*

Special Tasks / Activities Performed –

- 1. Worked on binding monthly financial reports.*
- 2. Worked on payroll garnishments every other week.*
- 3. Pay Pharmacy Invoices every Monday and give the report to Staff Accountant for posting.*
- 4. Contact vendors/departments with discrepancies on invoices.*
- 5. Enter address changes.*
- 6. Process checks for per cap withholdings, per court ordered. Send out garnishee disclosures.*

PURCHASING/ TRAVEL OFFICE

Duties and Accomplishments –

1. Assist with invoice discrepancies.
2. Assist with credit card discrepancies.
3. Reconcile and edit travel closeouts.
4. Maintain and track contract files and log.
5. Closeout contracts and place in record retention
6. Place orders
7. Distribute Tribal certificate of Exemption for sales and use tax certificates.
8. Merge vendors in accounting system
9. Data entry or purchase orders
10. Distribute purchase orders and contracts.
11. Obtain bids and quotes.
12. Enter line-item cancellations.
13. Data entry of W-9's into accounting system
14. Maintain vendor system in finance software.
15. Post mail and create shipping labels.
16. Distribute incoming and outgoing mail.
17. Process incoming invoices and log incoming checks.
18. Maintain certified, bulk, and fed ex records.
19. Manage and order mail supplies.
20. Ensure goods and services are in program narrative and all documents are required prior to processing purchase orders.
21. Issue out of compliance memo's
22. Process bulk mail requests.
23. Track copier meter readings and process payment requests
24. Create and maintain monthly department reports.

Meetings Held / Attended – Mandatory Staff Meeting 2-27-25

Special Tasks / Activities Performed –

1. Backup for the Tax Officer
2. Backup for Receiving.

Upcoming Projects / Tasks –

Purchasing/Travel Manager

Duties and Accomplishments –

1. Oversee the Purchasing, Travel, and Mail activities and staff.
2. Process purchase requisitions
3. Primary responsibility for all aspects of purchasing, travel, and mail functions of the Tribe.
4. Responsible for the supply of products and services essential for the Tribe's Operations.
5. Conduct annual training to all staff on department procedures and policies.
6. Provide technical assistance to program directors.
7. Create, oversee, and maintain that regulations and procedures are kept up to date with the Tribe's current activities and requirements.
8. Lead contact with outside vendors.
9. Prepare credit applications.
10. Prepare and issue Tribal Certificate of Exemption for Sale and Use Tax, as defined in the tax agreement.
11. Process W-9 information.
12. Contract Management. Participate in developing solicitations, drafting documents, monitoring contractor's payment progress, authorizing requisitions with contract terms.
13. Maintain well-organized files.
14. Process and place orders.
15. Verify budget availability.
16. Obtain price quotes.
17. Create, solicit, monitor request for proposals.
18. Negotiate and oversee the Tribe's Master Contracts.
19. Seek and partner with reliable vendors and suppliers.
20. Maintain a vendor file.
21. Maintain that local vendors are aware of Tribal Procurement Policies.
22. Oversee Indian preference qualification process. Review applications and certify eligible applicants.
23. Credit card administrator
24. Handle invoice discrepancies.
25. Process travel requests.
26. Book flights and lodging accommodations.
27. Register travelers for training.
28. Process travel advance checks.
29. Create and update necessary department forms that relate to Purchasing, Travel, and Mail functions.
30. Maintain that all Tribal Purchasing, Travel, and Mail transactions follow current policies and procedures.
31. Supervise Mail Purchasing Clerk.
32. Create monthly department reports.

Special Tasks / Activities Performed – & Meetings Held / Attended

1. 2/5 Updated US Bank accounts to provide statement access via email to account payable.
2. 2/5 Added Cindy Dunham-Tozer to PNC credit card account as an administrator.
3. 2/6 Drafted RFP for Travel Agency Services.
4. 2/10 Evaluations and grading of responses to accounting software RFP.
5. 2/10 Finalized RFP for Travel Agency Services and solicited.
6. 2/12 -2/24 Sent out training material to all LRBOI associated with completing travel authorization forms and the Travel Regulation.
7. 2/18 Proofed "Housing Needs Assessment RFP". If HUD funded, recommended adding required forms as noted in HUD Handbook for non-construction contracts. Emailed link of handbook to Housing Director.
8. 2/20 added AP to US Bank card account with capabilities to run and view statements.
9. 2/20 Investigated charge to the US Bank card that did not fall under a PO on record. Avis Tolls has submitted a ticket of review and will get back within 2 business days on a refund.
10. 2/20 Followed up on a charge to the PNC card from Weebly, that did not have a PO on file.
11. 2/20 Activated new PNC cards. Card ending in 1307 was not received. Followed up with PNC on card status on 2/24 by email.
12. 2/25 Meeting with GSA Rep, Jessi Jagne on GSA Advantage.

Receiving

Duties and Accomplishments –

1. Received in 250 packages.
2. Issued 110 receiving reports.
3. Returned 3 item for credit.
4. Made deliveries.
5. ***26 FedEx for mail clerk***

Meetings Held / Attended –

Trainings Held / Attended –

Special Tasks / Activities Performed –

GSA billing

Help

Mileage of department's vehicles

Upcoming Projects / Tasks

Budget Coordinator

Duties and Accomplishments

- 1) Prepared 4 agenda items for Tribal Council Meetings
- 2) Attended 2 Tribal Council Meetings
- 3) Attended 2 Agenda Reviews
- 4) Attended Work Session with Council on February 18, 2025
- 5) Completed 12 Budget modifications
- 6) Completed 2 Supplemental Appropriations
- 7) Prepared and submitted 9 draw downs
- 8) Prepared and submitted 9 financial status reports to agencies

- 9) Participated in ZOOM meeting with Amplifund on February 11, 2025
- 10) Participated in ZOOM meeting with DHHS regarding State Opioid Settlement on February 12, 2025
- 11) Interviewed Budget/Grant Assistant on February 13, 2025
- 12) Participated in ZOOM meeting regarding VAWA grant on February 13, 2025
- 13) Participated in meetings with HHS – Child Care Grants Overview on February 20, 2025 via ZOOM
- 14) Prepared for new employee starting by setting up computer, phone and office
- 15) Participated in ZOOM meeting with DHHS regarding State Opioid Settlement on February 25, 2025
- 16) Attended mandatory staff meeting on February 27, 2025 at Little River Casino Resort

Grants

- ∞ **Research:** Continue to utilize webinars to learn Federal grant policies and procedures, reporting guidance for the various Federal Agencies.
- ∞ Coordinate and collaborate with Tribal grant writers and department heads.
- ∞ Complete Closeouts on grants that have completed their lifecycle.
- **Grant Management Software:** Amplifund is finished with the implementation of the grant software. Reps from Amplifund continue to check in to ensure that the software is working well for the Tribe.



Expenditures Update

Total year-to-date expenditures for the Finance Division for January 2025 are \$142,717.14 compared to an annual budget of \$1,572,817. Total expenses for the Finance Division for year-to-date February 2025, represent 9.1% of the department's total annual budget.

Education
Yvonne Parsons

Education Department

Yvonne Parsons, Education Programs Coordinator

February 2025 Department Report

I. Department Overview

- Yvonne Parsons, Education Programs Coordinator
- Debra Davis, Education Department Office Assistant

II. Department reporting section

- LRBOI Student Services: 1 student received funds for 12th grade computers totaling \$1000; 11 students received funds for school clothing for 2025 totaling \$5500; 1 students received assistance for senior expenses totaling \$125
- Higher Education Scholarship: 18 Higher Education Scholarships were processed for February. Total awards were \$54,495.50. This month assistance went to 7 university students and 11 community college students. 4 students are male and 18 female.
- College Book Stipend: 6 book stipends were awarded during the month of February totaling \$3200 2 for being enrolled 4-8 credits, and 4 students received stipends for being enrolled in 9 or more credits.
- Vocational Assistance: 2 awards totaling \$7,999
- Educational Advancement Fund 2 totaling \$599
- Miscellaneous- began planning monthly activities to begin in March

Meetings:

February 27- Staff Meeting at LRCCR, Deb and Yvonne attended

III. Budget Expense Justification

- Activities performed and services rendered fall within budgeted items for the 2025 fiscal year.

Elders Meal Program
Victoria Wells

Elder Meals February Report



Homebound and delivered meal attendances are as follows:

Aki Congregate Meals	Homebound
146	530
Hackley Congregate Meals	Take out
6	14

Bingo At Aki	Bingo At Hackley
8	6
Activities At Aki	Activity at Hackley
0	0

PO #	Distribution Code	G/L	Starting	Ending
250090	4558	5204	\$655	\$77
150241	4558	5202	\$878	\$546**
250324	4558	5204	\$2189.64	\$42
250323	4558	5204	\$1000	(256)

** I will have to doublecheck my invoices on this one.

Our homebound/take out numbers have jumped quite a bit. There is a lot of illness especially influenza A and B and Covid in Manistee right now. Elders are taking precautions by staying home more and limiting their exposure. We support this 100% as these illnesses can be deadly to our elders.

We had to go before council to ask for supplemental appropriations due to the rapidly rising costs of food. The food costs are projected to keep going up as tariffs are threatened. This has a direct impact on the importation of foods. Our suppliers are working with us to try and find us the best deals. We are very much looking forward to the reopening of local farms this spring which will, as it has, continue to help our program save funding.

We were not able to ask council for supplemental appropriations to keep my full-time employee. Her last day of employment is projected to be March 27th. The program does need a full-time employee in the near future to continue to grow as it is the programs goals to apply for Title VI part C with it's grant application this year. That is caregiver support which our survey results have yielded is a need.

Our surveys came back and will be included with this report.



National Resource Center
on Native American Aging
NRCNAA

Caregiving and Socialization Among Little River Band of Ottawa Native Elders

Cycle VIII Needs Assessment Survey



25.9%

of Native Elders took
care of grandchildren.
3.0% were primary
caregivers.

Who Takes Care of Grandchildren?



72.1%

were female



69.0%

reported having an
excellent, very good,
or good health status



63.6%

were between the
ages of 60-69 years



17.1%

had an annual
income between
\$25,000 and \$34,000

Support Among Native Elders

85.5%

had someone
they felt like
they can
depend on to
provide social
support.



69.9%

had someone
they felt like
they can
depend on to
provide physical
support.

28.6%

of Native Elders had a
family member who
provided care for them.



Who Is Receiving Care?

62.5% were female



35.0%

reported having
a disability

37.1%

had between
1 and 4 falls

The average number of
chronic conditions was **3.19**

Socialization Among Native Elders

25.5% socialized 1-2
times per month



58.8% lived with
family members

0.1

average number of
children under 18
years in household

2.1

average number of
people in
household

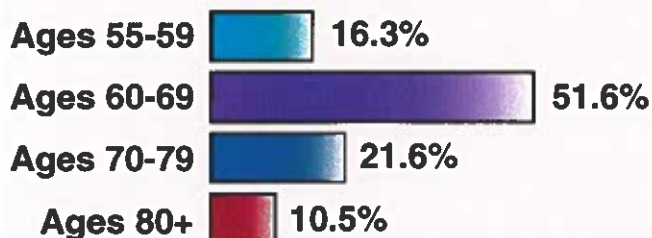


National Resource Center
on Native American Aging
NRCNAA

Frailty and Physical Functioning Among Little River Band of Ottawa Native Elders

Cycle VIII Needs Assessment Survey

Age



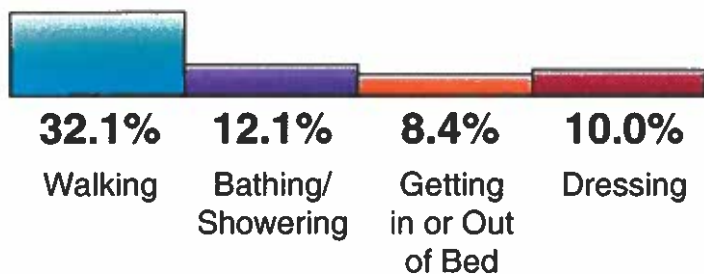
Falls

46.0% of Elders had one or more falls.

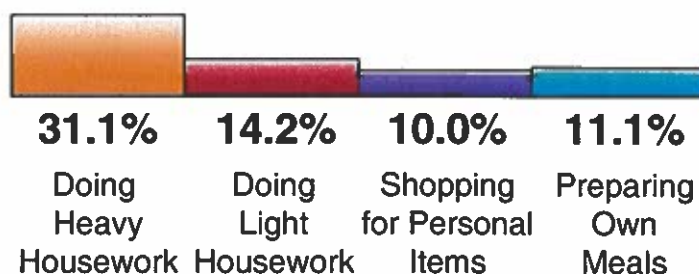
37.7% reported that they injured themselves seriously enough to need medical treatment in at least one of their falls.

Difficulties With:

Activities of Daily Living



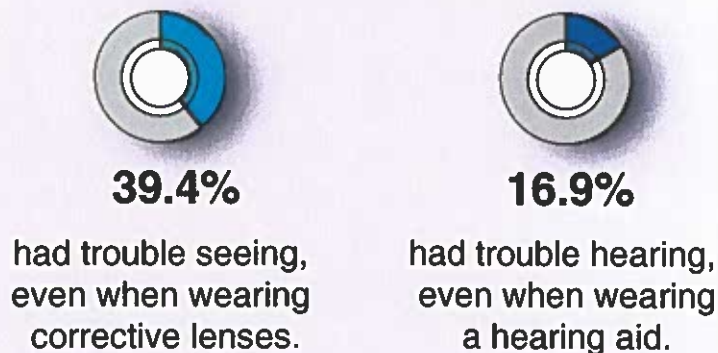
Instrumental Activities of Daily Living



Most Commonly Reported Exercises



Vision and Hearing



Special Equipment

28.1% of Elders reported having a health problem that required an assistive device such as cane, wheelchair, special bed, or special phone.

Disability

30.7% of Elders reported being disabled. Among them, 46.8% were disabled due to chronic disease; 21.3% due to accident/injury; 6.4% congenital, and 2.1% due to military service.



National Resource Center
on Native American Aging
NRCNAA

Little River Band of Ottawa Native Elders

Cycle VIII Needs Assessment Survey

Among 190 Native Elders 55 years and older:

Gender



62.9%
were female



37.1%
were male

Socialization in Past Month



Cultural Practices and Traditions



Powwows

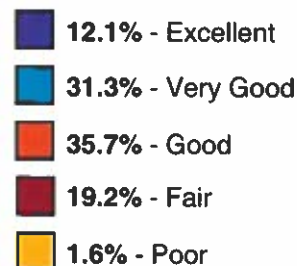


Smudging



Consuming
cultural/
traditional
foods

Self-Rated Quality of Life



Percent Screened in Past Year



Optometrist



Hearing



Dentist

Top 3 Health Conditions



0.0%

of Elders had been diagnosed with Alzheimer's Disease. Another 1.1% had dementia, and 9.5% reported other problems with memory or thinking.

11.6%

of Elders reported that cost was their largest barrier to medical care in the past year.

6.0%

of Elders had visited a doctor or healthcare provider for a routine checkup in the past year.

51.6%

of Elders were between the ages of 60 - 69 years. Another 21.6% were between 70 - 79 years, 16.3% were between 55-59 years, and 10.5% were 80+ years.

2.5%

of Elders were obese. Another 37.9% were overweight; 19.5% were at a normal weight.

17.6%

of Elders smoked everyday and 79.4% did not smoke. With regard to alcohol, 19.6% reported that their last drink was over 3 years ago.



National Resource Center
on Native American Aging

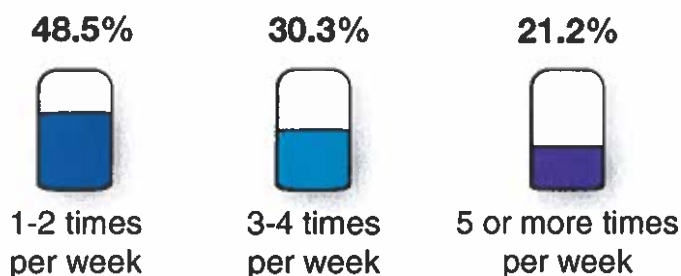
NRCNAA

Nutrition Among Little River Band of Ottawa Native Elders

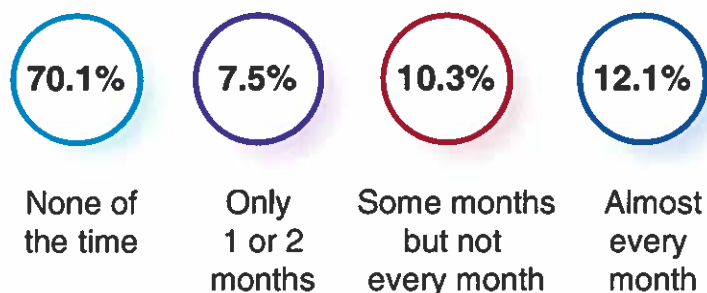
Cycle VIII Needs Assessment Survey

Traditional Foods

47.6% of Native Elders regularly consumed traditional foods. Among them, most did so between 1-2 times per week.

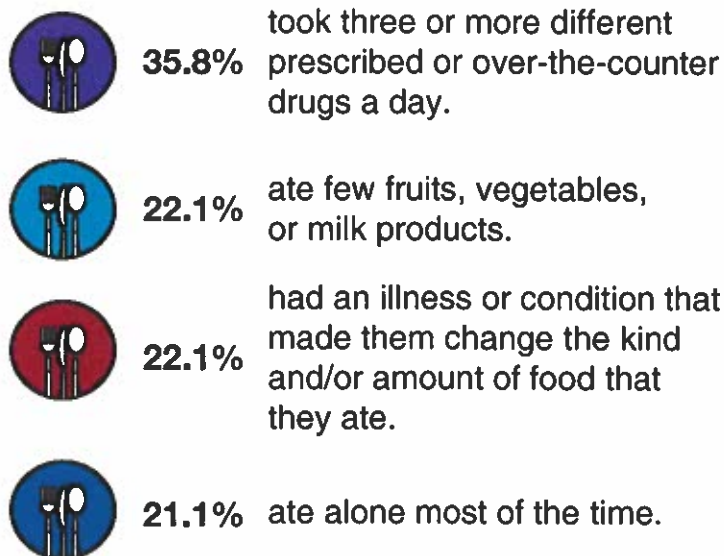


How Often Cut Size of or Skipped Meals

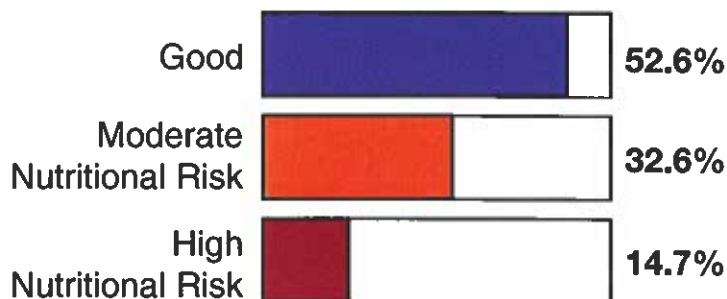


Most Elders did not report cutting the size of their meals or skipping them (**70.1%**), although **12.1%** did so every month.

Nutritional Health Barriers



Nutritional Health Status



Affordability

The food I bought just didn't last, and I didn't have money to get more.



I couldn't afford to eat balanced meals.



Never true Sometimes true Often true



16.7%

cut the size of or skipped meals because there wasn't enough money for food.



18.1%

ate less than they felt they should because there wasn't enough money for food.



10.6%

were hungry but didn't eat because there wasn't enough money for food.

Enrollment
Diane Lonn

ENROLLMENT DEPARTMENT REPORT

January Monthly Report – 2025

Diane A. Lonn, Enrollment Director

Department Goals

To assist all Tribal Members, as needed in terms of address changes, bereavement forms, new applications, per cap information, helping the individuals search for documents, directing the to the appropriate departments for help, assisting in creating new Tribal ID's, Direct Deposit, check cancellations, calling Tribal Members with information missing, working on request lists for the upcoming Elections and performing any other duties that make the department run smoothly. To continue to update the Per cap database and Tribal Members Data Base.

To continue to address the needs of the Tribe by assisting in gathering data for the various departments, by continuous verifications of Tribal Members for departments and helping with any other concerns the department have.

Department Objectives are:

- Continuing to critique the different processes in place in the Enrollment Department.
- To continue to complete new applications in a timely manner.
- Enter new addresses.
- Create new Tribal I.D.s
- Enter new information into Tribal members data bases.
- Enter and update direct deposits and check cancellation information into the data base.
- Processing CDIB's
- Verifying information for Health Clinic, Family Services, Courts, Election Board
- Doing preference status for descendants and spouses 7
- Sending out information on members to DHS and low-income housing complexes.

Duties Performed

- Created 54 New or replaced Tribal I.D.s from 01/01/2025 through 01/31/2025.
- 101 Address changes from 01/01/2025 through 01/31/2025.
- Final rejection letters 5
- Final acceptance letters 7
- Final disenrollment certificates 0
- Provisional Rejection letters 0
- Provisional Post phoned 1
- Provisional acceptance letters 7
- Notice of blood quantum reduction letters 0
- Notice of disenrollment 0
- Notice of relinquishment 0
- Notice of decision on appeal 0
- Appeal hearing notices 0
- Extended appeal hearing notices 0

- Notice of blood quantum increase 0
- Reinstatement notices 0
- Notice of blood quantum determinations 0
- Notice of mistake of fact investigation 0
- Notice of blood quantum breakdown change 0
- Denial of blood quantum increase 0
- Denial letter 0
- 6 Applications received as of 01/31/2025.
- List request of Membership 2
- Label request of Membership 1
- Statistical request – Tax Department

Department Verifications

- Clinic 0
- Human Resources 0
- Prosecutors Office 210
- PRC/EHAP 15
- Members Assistance 3
- Utilities 0
- Food Distribution 0
- Casino 3
- Family Services 6
- Tribal Council 0
- Natural Resources 0
- Education 4
- Gaming 0
- Work Force Development 5

Ordering/Correspondence

Enrollment verifications to other tribes 6

Sent out Per Cap Earnings information 25

5 Tuition Waiver Verifications

610 phone calls logged.

Total Tribal Members Living in:

9 County Area 1,577

Outside 9 county 2,189

Inside Michigan 2,544

Outside Michigan 1,315

Undeliverable Addresses 15

***Please see attached, information generated directly from the database.**

Facilities
Rusty Smith

2025 February Maintenance Department Report of Operations and Maintenance Activity

Submitted by De-Ahna Underwood, Maintenance Office Manager

The mission of the Maintenance Department is to provide the best possible service to LRBOI employees, visitors, and the community with our available resources.

I. Department Overview

Goals & Objectives

Our staff is dedicated to providing quality workmanship and services to ensure, clean, accessible, working environment that promotes safety and wellbeing for employees and visitors.

- Keep all mechanical aspects of our facilities in proper working condition through preventive maintenance practices.
- Maintain the department's budget within LRBOI guidelines.
- Maintain buildings, structures, and grounds.
- To provide and maintain a safe and clean work environment.

II. Department Reporting Section

For the month of February there were eighteen (18) snow events, and the department spend seventy-two (72) hours snow plowing. This does not include shoving entrances, sidewalks, and ice treatments.

The EVS Techs stay continually active in their daily routines. For the month of January, they attended to seventeen pre-and post-event cleanups at Aki, excluding the kitchen.

Work Orders

Thirteen (13) work orders were generated. Maintenance Technicians and Maintenance and EVS Technicians complete requests outside of their daily routine, requests made directly to technicians are not always tracked.

On-Site Vendors

- Monthly pest control pm.
- HVAC PM Government Center
- BAS PM Government Center
- Elevator PM, 2 locations
- Fire Safety PM, various locations

III. Budget Expense Justification

- | | |
|--------------------|------------|
| • Equipment Repair | \$377.00 |
| • Phones | \$144.00 |
| • Small Equipment | \$95.00 |
| • Vehicles & Fuel | \$2,230.00 |

IV. Travel and Training

- NA

End of Report

**Family Services
Vacant Director**

Department Report : Family Services

Case Worker : Rachel Kops

Month :

***** Reporting Counties

	Manistee	Mason	Lake	Ottawa	Muskegon	Oceana
I & R's						
Intakes						
Open Cases					6	
Monthly Totals					6	

Case Management

Total number living in homes served					17	
Total number of Tribal Citizens living in homes served					10	
Total number of descendants living in homes served					3	
Total number of children living in homes served					7	
Total ICWA or ICWP where substance abuse is involved					2	
Child Abuse/Neglect					3	
ICWA or ICWP referrals					2	
Sexual Abuse of a child					0	
Substantiated or Unsubstantiated by DHS					2	
Case Pending with DHS					0	
Relative placement					2	
Tribal Foster Home					0	
Non-Tribal Foster Home					0	
Alternative placement					0	
Court appearances					0	
Home Visits					9	
Case Reviews					1	
Binojeeuk					2	
Contacts with outside agencies					47	
Contacts with LRBOI departments					16	
Tribal Elders					0	
Other referrals					0	
Monthly Totals					123	

Department Report : Family Services
Case Worker: Tara Cook
Reporting Period: February 2025

***** Reporting Counties *****

	Manistee	Mason	Lake	Ottawa	Muskegeon	Oceana	Wexford	Kent	Newaygo	Other
Intakes	1									
I&Rs										
Open Cases	13	1		1	1					1
Monthly Totals	14	1	0	1	1	0	0	0	0	1

Case Management

Total number living in home	42	7		3	3					4
Citizens living in homes	21	1		2	2					1
descendants living in homes	11	1		1						
living in homes served	11	4		1	1					1
where substance abuse is		1			1					
Child Abuse/Neglect		1		1	1					1
ICWA or ICWP referrals										
Sexual Abuse of a child										
Unsubstantiated by DHS	1									
Case Pending with DHS		1		1	1					
Relative placement				1						
Tribal Foster Home										
Non-Tribal Foster		1								1
Home					1					
Alternative placement										
Court appearances					1					
Home Visits	37	1			1					
Case Reviews	1									
Binojeeuk		10			1					
Contacts with outside agenci	31	32	6	3						
Contacts with LRBOI depart	35	16			3					
Tribal Elders	2									
Other referrals										
Monthly Totals	192	76	6	13	16					8



**LRBOI VICTIM SERVICES PROGRAM
MONTHLY REPORT
February - 2025**

VSP MONTHLY SUMMARY REPORT

PROGRAM CASE MANAGEMENT & ADVOCACY STATISTICS

Continued Cases	6
New Cases	5
Closed Cases	3
Referrals and Contacts Received	5
Client Face to Face Contacts	5
Client-related Phone, Email, and Text Contacts	120
Client-related Direct Service Units Provided by Advocates	298
Client-related Accompaniment Provided by Advocates	1

MEETINGS

Staff Meeting(s)	6
Program Case Reviews	0
Community Collaboration Meetings	8
Other Meetings	12

STAFF DEVELOPMENT/TRAINING

Virtual Training	14
In Person Training and Conferences	0
VSP Sponsored Training Events	2
Other Trainings	6

OUTREACH & NETWORKING EFFORTS

Creation of Program and Outreach Materials	1
Event and Training Planning and Preparation	3
Community Table Events	0
VSP Sponsored Community Awareness Events	0
People Reached by Social Media	428
VSP Presentations	0
Networking Activities	5
VSP Website Updates	5
Other Efforts	3

LRBOI Be Da Bin Behavioral Health Program February 2025 Report

Staff for Be Da Bin includes: Dottie Batchelder-Streeter, Chemical Dependency Counselor; Angela Schwandt, Mental Health Counselor; and James Gibson "JD", contractual Traditional Healer.

The Traditional Healer did have sessions this month and talked/had sessions with 7 clients.

Angela Schwandt has 43 clients and had 56 individual sessions, 23 follow up calls, and 2 hours telepsychiatry. She attended the Manistee County Suicide Awareness & Prevention coalition meeting/ does the minutes- (12), all staff meeting (27), and training on Child Abuse Evaluation.

Dottie Batchelder-Streeter currently has (34) 27 clients and 7 Recovery Support clients. She had 3 referrals to other outpatient services/other services, 1 referral to a Halfway House, and 1 hour telepsychiatry. Dottie had 40 individual sessions, and 43 follow up calls. Dottie co-chairs the Manistee Suicide Prevention Coalition meeting on February 12, 2025; attended Tribal VA Summit Planning committee (10), all staff meeting (27), numerous meetings on the Native Connections grant and the State Opioid Settlement Tribal "Grant". Planning suicide prevention trainings for this spring.

She working on budget/plan for the State Opioid Settlement monies (putting into egrams). She is working on the Native Connections requirements for year 5. SOR4 grant was also taken to Tribal Council for an Amendment to the SOR4 Grant of housing assistance being taken out and ending on September 29, 2025.

Angela and Dottie are working with area Community Mental Health agencies and inpatient substance abuse/mental health treatment centers to have better services available for Tribal citizens, as needed. It was a busy month.

Respectfully submitted,

A handwritten signature in black ink that reads "Dottie Batchelder-Streeter". The script is cursive and somewhat stylized, with the first name "Dottie" being more prominent.

Dottie Batchelder-Streeter

Food Distribution
Jamie Friedel



Food Distribution Program

February 2025 Monthly Report

Jamie Friedel, Melanie Ceplina, Christopher McClellan and Nicole Ward

1 Department Overviews:

Goals and objectives:

The goal of the Food Distribution Department is to serve income based Tribal households living on and off the reservation.

Providing families with nutritional foods, using the food distribution program as directed by the USDA, we will obtain our goals by.

Certifying applications for Native American households, so they can participate in the program.

Packing and loading nutritional food for clients in a timely and respectful manner.

Delivering nutritional foods to clients who qualify for delivery.

Provide notifications of bonus items for our clients from USDA.

Consistently meet and surpass warehouse inspections, so we can keep a clean and safe place for the food for our clients.

Submit all reports in a timely manner to Ogema & Tribal Manager, USDA, and State of Michigan Snap Program.

Attend all certification classes and seminars for the USDA and Food Distribution Program and LRBOI.

Work as a team to fully reach our goals and objectives for our program and clients.

2 Department Report Section:

Jamie submitted 152 reports to the USDA.

Jamie submitted Snap checklist to the State of Michigan.

Jamie submitted FNS-101 report.

Jamie submitted the department report.

Jamie, Melanie, Chris, and Nicole accepted in, verified, and stored incoming inventory.

Jamie, Melanie, Chris, and Nicole cleaned warehouse / rotated stock/ inventory stock.

Jamie, Melanie, Chris, and Nicole rotated frozen food in the freezer.

Jamie, Melanie, Chris, and Nicole filled food orders.

Jamie, Melanie, Chris, and Nicole waited on clients & loaded food in their vehicles.

March food order was placed.

Jamie, Melanie, Chris, and Nicole and cleaned the office.

Jamie, Melanie, Chris, and Nicole conducted interviews with clients.

Jamie, Melanie, Nicole and Christopher certified clients.

Jamie, Melanie, Chris and Nicole conducted 39 Deliveries.

We received 4 produce and trucks.

The Food Distribution Office is open to the public from 7:30am to 4:00pm.

Melanie sent 3 recertifications out.

Added 2 new Households.

We have a total of 78 households with 122 total participants.

MEETINGS:

Every Thursday calls with Under Secretary Stacy Dean

Monthly Update Call with USDA/FNS

Midwest Regional Conference call

Midwest Regional and National Planning call

The Food and Nutrition center has partnered with the Family Spirit, Family Services and the MSU Extension to bring Cookie and card decorating for Valentines Day. We had around 30 people attend and decorated around 125 cookies. Our next class will be March 5th and the 12th where we will be learning meal prepping.

I will be in Muskegon on March 24th and the 25th to sign people up for our program. We will be starting up the tailgating in April. I plan on doing the tailgating and we will be able to sign members up at that time as well. Looking forward to helping as many members as we can.

Looking into the near future we are talking to MSU extension in doing some gardening. We will be putting a few beds out for some vegetable growing classes. This will be to share and teach our clients on gardening. We will be using the fresh produce to give back to our clients and members that are in need. More details to come.

Supervisor

Food and Nutrition Center

Jamie Friedel

Grants
Jessica Steinberg

LRBOI Grants Department

Monthly Report of Activity – February 2025

Grant Department Overview and Function within LRBOI

The Grant Department of the Little River Band of Ottawa Indians (LRBOI) works on behalf of the membership of the Band to find resources to supplant and support the objectives of the Little River Band of Ottawa Indians Strategic Plan, the goals of the Departments providing programs, services, functions, and activities to the members of the Band, and to assist in defining the programmatic requests served by grants.

Per the *Grants Strategy 2023: Setting Directions and Goals* plan document, grant development serves two primary purposes for LRBOI:

- Funding direct services, including supporting and improving existing services, and developing new services, based on evolving community needs.
- Improving the delivery of services: This refers to capacity-building efforts such as staff training, equipment, vehicles, and facilities.

Projects, Tasks and Activities

The Department hired a grant writer; Jessica Steinberg, who previously held the position of Membership Assistance Coordinator at LRBOI. The first date of employment in the new role was Monday, February 17, 2025. The Grant Writer met with the Tribal Manager that date to review the status of the Department, role of the Grant Writer, and the priority projects to be assigned to the Department.

Assigned tasks about funding opportunities:

- State of Michigan Opioid Settlement Funding Use Plan:
 - Grant Writer met with Dottie Batchelder-BeDaBin Behavioral Health Addiction Counselor to review expected funding amount and draft use plan.
 - Draft use plan is finished for Ms. Batchelder's review, including budget detail, purpose, goals and outcome measures for each planned use.
 - Ms. Batchelder has requested a work session with LRBOI Tribal Council to review the plan document.
- Child Care Development Fund (CCDF):
 - Grant Writer has researched the legislative history, notice of funding announcement and related LRBOI documents for this allocation.
 - Review of the FY 2023-2025 Model Plan as baseline information
 - Draft of FY 2026-2028 Model Plan is started; review of service delivery options for funding uses ongoing.
 - Meeting with Agency Tribal Technical Assistance Specialist scheduled.
- Review of PL 93-638 Tribal Self-Governance Model plans and Annual Funding Agreements ongoing
- Research; registration for notifications from the Federal Register and relevant federal department updates.

Respectfully Submitted,

Jessica Steinberg, Grant Writer

Health
Daryl Weaver



Little River Band of Ottawa Indians HEALTH OPERATIONS REPORT

To: Larry Romanelli, Ogema

CC: William Willis, Tribal Manager

From: Daryl Wever, DPM, MPH, Health Director/Physician
Janice Grant, Clinic Supervisor
Gina Dahlke, PRC/EHAP Supervisor
Keith Jacque, Chief Pharmacist

Date: _____, 2025

Re: FEBRUARY 2025 Report of Activity – Tribal Health Services

Forrest County Pottawatomi Insurance Department filed 117 claims on behalf of Little River in the amount of \$22,652.97 for third party revenue generation.

Operations service delivery numbers for the month of February are as follows provided in the aggregate:

CLINIC OPERATIONS: MANISTEE LOCATION

261 patients scheduled

25 patients NO-SHOW to scheduled appointments

3 patients provided SAME DAY appointments for emergent matters**

67 cancelled appointments

172 patients attending CLINIC PHYSICIAN appointments**

29 patients PHONE TRIAGE**

376 Chart Reviews – notifications to providers requiring action by providers and staff**

88 Clinic Referrals – requiring action by providers and staff

TOTAL PATIENTS SEEN IN FEBRUARY (Total Patient Volume): 579

Diabetic patients: 71

Flu Vaccines: 9

Injections: 16

Nursing Visits: 2 **

On-site Labs: 151

COVID-19 Tests: 0

**Denotes total included in Total Patients Seen

Numbers listed for Chart Reviews & PhoneTriage include both Manistee & Harvey Locations

RECEPTION INCOMING CALLS ROUTED: 962

DIRECT CALLS TO CLINIC OPERATIONS: 333

SENT FAXES: 164

RECEIVED FAXES: 399

TRANSPORTS - MANISTEE 10

FEBRUARY 2025

TRAVEL HOURS: 10

SERVICE HOURS: 12

NUMBER SERVED: 10

MEDICATION DELIVERIES: 8

TRAVEL HOURS: 1 ¼

SERVICE HOURS: 1

NUMBER SERVED: 8

TOTAL TRAVEL HOURS: 11 ¼

TOTAL SERVICE HOURS: 13

TOTAL NUMBER SERVED: 18

Operations service delivery numbers for the month of February are as follows provided in the aggregate:

CLINIC OPERATIONS: MUSKEGON LOCATION

128 patients scheduled

4 patients NO-SHOW to scheduled appointment

3 patients provided SAME DAY appointments for emergent matters**

32 cancelled appointments

88 clinic referrals – requiring action by Providers and Staff

95 patients attending CLINIC PHYSICIAN appointments

Diabetic patients: 28

Flu Vaccines: 0

Injections: 0

Nursing Visits: 0

On-site Labs: 70

COVID-19 Tests: 0

DIRECT CALLS TO CLINIC OPERATIONS: 168

TRANSPORTS - MUSKEGON: 6

FEBRUARY 2025

TRAVEL HOURS: 12 ½

SERVICE HOURS: 8 ½

NUMBER SERVED: 6

MEDICATION DELIVERIES: 2

TRAVEL HOURS: ¾

SERVICE HOURS: ¼

NUMBER SERVED: 2

TOTAL TRAVEL HOURS: 13 ¼

TOTAL SERVICE HOURS: 8 ¾

TOTAL NUMBER SERVED: 8

PRC/EHAP: (ROUNDED TO NEAREST WHOLE DOLLAR) \$66,000.00

TOTAL CALLS/INDIVIDUAL VISITS TO DEPARTMENT: 1278

TOTAL PRC PAID IN FEBRUARY: \$43,858.30

PHARMACY/OTHER: \$33,959.50

DENTAL: \$6,928.00

TOTAL PATIENTS: 189 (THIS IS NON-DUPLICATED INDIVIDUAL SERVICES)

TOTAL CLAIMS RECEIVED: 409

TOTAL CLAIMS ENTERED: 239

TOTAL PRC PAID 2025: \$94,686.57

TOTAL EHAP PAID IN FEBRUARY: \$21,855.12

TOTAL EHAP PAID 2025: \$67,764.07

TOTAL ENROLLED EHAP/LRBOI: 1298

NEW APPLICATIONS MAILED OR GIVEN: 22

REASSESSMENTS MAILED OR GIVEN: 22

MEDICARE LIKE RATE (MLR) Savings for February 2025

Claims submitted: 14 \$9,032.40 (total submitted)

-\$3,103.64 (what we paid)

\$5,928.76 (total savings)

PHARMACY, MANISTEE:**FEBRUARY 2025**

Active patients:	374	
Prescriptions filled:	1542	
Receipts:		
Insurance payments received:		\$198,766.88
Non-member cash/copays received:		\$1,187.65
Less acquisition cost of medications:		\$82,547.45
Net profit:		\$117,407.08
PRC-equivalent write offs:		
LRBOI:	\$25,224.50	
Other Tribes:	\$2,240.80	
TOTAL:	\$27,465.38	

PHARMACY, NORTON SHORES:**FEBRUARY 2025**

Active patients:	144	
Prescriptions filled:	711	
Receipts:		
Insurance payments received:		\$127,004.61
Non-member cash/copays received:		\$70.16
Less acquisition cost of medications:		\$25,572.87
Net profit:		\$127,074.77
PRC-equivalent write offs:		
LRBOI:	\$12,033.24	
Other Tribes:	\$758.49	
Total:	\$12,791.73	

Housing
Tara Bailey



Little River Band of Ottawa Indians

Housing Department

Mailing Address: 2608 Government Center Drive

Physical Address: 2953 Shaw Be Quo ung

Manistee, Michigan 49660

231-723-8288

HOUSING DEPARTMENT

Report to the Ogema

For February 2025

Staff

Tara Bailey – Housing Director

Michelle Pepera – Administrative Assistant

Krystal Davis – Housing Specialist

Stephen (Jake) Shepard - Housing Maintenance Technician

Matthew Alexander – Housing Maintenance Technician

Mike Pannill – Housing Maintenance Technician

Jim Stuck - Housing Maintenance Technician

Department Overview

Goals: To promote affordable housing opportunities for all Little River Band Tribal Members.

Objectives: To provide our goals in a fair and equitable way to all members.

I. Housing Activities.

A. During the month, the Department performed the following activities.

Lease renewals due during the month: 4

Leases renewed: 6

New leases: 0

Annual Inspections: 4

Move-out Inspections: 0

Move outs: 0

Transfers: 0

B. Down Payment and Closing Cost assistance grant (HI 100).

Applications received this month: 3

Total Number of Awards made during the Year: 3

Total Amount of Awards for the Year: 9733

C. The Homeowners Assistance Fund received 1 new application this month, 0 denial. The program has been in assistance since 2022 and a remaining balance of \$9470.52.

D. Krystal Davis, Housing Specialist has provided 4 different elders with a ride to Meijer and Walmart for the month of December in 3 separate trips. She provides this service 1 time a week.

E. The housing plans for the home that was lost due to fire are now at the architect getting updated to today's housing codes so that the home rebuild can go out for bid. UPDATE: It came to the Directors attention that the PO for services was never sent to the architect so he didn't start until we had the PO sent the end of February, so they will be completed in March.

F. The Housing Director has worked on a grant through MSHDA for pre-development in the amount of \$75,000. The intention is to use for a consultant to come in and help develop a homeownership program as this will be needed to move forward in the future for a homeownership program for tribal membership. UPDATE: This was approved by TC on February 26th.

G. Housing Director met with Tribal Council in a work session to move one or two of the properties previously moved from the housing department to Little River Holdings and now they wish to move

back under the management of the housing department due to increased rents for the tribal members residing in the units and also due to the condition of the units. UPDATE: The Housing Director had an inspector go into the Ford St. unit and do an inspection to see what the condition of the unit is and what it could potentially cost the department to maintain. The inspection was done on 2/20 and is attached. No major items of concerns in the inspection.

- H. The Housing Director has been requested by MSHDA to sit on their Michigan Statewide Housing Partnership committee as representative from a tribal community so that our voices can be heard regarding the housing needs in our region but also at the state level. The Ogema has approved, and she will be submitting an official application in March. This committee
- I. On March 18-19, 2025; the LRBOI Housing Department will be hosting the next quarterly Great Lakes Indian Housing Association (GLIHA) meeting at Little River Casino and Resort. It is expected to have approximately 50 attendees. UPDATE: An agenda for this meeting has been submitted to TC and they have requested 9 seats be reserved for them to attend.
- J. February 26th we unfortunately had another house fire. The tribal elder living in the home was NOT home at the time of the fire but the home will more than likely be a total loss. At this time, the house is sealed up until the investigators can complete their work. The home was one of our newest homes that was completed in 2023. No other information at this time.

II. Rental Payment Information for the Month.

- A. Notice of Delinquency issued: 6
- B. Termination Notice(s) issued: 5
- C. Notice(s) to Vacate or Renew: 5
- D. Court Filing(s): 1
 - 1. Housing Director attended an Eviction hearing on February 21st for non-payment of rent. Before the hearing, the director asked the resident if they would be willing to sign a voluntary payroll deduction for their arrearages and their monthly rent. The resident agreed. The agreement was put on record and the resident came into office on Wednesday the 26th to pay the arrearages in full and signed a payroll deduction so that there would be no further issues regarding non-payment of rent from the tenant. Case should be officially closed during the March hearing.

III. Condition of Properties.

- A. Maintenance currently has 2 units to complete for a move in.

IV. Number of Units and Vacancies.

LRBOI Housing Department has 85 (we have 86 but 1 unit is the fire unit so cant count for a move in) rental units in total of which 82 were rented giving us an occupancy rating of 96%.

- A. Aki has 59 income based rental units of which 57 were rented during the month as follows:
 - 1. Aki has 9 low income elder designated rental units and 9 units are rented.
 - 2. Aki has 2 low income elder ADA designated rental units and 2 are rented.
 - 3. Aki has 32 low-income family rental units and 30 are rented.
 - 4. Aki has 6 low income family ADA rental units and 6 are rented.
 - 5. Aki has 10 low income elder designated apartment rental units and 10 units are rented.
- B. Aki has 26 Fair Market rentals and 25 are rented.

V. Plans for the Future.

- A. Do a RFP for the rebuild of the lost home in AKI.
- B. Submit grant application to MSHDA for pre-development grant in the amount of \$75,000.
- C. Complete and put out for bid RFP for Housing Needs Assessment.

End of Report
Tara Bailey, Housing Director
March 6, 2024

Human Resources

Alicia Knapp



**Little River Band of Ottawa Indians
Human Resources Department
2608 Government Center Drive
Manistee, Michigan 49660
(231) 398-6859
Toll Free 1-888-723-8288
Fax: (231) 331-1233**

To: Ogema Romanelli
From: Alicia Goff
Subject: February 2025 HR Department Report
Date: 03/07/2025

Department Purpose: Professionally strengthen our community through a great H.R. experience.

HR Primary Mission: Work in partnership with leaders and team members to drive quality H.R. service through the employee life cycle that develops opportunity and enhances our endless potential.

1) HR Operational Plan

- 1) HR is moving forward in the process of preparing for the rest of 2025 after the first two months of the new year are now on the books.
- 2) **Month Summary:** RFP with 7 vendors chosen and reviewing for best deal for the development of and securing vendor for 2024 Audit nearing a decision beginning of March. Don has done great work here. Also working on obtaining a HRIS so HR may move into the 21 century. Help us to get back to be more efficient, reducing the amount of paper we touch and streamlining all processes from benefits, job descriptions, talent acquisition, performance management-evaluations, training-development and so much more. We have been working on BambooHR implementation since coming back after break. This has been a lot of meetings and putting information into the new system. There are a lot of things that will be made easier, a lot of the administration and paperwork will provide a smoother process for everyone, but the process is taking longer than planned. HR is still finalizing Job Descriptions on L: drive and Midpoint was reviewed, and changes are in the process to update and changes made sure to be complete when new positions are to be posted is ongoing. SOPs are still in the process of being reviewed/updated, as well some policy updates done by the Lead group and Executive Legal. Employee manual updates comments are being reviewed..

Talent Acquisition for February-

(1) Number of Hires During the Month: 1 - Reg. PT (TS)- for Reception - 1 - Reg. PT will be transferring to FT for Finance early March, 1 FT transferred (Mem. Asst.) to Ogema's office as Grant writer, 1 -TM WFD EVS and Terms 1(TM) - Family Services.

(2) Number of Open Positions: uary had 14 postings up (5 went down by end of February, 2 new posted). Current postings 14 FT position were posted/reposted, 6 are currently in the selection process, interviews were scheduled for 7 positions and 6 positions had interviews that took place. There were 6 were offered - 1- declination, selections for Seasonal NRD positions with early interest building.

Applicants interviewed and 5 offers accepted - early to mid-March starts for all. 6 Screenings done. Some changes for efficiency and results are being considered. Continued focus on improving coordination between Hiring Manager, Candidate and HR. It was determined that selection taking place as we are getting them scheduled - in-person and sent out for return within time period.

(3) Applications have picked up but with the seasonal positions that is expected, but on-line usage of application has been consistent – averaging now around 16 per month from our on-line application, applicants have been processed from indeed postings, most of the remaining were not completed submissions according to our requirements. At least approx 7 moved on to the selection process, 6 went to interviews. 1 transferred by end of February and 6 have accepted and have early to mid-March. The couple transferred are going to add to new postings to be put up in March to replace those employees. Utilized LinkedIn, Indeed, NNAHRA, MIETS, and other sites. Bad organizational reviews are out there, and thoughts need to be taken to dispel the negative comments and improve our overall picture organizationally. Hopefully changes to selection process to be looked at for improvement to move forward. Bamboo HR will be an asset to this process. HR is looking forward to streamlining the process and making us more open to other projects, expected implementation date is moved to end of March. Trial runs have to be made to insure success.

3) Talent Development and Relations

a) Leadership and Team Member Development.

- i) HR assisted the organization and leaders through key issues, including employee relations events and communication trainings – conflict resolutions on-going, workplace issues and some are still to be scheduled.
- ii) HR offered help to Leads when directed and asked. HR offered some assistance to our required Employee Handbook training.
- iii) Mindi Smith HR Specialist has returned providing updates from HR during at the monthly employee meetings doing a great job keeping employees informed.
- iv) Continued assisting leadership with sensitive employee relations issues - like conflict resolution activities.

(4) HR Department Development Initiatives:

- a) HR training has been pretty much put to the wayside except for BambooHR setup, implementation. So many areas of HR to put in place the BambooHR way. Don and Mindi have worked hours to make sure in implementation will move forward to usage. It is a fine dance to make work for our HR paperwork, processes and procedures.
- b) Regular training aside from BambooHR is down to about 8 hrs. on-line by HR, making information is being inputted in the system correctly. No other department submitted any hours.
- c) Further updates are still needed on L: drive - forms and resolutions, policy/procedures, and our HR share drives need to be recreated, updated as well as the HR SharePoint needing to be repopulated. Arctic IT and our in-house are IT are working on issues.

Training and Development hours totaled: 24 hrs.

6) Benefits and HR Administration

- a) Continued working to improve benefit processes. New packet developed for new hires and is found on L:drive for all other employees to access.
- b) FMLA - 2 processed for later date, 2 in progress. 2- IFML 1 on-going to End of April and one approved to start in March.
- c) 401k Loan activity has ramped up in February.
- d) Continued processing new hire insurance enrollment on-going with new hires being on-boarded
- e) HR has the 2025 calendar from the advisors, usually last Thursday of the month.
- f) Processed insurance benefit plan check requests as our monthly duties continue.

7) Safety

- a) Continued COVID-19 support and tracking. 0 reported.
- b) Recordable Injuries: 1
- c) Near Miss/1st Aid:- 1 near misses.

8) Tribal Preference Report

Preference Report for February 2025 –

Employee Count by Preference for February

117 Tribal Members 2 – new hires (1 transfer)	55% (54.9%) of Tribal Government Workforce
07 Native American - -1	3%(3.3%) of Tribal Government Workforce
12 Tribal Descendants - no change	6% (5.6%)of Tribal Government Workforce
12 Tribal Spouses - 1 new hire (1 transfer)	6% (5.6%)of Tribal Government Workforce
No data on Tribal Parent(s) found	0% in Tribal Government Workforce

Preference for February 2025 – Gain of 2 preference overall

Total preference = 148 overall +1 70% (69.5%)

Non-preference = 65 – No change

Total of all employees 213 – Overall workforce in February 2025 - 1 overall gain.

Regards,

Alicia Goff - HR Manager

Information Technology Vacant Director

No Report Submitted
Vacant Director

Legal Assistance
Mary Witkop

Little River Band of Ottawa Indians
Members Legal Assistance Attorney
Mary K. Witkop
3031 Domres Road
Manistee, MI 49660
231-398-2234

MONTHLY REPORT

To: Larry Romanelli
From: Mary K. Witkop
Date: March 4, 2025
Re: February 2025 report of activities

Number of tribal members assisted on new issues	55
Number of referrals received	2
Number of continuing cases:	37

Types of legal issues:

Child support	Landlord-Tenant Issues
Divorce	Land Contract
Wills	Legal Separation
Trusts	Special Needs Trust
Estate Planning	Incorporation
Medical Power of Attorney	Felony
Principal Residence Exemption	LLC Dissolution
Power of Attorney	Housing
Amend Estate Planning Documents	Trust Administration
Funeral	Real Estate Description Error
Separate Maintenance	Change of Custody
Amendment of Trust	Medicaid
Civil	Show Cause
Discrimination	Probate Estate
Power of Attorney – Out of State	Incorporation
Criminal	Gift Tax Return

Parenting Time and PPO
Name Change – Adult
Adult Conservator
Non-Profit Corporation
Post Divorce Matters
Fingerprints
Stolen ID
LLC
Transfer Vehicle After Death

Adult Guardian Report
Real Estate Transfer - Out of State
QDRO
Adoption- Adult
Supervise Parenting Time
Codicil
1099 Form
Conservator Adult – Accounting

Sample of Work Performed:

Assisted a tribal member obtain a conditional dismissal in a civil lawsuit

Assisted a tribal member prepare an Annual Account in a conservatorship case

Assisted a tribal member amend their Trust

Assisted a tribal member change their child support

Members Assistance
Vacant director

No Report Submitted
Vacant Director

Natural Resources
Frank Beaver



**Gaá Čhíng Ziibi
Daáwaá
Aníshinaábek**

**LITTLE RIVER BAND OF OTTAWA INDIANS
NATURAL RESOURCES DEPARTMENT
310 9th Street
Manistee, MI 49660
(231) 723-1594**

**February 2025 Monthly Report
Frank Beaver, Director**

The mission of the Natural Resource Department is to maintain the cultural, spiritual and physical existence of the Little River Band of Ottawa Indians by protecting, preserving and when necessary, enhancing the naturally occurring resources within the Tribe's 1836 Ceded Territory.

Department Objectives:

1. Protecting the fisheries within the 1836 Ceded Territory through:
 - The collection of essential information for the management of commercial, ceremonial and subsistence fishing;
 - Promoting stability of desired fish populations through continual assessment, monitoring and restoration when necessary;
 - Obtain relative abundance and population characteristics of fish stocks;
 - Collaborate with other management agencies in monitoring and assessing Great Lakes and Inland fisheries;
 - Participated in the Lake Michigan Lake Sturgeon Workgroup and on the Lake Sturgeon Steering Committee; and
 - Participate in the Lake Michigan Technical Committee in coordination and data sharing for Lake Michigan fish community management and assessment.
2. Continue focus on environmental priorities identified in the current Tribal Environmental Agreement (TEA) by:
 - Implementation of the Water Quality Monitoring Program;
 - Development of a non-point source monitoring program;
 - Increase involvement in Great Lakes Basin issues affecting the ecosystem of the 1836 Ceded Territory;
 - Recycling
 - Continuing monitoring air quality.
3. Protecting wildlife within our native lands through:
 - Monitoring Tribal harvest of subsistence hunting and trapping.
 - Monitoring and indexing species populations within the 1836 Ceded Territory.
 - Responsible Hunting and Trapping Regulations; and
 - Mapping and inventory of Tribal lands and the Ceded territory.

The department issues harvest tags for Elk, Bear, Deer, Turkey, United States Forest Service (USFS) access passes for the Manistee Huron National Forest, a lifetime pass to the Sleeping Bear Dunes National Lakeshore, harvest fishing report forms, Tribal trespass permits, camping permits, Commercial and Subsistence Great Lakes fishing licenses and permits, other special Ceremonial Use permits and information on current Tribal Regulations governing the use of the natural resources within the 1836 Ceded Territory.

Monthly, the department prepares newsletter articles, staff reports, participates in Staff,

Natural Resource Commission, Tribal Management Team meetings and also, in meetings and negotiations with Intertribal, State and Federal agencies and special interest groups.

Administrative Services

Theresa Davis

Assisted with biologist's paperwork as needed

- Send Tribal Police, NR Director, monthly Commercial Fishing Catch Report Memo
- Received Commercial and Subsistence fishing catch reports
- Member Services, hunting & fishing tags, permits, regulations and information
- Maintain vehicles mileage records and reports
- Submit NR monthly report
- GSA Mileage monthly report
- Monthly LRBOI mileage report

Fisheries Division:

- Archie Martell - Fisheries Division Manager
- Corey Jerome – Fisheries Biologist, Sturgeon
- Christina VanDoornik – Fisheries Biologist, Great Lakes
- Alex Ontkos – Fisheries Biologist, Inland
- Conner Johnson – Fisheries Technician, Great Lakes
- Griffin Bartscht – Fisheries Technician, Great Lakes
- Clayton Robertson - Fisheries Technician, Inland

Administrative/Budget/Reports/Data Entry:

- **Managed budgets**
 - 1050 Sturgeon Program/ Habitat Restoration Program
 - 4031 Fisheries and Water Quality Budgets
 - 4068 BIA Inland Natural Resources
 - 4086-760/4097/4109/4227 BIA GLRI funding
 - 4018 Great Lakes Fisheries Assessment
 - 4097 BIA Great Lakes Restoration Initiative, Native Species
 - 4137 BIA Great Lakes Restoration Initiative, Native Species
 - 4363 Great Lakes Fishery Trust Grant – Lake Sturgeon
- Staff Management EWS
- Monthly Fisheries Division Reports Completed.
- BIA Great Lakes Restoration Initiative grant management and annual reporting.
- Great Lakes Fishery Trust Grant Final Report and Financial statement.
- Michigan American Fishery Society "AFS" annual meeting preparations.
- Member services; USFS Passes, licenses, permits and information.
- Great Lakes Commercial and Subsistence fishing licenses issuing and catch report management.
- 2007 / 2023 Decree(s) information exchange/ reporting.
- Implementation of the Fisheries Division work plans.
- Fisheries Seasonal positions applicant review.
- 2023 Great Lakes Decree 2024 data submission for population assessment modeling (2/17)

Equipment maintenance/Field Work/Lab Work:

Nmé, Lake Sturgeon:

- Lake Michigan Technical Committee Sturgeon Working Group co-chair tasks
- MI AFS chapter awards committee coordination
- GLFT grant communication reporting
- 2024 data entry and compiling
- 2025 field season sampling preparations and planning
- Sturgeon presentations communication/scheduling
- Internal discussion about 2025 sturgeon program activities
- Monitoring Manistee River PIT tag antenna array

Inland Fisheries:

- Constructing and refining larger Remote-Site Incubators (RSI) to increase Arctic Grayling egg handling capacity.
- Development of Arctic Grayling presentation for outreach event sponsored by the Iron Fish Distillery.

Great Lakes Fisheries Assessment Program:

- Fish aging and data QA/QC.
- Assessment net tying.
- 2023 Great Lakes Decree, 2024 data deadline (2/17)
- Commercial fisheries data entry and QA/QC.

Meetings/Training/Travel/Conference Calls

- Tribal Council Work Session, FY2025 CORA Sub-Contract (2/4)
- Status of Lake Whitefish, with Tribal Leadership (2/4)
- Arctic Grayling evaluation, Tribal Biologists meeting, virtual (2/5)
- Status of Lake Whitefish and Harvest Regulation Guideline (HRG) meeting with LRBOI Commercial Fishermen (2/6)
- Fish Thief: Sea Lamprey documentary (2/7)
- Tributary Lake Whitefish collaboration meeting, virtual (2/10)
- Tributary whitefish check-in meeting, 2025 Lake Michigan larval coregonine (whitefish) beach sampling meeting (virtual) (2/10)
- Tribal Council Agenda Review, FY2025 CORA Sub-Contract (2/10)
- Tribal Council Meeting, FY2025 CORA Sub-Contract (2/12)
- Natural Resources Department, Staff Meeting (2/12)
- NRD LEADs Huddle (2/12)
- Manistee River Sturgeon protection meeting, virtual (2/13)
- Great Lakes Biologist Committee "GLBC" meeting, virtual (2/18)
- Meeting with Legal, staff employment issue (2/19)
- National Conservation Library Access Meeting (NAFWS; Virtual) (2/19)
- February LRBOI Staff Meeting, Virtual (2/20)
- Michigan Arctic Grayling Initiative Steering Committee Meeting, virtual (2/20)
- Sturgeon program interview for PBS highlight (2/24)
- Coordinated planning for Arctic Grayling reintroduction evaluation, virtual (2/25)
- Great Lakes Acoustic Telemetry Observation System "GLATOS" meeting, virtual (2/25-2/26)
- LRBOI Staff Meeting, LRCR 3-Fires Conference Room (2/27)

<u>Grant used</u>	<u>Explain activity</u>	<u># of members served</u>
1050 Sturgeon Program/ Habitat Restoration Program		
4068 BIA Inland Natural Resources		

4086-760/4097/4109 BIA GLRI funding
4031 Natural Resources Department
4018 Great Lakes Fisheries Assessment
4097 BIA Great Lakes Restoration Initiative, Native Species
4137 BIA Great Lakes Restoration Initiative, Native Species
4227 BIA Great Lakes Restoration Initiative, Native Species
4363 Great Lakes Fishery Trust Grant – Lake Sturgeon

Wildlife Program

Sean Hollowell – Wildlife Division Manager

David Heit – Wildlife Biologist

Andrew Kaiser – Wildlife Technician

Alexis DeGabriele– Aquatic Biologist – Wetlands (as of 1/27)

Administration/Budget/Reports/Data Entry

- **Managed Budgets**
 - 4068 BIA Inland Natural Resources
 - 4031 Wildlife Department Budget
 - 6050 Restricted Timber Harvest Budget
 - 4095 Climate Change Protection Budget
 - 4137 BIA Great Lakes Restoration Initiative
 - 4072 NRCS Project Budget
- Tribal Citizen service - Answered questions/requests from public – through email and phone calls
- Procured field equipment.
- Connected with partner organizations.
- Planned research project.
- Prepared and collected feathers for repository (and distributed as requested by tribal members).
- Planned budget.
- Purchased fieldwork equipment.
- Worked check station for tribal hunters and trappers, including walk-in Mondays.
- Monitored elk hunt and facilitated communication for elk hunters.
- Administered elk check station.
- Reviewed and provided comment to Fish and Wildlife Service on the gray wolf Species Status Assessment.
- Reached out to partners on turtle research.
- Wrote and submitted funding proposals to BIA for at-risk turtle conservation and for restoration at the Sugar Shack property.
- Updated bear regulations booklets and proposed changes to NRC.
- Worked on Michigan American marten white paper review.
- Invited partners to provide input on turtle conservation and predator control.

Equipment Maintenance/Field Work/Lab Work

- Cleaned and serviced wildlife vehicles - monthly occurrence
- Worked with LTBBOI to set and check American marten traps. Trapped martens are fitted with GPS collars to track their movements.

Meetings/Training/Travel/Conference Calls

- NRC meeting (2/10)
- Attended Kirtland's Warbler conference (2/11)
- Meeting with ISN to discuss Manistee River State Game Area (2/11)
- Wolf survey protocol meeting with CORA, DNR, and APHIS – Gaylord (2/13)
- Research objectives discussion with USGS (1/15)
- American marten research field work with LTBBOI – Cross Village & Jordan River Valley (1/21-1/24)
- Manistee National Forest turtle conservation meeting with FS, MNFI, GVSU, APHIS, LTBBOI, DNR, and USGS (1/29)
- Discussion with wetlands biologist regarding reassignment to Wildlife Division (1/29)

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Environmental Division

Vacant –Environmental Division Manager

Alexis DeGabriele– Aquatic Biologist – Wetlands (moved to Wildlife 1/27)

David Karst – Brownfield Specialist

Brooke May - Aquatic Biologist – Water Quality

Jasmine Vaquera – Air Quality Specialist

Alycia Peterson - Great Lakes Policy Specialist

Budgets Managed:

- 4571 -- EPA PPG
- 4530 – EPA Air Quality
- 4137 – BIA GLRI
- 4145 – IHS Solid Waste Planning
- 4380 – BIA GLRI Capacity Building

Environmental Division Capacity Building (IGAP/ BIA Capacity)

Administration/Budget/Reports/Data Entry

- EWS Staff Management
- EPA Air 103 Budget Review
- Water Quality QAPP Review
- Budgets Managed:
 - 4512 -- EPA PPG
 - 4530 – EPA Air Quality
 - 4137 – BIA GLRI
 - 4145 – IHS Solid Waste Planning
 - 4538 – EPA CERCLA Funding
- PPG FY25-FY26 Workplan
- PPG FY25-26 Budget
- EPA CERCLA Budget Revision
- EPA CERCLA Workplan Revision
- EGLE MOA paperwork

- EPA 103 Preapplication review
- EPA SIRG Preapplication Review
- Phase 1 environmental assessment administrative work
- Environmental Tech Job Description

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Call

-

Brownfield Program

Administration /Reports/Data Entry

- Clarified PPG requests for the PPG.
- Began additional EPA paperwork to submit for Phase II assessments and eventual cleanups for EPA.
- Prepared paperwork to get the 9 Phase I Environmental assessments settled and sent to accounts payable.
- Began planning for UAV drone training including location, time, and pricing.

Field Work and Equipment Maintenance

- Visited Big Blue twice to check the Hazmat trailer for maintenance and inventory.
- Opened and inventoried drone packages in preparation for training and use in Spring 2025.
- Policed 9th Street parking lot for solid waste.
- Two trips to Ludington to record sunken boat cleanup and other issues.

Meeting/Training/Travel/Conference Calls (Include Dates)

- Informal NRD huddles.
- Numerous communications with EPA project officer about Phase I assessments and BIL funding as well as possible cleanups on February 20 and several less formal discussions.
- Part 107 (UAV licensing) webinars on February 5 and 6.
- Household Hazardous Waste steering committee meeting in Ludington on February 4,
- Tribal Brownfields circle meeting on February 20.
- February 26 Region 5 Environmental call.
- A Starting Guide to Income and Poverty Data February 27.

Water Program (106 and 319)

Administration Reports/Data Entry

- Worked on updating Water Quality QAPP
- Finished and submitted Water Quality QAPP
- Worked on updating Water Monitoring Strategy

- Finished and submitted Water Monitoring Strategy
- Updated my presentation for the GVSU fisheries class
- Completed and submitted forms for Tribal Council
- Worked on updating 319 Management Plan

Field Work and Equipment Maintenance

- Helped with the monthly check for the air monitoring station.

Meeting/Training/Travel/Conference Calls (Include Dates)

- 2/5/2025: Tech Discussion
- 2/5/2025: LRBOI Threshold Discussion with EPA
- 2/12/2025: NRD Employee meeting
- 2/18/2025: Region 5 Tribal Water Division call
- 2/20/2025: LRBOI monthly staff meeting
- 2/24/2025: Meeting with NRCS on contract modification
- 2/26/2025: Presentation on LRBOI NRD for GVSU Fisheries Management Class
- 2/27/2025: LRBOI Mandatory Staff Meeting

Air Quality Program (Funded by EPA CAA 103)

Administration Reports/Data Entry

- Completed T640 Multipoint Worksheet for monthly check.

Field Work and Equipment Maintenance

- 02/13/25: Air Station visual check
- 02/25/25: T640 monthly multipoint check
- 02/25/25: Meteorology multipoint check

Meeting/Training/Travel/Conference Calls (Include Dates)

- 02/03/25: Agenda Review for SIRG Proposal
- 02/05/25: Tribal Council Meeting for SIRG Proposal
- 02/13/25: Region 5 Radon Meeting (Virtual)
- 02/18/25: CAA 103 Meeting with William Beaver
- 02/19/25: Air travel for radon training
- 02/20/25 – 02/21/25: Radon Mitigation in Multi-family, Schools, and Large Buildings Training in Sacramento, CA

Wetlands Program (Wild Rice)

Administration Reports/Data Entry.

- MRSGA project tasks: updated ISN MSA and sent to ISN & Wildlife Div Mgr for review.
- Maple River project tasks: submitted new 2025 requisition for CMU contract.
- NOAA Tribal Fish Passage grant application tasks:
 - drafted indirect cost reduction request letter for UW and sent to Director
 - communications with CMU grad student re subcontracting
 - wrote CV & bio

- reviewed/edited all draft sections
 - created draft resolution & sent to TC
 - wrote proposed baseline monitoring for Wild Rice & water quality
 - drafted cover letter for Ogema's signature.
- Worked with Budget Coordinator to update GLRI grant fund end dates.

Field Work and Equipment Maintenance

-

Meeting/Training/Travel/Conference Calls (Include Dates)

- 2/3/25: MRWA-LRBOI-UW NOAA Tribal fish passage grant application writing meeting in Newaygo.
- 2/4/25: MRWA-LRBOI-UW NOAA Tribal fish passage grant application writing meeting in Newaygo.
- 2/4/25: MWRI Team meeting.
- 2/5/25: Manoomin coordination meeting with Director & Wildlife Div Mgr.
- 2/7/25: NOAA Manoomin workshop planning meeting.
- 2/10/25: Wildlife Div meeting.
- 2/10/25: NOAA Manoomin Geospatial project meeting.
- 2/11/25: LRBOI-ISN MRSGA planning meeting.
- 2/13/25: R5TWWG Co-Lead-NAWM-EPA monthly check-in meeting.
- 2/13/25: LRBOI-MRWA-USACE Maple River planning meeting.
- 2/20/25: Line 5 Staff-level coordination meeting.
- 2/20/25: Tribal Council work session for NOAA Tribal fish passage grant.
- 2/21/25: MRWA-LRBOI-UW NOAA fish passage grant application planning call.
- 2/24/25: Tribal Council agenda review for NOAA Tribal fish passage grant.
- 2/26/25: Tribal Council meeting requesting approval to submit NOAA Tribal fish passage grant.
- 2/27/25: LRBOI staff meeting.
- 2/27/25: LRBOI-MRWA-USACE Maple River planning meeting.
- 2/28/25: LRBOI-UW Maple River check-in meeting.

Water Program (106 and 319)

Administration Reports/Data Entry

- Continued working on updating 106 WQ Monitoring QAPP.
- Completed PPG final report sections.
- Onekama Township Invasive Species Committee tasks: reviewed Portage Lake Manager RFP submissions.
- Received and distributed clothing order.
- Reviewed WQAR and gave edit suggestions to WQS.
- Created Shannon's diversity graphs and added to WQAR.
- Created graphs showing chemical and physical parameters and added them to WQAR.
- Created tables for chemical and physical parameters and exceedance rates and added to WQAR.
- Completed PPG final reporting for the water quality program.

- Edited contaminant data and added fish data.
- Searched and contacted new macroinvertebrate labs.
- Completed and submitted the FY23-24 WQAR Report.

Fieldwork and Equipment Maintenance

-

Meeting/Training/Travel/Conference Calls (Include Dates)

- 2/5/25: EPA-LRBOI WQ threshold discussion meeting.
- 2/6/25: Onekama Township Invasive Species Committee meeting (voted to select new lake manager consultant).
- 2/17/25: Onekama Township Invasive Species Committee meeting
- 2/25/25: Onekama Township Invasive Species Committee meeting

Great Lakes Policy Program

Administration//Reports/Data Entry

- 2022-2026 LH LAMP Implementation Tracking (mid-cycle) file
- Security awareness training
- FY25 GLRI Tribal Capacity Grant documents
 - Cover letter
 - Category 2. proposal

Field Work and Equipment Maintenance

- None during the month.

Meeting/Training/Travel/Conference Calls (Include Dates)

- MCD Special board meeting (2/5/25)
- Tribal-EPA Mining Call (2/6/25)
- NRD staff lunch (2/12/25)
- Lake Michigan Partnership WG monthly call (2/12/25)
- Region 5 Tribal Water division call (2/18/25)
- MCD Board meeting (2/18/25)
- LRBOI Feb staff meeting (2/20/25)
- Enbridge Line 5 Tunnel EIS - Monthly Cooperating Agency Meeting (2/20/25)
- Tribal mining call (2/20/25)
- Enbridge Line 5 Tunnel - Staff-Level Tribal Coordination with 1836 Treaty Tribes (2/21/25)
- Enbridge Line 5 Tunnel- Section 106 meeting (2/26/25)
- Mandatory LRBOI Staff Meeting (2/27/25)
- Lake Huron Partnership Meeting (2/27/25)

Planning
Steve Parsons

BIA ROADS/PLANNING DEPARTMENT REPORT

February 2025

Steve Parsons

Meetings/Conferences/Trainings

- On February 3, 2025, I attended the Tribal Council Agenda Review to represent an item on the February 5 agenda, requesting approval of an addendum to the contract with Grand Traverse Engineering and Construction (GTEC) for the demolition of the jockey quarters in Fruitport Township.
- On February 4, 2025, I attended a virtual meeting held by ArticiT with LRBOI management staff. The purpose of the meeting was to provide updates relative to ArticiT's progress and an opportunity for staff to provide feedback and ask questions.
- On February 5, 2025, I attended the Tribal Council meeting to represent an item requesting approval of an addendum to the contract with GTEC for the demolition of the jockey quarters in Fruitport Township. The contract addendum was approved by Tribal Council.
- On February 6, 2025, I participated in a virtual meeting with members of the Michigan Department of Environment, Great Lakes, and Energy (EGLE) to discuss their renewable energy program for Michigan tribes. They are looking to establish a Tribal Advisory Group to work with them as they work to partner with tribes across the state. Frank Beaver and Gary Lewis also participated in the meeting.
- On February 10, 2025, I attended an MDOT virtual meeting to discuss their proposed plan to establish recreational trails in Manistee County.
- On February 27, I attended a mandatory meeting of LRBOI staff to review the updated Government Operations Personnel Manual.

Activities/Accomplishments/Updates

- **BIA Roads Construction Projects for 2025:** Here is a list of the BIA Roads Construction Projects currently on our 2025 Tribal Transportation Improvement Plan, which we will be working on this year.
 1. **Loon Drive:** This project was originally scheduled to include the replacing of existing pavement as needed, and replacing/upgrading the underground storm system where necessary. The section of Loon Drive slated for reconstruction will run from the area near the Roundabout to the four-way-stop intersection that leads to the Government Center and the Gathering Grounds.

After a work session with Tribal Council in 2024 to discuss the details of this project, it was determined that the best course of action was to revisit the plan design to replace/upgrade the underground storm water drainage system to make it more effective and durable.
 2. **Extension of Sugar Shack Road:** This project will extend the current gravel road on the Sugar Shack Parcel, based on the recommendation of staff who head up the Maple Sugaring Education Project each spring. This extension will provide better access to the maple trees that are critical to the project.
 3. **Tribal Cemetery Road:** The plan for 2025 is to use BIA Roads funding to add additional features to the Phase 1 road system in the cemetery. This will include landscaping and irrigation. However, to accomplish this, we need to install a primary electric line that would run from the Custer Township Cemetery to the Tribal Cemetery. At this time, we need

additional funding for this to happen, as BIA Roads funding will not cover the entire cost. The estimate from Great Lakes Energy to run the primary line is currently somewhere between \$50,000 to \$60,000, depending on when it is done. I will likely need to meet with Tribal Council to discuss ways to come up with the funding to pay for this cost.

4. Aki Maadiziwin Connector Road, Frost Road & US-31: This project (now in its third year) is designed to provide an alternate route to access the Aki Maadiziwin housing complex. This year will see a continuation of the planning and preliminary engineering activities. It is anticipated that this will be a three-year project (2024-2026), with the overall costs for planning, engineering and construction estimated at somewhere between 2-3 million dollars.

In addition, we are also in discussions with MDOT regarding the installation of a center turn lane on US-31 near the Frost Road intersection. We are also in communication with the Spicer Group who is currently working on an adjacent apartment complex on US-31 just southwest of the entrance to Frost Road. We are hopeful to establish some type of cost-sharing arrangement with the Spicer Group for necessary improvements that would be required by MDOT for the Frost Road entrance.

5. US-31 Roundabout Project: The construction portion of this project was finished in October 2022. This year's activity will include the repair or reinstallation of irrigation systems (for the Little River Casino Resort and the Little River Trading Post) that were damaged during the initial road construction in 2022. Unfortunately, this did not happen in 2023, 2024, or at any point after the conclusion of the Roundabout Project.

Additional Activities

- At the request of MDOT, I am participating on the recently reestablished "M-22 Pure Michigan Byways Committee." The committee includes representatives from Manistee, Benzie, and Leelanau Counties. The committee has not met in over six months, and no future meetings have been scheduled or planned.
- Also, at the request of MDOT, I am participating on the newly-formed "Rebuilding US-31 in Manistee Stakeholders Group." The purpose of this group is to provide input to MDOT regarding the US-31 rebuilding project which will start south of Stronach Road in Filer Township, continue north through the City of Manistee, and end at M-55 in Manistee Township. This stakeholders group is meeting periodically throughout the design and planning phase of this project. Construction is tentatively scheduled to take place in 2027.

Public Safety
Robert Medacco

Little River Band of Ottawa Indians
Department of Public Safety Monthly Report
February-25

General Patrol

Assist Citizen	
Assist Motorist	
Assist Other Agency	4
City Assist	1
County Assist	8
Medical Assist	
MSP Assist	3
Other Calls for Service	
Property Checks	552
Suspicious Person	1
Suspicious Situation	3
Well-Being Check	1

Traffic/Vehicle

Abandoned Vehicle	
Accidents	5
Disobeying Stop Sign	
Driving License Suspended	
Expired Drivers License	
Expired License Plate	
Fleeing & Eluding	
Hit and Run	
MDOP	
Minor in Car	
Motor Vehicle Theft	
No Proof of Insurance	
Open Intoxicant	
Other Traffic Citation	
OID	
OUIL	
OWI	2
Parking Ticket	
Reckless Driver	
Speeding Ticket	
Stolen Vehicle	
Suspicious Vehicle	
Towed Vehicle	
Traffic Stop	11
Unsecured Vehicle	
Verbal Warning	9
Warning Ticket	

Processes

Bench Warrant Entered	
Civil Process (Paper Service)	8
PPO Served	1
Federal Docket Ticket	

Criminal Offenses

Animal Neglect

Arrest

3

Assault

4

B&E

1

Bond Revocation

Child Abuse

Child Custody

Child Neglect

Contempt of Court

Counterfeiting/Forgery

CSC

1

Death

Disorderly

Domestic Disturbance

2

Drive-Off

1

Drug Violation/VCSA

Elder Abuse

Embezzlement

Extortion/Conspiracy

False ID

Family Problems

Felony with a Gun

Fight in Progress

Fraud

1

Furnishing Alcohol to Minor

Harassment

3

Health & Safety

2

Intimidation

Intoxicated Person

Juvenile Runaway

Larceny

2

Liquor Violation

Minor in Possession

Missing Person

Money Laundering

Motor Vehicle Theft

Murder

Neighbor Dispute

Noise Complaint

Obstructing Justice

Possession Stolen Property

PPO Violation

Probation Violation

Property Damage/PIA

5

Public Peace

Resisting

1

Robbery

Sex Offense

Criminal Offenses Continued

Sexual Harassment

Shoplifters

Solicitation

SOR Violation

Stalking

1

Stolen Property

Threats

Unwanted Subject

1

Miscellaneous

Administrative Hours

486.5

Alarm

3

Attempt to Locate

Boat Dock Checks

Casino Hours

68.75

Civil Standby

Community Policing

4

Court Hours

0.25

Death Notification

Drug Disposal

Follow-Up Investigations

23

Found Property

2

Lost Property

Meetings Attended

Open Door

Open Window

PBT

1

Special Detail

1

Suicidal Subject

Total Complaints

53

Total Reports

40

Training Hours

30

Transport

Trespassing

Tribal Council Meetings

Vehicle Mileage

4185

Voluntary Missing Adult

Training/Travel

Little River Band of Ottawa Indians
Inland Conservation Enforcement Activities
February-25

Administrative Hours	189.5	
Arrest(s)	1	
Male		
Female		
ATV Patrol Hours		
Assist(s)	6	
Assist Hours	10	
Citation(s)		
Civil		
Misdemeanor		
City Assist		
City Assist Hours		
City Original		
City Original Hours		
Complaints	17	
Contacts	544	
Court		
Court Hours		
Follow-up(s)	4	
Follow-up Hours	4.5	
Federal Citation(s)		
Hours Worked	411.5	
Joint Patrol(s)	1	
Marine Time		
Meeting(s)	2	
Meeting Hours	8	
Paper Service		
Possible Trespass		
PR Activities		
PR Activities Hours		
Property Checks	80	
Snowmobile Patrol Hours	3	
Training(s)	7	
Training Hours	21.5	
Vehicle Mileage	2186	
Vehicle Stops	1	
Verbal Warning(s)	1	
Written Warning(s)		

Training/Travel

February 11, 2025 Officer Johnson-Cook attended TAC Training online.
February 20, 2025 Officers attended Strangulation training at Justice Center.

Little River Band of Ottawa Indians
Great Lakes Conservation Enforcement Activities
February-25

Administrative Hours	42.5
Arrest(s)	
Male	
Female	
Assist(s)	
Boardings	
Catch Inspections	
Citation(s)	
Civil	
Misdemeanor	
City Assist	
City Original	
Complaints	
Contacts	4
Court	
Court Hours	
Dock Checks	7
Follow-up(s)	
Follow-up Hours	
G/L Marine Patrol(s)	
Hours Worked	128
Joint Patrol(s)	
Marine Time	
Meeting(s)	
Meeting Hours	
Paper Service	
PR Activities	
PR Activities Hours	
Snowmobile Patrol Hours	
Training(s)	4
Training Hours	9.5
Vehicle Mileage	1778
Verbal Warning(s)	
Written Warning(s)	
Training/Travel	

Little River Band of Ottawa Indians
Court Security Activities
February-25

Administrative/Reports		1
Hours		0.5
Assist Other		
Hours		
Court Cases		3
Hours		3.25
Property Checks		10
Hours		2.5
Screenings		46
Hours		7.5
Contraband		1
Weapons		
Denials		
Surveillance		99
Hours		104.25
Training		
Hours		
Transports		
Hours		
Training/Travel		

Tax Office
Valerie Chandler

Tax Department February 2025 Monthly Report

Staff: Valerie Chandler, Tax Officer
Deborah Miller, Tax Department Administrative Assistant

During the month of February 2025, the Tax Department performed the following:

***Recurring Duties and Accomplishments:**

1. Responded to inquiries from Tribal members and employees regarding the following, but were not limited to:
 - RTM statuses
 - Motor fuel registrations
 - Certificates of Exemptions
 - Proofs of Residency
 - RTM benefits provided by the Tribe/State Tax Agreement
 - Tax Agreement Area boundaries
 - Reservations for the use of the Aki Maadiziwin Tribal Community Center
2. Scanned and filed Tax Department documents such as Proofs of Residency, Certificates of Exemption, financial and tax reports, Motor Fuel Registrations, address changes, Temporary Tribal Business Tax Licenses, and tax returns.
3. Continued to work with Enrollment to ensure the Resident Tribal Member list is updated as tribal members move in, out, or to another location within the Tax Agreement Area.
4. Completed and submitted the Tax Department monthly department report for January 2025.
5. Received, recorded, and filed Blarney Castle invoices for tracking of the Tribe's quota gallons of tax-exempt fuel.
6. Reconciled and monitored tax-exempt motor fuel quota gallons and tax-paid gallons along with tax-exempt inventories.
7. Sent weekly Aki Maadiziwin Community Center calendar of reservations to staff working within the building, to Maintenance for cleaning purposes, and to Public Safety so that they can patrol the area and know when someone should be on the premises.
8. Issued 1 Certificate of Exemption:
 - Purchaser: 1 RTM 0 Tribe/Entity
 - Purchase Type: 1 Vehicle 0 Construction 0 Recreational Vehicle
9. Reviewed 23 Tribal Member address and/or name changes; 3 required updating of the RTM list and database.
10. Processed 1 Proof of Residency.
11. Processed 11 Motor Fuel Registrations.
12. Processed 4 reservations for the Aki Maadiziwin Community Center.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Updated the Resident Tribal Member list and submitted it to the State of Michigan based upon the updates that the Tax Department received. Updates included, but were not limited to:

- New or re-instated RTMs
- Deceased RTMs
- Address changes and/or name changes for RTMs
- RTMs no longer eligible for RTM status

Little River Trading Post Interactions:

1. Collected, reviewed, reconciled, and filed daily tax-exempt cigarette logs and receipts from the Trading Post.
2. Collected, reviewed, manually recorded, and filed daily tax-exempt motor fuel logs and receipts from the Trading Post into the Tax Department database.
3. Collected, reviewed, reconciled, manually recorded, and filed OTP (other tobacco products) logs and receipts from the Trading Post.
4. Reported Trading Post errors to the Manager of the store so that cashiers are better informed and following policies and procedures to ensure compliance with the Tax Agreement and all governmental Ordinances and Regulations.
5. Recorded daily tax reporting of sales, fuel sales, fuel inventory, and Tribal tax exemptions and discounts from the Trading Post.
6. Reviewed and updated the Resident Tribal Member list in the computer at the Little River Trading Post.
7. Updated the motor fuel discount schedule (Tribal Member fuel tax exemption) for March 2025 and provided it to the Trading Post Manager.
8. Reviewed and processed 1,600 Trading Post Motor Fuel and Tobacco Receipts for Tribal Member, Tribe, and Resort purchases; flagged and corrected cashier errors as necessary.

Little River Casino Resort Interactions:

1. Calculated data, processed, and filed month-end tax reports, including providing Tribal Members' fuel and tobacco purchase totals to the Casino Resort.
2. Received, reconciled, recorded, and filed January 2025 Tribal tax returns which included:
 - Retail Sales Tax
 - Food & Beverage Tax
 - Lodging & Occupancy Tax
 - Admissions Tax
 - Service Tax

***Variable Duties and Accomplishments:**

1. Processed and issued 3 Temporary Tribal Business Tax Licenses to vendors selling merchandise on Tribal/Trust land.
2. Provided re-print copies of the Annual Sales Tax Credit form and letter of verification to Resident Tribal Members as they are requested.
3. Performed test transactions of the swipe cards at the Trading Post and reported a couple of errors to the vendor.
4. Worked with the Trading Post swipe card vendor in calculating the formulas for the tribal member discounts on fuel and tobacco depending on if the member is a Resident Tribal Member or not.

5. Corresponded with the Tribe's other appointed interim NAGPRA representative in regards to emails we've received and follow up responses.
6. Worked on sorting and identifying tribal properties with the goal of establishing a complete file for each property.
7. Brought to attention the fact that a tribal gym policy is needed because the current one is not official and has conflicting information.
8. Worked with the Gaming Commission Internal Auditor in answering questions pertaining to the Tribal Tax and Revenue Administration Ordinance.
9. Prepared and submitted the Tribe's 2024 Annual Tax Sharing return to the State as required by the Tax Agreement.

State of Michigan Department of Treasury Tribal Affairs Interactions:

1. Corresponded with Treasury staff regarding:
 - Resident Tribal Members being charged State sales tax on their utilities.
 - Venue reports confusion at the Treasury.

Little River Trading Post Interactions:

1. Worked with Trading Post staff in updating the OTP tribal member prices as their prices fluctuate.
2. Worked with the c-store Manager to review tribal tax exemptions, logging of purchases, policies and procedures and answering any questions.
3. Continued to work with the Director of Organizational Development, Director of I.T. and selected vendor in regards to the swipe card system for the Trading Post.

Little River Casino Resort Interactions:

1. Corresponded with the Director of Surveillance regarding video reviews from the Trading Post concerning questionable tax-exempt purchases and the need for verification of the purchases.
2. Worked with staff to ensure all venue reports were submitted and upcoming performers were licensed if selling merchandise.

Meetings / Trainings Attended During the Month:

1. Attended meeting with Arctic I.T. via Teams on February 4, 2025 regarding I.T. processes, work ticket flow, etc.
2. Attended meeting with casino resort staff and swipe card vendor on February 17, 2024 in regards to software issues after test transactions were conducted.
3. Facilitated monthly virtual staff meeting on February 20, 2024.
4. Attended mandatory staff meeting on February 27, 2024 at the Little River Three Fires conference center.

Statistics:

Total Registered Resident Tribal Members (RTMs): 256

- Manistee County: 245
- Mason County: 11

Monthly Tax Revenue*:

*January 2025 amounts received in February 2025

- Retail Sales Tax (Gift Shop) \$963.35
- Retail Sales Tax (Nectar Spa) \$57.98
- Retail Sales Tax (Trading Post) \$2,708.77
- Service Tax \$1,236.78
- Admissions Tax \$0
- Lodging & Occupancy Tax \$5,724.14
- Food & Beverage Tax \$22,181.87

Tribal Member Tax Exemption Rates ("Discounts") for March 2025*:

*Gasoline and Diesel tax exemption rates change monthly due to the State's designated pre-paid sales tax rate on fuel.

- Gasoline: \$0.468/gallon
- Diesel: \$0.494/gallon
- Cigarette Pack: \$2.00/pack (\$.12 more for non-RTMs which is for 6% sales tax on the \$2.00 exemption; RTMs do not pay sales tax)
- Cigarette Carton: \$20.00/carton (\$1.20 more for non-RTMs which is for 6% sales tax on the \$20.00 exemption; RTMs do not pay sales tax)
- OTP (Other tobacco products*): 32% of wholesale price

*Cigars, chew, snuff, loose tobacco, and cigarillos. Excludes promotional products, vaping products, and other non-tobacco products (rolling papers/tubes, rolling devices, hemp products, nicotine products, etc.)

**Tribal Historic Preservation
Vacant Director**

No Report Submitted
Vacant Director

WWTP
Gary Lewis

Utilities Department
Gary M. Lewis, Utility Director
February 2025, Department Report

I. Department Overview

MISSION STATEMENT

...Is to identify the requirements of our customers & earning their respect by communicating openly, clearly, courteously, and promptly to any issues that may arise.
...to exercise our sovereign powers by, providing excellent quality water & sanitation services in accordance with LRB Utility Ordinance, the U.S. Safe Drinking Water Act, & other applicable laws that are beneficial to the safety of the Citizens of the Little River Band of Ottawa Indians & Patrons utilizing our facilities.

II. Department reporting section

- Sampled and submitted routine bacteriological samples to U.S. EPA for Total-coli form and e-coli for the water distribution system. Samples were absence of presence for total-coli form / e-coli.
- Continuing to sample for Covid-19 in wastewater

Billing

Water	\$11,270.48
Sewer	\$18,707.16
Irrigation	\$1,810.93
Fire Suppression	\$8,069.33
Manistee Township Sewer	\$11,032.30
Septage	\$2,384.58
Other	\$198.37
Month Total	\$53,473.15
Yr. to Date Water	\$22,736.20
Yr. to Date Sewer	\$38,240.92
Yr. to Date Irrigation	\$3,621.86
Yr. to Date Fire Suppression	\$16,138.66
Yr. to Date Manistee Township	\$29,557.47
Yr. to Date Septage	\$5,695.38
Other Revenue	\$3,206.29
Credit	\$0.00
Yr. to Date Total	\$119,196.78

1. Well House Pumping in Gallons

Total Flow Gallons
a. 2,146,225
b. Ave Daily Flow Gallons 76,651

2. Gallons of Treated Wastewater SBR
Influent Gallons
a. 2,934,407 Gallons
b. Daily Average Gallons 94,658

Effluent Gallons
a. 3,156,872
b. Daily Average Gallons 101,835

Lagoon
a. Influent 146,085
b. Daily Average Gallons 4,712

3. Septic Sewage
a. 39,743 Gallons

III. Travel/Trainings/Meetings

What: TEDC TUA Study Update (Final Report)
Who: Woven Energy, Gary Lewis, Sierra Squire, Jake Glavin
Where: Council Chambers
Sponsored by: Woven Energy

What: MTERA Board Meeting
Who: Gary Lewis
Where: Zoom
Sponsored by: MTERA

What: Leads Meeting
Who: Larry Romanelli, Mary Thomas, William Willis, Tara Bailey, Diane Kerr, Gary Lewis
Where: Ogema Conference room

What: Interviews
Who: Various Hiring Teams, Gary Lewis
Where: H.R. Conference Room

What: MSU NAGPRA Meeting
Who: Gary Lewis, Various Tribes and MSU Staff
Where: Zoom
Sponsored by: MSU